



Superior Court of California
County of Orange

MEMO

Date: December 18, 2013

To: Agencies and Attorneys Accessing Criminal Case Records

From: Alan Carlson, Clerk of the Superior Court

Subject: Shift to an all Electronic File for All Criminal Cases

The purpose of this memo is to provide information about the Superior Court's shift to an all electronic record in criminal cases and the possible impacts of this change on criminal justice agencies. In January, 2014, the Superior Court will begin the transition to electronic files and will discontinue maintenance of paper files in pending criminal cases. The current plan is that by July 1, 2014, all criminal records in cases with a court appearance will be electronic; the Court will not use or make available any paper files.

Transition to All Electronic Files for Criminal Matters

On January 2, 2014, the Court will begin a six-month transition toward exclusive use of electronic documents in criminal cases. As of that date, the Court will no longer create paper files for newly filed cases. Instead, all pending cases and associated documents will be maintained and accessed electronically. Beginning July 1, 2014, all records in criminal cases set for hearing will only be available electronically.

This transition is occurring both because of the on-going budget reductions the Court faces and the ability to improve general access to court records that are electronic. The Court has already shifted to all electronic records in all traffic, civil, probate, and family law cases.

Access to Court Files – Current

Currently, the Court's criminal case records are accessible in two formats. The physical case file is available in the courthouse, either in the courtroom in which the case is set for a hearing, or in the clerk's office. The file is only available when the courthouse is open to the public, and is not available when being used by a judicial officer during the hearing.

In addition there are two portals providing remote (outside the courthouse) electronic access to case information in criminal cases. The information available is the register of action information contained in the Court's case management system, known as Vision. No documents in criminal cases are currently remotely available through these portals. These portals provide access to case information 24 hours a day, 7 days per week.

- For Orange County Justice Agencies, access is through Vision Agency Web:
<https://daigy.occourts.org/Vision Web/Index.do>

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- For attorneys in criminal cases, access is through the Criminal Defense Attorney Portal (CDAP): <https://ocapps.occourts.org/CDAP/Index.do>

Access to electronic criminal case information from Vision is also available to anyone through public kiosks located in the Clerk's Office at each Justice Center.

Access to Court Files – New

Beginning January 2, 2014, the Court will create electronic case files both in new cases and in cases filed before 2014 set for hearing by scanning all documents filed into an electronic record. Between January 2nd and July 1st, the judicial officer will be provided paper copies of selected documents from the electronic record for use in calling the calendar. In those instances where the documents have not been scanned, the paper files for cases filed prior to January 2, 2014, may be provided to the judicial officer for a hearing.

The electronic documents in cases will be available remotely through the portals described above, and through the public kiosks located in the Clerk's Office at each Justice Center. Although the eventual goal is to have all documents scanned and available electronically in cases prior to the day of a hearing, this may not be the case initially. Documents accessed through the remote portal can be downloaded and printed at no cost. Copies of documents can be also purchased at the Clerk's Office at any Justice Center.

Training for your agency related to access through the remote portal can be coordinated by contacting Phyllis Gilchrist at pgilchrist@occourts.org.

Please contact Cherie Garofalo (cgarofalo@occourts.org) or Tricia Penrose (tpenrose@occourts.org) should you have any questions or desire additional information.

Sincerely,



cc: Thomas J. Borris, Presiding Judge
Glenda Sanders, Assistant Presiding Judge
Teresa Risi, Chief Operations Officer
Cherie Garofalo, Director, Criminal & Traffic Operations