

1 HON. Elliot Daum  
2 JUDGE OF THE SUPERIOR COURT  
3 Department 16  
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5 Santa Rosa, CA 95403  
6 (707) 521-6547

7  
8 SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA

9  
10 In Re CEQA Cases

**STANDING ORDER**

**Re: ADMINISTRATIVE RECORDS  
IN CEQA ACTIONS**

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14 IT IS HEREBY ORDERED as follows, that in every case brought under the California  
15 Environmental Quality Act (CEQA):

16 1. The preparation, lodging, and service of the administrative record must comply with  
17 the requirements set forth in Cal. Rules of Court, rules 3.2205, 3.2206, 3.2207, and 3.2208 for  
18 preparing, lodging, and serving the administrative record in paper or electronic format.

19 2. The party preparing the administrative record must lodge it with the court and serve it  
20 on each party. All records must comply with rule 3.2205. A record in electronic format must  
21 comply with rule 3.2207. A record in paper format must comply with rule 3.2208.

22 3. Any record or portion thereof lodged in paper format shall be bound on the left margin,  
23 thermally bound, or in three-ring binders, or in other manner approved by the court.

24 4. Unless the court orders otherwise, the party preparing the administrative record may  
25 lodge and file the entire record in paper format.  
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1           5. Unless the court orders otherwise, should the party preparing the record choose to  
2 lodge and serve the record in electronic format, it may do so in accord with the following  
3 requirements:

- 4           a) The party must lodge and serve in paper format at least all those portions of the  
5 record identified in Cal. Rules of Court, rule 3.2205(a)(1)(A)-(G), inclusive, to wit  
6 (A) The Notice of Determination;  
7 (B) The resolutions or ordinances adopted by the lead agency approving the project;  
8 (C) The findings required by Public Resources Code section 21081, including any  
9 statement of overriding considerations;  
10 (D) The final environmental impact report, including the draft environmental impact  
11 report or a revision of the draft, all other matters included in the final environmental  
12 impact report, and other types of environmental impact documents prepared under  
13 the California Environmental Quality Act, such as a negative declaration, mitigated  
14 negative declaration, or addenda;  
15 (E) The initial study;  
16 (F) Staff reports prepared for the administrative bodies providing subordinate  
17 approvals or recommendations to the lead agency, in chronological order;  
18 (G) Transcripts and minutes of hearings, in chronological order.

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20           b) Unless the court orders otherwise, the party preparing the record may provide the  
21 "remainder of the record, in chronological order" as identified in Cal. Rules of Court,  
22 rule 3.2205(a)(1)(H) in solely electronic format at its election.

23           c) Should any party cite to a portion of the record that is lodged and served in only  
24 electronic format, that party must also lodge and serve a paper copy of any such  
25 portion of the record cited. Each party doing so must provide all such portions of the  
26 record which it cites bound together as an appendix of excerpts as noted in rule  
27 3.2205(c). These shall be bound either as the record is bound or in a thermal-bound  
28 or spiral-bound or three-ring-binder format or in other format approved by the court,

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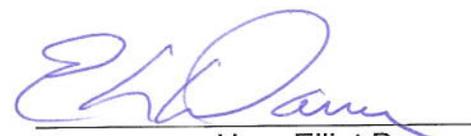
and identified as the portions of the record which that party cites. However, no party need provide such copies of any portion of the record cited that is already lodged in paper format.

6. Any record or portion thereof that is lodged in electronic format shall be created in portable document format (PDF) or other method approved by the court and consistent with Cal. Rules of Court, rule 3.2207; divided into a series of electronic files and include electronic bookmarks that identify each part of the record and clearly state the volume and page numbers contained in each part of the record; contained on a CD-ROM, DVD, or other medium in a manner that cannot be altered; and capable of full text searching. The electronic version of the index required under rule 3.2205(b) may include hyperlinks to the indexed documents.

7. Any record or portion thereof that is lodged in electronic format shall be clearly labelled on the medium itself and presented in an envelope or similar container, paper or plastic, also so labelled. If provided for an administrative record that is also provided in paper format, this envelope or similar container shall be itself attached to the portion of the record containing the paper index at the beginning of the record.

8. Should the court require a paper copy of any portion of the record lodged only in electronic format, the submitting party shall provide, at its expense, a paper copy within 14 days of a court order to so provide, this obligation to last as long as the applicable record retention period.

DATED: *Nov. 5, 2014*

  
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Hon. Elliot Daum  
Judge of the Superior Court