

REPORTING OF CIVIL ARRESTS IN COURTHOUSE FACILITIES â IMPLEMENTATION OF RULE OF COURT 10.440

Los Angeles County Sheriff's Department

COURT SERVICES DIVISION

Court Services Division Directive



Number: 26-01

Effective: May 28, 2026

REPORTING OF CIVIL ARRESTS IN COURTHOUSE FACILITIES – IMPLEMENTATION OF RULE OF COURT 10.440

Purpose

Court Services Directives : REPORTING OF CIVIL ARRESTS IN COURTHOUSE FACILITIES à
IMPLEMENTATION OF RULE OF COURT 10.440

The purpose of this directive is to establish procedures for reporting **civil arrests** occurring within court facilities, in accordance with **California Rules of Court, Rule 10.440**. This rule requires all superior courts statewide to submit standardized information regarding civil arrests to the Judicial Council.

Definition – Civil Arrest

For purposes of this directive and Rule 10.440:

Civil Arrest:

An arrest of an individual, or a communicated intent to arrest an individual, for an alleged violation of **civil law**.

Civil arrests **do not include**:

- Arrests for an alleged violation of criminal law
- Arrests for contempt

Court Facilities Include:

- Courthouse buildings
 - Grounds adjacent to the building
 - Public parking areas used for court access
- (As defined in Government Code 70301(d))

Order

Each courthouse will complete a Civil Arrest Reporting Form for **every known civil arrest** occurring within a court facility. Information shall be reported **if known**, and **no personal identifying information** of the subject shall be included.

Order (Continued)

Completed reports shall be submitted to their respective:

Court Services Directives : REPORTING OF CIVIL ARRESTS IN COURTHOUSE FACILITIES à
IMPLEMENTATION OF RULE OF COURT 10.440

- Bureau Operations
- Superior Courts Office of Public Safety
- Court Supervising Judge
- Court Administrator

Reports shall be transmitted as soon as practicable following the incident.

RESPONSIBILITIES

- Branch Supervisors and Watch Commanders shall ensure compliance with all reporting requirements.
- All personnel assigned to Court Services Division shall notify supervisory staff upon observing or receiving information regarding a civil arrest occurring within a court facility.
- Completed forms shall be reviewed for accuracy and forwarded through the appropriate channels.

The policies and procedures outlined in this directive shall remain in effect until this operational directive is revised or rescinded.

Questions regarding this directive should be directed to the Court Services Training Unit at (213) 229-2195.

Attachments: Civil Arrest Reporting Form

• **CIVIL ARREST REPORTING FORM à€“ RULE OF COURT 10.440**

CIVIL ARREST REPORTING FORM – RULE OF COURT 10.440

Courthouse location: _____

Date of Incident: ____ / ____ / ____

Time of Incident: _____ (AM / PM)

Exact location (Building / Floor / Area / Parking Lot):

Was the individual taken into custody?

Yes No Unknown

Agency conducting the Civil Arrest:

Were officers in uniform or plain clothes?

Uniform Plain Clothes Unknown

Did officers present government-issued law enforcement identification?

Yes No Unknown

Did officers present a warrant?

Yes No Unknown

If a warrant was presented, indicate the type:

Additional information (if known or observed):

Reporting employee: _____

Court Services Directives : REPORTING OF CIVIL ARRESTS IN COURTHOUSE FACILITIES à
IMPLEMENTATION OF RULE OF COURT 10.440

Employee number: _____

Supervisor reviewing report: _____

Date submitted: ____ / ____ / ____
