



**SUPERIOR COURT OF CALIFORNIA**  
**County of Sacramento**

**Public Notice - Civil Division**  
**Implementation of Expanded Civil Essential Services**

Effective April 17<sup>th</sup>, 2020 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

Effective April 21, 2020, the following essential services will be added:

- Petitions for Compromise of Claims of Minors or Incompetent Persons; Applications for Appointment of Guardian ad litem for a Minor or Incompetent Person to the extent required in support of Petition for Compromise.

**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 9<sup>th</sup> 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. 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 6<sup>th</sup> 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), all non-essential matters, including all related hearings, are continued. For further guidance, please refer to the Order on the court’s website for the identification of essential matters.

### **Compromise Claims of Minors and Incompetent Persons:**

All petitions and orders for the compromise of claims of minors or incompetent persons shall be filed in compliance with Probate Code section 3500, Code of Civil Procedure section 372 and California Rule of Court 7.950, et seq., whether by way of compromise, covenant not to sue, or stipulated judgment. Petitions and orders shall also comply with the applicable requirements of California Rules of Court, rule 2.100, et seq.

In cases where a complaint has already been filed with the Court, petitions shall be filed, with no filing fee due. If a complaint has not already been filed, parties must submit appropriate filing fees along with (1) for limited civil cases, a complaint, a petition to compromise the claim of a minor or incompetent person and the applicable proposed orders, or (2) for unlimited civil cases, a petition to compromise the claim of a minor or incompetent person and the applicable proposed orders. The party shall furnish the court with one original which is unbound (but instead, clipped or rubber-banded) and one copy in the format pursuant to California Rule of Court 3.1110, including clearly delineated tabs separating attachments pursuant to subdivision (f). Complaints and petitions shall be filed only by mail or the drop-box located on the first floor of the Gordon D. Schaber Courthouse at 720 9th Street. The time, date and department for the hearing shall be indicated as “TBD.”

Any petition containing a request for attorney's fees shall be accompanied by a declaration addressing the applicable factors in California Rule of Court 7.955(b). In the instance where a petition may be brought by a parent on behalf of a minor without formal appointment as guardian ad litem, such petition shall be accompanied by a declaration addressing the parent's qualification to compromise the claim under Probate Code section 3500(a). In the instance where a Petition for Appointment of Guardian ad litem is necessary, such petition shall be filed concurrently with the Petition for Compromise by mail or the drop-box. Counsel shall utilize the appropriate Judicial Council forms for petitions.

Petitions to compromise the claim of a minor or incompetent person and any accompanying Application for Appointment of Guardian ad litem are assigned to Judge Allen H. Sumner in Department 42. If the Court determines that no hearing is necessary for approval, the Court shall issue an order which shall be served on the parties. If the Court determines that a hearing is necessary prior to approval, the Court will provide further notice to the parties regarding the scheduling of such hearing.

Requests for withdrawal of minor's funds are heard in the Probate Division and will be allowed only upon filing a verified petition, unless the order compromising the claim specifically provides that the funds may be withdrawn once a minor reaches 18 years of age. The petition shall be on the adopted Judicial Council form and shall be filed in accordance with the Probate Division's protocols.