



QUESTIONS? Call 909-666-0928

INSTRUCTIONS FOR OBTAINING YOUR ENTIRE CASE FILE

1. Go to the court where your case is heard.
2. Go to the Court Clerk with your case number and ID.
3. Ask for a copy of the entire docket (file), including Minute Orders.
4. Ask how to get a hold of the Transcriptionist.
5. Follow their instructions and order your hearing transcripts for each hearing.

Once you have copies you can either mail them via USPS to:

[Sharon Joyce-Burns](#)
[1149 W. Buxton St.](#)
[Rialto, CA 92377](#)

Or you can scan each document to a PDF file. [Keep entire documents together. I.E., All the pages to a Report as one PDF file then move on to the next document as a separate PDF file. Single pages are to be a separate PDF file.] Email them to:

donnellyjustice2@gmail.com

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