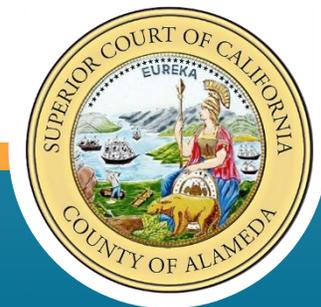


Superior Court of California County of Alameda Policy re Securing Equal Access to Justice for All

Pursuant to Senate Bill (SB) No. 54 (2017-2018 Regular Session) and the recommendations of the Attorney General, the Alameda Superior Court adopts the following policy regarding immigration issues so as to secure equal access of justice in all of its courthouses.



Policies for State Court Facility Access

Protecting Access to Justice

- The Court permits wide access to justice through the use of pseudonyms, where feasible and appropriate to protect an individual's safety, and permitted or required by applicable state law or by Court order.
- Court personnel are not required to disclose citizenship or immigration status information about any person, unless the requirements of Evidence Code sections 351.2, 351.3, and 351.4 are met and such disclosure is specifically required by judicial warrant or order, or by state or federal law.
- Court personnel shall not inquire about the immigration status of an individual, including a crime victim or a witness, unless such inquiry is required for the performance of the court personnel's regular duties.
- Court policies reducing the frequency with which parties need to appear in court shall be implemented, where feasible, permitted under applicable state law or court order. For example, appearances may be waived for conferences where the parties' appearances are not required to make decisions or provide testimony at the discretion of the judicial officer. Technology may be used to permit remote appearances by phone or video when practicable and at the discretion of the judicial officer, as permitted under local rules, the California Rules of Court, memoranda of understanding and applicable state law or court order.
- The court shall designate two access liaisons per courthouse, a primary and a backup, who will be trained on these policies. Any court staff member presented with a request by an immigration official shall immediately refer that official to an access liaison.
- All court staff shall be informed of these policies and receive a copy of the policies.

Protections for Specific Litigants

Protecting Children

- Unless otherwise determined by the Court, it is presumed that immigration enforcement does not have a direct and legitimate interest in individual dependency proceedings nor in the work of the court.
- Unless otherwise determined by the Court, in order to protect the best interests of children, arrests for immigration enforcement purposes are not to occur within juvenile courthouses or courtrooms unless there is an immediate risk to the safety and protection of the public.

Protecting Immigrant Crime Victims

- The Court, upon request, shall have all hearing officers complete U Nonimmigrant Status Certifications (Form I-918) for immigrant crime victims of criminal activity listed on Penal Code section 679.10, subdivision (c), who possess information about the qualifying criminal activity, unless the victim has refused or failed to provide information reasonably requested by law enforcement or unless otherwise ordered by the Court.
- The Court shall prohibit all hearing officers who have certified victim helpfulness on the Form I-918 from disclosing the immigration status of a victim or person requesting the Form I-918 Supplement B certification, except to comply with federal law or legal process, or if authorized by the victim or person requesting the Form I-918 Supplement B certification.

Responding to Immigration

Training Court Staff on Responding to Immigration Enforcement Activity

- The following protocols are established for use of Alameda Superior Court.
- Court personnel who receive in person, written, telephonic, or electronic requests for information related to immigration enforcement shall immediately direct these requests to one of the court's designated access liaisons.
- All areas of the Court requiring a perimeter access card are considered nonpublic and no person other than already authorized or approved by the Court is permitted in the nonpublic areas. All other areas of the Court are public.
- Alameda Superior Court's access liaisons shall review the different type of warrants, subpoenas, and court orders that may be presented to affect an arrest or to obtain records in immigration enforcement actions, attached hereto to this policy. By referencing these examples, the court's access liaisons will have the ability to distinguish between the following documents:
 - The ability to differentiate between administrative warrants and judicial warrants signed by a judge or magistrate.
 - The ability to differentiate between administrative and judicial subpoenas.
 - The procedure for responding to any warrant, subpoena, or order issued in connection with immigration enforcement activities.
- DHS administrative subpoenas and federal court subpoenas do not require immediate compliance despite the warning language that may be included on the form. Subpoenas shall be submitted for review and a decision (by the court executive officer, the presiding judge, their delegate, or court counsel) on whether to comply with or challenge the subpoena.
- Alameda Superior Court personnel are prohibited from assisting in immigration enforcement actions, including by engaging in any of the activities listed in Government Code section 7284.6, subdivision (a), unless the exceptions set forth in section 7284.6 (as applicable to law enforcement agencies) are applicable.

Responding to Requests for Access for Immigration Enforcement Purposes

- As soon as possible, the court's access liaison shall notify the court executive officer, the presiding judge, or designee, of any request by officers engaged in immigration enforcement for access to nonpublic restricted areas of a courthouse or any requests for review of nonpublic court documents.
- In addition to notifying the court executive officer, the presiding judge or their designee, the court's access liaison shall take the following steps in response to the service of a subpoena or a request for access to execute an administrative arrest warrant.
 - Advise the officer that before proceeding with his or her request the court's access liaison must first notify and receive direction from the court executive officer, the presiding judge or their designee. The access liaison may request the officer report directly to the Executive Office or Presiding Judge.
 - The access liaison should ask to see, and make a copy of or note, the officer's credentials (name and badge number). Also ask for and copy or note the phone number of the officer's supervisor.
 - The access liaison should ask the officer for his/her reason for being at the courthouse and note the response.
 - The access liaison should ask the officer to produce any documentation that authorizes court access.
 - If the officer orders immediate access to court facilities, court personnel should not refuse the officer's orders and immediately contact the court executive officer, the presiding judge, or their designee.
 - Court staff may contact the Sheriff's Office for assistance dealing with requests for access.

- State that Alameda Superior Court does not consent to entry of Alameda Superior Court facilities or portions.
- Without expressing consent, the access liaison shall respond as follows if presented with the following documentation:
 - **An ICE administrative “warrant” (see Appendices A and B):** Immediate compliance is *not* required. The access liaison shall inform the officer that he or she cannot consent to any request without first consulting with the court executive officer, the presiding judge, or their designee. Provide copy of the warrant to the court executive officer, the presiding judge or their designee (where possible, in consultation with legal counsel) as soon as possible.
 - **A federal judicial warrant (either search and seizure warrant or arrest warrant; see Appendices C and D):** Prompt compliance with such a warrant *is* usually legally required, but where feasible, consult with the court executive officer, the presiding judge or their designee, before providing the officer access to the person or materials specified in the warrant.
 - **A subpoena for production of documents or other evidence (see Appendices E and F):** Immediate compliance is *not* required. Inform the officer that court personnel cannot respond to the subpoena until after it has been reviewed by legal counsel for the court. Provide a copy of the subpoena to the court executive officer, the presiding judge, or their designee or legal counsel as soon as possible.
 - **A notice to appear (see Appendix G):** This document is not directed at the Alameda Superior Court. Court personnel are under no obligation to deliver or facilitate service of this document to the person named in the document. If you get a copy of the document, give it to the court executive office, the presiding judge, or their designee or legal counsel as soon as possible.
- If the officer orders staff to provide immediate access to facilities, court staff should not refuse the officer’s order and immediately contact the court executive officer, the presiding judge, or their designee. Court personnel shall not attempt to physically interfere with the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters a restricted area without consent, court personnel shall document his or her actions.
- The court’s access liaison shall document the officer’s actions while in court premises in as much detail as possible, but without interfering with the officer’s movements.
- The access liaison shall complete an incident report that includes the information gathered as described above and the officer’s statements and actions.
- To the extent practicable, all court personnel who observe any immigration enforcement action taking place in, or in the immediate vicinity of, any court facility. Shall report the incident to the court executive officer, the presiding judge, or their designee.

Responding to Immigration Enforcement Activities

Collection and Dissemination of Personal Information

- Unless necessary to perform one’s official duties, or required by law, court personnel shall not:
 - Inquire into an individual’s immigration status;
 - Provide to an officer engaged in immigration enforcement, information regarding a person’s release date unless; (1) the officer has a valid judicial warrant, subpoena, or court order; (2) the person subject to the search has a criminal history that meets the criteria of California Government Code section 7282.5, subdivisions (a) and (b); or (3) the information is available to the public; or
 - Provide to an officer engaged in immigration enforcement, personal information unless: (1) the officer has a valid judicial warrant, subpoena, or court order; or (2) the information is available to the public.

- Personal information means any information that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history.
- All other court personnel shall not:
 - Collect and maintain personal information, except as required by law or as necessary to perform one's official duties.
 - As an individual about his or her immigration status, except as required by law or as necessary to perform one's official duties.
- Court personnel shall not share information regarding any juvenile case file for the purposes of immigration enforcement unless specifically authorized to do so by a judicial order.

Responses to Requests for Information for Immigration Enforcement Purposes

- Court personnel shall not provide personal information to any person or entity for immigration enforcement purposes, unless (1) such information is available to the public; or (2) is subject to a valid judicial warrant, subpoena, or court order.
- Court personnel shall not provide information regarding a person's release date or respond to requests for notification by providing release dates or other information unless that information: (1) is available to the public; (2) is subject to a valid judicial warrant, subpoena, or court order; or (3) is in response to a notification request from immigration authorities in accordance with Government Code section 7282.5
- Court personnel shall not use immigration authorities as interpreters when an interpreter is necessary to conduct the court's business.
- Court personnel shall revise the terms and use policies that permit access to their case management systems or any other database that contains non-criminal history information as follows:

All users of the court's case management systems or any other database that contains non-criminal history information shall agree, as a condition to being provided access to the systems and databases, that they shall not access or use any information contained within these databases for immigration enforcement purposes, except that users are not restricted in the use of criminal history information and are not restricted in the use of information regarding a person's immigration or citizenship status pursuant to Sections 1373 and 1644 of title 8 of the United States Code.

Appendix A

Immigrations and Customs Enforcement "Arrest Warrant" (Form I-200)

U.S. DEPARTMENT OF HOMELAND SECURITY

Warrant for Arrest of Alien

File No. _____

Date: _____

To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations

I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon:

- the execution of a charging document to initiate removal proceedings against the subject;
- the pendency of ongoing removal proceedings against the subject;
- the failure to establish admissibility subsequent to deferred inspection;
- biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or
- statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

(Signature of Authorized Immigration Officer)

(Printed Name and Title of Authorized Immigration Officer)

Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at _____
(Location)

on _____ on _____, and the contents of this
(Name of Alien) (Date of Service)

notice were read to him or her in the _____ language.
(Language)

Name and Signature of Officer

Name or Number of Interpreter (if applicable)

Appendix B
Immigrations and Customs Enforcement “Removal Warrant”
(Form I-205)

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement
WARRANT OF REMOVAL/DEPORTATION

File No: _____

Date: _____

To any immigration officer of the United States Department of Homeland Security:

(Full name of alien)

who entered the United States at _____ on _____

(Place of entry)

(Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- an immigration judge in exclusion, deportation, or removal proceedings
- a designated official
- the Board of Immigration Appeals
- a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

(Signature of immigration officer)

(Title of immigration officer)

(Date and office location)

Appendix C Federal Search and Seizure Warrant (Form AO 93)

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of _____)
(Briefly describe the property to be searched)
or identify the person by name and address) Case No. _____)
)
)
)

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the _____ District of _____
(identify the person or describe the property to be searched and give its location):

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (identify the person or describe the property to be seized):

YOU ARE COMMANDED to execute this warrant on or before _____ (not to exceed 14 days)
 in the daytime 6:00 a.m. to 10:00 p.m. at any time in the day or night because good cause has been established.

Unless delayed notice is required by law, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to _____
(United States Magistrate Judge)

Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box)

for _____ days (not to exceed 30) _____ until, the facts justifying, the later specific date of _____.

Date and time issued: _____
Judge's signature

City and state: _____
Printed name and title

Appendix D Federal Arrest Warrant (Form AO 442)

AO 442 (Rev. 11/11) Arrest Warrant

UNITED STATES DISTRICT COURT

for the

United States of America

v.

Case No.

)
)
)
)
)
)

Defendant

ARREST WARRANT

To: Any authorized law enforcement officer

YOU ARE COMMANDED to arrest and bring before a United States magistrate judge without unnecessary delay
(name of person to be arrested) _____,
who is accused of an offense or violation based on the following document filed with the court:

- Indictment Superseding Indictment Information Superseding Information Complaint
 Probation Violation Petition Supervised Release Violation Petition Violation Notice Order of the Court

This offense is briefly described as follows:

Date: _____

Issuing officer's signature

City and state: _____

Printed name and title

Return

This warrant was received on (date) _____, and the person was arrested on (date) _____
at (city and state) _____.

Date: _____

Arresting officer's signature

Printed name and title

Appendix E

Department of Homeland Security Immigration Enforcement Subpoena (Form I-138)

1. To (Name, Address, City, State, Zip Code)	DEPARTMENT OF HOMELAND SECURITY IMMIGRATION ENFORCEMENT SUBPOENA to Appear and/or Produce Records 8 U.S.C. § 1225(d), 8 C.F.R. § 287.4
Subpoena Number	
2. In Reference To	
(Title of Proceeding)	(File Number, if Applicable)

By the service of this subpoena upon you, **YOU ARE HEREBY SUMMONED AND REQUIRED TO:**

- (A) **APPEAR** before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.
- (B) **PRODUCE** the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.

Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).

3. (A) CBP, ICE or USCIS Official before whom you are required to appear	(B) Date
Name	
Title	
Address	(C) Time <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Telephone Number	

4. Records required to be produced for inspection



If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.

5. Authorized Official

(Signature)

(Printed Name)

(Title)

(Date)

Appendix F Federal Judicial Subpoena (Form AO 88B)

AO 88B (Rev. 02/14) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action

UNITED STATES DISTRICT COURT

for the

_____)
Plaintiff)
v.) Civil Action No. _____
_____)
Defendant)

SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION

To:

(Name of person to whom this subpoena is directed)

Production: YOU ARE COMMANDED to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:

Place:	Date and Time:
--------	----------------

Inspection of Premises: YOU ARE COMMANDED to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place:	Date and Time:
--------	----------------

The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

Date: _____

CLERK OF COURT

OR

Signature of Clerk or Deputy Clerk

Attorney's signature

The name, address, e-mail address, and telephone number of the attorney representing (name of party) _____, who issues or requests this subpoena, are:

Notice to the person who issues or requests this subpoena

If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).

Appendix G

Notice to Appear Form (Form I-862)

U.S. Department of Homeland Security	Notice to Appear
In removal proceedings under section 240 of the Immigration and Nationality Act	
	File No: _____
In the Matter of:	
Respondent: _____ currently residing at:	
(Number, street, city, state and ZIP code)	(Area code and phone number)
<input type="checkbox"/> 1. You are an arriving alien.	
<input type="checkbox"/> 2. You are an alien present in the United States who has not been admitted or paroled.	
<input type="checkbox"/> 3. You have been admitted to the United States, but are deportable for the reasons stated below:	
The Department of Homeland Security alleges that you:	
SAMPLE	
On the basis of the foregoing, it is charged that you are subject to removal from the United States pursuant to the following provision(s) of law:	
<input type="checkbox"/> This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution.	
<input type="checkbox"/> Section 235(b)(1) order was vacated pursuant to: <input type="checkbox"/> 8CFR208.30(f)(2) <input type="checkbox"/> 8CFR235.3(b)(5)(iv)	
YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice at: _____	
(Complete Address of Immigration Court, Including Room Number, if any)	
on _____ at _____ to show why you should not be removed from the United States based on the	
(Date)	(Time)
charge(s) set forth above.	
	(Signature and Title of Issuing Officer)
Date: _____	(City and State)
See reverse for important information	
Form I-862 (Rev. 08/01/07)	