

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

DIRECTIVE

No.: 1230
Issued: 06/28/10
Post Until: 07/28/10

SUBJECT: FILING ORDER FOR ADULT PROBATION CASES

This Directive supersedes Directive 943 (Revised Adult File Stripping Procedures) issued July 29, 2003 and includes all supplemental information added by Directive 1141 (The "Stripping and Destroying" of Adult Files/Records) issued August 28, 2007.

Penal Code (PC) 1203.10 mandates the content and records of adult files be retained until five (5) years after the date of probation termination. The Los Angeles County Probation Department policy strictly prohibits the "stripping and destruction" of any case file contents at any time; with the exception of duplicate documents. All records may be retained through the process of microfilming or digital imaging.

Case materials shall be filed beginning with the oldest dated case documents through to the most recent, from bottom to top. All materials for each court case number must be filed together and separated by an 8½ x 14 sheet of white paper containing the corresponding court case number. The following filing order shall be maintained for each case file:

- Arrest Report and Booking Information.
- Felony Complaint.
- Superior Court referral minute order.
- Appointment Instructions (Prob. 1274).
- Court reports (date order).
- Department of Children Family Services court reports.
- Printout of Consolidated Criminal History Report Summary (CCHRS).
- Printout of booking information.
- Printout of rap sheets (CII) (manual rap sheets).
- Victim List (Prob. 1209).
- Financial Change Forms/Restitution information (Prob. 1361, 1207, 1285, 1286, 1289, 1323, 1386, Statement of Assets and Expenses, Judicial Council Form CR150).
- Los Angeles County Probation Adult Risk Assessment (Prob. 1272) or DRAD printout.
- Adult Worksheet (Prob. 18).
- Application for Probation IB (Prob. 550).
- Adult Probation Instructions (Prob. 895).
- Miscellaneous documents: (walk-in documents, DMV documents, NTU documents, Family Violence documents, Sex Registrant documents, Prop. 36 documents, Drug Treatment Assessment Orders, etc.).
- Declaration of Non-Duplication of Case Management Services.
- Strength-based Needs Assessment.
- Targeted Case Management Individual Case Plan.

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE

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- Interstate Compact forms (signed copy).
- Residence Verification and Acceptance of Transfer forms (PC 1203.9).
- Court continuance minute orders.
- Court minute orders (granting, modifying, terminating, etc.).
- Probation report in person/mailers filed in chronological order by month/year.

NOTE: All defendant photographs shall be stapled on the inside left of the probation file.

All case files being forwarded to the Closed Files section at Central Records must conform to the revised format.

If there are any questions regarding the contents of this Directive, please contact your area office Head Clerk or Supervising Typist Clerk.

A handwritten signature in black ink, appearing to read "Dave Leone", written over a horizontal line.

Dave Leone
Acting Deputy Director,
Field Services Division