

FOR COURT USE ONLY

**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 HEARING ON REQUEST FOR TRANSFER OR EXTENSION OF TIME FOR RETENTION  
OF SUPERIOR COURT RECORDS; COURT ORDER; RELEASE AND RECEIPT OF SUPERIOR COURT RECORDS**

TO: \_\_\_\_\_

(Name or names of organizations requesting transfer of superior court records to their possession or  
for an extension of the time for retention of the records)

**NOTICE OF HEARING**

1.  A hearing will be held on your request for an order by the presiding judge for **transfer** of some or all of the superior court records to your possession.
2.  A hearing will be held on your request for an order by the presiding judge for an **extension of time** for the destruction of some or all of the superior court records.
3. The hearing will be held:

Date:

Time:

Dept.:

Room:

The address of the court is shown above.

4.  No hearing on your request for an order by the presiding judge for transfer of some or all of the superior court records will be held.

**ORDER**

## GOOD CAUSE APPEARING:

1.  Grant request of (*name of organization*): to transfer or to your possession
  - all superior court records specified in the Request for Transfer or Extension of Time for Retention of Superior Court Records
  - the following superior court records only (*specify records to be transferred*):

a. The records shall be made reasonably available for inspection to all members of the public and provision shall be made for duplicating the records at cost.

b. Costs for transferring the records shall be paid by the requesting party.
2.  Grant request of (*name of organization*): the destruction of
  - to extend until (*date*):
  - all superior court records specified in the Request for Transfer or Extension of Time for Retention of Superior Court Records
  - the following superior court records only (*specify records to be held*):
3.  Deny request of (*name of organization*): for transfer of some or all of the superior court records to your possession.
4.  Deny request of (*name of organization*): for an extension of time for the destruction of some or all of the superior court records.
5.  Other orders (*specify*):

Date: \_\_\_\_\_

PRESIDING JUDGE OF THE SUPERIOR COURT

(See reverse for Release and Receipt of Superior Court Records)

Page 1 of 2