



**SUPERIOR COURT OF CALIFORNIA
County of Sacramento**

**Public Notice - Civil Division
Implementation of Civil Essential Services
Effective Wednesday, April 1st, 2020**

Effective Wednesday, April 1st, 2020 to Thursday, April 16th, 2020, inclusive (subject to extension by the Presiding Judge), all civil courtrooms and civil front counters will remain closed for judicial business, except for the following time-sensitive, essential functions:

- Civil Harassment Temporary Restraining Orders, including Gun Violence Restraining Orders
- Civil Ex Parte Requests for Emergency Relief

Civil Harassment Restraining Orders/ Gun Violence Restraining Orders

Filing Information:

All requests/filings for Civil Harassment Temporary Restraining Orders including Gun Violence Restraining Orders **MUST** be submitted in the civil filing drop box located at the west-entrance of the Gordon D. Schaber Courthouse, 720 9th Street, Sacramento, CA 95814. **Please Note:** All completed requests received by 11:30 a.m. will have orders available for pick-up at 4:00 p.m. the same day at the west-entrance of the Gordon D. Schaber Courthouse. All completed filings received after 11:30 a.m. will have orders available for pick-up at 4:00 p.m. the next business day.

Scheduled Hearings on Calendar beginning March 20, 2020:

Sacramento Superior Court remains closed to the public at this time and is not holding any scheduled hearings on Civil Harassment Restraining Orders, including Gun Violence Restraining Orders. When the court reopens for hearings on Civil Harassment Restraining Orders, including Gun Violence Restraining Orders, the court will schedule a new hearing date and notify parties. If you have a Temporary Restraining Order that was granted your order will remain in effect until your next court date.

General Civil Ex Parte Application for Emergency Relief (e.g., for TRO):

All filings seeking ex parte emergency relief shall be made on the first floor of the Gordon D. Schaber Courthouse using the designated civil filing drop box. The appropriate civil filing fees and all moving papers must be submitted together in the civil filing drop box. Opposition papers shall also be submitted in the civil filing drop box.

In instances where case-initiating documents must be filed in order to seek ex parte relief the required case-initiating filings (e.g., initial Complaint or Petition for Writ of Mandate, mandatory Civil Case Cover Sheet, and appropriate civil filing fees) shall be filed together with the ex parte application papers in the civil filing drop box.

For ex parte applications in preexisting cases for which law and motion matters are handled by the Law and Motion Departments 53/54 pursuant to Local Rule 2.30, filings shall be in conformity with California Rule of Court 3.1200, et seq., and shall be submitted in the civil filing drop box on the first floor of the Gordon D. Schaber Courthouse. The applicant may select a date and time for the hearing at the regular designated times for ex parte hearings in the appropriate Law and Motion Department (i.e., no reservation is required). However, the Law and Motion Departments may reschedule the hearing if necessary. Applicants are to file their ex parte application and accompanying documents at least two court days prior to their selected hearing date and time so as to increase the possibility that rescheduling will be unnecessary. If the time and date is rescheduled, the applicant will be informed and will be required to comply with California Rules of Court 3.1203 and 3.1204 as to the new hearing time and date. For new cases for which case-initiating filings are submitted with the ex parte application (i.e., case number has not yet been assigned), applicants are to indicate the date, time and place for the hearing as "TBD." Upon review of the filings by the Court, if the matter shall be set for hearing, applicant's counsel will be notified of the date, time and department for the hearing. Applicant's counsel shall then provide notice and comply with California Rules of Court 3.1203 and 3.1204. **Please Note:** The Hall of Justice building, 813 6th Street, is **CLOSED**.

For ex parte applications in any cases previously assigned to a department for **all purposes**, e.g., Civil Writ/CEQA, JCCP cases, filings shall be made in

conformity with California Rule of Court 3.1200, with the exception that the date, time and place for the hearing shall be indicated as “TBD.” Upon review of the filings by the Court, if the matter shall be set for hearing, applicant’s counsel will be notified of the date, time and department for the hearing. Applicant’s counsel shall then provide notice and comply with California Rules of Court 3.1203 and 3.1204.

General Civil Filings for Non-Essential Matters:

No filings shall be made in connection with non-essential civil matters and hearings. As indicated by the Order re: Implementation of Emergency Relief (Order), filings for non-essential matters are not due, and all non-essential matters, including all related hearings, are continued. For further guidance, please refer to the Order and subsequent related orders of the Presiding Judge on the court’s website.