



## SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE

### General Information Guide for the Media

#### Introduction

The clerk's office of the Superior Court of California, County of Riverside has prepared this brochure to foster cooperation between the court and the media in dealing with the high level of public interest and resulting media influx generated by high profile trials and court hearings. To achieve that goal, every reasonable effort to accommodate the media's needs and to provide it with the essential information required to do its job is being made. It is the clerk's office intention to treat all members of the media equally and fairly, and to assure all media representatives the same degree of access. Media representatives should understand, however, that the judge is fully responsible for the trial and the courtroom and expects the media to operate on his or her terms. A judge for a particular case may implement specific information and procedures concerning a trial.

#### Courthouse Locations

Riverside County Superior Court is comprised of three regions: Western, Mid County, and Desert. Each court handles specific types of cases.

#### Western Region:

Banning Court  
135 N. Alessandro Road  
Banning, CA 92220  
Civil  
Small Claims  
Evictions  
Traffic  
Criminal

Corona Court  
505 S. Buena Vista  
Corona, CA 92882  
Criminal jury trials

Hawthorne Court  
9174 Indiana Avenue  
Riverside, CA 92503  
Civil jury trials

Moreno Valley Court  
13800 Heacock St. Building D #201  
Moreno Valley, CA 92553  
Evictions  
Small Claims  
Traffic

Riverside Family Law Court  
4075 Main Street  
Riverside, CA 92501

Riverside Hall of Justice  
4100 Main Street  
Riverside, CA 92501

## Family Law

Riverside Historic Courthouse  
4050 Main Street  
Riverside, CA 92501  
Civil  
Probate

## Criminal

Riverside Juvenile Court  
9991 County Farm Road  
Riverside, CA 92503  
Juvenile

## Mid County Region:

Hemet Court  
880 N. State Street  
Hemet, CA 92543  
Civil  
Small Claims  
Family Law  
Probate  
Traffic

Murrieta – Southwest Justice Center  
30755-D Auld road  
Murrieta, CA 92563  
Criminal  
Juvenile

Temecula Court  
41002 County Center Drive #100  
Temecula, CA 92591  
Civil  
Small Claims  
Evictions  
Traffic

## Desert Region:

Blythe Court  
265 N. Broadway  
Blythe, CA 92225  
Civil  
Small Claims  
Family Law  
Criminal  
Traffic

Indio – Annex Office  
82675 State Highway 111  
Indio, CA 92201  
Probate (for filing purposes)

Indio Juvenile Court  
47-671 Oasis Street  
Indio, CA 92201  
Juvenile

Indio – Larson Justice Center  
46-200 Oasis Street  
Indio, CA 92201  
Civil  
Small Claims  
Evictions

Palm Springs Court  
3255 E. Tahquitz Canyon Way  
Palm Springs, CA 92262  
Probate

Family Law  
Criminal  
Traffic

### **Directions and Maps**

Directions and maps to the court locations can be found at <http://riverside.courts.ca.gov/address.htm>.

### **Local Rules**

The media should familiarize itself with Local Rule 9.2500 pertaining to media inquiries. Specifically, all press inquiries directed to staff will be referred to the Presiding Judge. If an inquiry is related to a case, the Presiding Judge will refer the inquiry to the assigned judge unless the judge has requested that the Executive Office speak to the media. The Presiding Judge will respond to such inquiries directly or by delegation, typically through the Court Executive Officer. The Local Rules are available on the court's website at <http://riverside.courts.ca.gov/localrules/localind.htm>.

### **Court Executive Officer and Clerk of the Court**

The office for the Court Executive Officer and Clerk of the Court is located at the Riverside Historic Courthouse, 4050 Main Street, Riverside, CA 92501, on the first level. Regular business hours are between 8:00 a.m. and 5:00 p.m., Monday – Friday, excluding holidays. The telephone number is 951-955-5536.

### **Media Communications with the Court**

While the Presiding Judge has ultimate responsibility for media inquiries, the court has designated the Court Executive Officer to serve as Press Liaison for disseminating information on scheduling, seating, court procedures, and logistics in a particular case. Since dependable, consistent, and reliable daily information about the case is desired, it is recommended that the media, as a whole, designate one individual to represent it in any communications with the Court Executive Officer. The Court Executive Officer and the media representative must be able to work together with the object of providing maximum media access to court proceedings while ensuring fairness and due process for the parties involved in the case. Should there be a need to contact the court on any issues pertaining to or affecting the media as a whole, please contact the Presiding Judge or Court Executive Officer. No one should telephone a judge's chambers or the courtroom assistant. Please be advised that the Presiding Judge or Court Executive Officer may designate a specific court manager to facilitate questions.

### **Information for a Specific Trial or Hearing**

The media can obtain information regarding a specific trial or hearing from the register of actions at <http://riverside.courts.ca.gov/pubacc.htm>.

### **Courthouse Entry and Exit**

During high profile trials and court hearings, the Riverside County Sheriff's Department may establish an entry and exit procedure from the doors of the

courthouse to the public sidewalk so that everyone entering and leaving the courthouse is able to safely do so.

### **Building Security**

All courthouse visitors must pass through and clear a metal detector. Pagers should be set on the silent vibrate mode upon entering the courthouse. Cameras, tape recorders, knives (including pocket knives), and weapons (including mace) are not allowed in the building. There are no provisions for court security officers to hold such items while the owners are in the courthouse. Cellular phones must be scanned through the metal detectors and all notification sounds and tones must be turned off / rendered inoperative. Failure to comply so as to allow cellular phone operation to disrupt court proceedings may result in the offending person's removal from the courtroom.

### **Equipment**

At all times when court is in session, the use of any forms, means or manner of radio or television broadcasting and the taking or making of photographs, motion pictures, video or sound recordings is prohibited in the courthouse unless approved by the trial judge in accordance with California Rule of Court 1.150(e). Cameras and other video equipment are not permitted in the courthouse except for special court hearings with court approval. There is no provision for storage of equipment at the courthouse.

### **Trial Date and Time**

Each judge's calendar may vary; however, trials are generally held Mondays through Fridays, from 8:30 a.m. to noon and from 1:30 p.m. to 4:30 p.m. with a 15 minute break during each session.

### **Courtroom Decorum**

The court does not have a formal dress code; however, business attire is strongly suggested. With regard to food and beverages, each judicial officer may direct specific limits for his/her courtroom. All food and beverages must be in a closed container. Glass containers or other receptacles that could be deemed a security risk are prohibited. The security staff may inspect, test, or request a party to consume any food or drink brought into a court facility. No food or drink is permitted in the public area of the clerk's office.

### **Sketch Artists**

Courtroom artists and others must notify the courtroom assistant before sketching is permitted in the courtroom. Sketch artists are prohibited from drawing detailed sketches of witnesses, jurors, and judges; however, silhouettes with no distinguishing features may be done.

### **Case File Information**

All pending cases, others than those sealed pursuant to statute or court order, may be viewed, at no charge in the clerk's office. There is a charge for record searches (\$15 for any search lasting longer than 10 minutes), copies (\$.50 per page), and certifications (\$15 for each document certified). Case files and dockets may be obtained on the same day as requested unless the requested

material is unavailable. For high profile trials and hearings, specific clerk's office staff may be assigned to handle media requests. To assist in determining what court facility a case is heard at, and the correct court division in which the file is located, please consult the reference guide located on the court's website at <http://riverside.courts.ca.gov/faxlist.htm>.

### **Access to Imaged Civil Documents**

Civil documents that have been electronically imaged are available for viewing or printing on the court's Internet site at <http://riverside.courts.ca.gov/pubacc.htm>. An amount of \$1.00 is charged to view or print civil documents for the first five pages, plus \$.40 per page for additional pages, with a cap of \$40 per document.

### **Name Searches**

Name searches may be conducted online. The costs are: \$1 for one search; \$3.50 for five searches; \$5 for 10 searches; \$25 for 75 searches. Individuals or entities may pay a flat fee of \$250 per month to perform an unlimited number of online searches. Please contact the Court Webmaster at [courtweb1@riverside.courts.ca.gov](mailto:courtweb1@riverside.courts.ca.gov) or contact the Executive Office at 951-955-5536 to establish a monthly account. If a civil case number is provided, the register of actions for that case may be viewed free of charge. Criminal defendants have access to their criminal cases at no charge by providing personal identifying information.

### **Transcripts**

Transcripts may be purchased through the individual court reporter assigned to a case. To identify the court reporter that covered the hearing or trial, consult the appropriate docket entry on the register of actions or review the minute order. Requests for court transcripts can be submitted via e-mail at <http://riverside.courts.ca.gov/crtreporter.htm>.

### **Orders**

When the judge issues a non-sealed order and the media is requesting an immediate copy, the Court Executive Officer or the designated liaison will make the necessary arrangements for the media to obtain a copy, which may include posting a copy of the order on the court's website under the category entitled "[Recent Opinions](#)". Every effort will be made to ensure that the order is provided in a timely manner in accordance with the judge's instructions. The media is not to contact the judge's chambers or the courtroom assistant to obtain a copy of the order.

### **List Serve Publication Group**

Members of the media who would like to be notified by e-mail of press releases, proposed or adopted changes in local rules, changes in judicial assignments or calendars, and other information affecting the court and its customers are encouraged to enroll in the court's List Serve Publication Group. Please visit <http://listserv.riverside.courts.ca.gov> to sign up.

**Exhibits**

When the media seeks an exhibit such as a video or audiotape, the request is to be made to the Court Executive Officer or the designated liaison. The Court Executive Officer or the designated liaison will consult with the judge to determine whether such exhibit(s) may be made available to the media and, if necessary, the manner in which the exhibit(s) will be made available. The media is not to contact the judge's chambers or the courtroom assistant to obtain copies of any exhibits.