

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SACRAMENTO Motion Quick Reference List

*Law & Motion (Depts. 53/54) and Settlement Conference (Dept. 59) - New Location: Hall of Justice Building (HOJ), 813 6th St., Room 212 (2nd Floor), Sacto., CA 95814				
*Civil General and Presiding Judge Law Motion (Dept. 47) - Location: Gordon D. Schaber Courthouse (GDS), 720 9th Street, Room 102, Sacto., CA 95814				
1. GENERAL CIVIL/LAW & MOTION	WHERE SUBMITTED/ WHERE HEARD	WHEN TO FILE/ WHEN TO NOTICE	REFERENCE	COMMENTS
ADMISSIONS, motion to compel further response	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> Not to exceed 45 days from service of response; <u>Notice:</u> 16+ court days	CCP 2033.290	
ADMISSIONS, motion for order deeming requests for admissions admitted	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54		CCP 2033.290(e)	
AMENDED PLEADING, as a matter of course	<u>Filed:</u> GDS Room 102 <u>Heard:</u> no hearing	<u>File:</u> Any time b/f answer or demurrer, or after demurrer & b/f trial <u>Notice:</u> Varies	CCP 472	Refers to first amendment.
AMEND PLEADING, motion to	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> Any time <u>Notice:</u> 16+ court days	CCP 473	Refers to second and subsequent amendments.
ARBITRATION, motion to compel Contractual	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>Notice:</u> 16+ court days	CCP 1281.2	Refers to contractual arbitration. If no case is pending, a <i>petition</i> to compel contractual arbitration may be filed in Civil, Room 102.
ARBITRATION AWARD, motion to correct or vacate contractual arbitration award	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> Not later than 100 days from service of award <u>Notice:</u> 16+ court days	CCP 1285 <i>et seq.</i>	Refers to contractual arbitration. If no case is pending, a <i>petition</i> , rather than a motion, may be filed in Civil, Room 102; See Judicial Council form ADR-106.
ARBITRATION AWARD, petition to confirm contractual arbitration award	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> Not later than 4 yrs. from service of award <u>Notice:</u> 16+ court days	CCP 1285 <i>et seq.</i>	Refers to contractual arbitration. If no case is pending, a <i>petition</i> , rather than a motion, may be filed in Civil, Room 102; See Judicial Council form ADR-106.
ARBITRATION, motion to stay pending	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>Notice:</u> 16+ days	CCP 1281.4	If motion granted, then notice of stay pursuant to CRC 3.650 is also required.
ATTORNEY FEES after trial, motion for	<u>Filed:</u> Trial Dept.; or GDS, Room 102 after demurrer, summary judgment, etc.	60 or 180 days; see CRC	CRC 3.1702(b)	
ATTORNEY FEES after appeal, motion for	<u>Filed:</u> Trial Dept.	<u>File:</u> w/in 40 days of notice of remittitur <u>Notice:</u> 16+ court days	CRC 3.1702(c)	
BIFURCATION, motion for	<u>Filed:</u> GDS, Room 102 <u>Heard:</u> Unlimited cases PJ - 47 Limited cases Dept. 47	By noticed motion as soon as the need becomes apparent	CCP 1048(b), CCP 592, CCP 597, CCP 598	See also CRC 3.720-3.730.
CLAIM OF EXEMPTION, Judgment debtor	<u>Filed:</u> w/ the levying officer	<u>File:</u> w/in 10 days after service of notice of levy <u>Notice:</u> see comment	CCP 703.510 <i>et seq.</i>	Promptly after filing claim of exemption, levying officer shall serve creditor with notice and copy of claim. CCP 703.540.
CLAIM OF EXEMPTION, opposition to OR determination of	<u>Filed:</u> HOJ, Room 212 <i>and</i> with the levying officer; I.O. shall then promptly file claim of exemption w/ court <u>Heard:</u> L&M - 53/54	<u>File:</u> w/in 10 days after service of notice of claim of exemption <u>Notice:</u> Not less than 10 days prior to hearing; hearing shall be held not later than 20 days from filing of notice of motion	CCP 703.550 <i>et seq.</i>	
CLAIM OF EXEMPTION, opposition to OR determination of (EDD Only)	<u>Filed:</u> HOJ, Room 212 <i>and</i> with the levying officer; I.O. shall then promptly file claim of exemption w/ court <u>Heard:</u> L&M - 53/54	<u>File:</u> w/in 10 days after service of notice of claim of exemption <u>Notice:</u> Not less than 10 days prior to hearing; hearing shall be held not later than 20 days from filing of notice of motion	CCP 703.550 <i>et seq.</i>	

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1. GENERAL CIVIL/LAW & MOTION (continued)	WHERE SUBMITTED/ WHERE HEARD	WHEN TO FILE/ WHEN TO NOTICE	REFERENCE	COMMENTS
CLASS ACTION, hearing to determine if proper	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>Notice:</u> 10+ days	CCP 1781(c)	Refers to consumer class actions
COMMISSION, request for issuance of	<u>Filed:</u> GDS, Room 102 <u>Heard:</u> no hrg. required	<u>File:</u> CCP 2024.010 <i>et seq.</i> . <u>Notice:</u> not required	CCP 2026.010(f)	If foreign jurisdiction requires court order, one may be requested ex parte
COMPEL PRODUCTION OF DOCUMENTS, motion to	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> After time to respond has expired <u>Notice:</u> 16+ court days	CCP 2031.300(b)	Time to respond is usually 30 days per CCP 2031.260.
COMPEL FURTHER PRODUCTION OF DOCUMENTS, motion to	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> w/in 45 days of service of response <u>Notice:</u> 16+ court days	CCP 2031.310	
COMPEL PHYSICAL OR MENTAL EXAM, motion to	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> CCP 2024.010 <i>et seq.</i> <u>Notice:</u> 16+ court days	CCP 2032.310	
COMPROMISE OF MINOR'S CLAIM, petition for order authorizing	<u>Filed:</u> GDS, Room 102 <u>Heard:</u> Dept. 23	Contact department after petition is assigned	Prob. 3500, CCP 372, LR 3.02	
CONSOLIDATE, motion to	<u>Filed:</u> Civil, Room 102 <u>Heard:</u> Unlimited cases PJ - 47 Limited cases Dept. 47	<u>File:</u> Any time <u>Notice:</u> 16+ court days	CCP 1048(a); CRC 3.350	
CONTEMPT, from OX Bench Warrant	Judge who issued OX		CCP 708.170	Heard by judge who issued bench warrant; currently Dept. 45.
CONSENT ORDER for Expedited Jury Trial	<u>Filed:</u> GDS, Room 102 <u>Heard:</u> Unlimited cases PJ - 47 Limited cases Dept. 47		CCP 630.01-630.12 and CRC 3.1545-3.1552	
CONTINUE TRIAL DATE, motion to	<u>Filed:</u> GDS, Room 102 <u>Heard:</u> Unlimited cases PJ - 47 Limited cases Dept. 47	<u>File:</u> <u>Notice:</u> 16+ court days	CCP 595.2; CRC 375	See LR 2.11(2) & 2.90, which prohibits continuance by stipulation.
COORDINATION, petition for	<u>Filed:</u> Judicial Council <u>Heard:</u> by coordination judge appointed by J.C.	<u>File:</u> petitions filed during pendency of actions; hrg. set w/in 30 days after appointment of coordination judge <u>Notice:</u> 16+ days for hrg.	CCP 404 <i>et seq.</i> ; CRC 3501 <i>et seq.</i>	Procedure described is for complex matters.
CROSS-COMPLAINT, leave to file	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> Any time <u>Notice:</u> 16+ days	CCP 426.50	Procedure described is for compulsory joinder; may be filed w/answer w/out permission.
CROSS-COMPLAINT, leave to file	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> w/ answer, or any time <u>Notice:</u> 16+ days	CCP 428.50	Procedure described is for permissive joinder.
DEFAULT by affidavit	<u>Filed:</u> GDS, Room 102 <u>Heard:</u> no hearing	<u>File:</u> w/in 45 days after entry of default <u>Notice:</u> none required	CCP 585(d) CRC 3.110, 3.1800	
DEFAULT, motion to vacate	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54		CCP 473 & 473.5	Procedure varies depending on grounds. See Weil & Brown <i>Civil Procedure Before Trial</i> 5:276 & ff.
DEMURRER with Reservation	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> w/in 30 days of service of complaint <u>Notice:</u> 16+ court days	CCP 430.40; CRC 3.1320	
DEPOSITION, motions re:				
Motion to Quash Oral Deposition	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54		CCP 2025.410(c)	
Motion for Protective Order	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54		CCP 2019.030, 2025.420	
Motion to Compel Attendance of Party Deponent	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54		CCP 2025.450	
Motion to Compel Deponent to Answer Question or Produce Document or Thing	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54		CCP 2025.480(a)	

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1. GENERAL CIVIL/LAW & MOTION (continued)		WHERE SUBMITTED/ WHERE HEARD	WHEN TO FILE/ WHEN TO NOTICE	REFERENCE	COMMENTS
Motion to Suppress Deposition		Filed: HOJ, Room 212 Heard: L&M - 53/54		CCP 2025.520, 2025.530	
Motion for Order to Attend Depo. More than 150 miles from Deponent's Residence		Filed: HOJ, Room 212 Heard: L&M - 53/54		CCP 2025.260	
DISCOVERY, motion to extend/reopen		Filed: HOJ, Room 212 Heard: L&M - 53/54		CCP 2024.050	
DISCOVERY REFEREE, motion to appoint		Filed: HOJ, Room 212 Heard: L&M - 53/54		CCP 638, 639	
DISMISSAL, motion for (failure to prosecute)	2 years	Filed: HOJ, Room 212; or Dept. that issued OSC re: Dismissal Heard: L&M 53/54		CCP 583.410 <i>et seq.</i>	
	3 years			CCP 583.410 <i>et seq.</i>	
	5 years			CCP 583.310, 583.360	
DISMISSAL, motion to vacate		Filed: GDS, Room 102 Heard: L&M Dept. 53/54	File: w/in 6 mos. of dismissal Notice: 16+ days	CCP 473	
EX PARTE APPLICATIONS - GENERAL CIVIL & L&M		Filed: GDS, Room 102 (General Civil); HOJ, Room 212 (L&M Depts. 53/54 Only); or Dept. where relief is sought Heard: Dept. where relief is sought	Must "notify" before 10 a.m. previous day; must serve "at first reasonable opportunity."	CRC 3.1200 et seq. LR 2.35 & 1.07	
GOOD FAITH SETTLEMENT, hrg. to determine		Filed: HOJ, Room 212 Heard: L&M - 53/54	Notice: 16+ Court days	CCP 877.6	
GUARDIAN AD LITEM, application for appointment of		Filed: HOJ, Room 212 Heard: L&M - 53/54		CCP 372 & LR 3.00	
INJUNCTION, OSC RE: Preliminary		Filed: HOJ, Room 212 Heard: L&M - 53/54		CCP 527	
INTERROGATORIES, motions re:		Filed: HOJ, Room 212 Heard: L&M - 53/54			
INTERVENE, motion for leave to		Filed: GDS, Room 102 Heard: Unlimited cases PJ - 47 Limited cases Dept. 47	File: "timely" or per statute Notice: 16+ court days or ex parte	CCP 387	In general, application must be "timely;" for specific types of cases, a statute may specify time for intervention.
Motion to Compel Response		Filed: HOJ, Room 212 Heard: L&M - 53/54	File: after time to respond has expired Notice: 16+ court days	CCP 2030.290	Time to respond is usually 30 days per CCP 2031.260.
Motion to Compel Further Response		Filed: HOJ, Room 212 Heard: L&M - 53/54	File: 45 days from receipt of response Notice: 16+ court days	CCP 2030.300	
Original Answer be Deemed Binding		Filed: HOJ, Room 212 Heard: L&M - 53/54	File: if/when party serves amended answers Notice: 16+ days	CCP 2030.310(b)	
JOINDER OF PARTY, motion to compel		Filed: HOJ, Room 212 Heard: L&M - 53/54	Notice: 16+ court days	CCP 389	Refers to compulsory joinder.
JOINING MOTIONS OF OTHER PARTIES		Filed: HOJ, Room 212 Heard: L&M - 53/54	Varies	LR 2.09	Procedure is the same as that governing the underlying motion.
JUDGE FOR ALL PURPOSES		Filed: PJ - 47			
1. GENERAL CIVIL/LAW & MOTION (continued)		WHERE SUBMITTED/ WHERE HEARD	WHEN TO FILE/ WHEN TO NOTICE	REFERENCE	COMMENTS
JUDGMENT, motion to vacate		Filed: HOJ, Room 212 Heard: L&M - 53/54	Notice of intent filed before entry of judgment or w/in 15 days of mailing of notice of entry or w/in 180 days after entry of judgment, w/ever is earliest.	CCP 663, 663a	Refers to judgments <i>other than</i> default judgments; refer to entry for "DEFAULT, motion to vacate" if applicable.

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JUDGMENT ON PLEADINGS	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> see comments <u>Notice:</u> 16+ court days	CCP 438	DEF: after time to demur has expired & answer is filed; PLF: after time to demur to DEF's answer is expired. May not be filed after pretrial conference order entered, or w/in 30 days of trial.
LIEN, notice of	<u>Filed:</u> GDS, Room 102 <u>Heard:</u> No hearing except as noted below	<u>File:</u> while action is pending <u>Notice:</u> Personal service or by mail	CCP 708.410	
LIEN, hearing to determine claim of exemption	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> Not later than 30 days after notice of creation of lien <u>Notice:</u> 16+ court days	CCP 708.450	
LIS PENDENS, motion to expunge	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> Any time <u>Notice:</u> 16+ days	CCP 405.30	
LIS PENDENS, request for judicial approval to file	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54		CCP 405.21	Applies to pro per litigants.
NAME CHANGE, OSC re:	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> after filing petition <u>Notice:</u> depends on circumstances	CCP 1275 et seq.	
NEW TRIAL, motion for	Trial Dept.	<u>File:</u> b/f entry of jmt or w/in 15 days of mailing notice of entry of jmt or w/in 180 days after entry of jmt, w/ever is earliest	CCP 659	May also be heard in L&M if, e.g., summary judgment was granted and the judgment has been entered.
ORDER OF EXAMINATION, application for	<u>Filed:</u> GDS, Room 102 <u>Heard:</u> Dept. 45	<u>File:</u> after entry of money jmt <u>Notice:</u> ex parte or 16+ court days, depending on circumstances	CCP 708.110	Once order is obtained, it shall be personally served not less than 10 days before the date of the examination.
ORDER SHORTENING TIME	<u>Filed:</u> Civil, Room 102 <u>Heard:</u> where motion is scheduled	<u>Notice:</u> 16+ court days	CRC 3.1300(b)	
PEREMPTORY CHALLENGE	<u>Filed:</u> Dept. of assigned judge, presiding judge or supervising judge pursuant to challenge		CCP 170.1, 170.3 & 170.6, CRC 3.516	
PERPETUATION OF TESTIMONY, petition for order authorizing	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> before action is filed <u>Notice:</u> service in the manner of a summons - CCP 415.10 et seq. - 20 days prior to hrq on petition	CCP 2035.010 et seq.	
PRO HAC VICE, application to appear	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54			
PROTECTIVE ORDER, application for	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> Any time <u>Notice:</u> 16+ court days	CCP 486.010 et seq.	
PUBLICATION, motion to serve by	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> during time prescribed for service of summons <u>Notice:</u> N/A	CCP 415.50	
QUASH SERVICE OF SUMMONS, motion to	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> on or before last day to plead; hrq not more than 30 days after filing notice <u>Notice:</u> 16+ court days	CCP 418.10	
RECLASSIFICATION, motion from unlimited to limited	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> w/in the time allowed to amend or respond to the initial pleading, or later under CCP 403.040(b) <u>Notice:</u> 16+ court days	CCP 403.040	
RECEIVER, OSC to confirm appointment	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> no more than 15 days, or 22 days w/ good cause <u>Notice:</u> 5 days after issuance	CRC 3.1176	

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1. GENERAL CIVIL/LAW & MOTION (continued)		Heard in either CMP or Dept. 35	WHEN TO FILE/ WHEN TO NOTICE	REFERENCE	COMMENTS
RECONSIDERATION, motion for		<u>Filed:</u> Dept. that heard original motion	<u>File:</u> w/in 10 days after service of notice of entry of order; 16+ days notice	CCP 1008	
SANCTIONS, motion to vacate		Dept. that imposed sanctions	<u>File:</u> w/in 10 days <u>Notice:</u> 16+ court days	CCP 1008	For CMP sanctions see LR Chapter 2, Part Four and Limited Civil Case Processing & Program Rules.
SETTLEMENT CONFERENCE, motion to continue		<u>Filed:</u> Civil, Room 102 <u>Heard:</u> Unlimited cases only PJ - 47	<u>File:</u> <u>Notice:</u> 16+ court days	LR 2.90, 2.93 & 2.94	Refers to mandatory settlement conferences
SPECIAL MASTER, motion to appoint		<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> <u>Notice:</u>	CCP 638, 639	
STAYS re:					
of discovery		<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	Noticed motion, 16+ court days		
uninsured motorist		<u>Filed:</u> Civil, Room 102 CMP		CRC 3.712(b)	Use local form CV/E-132
federal action pending		<u>Filed:</u> Civil, Room 102		CRC 3.650	Judicial Council form CM-180
structured settlement		<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54			Judicial Council form CM-200
bankruptcy		<u>Filed:</u> Civil, Room 102			Judicial Council form CM-180
STRIKE, motion to		<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> w/in time allowed to respond to pleading <u>Notice:</u> 16+ court days	CCP 435 - 437	
SUBPOENA DUCES TECUM, motion to quash		<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> <u>Notice:</u> 16+ court days	CCP 1987.1	
SUMMARY JUDGMENT, adjudication of issues		<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> 60 days after appearance of parties against whom S.J. is sought <u>Notice:</u> 75+ days b/f hrg.	CCP 437c	
TAX COSTS, motion to		Dept. that heard the case	<u>File:</u> 15 days after service of memorandum of costs <u>Notice:</u> 16+ court days	CRC 3.1700(b), LR 2.16	Motion to tax costs after arbitration or summary jmt filed in L&M - 53/54; motion to tax costs in cases heard by retired or visiting judges filed with PJ - 47.
TRIAL, motion to continue		<u>Filed:</u> Civil, Room 102 <u>Heard:</u> Unlimited cases PJ - 47		CRC 3.1332, LR 2.11 & 2.90	
TRIAL SETTING PROCESS, motion to continue	More than 7 days before trial setting conference	CMP	Noticed motion, ex parte application or stipulation	LR 2.89	
	7 or fewer days before trial setting	Unlimited cases only PJ - 47 Limited cases only Dept. 47			
VENUE, motion to change		<u>Filed:</u> Civil, Room 102 <u>Heard:</u> Unlimited cases only PJ - 47 Limited cases only Dept. 47	<u>File:</u> before or at the time defendant responds to the complaint <u>Notice:</u> 16+ court days	CCP 396b	
VEXATIOUS LITIGANT, motion to declare		<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54		CCP 391-391.6	
WITHDRAWAL OF ATTORNEY, motion for		<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> <u>Notice:</u> 16+ court days	CCP 284; CRC 3.1362	
WRIT OF ATTACHMENT, application for		<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> upon filing of the complaint or any time thereafter <u>Notice:</u> 16+ court days	CCP 484.010 et seq.	

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1. GENERAL CIVIL/LAW & MOTION (continued)		Heard in either CMP or D35	WHEN TO FILE/ WHEN TO NOTICE	REFERENCE	COMMENTS
WRITS OF POSSESSION	Pre-judgment	<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	<u>File:</u> upon filing complaint or any time thereafter <u>Notice:</u> 16+ court days <i>or ex parte</i>	CCP 512.010 et seq.	
	Post-judgment		<u>File:</u> after entry of judgment for possession <u>Notice:</u>	CCP 712.010 et seq.	
2. CMP MOTIONS		WHERE SUBMITTED/ WHERE HEARD	WHEN TO FILE/ WHEN TO NOTICE	REFERENCE	COMMENTS
<i>All CMP motions are heard in CMP departments on Thursdays unless otherwise noted.</i>					
ARBITRATION, motion to continue - Unlimited Cases Only		<u>Filed:</u> Civil, Room 102		CRC 3.818,	File motion only if arbitrator declines to consent to stipulated continuance.
ARBITRATION, ex parte to continue - Unlimited Cases Only		<u>Heard:</u> CMP Department			
ARBITRATION, motion to continue - Limited Cases Only		<u>Filed:</u> Civil, Room 102			File motion only if arbitrator declines to consent to stipulated continuance.
ARBITRATION, ex parte to continue - Limited Cases Only		<u>Heard:</u> Dept. 47			
CLASS CHANGE, i.e., motion to redesignate		<u>Filed:</u> Civil, Room 102 <u>Heard:</u> CMP Dept.			Unlimited Civil Cases Only.
COMPLAINT, extension of time to respond/answer to		<u>Filed:</u> HOJ, Room 212 <u>Heard:</u> L&M - 53/54	Filed before time to serve has elapsed	CCP 1054	15 days by stipulation or upon showing of good cause, not to exceed 30 days.
COMPLEX, designation as		<u>Heard:</u> in either CMP or Dept. 35	Upon filing complaint	CRC 3.400 et seq., LR 2.46(f)	Use Civil Case Cover Sheet (form CM-010), or indicate on CMS at a later date, when the need becomes apparent
EX PARTE APPLICATIONS, generally			Must "notify" before 10 a.m. previous day; must serve "at first reasonable opportunity."	CRC 3.1200 et seq. LR 2.35	
EXTENDING TIME TO SERVE, ex parte application		<u>Filed:</u> Civil, Room 102 <u>Heard:</u> no hrg. required, CMP Dept.		CRC 3.110(e)	Use Judicial Council form CM-020
JURY TRIAL, demand for			Must be "timely" - in writing in CMS filed for CMC	CCP 631	See item #5 on CMS. Manner of waiver listed at CCP 631
PREFERENCE, motion for		<u>Filed:</u> Civil, Room 102 <u>Heard:</u> Unlimited cases PJ-47 Limited cases Dept. 47	<u>File:</u> see CCP 36(c) <u>Notice:</u> 16+ court days	CCP 36	See also CRC 212 and #9 on CMS
RECONSIDERATION, motion for		Dept. that heard original motion	W/in 10 days after service of notice of entry of order; 16+ days notice	CCP 1008	
RELIEF FROM PROJECT RULES, motion for					Unlimited Civil Cases Only.
SANCTIONS, request to vacate those imposed for CMP violations		Dept. that imposed sanctions	<u>File:</u> w/in 10 days <u>Notice:</u> 16+ court days	CCP 1008	Generally, an application and filing fee are required
SHORT CAUSE CERTIFICATION, objection to			W/in 10 days of filing of certification, by noticed motion		
TRIAL SETTING PROCESS, motion to continue / ex parte to extend		<u>Heard:</u> Unlimited cases - CMP Limited cases - Dept. 47	Noticed motion or ex parte application	LR 2.89 & 2.90	
3. CMP DOCUMENTS		WHERE SUBMITTED/ WHERE HEARD	WHEN TO FILE/ WHEN TO NOTICE	REFERENCE	COMMENTS
<i>All CMP documents filed in Civil, Room 102 unless otherwise noted.</i>					
ALTERNATIVE DISPUTE RESOLUTION related documents					
Statement of Agreement or Non-Agreement - Unlimited Cases Only				CCP 1739, 1775.9	Judicial Council form ADR-100
ADR Information Form - Unlimited Cases Only					Judicial Council form ADR-101
Request for Trial De Novo After Judicial Arbitration - Unlimited Cases Only				CCP 1141.20, CRC 3.826	Judicial Council form ADR-102

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SACRAMENTO Motion Quick Reference List

3. CMP DOCUMENTS (continued)	WHERE SUBMITTED/ WHERE HEARD	WHEN TO FILE/ WHEN TO NOTICE	REFERENCE	COMMENTS
Petition After Attorney-Client Fee Dispute Arbitration - Unlimited Cases Only			B&P 6200 et seq., CCP 1285 et seq.	Judicial Council form ADR-103
Rejection of Award and Request for Trial After Attorney- Client Fee Arbitration - Unlimited Cases Only			B&P 6200 et seq., CCP 1285 et seq.	Judicial Council form ADR-104
Information Regarding Rights After Attorney-Client Fee Arbitration - Unlimited Cases Only				Judicial Council form ADR-105
Petition to Confirm, Correct, or Vacate Contractual Arbitration Award - Unlimited Cases Only	<u>Filed</u> : HOJ, Room 212 <u>Heard</u> : L&M - 53/54	<u>File</u> : Not later than 100 days from service of award <u>Notice</u> : 16+ court days	CCP 1285 <i>et seq.</i>	Refers to contractual arbitration. If no case is pending, a <i>petition</i> , rather than a motion, may be filed in Civil, Room 102; See Judicial Council form ADR-106
CASE MANAGEMENT STATEMENT	<u>Filed</u> : Civil, Room 102, unless week of hearing or Friday prior, then file in CMP Dept.	Not more than 45 or less than 15 days prior to each CMC	CRC 3.725	Judicial Council form CM-110 - UNLIMITED CASES ONLY
CERTIFICATION FOR SHORT CAUSE MATTERS		Upon conclusion of pleading stage		local form CVE-131 - may be filed in lieu of CMS.
CIVIL CASE COVER SHEET		File with complaint	CRC 3.220, 3.401	Judicial Council form CM-010
DESIGNATION STATEMENT	<u>Heard</u> : CMP Dept.			Unlimited Cases Only.
DISMISSAL, request for		Any time		Judicial Council form 982(a)(5)
EXTENDING TIME TO SERVE, ex parte application			CRC 3.110	Judicial Council form CM-020
PROGRAM CASE NOTICE	N/A	Serve w/ summons and complaint		Local form
SETTLEMENT, notice of	<u>Filed</u> : HOJ, 1st Floor <u>Heard</u> : Dept. 59		CRC 3.1385	Judicial Council form CM-200
UNINSURED MOTORIST STATEMENT			CRC 3.712(b)	Local form CVE-132; results in 180 day stay; may be extended.