



# Superior Court of California County of Orange

## Records - Central Justice Center

UPDATE – February 19, 2021

**Due to the COVID-19 social distancing requirements, the public will have limited access to court buildings.**

**PLEASE READ THE INFORMATION BELOW CAREFULLY BEFORE TRAVELING TO THE CENTRAL JUSTICE CENTER.**

The Records Unit is located at the Central Justice Center and provides various services including access to case index searches, viewing electronic records and processing copy requests.

As of May 26, 2020, and until further notice, in-person access to the Records Unit will be limited in order to comply with social distancing. The public is encouraged to take advantage of online services to avoid traveling to court buildings.

1. Requests for records and certified copies can be submitted to the court as noted below.
  - Online by sending an email to: [cjrecordsmanagement@occourts.org](mailto:cjrecordsmanagement@occourts.org)  
Please provide as much information as possible with your requests such as case number, case name, and file date of document(s), if known. A Records representative will contact you regarding payment.
  - Via telephone by calling (657) 622-7806 or (657) 622-7809.
2. Starting February 22, 2021, appointments for in person services can be scheduled through the court's website <https://www.occourts.org/mediarelations/CourtCalendarAppointments.html>
3. Specific questions can be submitted via the "Ask a Question" button on the court's website.