

1 Hon. Arthur A. Wick  
2 Judge of the Superior Court  
3 Department 17  
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5 Santa Rosa, CA 95403  
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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

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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:  
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