



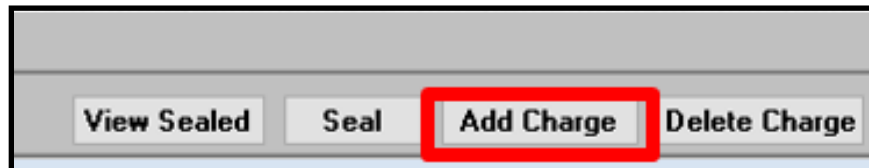
ORDER TO PRODUCE (OTP)

An Order to Produce (OTP) is a court order issued by the Superior Court directing the Sheriff's Department to produce the defendant for proceedings at a specified date and time. An OTP can be issued for a booked case or for a case the incarcerated individual is not currently booked on.

OTP- Booked Case

In some cases, the court will issue an OTP for a case the incarcerated individual is currently booked on. The court date will be added to the incarcerated individuals JIMS record through the Court Scheduling Navigator.

1. An additional court date line will be added as to not impact any previously scheduled court dates.
 - IMS>Schedule>Schedule Court Date
 - Search for the incarcerated individual and once in the scheduling navigator click 'Maintenance' at the bottom of the screen.
 - Select the booked case Click 'Add Charge'



- In the pop-up box, under code section, type 'None'. Select the charge that indicates 'Additional Court Date'.

Description: ADDITIONAL COURT DATE	
Code Section: NONE	
CL: I	OM: 0 <input type="checkbox"/> Force Statute
Code Section	Description
9891.24(A) BP	NONREGISTERD TAX PREPARER
9891.24(B) BP	UNREG TAX PREPARER/ETC
9901 VC	TRANSFER OF OWNERSHIP
NONE	ADDITIONAL COURT DATE
NONE	ENROUTE
NONE	FUTURE COURT DATE



Arrest #: 1 Type of Arrest: FIELD ARREST

Arrest Agency: San Diego Police Depart Officer: PANCERELLO ID: 2245

Document #: SCD124597 Event #:

Billing Effective Dt/Tm: 09-14-2021 1451 Hold Agency: TOX Required?

Notes: towed by JAW Towing

				Bail Info				Court Info	
Code Section	Description	CL	DV	Bail	Bail Amt	Type	Bond Co	Bail #	Paid
23153(A) VC	DUI:ALC/DRUG:RSLT:BO	F		Y	50,000.00				
2800.2 VC	EVADING PO:DISREGAF	F		I	.00				
NONE	ADDITIONAL COURT DA	I		I	.00				

- Bail is I- Inclusive, with no amount
- Enter the billing agency: SDSO

➤ Save and close

2. Return to the Court Scheduling Navigator and schedule the court date per established procedures.

- Enter the details for the OTP court date
- Click the box next to the additional court date line
- Click Apply
- Save and close

Court: SD4 Court Dt/Tm: 09-28-2021 0830 ROC: OTP Document #: SCD124597

Grand Total Bail: \$50,000.00

					Court Info		Bail Info	
Arr #/Chg #	Code Section	Description	CL	DV	Court	Court Dt/Tm	ROC	Document #
<input type="checkbox"/> 1 / 1	23153(A) VC	DUI:ALC/DRUG:RSLT:BO	F		SD30	10-05-2021 0900	FP	SCD124597
<input type="checkbox"/> 1 / 2	2800.2 VC	EVADING PO:DISREGAF	F		SD30	10-05-2021 0900	FP	SCD124597
<input checked="" type="checkbox"/> 1 / 3	NONE	ADDITIONAL COURT DA	I		SD4	09-28-2021 0830	OTP	SCD124597

3. When the charge line is no longer needed, remove the court information, and apply the disposition OTH (OTHER).

OTP- Case Not Booked

When the court issues an OTP for a case that is not booked, the bail specified on the OTP will determine how the document is processed.



OTP- Bail Amount Specified

An OTP with a bail amount specified is sufficient authorization to detain an incarcerated individual in custody on the case. An additional arrest will be generated.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN DIEGO, JUVENILE DIVISION
2851 Meadowlark Drive, San Diego, CA 92123**

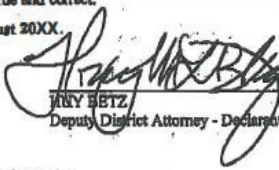
<p>THE PEOPLE OF THE STATE OF CALIFORNIA, Petitioner,</p> <p style="text-align: center;">VS.</p> <p>LAWLESS; Edison DOB: 11/11/2003 Booking # 21100110.</p>	<p>Petition No: JCM123456 Probation No.: 21415521 JDA No. H0031</p> <p>DECLARATION AND ORDER FOR PRODUCTION OF DEFENDANT FROM:</p> <p>CENTRAL DETENTION FACILITY 1173 FRONT ST SAN DIEGO, CA 92101</p>
---	--

NO BAIL

DECLARATION

Declarant states that he/she is the Deputy District Attorney prosecuting the above entitled action; that the above-named defendant is now in-custody in the above-mentioned institution in San Diego County; and that the presence of said person is needed to answer charges and for all further proceedings in this action.

I declare under penalty of perjury that the foregoing is true and correct.
Executed at San Diego, California, this 8th day of August 20XX.


JODY HETZ
 Deputy District Attorney - Declarant


ORDER

TO THE SHERIFF OF THE COUNTY OF SAN DIEGO

It appearing to the Court that the presence of the above-named defendant is needed to answer charges and for all further proceedings in this action;

YOU ARE HEREBY AUTHORIZED AND DIRECTED to produce said person at 8:00 a.m. on August 17, 20XX, in Department 3 of the Superior Court, JUVENILE DIVISION, 2851 Meadow Lark Drive, San Diego, County of San Diego.

The foregoing is full, true and correct copy of the original on file in this office.
 ATTEST: MICHAEL RODDY,
 Clerk of the Superior Court

DATED: _____

MARIAN F. GASTON
 Judge of the Superior Court

By: _____
 Deputy

1. Go to IMS>BOOK>Additional Arrest
 - Arrest Type: Booked Remand BRMD
 - Arresting Agency: SDSO
 - Location: (Housing facility)
 - Enter charge(s), court date/time, bail amount, and case number as



indicated on court document.

- ✓ If charges are not listed on the OTP for an adult case, run the case number in SD Law and reference the charges on the DA10 screen.
- ✓ If charges are not listed on the OTP for a Juvenile case, utilize the charge 707.1 Welfare and Institutions Code.
- ROC: FP unless otherwise indicated on the document
- Enter the billing agency
- Save and close.

B722, Book #: 21100001, LAWLESS

Lawless, Edison Fac: 1 Area: HU: Cell: Bed:

Arrest #: 1 Type of Arrest: BOOKED-REMAND

Arrest Agency: San Diego Sheriff Office Officer: JONES ID: 1234

Document #: JCM123456 Event #:

TOX Required? Hold Agency:

Notes:

				Bail Info				
Code	Section	Description	CL	DV	Court	Court Dt/Tm	ROC	Document #
707.1	WI	CUST ORD MINOR/ADUL	F		JUVSD	08-17-2021 0800	FP	JCM123456

- Go to IMS>Book>Charge Review
- Select arrest and review information entered.

OTP- Bail Amount NOT Specified

An OTP with a bail amount **not** specified does not constitute authorization to detain an incarcerated individual in custody on the case. **This is NOT a remand.** The court date will be added to the incarcerated individuals JIMS record through the Court Scheduling Navigator.



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO <input checked="" type="checkbox"/> CENTRAL COURTHOUSE, 1100 UNION ST., SAN DIEGO, CA 92101 <input type="checkbox"/> COUNTY COURTHOUSE, 220 W. BROADWAY, SAN DIEGO, CA 92101-3814 <input type="checkbox"/> FAMILY COURT, 1555 6TH AVE., SAN DIEGO, CA 92101-3294 <input type="checkbox"/> NORTH COUNTY DIVISION, 325 S. MELROSE DR., VISTA, CA 92081-6643 <input type="checkbox"/> EAST COUNTY DIVISION, 250 E. MAIN, EL CAJON, CA 92020-3941 <input type="checkbox"/> SOUTH COUNTY DIVISION, 500 3RD AVE., CHULA VISTA, CA 91910-5649		FOR COURT USE ONLY
PLAINTIFF(S)/PETITIONER(S) COUNTY OF SAN DIEGO		
DEFENDANT(S)/RESPONDENT(S) IMA GUY	CASE NUMBER: SCD555123	
ORDER TO PRODUCE		
TO: Sheriff of San Diego County You are ordered to produce the defendant/witness <u>IMA GUY</u> , Booking # <u>2191110</u> , from <u>SAN DIEGO JAIL</u> and deliver said defendant/witness to the Superior Court, at the address indicated above, on <u>9/28/21</u> to Department D-4, at <u>8:30AM</u> , and upon completion of the hearing to return the defendant/witness to the place of incarceration.		

1. IMS>Schedule>Schedule Court Date
 - a. Select an active case and generate an additional court date line (see instructions above for adding the additional court date line).
 - b. Bail is I, with no amount.
 - c. Enter the billing agency: SDSO.
 - d. Save and Close.
2. In the Court Scheduling Navigator:
 - a. Enter court destination, court dt/tm, ROC and document # in the applicable fields.
 - b. Select the box next to the additional court date line.
 - c. Click Apply. Save and Close.

Court: SD4		Court Dt/Tm: 09-28-2021 0830		ROC: OTP		Document #: SCD555123	
Grand Total Bail: \$50,000.00							
				Court Info		Bail Info	
Arr #/Chg #	Code Section	Description	CL	DV	Court	Court Dt/Tm	ROC
<input type="checkbox"/> 1 / 1	23153(A) VC	DUI:ALC/DRUG:RSLT:BF			SD30	10-05-2021 0900	FP
<input type="checkbox"/> 1 / 2	2800.2 VC	EVADING PO:DISREGAF			SD30	10-05-2021 0900	FP
<input checked="" type="checkbox"/> 1 / 3	NONE	ADDITIONAL COURT DATE			SD4	09-28-2021 0830	OTP
					Document #		
					SCD124597		
					SCD124597		
					SCD555123		

3. When the charge line is no longer needed, remove the court information, and apply the disposition OTH (OTHER).



****NOTE:** If the open cases are released prior to the OTP court date, the incarcerated individual will be released from Sheriff's custody. The incarcerated individual will be provided a copy of the OTP and instructed to appear for the court date.

No Court Document Received

1. If the case is booked and a court document was not received on the scheduled court date, a court contact will be generated to request a copy of the document.
2. If the OTP is not booked and a court document is not received, the court information will be removed from the line and the disposition of OTH (OTHER) will be applied.