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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<ma10 BEFORE ARRES</ma10 	ST, ALL WARF	ANTS MUST	BE CONFIR	OPID	san d	THIS IS IEGO CO	NOT AN DUNTY SHE	ABSTRACT, ERIFF*

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:

Last:	RESTRAINED	Weight:	180 lbs
First:	NOT	Eyes:	BROWN
Middle:	FOR	Hair:	BLACK
Suffix:		Social Security:	
DOB:	00/00/1989	FBI:	
Age:	30	Address:	
Race:	HISPANIC	City:	
Sex:	UNKNOWN	State:	
Height:	5'-10"	Zip:	
Akas:	LAST NAME	FIRST NAME	MIDDLE NAME SUFFIX
	NOT FOR PUBLIC	DISCLOSURE	
		RESTRAINING ORDER	
Restraining Order:	TEST	Issued Date:	07/01/2019
FCN:	4501918300695	Present in Court:	N
OPID:	SH9537	Date Served:	
Last Updated By:	SH9537	Time:	
Issue Type:	(CPO) CRIMINAL PROTECTIVE ORDER	Served By:	
Court:	(37100) San Diego County Superior (San Diego)	Agent ID:	
EAP:	B	Agency:	
Contact:	N	Served Type:	
		Status:	
		Date Cancelled:	
		Cancel Reason:	
		Expires:	07/08/2019
O Caution & Med. Cond.	:		
O PSM:			
Misc: ** NOT FOR PUBLIC RESTRAINED PERSON *	C DISCLOSURE ** RP NO AMMO * THE PROTEC MUST STAY 100 YARDS AWAY FROM PROTEC	CTED PERSON MAY RECORD ANY PI CTED PERSONS SCHOOL *	ROHIBITED COMMUNICATIONS MADE BY THE

- 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 $\overset{\frown}{\simeq}$

- 8- 8 **APPROVED** Party I 12/13/18 tamps date here when form is filed. Show Stamps Palette 2ND PARTY ILED EXPIRED F Dynamic Sign Here **APPROVED** Standard Business Add Current Stamp To Favorites **NOT APPROVED** Remove Cugrent Stamp From Favorite Custom Stamps DRAFT Paste Clipboard Image as Stamp Tool 33 Sa Ce **FINAL** State: CA Zip: 92115 _ Fax: Ca COMPLETED CONFIDENTIAL Weight: 200 , FOR PUBLIC RELEASE or: BRN _ Age: UNK24 _F NOT FOR PUBLIC RELEASE Stat riend FOR COMMENT rsons 1), the following family or household me VOID w: Sex Age Household Me Yes Yes Yes PRELIMINARY RESULTS T Vas **INFORMATION ONLY** 0 Q
- 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.

H-110 Temporary Restrain	ning Order		Clerk stamps date here when form is tiled.
Person in (1) must complete items (1), (2),	and 3 only.		FILED
Protected Person			Clark of the Superior Court
a. Your Full Name:			JUN 2 7 ZURA
Name: Self-Represented Litigant St	sej: ate Bar No.:		By: J. Montano, Deputy
Firm Name:			0.1 . 1
b. Your Address (If you have a lawyer, give If you do not have a lawyer and want to	e your lawyer's infor keep your home addr	nation. ess	Filled When Seal
private, you may give a different mailing	address instead. You	a do not	Superior Court of California, County of
- Address:			330 West Broadway
City:Stat	e: CA_Zip:	_	San Diego, CA 92101
Telephone:	Fax:		Constant Dranen and Some Service
Poetrained Person		i	Case Number.
Full Name, XXXXXXXXXX			
Description:			
Sex: X M F Height: 5'9'' Hair Color: BLK Eye Color: BR Home Address (f known): UNK City: San Diego Relationship to Protected Person: Frien	Weight: 200	! \$\$24	Date of Birth: INR _Race: HISPINC state: CAZip:
Sex: X M F Height: 5'9'' Hair Color: BLK Eye Color: BRI Home Address (<i>f known</i>): UNK City: San Diego Relationship to Protected Person: Frien Additional Protected Persons In addition to the person named in (1), the the temporary orders indicated below:	Meight: 200 Age: Li Age: Li MOT F following family or	NX2M S OR household	Date of Birth: UNK Race: HISRMC State: CA Zip: PUBLIC RELEAS members of that person are protected
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Your PDF should look like this

- 3. Verify the restraining order is not on the public website

 - a. Control//Click on: <u>www.sdsheriff.net</u>b. Scroll down to Online Services>Restraining Order Lookup
 - c. Type the case number