



Judicial Council of California
Administrative Office of the Courts

Finance Division
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TO: Users of Judicial Council of California's Facilities Guidelines

FROM: Facilities Unit
Administrative Office of the Courts

DATE: July 1, 2002

SUBJECT/ PURPOSE OF MEMO: **REPORTING GUIDELINE DEVIATIONS**

ACTION REQUESTED: Please see below.

DEADLINE: Please see below.

CONTACT FOR FURTHER INFORMATION:

NAME:	TEL:	FAX:	EMAIL:
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Purpose of this reporting requirement:

Effective July 1, 2002, courts are required to report any proposed modifications to facilities that do not conform to the Judicial Council Facilities Guidelines. The Facilities Unit at the Administrative Office of the Courts has developed forms for you to report deviations from the Guidelines and help the Facilities Unit understand the concerns of applying the Guidelines to court facilities.

If modifications to facilities comply with the Facilities Guidelines, you do not need to use these forms.

The Facilities Guidelines can be found under “Court Facilities Guidelines” at <http://serranus.courtinfo.ca.gov/reference>, or under “Special Court Guidelines and Reporting Requirements” at www.courtinfo.ca.gov/reference. Additional copies of the Guidelines and forms for reporting deviations can also be obtained at the address below.

Under Rule of Court 6.150(c):

[Duties of courts] Courts must use the guidelines adopted under (b) in reviewing proposed alteration, remodeling, renovation, and expansion of existing court facilities or new construction. Deviations from the guidelines must be reported to the Administrative Office of the Courts through a process established for that purpose.

Deadline:

Please report any deviations from the Facilities Guidelines on the appropriate form within a reasonable time (no more than one month) from the date that a proposal is made to modify facilities in a way that does not conform to the Guidelines.

Questions & comments:

Please address all questions and comments to:

Attn: Guidelines
Facilities Unit
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