

Date Adopted: February 9, 2026  
Date Revised:

**POLICY AND PROCEDURE OF THE SUPERIOR COURT OF CALIFORNIA,  
COUNTY OF ORANGE**

**TITLE: PROGRAM RESOURCE LIST**

**POLICY:** The Orange County Superior Court will utilize the Program Resource Lists (PRL) to provide Court users with contact information on self-identified providers of programs, classes, and services (hereinafter referred to as “programs”). The programs are not affiliated with, under contract to, or operated by the Court. The Court does not endorse, evaluate, supervise or monitor the programs.

**PURPOSE:** To establish guidelines for the creation, maintenance and distribution of Court-generated lists for specific areas as deemed necessary by the Court, as well as inclusion and removal from the lists. Programs operated by the Court or the Judicial Council, or for which the California Rules of Court or other statutes specify a process for identifying, selecting, or approving service providers are not subject to this policy.

**PROCEDURE:**

The Court has the sole discretion to create a PRL for a specific topic area. The PRLs may be posted on the Court’s public website and made available in various Court locations for distribution to Court users, including courtrooms, case processing, Self Help Services and other areas as deemed appropriate.

In instances where a judicial officer orders a party to attend a specific type of program (i.e. victim impact, etc.), the judicial officer has the sole discretion to require the party to choose a program from the applicable PRL or permit the party to attend a program not on the PRL.

**1. Inclusion on the PRL**

To request a program be included on the PRL providers must:

- a. Complete and sign a *Program Resource List (PRL) Provider Declaration* (form L-3049), identifying the list on which the provider wants the program to be included, and affirming that they possess required insurance, business license, professional qualifications and certifications, and confirmation that their program and organization comply with all legal requirements to which they are subject. Note that programs that request to be added to the PRL for Self-Help Services must offer their services at zero-cost to the public.

- b. Submit a one-page summary of the program's content, including applicable cost, if any. This information will be used to assist the Court in verifying whether the program is appropriate for inclusion on the requested list.
- c. Program providers must submit a separate declaration and one-page summary for each list on which they request their program be included.
- d. All information above shall be sent via email to [OCProgramResource@occourts.org](mailto:OCProgramResource@occourts.org); point of contact is the **Executive Assistant** at **(657) 622-7002**.
- e. Requests to be included on a PRL may be considered on a quarterly basis.
- f. Incomplete requests will not be processed.
- g. The decision to create a list or include a program on the PRL is subject to the sole discretion of the Presiding Judge or their designee. The decision regarding a program's inclusion is final and no explanation or formal evaluation is required. Inclusion on the list does not create any contract or employment rights, express or implied, or any rights in the nature of a contract.
- h. The decision to publish or discontinue a PRL is subject to the sole discretion of the Court and may be made without notice or explanation.
- i. Providers must notify the Court immediately if they no longer provide the service or if any of their contact or program information changes.

## 2. Active Status and Removal

- a. To remain on the PRL, providers must confirm their program information upon request each year by submitting a *Program Resource List Provider Declaration for Confirmation of Information* (L-3050). They must indicate, by checking the appropriate box, if their contact information and/or the content of their program has changed since it was last submitted to the court. If the contact information has changed, the updated information must be provided on the *Declaration for Confirmation of Information*. If the content of the program has changed, an updated one-page summary of the program's content must be attached to the *Declaration for Confirmation of Information*.
- b. *Program Resource List Provider Declaration for Confirmation of Information* (L-3050) will be sent by the Court annually via email to program providers who have provided an email address or via US mail if no email is provided. Program providers who cannot be reached by the Court for confirmation of information or who fail to respond within the designated time frame will be removed from the PRL. Programs must follow the initial request process to be restored to the PRL after being removed.
- c. The lists are maintained for the effective administration of the Court. Any complaints made to the Court about programs or organizations will be forwarded to the Presiding Judge or their designee for review. Removal from a PRL may be made without cause, notice, or explanation. If practicable, written notification of removal will be provided.

### **3. Program Resource List**

The list compiled and maintained by the Court for each identified area will include the program provider's name, the legal name of the organization, address, phone number, fax number, website address and contact name if applicable. No other details about the program are provided. The current lists are as follows:

- Criminal - Victim Impact Panels
- Juvenile - Juvenile Justice Education
- Self-Help Service - Cost Free Services
  - Family Law
  - Probate
  - Civil/Small Claims