

1 Hon. Arthur A. Wick
2 Judge of the Superior Court
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7 SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA

8
9 In Re CEQA Cases,

10 STANDING ORDER REGARDING
11 ADMINISTRATIVE RECORDS
12 IN ALL CEQA ACTIONS

13 IT IS HEREBY ORDERED:

14 1. The preparation, lodging, and service of the administrative record must comply with the
15 requirements of all provisions set forth in California Rules of Court, rule 3.2200 et seq.,
16 specifically including the provisions found in rules 3.2205, 3.2206, 3.2207, and 3.2208 for
17 preparing, lodging, and serving the administrative record in paper or electronic format.

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

26 5. Unless the court orders otherwise, should the party preparing the record choose to lodge
27 and serve the record in electronic format, it may do so in accord with the following requirements:
28

1 a) The party must lodge and serve in paper format at least all those portions of the record
2 identified in California Rule of Court, rule 3.2205(a)(1)(A)-(G), inclusive, to wit:

3 (A) The Notice of Determination;

4 (B) The resolutions or ordinances adopted by the lead agency approving the
5 project;

6 (C) The findings required by Public Resources Code section 21081, including any
7 statement of overriding considerations;

8 (D) The final environmental impact report, including the draft environmental
9 impact report or a revision of the draft, all other matters included in the final
10 environmental impact report, and other types of environmental impact documents
11 prepared under the California Environmental Quality Act, such as a negative
12 declaration, mitigated negative declaration, or addenda;

13 (E) The initial study;

14 (F) Staff reports prepared for the administrative bodies providing subordinate
15 approvals or recommendations to the lead agency, in chronological order; and

16 (G) Transcripts and minutes of hearings, in chronological order.

17 b) Unless the court orders otherwise, the party preparing the record may provide the
18 “remainder of the record, in chronological order” as identified in California Rule of Court,
19 rule 3.2205(a)(1)(H) in solely electronic format, at its election.

20 c) Should a party cite to any portion of the record which would be lodged in only
21 electronic format according to the above provisions, that party must also lodge and serve a
22 paper copy of any such portion of the record cited. Each party doing so must provide all
23 such portions of the record which it cites bound together as an appendix of excerpts as
24 noted in California Rule of Court, rule 3.2205(c). These shall be bound either as the
25 record is bound or in a thermal-bound or spiral-bound or three-ring-binder format or in
26 other format approved by the court, and identified as the portions of the record which that
27 party cites. However, no party need provide such copies of any portion of the record cited
28 that is already lodged in paper format.

1 6. Any record or portion thereof that is lodged in electronic format shall be created in
2 portable document format (PDF) or other method approved by the court and shall be consistent
3 with California Rule of Court, rule 3.2207. The record must:

4 a) be divided into a series of electronic files and include electronic bookmarks that identify
5 each part of the record and clearly state the volume and page numbers contained in each
6 part of the record;

7 b) be contained on a CD-ROM, DVD, or other medium in a manner that cannot be altered;
8 and

9 c) be capable of full text searching.

10 The electronic version of the index required under California Rule of Court, rule 3.2205(b)
11 may include hyperlinks to the indexed documents.

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

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

21 IT IS SO ORDERED.

22 Dated: October 20, 2020.



Hon. Arthur A. Wick
Superior Court Judge

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24 (Revised October 2020)