



COUNTY OF SACRAMENTO

# MEMORANDUM

OFFICE OF THE DISTRICT ATTORNEY

JAN SCULLY

DATE: May 12, 2003

TO: All Infraction Defendants

FROM: Richard P. Margarita, Lead Deputy District Attorney *RP*  
Carol Miller Justice Center

SUBJECT: DISCOVERY REQUESTS ON INFRACTION CASES

Effective Monday, May 26, 2003, all discovery requests for infraction cases MUST be processed directly with the Law Enforcement Agency that issued the citation/ticket; the Sacramento County District Attorney's Office will no longer process these requests. A Law Enforcement Infraction Discovery Request can be found on the back side of this letter. You must submit your Law Enforcement Infraction Discovery Request for infraction cases in person with the appropriate Law Enforcement Agency. Addresses of the local law enforcement agencies are set forth below.

California Highway Patrol  
South Sacramento Area  
6 Massie Ct.  
Sacramento, California 95823

California Highway Patrol  
North Sacramento Area  
5109 Tyler Street  
Sacramento, California 95841

Los Rios Community College  
Police Department  
8401 Center Parkway  
Sacramento, California 95823

California Highway Patrol  
Valley Division Commercial Unit  
11336 Trade Center Drive  
Rancho Cordova, California 95742

Sacramento County Sheriff's Dept.  
711 G Street  
Sacramento, California 95814

County of Sacramento  
Code Enforcement/Planning Dept.  
827 7<sup>th</sup> Street  
Sacramento, California 95814

California Highway Patrol  
Office of Capitol Protection  
1801 9<sup>th</sup> Street  
Sacramento, California 95814

Sacramento Police Department  
5770 Freeport Blvd.  
Sacramento, California 95822

California State Fair Police  
1600 Exposition Blvd.  
Sacramento, California 95852

Folsom Police Department  
46 Natoma Street  
Folsom, California 95630

Regional Transit  
2700 Academy Way  
Sacramento, California 95816

Galt Police Department  
380 Civic Drive  
Galt, California 95632

CSUS Police Department  
6000 J Street  
Sacramento, California 95819

University of California, Davis P.D.  
1 Shields Avenue  
Davis, California 95616

County of Sacramento Animal Care/Regulation  
4290 Bradshaw Road  
Sacramento, California 95827

Grant Joint Union High School Dist.  
Police Services Division  
1333 Grand Avenue  
Sacramento, California 95838

Isleton Police Department  
210 Jackson Slough Rd.  
Isleton, California 95641

Dept. of Fish and Game  
1701 Nimbus Road  
Rancho Cordova, California 95670

Citrus Heights P.D.  
Elk Grove P.D.  
(See Sacramento County  
Sheriff's Department)

Sacramento County Sheriff's Department/Sacramento Police Department  
Red Light Camera Enforcement Program  
903 Enterprise Drive, Suite 105  
Sacramento, California 95825

**THIS PROCEDURE APPLIES ONLY TO INFRACTION CASES. DISCOVERY FOR CASES OTHER THAN INFRACTIONS MUST BE REQUESTED THROUGH THE SACRAMENTO COUNTY DISTRICT ATTORNEY'S OFFICE**

# Law Enforcement Agency Infraction Discovery Request

Date \_\_\_\_\_

Infraction Charges \_\_\_\_\_ Citation No. \_\_\_\_\_

Defendant(s) \_\_\_\_\_ Docket No. \_\_\_\_\_

Citation Date: \_\_\_\_\_ Agency: \_\_\_\_\_

Next Court Appearance: Date \_\_\_\_\_ Time \_\_\_\_\_ Dept. \_\_\_\_\_

Discovery to be given to \_\_\_\_\_

Retained Counsel \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Requested Notification via: Phone Number: \_\_\_\_\_

E Mail Address: \_\_\_\_\_ Other \_\_\_\_\_

## Charges:

Photocopies (include page numbers)

From: \_\_\_\_\_ To \_\_\_\_\_ (numbered in lower left corner)

Photocopies (include page numbers)

(\$.35/page) X \_\_\_\_\_ pages = \$ \_\_\_\_\_

Photographs:

3x5 print (\$1.00) X \_\_\_\_\_ = \$ \_\_\_\_\_ Video Tape (\$20.00) X \_\_\_\_\_ = \$ \_\_\_\_\_

5x7 print (\$3.00) X \_\_\_\_\_ = \$ \_\_\_\_\_ Audio Tape (\$7.50) X \_\_\_\_\_ = \$ \_\_\_\_\_

8x10 print (\$10.00) X \_\_\_\_\_ = \$ \_\_\_\_\_ CD (\$10.00) X \_\_\_\_\_ = \$ \_\_\_\_\_

Laser Print (\$3.00) X \_\_\_\_\_ = \$ \_\_\_\_\_ Other \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Briefly describe discovery request:

Date Discovery Received \_\_\_\_\_ Signature \_\_\_\_\_  
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