


<p>California Department of Justice CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION Veronica Gilliard, Chief/CIO</p> 	<h1>INFORMATION BULLETIN</h1>	
<p><i>Subject:</i> Submitting Sealing Orders to the California Department of Justice (DOJ)</p>	<p><i>No.</i> 24-12-CJIS</p> <p><i>Date:</i> 10-01-2024</p>	<p><i>Contact for information:</i> Record Sealing Unit RecordManagement@doj.ca.gov</p>

TO: ALL COURT AND LAW ENFORCEMENT AGENCY RECORD SUPERVISORS

A priority for California Department of Justice (DOJ) is to ensure Californians granted sealing of their criminal history record information have timely access to all rights afforded by the sealing. State summary criminal history information is only as good as the information reported by criminal justice agency partners. When accurate, complete, and timely information is not provided, this can create delays in processing sealing orders that may negatively impact a person’s employment opportunities and lead to negative interactions with the criminal justice community.

Therefore, DOJ is implementing streamlined reporting to improve the timely processing of sealing orders and accuracy of criminal history records. In addition, the changes are intended to reduce the submitting agency’s administrative burden when responding to questions from DOJ regarding incomplete or missing information and from individuals awaiting notice of the completion of a sealing order.

The changes also demonstrate DOJ’s commitment to fiscal and environmental responsibility by reducing paper waste.

EFFECTIVE January 1, 2025, sealing orders must be submitted using one of DOJ’s prescribed reporting methods, which includes:

- JUS 8715A Adult Subsequent Action Disposition Information form (for adults)
- JUS 8717 Juvenile Detention Subsequent Disposition Report form (for juveniles)
- Electronic Disposition Reporting (for adults or juveniles)

EFFECTIVE January 1, 2025, DOJ will no longer accept paper submissions of sealing orders. DOJ will only accept sealing orders on the appropriate JUS form submitted to DOJ via one of the following paperless submission options:

- Criminal Justice Data Exchange (CJDE) File Upload
- Electronic Fax

Sealing orders not submitted using the prescribed reporting methods, or missing required information, may not be processed and may be returned to the submitting agency with a letter explaining why DOJ was unable to process the sealing order.

Additional resources for all reporting methods and submission options, including latest versions of the JUS 8715A and JUS 8717 forms, are available on the California Law Enforcement Web (CLEW) site at <https://clew.doj.ca.gov>.

For general questions about this Information Bulletin, please email RecordManagement@doj.ca.gov.

For specific questions about submitting the sealing orders via the Adult and Juvenile Electronic Disposition Reporting option, please contact the Electronic Disposition Reporting team at EDR@doj.ca.gov.

For questions about submitting the sealing orders via the CJDE option, please contact the CJDE Help Desk at CJDE@doj.ca.gov.

If using an electronic fax to submit JUS 8715A and JUS 8717 forms please use the following numbers: (916) 731-2169 (for Sealing Orders only) or (916) 731-2186 (for Sealing Orders with additional Disposition data).

Sincerely,

Veronica Gilliard

VERONICA GILLIARD, Chief/CIO
California Justice Information Services Division

For ROB BONTA
Attorney General