

NUMBER:	5.33
SUBJECT:	SEALINGS
CATEGORY:	WARRANTS
DATE:	JULY 29, 2019
RELATED SECTIONS:	
IN COMPLIANCE WITH:	

POLICY

The court wishes a warrant or restraining order to be under seal, or sealed. It needs to be entered into the local system and viewable in eWarrant Inquiry or eRestraining Order Query for law enforcement. However, it is not to be seen by the public, on the public website, or disclosed to the public over the telephone. If the public calls and the warrant states it is not for public disclosure, reply there is no record.

PROCEDURE:

A. SEALING A WARRANT

1. A notice is received to seal a warrant. It may also be present on the warrant itself.
2. Enter the warrant into JURIS, making the following changes, or if it is already entered by the courts, modify via the MA02 screen:
 - a. Enter the employer field as **NOTFORPUBLIC**
 - b. Enter in the remarks field **DO NOT RELEASE ANY INFORMATION ON THIS WARRANT TO THE PUBLIC**
3. The employer field will flag the warrant to not appear on the public website. It must have **NOTFORPUBLIC** as the exact characters in the field. The remarks field may be abbreviated if necessary.

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**** ACTIVE MISDEMEANOR ARREST WARRANT **** MANUAL
AKA [REDACTED] DOB [REDACTED] AGE [REDACTED] SEX F RACE H
RES [REDACTED] HT 5-04 WT 130 HAIR BLK EYE BRO
BUS [REDACTED] CA [REDACTED] TB 1087 C4 BT 31
EMPLOYER NOTFORPUBLIC TEL [REDACTED] SSN 000000000
CII FBI LCL LCR AFIS
OP LIC VEH LIC YR MAKE RMKS


-----WARRANT INFORMATION-----
MW NBR [REDACTED] 000 TST 200 DAY SERVICE ONLY BAIL NO BAIL MANDATORY
ISSUE DATE 041019 CLRDATE 000000 ABSTDATE 000000 O-CDATE 000000 PBWDATE 000000
ORG CA03701 ASN CA03701 CLR ABS MAG# LA074 COURT SD-SD-S-JUV
CODE SEC CD C CODE SEC CD C CODE SEC CD C
594(A)(B)(2)(A) PC 1 602M PC 1 148(A)(1) PC 1
11377(A) HS 1
REASON CODE SPECIAL INSTRUCTION
CRT INST:IF OVER 18 BOOK IN SAN DIEGO COUNTY JAIL
-----SHERIFF INFORMATION ONLY-----
CIIFCN LETS FT-DATE FT-CODE
RMK:041119 ** DO NOT RELEASE ANY INFORMATION ON THIS WARRANT TO THE PUBLIC **

<MA10 [REDACTED] OPID [REDACTED] *THIS IS NOT AN ABSTRACT,
BEFORE ARREST, ALL WARRANTS MUST BE CONFIRMED WITH SAN DIEGO COUNTY SHERIFF*
    
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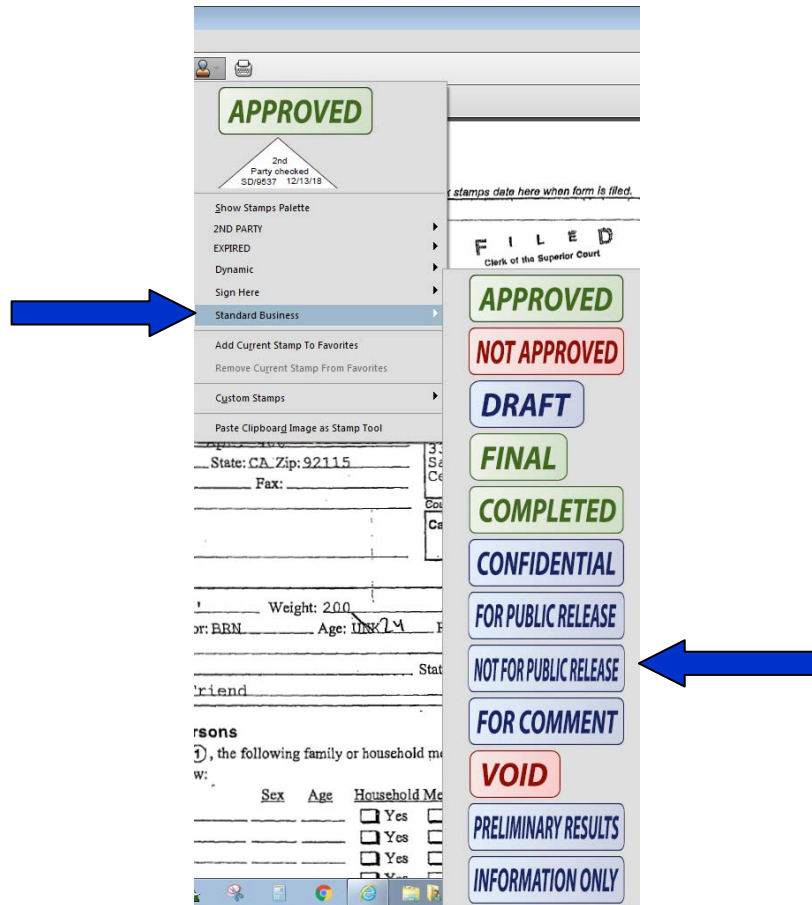
B. SEALING A RESTRAINING ORDER

1. Enter the restraining order as usual except:
 - a. Add an aka in the first aka box:
 - 1) Last name: **NOT FOR PUBLIC**
 - 2) First name: **DISCLOSURE**
 - b. In the Miscellaneous field, at the very beginning, type exactly (with all the spaces included, or the restraining order will go into the public website:
**** NOTFORPUBLIC DISCLOSURE ****
 - c. After the ** type a space and then the rest of the Miscellaneous field
 - d. The eRO screen should look like:

The screenshot displays the eRO system interface. At the top, there is a form for entering personal information. The 'Akas' section is highlighted in yellow, showing 'LAST NAME' as 'NOT FOR PUBLIC' and 'FIRST NAME' as 'DISCLOSURE'. Below this is a section titled 'RESTRAINING ORDER' with a dark blue header. This section contains details about the order, such as 'Restraining Order: TEST', 'Issue Type: (CPO) CRIMINAL PROTECTIVE ORDER', and 'Issued Date: 07/01/2019'. At the bottom, there is a 'Misc' field with a yellow highlight containing the text '** NOT FOR PUBLIC DISCLOSURE ** RP NO AMMO * THE PROTECTED PERSON MAY RECORD ANY PROHIBITED COMMUNICATIONS MADE BY THE RESTRAINED PERSON * MUST STAY 100 YARDS AWAY FROM PROTECTED PERSONS SCHOOL *'.

2. When the file is ready to be imported into Application Xtender:
 - a. Open the PDF from the court (if it is not already opened)
 - b. Click on the stamp icon 

- c. Scroll to **Standard Business** and then click on **NOT FOR PUBLIC RELEASE**



- d. Click on the top of the page to position the stamp.
e. Repeat and place another stamp near the middle of the page. Do not cover any words from the order.
f. Repeat and place at the end of the page.
g. Repeat for all of the pages of the restraining order.

Your PDF should look like this

NOT FOR PUBLIC RELEASE

CH-110 Temporary Restraining Order Clerk stamps date here when form is filed.

Person in ① must complete items ①, ②, and ③ only.

① Protected Person

a. Your Full Name: _____
 Your Lawyer (if you have one for this case):
 Name: Self-Represented Litigant State Bar No.: _____
 Firm Name: _____

b. Your Address (If you have a lawyer, give your lawyer's information. If you do not have a lawyer and want to keep your home address private, you may give a different mailing address instead. You do not have to give telephone, fax, or e-mail.):
 Address: _____
 City: _____ State: CA Zip: _____
 Telephone: _____ Fax: _____
 E-Mail Address: _____

② Restrained Person
 Full Name: XXXXXXXXXXXX
 Description:
 Sex: M F Height: 5'9" Weight: 200 Date of Birth: UNK
 Hair Color: BLK Eye Color: BRN Age: UNK 21 Race: HISPANIC
 Home Address (if known): UNK
 City: San Diego State: CA Zip: _____
 Relationship to Protected Person: Friend

③ Additional Protected Persons **NOT FOR PUBLIC RELEASE**

In addition to the person named in ①, the following family or household members of that person are protected by the temporary orders indicated below:

Full Name	Sex	Age	Household Member?	Relation to Protected Person
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Check here if there are additional persons. List them on an attached sheet of paper and write "Attachment 3—Additional Protected Persons" as a title. You may use form MC-025, Attachment.

The court will complete the rest of this form.

④ Expiration Date
 This Order expires at the end of the hearing scheduled for the date and time below:
 Date: 7-22-14 Time: 8:30 a.m. p.m.

This is a Court Order.

Judicial Council of California, www.courtsofca.gov
 Rev. March 14, 2013, Mandatory Form
 Code of Civil Procedure, §§ 527.6 and 527.9
 Approved by DOJ

Temporary Restraining Order (CLETS-TCH)
 (Civil Harassment Prevention) CH-110, Page 1 of 8

Seldon, Katelyn

NOT FOR PUBLIC RELEASE

3. Verify the restraining order is not on the public website
 - a. Control//Click on: www.sdsheriff.net
 - b. Scroll down to Online Services>Restraining Order Lookup
 - c. Type the case number