

SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____

DEPARTMENT AND DIVISION:

JUDICIAL DISTRICT OR BRANCH COURT:

MAILING ADDRESS:

STREET ADDRESS:

CITY AND ZIP CODE:

TELEPHONE:

FAX:

**NOTICE OF INTENT TO DESTROY SUPERIOR COURT RECORDS;
OFFER TO TRANSFER POSSESSION**

You are hereby notified, as required by rule 10.856 of the California Rules of Court, that this court intends to destroy the following superior court records **30 days** after the date of this notice.

Record Type	Beginning Month and Year	Ending Month and Year
1.		
2.		
3.		
4.		
5.		
6.		

Within **30 days** after the date of this notice you may request, in writing, an order by the presiding judge to transfer some or all of the listed court records to your possession, or to extend the time for retention of the court records beyond 30 days.

The court records are available for public inspection until the time of their destruction.

Records transferred to your possession must be made reasonably available to all members of the public. Costs of transferring the records to your possession must be paid by you.

The presiding judge may extend the time for destruction of the court records if the judge finds good cause for the requested extension.

Date: _____ Clerk, by _____ , Deputy

An optional form for requesting transfer of possession, or requesting an extension of the time for retention of the court records beyond 30 days, is on the reverse of this page.

(See reverse for Request for Transfer or Extension)

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