

CHAPTER 1 - GENERAL RULES

~~1.03 — Definition of Judicial Vacation.~~

~~A day of vacation for a judge of the court is an approved absence for one full business day. Other absences from the court listed in California Rules of Court, rule 10.603(c)(2)(H) are excluded from this definition.~~

~~(Adopted 1/1/2013)~~

~~(Deleted 07/1/2024)~~

1.27 Caption Requirements in Claims Pursuant to the California Environmental Quality Act (CEQA). (Pub. Res Code, §§ 21000, et seq.)

~~(A) — The caption page of the first pleading in any case that alleges one or more claims pursuant to the California Environmental Quality Act (CEQA) (Pub. Res Code, §§ 21000, et seq.) shall clearly identify that the case is a CEQA case. The words “CEQA case” must appear on the caption page. Additionally, if the CEQA claim relates to an infrastructure project governed by Public Resources Code sections 21189.80 et seq, the caption page must also state the code sections under which the CEQA cause of action is litigated and state “EXPEDITED REVIEW.”~~

~~(B) — At the time the pleading is filed, the person presenting the pleading for filing must notify the clerk processing the filing that the case is a CEQA case, and if warranted, that it is entitled to expedited review under Public Resources Code section 21189.85. Once a notice of case assignment is generated, the petitioner must immediately deliver a courtesy copy of the Petition to the assigned department and contact the department clerk regarding scheduling a case management conference.~~

~~(Adopted 1/1/2024)~~

1.27 Claims Filed Pursuant to the California Environmental Quality Act

- A. The caption page of the first pleading in any case that alleges one or more claims pursuant to the California Environmental Quality Act (CEQA) (Pub. Res Code, §§ 21000, et seq.) must be labelled with the words “CEQA CASE.”
- B. If one or more CEQA claims pertain to an infrastructure project governed by Public Resources Code sections 21189.80 et seq, the caption page must also state (1) the code sections under which the CEQA cause of action is litigated and (2) “EXPEDITED REVIEW.”
- C. At the time the pleading is filed, the person presenting the pleading for filing must notify the clerk processing the filing that the case is a CEQA case and, if warranted, that it is entitled to expedited review under Public Resources Code section 21189.85. Once a notice of case assignment is generated, the petitioner must immediately deliver a courtesy copy of the pleading to the assigned department and contact the department clerk regarding scheduling a case management conference.

CHAPTER 2 – CIVIL

2.31 Filing of Papers.

(A) All papers relating to a law and motion matter shall be filed with the Law and Motion Public Filing counter at 813 6th Street, Room 212 (2nd Floor), Sacramento, CA 95814. Papers filed by mail shall be addressed to 720 9th Street, Room 102, Sacramento, CA 95814.

(B) All opposition and reply papers shall be served upon opposing counsel by personal delivery, telecopy, express mail, or other means designed to ensure that the opposition and reply papers are received by opposing counsel no later than one court day after filing.

(C) Failure to comply with the requirements of this rule concerning filing and serving opposing and reply papers may, in the discretion of the court, be deemed cause for acting on the matter without consideration of the document filed in violation of the rule and cause for imposing sanctions. (California Rules of Court, rule 2.30; Code of Civil Procedure section 177.5 and section 575.2.)

(D) When more than one motion in the same case is to be heard in different departments, they shall be set on different dates. All motions to be heard by different departments must be separately noticed and served.

(E) When simultaneously filing multiple discovery-related motions in the same case with the same hearing date, each motion shall be filed as a separate document and a separate filing fee paid for each. Parties may not combine motions pertaining to different types of discovery within the same document. Failure to comply with any part of this rule regarding discovery motions may, in the discretion of the court, be grounds for the motions being dropped without consideration.

(F) ~~(E)~~ Unless previously filed, proofs of service must be filed by 9:00 a.m. five calendar days before the hearing, or the matter may be dropped from the law and motion calendar.

(G) ~~(F)~~ Lodging of deposition transcripts is not permitted unless requested by the court. Copies of pertinent portions of depositions shall be attached as exhibits to the motion and incorporated by reference in a declaration. (Adopted 1/1/2013; revised 1/1/17; revised 1/1/2019 revised 1/3/2024; 7/1/2024)

PART TEN. Settlement Approval Motions for Class and/or Private Attorneys **General Act “PAGA” Actions**

2.99.05 Settlement Approval Motions

(A) Trial judges are fiduciaries for absent class members. Therefore, parties seeking to settle class actions must provide a trial judge with sufficient information to determine if the settlement was fair, adequate, and reasonable. This standard also applies to requests for attorneys’ fees and costs. To that end, the Court has created a checklist regarding the information and argument the Court requires to grant a motion for preliminary and final approval of a class action and/or PAGA settlement. The checklist can be found at: <https://www.saccourt.ca.gov/civil/complex-civil-cases.aspx>.

(B) All parties shall carefully review the checklist and fully comply with each applicable item to ensure a prompt ruling from the Court. The preliminary and final approval motion must follow the same order as the checklist, as that is how the Court will review the motion.

(C) The moving papers for a preliminary *and* final approval motion for a class action and/or PAGA settlement must include a declaration that attests to the fact that: (1) counsel for the moving party has reviewed the settlement checklist; and (2) that the moving papers were prepared in compliance with the checklist. Failure to provide this declaration will result in the denial of the approval motion without prejudice.

(D) Failure to provide the required information stated in the checklist wastes judicial resources and imposes unnecessary burdens on the parties and the Court. Failure to comply with the checklist may lead to an order to show cause regarding sanctions and/or a reduction in the requested attorneys’ fee award.(Adopted 7/1/2024)

CHAPTER 5 - FAMILY LAW

5.21 Electronic Signatures on Non-Electronic Documents

Except as a provided in Family Code section 17400 (b) (1) (2) (3) and (4) (A) signed by the local child support agency, documents that are not filed by fax or electronically must include original signatures. Electronic signatures on a document filed by non-electronic means will not be accepted. (Adopted 1/1/24, revised 7/1/24)

~~5.28 — Mandatory Settlement Conference — Long Cause Hearing, Trial.~~

~~(A) — Except as provided in subsection (B), a Mandatory Settlement Conference shall be set for all matters proceeding to long cause hearing or trial.~~

~~-(Adopted 1/1/2013)~~