SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO

LOCAL RULES

Effective July 1, 2026

These rules may be purchased for $10.00 at:
the civil filing counter at the Tani G. Cantil-Sakauye Courthouse, 500 G Street, or
the family law filing counter at the Family Relations Courthouse, 3341 Power Inn Road.

Superior Court of California, County of Sacramento

LIST OF CURRENTLY EFFECTIVE RULES AND DATE OF ADOPTION/REVISION

1.00 – 1.02	January 1, 2013
1.03	January 1, 2026
1.04	January 1, 2013
1.05	July 1, 2026
1.06 – 1.07	January 1, 2025
1.08 – 1.11	January 1, 2013
1.12	July 1, 2026
1.13	January 1, 2025
1.14	January 1, 2013
1.15	January 1, 2018
1.16 – 1.19	January 1, 2013
1.20	January 1, 2025
1.21	January 1, 2016
1.22	January 1, 2013
1.23	July 1, 2026
1.24 – 1.25	January 1, 2025
1.26	January 1, 2023
1.27	July 1, 2026
1.28	July 1, 2026
2.00	January 1, 2013
2.01	January 1, 2025
2.02	July 1, 2026
2.04	July 1, 2026
2.05	January 1, 2025
2.06	January 1, 2013
2.07	January 1, 2017
2.08	January 1, 2025
2.09 – 2.11	January 1, 2013
2.12	January 1, 2017
2.13	January 1, 2016
2.14 – 2.18	January 1, 2013
2.20 – 2.21	January 1, 2025
2.22	January 1, 2015
2.23	January 1, 2018
2.26	July 1, 2026
2.27	July 1, 2026
2.28	July 1, 2026
2.30	July 1, 2026
2.31	July 1, 2026
2.32 – 2.33	January 1, 2013
2.34	January 1, 2017
2.35	July 1, 2026
2.36	January 1, 2023
2.37 – 2.38	January 1, 2013
2.39	July 1, 2026
2.40	January 1, 2024
2.45	January 1, 2017
2.46	January 1, 2024
2.47	July 1, 2026
2.48	January 1, 2013
2.49	January 1, 2019
2.50	July 1, 2026
2.51	January 1, 2024
2.52	July 1, 2026

2.53	July 1, 2026	2.94	July 1, 2026
2.54	January 1, 2013	2.94.01	January 1, 2017
2.55	January 1, 2019	2.95	January 1, 2025
2.60	January 1, 2013	2.96 – 2.99.03	January 1, 2013
2.61	July 1, 2026	2.99.04	July 1, 2026
2.62	July 1, 2026	2.99.05	January 1, 2025
2.63 – 2.64	January 1, 2013	2.99.06	July 1, 2026
2.65	January 1, 2025	3.00	July 1, 2026
2.66 – 2.67	January 1, 2013	3.01	January 1, 2013
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2.69	January 1, 2025	3.03	January 1, 2013
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2.71	January 1, 2013	4.01	January 1, 2025
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2.80	January 1, 2025	4.07	January 1, 2024
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2.83 – 2.86	January 1, 2013	4.11 – 4.12	January 1, 2016
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2.93	July 1, 2026	4.30	January 1, 2026

4.31	January 1, 2018	5.27	January 1, 2024
4.32 – 4.35	January 1, 2013	5.28	January 1, 2025
4.38	January 1, 2026	5.29	January 1, 2022
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4.50 – 4.63	January 1, 2013	5.34	January 1, 2026
4.64	January 1, 2014	5.35 – 5.37	January 1, 2013
4.65 – 4.83	January 1, 2013	5.38	January 1, 2026
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4.85	January 1, 2013	6.02 – 6.04	July 1, 2025
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5.15 – 5.16	January 1, 2025	7.06	January 1, 2014
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5.18	January 1, 2025	7.08	July 1, 2026
5.19	January 1, 2022	7.09	January 1, 2022
5.20	January 1, 2014	7.10	January 1, 2018
5.21	January 1, 2026	7.12	July 1, 2026
5.22	January 1, 2013	7.13	January 1, 2026
5.23	January 1, 2022	7.14	January 1, 2013
5.24 – 5.26	January 1, 2025	7.15	January 1, 2025

7.16	January 1, 2022	8.20 – 8.21	July 1, 2026
7.17	July 1, 2025	8.22	January 1, 2022
7.18	January 1, 2022	8.23 – 8.24	January 1, 2026
7.19 – 7.21	January 1, 2026	9.00	January 1, 2013
7.24	July 1, 2025	9.01	January 1, 2025
7.25	January 1, 2022	10.00	July 1, 2026
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7.31	January 1, 2019	10.05	January 1, 2025
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7.34 – 7.35	July 1, 2025	10.10	January 1, 2025
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7.41	January 1, 2026	10.30	January 1, 2026
7.42	July 1, 2026	10.31	January 1, 2025
7.43 – 7.44	January 1, 2026	10.32 – 10.33	January 1, 2017
7.45	January 1, 2024	10.40 – 10.41	January 1, 2013
8.00	July 1, 2025	10.50 – 10.51	January 1, 2022
8.01	January 1, 2025	10.52	January 1, 2023
8.03	January 1, 2026	10.53	January 1, 2022
8.04	January 1, 2022	10.54 – 10.55	January 1, 2025
8.05	January 1, 2026	10.60 – 10.62	January 1, 2013
8.07	January 1, 2026	10.63	July 1, 2026
8.13	July 1, 2026	10.64 – 10.65	January 1, 2026
8.14	January 1, 2022	10.66	July 1, 2026
8.15	July 1, 2025	11.00	January 1, 2013
8.16	July 1, 2026	11.01	July 1, 2026
8.17	January 1, 2022	11.02 – 11.05	January 1, 2013
8.18 – 8.19	January 1, 2025	11.06	July 1, 2026

Contents

CHAPTER 1 - GENERAL RULES 1
1.00 Citation and Effect of Rules. 1
1.01 Failure to Comply with Rules. 1
1.02 Self-Represented Parties Acting as Counsel. 1
1.03 Definition of Day of Vacation 1
1.04 Master Calendar Departments. 1
1.05 Presiding Judge Law and Motion Proceedings and Tentative Rulings 2
1.06 Posting of Civil Tentative Rulings. 2
1.07 Ex Parte Applications in Presiding Judge's Department. 3
1.08 Voir Dire Juror Questionnaire. 4
1.09 Waiver of Court Fees and Costs. 4
1.10 Jury Fees. 4
1.11 Court Reporting Services. 4
1.12 Requesting Reporting Services 5
1.13 Contacting Court's Legal Research Staff. 5
1.14 Replacing Lost Papers. 5
1.15 Typing Services or Non-Attorney Court Document Preparers. 6
1.16 Drop Box. 6
1.17 Issuance of Writs and Abstracts. 6
1.18 Sexually Violent Predator Cases. 7
1.19 Resolving Conflicting Protective Orders. 7
1.20 Electronic Filing Program/Scope. 8
1.21 Electronic Filing Process. 8
1.22 Responsibility for Errors in Electronically Filed Data. 10
1.23 Electronic Filing System Inquiries 10
1.24 Photographing, Recording, and Broadcasting in Courthouse Facilities. 11
1.25 Digital Evidence Policy. 13
1.26 Community Engagement and Fairness Committee. 13
1.27 Claims Filed Pursuant to the California Environmental Quality Act 14
1.28 Use of AI by Counsel 14
CHAPTER 2 - CIVIL 15

PART ONE. General 15
2.00 Sanctions. 15
2.01 Mandatory Civil Local Forms. 15
2.02 Civil Filings 15
2.03 (Deleted effective 1/1/2015) 16
2.04 (Suspended effective March 31, 2022) 16
2.05 Multiple Departments with Similar Proceedings. 16
2.06 Motions to Compel Entry of Judgment. Orders After Hearing. 16
2.07 Orders After Hearing. 16
2.08 Substitution of Attorney, Association of Attorney, or Pro Hac Vice application/motion. 16
2.09 Joining Motions of Other Parties. 17
2.10 Examination of Judgment Debtors, Garnishees, and Others Noticed for Appearance at the Main Downtown Courthouse 17
2.11 Motions to Continue Trial Date. 18
2.12 Trial Judge Motions. 18
2.13 Attorney's Fees in Residential Unlawful Detainer Actions. 18
2.14 Attorney's Fees in Actions on Promissory Notes, Contracts Providing for Payment of Attorney's Fees, and Foreclosures; Attorney's Fee Schedule. 19
2.15 Form of Judgment. 20
2.16 Motion to Tax Costs. 20
2.17 Stipulated Judgment Form to Be Separate from Stipulation. 20
2.18 Appeal from Decision of Labor Commissioner Under Labor Code Section 98.2. 21
2.19 (Deleted effective 1/1/2015) 21
2.20 Amended Complaints. 21
2.21 Limited Civil Cases. 21
2.22 Exhibits. 22
2.23 Small Claims – Request to Correct or Cancel Judgment and Answer. 22
(Rules 2.24-2.25 Reserved) 22
PART TWO. Writs of Mandate 22
2.26 Writs of Mandate. 22
2.27 Priority Election Matters. 23
2.28 Expedited Review of Housing Development Decisions 24
(Rule 2.29 Reserved) 25
PART THREE. Civil Home Court Law and Motion 25

2.30 Civil Home Court Law and Motion. 25
2.31 Filing of Papers. 25
2.32 Demurrers in Limited Civil Cases. 26
2.33 Motions to Strike in Limited Civil Cases. 26
2.34 Defaults and Default Judgments. 27
2.35 Ex Parte Applications. 27
2.36 Discovery Sanctions. Code of Civil Procedure Sections 2023.020 and 2023.040. 28
2.37 Matters Regarding Discovery in Limited Civil Cases. 28
2.38 Compensation of Discovery Referees. 28
2.39 Reserving Hearing Dates. 28
2.40 Requesting Oral Argument. 29
(Rules 2.41-2.44 Reserved) 29
PART FOUR. Civil Home Court Case Management Program (CMP). 29
2.45 Case Management Program. 29
2.46 Included Actions; Exceptions; Excluded Actions. 29
2.47 CMP Tentative Rulings and Preparation of Notices. 30
2.48 Form of Case Management Documents. 30
2.49 Uninsured Motorist Cases: Duty to Advise Court of Uninsured Motorist Claim; Additional Time for the Resolution of Claim; Duty to Advise Court of Resolution of Claim. 31
2.50 Case Management Conference. 31
2.51 Case Management Statements, filing a Joint Statement, Default Judgment Status Statements, Meet and Confer Period. 31
2.52 Exemption for Short Cause Cases Upon Certification of All Parties. 32
2.53 Motions to Implement and for Relief. 32
2.54 Bankruptcy Matters. 33
2.55 Orders to Show Cause. 33
(Rules 2.56-2.59 Reserved) 33
PART FIVE. Alternative Dispute Resolution 33
2.60 Alternative Dispute Resolution Policy Statement. 33
2.61 ADR Information. 33
2.62 ADR Program Administrator. 34
2.63 ADR Participation. 34
2.64 ADR Assessment at Case Management Conference. 34
2.65 ADR Neutral List. 34

2.66 Notice of Settlement. 35
2.67 ADR Grievance Procedure. 35
2.68 Arbitration. 35
2.69 Arbitration Proceedings Regarding a Limited Civil Case in General. 35
2.70 Judicial Arbitration Under Code of Civil Procedure Section 1141.10 Et Seq. 36
2.71 Arbitration of Attorney's Claims in Connection with Action to Recover Attorney's Fees and/or Costs. 36
2.72 Failure to Meaningfully Participate in Arbitration Procedures. 36
2.73 Voluntary Civil Mediation. 37
2.74 Type of Mediation Available. 37
2.75 Eligible Cases. 37
2.76 Stipulation to Mediation. 38
2.77 Vacancy and Challenge of ADR Neutral. 38
2.78 (Deleted 1/1/2024) 38
2.79 Timing of Mediation and Trial Dates. 38
2.80 Exemption from Mandatory Settlement Conference Program. 38
2.81 Appearances Required at Mediation. 39
2.82 Mediation Program Statements and Supporting Documents. 39
2.83 Discovery During Mediation. 39
2.84 Compensation of Mediators. 40
2.85 Confidentiality. 40
2.86 Mediator Statement. 40
2.87 Mediator Qualifications. 40
PART SIX. Trial Setting for Civil Cases 41
2.88 Setting Civil Cases for Trial. 41
2.89 Trial Setting Process for Civil Cases Other Than Short Cause Matters. 41
2.90 Continuance of Trial Setting. 41
2.91 Duties if Case Settles. 41
2.92 Civil Trial Readiness Notification. 42
PART SEVEN. Settlement Conferences – Long Cause Matters 42
2.93 Settlement Conferences. 42
2.94 Settlement Conference Procedures; Assignments, Duties and Requirements of Counsel, Parties, and Insurers. 42

PART EIGHT. Settlement Conferences – Small Claims and Unlawful Detainer Cases Heard at the Carol Miller Justice Center 46

2.94.01 Settlement Conferences – Small Claims and Unlawful Detainer Cases Heard at the Carol Miller Justice Center. 46

PART NINE. Duty to Meet and Confer and Exchange re Civil Trials: Motions, Jury Instructions, Exhibits, Witness Lists, and Statement of the Case 47

2.95 Motions in Limine. 47

2.96 General Motions. 47

2.97 Jury Instructions. 47

2.98 Exhibits. 48

2.99 Witness List. 48

2.99.01 Trial Brief. 48

2.99.02 Statement of the Case 48

2.99.03 Judicial Modification. 48

2.99.04 (Suspended effective March 31, 2022) 48

PART TEN. Settlement Approval Motions for Class and/or Private Attorneys General Act "PAGA" Actions 49

2.99.05 Settlement Approval Motions. 49

PART ELEVEN. Electronic Filing of Limited Civil Unlawful Detainer Documents at the Carol Miller Justice Center 49

2.99.06 Mandatory Electronic Filing. 49

CHAPTER 3 - CLAIMS OF MINORS, INCOMPETENT PERSONS AND PERSONS WITH A DISABILITY 51

3.00 Application for Appointment of Guardian Ad Litem. 51

3.01 Withdrawal of Funds. 51

3.02 Claims of Minors and Incompetents. 51

3.03 Trusts Created Pursuant to Court Order. 52

CHAPTER 4 - PROBATE 53

PART ONE. General 53

4.00 Form of Papers Presented for Filing. 53

4.01 Preparing for Hearing. 53

4.02 (Deleted effective 1/1/2025) 54

4.02.01 Probate Law and Motion Calendar 54

4.03 Preparation of Notices. 54

4.04 Identify Persons to Receive Notice. 55

4.05 Probate Hearing Once Noticed Cannot be Advanced; Continuances in Probate Matters Other Than Conservatorship and Guardianship; Procedure for Resetting a Matter for Hearing. 55
4.06 Remote Proceedings. 55
4.07 Calendar Matters Recommended for Approval. 56
4.08 Response or Objections to Calendared Matters. 56
4.09 Contested Matters. 56
4.10 (Deleted effective 1/1/2015) 56
4.11 Settlement Conferences. 56
4.12 Settlement of Contested Matters. 57
4.13 Trial Procedures. 57
4.14 (Deleted effective 1/1/2016) 58
4.15 Orders to Be Complete in Themselves. 58
4.16 Formal Orders. 58
4.17 Assignment of Probate Referee. 59
4.18 Notice Requirement on Court Appointed Attorney Fee Petition. 59
4.19 Ex Parte Petition for Final Discharge 59
4.20 Ex Parte Application. 59
PART TWO. Guardianship 61
4.30 Proposed Guardian Fingerprinting. 61
4.31 Appointment of Guardian of Minor. 61
4.32 Contested Guardianships. Recommending Mediation. 62
4.33 Confidential Mediation. 62
4.34 Minor's Funds for Support and Maintenance – Financial Support of Parents. 62
4.35 Proceedings Under Probate Code Sections 3410 Et Seq. 62
PART THREE. Conservatorship 62
4.38 Proposed Conservator Fingerprinting. 62
4.39 Appointment of Conservator. 63
4.40 Video Presentation of Conservator's Duties. 63
4.41 Sale of Conservatee's Residence. 63
4.42 Proceeding for Spousal Property Transaction. 63
4.43 Production of Estate Planning Documents in Proceedings Pursuant to Probate Code Sections 2580 or 3100. 64
PART FOUR. Decedent's Estates 64
4.50 Presenting Wills for Lodging or Admittance. 64

4.51 Proof of Wills by Affidavit or Declaration. 65
4.52 Admission of Will or Codicil Containing Deletions and/or Interlineations. 65
4.53 Lost Wills. 65
4.54 Special Letters, Notice, and Appointment. 65
4.55 Noticing Persons Listed in Petitions for Administration. 66
4.56 Requirements for Giving Notice of Probate of Will. 66
4.57 Independent Administration of Estates. 66
4.58 Waiver of Bond. 66
4.59 Deposit of Personal Property for Reduction of Bond. 66
4.60 Distribution of Property Held by Depository. 67
4.61 Information Required of Personal Representatives Upon Acknowledgment of Duties. 67
4.62 Multiple Representatives. 67
4.63 Notice of Administration to Creditors 67
4.64 Petitions for Family Allowance. 67
4.65 Character of Property and Transmutation in Summary Proceedings. 67
4.66 Evidence of Record Title in Proceedings Under Probate Code Sections 850 Et Seq. and Sections 17200 Et Seq. 68
4.67 Sale of Specifically Devised Property. 68
4.68 Petition for Final Distribution. 68
4.69 Petition to Include Proposed Distribution. 69
4.70 Distribution to Minors. 69
4.71 Apportionment of Statutory Compensation. 69
4.72 Compensation for Extraordinary Services. 69
4.73 Account for Withhold. 70
4.74 Consent of Testamentary Trustee to Act. 70
PART FIVE. Conservatorship, Guardianship, Decedent and Trust Accountings 70
4.80 General Compliance with Probate Code 1063(g) and 1064 (a)(b). 70
4.81 Guardianship Accounts. 70
4.82 Guardianship Final Account and Report. 71
4.83 Conservatorship Final Account and Report. 71
4.84 Trust Accountings. 71
4.85 Report of Trustee. 72
CHAPTER 5 - FAMILY LAW 74

5.00 Title of Rules. 74

5.01 Construction of Provision Drawn From the Family Code, California Rules of Court, Code of Civil Procedure, Evidence Code, or Other Uniform Act. 74

5.02 Effect of Headings. 74

5.03 Construction of Rules. 74

5.04 Reference to Statute Includes Amendments and Additions. 74

5.05 Construction of Tenses. 74

5.06 Meaning of Shall, May, Shall Not, and May Not. 75

5.07 Severability of Provisions. 75

5.08 Definitions and Use of Terms. 75

5.09 Assignments in Family Law Departments. 76

5.10 Pending Hearing Date: Disclosure on Pleading. 76

5.11 Ex Parte Application for Restoration of Former Name. 76

5.12 Signature of Self-Represented Party on Agreement or Stipulation - Notary Required. 76

5.13 Ex Parte Application. 76

5.14 Order Shortening Time - Request for Order. 78

5.15 Law and Motion Pleadings - Filing - Assignment. Time Limitation. 78

5.16 Confidential Mediation: Office of Family Court Services (FCS). 78

5.17 Recommending Mediation: Referrals to the Office of Family Court Services (FCS). 79

5.18 Recommending Mediation: Referrals to Private Mediation. 79

5.19 Court Ordered Child Custody Evaluations - Finding a Qualified Evaluator. 80

5.20 Admission of Mediation or Evaluation Reports at Short Cause Hearings. 80

5.21 Electronic Signatures on Non-Electronic Documents. 80

5.22 Temporary Spousal Support - Calculation. 81

5.23 Continuance - Short Cause Hearing, Long Cause Hearing, Trial. 81

5.24 Remote Proceedings. 81

5.25 Discovery - Pre-Judgment - Post-Judgment. 81

5.26 Trial Setting Memorandum to Set. 82

5.27 Time Estimates - Long Cause Hearing and Trial. 82

5.28 Mandatory Settlement Conference - Long Cause Hearing, Trial. 83

5.29 Statement of Issues and Contentions. 83

5.30 Preparation and Submission of Findings and Order After Hearing; Long Cause Hearing. 85

5.31 Stipulation to Establish or Modify Child Support - Child Receiving Public Assistance. 86

5.32 Requests to Change Mediators - Peremptory Challenge to Court-Connected Mediator; Complaints. 86
5.33 Complaint Process - Child Custody Evaluators. 86
5.34 Family Centered Case Resolution 86
5.35 Filing Fee - Pleadings Filed by Minor's Counsel On Behalf of Minor. 87
5.36 Minor's Counsel - Complaint Procedure. 87
5.37 Family Law Facilitator - Additional Duties. 87
5.38 Electronic Evidence for Trials and Specially Set Hearings. 88
CHAPTER 6 - JUVENILE COURT CONFIDENTIALITY AND MEDIA POLICIES. 89
6.00 Scope of Rules. 89
6.01 Exchange of Information and Disclosure of Juvenile Court Records. 89
6.02 Public Admission and Media Coverage of Juvenile Court Matters. 89
6.03 Notice and Request to Attend Court Proceedings. 89
6.04 Use of Cameras or Recording Equipment. 90
6.05 Identification, Check-in and Waiting Area. 91
6.06 (Deleted effective 1/1/2014) 91
6.07 Locations for Photography and/or Video/Audio Recording. 91
6.08 Pooling. 91
6.09 Photography or Video/Audio Recording of Minors in Juvenile Institutions. 92
CHAPTER 7 - JUVENILE DEPENDENCY 93
7.00 Court Appointed Special Advocate Program (CASA). 93
7.01 Appointment of CASA. 93
7.02 (Deleted effective 1/1/2026) 93
7.03 Removal, Resignation, and Termination of CASA Volunteer. 93
7.04 Filings. 94
7.05 (Deleted effective 1/1/2022) 94
7.06 Counsel of Record and Self-Represented Litigants. 94
7.07 Direct Calendaring, Calendar Call, and Appearances. 94
7.08 Detention Hearing or Initial Appearance. 94
7.09 Contact with Parties Prior to Hearing (In/Out of Custody). 95
7.10 Jurisdictional/Dispositional Hearings. 95
7.11 (Deleted effective 1/1/2022) 95
7.12 Ex Parte Orders. 95

7.13 Orders to Produce Out of County or State Prison Incarcerated Parties/Individuals in Dependency Cases. 96
7.14 Pre-Trial Statement and Pre-Trial Conference. 98
7.15 Pre-Trial Statement. 98
7.16 Pre-Trial Conference Procedures. 99
7.17 Meet and Confer. 99
7.18 Hospitalizations for Mental Health Evaluation and Treatment. 100
7.19 Request for Administration of Psychotropic Medication, Medical, Surgical, and Dental Care. 102
7.20 Attorney Competency Certification. 103
7.21 Minimum Standards of Experience, Education and Training. 103
7.22 (Deleted effective 1/1/2026) 104
7.23 (Deleted effective 1/1/2022) 104
7.24 Procedures for Reviewing and Resolving Complaints Regarding Performance of Counsel. . 104
7.25 Procedures for Informing the Court of the Interests of a Dependent Child. 104
7.26 Applications for Rehearing; Referee or Commissioner Assigned as a Referee 105
7.27 (Deleted effective 1/1/22) 106
7.28 Access to and Disclosure of Juvenile Court Records. 106
7.29 Orders. 106
7.30 (Deleted effective 1/1/2014) 106
7.31 Preparation of Judicial Council Form Custody Order-Juvenile 106
7.32 Orders for Psychological Assessments/Evaluations. 107
7.33 (Deleted effective 1/1/2022) 107
7.34 Motions to Relieve Counsel. 107
7.35 Modification of Orders. 107
7.36 (Deleted effective 7/1/2025) 108
7.37 Electronic Submission of Documents to the Court for Filing. 108
7.38 (Deleted effective 1/1/2022) 109
7.39 Electronic Document Submission System Inquiries. 109
7.40 (Suspended effective January 1, 2022, to January 1, 2026) 109
7.41 Settlement Conference. 109
7.42 Juvenile Dependency Settlement Conference Statement. 110
7.43 Juvenile Dependency Settlement Conference Procedures. 110
7.44 Juvenile Dependency Remote Proceedings 110

7.45 ICWA Voluntary Proceedings 113
CHAPTER 8 – JUVENILE JUSTICE 114
8.00 General Provisions. 114
8.01 Orders. 114
8.02 (Deleted effective 1/1/2022) 114
8.03 Ex Parte Applications and Orders 114
8.04 Access to Courtroom by Non-Parties. 115
8.05 Appearances and Continuances. 115
8.06 (Deleted effective /1/2022) 116
8.07 Post-Detention Hearing Modifications. 116
8.08 (Deleted effective 1/1/2022) 116
8.09 (Deleted effective 1/1/2022) 116
8.10 (Deleted effective 1/1/2018) 116
8.11 (Deleted effective 1/1/2018) 116
8.12 (Deleted effective 1/1/2026) 117
8.13 Restitution Determination Procedures. 117
8.14 Placement. 118
8.15 Applications for Rehearing; Referee or Commissioner Assigned as a Referee 119
8.16 Trial Assignment. 120
8.17 Emergency Removal of Minor from Youth Detention Facility. 120
8.18 Requests for Medical, Surgical and Dental Care. 122
8.19 Access to and Disclosure of Juvenile Court Records. 122
8.20 Electronic Submission of Documents to the Court for Filing. 122
8.21 Electronic Document Submission System Inquiries. 123
8.22 Court Appointed Special Advocate Program (CASA) 123
8.23 Appointment of CASA. 123
8.24 Removal, Resignation, and Termination of CASA Volunteer. 124
CHAPTER 9 - TRAFFIC COURT 125
9.00 Trial by Declaration 125
9.01 Ability-to-Pay Determinations 125
CHAPTER 10 - CRIMINAL 126
PART ONE. General 126
10.00 Charging Documents. 126

10.01 Arraignment. 126
10.02 Continuances. 126
10.03 Withdrawal as Attorney of Record. 127
10.04 (Deleted effective 7/1/2026) 127
10.05 Remote Proceedings - General Rules for All Remote Appearances. 127
10.06 Punctuality 128
(Rules 10.07-10.09 reserved) 128
PART TWO. Law and Motion for All Matters 128
10.10 Criminal Law and Motion Departments. 128
10.11 Pretrial Motions not Waived. 128
10.12 Filing of Papers. 128
10.13 Format of Motions; Citations. 129
10.14 Time Limits on Notice of Motion. 130
10.15 Failure of Counsel to Appear in Law and Motion. 132
10.16 Taking Matters off Calendar. 132
10.17 Setting Evidentiary Hearing Motions. 132
10.18 Setting Evidentiary Hearing on Discovery Motions (Pitchess). 132
(Rule 10.19, reserved) 132
PART THREE. Discovery 132
10.20 Discovery Requests. 133
10.21 Numbering of Discovery Documents and Tapes. 133
10.22 Discovery Motions. 133
(Rules 10.23-10.29, reserved) 133
PART FOUR. Matters Applicable to Felony Cases 133
10.30 Filing of Information. 134
10.31 Bail Schedule. 134
10.32 Pre-Assignment Requests. 134
10.33 Matters Requiring Review of Privileged or Confidential Records. 134
(Rules 10.34-10.39, reserved) 134
PART FIVE. Matters Applicable to Misdemeanor Cases and Infractions 135
10.40 Law and Motion; Trial Date. 135
10.41 Trial Readiness Conference. 135
(Rules 10.42-10.49, reserved) 135

PART SIX. Trial 135
10.50 Assignment for Trial. 135
10.51 Jury Instructions. 135
10.52 Mandatory Trial Readiness Conference for Criminal Cases. 136
10.53 Purpose of Trial Readiness Conference. 136
10.54 Trial Readiness Notification. 136
10.55 Obtaining Web-Based Application Login. 136
(Rules 10.56-10.59, reserved) 137
PART SEVEN. Miscellaneous 137
10.60 Probable Cause Hearings. 137
10.61 Temporary Release from Jail. 137
10.62 Standing Income Deduction Order. 137
10.63 Incompetence Finding. 138
10.64 Submission of Exhibits. 139
10.65 Mental Health Diversion Application Readiness Notification 139
10.66 Sealing of Confidential Mental Health Diversion Filings 139
CHAPTER 11 - APPELLATE DIVISION 141
11.00 Sessions. 141
11.01 Briefs. 141
11.02 Hearing Date in Caption. 141
11.03 Motions for Augmentation and Correction of the Record; Motions for Additions to the Record. 141
11.04 Requests for Free Clerk or Reporter's Transcript 142
11.05 Binding of Original Appellate Division Clerk's Transcript for Civil Appeals. 142
11.06 Record on Appeal 142

CHAPTER 1 - GENERAL RULES

1.00 Citation and Effect of Rules.

These Local Rules of Court apply to the Superior Court of California, County of Sacramento, and shall be known and cited as the "Local Rules for the Superior Court of California, County of Sacramento." These rules shall be construed and applied in such a manner as to not conflict with statutes or California Rules of Court and shall be liberally construed to facilitate and promote the business and administration of justice by the Superior Court of California, County of Sacramento.

(Adopted 1/1/2013)

1.01 Failure to Comply with Rules.

Any counsel, party represented by counsel, or party appearing in pro per, who fails to comply with any of the requirements set forth in these rules, shall upon motion of a party or the court be subject to the sanctions set forth in Code of Civil Procedure section 575.2.

(Adopted 1/1/2013)

1.02 Self-Represented Parties Acting as Counsel.

For purposes of these rules, the term counsel shall include self-represented parties.

(Adopted 1/1/2013)

1.03 Definition of Day of Vacation

In accordance with the obligation in the California Rules of Court, Rule 10.603(c)(2)(H) to define a day of vacation, a day of vacation is defined as follows:

(A) For judges working a compressed schedule of four 10-hour days per week – 10 hours; and

(B) For all other judges – 8 hours

(Adopted 1/1/2026)

1.04 Master Calendar Departments.

The Department of the Presiding Judge is designated as the primary Master Calendar Department and includes duties as set forth in California Rules of Court, rule 10.603.

(Adopted 1/1/2013)

1.05 Presiding Judge Law and Motion Proceedings and Tentative Rulings

(A) Law and motion matters in the Master Calendar Department will be called at a date, time and department to be designated by the Presiding Judge and posted on the Court's website.

(B) Unless otherwise directed by the Presiding Judge, in civil and limited civil actions, all motions for consolidation, severance, bifurcation, intervention, pretrial conference, coordination and to advance or for continuance of trial, a setting conference, or pretrial conference shall be heard by the Presiding Judge. All motions for change of venue in civil, limited civil and criminal actions shall be heard by the Presiding Judge or his/her designee. All other change of venue motions shall be heard by the judge assigned to hear the case. The notice shall be given and the motion made promptly upon the necessity for the continuance, change of venue, consolidation, coordination, intervention, severance, pretrial conference, or bifurcation being ascertained.

(C) A tentative Ruling System is used in the Law and Motion calendar in the Presiding Judge's department. The Presiding Judge will publish a tentative ruling at 2:00 p.m. two court days prior to the matter being heard. Tentative rulings are available by accessing the public portal. If the party does not have online access, they may call the dedicated phone number for the department as referenced in the local telephone directory before 12:00 p.m. on the court day before the hearing and receive the tentative ruling.

(D) The tentative ruling shall become the ruling of the Court, unless a party desiring to be heard so advises the department clerk of their intent to appear at the hearing by calling 916-874-5487 no later than 12:00 p.m. (noon) on the court day preceding the hearing. Further, the party must advise the clerk that such party has notified the other side of its intention to appear. Where appearance has been requested by counsel or invited by the Court, limited argument will be entertained.

(E) All noticed motions in the Presiding Judge's department shall include the following information in the notice:

"Pursuant to Local Rule 1.05, the Court will make a tentative ruling on the merits of this matter by 2:00 p.m., two court days before the hearing. The complete text of the tentative ruling may be accessed on the public portal. If the party does not have online access, they may call the dedicated phone number for the department as referenced in the local telephone directory and receive the tentative ruling. If you do not call the Court and the opposing party by 12:00 p.m. the court day before the hearing, no hearing will be held."

(Adopted 1/1/2013; Revised 1/1/2025, 7/1/2026)

1.06 Posting of Civil Tentative Rulings.

(A) A Tentative Ruling System is utilized in civil law and motion, writ, probate, complex, Case Management, and other departments as designated. On the afternoon of the court day before each calendar, the judge will publish a tentative ruling on each matter on the next day's calendar. The tentative rulings will be available after 2:00 p.m. on the court day before the matter is heard by accessing the public portal. If the party does not have online access, they may call the dedicated phone number for the department as referenced in the local telephone

directory between the hours of 2:00 p.m. and 4:00 p.m. on the court day before the hearing and receive the tentative ruling.

(B) The tentative ruling shall become the ruling of the Court, unless a party desiring to be heard so advises the department clerk no later than 4:00 p.m. on the court day preceding the hearing, and further advises the clerk that such party has notified the other side of its intention to appear. Notification to the clerk shall be made pursuant to instructions in the tentative ruling.

(C) Where appearance has been requested by counsel or invited by the Court, limited argument will be entertained.

(D) All noticed motions in the designated department shall include the following information in the notice:

"Pursuant to Local Rule 1.06 (A), the Court will make a tentative ruling on the merits of this matter by 2:00 p.m., the court day before the hearing. The complete text of the tentative ruling may be downloaded off the Court's website. If the party does not have online access, they may call the dedicated phone number for the department as referenced in the local telephone directory between the hours of 2:00 p.m. and 4:00 p.m. on the court day before the hearing and receive the tentative ruling. If you do not call the Court and the opposing party by 4:00 p.m. the court day before the hearing, no hearing will be held."

(Adopted 1/1/2013; Revised 1/1/2016, 1/1/2024, 1/1/2025.)

1.07 Ex Parte Applications in Presiding Judge's Department.

(A) All ex parte applications for temporary relief, orders to show cause, orders shortening or extending time, or other ex parte applications shall be heard in the department of the Presiding Judge or his/her designee. Ex Parte Applications and supporting documents shall be paid for and submitted with the date and time of the hearing set as TBD. All applications must include a written supporting declaration, stating whether the opposing party is represented by counsel, whether that party has been contacted and has agreed to the requested order, or why the order should be issued without notice. The adequacy of the application for temporary relief will be determined on the papers submitted. If the application is deemed adequate, the Court may allow supplemental argument, either oral or written. All documents shall be served and filed as required by California Rules of Court, rules 3.1203, 3.1205, and 3.1206.

(B) Except by order of the Court, upon a showing of good cause, all ex parte applications presented to the Court seeking to set a matter on shortened time must provide for opposition papers to be filed and served five court days and reply papers to be filed and served two court days prior to the hearing date. The Court, in its discretion, may order a shorter time or that there be no reply, but in no event shall the last paper be filed later than 9:00 a.m. two court days before the hearing. The moving papers must be accompanied by a copy of the order and all papers, including subsequent papers filed in the matter, must indicate on the caption page that the matter was brought on an order shortening time with specific identification of the date of the order and name of the judge.

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2025)

1.08 Voir Dire Juror Questionnaire.

The Jury Commissioner shall cause prospective jurors to complete juror questionnaire forms before such jurors leave for their assigned trial department. The court shall retain all originals of any questionnaire completed by a juror who is sworn to hear the cause (herein "sworn jurors"). For all criminal cases, the following shall apply: Upon a verdict being rendered in a criminal case, counsel shall return to the court clerk all of their copies of the juror questionnaire forms of the sworn jurors. After discharge of the jury in a criminal case, and upon written request from counsel, counsels' respective copies of the such forms will be returned to them, provided that all personal identifying information shall be redacted from such juror questionnaire forms, and provided further that the court does not elect to seal such forms for good cause shown.

This procedure for the use, handling and retention of these questionnaire forms is subject to modification by the trial judge.

(Adopted 1/1/2013)

1.09 Waiver of Court Fees and Costs.

If the relief sought is the waiver of jury fees, the application shall be made at least 25 days prior to the commencement of the trial for which the relief from fees imposed is sought, or at least five days in unlawful detainer proceedings.

(Adopted 1/1/2013)

1.10 Jury Fees.

(A) Advance jury fees shall be paid pursuant to Code of Civil Procedure section 631.

(B) At the commencement of the second day of voir dire examination, and on each succeeding day of voir dire, such party shall deposit with the Clerk of the Court a sum equal to the panel's one-day jury fees and mileage.

(C) When the trial commences after voir dire, and on each succeeding day of the trial, such party shall deposit with the Clerk of the Court a sum equal to one day's jury fees and mileage for the jurors and alternates.

(D) If, during voir dire or trial, the party responsible for jury fees waives the jury or fails to pay jury fees as prescribed in (C) or (D), any other party may preserve their right to jury trial by depositing fees as therein required. If no other party deposits jury required jury fees, the jury is waived and the trial shall proceed without a jury.

(Adopted 1/1/2013)

1.11 Court Reporting Services.

In civil and family law cases, the parties requesting reporting services shall pay in equal proportion the appropriate fee to the Clerk of the Court prior to the commencement of each day of trial. Should any party refuse to pay the pro rata fee, the other party may elect to pay the

entire fee. In either case, all amounts so paid may be recovered as taxable costs. If the entire fee is not paid, reporting services shall be deemed waived.

The party(ies) requesting a daily transcript in a civil case shall pay the fees therefore to the Clerk of the Court prior to the commencement of each day of trial.

(Adopted 1/1/2013)

1.12 Requesting Reporting Services.

(A) The services of official court reporters for civil matters are very limited. The available services of official court reporters for civil matters may be found on the Court's website. Arrangements for available official court reporter services can be made by contacting the clerk in the assigned courtroom prior to the date set for hearing in accordance with section (B). The Court Reporter will not report any proceeding unless a request is made and the requisite fees are paid, or a fee waiver has been granted, in advance of the hearing.

(B) Any party desiring official court reporter services in a civil proceeding shall make arrangements by contacting the clerk in the assigned courtroom not later than 4:00 p.m. the court day prior to the date set for hearing.

(C) The services of official court reporters are not available for unlawful detainer hearings at the Carol Miller Justice Center or for limited civil cases in those courtrooms at the Tani Cantil Sakauye Courthouse with electronic recording equipment.

(D) The services of official court reporters in family law and probate proceedings at the William R. Ridgeway Family Relations Courthouse are very limited. Any party desiring an official record of a proceeding shall make arrangements no later than 4:00 p.m. at least five court days prior to the date set for hearing or trial by contacting the court reporter's office at familylawprreporters@saccourt.ca.gov.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2017, 1/1/2019, 1/1/2020, 1/1/2023, 1/1/2025, 7/1/2026)

1.13 Contacting Court's Legal Research Staff.

Unless specifically authorized by these Local Rules, by prior approval or authorization of the judicial officer assigned to the matter, or, if the matter is unassigned, by prior approval of the Presiding Judge, no party, or attorney for a party, in any action or proceeding pending in this court shall contact or attempt to contact any member of the court's legal research staff concerning such pending matter.

(Adopted 1/1/2013, Revised 1/1/2025)

1.14 Replacing Lost Papers.

If an original pleading or paper previously filed with the court is lost, an order authorizing the filing of a copy in lieu of the original is required, and may be based upon declaration of the requesting counsel, or the certificate of the clerk.

(Adopted 1/1/2013)

1.15 Typing Services or Non-Attorney Court Document Preparers.

(A) The name, address and phone number of the litigant who is representing him/herself must appear at the top of all filed pleadings.

(B) Non-attorney court document preparers shall comply with the requirements of Business and Professions Code section 6408. The clerk shall not accept for filing any document presented by a non-attorney court document preparer that does not comply with these requirements.

(C) A litigant in a family law or probate case designating a non-attorney court document preparer to act as a courier to submit documents for processing or to receive endorsed copies of documents from the court shall file an Authorization for Non-Attorney Court Document Preparer (local form FL/E-LP-609 or local form PR/E-LP-021).

(D) Notices of Entry shall be sent directly to the litigant, even when presented for filing by a non-attorney court document preparer.

(E) Nothing in this rule is intended to encourage or condone the unauthorized practice of law. In the event it appears that a preparer is engaging in the unauthorized practice of law under the guise of this rule, that matter will be reported to the appropriate authorities.

(Adopted 1/1/2013; Revised 1/1/2018)

1.16 Drop Box.

A depository is available to file documents with the court but shall not be used to file documents that must be filed in a specific department. Documents placed in the drop box must be time-stamped on the back of the last page of the document except for items deposited at the Carol Miller Justice Center. If time-stamped before 5:00 p.m., the document will be filed on the date of deposit. Any document date/time stamped after 5:00 p.m., will be deemed filed the next court business day.

(Adopted 1/1/2013)

1.17 Issuance of Writs and Abstracts.

Except as to matters subject to the Electronic Filing Program, a file-endorsed copy of the judgment(s) and memos of costs, if applicable, shall be submitted for issuance of writ of execution or possession and/or abstract of judgment.

(Adopted 1/1/2013)

1.18 Sexually Violent Predator Cases.

(A) As petitions requesting that a respondent be committed as a sexually violent predator pursuant to Welfare and Institutions Code section 6600 et seq. are civil matters, each party is entitled to six peremptory challenges.

(B) All such petitions filed by the District Attorney's office shall be numbered sequentially with the last two digits of the year the petition was filed, followed by the letters "SVP," followed by a three-digit sequential number representing the number of cases filed in the year in question. Thus, 03SVP001 would be the civil number assigned to the first such case filed after January 1, 2003. All such petitions shall make reference in the text of the heading for the case to the Sacramento County felony case file number the respondent was originally confined under, i.e., such as:

The People of the State of California,
Petitioner, Case No. 03SVP001

vs. (underlying felony case number 00F01234)

John Doe,
Respondent

(D) There is a general discovery cut-off date of 15 calendar days before the date initially set for trial. Absent a court order, discovery shall not be allowed within 15 days of trial in any Sexually Violent Predator proceeding. No later than the 15th day before the date initially set for trial of the action, each side is required to submit and exchange their list of witnesses they plan to call at trial. Included with this submission shall be a brief statement of the subject of each witness's testimony and an estimate of the time required for direct examination of each witness. Separate and apart from the above requirement, no later than the 15th day before the date initially set for trial of the action, each side is required to submit and exchange a list of all expert witnesses they plan to call at trial. Included with this submission shall be a declaration from the expert stating the expert's qualifications, the general substance of the expert's expected testimony, and a copy of all written reports, writings, and testing data made by the designated expert in the course of preparing their opinion.

(E) If a trial is rescheduled after the date initially set for trial and the rescheduled date is more than 30 days after the date previously set for trial, discovery shall reopen until a new cut-off date of 15 calendar days before the newly set trial date and each side shall be required to submit a new witness list and a new expert witness list/data. If a prior exchange has already taken place and nothing has changed in regard to discoverable matters, a party may comply with this new list requirement by informing the other side in writing that a previous witness list and/or a previous expert witness list/data remains unchanged.

(Adopted 1/1/2013)

1.19 Resolving Conflicting Protective Orders.

Courts issuing criminal protective orders shall make reasonable efforts to determine whether there exists any child custody or visitation orders that involve any party to the pending criminal action. At a minimum, this would include court staff checking reasonably available resources to

determine such information. Courts issuing orders involving child custody or visitation shall make reasonable efforts to determine whether there exists a criminal court protective order that involves any party to the pending civil action. At a minimum, this would include court staff checking reasonably available resources to determine such information. Judges in either criminal or civil actions are expressly authorized (1) when necessary, to directly consult with another judge that has issued a subsequent order involving or impacting child custody or visitation, and (2) to modify any protective order to allow or restrict contact between the person restrained by the order and his or her children any time such actions appear to the judge to be in the best interest of any child concerned.

(Adopted 1/1/2013)

1.20 Electronic Filing Program/Scope.

The Superior Court of California, County of Sacramento allows the electronic filing of documents in accordance with Code of Civil Procedure section 1010.6 and California Rules of Court, rules 2.255 et seq. for specific case types as listed on the Court's website.

The Superior Court of California, County of Sacramento allows and is phasing in the ability for electronic filing in criminal cases. Additional technical details will be made available on the Court's website as electronic filing services are expanded.

(Adopted 1/1/2013; Revised 1/1/2016, 1/1/2025)

1.21 Electronic Filing Process.

Electronically transmitted documents must be both submitted to the court and accepted for filing by the court in order to be considered duly filed with the court in accordance with these rules.

(A) Date/Time of Filing.

A document may be electronically transmitted to the court at any time of the day. Acceptance of the document for filing with the court shall be deemed to occur (1) on the date the document was submitted to the court if the submission occurred during normal business hours of the clerk's office, and (2) on the next business day the clerk's office is open for business if the submission occurred after normal business hours of the clerk's office. For purposes of this section, normal business hours shall be 8:30 a.m. through 4:00 p.m., Monday through Friday, excluding court holidays. Nothing in this section shall limit the clerk's ability to reject filings.

(B) Receipt of Data.

Upon receiving a document submitted electronically for filing with the court, a Notice of Acknowledgment of Receipt shall be electronically transmitted to the filer. The Notice of Acknowledgment of Receipt shall confirm the date and time of receipt of the document by the court for review and filing. The clerk shall thereafter determine if the document is acceptable for filing with the court.

(C) Errors or Malfunctions in Submissions.

If for any reason the court does not receive an electronically transmitted document for submission and filing with the court, the filer will not receive an electronically transmitted Notice of Acknowledgment of Receipt of the document from the court. The filer shall be solely responsible for the accuracy of the information contained in the filing and for obtaining confirmation of the filing of the document by the court.

(D) Acceptance of Filing.

Documents electronically submitted to the court for filing may be reviewed by the clerk for required data elements. Upon acceptance of the document submitted for filing, an endorsed copy of the document confirming the date and time the document was in fact filed with the court shall be electronically transmitted to the filer. The confirmation of filing shall include the transaction number associated with the filing, the titles of the documents as filed by the court, and the fees (if any) assessed for the filing.

The court, in its discretion, may elect to automatically accept electronically filed documents. The court's system will electronically transmit an endorsed copy of the document to the filer confirming the date and time the document was in fact filed with the court. The confirmation of filing shall include the transaction number associated with the filing, the titles of the documents filed by the court, and the fees (if any) assessed for the filing.

(E) Rejected Filings.

If an electronically transmitted document is submitted to the court but subsequently determined to be unacceptable for filing, the clerk shall cause to be electronically transmitted to the filer a notice of rejection of the document for filing with the court. The notice shall set forth the grounds for rejection of the document. It shall be the responsibility of the filer to resubmit rejected documents, with appropriate corrections and any required filing fee, to the court for filing. The court will retain a log confirming the rejection of electronically transmitted documents.

(F) Confirmation of Submission.

The confirmation of submission, subsequent resubmission of rejected documents with corrections and/or fees, as well as the filing of documents with the court electronically is the sole responsibility of the filer. In the absence of confirmation of receipt and filing, there is no presumption that the court received and filed the document.

(G) Endorsement.

The clerk's endorsement of documents electronically filed shall consist of the words "Electronically filed by the Superior Court of California, County of Sacramento" followed by the date and time of filing and the printed name of the court clerk. Electronically filed documents so endorsed carry the same force and effect as a manually affixed endorsement stamp with the clerk's signature and initials.

(H) Payment.

All applicable filing fees shall be paid as a condition for electronically filing a document. Any applicable refunds shall be made in the same manner as fees were originally paid.

(I) Waiver of Fees/Costs for Party in Forma Pauperis.

The court will permit a party or attorney to file an application for waiver of court fees and costs, in lieu of requiring the payment of the filing fee, as part of the process involving the electronic filing of a document. The court will consider and determine the application in accordance with Government Code section 68511.3 and will not require the party or attorney to submit any documentation other than that set forth in Government Code section 68511.3. Nothing in this section requires the court to waive a filing fee that is not otherwise waivable.

(J) Signed Documents.

A party who electronically files a document represents that a signed copy of the document is in his or her possession or control. At any time after filing or service of an electronically filed document, the court, or any party to the action, may require the filing party to produce the signed copy of the electronically filed document. The demand shall be served on all other parties but shall not be filed with the court.

(K) Change of Electronic Mail Address.

An attorney, electronic service provider or in pro per party appearing whose electronic mail address changes while an action is pending shall serve and file written notice of the change of address.

(Adopted 1/1/2013; revised 1/1/2016)

1.22 Responsibility for Errors in Electronically Filed Data.

In those instances where a document is submitted for e-filing in conjunction with data imbedded in an XML header format (data which creates the filer's information utilized by the court for initial and subsequent filings), the data in the header will be presumed to be correct and may be imported into the court's database. The filing party shall be solely responsible for the accuracy of such data. In the event that an inaccuracy in the data is discovered subsequent to submission, any interested party may request that the data be corrected by filing a "Request for Correction" with the court. Such errors may be corrected without notice and shall not constitute an amended filing. There shall be no fee for filing a request for correction.

(Adopted 1/1/2013)

1.23 Electronic Filing System Inquiries

Inquiries, disputes or complaints regarding any aspect of the Electronic Filing System may be directed to:

For Small Claims Cases Only:

Small Claims Electronic Filing Help Desk
301 Bicentennial Circle
Room 200
Sacramento, CA 95826
Telephone: (916) 875-7746
E-mail: scefile@saccourt.ca.gov

For Limited Civil Unlawful Detainer Cases Only:

Unlawful Detainer Electronic Filing Help Desk
301 Bicentennial Circle
Room 200
Sacramento, CA 95826
Telephone: (916) 875-7746
E-mail: udefile@saccourt.ca.gov

For Probate Cases Only:
Probate Electronic Filing Help Desk
3341 Power Inn Road
Room 214
Sacramento, CA 95826
Telephone: (916) 875-3400

For Domestic Violence and Elder or Dependent Adult Abuse Cases Only:
Domestic Violence and Elder or Dependent Adult Abuse Electronic Filing Help Desk
3341 Power Inn Road
Room 100
Sacramento, CA 95826
Telephone: (916) 875-3400

For Civil Limited and Unlimited Cases Only:
Civil Limited and Unlimited Electronic Filing Help Desk
500 G Street
Civil Division
Sacramento, CA 95814
Telephone: (916) 874-5522

For Civil Harassment, Gun Violence, Workplace Violence, and School Violence Restraining Orders:
Restraining Order Electronic Filing Help Desk
500 G Street
Civil Division
Sacramento, CA 95814
Telephone: (916) 874-5522

The court may implement and/or expand its use of electronic filing in case types not listed here. Additional information for these case types will be posted on the Court's website.

(Adopted 1/1/2013; Revised 1/1/2016, 1/1/2018, 1/1/2024, 1/1/2025, 7/1/2026)

1.24 Photographing, Recording, and Broadcasting in Courthouse Facilities.

The procedures set forth herein have been developed for the protection and privacy of all, and to ensure the secure and efficient handling of judicial proceedings and business in the Superior Court, County of Sacramento. No photographing, recording, or broadcasting is permitted at any courthouse facility except as provided in California Rules of Court, rule 1.150 and this local rule.

Additional special local rules further govern photographing, recording, or broadcasting at the Juvenile Courthouse, B.T. Collins Juvenile Center building, and the William R. Ridgeway Family Relations Courthouse. (See Local Rules 6.02-6.09.)

(A) Definitions

(1) Courthouse facility means all court buildings and associated real property, including but not limited to: courtrooms, lobbies, front counter filing areas, juror lounges, cafeterias, restrooms, hallways, stairwells, and elevators.

(2) Photographing, recording and broadcasting are specifically defined in California Rules of Court, rule 1.150(b), and those definitions apply to this rule. Device means any device capable of photographing, recording or broadcasting.

(3) "Media" or "media agency" means any person or organization engaging in news gathering or reporting and includes any newspaper, radio or television station or network, news service, magazine, trade paper, in-house publication, professional journal, or other news-reporting or news-gathering agency.

(4) "Media coverage" means any photographing, recording, or broadcasting by Media of court proceedings, and photographing or visually recording the interior of a courtroom or persons as they enter and exit a courtroom.

(B) A member of the public, who is not Media, who seeks to photograph, or record in a courthouse facility must request and receive prior written permission by submitting a completed request form to the Public Information Office/Court Executive Office in a timely manner at 720 Ninth Street, Room 611 or by email at SSCPIO@saccourt.ca.gov to seek prior approvals. Public request forms, additional information and reference materials are available on the court's website.

(C) Upon submission of a public request form, the Public Information Officer will present the request to the Presiding Judge or responsible supervising judge assigned to the affected facility, and will promptly communicate any decision or orders by the judge to the requesting party.

(D) Media or media agency seeking to perform Media coverage must strictly comply with California Rules of Court, rule 1.150(e), including the timely filing of a fully completed Judicial Council form MC-500 Media Request to Photograph, Record, or Broadcast, accompanied by a form MC-510 Order on Media Request to Permit Coverage.

(E) Media or a media agency that intends to photograph, visually record, or broadcast from the interior of a Courthouse facility, other than Media coverage, must notify the Public Information Office describing the intended activity no less than 24 hours in advance of the intended activity. Such activities shall not be conducted in a manner that disrupts or interferes with a court proceeding, obstructs free travel in a public hallway or area, or otherwise impedes the Court's business or personnel. The Presiding Judge, and their delegates, reserve the authority and discretion to restrict or prohibit photographing, recording, or broadcasting from the interior of a Courthouse facility, subject to a judge's specific order permitting Media coverage within that judge's courtroom pursuant to California Rules of Court, rule 1.150.

(F) Violation of this rule, or a related order of this court, may result in seizure of the violator's device, and an order to destroy all prohibited recordings or photographs. Violations may also result in contempt proceedings and resulting punishment.

(G) Law Enforcement Use of Body-Worn Cameras.

(1) Definitions. For purposes of this rule:

(a) "Body-worn camera" means an electronic device used to photograph or record the performance of a peace officer or security officer in the course of their official duties.

(b) "Peace officer" has the meaning specified in Penal Code section 830.

(c) "Security officer" is a uniformed officer employed by the sheriff's department to provide court security.

(2) Permitted Use. A peace officer or security officer may use a body-worn camera in a Courthouse facility to create a recording if the peace officer (i) is conducting an arrest, (ii) is assisting in an arrest, (iii) is interacting with an individual who is not complying with a command from the peace officer, security officer, or judicial officer (iv) is responding to an emergency situation, or (v) has received prior authorization from the Presiding Judge.

(3) Limitations on activation of body-worn cameras:

(a) If law enforcement or security personnel are present in a courthouse facility where juvenile matters are heard, they must comply with Welfare and Institutions Code section 827 and California Rules of Court, rule 5.552. Disclosure of juvenile court matter that was recorded pursuant to this rule must comply with Welfare and Institutions Code section 827 and California Rules of Court, rule 5.552.

(b) Except as allowed in subsection (2), a peace officer or security officer may not use a body-worn camera in the Courthouse facility to create a recording.

(Revised 1/1/2025)

1.25 Digital Evidence Policy.

Parties presenting digital evidence must comport with the court's Digital Evidence policy. The policy is located on the court's website on the Exhibits webpage.

(Adopted 1/1/2020; Revised 9/30/2021, 1/1/2025)

1.26 Community Engagement and Fairness Committee.

The Presiding Judge shall appoint a standing committee that: (1) is composed of representative members of the court community; (2) sponsors and supports educational programs designed to eliminate unconscious and explicit biases within the court and legal communities; and (3) engages in regular outreach to the local community to learn about issues of importance to court users.

(Adopted 1/1/2023)

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 a "streamlined CEQA project" within the meaning of California Rules of Court, Rule 3.2220, the caption page must also state (1) the code sections under which the CEQA cause of action is litigated, and (2) "STREAMLINED CEQA PROJECT". (See CRC Rule 3.2223).

(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 as a streamlined CEQA project. 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. (See CRC Rule 3.2226).

(Adopted 1/1/2024; Revised 07/01/2024, 7/1/2026)

1.28 Use of AI by Counsel

An attorney or self-represented party filing a brief, pleading, motion, or other document in this court must personally read and verify every citation contained therein before filing to ensure it is a valid citation that accurately supports the proposition for which it is cited. This requirement applies regardless of whether the citation was obtained through generative artificial intelligence, research services, or any other source. Violation of this rule may result in sanctions.

(Adopted 7/1/2026)

CHAPTER 2 - CIVIL

PART ONE. General

2.00 Sanctions.

If any counsel, party, person or entity subject to these rules, fails to comply with any part thereof, the court on motion of a party or on its own motion may strike out all or any part of any pleading of that party, or, dismiss the action or proceeding or any part thereof, or enter a judgment by default against that party, or impose other penalties of a lesser nature as otherwise provided by law, and may order that the offending attorney, party, person or entity pay reasonable costs, including attorney fees, to the court and to other participants.

(Adopted 1/1/2013)

2.01 Mandatory Civil Local Forms.

Local forms adopted for mandatory use shall, whenever applicable, be used. The current version of each of these forms is available for viewing and downloading on the Courts website.

(Adopted 1/1/2013; Revised 1/1/2025)

2.02 Civil Filings

Civil Documents shall be electronically filed, mailed, brought in person, or placed in the designated drop box. Departments may have specific guidelines and requirements for filings in their departments. Department information and filing guidelines can be found on the department information page.

In Person or By Mail:
500 G Street
Civil Division
Sacramento, CA 98514

e-Filed: Information on e-filing and eligible documents can be found on the e-filing page on the Court's website.

The following guidelines shall be observed when papers are filed with the court:

- Pleadings should comply with California Rules of Court, rule 2.100 et seq.
- An original and one (1) copy must e submitted, and only one (1) copy of each document will be conformed.
- Reservations are required in many civil departments and calendars. Check the department information page for requirements.
- Documents submitted without appropriate filing fees according to the court's Fee Schedule will be returned unfiled.

(Adopted 7/1/2026)

2.03 (Deleted effective 1/1/2015)

2.04 (Suspended effective March 31, 2022)

2.05 Multiple Departments with Similar Proceedings.

Where two or more departments are designated to hear similar proceedings, matters shall be assigned on a rotating basis as designated by the Presiding Judge and posted the Court's website.

(Adopted 1/1/2013; Revised 01/01/2025)

2.06 Motions to Compel Entry of Judgment. Orders After Hearing.

Motions to compel entry of judgment pursuant to Code of Civil Procedure section 664.6 may be heard in the department of the judge before whom the parties stipulated, or in the law and motion departments.

(Adopted 1/1/2013)

2.07 Orders After Hearing.

(A) Unless otherwise provided in the minute order pursuant to tentative decision, orders after hearing shall be prepared pursuant to California Rules of Court, rule 3.1312 and shall specify, immediately below the case number, the date the matter was last calendared for hearing and the judge who heard the matter. Such order shall be served within five days of receipt of the order signed by the court. Unless otherwise directed, compliance with the order shall be within 10 days of service of the order.

(B) If the moving party has served and submitted a proposed order with the moving papers, and no opposition to the motion is filed, the court may deem that the party who failed to oppose the motion has approved the form of the proposed order, except as to any sanctions included in the proposed order. This rule is not intended to provide for the granting of sanctions not otherwise authorized by statute.

(Adopted 1/1/2013; Revised 1/1/2017)

2.08 Substitution of Attorney, Association of Attorney, or Pro Hac Vice application/motion.

(A) For Self-Represented parties: A substitution of attorney form will not be accepted for filing unless the address and telephone number of the party in pro per is included as part of the substitution.

(B) For Represented parties: A substitution of attorney, association of attorney, or pro hac vice application/motion will not be accepted for filing unless the attorney's name, State Bar

number, firm name, address, email address, and telephone number are included as part of the document.

(Adopted 1/1/2013; Revised 1/1/2025)

2.09 Joining Motions of Other Parties.

If a party desires to receive the same relief as another party and files papers "joining" another party's motion, the court will not consider the papers to be a separate motion and will not grant relief to the party joining the motion unless that party has complied with all procedural requirements for the filing of motions, including payment of filing fees, proper notice, format of motion and method of service.

(Adopted 1/1/2013)

2.10 Examination of Judgment Debtors, Garnishees, and Others Noticed for Appearance at the Main Downtown Courthouse.

(A) Applications. All applications for such orders shall be delivered to the Civil Clerk's office for presentation to the department designated by the Presiding Judge to hear orders of examination (hereinafter Order of Examination Department). A file-endorsed copy of the Judgment, if entered prior to November 13, 2007, shall be submitted as an exhibit to the application.

(B) When service is completed, proofs of such service must be filed in the Order of Examination Department on the date of the hearing. If such proof is not filed in accordance with this rule, the court may refuse to issue a bench warrant for nonappearance of the judgment debtor or third party.

(C) Failure to Appear at Hearing:

(1) If the party or attorney who procured the order fails to appear at the time and place specified in any such order, but the person, corporation, association, or trust named in the order appears, the proceeding for such examination may be dismissed forthwith without costs.

(2) A bench warrant for the arrest of a party, or in case of a corporation, association, or trust, the person served on behalf of the entity may be issued using Order of Examination Bench Warrant with Instructions (local form CV\E-127A&B) which can be found on the Court's. website. The judgment creditor shall prepare the bench warrant and submit it to the Civil Clerk's office, together with a check for service of the bench warrant in the appropriate amount and made payable to the Sacramento County Sheriff's Department. The bench warrant must be served on or before 120 days after its issuance. The judge in the Order of Examination Department will set bail in an amount to be determined. Upon receipt of a bench warrant for service, the Sheriff may send a courtesy letter offering the named party seven days within which to appear voluntarily.

(3) When a bench warrant is served and the field officer determines that the named party cannot afford to pay the bail, and if the field officer further determines that it would

require extraordinary time and additional manpower to book the defendant, the field officer may call the clerk of the Order of Examination Department and request the judge thereof to determine whether said named party can be released on his or her own recognizance.

(Adopted 1/1/2013)

2.11 Motions to Continue Trial Date.

(1) All trial continuances, including those requested upon the parties' stipulation pursuant to Code of Civil Procedure section 595.2, are within the court's discretion.

(2) For the purpose of assigning a trial date in the tentative rulings, all motions to continue a trial date shall include the moving party's attorney's calendar showing the attorney's availability as follows:

(a) If no new trial date is requested, for the 90-day period following the current trial date.

(b) If a new trial date is requested, for the 60-day period following that date.

All other parties, whether or not they oppose the motion to continue the trial date, shall, within the time limits for filing an opposition, file papers showing the attorney's calendars for the time period specified above.

(Adopted 1/1/2013)

2.12 Trial Judge Motions.

The following motions shall be made to the trial judge:

(1) Motions in limine;

(2) Motions for new trial, or to set aside and vacate a judgment and enter a different judgment pursuant to the provisions of Code of Civil Procedure section 663;

(3) Motions to stay judgments;

(4) Proceedings to settle any statement on appeal;

(5) Motion to tax costs after trial;

(6) Motion for attorney’s fees after trial.

(Adopted 1/1/2013; Revised 1/1/2017)

2.13 Attorney's Fees in Residential Unlawful Detainer Actions.

In actions for unlawful detainer for possession of residential property, except for property governed by Civil Code section 798 et seq., the attorney's fees awarded by the court will not,

under normal circumstances, exceed the amounts indicated below. Normal circumstances include, but are not limited to, contested trials of one hour or less.

(A) $200.00 in cases by default where the defendant has filed no answer pursuant to Code of Civil Procedure section 1170.

(B) $300.00 in cases uncontested at trial where the defendant failed to appear, has filed an answer and a non- appearance default prove-up hearing is required.

(C) $500.00 in cases where a represented party and an unrepresented litigant commence a contested trial.

(D) $750.00 in cases where both parties are represented by counsel and the case proceeds to contested trial.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2016)

2.14 Attorney's Fees in Actions on Promissory Notes, Contracts Providing for Payment of Attorney's Fees, and Foreclosures; Attorney's Fee Schedule.

The following attorney's fees shall, under normal circumstances, be awarded in actions on promissory notes, contracts providing for the payment of attorney's fees, and foreclosures:

(A) Default action on note or contract) Exclusive of costs:

25 percent of first $1,000 with minimum fee of $150
20 percent of next $ 4,000
15 percent of next $ 5,000
10 percent of next $10,000
5 percent of next $30,000
2 percent of the amount over $50,000

(B) Notwithstanding subdivision (A), in a default action to obtain a judgment in which attorney's fees are awarded under Civil Code section 2983.4 or section 2988.9, in no event shall attorney's fees exceed $1,000 except in unusual circumstances. Any application for attorney's fees for an amount in excess of $1,000 shall be filed before the default hearing and shall be accompanied by a declaration.

(C) (Contested action on note or contract) The same amount as computed under subdivision (A), increased by such reasonable compensation computed on an hourly or per-day basis for any additional research, general preparation, trial, or other services as may be allowed by the court.

(D) (Foreclosure of mortgage or trust deed) The same amount as computed under subdivision (A) or (B), increased by 10 percent.

(E) (Foreclosure of assessment or bond lien relating to a public improvement) The same amount as computed under subdivision (A) or (B), except that the minimum fee shall be $75 in an action involving one assessment or bond, and an additional $20 for each additional assessment or bond being foreclosed in the same action.

(F) Where a defendant is the prevailing party, the fee will be fixed by reasonable compensation computed on an hourly or per-day basis for research, general preparation, trial or other services rendered.

(G) Where prevailing party is entitled to the recovery of a reasonable attorney's fee in an otherwise appropriate clerk's judgment, the clerk shall include an attorney fee computed pursuant to the schedule set forth in subdivision (A) above.

(H) In any case where a party claims fees in excess of those allowed by this rule, application for attorney fees shall be made to the court, supported by declarations setting forth the factual basis for the claimed attorney fees. The fee will thereupon be fixed by the court.

(Adopted 1/1/2013)

2.15 Form of Judgment.

In drafting forms of judgment for the trial judge to sign, counsel shall:

(A) Clearly show the full names of the parties for whom, and against whom, the judgment is rendered, including their capacities as plaintiffs, defendants, cross-complainants and cross-defendants.

(B) Refer to such full names as they appear in the pleadings, or obtain an order amending the pleadings in respect to such names.

(C) Unless costs have already been awarded in a specific amount, leave a blank space for insertion of any costs, as follows:

" . . . and costs in the sum of $ _."

(Adopted 1/1/2013)

2.16 Motion to Tax Costs.

Except as to matters subject to the Electronic Filing Program, all motions to tax costs must have a copy of the memorandum of costs attached. Motions to tax costs shall be filed at the court's public filing counter.

(Adopted 1/1/2013)

2.17 Stipulated Judgment Form to Be Separate from Stipulation.

If the parties enter into a written stipulation for judgment, the form of the proposed judgment to be signed and filed shall be a separate document. A copy thereof may be attached as an exhibit to, or incorporated by recital in, such stipulation.

(Adopted 1/1/2013)

2.18 Appeal from Decision of Labor Commissioner Under Labor Code Section 98.2.

(A) Any party filing a Notice of Appeal of the order, decision or award of the Labor Commissioner pursuant to Labor Code section 98.2, shall file with the Clerk of the Court:

(1) A copy of the complaint and any answer filed with the Labor Commissioner;

(2) A copy of the order, decision or award of the Labor Commissioner, which shall include a summary of the hearing and the reasons for the decision; and

(3) A declaration of proof of service of a copy of the Notice of Appeal upon the Labor Commissioner.

(B) Appellant shall file the papers prescribed in paragraph (A) with the Notice of Appeal or within 10 days thereafter. The clerk shall set the matter for hearing de novo upon the filing of said papers.

(1) Appellant is deemed to be on notice that the trial judge will consider sanctions against the appellant for delay in prosecution of the appeal under Code of Civil Procedure section 177.5 if the appellant fails to file such papers timely;

(2) If sanctions are imposed under Code of Civil Procedure section 177.5, appellant shall file the papers prescribed in paragraph (A) within 30 days thereafter. If the appellant fails to file such papers timely, appellant is deemed to be on notice that the trial judge will consider sanctions against the appellant under Government Code section 68606, including dismissal of the appeal.

(C) The Notice of Appeal filed pursuant to Labor Code section 98.2 shall be treated as the first paper for the purpose of determining the filing date.

(Adopted 1/1/2013)

2.19 (Deleted effective 1/1/2015)

2.20 Amended Complaints.

(A) A party filing an amended complaint or cross-complaint shall list the names of all parties in the case caption or include an addendum to the document listing all party names.

(B) If leave of Court is needed, amended complaints should not be submitted for filing until the Court has ordered or permitted the filing.

(Adopted 1/1/2015; Revised 1/1/2025)

2.21 Limited Civil Cases.

Pursuant to California Rules of Court, rule 3.720(b), all Limited Civil Cases are exempt from the Case Management Program. Rules applicable to limited civil actions, including requests for trial setting, arbitration, mediation, and expedited jury trials can be found on the Court's website.

(Adopted 1/1/2014; Revised 1/1/2017, 1/1/2025)

2.22 Exhibits.

All exhibits submitted in an electronic medium must be labeled with the case number, case title and exhibit number/letter designation and be accompanied by a declaration providing a general description of the contents of the medium.

(Adopted 1/1/2015)

2.23 Small Claims – Request to Correct or Cancel Judgment and Answer.

In small claims matters, the parties submitting a request to correct or cancel a judgment must file using a Request to Correct or Cancel Judgment and Answer (Small Claims) (Judicial Council form SC-108 (page 1)) and must also include the Order on Request to Correct or Cancel Judgment (Small Claims) (Judicial Council form SC-108(A)). The party answering the request to correct or cancel a judgment must file the answer using a Request to Correct or Cancel Judgment and Answer (Small Claims) (Judicial Council form SC-108 (page 2)).

(Adopted 1/1/2018)

(Rules 2.24-2.25 Reserved)

PART TWO. Writs of Mandate

2.26 Writs of Mandate.

(A) Upon the filing of a petition for writ of mandate, the case will be assigned to a judge for all purposes. If the petition is combined with a complaint for injunctive or declaratory relief, the assignment will apply to the complaint as well as the petition.

(B) Unless otherwise ordered by the court, points and authorities prepared for a hearing on the merits of a writ petition shall be filed in accordance with the following schedule and page limits: The opening brief shall be filed at least 45 calendar days before the hearing. The opposition brief shall be filed at least 15 calendar days before the hearing. The opening and opposition briefs shall not exceed 30 pages, and the reply shall not exceed 20 pages. The court prefers that all memoranda use double-spaced lines. Points and authorities prepared for a motion prior to the merits of the petition shall comply with the filing schedule and page limits specified in the California Rules of Court, rule 3.1113 and rule 3.1300. All notices of motions or hearings must contain the tentative ruling language in Local Rule 1.06.

(C) Litigants in a writ proceeding are required to obtain and follow the Writ of Mandate Guide for Sacramento County Superior Court, which is available on the Court's website and is also provided by the filing clerk if filing in person at the court. The writ guide sets forth the procedures litigants are required to follow throughout the writ proceeding. Failure to comply with any procedure in the writ guide may result in the Court imposing sanctions, vacating the applicable hearing, or taking no action in response to the subject filing.

(D) Any petition for a writ of review or prohibition arising from any misdemeanor, infraction, or limited civil case shall be filed with the clerk of the appellate unit of the clerk's office and heard by the Appellate Division of the Superior Court in accordance with the rules of the Appellate Division.

(E) In addition to compliance with this local rule, any party alleging one or more claims pursuant to the California Environmental Quality Act (CEQA) (Pub. Res Code, §§ 21000, et seq.) must comply with Local Rule 1.27.

(Adopted 1/1/2013; Revised 1/1/14, 7/1/2025, 1/1/2026, 7/1/2026)

2.27 Priority Election Matters.

(A) All petitions for writ of mandate which qualify as a priority election matter (Elections Code § 13314, Government Code § 83121, or Code of Civil Procedure § 460.7) must include the language, "**PRIORITY ELECTION MATTER**" on the right side of the caption on the Petition and any amended Petitions, and must include a citation to the applicable legal authority qualifying the particular petition as a priority election matter. These matters are referred to herein as "Election Writs".

(B) If the petitioner files the petition for an Election Writ via the Court's electronic filing system, referred to as eCourt, the petitioner must select the document title "Petition for Writ of Election." A failure to select this option will result in a delay of processing.

(C) Beneath the designation of "**PRIORITY ELECTION MATTER**" the caption of any petition for an Election Writ must also contain the deadline imposed by the applicable statute or agency (such as the Secretary of State, Sacramento County Office of the Registrar of Voters, etc.) by which the Court must take **final action** on the merits of the petition.

For example:

VOTER SMITH,	Case No.
Petitioner,	VERIFIED PETITION FOR WRIT OF MANDATE
v.	
GOVERNMENT REPRESENTATIVE, In her official capacity as Government Representative of the State of California	**PRIORITY ELECTION MATTER** (Cal. Elec. Code § 13314) **ACTION REQUIRED BY:** January 1, 2026
Respondent	

(D) Immediately upon filing a petition for an Election Writ, the petitioner must contact the clerk of the assigned department (either by phone or by email), to notify the clerk that an Election Writ has been assigned to the department. The petitioner must also inform the department clerk of the deadline imposed by the applicable statute or agency (such as the

Secretary of State, Sacramento County Office of the Registrar of Voters, etc.) by which the Court must take final action on the merits of the petition.

(E) The department clerk will provide the parties with a hearing date and time. The parties may not select their own hearing date and/or time.

(F) Absent a showing of good cause, which may be established by declaration filed concurrently with the verified petition, the Court **will not set a merits hearing** for an Election Writ on less than **four court days' notice to the respondent(s) and any real party(ies) in interest**. (For example, if a petition is filed on Monday, the earliest the Court will hear the merits of the petition is on Friday, and such a hearing will occur *only if* the petitioner provides proper service of summons as well as notice of the hearing to the respondent and any real party in interest by close of business on Monday.) The Court **will not** shorten the briefing schedule from that outlined in Rule 2.26 subdivision (B) for any matter which could have been timely filed and heard within the Court's standard prerogative writ procedures.

(Adopted 7/1/2025; Revised 7/1/2026)

2.28 Expedited Review of Housing Development Decisions.

(A) All petitions for writ of mandate filed pursuant to Code of Civil Procedure section 1094.9, to review the denial of a permit or other entitlement for a housing development project or residential dwelling unit, must include the language "**PRIORITY HOUSING DEVELOPMENT DECISION MATTER**" on the right side of the caption on the Petition and any amendment Petitions, and must include a citation to section 1094.9. The title page shall also contain the language required by section 1094.9, subdivision (d)(4) in 18-point type.

(B) Immediately upon filing a petition for a Housing Development Matter, the Petitioner must contact the clerk of the assigned department (either by phone or by email), to notify the clerk that a Housing Development Writ has been assigned to the department. The petitioner must also inform the department clerk of the deadline by which the Court must hear the petition pursuant to 1094.9.

(C) The department clerk will provide the parties with a hearing date and time. The parties may not select their own hearing date and/or time.

(D) The briefing schedule shall be as follows:

(1) Opening Memorandum of Points and Authorities and Notice of Hearing – shall be filed and served no later than 30 days before the hearing.

(2) Opposition – shall be filed and served no later than 20 days before the hearing.

(3) Administrative Record – shall be lodged with the Court as early as possible, and no later than 15 days before the hearing, as required by section 1094.9, subdivision (d)(5).

(4) Reply – shall be filed and served no later than 10 days before the hearing.

The assigned judicial officer may exercise their discretion to modify this briefing schedule for good cause, including if the Court's schedule does not provide sufficient time for compliance with these deadlines.

(Adopted 7/1/2026)

(Rule 2.29 Reserved)

PART THREE. Civil Home Court Law and Motion

2.30 Civil Home Court Law and Motion.

(A) Civil Home Court law and motion proceedings (on all matters other than small claims and unlawful detainer cases) for the court shall be heard in departments and will be called at such times as are designated by the Presiding Judge and posted on the Court's website.

In addition to the matters defined in California Rules of Court, rule 3.1103, except for those matters specifically excluded herein, such departments shall also hear petitions for change of name and/or gender applications for appointment of a guardian ad litem pursuant to Code of Civil Procedure section 373. All probate matters will be heard in the Probate Department. As to any matter for which an appearance is required, a failure of the moving party to appear when called may, in the court's discretion, cause the matter to be ordered off calendar or denied.

(B) When a matter is to be dropped, counsel for the moving party shall promptly notify the law and motion calendar clerk pursuant to California Rules of Court, rule 3.1304(b).

(C) Requests for continuance must be made in writing by letter to the clerk of the department and must be requested by the moving party. No matters will be continued by stipulation of the parties without approval by the court for good cause shown.

(Adopted 1/1/2013; Revised 1/1/2017, 1/1/2022, 1/1/2025, 7/1/2026)

2.31 Filing of Papers.

(A) All papers relating to a Civil Home Court law and motion matter shall be filed in accordance with Rule 2.02.

(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) Parties shall make separate reservations, pursuant to Rule 2.39 for each remedy before filing multiple discovery-related motions in the same case with the same hearing date. 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) A party filing a motion to compel responses or further responses to discovery requests, to deem matters admitted, to compel production of documents, to enforce a discovery subpoena, or to obtain a discovery-related protective order must file a separate motion for each individual propounding party and each individual responding party. In other words, any such specified discovery-related motion must be filed by a single propounding party upon a single responding party. Parties may not combine multiple propounding parties into a single motion, even if the requests propounded to one or more responding parties are identical. Parties also may not combine multiple responding parties into a single motion, even if the requests propounded to the responding parties are identical. Failure to comply with any part of this rule may, in the discretion of the Court, be grounds for the motions being dropped without consideration.

(G) 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.

(H) 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 1/1/27, 1/1/2019, 1/2/2024, 7/1/2024, 1/1/2025, 7/1/2026)

2.32 Demurrers in Limited Civil Cases.

Demurrers and decisions thereon shall comply with Code of Civil Procedure section 90 et seq., which provide limits on pleadings in limited civil cases.

(Adopted 1/1/2013)

2.33 Motions to Strike in Limited Civil Cases.

Motions to strike shall comply with Code of Civil Procedure section 90 et seq., which provide limits on motions to strike in limited civil cases. The court will exercise its inherent power to strike an unauthorized pleading or a pleading filed in violation of a court order.

(Adopted 1/1/2013)

2.34 Defaults and Default Judgments.

(A) A party who submits an Application for Default in reliance upon service of summons by substituted service pursuant to Code of Civil Procedure section 415.20(b) shall submit a declaration by the process server indicating:

(1) The factual basis upon which the process server concluded that the place of service and mailing was either the "dwelling house, usual place of abode, usual place of business, or usual mailing address other than a United States Postal Service box" of the person served;

(B) If a default judgment is requested by affidavit pursuant to Code of Civil Procedure section 585(d), the request and accompanying declarations shall be submitted to the courtroom clerk in the appropriate law and motion department. If, after reviewing the materials submitted, the court determines that personal testimony is required, the clerk shall so advise the moving party. If testimony is required, the moving party must notify the law and motion clerk to arrange a hearing date.

(C) Requests for Entry of Default must be accompanied by either the original summons and proof of service for filing or filed endorsed copies. On cases where the complaint was filed prior to January 1, 2006, or if the original summons was issued and given to filing party at the time of filing, said summons (or file endorsed copy) must be provided prior to entry of default.

(Adopted 1/1/2013; Revised 1/1/2017)

2.35 Ex Parte Applications.

(A) Hearings on ex parte applications, including applications for temporary relief, orders to show cause and orders shortening or extending time, shall be reserved with the assigned Civil Home Court Department no sooner than 5 court days and no later than 10:00 a.m. the court day before the ex parte application hearing, at such times as are designated by the Presiding Judge and published on the Court's website. Ex Parte Applications and supporting documents shall be filed pursuant to Rule 2.02 and paid for by 4:00 p.m. one court day prior to the hearing.

(B) All applications shall include a written supporting declaration, stating whether the opposing party is represented by counsel, whether the opposing party or counsel has been given notice of the application as required by the California Rules of Court and has agreed to the requested order and if not, setting forth facts establishing good cause for the issuance of the order without notice. The merits of the application for temporary relief shall be determined on the documents submitted in support of and opposition to the application. The court may allow supplemental oral or written argument by either party.

(C) Except by order of the court, upon a showing of good cause, all ex parte applications seeking a hearing on shortened time shall provide for opposition papers to be filed and served five court days and reply papers to be filed and served two court days prior to the hearing date. Upon a showing of good cause, the court, in its discretion, may order a shorter time or that there be no reply, but in no event shall the last paper be filed later than 9:00 a.m. two court days before the hearing. The moving papers must be accompanied by a copy of the proposed order and all papers, including those subsequently filed regarding the application, must indicate on the

caption page that the matter was brought on an order shortening time with specific indication of the date of the order and the name of the judge.

(Adopted 1/1/2013; Revised 1/1/2015, 1/1/2017, 1/1/2019, 1/1/2025, 7/1/2026)

2.36 Discovery Sanctions. Code of Civil Procedure Sections 2023.020 and 2023.040.

When seeking monetary sanctions under the Civil Discovery Act, the requesting party must so state in the notice of motion, and state against whom sanctions are sought. The request must be supported by the appropriate legal authority (e.g., interrogatories, Code of Civil Procedure section2030.290.) The motion shall be accompanied by a declaration setting forth facts supporting the amount of any monetary sanctions sought, including the service provided, the date of service, and the attorney's fee for the service. Conclusory allegations that the amount of sanctions sought is reasonable are insufficient to support the request.

(Adopted 1/1/2013; Revised 1/1/23)

2.37 Matters Regarding Discovery in Limited Civil Cases.

(A) Motions regarding discovery in limited civil cases shall comply with Code of Civil Procedure section 94 et seq., if applicable.

(B) If discovery is sought in violation of Code of Civil Procedure section 94, it is a sufficient response to object on the ground of violation of that section, setting forth specifically the manner in which the discovery sought violates that section. Failure to timely so object will be deemed a waiver of such objection.

(C) Where an order compelling or limiting discovery is sought, and relevancy to the subject matter is in issue, the moving papers shall set forth a synopsis of each pertinent cause of action and each defense in a manner sufficient that it will not be necessary for the court to read the pleadings.

(Adopted 1/1/2013)

2.38 Compensation of Discovery Referees.

In the absence of an order to the contrary, all counsel and all parties are jointly and severally liable for the costs and expenses of discovery referees.

(Adopted 1/1/2013)

2.39 Reserving Hearing Dates.

Hearing dates for Motions to Compel (Name Extension), Motions to Compel Further Discovery Responses, and Motions to Compel Discovery (not “Further Discovery”) must be reserved in advance by calling the clerk of the assigned department at 916-874-7858 or 916-874-7848 prior to submitting moving documents to the Court. Phone hours are Monday through Friday, 8:30 a.m. to 4:00 p.m. (closed from 12:00 – 1:00)

All other hearing dates must be reserved in advance via the Court Reservation (CRS) available on the Court's Portal before submitting moving documents to the Court.

Any motion submitted with a reserved hearing date will be subject to rejection.

(Adopted 1/1/2013; Revised 1/1/2024, 1/1/2025, 7/1/2026)

2.40 Requesting Oral Argument.

To request oral argument parties must call the Law and Motion Oral Argument Request line at (916) 874-2615 by 4:00 p.m. the court day before the hearing and advise opposing parties/counsel. At the time of requesting oral argument, the requesting party shall leave a voice mail message: a) identifying themselves as the party requesting oral argument; b) indicating the specific matter/motion for which they are requesting oral argument; and c) confirming that it has notified the opposing party of its intention to appear and that opposing party may appear via Zoom using the Zoom link and Meeting ID indicated below. If no request for oral argument is made, the tentative ruling becomes the final order of the Court.

Requests for oral argument in all other departments shall be made pursuant to the instructions in the tentative ruling.

(Adopted 1/1/2024)

(Rules 2.41-2.44 Reserved)

PART FOUR. Civil Home Court Case Management Program (CMP).

2.45 Case Management Program.

Except as expressly excluded here and elsewhere in these rules, all parties shall adhere to all applicable statute included in the Trial Court Delay Reduction Act (Government Code section 68600 et seq.) and all applicable rules contained in the Case Management Rules adopted by the Judicial Council (California Rules of Court, rule 2.2 et seq).

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2017)

2.46 Included Actions; Exceptions; Excluded Actions.

(A) All civil actions as defined in subdivision (B) of this rule shall be included in the court's Civil Case Management Program.

(B) Civil actions refer to all civil cases except limited civil, probate, guardianship, conservatorship, family law (including proceedings under the Family Law Act, Uniform Parentage Act, and Uniform Child Custody Jurisdiction Act; freedom from parental custody and control proceedings; and adoption proceedings), juvenile proceedings, small claims proceedings, unlawful detainer proceedings, cases included in petitions for coordination, petitions for a writ of mandate or prohibition, temporary restraining order, harassment restraining

order, domestic violence restraining order, writ of possession, appointment of a receiver, release of property from lien, change of name and such “other civil petitions” as defined by the Judicial Branch Statistical Information Data Collection Standards.

(C) In all program cases, the Clerk of the Court shall make available a Program Case Notice. A copy of the Notice shall be served with the summons and complaint.

(D) Any Case Management Statement or other document filed with the court shall be served on all parties or their counsel of record unless otherwise directed by the court.

(E) The court may in the interest of justice exempt a civil case from the Case Management Program when the court determines that there are exceptional circumstances that will prevent an incarcerated civil litigant, appearing in pro per, from meeting the goals and deadlines imposed by the program.

(F) Cases designated as Complex pursuant to California Rules of Court 3.400(a) and assigned to a department for all purposes are exempt from the Civil Case Management Program and subject to orders issued by the assigned Complex Case Department.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2018, 1/1/2024)

2.47 CMP Tentative Rulings and Preparation of Notices.

(A) All parties appearing on the Case Management Program calendar shall utilize the tentative ruling system. Pursuant to Local Rule 1.06 (A), on the afternoon of the court day before each calendar, the court will publish a tentative ruling on each matter on the next day’s calendar. The tentative rulings will be available after 2:00 p.m. on the court day before the matter is heard by accessing the public portal or by telephoning the clerk at 916-874-5522.

Any party desiring to be heard must call the CMP Oral Argument Request Line at 916-874*5463 by 4:00 p.m. on the court day before the hearing and advise opposing counsel of its intention to appear. If no request for appearance is made, the tentative ruling will become the final order of the Court pursuant to Local Rule 1.06 (B).

(B) If you do not find information regarding your particular case on the tentative ruling, and you have not previously been informed that you are excused from the calendar, an appearance is required. For issues regarding the CP calendars, please contact the Civil Unit at 916-874-5522.

(C) The plaintiff shall serve all parties with written notice of all final rulings of the court.

(Adopted 1/1/2013; Revised 1/1/2025, 7/1/2026)

2.48 Form of Case Management Documents.

All program case management documents shall include the date, time, and department where the matter is set for hearing.

(Adopted 1/1/2013)

2.49 Uninsured Motorist Cases: Duty to Advise Court of Uninsured Motorist Claim; Additional Time for the Resolution of Claim; Duty to Advise Court of Resolution of Claim.

(A) If the complaint includes an uninsured motorist claim as defined in Government Code section 68609.5 and Insurance Code section 11580.2, plaintiff shall so advise the court in an Uninsured Motorist Statement (local form CV\E-132) to be filed at the earliest possible date but in no event later than 75 days after the action is filed.

(B) Once plaintiff has properly advised the court of the claim, the court will toll the CMP timelines for the period commencing on the date of filing of the action and terminating on the date of filing of the arbitration award, the date the claim is otherwise concluded, or 180 days after the case is designated an uninsured motorist case, whichever is earlier.

(C) Plaintiff shall file a Supplemental Uninsured Motorist Statement within 10 days of the date of the arbitration award or the date the claim is otherwise concluded, setting forth the date of the award or the date the claim concluded.

(D) Once the period of tolling has terminated, a plaintiff or real party in interest seeking to pursue the action shall do so in accordance with CMP timelines and the other provisions of this chapter. The CMP timelines will be measured from termination of the tolling period.

(Adopted 1/1/2013; Revised 1/1/2019)

2.50 Case Management Conference.

(A) Except as otherwise provided in these local rules or as ordered by the court, civil cases will be set for a Case Management Conference. The court will provide a Notice of Civil Home Court Assignment and Case Management Conference to the filing parties at the time the case is filed with the court. Plaintiff shall serve by mail within 10 days of the date of receipt of the Notice of Civil Home Court Assignment and Case Management Conference a copy of such notice on all parties to the action. Proof of such service shall be filed with the court.

(B) At the Case Management Conference, counsel for each party and each self-represented party must appear personally or, if permitted under California Rules of Court, rule 3.670, by telephone, must be familiar with the case, and must be prepared to discuss and commit to the party's position on the issues listed in California Rules of Court, rule 3.724 and rule 3.727.

(C) Case Management Conferences will not be held in limited civil cases.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2017, 7/1/2026)

2.51 Case Management Statements, filing a Joint Statement, Default Judgment Status Statements, Meet and Confer Period.

(A) Except as otherwise provided in this chapter, Case Management Statements shall be filed by all parties no more than 45 and no less than 15 calendar days prior to the date set for each Case Management Conference. In filing the Case Management Statements, parties shall utilize the form mandated by the Judicial Council.

(B) The parties are encouraged to file a single joint Case Management Statement. The parties are encouraged to utilize the meet and confer conference mandated by California Rules of Court, rule 3.724 to develop their joint Case Management Statement.

(C) If at the time a Case Management Statement is due a party has filed a request for a default judgment as to all other parties remaining in the case, that party shall file a Default Judgment Status Statement on a form provided by the court in lieu of a Case Management Statement. In the event a party has filed a request for a default judgment against fewer than all remaining parties, that party shall file a Default Judgment Status Statement together with a Case Management Statement.

(D) In cases where a Case Management Statement will be filed, the parties must meet and confer, in person or by telephone as required in California Rules of Court, rule 3.724 no later than 30 calendar days before the Case Management Conference date in order to facilitate timely filing of the Case Management Statements.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2017, 1/1/2024)

2.52 Exemption for Short Cause Cases Upon Certification of All Parties.

With respect to those cases subject to civil case management, upon determination by the court or on certification of a party that a case is short cause (five hours or less of trial time), that the pleading stage is complete and that the case will be ready for trial within 60 days, the case will be exempted from any further case management requirements and will be set for trial within 60-120 days after filing of the certification. The certification shall be entered upon a Certificate of Short Cause (local form CV\E-131) located on the Court's website. Certification may be filed in lieu of a Case Management Statement if filed at least 15 calendar days before the date set for the Case Management Conference. Any party objecting to certification shall file and serve a motion before the appropriate Civil Home Court Department within 10 days of the filing of the certification.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2025, 7/1/2026)

2.53 Motions to Implement and for Relief.

The parties may not extend time periods or alter any provisions of these rules by stipulation. Motions to implement and for relief from the provisions of CMP rules shall be heard by the designated Civil Home Court Department. The Civil Home Court Department shall hear motions to extend the time for the trial setting process. Motions for relief from CMP rules may be granted only upon a showing of good cause. On motion of a party or on its own motion and on a showing of good cause, the court may shorten the time to perform an act required by these rules.

(Adopted 1/1/2013; Revised 7/1/2026)

2.54 Bankruptcy Matters.

Any party to a civil action that becomes aware of a bankruptcy stay being lifted shall file and serve written notice to the assigned Case Management Program department within five court days.

(Adopted 1/1/2013)

2.55 Orders to Show Cause.

(A) Failure to comply with these Local Rules or California Rules of Court, rules 3.720-3.735 shall result in filing and service of an Order to Show Cause Re: Non-Compliance on the responsible party, setting the matter for hearing in the designated department. The order shall require the responsible party to show good cause why reasonable monetary sanctions should not be imposed as a result of the non-compliance. Not later than 15 days before the date of the hearing, the responding party shall file an Attorney/Party Compliance Statement (local form CV\E-112).

(B) Repeated failure to comply with these Local Rules, California Rules of Court, rules 3.720-3.735, or the orders of this court shall result in filing and service of an Order to Show Cause Re: Dismissal, requiring the responsible party to show good cause why dismissal of their entire action or cross action should not be entered.

(C) Not later than 15 days before the date of hearing for any Order to Show Cause, the responding party shall file local form CV\E-112.

(Adopted 1/1/2019)

(Rules 2.56-2.59 Reserved)

PART FIVE. Alternative Dispute Resolution

2.60 Alternative Dispute Resolution Policy Statement.

Many cases can be resolved to the satisfaction of all parties without the necessity of traditional litigation, which can be expensive, time consuming and stressful. It is the policy of the Sacramento Superior Court to strongly support the use of Alternative Dispute Resolution (ADR). It is expected that litigants will utilize some form of ADR as an alternative to traditional litigation, including arbitration or mediation, in addition to traditional settlement conferences.

(Adopted 1/1/2013)

2.61 ADR Information.

Attorneys shall provide their clients with a copy of the Sacramento County Superior Court ADR information package at the earliest available opportunity and prior to completing the Case Management Conference Statement. The ADR information package may be obtained on the

Court's website. Plaintiffs and cross-complainants shall serve a copy of the Sacramento County Superior Court ADR information package on each defendant or cross-defendant at the time the complaint or cross-complaint are served as required by California Rules of Court, rule 3.221.

(Adopted 1/1/2013; Revised 1/1/2017, 1/1/2025, 7/1/2026)

2.62 ADR Program Administrator.

Management of the Superior Court judicial arbitration and mediation programs is conducted under the supervision of the ADR Program Administrator. The principal office of the ADR Program Administrator is located in the Tani Cantil-Sakayue Sacramento County Courthouse, 500 G Street, Sacramento, CA 95814.

(Adopted 1/1/2013; Revised 1/1/2017, 7/1/2026)

2.63 ADR Participation.

Participation in any of the court's ADR programs is strongly encouraged. Parties may request ADR by choosing an ADR option on the Case Management Form (Judicial Council form CM-110), or by jointly filing a Stipulation for ADR.

(Adopted 1/1/2013)

2.64 ADR Assessment at Case Management Conference.

The Case Management Conference is intended, in part, to assist those parties who have not stipulated to ADR to select the most effective and appropriate ADR method to fully resolve the case.

(Adopted 1/1/2013)

2.65 ADR Neutral List.

To assist parties and counsel in obtaining access to experienced and affordable ADR neutrals, the court shall develop and maintain panels of arbitrators and mediators. Eligibility criteria for appointment to the court's arbitration or mediation panel(s) shall be consistent with California Rules of Court, rule 10.781 and rule 3.810, et seq., and such other criteria as may be established by the court. Arbitrators on the court's panel are required to accept two cases within each calendar year. Arbitrators on the panel may arbitrate more than two cases in each calendar year. The panels of arbitrators and mediators, including names, qualifications, services provided and fees charged, shall be posted electronically on the court's website and shall be made available in hard copy for public inspection in the office of the ADR Program Administrator. Individuals interested in serving on either of the court's ADR panels must complete an application found on the Court's website, and update their panel member information as changes occur.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2017, 1/1/2025)

2.66 Notice of Settlement.

If a case that has been scheduled for judicial arbitration or court mediation settles, plaintiff must immediately serve a copy of written notice of the settlement or other disposition on the ADR provider involved in the case and the Arbitration/Mediation Clerk.

(Adopted 1/1/2013)

2.67 ADR Grievance Procedure.

It is the goal of the Sacramento Superior Court to encourage excellence and the highest ethical standards in ADR practice. In the event of any concern regarding the ADR process or the conduct of any ADR panel member (judicial arbitration or court mediation), the parties are encouraged to first discuss that concern with the panel member. If the concern cannot be resolved in this manner, the parties may file a written complaint with the ADR Program Administrator.

(Adopted 1/1/2013)

2.68 Arbitration.

(A) A case may be referred to judicial arbitration at the direction of the assigned Civil Home Court Department. All cases referred to arbitration will be referred to the Trial Setting Process.

(B) All counsel (including self-represented parties) shall confer and agree upon the names of three Arbitrators. Parties shall notify the court of the selection of Arbitrators in preference order no later than 30 days from the effective date of the order to Arbitration. Selections shall be made by completing the submission form located on the Court's website.

If the parties fail to select and submit the names of the Arbitrators, an Arbitrator will be appointed by the court. Once the court appoints the Arbitrator, the court will mail a Notice of Appointment of Arbitrator to all parties.

(C) The arbitration hearing shall be concluded within 60 days after assignment of the arbitrator.

(D) Within 10 days after the conclusion of the arbitration hearing, the arbitrator shall file his or her award with the clerk, with proof of service on each party to the arbitration. Within the time for filing the award, the arbitrator may file and serve an amended award.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2025, 7/1/2026)

2.69 Arbitration Proceedings Regarding a Limited Civil Case in General.

(A) Arbitration is mandatory in a limited civil case under the following circumstances:

(1) When all parties stipulate to arbitration pursuant to Code of Civil Procedure section 1141.12 and California Rules of Court, rule 3.812.

(2) When the plaintiff files a timely election to arbitration pursuant to Code of Civil Procedure section 1141.12 and California Rules of Court, rule 3.812.

(B) A stipulation for arbitration shall be filed pursuant to procedures set forth on the Court's website.

(C) A written election by the plaintiff to submit an action or proceeding to arbitration shall be filed pursuant to procedures set forth on the Court's website.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2025)

2.70 Judicial Arbitration Under Code of Civil Procedure Section 1141.10 Et Seq.

(A) Should an objection to arbitration be raised in an unlimited civil case, the party may file a motion in the appropriate Civil Home Court Department and notify the parties of the hearing date. Objections to arbitration in a limited civil case shall be submitted pursuant to procedures set forth on the Court's website.

(B) If the objection to arbitration is sustained under paragraph (A), the action or proceeding shall thereafter proceed as if no stipulation or election regarding arbitration had been filed.

(C) Upon filing by the arbitrator of an award, the court shall proceed in accordance with California Rules of Court, rule 3.825.

(D) Notice to vacate a judgment based upon an arbitration award shall be governed by California Rules of Court, rule 3.825.

(E) A request for trial after an arbitration award shall be filed with the Court. The trial shall be governed by California Rules of Court, rule 3.826.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2025, 7/1/2026)

2.71 Arbitration of Attorney's Claims in Connection with Action to Recover Attorney's Fees and/or Costs.

The rules of this chapter do not apply to the arbitration of attorney's claims in connection with actions to recover attorney's fees or costs. Actions by attorneys or their assignees to collect attorney's fees, costs or both from their clients are governed by Business and Professions Code section 6200 et seq. and related rules of the Sacramento County Bar Association.

(Adopted 1/1/2013)

2.72 Failure to Meaningfully Participate in Arbitration Procedures.

(A) For the willful failure to meaningfully participate in arbitration proceedings, the Civil Home Court Department, on noticed motion, may impose sanctions, including arbitrator's fees, attorney's fees and costs.

(1) The following may be considered failures to meaningfully participate in arbitration:

(a) Non-appearance, at the time set for hearing, of any person necessary to proceed to a meaningful conclusion. (Phone calls to the arbitrator at the time set for hearing will not be deemed an appearance)

(b) Failure to offer any evidence or rebuttal.

(c) Submission of a motion to continue the arbitration hearing less than five days before the scheduled date, except upon a showering of good cause.

(d) Failure to complete arbitration within the time fixed therefore.

(B) In the event of such failure to meaningfully participate, the arbitrator may present a declaration to the court requesting sanctions against the offending party or attorney. The declaration shall be lodged with the Court, and an order to show cause shall be issued and set for hearing.

(Adopted 1/1/2013; Revised 7/1/2026)

2.73 Voluntary Civil Mediation.

Mediation is a voluntary, flexible, and confidential process in which a neutral third-party mediator facilitates negotiations. The goal of mediation is to reach a mutually satisfactory agreement that resolves all or part of the dispute after exploring the significant interests, needs, and priorities of the parties in light of relevant evidence and law.

(Adopted 1/1/2013)

2.74 Type of Mediation Available.

Parties may elect to utilize either of the following options for mediation:

(A) Private Mediation. Parties to a civil action may agree to mediate their dispute with a mediator of their choice without court assistance.

(B) Court Mediation. Upon stipulation of the parties, a mediator will be selected from a court-approved list of mediators. The mediator will be compensated pursuant to Local Rules, rule 2.84. The court will confirm the selected mediator and send notice to the parties. The mediator will then be responsible for contacting the parties to confirm a date, time, and place for mediation.

(Adopted 1/1/2013)

2.75 Eligible Cases.

The mediation program provided for in these rules applies only to unlimited civil matters. The program does not apply to limited civil matters, unlawful detainer, family law, probate, writs, petitions, and small claims cases.

(Adopted 1/1/2013)

2.76 Stipulation to Mediation.

Parties may elect voluntary mediation in lieu of judicial arbitration. Parties may opt for mediation by filing a Stipulation and Order to Mediation (local form CV\E-MED-179) at any time up to 15 calendar days prior to the Case Management Conference. If parties agree to mediate the case within 15 days prior to the Case Management Conference, they shall appear at the Case Management Conference and request mediation unless the judge has excused their appearance by way of tentative ruling. The parties shall execute and file local form CV\E-MED-179 within 14 calendar days after the Case Management Conference.

(Adopted 1/1/2013; Revised 1/1/2018, 7/1/2026)

2.77 Vacancy and Challenge of ADR Neutral.

If the original mediator should resign, die, withdraw, be disqualified, refuse or be unable to perform the duties of a mediator, the parties shall within five days after receiving notice of such event inform the Court. An alternate mediator will then be substituted in the original mediator's place.

(Adopted 1/1/2013; Revised 7/1/2026)

2.78 (Deleted 1/1/2024)

2.79 Timing of Mediation and Trial Dates.

All cases referred to mediation will be referred to the Trial Setting Process. All mediations should be completed before the 60th day from the date of referral to the Trial Setting Process unless the Civil Home Court Department grants an extension of time.

(Adopted 1/1/2013; Revised 7/1/2026)

2.80 Exemption from Mandatory Settlement Conference Program.

All long cause civil matters shall be included in the Mandatory Settlement Conference Program. However, any party who has participated in mediation may submit a declaration to the Supervising Settlement Judge requesting that the party's case be exempted from the Mandatory Settlement Conference Program. The declaration shall state the grounds for the exemption. The Supervising Settlement Judge will then decide whether the matter shall be exempt. The declaration shall be submitted to the Supervising Settlement Judge at least 20 days prior to the scheduled Mandatory Settlement Conference. The declaration form can be found on the Court's website.

(Adopted 1/1/2013; Revised 1/1/2025)

2.81 Appearances Required at Mediation.

The parties shall personally appear at all mediation sessions unless excused by the mediator. When the party is other than a natural person, that party shall appear by a representative with authority to resolve the dispute or, in the case of a governmental entity that requires an agreement to be approved by an elected official or legislative body, by a representative with authority to recommend such an agreement. Each party shall have counsel present at all mediation sessions unless excused by the mediator. An insurance representative of a covered party shall also be present unless excused by the mediator.

(Adopted 1/1/2013)

2.82 Mediation Program Statements and Supporting Documents.

(A) Not less than 10 days prior to a scheduled mediation, each party shall lodge an original and one copy of the Mediation Program Statement with the mediator and serve all other parties. The Mediation Program Statement shall comply with the format for Mandatory Settlement Conference Statements example, which may be obtained on the Court's website. The statement and supporting material must be sufficiently detailed to enable the mediator to facilitate meaningful negotiations. Counsel shall certify good faith belief in the accuracy of the information provided and shall certify knowledge of the requirements of these rules. The Mediation Program Statement shall not be included in the court's file.

(B) In personal injury actions, counsel for each party claiming damages shall bring pertinent medical reports and records to the mediation. The Mediation Program Statement shall include a current statement of all economic damages claimed and counsel shall have corroborating evidence at the mediation for examination by the mediator. Opposing counsel shall have all reports and records of physicians employed by them, their insurance carrier or principal for consideration by the mediator.

(C) Counsel shall be prepared to submit all documents pertinent to resolution of the case for examination by the Mediator, including, without limitation, medical reports and records, depositions (with relevant pages pre-marked), photographs, books, records, diagrams, maps, bills, contracts, and memoranda.

(Adopted 1/1/2013; Revised 1/1/2025, 7/1/2026)

2.83 Discovery During Mediation.

During the period that a matter has been referred to mediation, the parties and counsel are encouraged to work cooperatively with the mediator and each other to obtain, exchange, and analyze the information needed to resolve the matter. The parties are urged to exercise restraint with respect to pursuing adversarial forms of discovery and technical analysis that relies primarily on the use of opposing experts. In an appropriate case, a protective order pursuant to Code of Civil Procedure section 2017.020(a) and related provisions may be issued by the court.

(Adopted 1/1/2013)

2.84 Compensation of Mediators.

(A) (1) Private mediation. The cost of mediation shall be borne by the parties equally unless the parties agree otherwise. Parties will be charged an amount as set by the mediator.

(2) Court Mediation. Mediators on the court's approved panel have agreed to provide the first three hours of mediation at no charge to the parties or to the court. In the event the mediation extends beyond three hours and the parties determine that it would be beneficial to continue the mediation process, the parties shall be responsible for compensating the mediator in an amount established by the mediator.

(B) Mediators on the court's panel have agreed to accept two cases within each six-month period. Mediators on the panel may mediate more than two cases in each six-month period.

(C) If the plaintiff or other party seeking affirmative relief does not notify the mediator of the settlement of the case at least two days before a scheduled hearing or session, that party will be required to compensate the mediator. The amount of compensation will not exceed the maximum amount of compensation the mediator would have been entitled to receive for their services as a mediator.

(Adopted 1/1/2013)

2.85 Confidentiality.

Court mediations must adhere to the confidentiality provisions of Evidence Code sections 1115-1128. Except as otherwise provided by law or these rules, court staff, the mediator, all parties, all attorneys, and any other people facilitating or participating in the mediation process must treat all written and oral communications made during mediation, as confidential.

(Adopted 1/1/2013)

2.86 Mediator Statement.

Within 10 calendar days of the conclusion of the mediation, the mediator shall file a statement on Judicial Council form ADR-100, advising the court whether the mediation ended in full agreement, partial-agreement, or no agreement.

(Adopted 1/1/2013)

2.87 Mediator Qualifications.

Eligibility criteria for the appointment to the court's mediation panel shall be consistent with California Rules of Court, rule 10.781, rule 3.810, et seq., and such other criteria as may be established by the court. The panel of mediators, including names, qualifications, services provided and fees charged, shall be posted electronically on the court's website.

(Adopted 1/1/2013; Revised 1/1/2017)

PART SIX. Trial Setting for Civil Cases

2.88 Setting Civil Cases for Trial.

(A) Short Cause Trials

All short-cause civil trials shall be set for trial either by judicial order after review of a Limited Civil Case Status Memorandum or upon filing a Certificate in compliance with Local Rule 2.52. Short-cause civil cases (five hours or less) will be set for trial assignment in the Presiding Judge's Department.

(B) Long Cause Trials

All long cause civil trials shall be set for trial by either: (1) a judge ordering the matter to trial setting after a Case Management Conference; (2) a judge who finds that direct trial setting to a date certain is appropriate in a particular case; or (3) a party filing a request for a trial de novo after arbitration.

(Adopted 1/1/2013; Revised 1/1/2014, 7/1/2026)

2.89 Trial Setting Process for Civil Cases Other Than Short Cause Matters.

(A) Within 60 calendar days of the date of the referral to the Trial Setting Process or the filing of a request for trial de novo after arbitration, the parties must confer and agree on at least three trial dates and three settlement conference dates. Plaintiff's counsel will utilize the on-line submission form located on the Court's website for this process. Once the dates are submitted, the court will select a settlement conference date and a trial date and will notify plaintiff's counsel via email. Plaintiff's counsel will serve on all parties and file a Notice of Time and Date of Trial and Mandatory Settlement Conference. Available trial and settlement conference dates are provided on the Court's website and will be updated daily.

(B) If the parties cannot agree or fail to select dates within the time specified in paragraph (A) of this rule, the court will select a trial date and a mandatory settlement conference date and serve notice on the parties.

(Adopted 1/1/2013; Revised 1/1/2025)

2.90 Continuance of Trial Setting.

No referral to the trial setting process may be dropped, extended or continued by stipulation of the parties.

(Adopted 1/1/2013; Revised 1/1/2017)

2.91 Duties if Case Settles.

Whenever a case assigned a trial date settles, the parties shall immediately notify the court. The plaintiff has the primary obligation to notify the court. Notification must be made by a letter

of confirmation or the filing of a Notice of Settlement. When written confirmation is received, the court will vacate the trial date and drop the action from the civil active list.

(Adopted 1/1/2013)

2.92 Civil Trial Readiness Notification.

All counsel shall notify the court of their readiness to begin trial, before a trial date, except on short cause trials. Such notification shall be done electronically by accessing the "Civil Trial Readiness Notification" link on the Court's website. Program rules and instructions for accessing the program are available on the court's website. Upon accessing the website, all counsel shall provide information as to the status of the case.

(Adopted 1/1/2013; Revised 1/1/2017, 1/1/2025)

PART SEVEN. Settlement Conferences – Long Cause Matters

2.93 Settlement Conferences.

(A) The court adopts the policy that good faith efforts to settle civil proceedings are an essential part of the judicial process. Good faith efforts to settle shall be made during settlement conferences in conformity with established local rules.

(B) All long cause civil matters heard at the Tani Cantil-Sakauye Sacramento Courthouse shall participate in the Mandatory Settlement Conference program, unless ordered exempt by the court. The mandatory settlement conference shall be scheduled in the Civil Settlement Conference Center on the 6th floor, approximately 30 court days before trial. A trial date settlement conference may be scheduled at the discretion of the Supervising Settlement Judge or the Presiding Judge or their designee.

(C) Parties to any civil proceeding may apply to the Supervising Settlement Judge for a specially set voluntary settlement conference, which shall be subject to established local rules.

(D) If any counsel or party subject to these rules fails to comply with any rule in this chapter, the court on motion of a party or on its own motion, may strike all or part of any pleading of that party, dismiss the action or proceeding or any part thereof, enter a judgment by default against that party, or impose other penalties of a lesser nature as otherwise provided by law, and may order the offending attorney or party to pay reasonable costs, including attorney fees.

(Adopted 1/1/2013; Revised 1/1/2014, 7/1/2026)

2.94 Settlement Conference Procedures; Assignments, Duties and Requirements of Counsel, Parties, and Insurers.

(A) Assignments.

The court will maintain a list of attorneys and retired judges who may act as settlement conference temporary settlement judges. The Supervising Settlement Judge may assign

specific settlement conferences to one or more persons from said list and/or to a member of the judiciary. The Presiding Judge may authorize experienced attorneys to act as a Supervising Temporary Settlement Judge, who shall have all the powers of the Supervising Settlement Judge as set forth in these rules.

(B) Required Attendance.

All persons whose consent is required to effect a binding settlement shall be personally present at a settlement conference unless excused by the Supervising Settlement Judge as provided in paragraph (F) of this rule. Included among such persons, but without limitation, are the following:

(1) The attorney(s) for the plaintiff(s) and the plaintiff(s);

(2) The defendant(s), the attorney(s) for the defendant(s), and if the defendant is insured, the attorney for the carrier or carriers, and the claims adjuster or adjusters;

(3) If a named defendant is being defended with a reservation of rights or if there is personal financial exposure to the named defendant for any other reason (other than a small deductible), said named defendant must personally appear for the settlement conference in addition to the insurer.

(4) An authorized representative of a corporation or other business or governmental entity which is a litigant, whether plaintiff or defendant.

(C) Authority to Settle.

(1) Each person required by subdivision (B) to attend the settlement conference must have full authority to make decisions and negotiate concerning the case for which the settlement conference is scheduled.

(2) Anyone appearing in a representative capacity must have full unlimited authority to resolve the case. Said representative must have adequate knowledge of the case to evaluate offers by the opposing side and to re- evaluate his/her own offer based upon information or questions presented during the settlement conference.

(3) The attorneys for all parties appearing in the action who attend the conference must be thoroughly familiar with the available evidence involving both liability and damages. The attorney assigned to try the case shall be present at the settlement conference, unless good cause for his/her absence is shown.

(4) All counsel shall ascertain whether there are claims or liens which may affect a settlement. Any party subject to a lien(s) shall initiate negotiations on all such liens. The parties shall advise the court regarding the status of negotiations to resolve any outstanding liens. A party subject to a lien may request in writing that the lien claimants or their representatives attend the settlement conference or in the alternative, provide contact information where they can be reached at the time of the settlement conference. This rule authorizes a party to give notice on behalf of the court pursuant to Government Code section 985(c) to collateral source providers that are state or local public entities.

(D) Settlement Conference Statements and Supporting Documents.

(1) Not less than 10 days prior to the scheduled settlement conference, each party shall ensure that an original and one copy of the Settlement Conference Statement is received by the clerk of the Supervising Settlement Judge and received by every other party. Parties may submit their settlement conference statements in electronic form to the Department of the Supervising Settlement Judge by sending an email to the address specified on the Court's website.

The Settlement Conference Statement shall be in writing and comply with the format set forth in the example, which may be obtained on the Court's website. The statement and supporting material (normally 3 to 10 pages) must be sufficiently detailed to enable the Supervising Settlement Judge and the settlement conference temporary judge to conduct a meaningful settlement conference. Counsel shall certify his/her good faith belief in the accuracy of the information provided and shall certify that he/she is fully aware of the requirements of these rules. The Supervising Settlement Judge, in his/her discretion, may order a settlement conference statement stricken that fails to comply with these rules (including untimely filing) and may impose appropriate sanctions. The settlement conference statement shall not be made a part of the court's file.

(2) The attorney(s) for each party claiming damages for personal injuries (including psychological injuries) shall bring all reports and records of all examining doctors to the conference, shall include a list of all special damages claimed in the settlement conference statement, and shall have corroborating evidence at the settlement conference for examination by the Supervising Settlement Judge and the settlement conference temporary judge.

In personal injury actions, the special damages for each plaintiff shall be current, listed separately, totaled, and categorized as health care (including medical, hospital, ambulance, and drugs) and loss of earnings, if any.

Opposing counsel shall have all reports and records of all doctors employed by them, their insurance carrier or principal at the settlement conference for consideration by the Supervising Settlement Judge and the settlement conference temporary judge.

(3) All counsel shall organize and bring to the conference all documents pertinent to settlement of the case for examination by the settlement conference temporary judge, including without limitation, medical reports and records, depositions (with relevant pages pre-marked), photographs, books, records, diagrams, maps, bills, contracts, and memoranda.

(E) Powers of the Court at Settlement Conferences.

(1) Neither the Supervising Settlement Judge nor the settlement conference temporary judge shall hear or rule upon any motion not specifically authorized by this section.

(2) In all conferences resulting in settlement of an unlimited civil case, the terms thereof shall be placed on the record and recorded by a court reporter or shall be reduced to writing on a form provided by the court and signed by all necessary parties and the fact of the settlement shall be entered by minute order. All such settlements shall be deemed enforceable pursuant to Code of Civil Procedure section 664.6.

(3) Requests for a change of the date or time of a settlement conference only shall be addressed to the Supervising Settlement Judge. Requests for change of the settlement conference date in conjunction with a change of the trial date shall be made to the Presiding Judge or his/her designee. The Supervising Settlement Judge or the settlement conference temporary judge may, at the conclusion of the conference, continue it to any convenient date or time prior to the trial date.

(4) The Supervising Settlement Judge may issue judgment on compromise of minor's claims resolved in the settlement department, provided there is compliance with the provisions of Chapter 3 (Claims of Minors, Incompetent Persons and Persons with a Disability) of the Local Rules.

(F) Excuses from Attendance; Remote Availability:

(1) A request to the court to excuse attendance of any person whose attendance is required by these rules shall be made to the Supervising Settlement Judge not less than seven court days before the date set for the settlement conference with a copy contemporaneously served on all parties. The request shall state that all parties have been consulted and whether oppose or do not oppose the request. If there is opposition, the request must contain a brief recitation of the facts of the case and sufficient information to enable the court to make an informed decision whether to grant the request. Any formal opposition to the request must be submitted in writing to the Supervising Settlement Judge no less than three court days before the date of the settlement conference.

(2) Any person whose presence at a settlement conference is required by these rules may be excused by the court upon a showing of good cause. Requests to appear remotely for those residing in the greater Sacramento area will be denied absent a compelling justification Persons so excused shall be available by remote appearance during the entire settlement conference, notwithstanding that they may be located in a different time zone. The attorney responsible for the appearance of such person shall notify the person appearing remotely of this requirement. The court shall impose sanctions on all persons failing to comply with this rule. The Supervising Settlement Judge or the settlement conference temporary judge shall have the discretion to order the personal appearance of the person excused for a further settlement conference whenever it appears that such personal appearance may be necessary to effectuate settlement.

(G) Notice to Court Upon Settlement.

If a case settles or otherwise terminates before the date of the settlement conference, the parties shall immediately notify the settlement conference department.

(H) Waiver of Rules.

Waiver of the provisions of this chapter is disfavored. However, the court may, in its discretion, waive any provisions for good cause; provided that the court shall not waive the provisions of subdivision (D) relating to settlement conference statements in the absence of extraordinary circumstances.

(Adopted 1/1/2013; Revised 1/1/2017, 1/1/2023, 1/1/2024, 1/1/2025, 7/1/2026)

PART EIGHT. Settlement Conferences – Small Claims and Unlawful Detainer Cases Heard at the Carol Miller Justice Center

2.94.01 Settlement Conferences – Small Claims and Unlawful Detainer Cases Heard at the Carol Miller Justice Center.

(A) All Small Claims and Unlawful Detainer cases heard at the Carol Miller Justice Center (CMJC) shall participate in a Mandatory Settlement Conference program, unless ordered exempt by the court. In Small Claims cases and Unlawful Detainer court trials, the scheduled date of trial shall serve as the mandatory settlement conference date. In Unlawful Detainer cases set for jury trial at the Gordon D. Schaber Courthouse, the mandatory settlement conference shall be set at CMJC prior to the scheduled jury trial.

(B) For failure to comply with the mandatory settlement rules in this chapter, the court on motion of a party or on its own motion, may impose monetary sanctions against the offending attorney or party, including payment of reasonable costs and attorney fees.

(C) Required Attendance.

Unless previously approved by the Court to appear remotely (Cal. Rules of Court, rule 3.672; Judicial Council form RA-010), all persons to the case shall be personally present at a settlement conference. Included among such persons, but without limitation, are the following:

(1) The attorney(s) for the plaintiff(s) (Unlawful Detainer only) and the plaintiff(s);

(2) The defendant(s), the attorney(s) for the defendant(s) (Unlawful Detainer only);

(3) An authorized representative of a corporation or other business or governmental entity which is a litigant, whether plaintiff or defendant.

(D) Authority to Settle

(1) Each person required by subdivision (C) to attend the settlement conference must have full authority to make decisions and negotiate concerning the case for which the settlement conference is scheduled.

(2) Anyone appearing in a representative capacity must have full unlimited authority to resolve the case. Said representative must have adequate knowledge of the case to evaluate offers by the opposing side and to re- evaluate his/her own offer based upon information or questions presented during the settlement conference.

(3) The attorneys for all parties appearing in the action who attend the conference must be thoroughly familiar with the available evidence.

(4) Parties shall ascertain whether there are claims or liens which may affect a settlement. Any party subject to a lien(s) shall initiate negotiations on all such liens.

(E) Notice to Court Upon Settlement.

If a case settles or otherwise terminates before the date of the mandatory settlement conference, the parties shall immediately notify the clerk of the court.

(Adopted 1/1/2014; Revised 1/1/2017)

PART NINE. Duty to Meet and Confer and Exchange re Civil Trials: Motions, Jury Instructions, Exhibits, Witness Lists, and Statement of the Case

2.95 Motions in Limine.

(A) At least seven days prior to trial, the parties shall meet and confer and exchange motions in limine and identify the motions that are contested.

(B) The parties shall file their motions, oppositions, if any, and a list of disputed motions at least two court days before the first day of trial, and provide a courtesy hard copy of these documents to the assigned department on the first day of trial.

(Adopted 1/1/2013; Revised 1/1/2025)

2.96 General Motions.

The following motions shall be deemed filed, served and granted unless good cause is otherwise shown by counsel's declaration and request for hearing: (1) motions to exclude all non-party witnesses until called to testify; (2) motions to exclude all reference to settlement negotiations, mediation, and materials related thereto that are privileged under the California Evidence Code; (3) motions to exclude all reference to insurance, or the fact that an attorney is employed by, or has been compensated by, an insurance company; (4) motions to exclude all evidence of, or reference to, other claims or actions against any party to the litigation; and, (5) motions to exclude all reference to the financial position or wealth, or lack thereof, of any party to the litigation.

(Adopted 1/1/2013)

2.97 Jury Instructions.

(A) The parties shall meet and confer to identify jury instructions the parties can agree upon and jury instructions the parties cannot agree upon.

(B) On the first day of trial, the parties shall submit to the assigned trial judge in electronic (word) form: (1) a fully completed set of agreed upon jury instructions; and (2) all jury instructions that the parties cannot agree upon. If pinpoint or special jury instructions are offered, counsel shall provide case or statutory authority for the offered instruction following the text of the instruction.

(Adopted 1/1/2013)

2.98 Exhibits.

(A) The parties shall meet and confer to identify those exhibits that may be admitted without objection and those exhibits as to which admissibility is contested.

(B) Prior to the first day of trial, the parties shall prepare binders containing copies of the agreed exhibits for use by the trial judge, clerk, and counsel during trial.

(Adopted 1/1/2013)

2.99 Witness List.

(A) The parties shall meet and confer and prepare a joint witness list.

(B) On the first day of trial, the parties shall submit to the court an alphabetized, joint witness list.

(Adopted 1/1/2013)

2.99.01 Trial Brief.

On the first day of trial, each party shall submit a trial brief.

(Adopted 1/1/2013)

2.99.02 Statement of the Case.

(A) The parties shall meet and confer to agree on a joint statement of the case.

(B) The parties shall submit the joint statement to the assigned judge on the first day of trial. If the parties cannot agree on a joint statement, each party shall submit its proposed statement to the trial judge.

(Adopted 1/1/2013)

2.99.03 Judicial Modification.

The above rules shall not prevent any trial judge to whom a case is assigned from adopting such supplemental, additional or different pretrial orders as may appear necessary or appropriate.

(Adopted 1/1/2013)

2.99.04 (Suspended effective March 31, 2022)

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 Court's website under Complex Case information.

(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; Revised 1/1/2025)

PART ELEVEN. Electronic Filing of Limited Civil Unlawful Detainer Documents at the Carol Miller Justice Center

2.99.06 Mandatory Electronic Filing.

(A) Litigants represented by attorneys shall electronically file all limited civil Unlawful Detainer documents at the Carol Miller Justice Center unless an exemption has been granted. The electronic filing of documents must be effected using an approved electronic service provider. Instructions on electronic filing are available on the court's website.

(B) Self-represented litigants are exempt from the mandatory electronic filing requirements. Although no required, self-represented litigants are encouraged to participate in electronic filing. Represented parties may apply for exemption from mandatory electronic filing requirements if the party shows undue hardship or significant prejudice. Undue hardship or significant prejudice does not include the inability to pay fees for electronic filing. An attorney requesting an exemption shall file with the clerk's office and serve on all parties a Request for Exemption from Mandatory Electronic Filing and Service (JCC form EFS-007) with a Proposed Order (JCC form EFS-008).

(C) The following documents shall be excluded from electronic submission:

(1) Peremptory challenges or challenges for cause of a judicial officer pursuant to Code of Civil Procedure sections 170.1, 170.3, or 170.6;

(2) Trial and evidentiary hearing exhibits;

(3) Documents conditionally under seal, such as subpoenaed records;

(4) Bonds/Undertaking documents;

(5) Out-of-County/Foreign Abstracts of Judgement;

(6) Bench Warrants and Bench Warrant Returns.

(Adopted 7/1/2026)

CHAPTER 3 - CLAIMS OF MINORS, INCOMPETENT PERSONS AND PERSONS WITH A DISABILITY

3.00 Application for Appointment of Guardian Ad Litem.

Petitions for appointment of a guardian ad litem for a minor or incompetent person, except in family law, probate, juvenile, civil harassment or other special proceedings, shall be submitted by ex parte application to the Civil Division pursuant to Rule 2.02.

When an application is made for appointment of a guardian ad litem and the nominee for appointment is a plaintiff in the same action with the ward or in some manner was a participant in the transaction or occurrence giving rise to the alleged injury to the ward, the nominee will ordinarily not be appointed unless the application is accompanied by:

(A) A declaration under penalty of perjury setting forth facts establishing that no other parent, relative, or friend can or will accept the appointment of guardian ad litem for the minor in the action; and

(B) A declaration under penalty of perjury by the attorney for the nominee stating that the attorney, having investigated the circumstances, has represented to the nominee and represents to the court that there is no conflict of interest between the nominee and the minor if the nominee is appointed the guardian ad litem.

Attorney fee contracts, payment of attorney's fees and disbursement of settlement proceeds shall be ordered in accordance with California Rules of Court, rules 7.950 through 7.955.

No "Guardian ad litem" appointment is required for the filing of a minor's compromise by a custodial parent under Probate Code section 3500 without the filing of a civil action.

(Adopted 1/1/2013; Revised 1/1/2026, 7/1/2026)

3.01 Withdrawal of Funds.

(A) Any order authorizing the withdrawal of funds for the purpose of transferring said funds from one financial institution to another shall contain the language set forth in California Rules of Court, rule 7.953(a) and shall further provide that the draft of the institution from which the funds are withdrawn shall be payable to the financial institution to which the funds are to be transferred for deposit in a blocked account.

(B) Applications for withdrawal of funds shall be filed and heard in the Probate Department.

(Adopted 1/1/2013)

3.02 Claims of Minors and Incompetents.

(A) If there is a request to place the proceeds of a judgment or compromise for a minor or incompetent into a trust (revocable, special needs or otherwise) or a California Uniform Transfer to

Minors Act, the plaintiff shall then file a petition to be set in the Probate Department for a hearing as to the establishment, terms and conditions of the proposed disposition of funds. The Compromise must be approved before referral to the Probate Department.

(B) Upon approval of the trust described herein by a judicial officer of the Probate Department, the court shall set a hearing date 14 months later for status on the filing of the first account.

(Adopted 1/1/2013; Revised 1/1/2018)

3.03 Trusts Created Pursuant to Court Order.

(A) A trust created by order of the Probate Court for the benefit of a minor or incompetent adult pursuant to Probate Code section 2580 et seq., section 3100 et seq. or section 3600 et seq. will ordinarily be required to contain the following provisions to be effective during the lifetime of the incompetent adult or during the minor's minority.

(1) Trustee must post bond for assets and income of the trust.

(2) Trustee shall obtain prior court approval for gifting, hypothecation, borrowing, loans, and sales of assets as would be required by a guardian or conservator of the estate.

(3) Prior court approval shall be required for payments of fees to attorneys, conservators, guardians and trustees.

(4) The trust shall pay for court approved court investigation costs, fees for guardians, conservators, their attorneys and court-appointed counsel as well as other costs of administration approved by the court.

(5) Prior court approval shall be required for appointment of advisory committee members and for requested fees.

(B) A petition that includes a request for approval of a trust advisory committee shall set forth the member's qualifications or relationship and his/her expertise, if any, with federal/state public benefit programs (i.e., S.S.I., Medi- Cal).

(C) The petition for approval of the trust shall include the proposed distribution of the trust assets upon termination of the trust.

(Adopted 1/1/2013)

CHAPTER 4 - PROBATE

PART ONE. General

4.00 Form of Papers Presented for Filing.

(A) Accounts and descriptions of assets may be single spaced within each item.

(B) When filing any document, the parties shall furnish the court with one original which is unbound and clipped or rubber banded in a format pursuant to California Rules of Court, rule 3.1110. This section shall not apply to any motion or petition filed pursuant to California Rules of Court, rule 3.1114.

(C) All pleadings filed for use at a pending hearing shall bear the date and time of the hearing, and department number in which the hearing is set, under the case number on the first page of the pleading. If a hearing is not set, the pleading shall bear the words "No Hearing."

(D) Amended Pleadings are amendments to pleadings

(1) All amended pleadings and amendments to pleadings shall:

(a) State what allegations in the previous pleading are proposed to be deleted, if any, and where, by page, paragraph, and line number, the deleted allegations are located; and

(b) State what allegations are proposed to be added to the previous pleading, if any, and where, by page, paragraph, and line number, the additional allegations are located.

(2) All amended pleadings and amendments to pleadings shall generate a new hearing date, which will be provided at filing.

(Adopted 1/1/2013; Revised 1/1/2016, 1/1/2021, 1/1/2024)

4.01 Preparing for Hearing.

(A) Attorneys and parties shall subscribe to their case using the Public Portal on the court's website.

(B) All amendments, supplements and documents pertaining to calendared probate matters shall be filed no later than five court days prior to the scheduled hearing date.

(C) Probate calendar notes identifying deficiencies will be posted to the Public Portal on the court's website 10 to 12 court days before the date of hearing and in the lobby of Room 214/Department 129 the day of the hearing.

(D) All deficiencies stated in the probate calendar notes shall be cleared at least five court days prior to the hearing. A written response to probate calendar notes shall be captioned "Response to Calendar Notes." The response shall list each calendar note and each note shall be written in paragraph form directly below the corresponding calendar note. If a calendar note

requires proof of a filed document, an endorsed copy shall be attached as an exhibit to the response. The response shall be signed and verified pursuant to Probate Code sections 1020 through 1023.

(E) Four court days prior to the hearing, updated probate calendar notes will be posted to the Public Portal on the court's website.

(F) Probate calendar notes that are not cleared at least five court days before the hearing, and depending on the matter before the court, may be placed off calendar and continued, or dismissed without prejudice. An order of the court continuing the hearing will be provided on probate calendar notes; an order dismissing will be provided on or after the hearing.

(G) The filing party shall notify the court of the Public Defender or County Counsel's involvement at the time of the filing.

(H) Application of this rule is optional in the case of a petition for appointment of a guardian of a person.

(Adopted 1/1/2013; Revised 1/1/2025)

4.02 (Deleted effective 1/1/2025)

4.02.01 Probate Law and Motion Calendar

(A) All motions in Probate shall be set on the Probate Law & Motion calendar.

(B) Matters set on the Probate Law & Motion calendar will be subject to this Rule and Local Rule 1.06, and the Court shall issue a tentative ruling regarding each matter in accordance with the Rules. All non-motion matters shall be addressed by Probate Notes.

(C) Parties filing matters that are set on the Probate Law and Motion calendar shall follow all procedures contained in Rule 1.06.

(D) All Notices of Motion shall include the advisory language contained in Local Rule 1.06(D). Parties are advised that failure to provide this advisory language in the Notion of Motion may, in the Court's discretion, constitute good cause for the motion to the dropped or continued.

(E) This rule does not apply to Probate ex parte applications.

(Adopted 7/1/2025)

4.03 Preparation of Notices.

(A) All notices required to be published (except the notice required by Probate Code section 8120) shall be captioned with the words "Notice of Hearing" followed by the general nature of the petition.

(B) When a clerk's posted notice is required, a completed Notice of Hearing (Judicial Council forms DE-120, GC-020 or GC-020(c)) together with all necessary copies shall be presented concurrently with the petition.

(Adopted 1/1/2013; Revised 1/1/2018)

4.04 Identify Persons to Receive Notice.

In all petitions, the names and addresses of the persons entitled to notice shall be set forth along with the status entitling the person to notice (e.g., "heir," "beneficiary," or "filed request for special notice").

(Adopted 1/1/2013)

4.05 Probate Hearing Once Noticed Cannot be Advanced; Continuances in Probate Matters Other Than Conservatorship and Guardianship; Procedure for Resetting a Matter for Hearing.

(A) When a hearing on a probate matter has been noticed, or when it has been noticed and continued to a definite date, the matter cannot be heard before the date set, regardless of the filing of a new petition, an amended petition, a new notice, or otherwise.

(B) A party seeking a continuance of the date set for hearing or trial, if contested, must make the request for a continuance by noticed motion or an ex parte application with supporting declaration. The party must make the motion or application as soon as reasonably practical once the necessity for the continuance is discovered. Noticed motions or ex parte applications to drop or continue mandatory settlement conference, long cause hearing, or trial shall be heard by the Probate Judge.

(C) A stipulated request to drop or continue a hearing or trial in probate matters, other than conservatorship and guardianship, may be submitted by using Request to Drop or Continue Hearing, Long Cause Hearing or Trial by Stipulation (local form PR/E-CT-209) no less than ten business days before the hearing. Continuances requested by the party or attorney of record may be granted upon a showing of good cause. Continuances by stipulation are subject to approval of the Probate Judge.

(D) When a matter on calendar is to be reset, the petitioner shall request in writing that the current setting be dropped (specifying the date and time of the setting). A request to reset a dropped matter shall be filed within 90 days of the date the request to drop was made to the court. A copy of the drop request and a copy of the first page of the petition shall then be provided to the Probate Court to reset the matter.

(Adopted 1/1/2013; Revised 1/1/2016, 1/1/2024)

4.06 Remote Proceedings.

(A) The court uses the Zoom application to conduct remote proceedings. Instructions for using Zoom to participate in proceedings can be found on the court’s website.

(Adopted 1/1/2024; Revised 1/1/2025)

4.07 Calendar Matters Recommended for Approval.

Matters that are Recommended for Approval (R.F.A.) on the probate calendar notes will be considered submitted if there is no appearance.

(Adopted 1/1/2013; Revised 1/1/2015, 1/1/2024)

4.08 Response or Objections to Calendared Matters.

A response or objection to a petition for affirmative relief may be filed at or before the hearing, pursuant to Probate Code section 1043. The court may determine any response or objection at the time of the hearing, may take the matter under submission, or continue the matter to consider and determine an objection or response.

A request for affirmative relief, other than a request for surcharge on an account, shall not be included in an objection to matters on calendar and shall not be considered except upon filing a separate petition, calendared for hearing and noticed as required by law.

(Adopted 1/1/2013)

4.09 Contested Matters.

(A) Upon filing a written objection, the objecting party shall serve on all parties a copy of the objections along with blank copies of Alternative Dispute Resolution Certification and Selection (local form PR/E-LP-002) and Stipulation to Alternative Dispute Resolution (local form PR/E-LP-001).

(B) All parties to a contested matter who make an appearance shall serve and file local form PR/E-LP-002.

(Adopted 1/1/2013; Revised 1/1/2016, 1/1/2018)

4.10 (Deleted effective 1/1/2015)

4.11 Settlement Conferences.

(A) If any party subject to this rule fails to comply with this rule, the court on motion of a party or on its own motion, may strike all or part of any pleading of that party, dismiss the action or proceeding or any part thereof, or enter a judgment by default against that party, or impose other penalties of a lesser nature as otherwise provided by law, and may order the offending party or their counsel to pay to the moving party the reasonable expenses in making the motion, including reasonable attorney fees. No penalty may be imposed under this rule without prior notice to, and an opportunity to be heard by, the party against whom the penalty is sought to be imposed.

(B) Settlement Conference Statements

(1) Prior to the scheduled settlement conference, and within the time required by California Rules of Court, each party shall insure that the original Settlement Conference Statement is submitted to the clerk in the department where the settlement conference is scheduled and a copy is served on all other parties. The Settlement Conference Statement shall not be made part of the court's file, except for good cause.

(2) The parties may not stipulate to waive the requirement of filing a Settlement Conference Statement.

(C) Excuses from Attendance; Telephone Appearance in Lieu of Personal Appearance.

(1) Any request to the court to excuse attendance of any person whose attendance is required by California Rules of Court shall be submitted to the Probate Court not less than five court days before the date set for the settlement conference. The request shall be made, in writing after service of a copy of the request on every other party. Submission of said request, or the granting of said request, does not excuse any party from the requirement to file a Settlement Conference Statement in conformity with the California Rules of Court and these Local Rules.

(2) Any person whose presence at a settlement conference is required may be excused by the court upon a showing of good cause. Any person so excused shall be and remain immediately available for telephone communication with the court on the day set for settlement conference until released by the court.

(D) If the matter is settled before the date of a settlement conference, attorneys or parties not represented by counsel shall immediately notify the clerk in the department where the settlement conference is scheduled within 24 hours of the settlement.

(Adopted 1/1/2013; Revised 1/1/2016)

4.12 Settlement of Contested Matters.

(A) If the parties have settled the contested matters relating to petitions pending before the court prior to the trial date, the trial shall be vacated and the date set for trial treated as a status hearing regarding final disposition of all petitions pending before the court. If the parties require an earlier date, one may be requested by noticed motion or by ex parte application upon a showing of good cause.

(B) The petitioner(s) and any parties objecting to the petition shall personally appear or appear by counsel and present to the court the status of each matter pending on the court's calendar.

(Adopted 1/1/2013; Revised 1/1/2016)

4.13 Trial Procedures.

(A) Not less than five court days prior to trial, the parties shall submit the following at the Probate Court:

(1) File and serve on all parties a trial statement setting forth each issue in dispute, and the legal and factual basis in support of the party's contention as to each disputed issue;

(2) File and serve all motions in limine and other pretrial motions.

(3) File written confirmation that each of the objecting parties has exchanged copies of all exhibits which may be offered in evidence, except exhibits that will be used for rebuttal or impeachment.

(B) On the day of trial:

(1) Immediately prior to the commencement of trial, pre-mark and submit all exhibits and submit a list of all exhibits to the trial department except for exhibits that may be used for rebuttal or impeachment.

(a) Petitioner's exhibits shall be marked numerically.

(b) Respondent's exhibits shall be marked alphabetically.

(c) All other exhibits shall be listed without numeric or alphabetic designation.

(2) Provide a list of all exhibits that will be entered into evidence by stipulation.

(3) Identify in writing all facts to which a stipulation will be entered.

(Adopted 1/1/2013; Revised 1/1/2016, 7/1/2025)

4.14 (Deleted effective 1/1/2016)

4.15 Orders to Be Complete in Themselves.

(A) All orders issued by the court shall set forth the names of persons and descriptions of property (including assessor's parcel number and specific legal description), amounts of money affected, the terms of trusts, and the provisions of leases or other agreements.

(B) In addition to the requirements of California Rules of Court, rule 7.650(b), the names of current beneficiaries of the trust, along with their dates of birth if distributions are conditioned upon the beneficiaries having attained certain ages, shall be included in the order.

(Adopted 1/1/2013)

4.16 Formal Orders.

The proposed formal order for a noticed hearing shall be presented to the Probate Court five court days prior to the hearing if lodged in person or eight court days prior to the hearing if lodged through the mail.

(Adopted 1/1/2013; Revised 1/1/2016)

4.17 Assignment of Probate Referee.

A probate referee will be assigned on a rotational basis from the panel of probate referees. In the event separate proceedings are filed for related wards or conservatees of the estate, the court will permit an exception to this rule upon proper showing.

(Adopted 1/1/2013)

4.18 Notice Requirement on Court Appointed Attorney Fee Petition.

An attorney appointed by the court pursuant to Probate Code section 1470 and section 1471 shall request payment for compensation and expenses by filing a Motion for Attorney Fees. If the Motion raises issues that the party is financially unable to pay all or a portion of the costs of counsel as fixed by the court, the Notice of Motion shall be served on the County of Sacramento by serving the County Counsel at 3331 Power Inn Road, Suite 350, Sacramento, CA 95826.

(Adopted 1/1/2013)

4.19 Ex Parte Petition for Final Discharge

Petitions shall include filed endorsed copies of all proper receipts.

(Adopted 1/1/2021; Revised 1/1/2025)

4.20 Ex Parte Application.

(A) Ex Parte applications are governed by California Rules of Court, rules 3.1200 and 7.1062. A judge will only grant ex parte relief if the party requesting it shows a risk of irreparable harm, immediate danger, or any other statutory basis for granting relief ex parte as set forth in California Rule of Court, rule 3.1202(c).

(B) (1) The court considers ex parte applications Monday through Friday at 8:30 a.m. for conservatorships and other ex parte applications, and 10:00 a.m. for guardianships. The court makes its decisions based solely on the documents filed by the parties, or the court may require parties to appear for a hearing. The moving party, opposing/interested party(ies) and attorneys must be reachable by email or phone on the day of the requested ex parte hearing from 8:30 a.m. to noon. If an appearance is required, the court will contact the parties and their attorneys with a time to appear for the hearing.

(2) Unless an immediate order is being requested, the following ex parte applications may be dropped off Monday through Friday, between 8:00 a.m. and 5:00 p.m., in the drop box on the first floor of the Williams R. Ridgeway Family Relations Courthouse.

- Increase Bond (Probate Code section 10150)
- Small Estate (Probate Code section 7660)
- Withdrawal of Minor's Funds (California Rule of Court, rule 7.954)
- Lanterman-Petris-Short (LPS) Proceedings (Welfare & Institutions Code section 5000)

- Court Appointed Counsel for Conservatorship (Probate Code section 1471)

All applications and petitions shall be accompanied by local form Declaration of Notice of Ex Parte Application (PR-E-LP_036) and Attachment (PR-E-LP-043) as needed.

(C) Requirements of the Moving Party:

(1) Notice and service to opposing/interested party(ies).

The moving party must:

(a) Serve the opposing/interested party(ies) with a copy of the ex parte application. The application may be served personally, by fax, by electronic means if permitted, or by overnight mail or other overnight carrier.

(b) Notify the opposing/interested party(ies) or their attorney that (i) they must be reachable between 8:30 a.m. and noon on the requested ex parte hearing date if the court determines that an appearance is required; and (ii) they must submit their response or objection by using the court drop box or through the electronic filing program by 8:30 a.m. on the requested ex parte hearing date with a copy to the moving party. Notice may be given personally, by telephone, in writing, by voicemail, or by electronic means if permitted.

(c) Complete (a) and (b) above no later than 10:00 a.m. the court day before the moving party wants the matter to be considered by the court, as stated in California Rules of Court, rule 3.1203(a).

(2) Notice to the court.

The moving party must:

(a) Submit their ex parte application to the court via drop box or through the electronic filing program by 8:30 a.m., the day before the ex parte hearing date.

(b) Provide the court with current telephone numbers and emails addresses for all parties and their attorney's using the Document Drop-Off Sheet for Domestic Violence and Ex Parte Applications form (FL/E-LP-668). This will allow the court to contact all parties if they need to appear for a hearing.

(3) Completed Proof of Service.

The moving party must submit a completed proof of service to the assigned court department by 8:30 a.m. on the scheduled ex parte hearing date showing they have complied with items 1(a), 1(b), and 1(c) above. If the party fails to do this, the court may deny the ex parte request or set a later hearing to ensure that the opposing/interested party(ies) have been properly notified and served.

(4) Request to Waive Notice.

A party may ask the court to waive notice to all parties and their attorneys of the request for emergency orders. To make the request, the party must file a written declaration

signed under penalty of perjury that includes facts showing good cause not to give notice, as explained in California Rules of Court, rule 3.1204(b)(3).

(D) Requirement of the Opposing/Interested Party(ies):

(1) If the opposing/interested party(ies) want(s) to submit a written response for the court to consider, they must submit it using the court drop box or through the electronic filing program by 8:30 a.m. on the scheduled ex parte hearing date, with proof of service to the moving party. Service may be by personal, by fax, by electronic means if permitted, or by overnight mail or other overnight carrier.

(E) After the Court Issues a Ruling:

(1) Once the court rules, based on the pleadings and/or after the ex parte appearance, a court representative will make the orders and documents available either by pick-up from the drop-box or attorney box.

(2) The moving party must serve the opposing/responding party with the ex parte order and file proof of service before the return hearing date.

(Adopted 1/1/2024; Revised 1/1/2025, 7/1/2025)

PART TWO. Guardianship

4.30 Proposed Guardian Fingerprinting.

When filing any Petition for Guardianship, the filing counsel or party shall submit a rap sheet and a fingerprint live scan for the proposed guardian. Proposed guardians shall submit to the background check by completing Form BCIA 8016 and having fingerprints taken at a Public Applicant Live Scan Site, as certified by the State Department of Justice. The proposed guardian shall be responsible for the cost of the Live Scan. The results of the background check shall be used by the Probate Investigator in the completion of required reports to the court.

(Adopted 1/1/2026)

4.31 Appointment of Guardian of Minor.

(A) Petitions for guardianships shall contain an allegation as to whether or not the minor(s) has been or is a party to a civil action in which monetary damages are claimed. If the minor(s) is such a party, the file number of the action shall be indicated, as well as the name of the court in which the case is pending (Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) (Judicial Council form FL-105)).

(B) Children with a common parent shall be included in the same petition. Otherwise, separate petitions and case numbers shall be required.

(Adopted 1/1/2013; Revised 1/1/2018)

4.32 Contested Guardianships. Recommending Mediation.

When the appointment of a guardian of the person is contested, the court may order the matter to non-confidential mediation for visitation. Absent full agreement at mediation, a written report including recommendations shall be provided to the parties, counsel, and the court. Said reports and recommendations may be offered for admission into evidence at hearing or trial, subject to procedural or evidentiary objection. "Mediation" shall be formally known as "child custody recommending counseling" and a "mediator" shall be formally known as a "child custody recommending counselor."

(Adopted 1/1/2013)

4.33 Confidential Mediation.

Mediation resulting from a Petition for Confidential Mediation shall be confidential and, except as otherwise authorized by law, there shall be no mediation report offered to the court.

(Adopted 1/1/2013)

4.34 Minor's Funds for Support and Maintenance – Financial Support of Parents.

Absent good cause, funds shall not be used for a minor's support. A request for funds shall be supported by an Income and Expense Declaration (Judicial Council form FL-150) and a Property Declaration (Judicial Council form FL-160).

(Adopted 1/1/2013)

4.35 Proceedings Under Probate Code Sections 3410 Et Seq.

(A) Petitions filed under Probate Code section 3410 et seq. shall be filed in a separate proceeding under the name of the minor, and shall set forth jurisdictional facts and state the current holder of the funds, amount to be paid, requested amount of fees and costs and to whom and the net proceeds to be deposited in a specific bank or savings and loan association in the manner provided by law.

(B) If the petition merely seeks the deposit of funds subject to reimbursement for costs expended for the filing of the petition, the petition may be granted by the court without notice. If, however, attorney's fees are sought, the matter shall be set for hearing on the court's regular calendar.

(Adopted 1/1/2013)

PART THREE. Conservatorship

4.38 Proposed Conservator Fingerprinting.

When filing any Petition for Conservatorship, the filing counsel or party shall submit a rap sheet and a fingerprint live scan for the proposed conservator. Proposed conservators shall submit to

the background check by completing FORM BCIA and having fingerprints taken at a Public Applicant Live Scan Site, as certified by the State Department of Justice. The proposed guardian shall be responsible for the cost of the Live Scan. The results of the background check shall be used by the Probate Investigator in the completion of required reports to the court.

(Adopted 1/1/2026)

4.39 Appointment of Conservator.

(A) Absent a court order, separate case numbers shall be required for all proposed conservatees. A separate petition for each proposed conservatee is required.

(B) Requests to include more than one proposed conservatee in the same case number shall be made by an ex parte application at the filing of the Petitions for Appointment. The ex parte application shall include a declaration providing why a combined case number is in the best interest of the proposed conservatees. The hearing date(s) will be provided upon determination of the ex parte application.

(Adopted 1/1/2021)

4.40 Video Presentation of Conservator's Duties.

Prior to the hearing for appointment, the proposed conservator shall verify in writing that he or she has viewed an approved videotaped presentation located on the court’s website on the duties and responsibilities of conservators.

(Adopted 1/1/2013; Revised 1/1/2025)

4.41 Sale of Conservatee's Residence.

Sale of a conservatee's residence requires prior authorization in compliance with Probate Code section 2540(b). Petitions for authorization of sale of the conservatee's residence and/or authorization to execute a listing agreement for sale of the conservatee's residence will be considered only upon a calendared motion with notice given pursuant to Probate Code section 1460 (general mailed notice) and Probate Code section 2702 (special notice). If permission is granted to sell the conservatee's residence, a listing agreement may be approved ex parte, subject to Probate Code section 2702.

(Adopted 1/1/2013)

4.42 Proceeding for Spousal Property Transaction.

Petitions pursuant to Probate Code sections 3100 et seq.:

(A) The petition shall be supported by a declaration of a licensed physician or licensed psychologist within the scope of his or her licensure as to the capacity of the non-petitioning spouse (Probate Code section 810 et seq.).

(B) When the petition is predicated upon the non-petitioning spouse's qualification for Medi-Cal benefits, notice shall also be given to the Director of the California Department of Health Care Services.

(C) Petitions to transfer assets related to Medi-Cal eligibility, the petitioner shall file an Income and Expense Declaration (Judicial Council form FL-150) and a Property Declaration (Judicial Council form FL-160).

(Adopted 1/1/2013)

4.43 Production of Estate Planning Documents in Proceedings Pursuant to Probate Code Sections 2580 or 3100.

(A) If a petition under Probate Code section 2580 or section 3100 seeks to provide gifts or otherwise affect the estate planning of the conservatee or incapacitated spouse, said petition shall include one copy of all estate planning documents unless the petitioner obtains an order to deliver the documents to a custodian pursuant to Probate Code section 2586(d).

(B) If the petitioner does not have possession of the estate planning documents, the petition shall include a statement of the name, address, and telephone number of the person(s) having possession of said documents to enable the court to issue an order for delivery of the documents pursuant to Probate Code section 2586(b).

(C) Estate planning documents subject to subsection (A) shall be enclosed in an envelope or suitable container for delivery to the court. The party submitting the documents shall affix a cover sheet to the envelope or container entitled, “Estate Planning Documents of (name) For In Camera Review Pursuant to Probate Code section 2586” stating:

(1) the caption of the case and

(2) the date, time, and department of the hearing.

(D) Upon conclusion of the proceedings, the documents shall be returned to the party who submitted them.

(Adopted 1/1/2013; Revised 1/1/2016)

PART FOUR. Decedent’s Estates

4.50 Presenting Wills for Lodging or Admittance.

All Wills presented to Probate shall include the unaltered, signed original Will and one copy for the court. If the person for whom the Will is being submitted is deceased, proof of death is required at the time the Will is presented. Proof of death shall be in the form of a death certificate, an obituary, or a declaration indicating the date of death.

(Adopted 1/1/2013)

4.51 Proof of Wills by Affidavit or Declaration.

(A) Proof as to the admissibility of each testamentary document shall be submitted, except that in the event there is a codicil which expressly republishes the Will, proof of the execution of the codicil is deemed sufficient.

(B) The copy of the Will attached to the proof of subscribing witness shall be certified by the attorney of record.

(Adopted 1/1/2013)

4.52 Admission of Will or Codicil Containing Deletions and/or Interlineations.

A petition for probate of a Will and/or codicil which includes deletions and/or interlineations shall include a request for determination of the validity of said deletions and/or interlineations and include any documentary evidence in support of the petitioner's position.

In addition to mailing a Notice of Petition to Administer the Estate, the petitioner shall cause notice by mail of a copy of the petition and all supporting documents at least 15 days prior to the hearing to all persons requiring notice pursuant to Probate Code section 8110 and to all persons affected by the deletions and/or interlineations.

(Adopted 1/1/2013)

4.53 Lost Wills.

(A) Notice mailed for a petition to admit a lost Will shall identify that the Will is lost.

(B) A copy of the lost Will shall be attached to the order admitting the Will to probate.

(Adopted 1/1/2013)

4.54 Special Letters, Notice, and Appointment.

(A) A petition for special letters of administration shall be presented separately from and not included in a petition for general letters.

(B) Neither general powers nor IAEA authority can be given to a special administrator, except at a hearing for which notice has been mailed and published as provided in Probate Code section 8545.

(C) If the petition for special administrator requests authority to defend suits or negotiate claims against the estate, then the petition shall pray for general powers, unless good cause is stated why notice to creditors pursuant to Probate Code section 9050 will not be necessary.

(Adopted 1/1/2013)

4.55 Noticing Persons Listed in Petitions for Administration.

All living persons named shall be given notice of the petition for letters of administration or letters testamentary.

(Adopted 1/1/2013)

4.56 Requirements for Giving Notice of Probate of Will.

The notice of hearing of a petition for probate of Will is sufficient notice respecting all instruments which are offered for probate in the petition for which the notice of hearing is given. If any other instruments, e.g., alleged Wills or codicils not mentioned in the petition, are presented to the court by way of an amended petition, a second petition, or otherwise, a new notice thereon must be given setting a date of hearing not earlier than the date set in the original notice.

(Adopted 1/1/2013)

4.57 Independent Administration of Estates.

In addition to the requirements of California Rules of Court, rule 7.250, the Notice of Proposed Action with proof of service, and any objections, consent, and waiver, shall be filed with the court.

(Adopted 1/1/2013)

4.58 Waiver of Bond.

Personal representatives who are not California residents will be required to post bond unless (1) bond is waived by the beneficiaries or (2) bond is waived in the Will and it appears from the face of the Will that the testator was aware at the time that the nominee did not reside in California.

(Adopted 1/1/2013)

4.59 Deposit of Personal Property for Reduction of Bond.

When an order restricting withdrawals and reducing bond is obtained under Probate Code section 8483, a receipt of the depository acknowledging the restrictions on withdrawal, without liability disclaimers, shall be filed within 10 days of the order or if the property to be deposited is not then in the possession of the fiduciary, within 10 days of receipt of the property by the fiduciary.

(Adopted 1/1/2013)

4.60 Distribution of Property Held by Depository.

Unless the judgment distributing cash or other personal property held pursuant to Probate Code section 8483 or section 9701 directs the depository to pay the funds or distribute the property so held to the distributees, additional bond to comply with Probate Code section 8480 shall be furnished.

(Adopted 1/1/2013)

4.61 Information Required of Personal Representatives Upon Acknowledgment of Duties.

The driver's license number and date of birth of personal representatives (other than public officers or trust companies) shall be provided in the confidential supplement to the duties and liabilities required by Probate Code section 8404.

(Adopted 1/1/2013)

4.62 Multiple Representatives.

When multiple representatives are appointed by the court, letters will not be issued unless each representative has complied with Probate Code section 8403 and section 8404 and Local Rules, rule 4.61.

(Adopted 1/1/2013)

4.63 Notice of Administration to Creditors.

If Notice of Administration of Estate is mailed to creditors, the original notice and proof of service shall be filed with the court.

(Adopted 1/1/2013)

4.64 Petitions for Family Allowance.

A petition seeking an allowance shall set forth the income from sources outside the estate available to the person for whom the allowance is sought, as well as an itemization of that person’s separate property and monthly expenses. If the petition is not filed by the personal representative, prior to the hearing on the petition, the personal representative shall file a declaration setting forth the current assets and liabilities of the estate.

(Adopted 1/1/2013; Revised 1/1/2014)

4.65 Character of Property and Transmutation in Summary Proceedings.

In any summary proceeding under Probate Code section 13150, section 13200, or section 13650 where the court is to consider or determine the character of property as community or separate, the petition shall set forth the form of record title and character of ownership at all

relevant times. If there is an alleged transmutation of ownership interests based on a written document, a copy of the document shall be filed with the petition.

(Adopted 1/1/2013)

4.66 Evidence of Record Title in Proceedings Under Probate Code Sections 850 Et Seq. and Sections 17200 Et Seq.

In a proceeding to determine ownership of property under Probate Code section 850 et seq. or section 17200 et seq., the petition shall set forth the form of record title and character of ownership at all relevant times. If the form of record title is based on a written document, a copy of the document shall be filed with the petition.

(Adopted 1/1/2013)

4.67 Sale of Specifically Devised Property.

On a sale of specifically devised real or personal property, absent the devisee's written consent of such sale, notice of hearing of the petition for confirmation shall be given to the devisee.

(Adopted 1/1/2013)

4.68 Petition for Final Distribution.

(A) Petitions for final distribution shall include a report of the following:

(1) The character of all assets as separate or community where there is a surviving spouse;

(2) All capital transactions and other actions taken under the Independent Administration of Estates Act, including the amounts of any gains or losses;

(3) Disclosure of liabilities and other matters necessary to show the condition of the estate (Probate Code section 10900);

(4) Declaration of compliance with Local Rules, rule 4.69 (Petition to Include Proposed Distribution);

(5) That no federal or California estate taxes are payable or that they have been paid;

(6) That income taxes and all other taxes (e.g., supplemental real property or personal property taxes, if any) have been paid or otherwise provided for;

(7) Whether the personal representative has complied with the provisions of Probate Code section 8800(d), concerning the change of ownership requirements of Revenue & Taxation Code section 480.

(B) If estate taxes are payable or paid: (1) the petition must set forth whether said taxes were prorated pursuant to Probate Code section 970/20100 et seq. or the provisions of the Will;

and (2) the petition must reflect whether or not there are nonprobate assets includable in the gross estate for estate tax purposes.

(Adopted 1/1/2013)

4.69 Petition to Include Proposed Distribution.

(A) Details of the proposed distribution shall be set forth either in the body of the petition or by attachment. Terms of the Will as to disposition of property and what is to be distributed under the laws of intestate succession shall be set forth. When the proposed distribution includes establishing a testamentary trust, the proposed terms shall be fully stated in the petition.

(B) Where an issue concerning distribution is presented, the petition shall fully set forth that issue including apparent alternative resolutions for the court's consideration. Distribution issues include interpretation of the Will, validity of a testamentary trust or its provisions, issues of heirship or intestate succession. The caption and notice of hearing on the petition shall include notice to affected persons that an issue concerning distribution will be submitted for the court's determination.

(Adopted 1/1/2013)

4.70 Distribution to Minors.

A parent, legal guardian or custodian under the California Uniform Transfers to Minors Act shall be permitted distribution on behalf of a minor only if authorized by the provisions of Probate Code section 3401 or by court decree. Proof of appointment or authorization shall be supported by certified court orders, affidavits or declarations prior to the hearing on the petition for distribution. The distributee's receipt shall be signed by the parent, guardian or custodian

(Adopted 1/1/2013)

4.71 Apportionment of Statutory Compensation.

An allowance on account of statutory compensation will ordinarily not be granted until the judgment of final distribution for an attorney who withdraws or for a personal representative who resigns or is removed.

(Adopted 1/1/2013)

4.72 Compensation for Extraordinary Services.

(A) In addition to the requirements of California Rules of Court, rule 7.702, a petition for extraordinary services shall include the date each service is rendered.

(B) In every case where the combined extraordinary commissions and extraordinary attorney's fees exceed $1,000, the heirs or residuary devisees shall be given notice of the amounts requested. Notice may be given by mailing a copy of the petition or by including the amounts requested in the caption of the petition.

(Adopted 1/1/2013)

4.73 Account for Withhold.

A supplemental account shall be presented if assets in excess of $5,000 are withheld from initial final distribution, unless the account has been waived.

(Adopted 1/1/2013)

4.74 Consent of Testamentary Trustee to Act.

When distribution is to be made to a testamentary trustee, the consent of the trustee to act shall be filed prior to the hearing on the petition for distribution.

(Adopted 1/1/2013)

PART FIVE. Conservatorship, Guardianship, Decedent and Trust Accountings

4.80 General Compliance with Probate Code 1063(g) and 1064 (a)(b).

A petition for approval of an account shall include a report affirmatively addressing Probate Code section 1063(g) and section 1064(a) and (b).

(Adopted 1/1/2013)

4.81 Guardianship Accounts.

(A) The first account shall be for a minimum period of nine months from date of appointment.

(B) Where there are multiple wards or conservatees joined in a single guardianship or conservatorship proceeding, an account shall reflect a separate accounting for each of them.

(C) Each account except a final account shall be accompanied by a report on the sufficiency of the bond, including (1) the total amount of bond currently posted; (2) which accounts are blocked and the balances thereof and (3) setting forth the annual income and assets subject to bonding as provided in Probate Code section 2320(c).

(D) The financial institution account statement required by Probate Code section 2620(c) shall consist of the most current statement showing the balance as of the close of the account period.

(E) The financial institution account statements shall be presented in the same sequence as the assets are listed in the schedule of property on hand. The petitioner shall in addition highlight the following information contained on each account statement:

(1) Name, address of account holder;

(2) The account or property description number;

(3) The account type or property description;

(4) The statement period;

(5) The reported balance at the close of the accounting period.

(F) Petitioner shall file a reconciliation declaration when the reported balance on the financial institution account statement is not the same as stated in the schedule of property on hand. The declaration shall explain the reason for the discrepancy between the balances listed.

(Adopted 1/1/2013)

4.82 Guardianship Final Account and Report.

(A) Waiver of guardian's final account will be permitted for good cause.

(B) Waiver of a guardian's account by a ward who has attained the age of majority will not be accepted unless the ward personally appears and confirms the waiver or a written waiver by the ward is filed which includes a complete list of the assets to be distributed to the ward.

(C) The final report and/or account shall include a description of the remaining assets on hand to be distributed to the ward.

(Adopted 1/1/2013)

4.83 Conservatorship Final Account and Report.

(A) If the conservatee is deceased, notice of hearing shall be given to the personal representative or trustee of conservatee's Living Trust. If the conservator is also the personal representative of the deceased conservatee's estate or there is no personal representative, notice shall be given to the deceased conservatee's heirs and devisees.

(B) A final account shall be required on termination of the conservatorship of an estate.

(Adopted 1/1/2013)

4.84 Trust Accountings.

(A) A petition for approval of a trust accounting that includes disbursements for trustee fees or attorney fees shall include a declaration to support the payment of fees stated in the accounting. If "reasonable fees" are authorized by the trust or if compensation is paid based on Probate Code section 15681, the trustee shall set forth how the "reasonable fee" was calculated. Trustee fees which are provided in the Trust instrument subject to review and determination of the court shall also set forth how the fees were calculated.

Requests for approval of fees shall comply with California Rules of Court, Rule 7.776 and shall categorize the services performed and state the hourly rate, hours performed and amount of fees rendered for each category of services. Each request shall also include a statement of the total hours and total amount of fees incurred for the accounting period.

Trustee fees are based on fee schedules that are not in compliance with California Rules of Court, Rule 7.776 will not be accepted by the court to support a request for fees.

Trustee compensation shall be presumed reasonable if the total compensation requested does not exceed one percent (1%) per annum of the fair market value of the assets at the end of the accounting period for all services rendered during the account period by Trustee and its affiliates that provide administrative and financial Trust management services. If the total compensation requested exceeds one percent (1%) per annum of the fair market value of the assets at the end of the accounting period, then the request must be supported by a detailed description of the services rendered, their necessity, benefit to the estate, expertise required, time expended, and hourly rate.

If the Trustee engages affiliates who act as investment advisors or financial managers, the Petition must disclose the affiliate, the affiliate's total compensation, and state how compensation was calculated.

(B) Trust accountings require the following:

(1) A schedule for receipts and for disbursements shall be categorized into sub-schedules reflecting the particular income sources or payees from whom there are more than twelve entries per accounting period.

(2) A schedule for disbursements shall contain a separate listing for all compensation paid to any fiduciary, attorney or accountant during the accounting period from trust assets.

(C) Special Needs Trusts require notice of the hearing on a petition for approval of an account of a special needs trust established pursuant to Probate Code section 3604 shall be provided to the Directors of the Department of State Health Services, Department of Developmental Services, and the Department of State Hospitals at the Sacramento office on a petition for approval of an account of a special needs trust established pursuant to Probate Code section 3604.

(Adopted 1/1/2013; Revised 1/1/2016, 7/1/2025)

4.85 Report of Trustee.

A report shall accompany each account of a trustee and shall include the following:

(1) A concise reference to the purpose of the trust and how they have been satisfied by the trustee during the period of the account;

(2) A list of the beneficiaries (both present and future), the address, relationship to the trustor, whether they are a minor or an adult, and the beneficiary's age, if age is relevant;

(3) A brief summary of distributions made to or for their benefit, as reflected in the account;

(4) Investment objectives, and results with reference to the purpose of the trust, by setting forth a brief summary of the account measured in terms of the specific trust objectives and requirements.

(Adopted 1/1/2013)

CHAPTER 5 - FAMILY LAW

5.00 Title of Rules.

These rules shall be known as the Family Law Local Rules for the Superior Court of California, County of Sacramento.

(Adopted 1/1/2013)

5.01 Construction of Provision Drawn From the Family Code, California Rules of Court, Code of Civil Procedure, Evidence Code, or Other Uniform Act.

A provision of these rules, insofar as it is the same in substance as a provision of the Family Code, California Rules of Court, Code of Civil Procedure, Evidence Code, or other uniform act shall be construed to effectuate the general purpose of said codes or uniform act.

(Adopted 1/1/2013)

5.02 Effect of Headings.

Section headings herein do not in any manner affect the scope, meaning, or intent of these rules.

(Adopted 1/1/2013)

5.03 Construction of Rules.

Unless the provision or context otherwise requires, the general provisions and rules of statutory construction apply to these rules.

(Adopted 1/1/2013)

5.04 Reference to Statute Includes Amendments and Additions.

Whenever a reference is made to statutory law or Rules of Court, the reference applies to all amendments and additions thereto regardless of when made.

(Adopted 1/1/2013)

5.05 Construction of Tenses.

The present tense includes the past and future tenses, and the future, the present.

(Adopted 1/1/2013)

5.06 Meaning of Shall, May, Shall Not, and May Not.

"Shall" is mandatory and "may" is permissive. "Shall not" and "may not" are prohibitory.

(Adopted 1/1/2013)

5.07 Severability of Provisions.

If a provision or clause of these rules or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of these rules which can be given effect without the invalid provision or application, and to this end the provisions of these rules are severable.

(Adopted 1/1/2013)

5.08 Definitions and Use of Terms.

As used in these rules, unless the context or subject matter otherwise requires, the following definitions apply: "Confidential Mediation" means child custody mediation that is confidential, or non-recommending mediation.

"Court-connected Mediation" means "child custody recommending counseling" through the Office of Family Court Services.

"Evaluator" means a court appointed investigator as defined in Family Code section 3110.

"Law and Motion" means all hearings set by the filing of a Request for Order or Request for Domestic Violence Restraining Orders.

"Long Cause Hearing" means a law and motion hearing that cannot be completed within the 15 minutes allowed for short cause hearings.

"Mediation" means "child custody recommending counseling." "Mediator" means a "child custody recommending counselor."

"Presiding Judge" means the Presiding Judge of the Superior Court of California, County of Sacramento.

"Private Mediation" means child custody and visitation mediation conducted by a non-court connected mediator (child custody recommending counselor).

"Self-represented party" means a party not represented by an attorney of record.

"Short Cause Hearing" means a hearing on a law and motion calendar that shall be completed within 15 minutes. "Status Only Judgment" means a Judgment of Dissolution of Marriage or Legal Separation that affects the marital status only and that reserves jurisdiction over all remaining issues in the action, if any.

"Supervising Judge" means the Supervising Judge of Family Law.

(Adopted 1/1/2013; Revised 1/1/2020)

5.09 Assignments in Family Law Departments.

Family Law cases shall be assigned to family law departments as the Supervising Judge determines.

(Adopted 1/1/2013)

5.10 Pending Hearing Date: Disclosure on Pleading.

All pleadings filed for use at a pending hearing shall bear the date and time of the hearing, and department number in which the hearing is set, under the case number of the first page of the pleading or form. If a hearing is not set, the pleading or form shall bear the words "No Hearing."

(Adopted 1/1/2013; Revised 1/1/2016)

5.11 Ex Parte Application for Restoration of Former Name.

When filing an Ex Parte Application for Restoration of Former Name After Entry of Judgment and Order (FL-395) the filing counsel or party shall also submit a single copy of the judgment that was entered. The copy of the judgment is to assist the court in processing the application and does not need to be attached to the application. After processing of the application, the copy of the judgment may be discarded by the court.

(Adopted 1/1/2024)

5.12 Signature of Self-Represented Party on Agreement or Stipulation - Notary Required.

The signature of a defaulted self-represented party to an Agreement or Stipulation shall be subscribed by a duly authorized Notary Public.

(Adopted 1/1/2013; Revised 1/1/2016)

5.13 Ex Parte Application.

(A) Ex parte applications are governed by California Rules of Court, rule 5.151. A judge will only grant ex parte relief if the party requesting it shows a risk of irreparable harm or immediate danger. This is explained further in Family Code section 3064 and California Rules of Court, rule 5.151(d).

(B) The court considers ex parte applications Monday through Friday at 8:30 a.m. The court makes its decision based either on the documents filed by the parties; or following a hearing requested by the court. The moving party, opposing/responding party and attorneys must be reachable by email or phone on the day of the requested ex parte hearing from 8:30 a.m. to noon. If an appearance is required, the court will contact both parties and their attorneys with a time to appear for the hearing.

(C) Requirements of the Moving Party:

(1) Notice and service to opposing/responding party.

The moving party must:

(a) Serve the opposing/responding party with a copy of the ex parte application. The application may be served personally, by fax, by electronic means if permitted, or by overnight mail or other overnight carrier.

(b) Notify the opposing/responding party or their attorney that (i) they must be reachable between 8:30 a.m. and noon on the requested ex parte hearing date if the court determines that an appearance is required; and (ii) they must submit their opposition to the assigned court department by 8:30 a.m. on the requested ex parte hearing date if they wish to file an opposition. Notice may be given personally, by telephone, in writing, by voicemail, or by electronic means if permitted.

(c) Complete (a) above no later than 10:00 a.m. the court day before the moving party wants the matter to be considered by the court, as stated in California Rule of Court, rule 5.165.

(2) Notice to the court.

The moving party must:

(a) Submit their ex parte application to the court via drop-box or by express mail with guaranteed time of delivery by 8:30 a.m., the day before the desired ex parte hearing date.

(b) Provide the court with current telephone numbers and email addresses for all parties and their attorneys, using the Document Drop-Off Sheet for Domestic Violence and Ex Parte Applications form (FL-E/LP-668). This will allow the court to contact all parties if they need to appear for a hearing.

(3) Completed Proof of Service.

The moving party must submit a completed proof of service via drop box or by express mail by 8:30 a.m. on the scheduled ex parte hearing date showing they have complied with items 1(a) and 1(b), above. If the moving party fails to do this, the court may deny the ex parte request or set a later hearing to ensure that the opposing/responding party is properly notified and served.

(4) Request to Waive Notice.

A party may ask the court to waive notice to all parties and their attorneys of the request for emergency orders. To make the request, the party must file a written declaration signed under penalty of perjury that includes facts showing good cause not to give the notice, as explained in California Rules of Court, rule 5.165.

(D) Requirement of the Opposing/Responding Party:

(1) If the opposing/responding party wants to submit a written response for the court to consider, they must submit it to the drop-box by 8:30 a.m. on the scheduled ex parte hearing date, with proof of service to the moving party. Service may be by personal

service, by fax, by electronic means if permitted, or by overnight mail or other overnight carrier.

(E) After the Court Issues a Ruling:

(1) Once the court rules, the court will make the orders available on the Public Case Access System (PCAS). More information on how to access PCAS is available the court's website.

(2) The moving party must serve the opposing/responding party with the ex parte order and file proof of service before the return hearing date.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2022, 1/1/2023, 1/1/2024, 1/1/2025, 1/1/2026)

5.14 Order Shortening Time - Request for Order.

The court, on its own motion or on application for an order shortening time supported by a declaration showing good cause, may prescribe shorter times for the filing and service of papers than the times specified in Code of Civil Procedure section 1005.

(Adopted 1/1/2013)

5.15 Law and Motion Pleadings - Filing - Assignment. Time Limitation.

(A) Law and Motion pleadings, excluding those involving child custody and visitation disputes, shall be filed with the clerk of the court in room 100. Pleadings involving child custody and visitation disputes, shall be filed with the clerk of the court in the Office of Family Court Services, room 104, and shall include a Family Law Case Demographics Information Sheet for Child Custody/Visitation (local form ME-811).

(B) All Law and Motion pleadings shall first be set for a short cause hearing. A short cause hearing shall have a maximum duration of 15 minutes, unless extended by leave of court.

(C) Law and Motion hearings that exceeds, or are likely to exceed, 15 minutes maximum duration may be set for long cause hearing.

(Adopted 1/1/2013; Revised 1/1/2020, 1/1/2022, 1/1/2024, 1/1/2025)

5.16 Confidential Mediation: Office of Family Court Services (FCS).

Mediation resulting from a Petition for Confidential Mediation shall be confidential and, except as otherwise authorized by law, there shall be no mediation report offered to the court. A Petition for Confidential Mediation shall be filed with the clerk of the court in the Office of Family Court Services, room 104.

(Adopted 1/1/2013; Revised 1/1/2022, 1/1/2024, 1/1/2025)

5.17 Recommending Mediation: Referrals to the Office of Family Court Services (FCS).

(A) Except as provided in Local Rules , rule 5.16, mediation of child custody and visitation disputes is non- confidential, and a written report including recommendations may be provided to the parties, counsel, and court pursuant to Family Code section 3183 through the court's Public Case Access System located on the Court's website or at FCS, and the parties must have a copy available to review at any hearing involving custody or visitation issues. Said reports and recommendations may be offered for admission into evidence at hearing or trial, subject to procedural or evidentiary objection.

(B) Parties participating in court-connected mediation and child custody recommending counseling through the Office of Family Court Services shall comply with the guidelines located on the court's website.

(C) Ex parte communication between parties, counsel, mediator and court shall be governed by applicable statutes and California Rules of Court. [Rule required by CRC 5.210(d)(1)(H)]

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2016, 1/1/2018, 1/1/2020, 1/1/2022, 1/1/2024, 1/1/2025, 1/1/2026)

5.18 Recommending Mediation: Referrals to Private Mediation.

(A) "Private Mediation" is child custody and visitation mediation conducted by a non-court connected privately retained mediator (child custody recommending counselor). Private mediation is at the parties' expense.

(B) A party may request that mediation of disputed custody and visitation issues be conducted by a private mediator not affiliated with the court, in lieu of mediation conducted by the Office of Family Court Services. Written notice of a request for private mediation shall be made by filing a Petition for Private Child Custody Recommending Counseling (local form FL/E-LP-601), together with an Order for Private Child Custody Recommending Counseling (local form FL/E-LP-603), a Declaration of Private Child Custody Recommending Counselor Regarding Qualifications (local form FL/E-FR-411) for each mediator proposed in the Petition, and a Proof of Personal Service (Judicial Council form FL-330). Absent agreement otherwise, the party filing the Petition shall advance the cost of private mediation and the court shall reserve jurisdiction to allocate the costs by further order.

(C) Absent a Stipulation, the Petition (local form FL/E-LP-601), Declarations (local form FL/E-FR-411), a blank Response to Petition for Private Child Custody Recommending Counseling (local form FL/E-LP-602), and a copy of the local Instructions for Petition for Private Child Custody Recommending Counseling (Private Mediation) shall be personally served on all parties or their attorney of record before filing them with the court. Within ten (10) calendar days of service of the Petition (local form FL/E-LP-601) on all parties or their attorneys of record, any party may object to the relief requested in the Petition (local form FL/E-LP-601) by serving and filing the Response (local form FL/E-LP-602). Once the court rules on the Petition, the moving party must serve it on all other parties within 5 calendar days of receipt.

(D) Parties may stipulate that they would like to go to private mediation in lieu of mediation conducted by the Office of Family Court Services. Written notice of a request for private mediation shall be made by filing a Petition for Private Child Custody Recommending

Counseling (local form FL/E-LP-601), together with an Order for Private Child Custody Recommending Counseling (local form FL/E-LP-603) a Declaration of Private Child Custody Recommending Counselor Regarding Qualifications (local form FL/E-FR-411) for each mediator proposed in the Petition.

(E) The court may, on the pleadings, grant or deny the relief requested, or it may set the matter for hearing.

(F) A hearing regarding child custody and/or visitation must be scheduled in conjunction with the filing of the Petition for Private Child Custody Recommending Counseling. An order for private mediation shall, by itself, terminate court-connected mediation.

(G) Private mediators shall be subject to the same standards, and have the same rights, responsibilities, and duties, as court-connected mediators.

(H) Requests to change private mediators shall be granted only upon a showing of good cause by noticed Request for Order.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2015, 1/1/2020, 1/1/2022, 1/1/2024, 1/1/2025)

5.19 Court Ordered Child Custody Evaluations - Finding a Qualified Evaluator.

(A) California Rules of Court, rule 5.220 is implemented.

(B) There shall be no peremptory challenge to a court appointed evaluator.

(C) A court appointed child custody evaluator may petition the court to withdraw from a case.

(D) Ex parte communication between parties, counsel, evaluator and court shall be governed by applicable statutes and Rules of Court. [Rule required by CRC 5.220(d)(1)]

(E) A party may obtain information about finding a qualified evaluator by consulting directories in the local area.

(Adopted 1/1/2013; Revised 1/1/2022)

5.20 Admission of Mediation or Evaluation Reports at Short Cause Hearings.

Absent a timely evidentiary objection, or a request for live testimony pursuant to Family Code section 217, the court may receive a mediator's or evaluator's report into evidence and consider its contents at a short cause hearing.

(Adopted 1/1/2013; Revised 1/1/2014)

5.21 Electronic Signatures on Non-Electronic Documents.

Electronic signatures on a document filed by non-electronic means will not be accepted except as 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.

(Adopted 1/1/24; Revised 7/1/24, 1/1/2026)

5.22 Temporary Spousal Support - Calculation.

Except for good cause shown, temporary spousal support shall be calculated by using the computation method commonly known as the "Santa Clara formula" programmed into the support software certified by the Judicial Council. (40% of High Earners net income (less child support) minus 50% of Low Earner's net income = Temporary SS.)

(Adopted 1/1/2013)

5.23 Continuance - Short Cause Hearing, Long Cause Hearing, Trial.

(A) The dates assigned for hearing and trial are firm. All parties and their counsel must regard the date set for hearing and for trial as certain.

(B) Except as allowed by California Rules of Court, rule 5.95, a party seeking a continuance of the date set for hearing or trial, if contested, must make the request for a continuance by noticed motion or an ex parte application with supporting declaration. The party must make the motion or application as soon as reasonably practical once the necessity for the continuance is discovered. Noticed motions or ex parte applications to drop or continue mandatory settlement conference, long cause hearing, or trial shall be heard by the Supervising Judge or judge assigned by the Supervising Judge.

(C) A stipulated request to drop or continue a hearing or trial may be submitted by using Request to Drop or Continue Hearing, Long Cause Hearing or Trial by Stipulation (local form FL/E-CT-031) no less than two business days before the hearing.

(D) Although continuances of hearings and trials are disfavored, each request for a continuance shall be considered on its own merits. The court may grant a continuance only on an affirmative showing of good cause requiring the continuances. Circumstances that may indicate good cause are specified in California Rules of Court, rule 3.1332(c) and (d).

(Adopted 1/1/2013; Revised 1/1/2016, 1/1/2020, 1/1/2022)

5.24 Remote Proceedings.

(A) The court uses the Zoom application to conduct remote proceedings. Instructions for using Zoom to participate in Family Court proceedings can be found on the court's website.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2015, 1/1/2018, 1/1/2020, 1/1/2022, 1/1/2024, 1/1/2025)

5.25 Discovery - Pre-Judgment - Post-Judgment.

(A) Pre-judgment discovery is subject to the rules and procedures of the Civil Discovery Act (Part 4, Title 4, of the Code of Civil Procedure) and the California Rules of Court, except as provided in Family Code section 6309. In addition to all discovery conducted prior to entry of

judgment, "pre-judgment" includes discovery related to "reserved bifurcated issues" after a "status only judgment" has been entered.

(B) Post-judgment discovery is subject to the rules and procedures of the Civil Discovery Act (Part 4, Title 4, of the Code of Civil Procedure) and the California Rules of Court, excepting that "the date initially set for trial of the action" specified in Code of Civil Procedure section 2024.020(a) shall mean the date the post-judgment motion was initially set for "long cause hearing."

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2022, 1/1/2025)

5.26 Trial Setting Memorandum to Set.

(A) A party may set all issues in a case for trial by filing a Memorandum to Set (Family Law) (local form FL/E-LP-625). Prior to filing the Memorandum to Set, the filing party shall have:

(1) Verified that a Response, Answer, or other responsive pleading is filed in the case;

(2) Served the Preliminary Declaration of Disclosure on all other parties to the action;

(3) Received a copy of the other party's Preliminary Declaration of Disclosure or has obtained a waiver pursuant to Family Code section 2107;

(4) Provided responses to discovery propounded under the Discovery Act, excepting that discovery properly objected to; and

(5) Met and conferred, or attempted to meet and confer, with all other parties to determine agreed upon Mandatory Settlement Conference and Trial dates.

(B) Within 10 days of service of the Memorandum to Set, any party may object to the trial setting by filing a Counter Memorandum to Set (Family Law) (local form F L/ E - LP-605) via the drop box and serving the same on all other parties. If local form FL/E-LP-605 is timely filed, Mandatory Settlement Conference and Trial dates shall not be set until the court has resolved the trial setting dispute.

(C) Trial dates are posted on the court's website.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2017, 1/1/2018, 1/1/2020, 1/1/2024, 1/1/2025)

5.27 Time Estimates - Long Cause Hearing and Trial.

At the time a case is set for long cause hearing or trial, the parties shall provide a time estimate of the anticipated length of the long cause hearing or trial. A one-day trial is estimated to be about 5 hours. A two-day trial is estimated to be about 5 hours the first day and 6 hours the second day. The court will rely on the accuracy of the time estimate in setting cases and managing its calendar. All parties must regard the time estimate as certain. Absent a showing of good cause, if the case is not completed within the time estimate, the court may deem the case submitted on the evidence received, order the case off calendar, declare a mistrial, or complete the trial or hearing.

(Adopted 1/1/2013; Revised 1/1/2024)

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.

(B) Mandatory Settlement Conference is not required for the following proceedings: Adoptions, Termination of Parental Rights in Adoption Proceedings, Freedom from Parental Custody and Control, Contempt, Domestic Violence Prevention, and Pre-Judgment default prove-up.

(C) Parties must report to Department 128 no later than 8:30 a.m. Conflicting hearings in other courts or departments could result in the trial being dropped. Until excused by the court, each party and counsel shall personally appear at the Mandatory Settlement Conference and shall negotiate in good faith toward resolution of the issues then pending before the court.

(D) Unless the court orders another time period, no later than five court days before the date set for Mandatory Settlement Conference, the parties shall meet and confer, in person or by telephone, and shall:

(1) Identify the facts and issues set for hearing or trial that are uncontested and may be the subject of stipulation;

(2) Identify the facts and issues in the case that are in dispute;

(3) Identify the amount in dispute given the parties respective positions, to the extent the issue lends itself to such an analysis;

(4) Identify and, if possible, resolve, any disclosure or discovery disputes;

(5) Identify and, if possible, resolve, any evidentiary disputes;

(6) Determine whether the cost incurred by the parties to proceed to hearing or trial is reasonable as measured against the amount in dispute; and

(7) Determine whether settlement is possible.

(E) If both parties are self-represented and there is a Domestic Violence Restraining Order or other order prohibiting contact between the parties, then the requirement to meet and confer is excused.

(F) Failure to comply with this rule may result in sanctions as authorized in Code of Civil Procedure section 575.2.

(Adopted 1/1/2013; Revised 1/1/2020, 1/1/2022, 1/1/2025)

5.29 Statement of Issues and Contentions.

(A) At least 20 days prior to the date set for Mandatory Settlement Conference, each party shall serve and file a Statement of Issues and Contentions on all other parties to the case.

(B) The original and two copies of the Statement of Issues and Contentions shall be presented to the courtroom clerk in Department 128 for filing and endorsement. The original Statement of Issues and Contentions shall be filed 20 days prior to the Mandatory Settlement Conference. The two copies shall be endorsed and retained by the court for use by the settlement conference temporary judges.

(C) The Statement of Issues and Contentions shall identify each issue in dispute, the contention of the party as to each issue in dispute, and the legal authority supporting the party's contention, excluding extensive argument.

(D) The format of the Statement of Issues and Contentions shall be:

(1) Caption: In addition to that required by Code of Civil Procedure section 422.30, the caption shall bear the date and time of the mandatory settlement conference and of the long cause hearing or trial on the first page of the pleading immediately beneath the case number and pleading title.

(2) Statistical information:

(a) Date of marriage and date of separation, if a marital case;

(b) Names and dates of birth of all minor children.

(3) Current Orders: Identify each current order by date the order was issued for the following:

(a) Child custody and visitation;

(b) Child support;

(c) Spousal support;

(d) Domestic violence restraining order.

(4) Contested Issues and Contentions: Identify each issue in dispute, the contention of the party as to each issue in dispute, and the legal authority supporting the contention. The order of identification shall be:

(a) Custody and visitation;

(b) Child support;

(c) Spousal support;

(d) Property characterization and division;

(e) Credits, reimbursements, and offsets;

(f) Attorney fees and costs;

(g) Other miscellaneous disputed issues.

(5) A list of all witnesses to be called at trial and a brief statement of the expected area of testimony of each witness.

(6) Confirmation that the matter can be concluded within the existing trial estimate.

(E) In the event that a Mandatory Settlement Conference is continued, all parties shall serve and file a Supplemental Statement of Issues and Contentions within the time prescribed by this rule.

(F) If counsel, a party represented by counsel, or an unrepresented party fails to comply with any of the requirements of this rule, the court on motion of a party or on its own motion may strike all or any part of a pleading of that party, dismiss the action or proceeding or any part thereof, enter a judgment by default against that party, or impose other penalties of a lesser nature as otherwise provided by law, and may order that party or his or her counsel to reimburse the moving party for reasonable expenses in making the motion, including reasonable attorney fees as authorized in Code of Civil Procedure section 575.2.

(Adopted 1/1/2013; Revised 1/1/2020, 1/1/2022)

5.30 Preparation and Submission of Findings and Order After Hearing; Long Cause Hearing.

(A) Except when a Statement of Decision is required, the party directed by the court to prepare a Findings and Order After Hearing [Form FL-340] shall, within twenty days of the ruling, serve by any means authorized by law a proposed order on all other parties for review and approval. Within ten days after service of the proposed order, the other party or parties shall either approve the order as conforming to the courts order or notify the party directed to prepare the order by writing of any reasons for disapproval. Failure to notify the party ordered to prepare the order within the time required shall be deemed an approval of the order and the party ordered to prepare the order shall then submit the order, together with a copy of the court's minute order from the hearing, a proof of service evidencing service of the proposed order, and a cover letter advising the court of the other party or parties' failure to timely respond, to the court for entry.

(B) If a party timely notifies the party directed to prepare the order in writing of the reasons for disapproval of the proposed order, the party directed to prepare the order shall submit the proposed order, a copy of the court's minute order from the hearing, and a copy of the writing setting forth the reasons for disapproval, to the court for review. Upon review, the court may enter the order, modify and enter the order, order a party to modify and resubmit the order for entry, or notice a hearing re-entry of the order.

(C) If the party directed by the court to prepare a Findings and Order After Hearing fails to prepare and submit the order as required by subsection (a) above, any other party may prepare and submit the order, together with a copy of the court's minute order from the hearing and a cover letter advising the court of the failure of the party directed to prepare the order to so prepare the order, to the court for entry.

(D) When a Statement of Decision is required, Code of Civil Procedure section 632 and California Rules of Court sections 3.1590 - 3.1591 govern.

(Adopted 1/1/2024)

5.31 Stipulation to Establish or Modify Child Support - Child Receiving Public Assistance.

A stipulation to establish or modify child support payable for a child receiving public assistance shall be approved and signed by an authorized representative of the local child support agency of the county providing public assistance, or of the county in which the existing child support order is registered.

(Adopted 1/1/2013)

5.32 Requests to Change Mediators - Peremptory Challenge to Court-Connected Mediator; Complaints.

(A) There shall be no peremptory challenge to a court-connected mediator.

(B) Complaints relating to court-connected mediation may be identified in writing and submitted to the Family Court Services Manager for review.

(Adopted 1/1/2013; Revised 1/1/2016, 1/1/2022)

5.33 Complaint Process - Child Custody Evaluators.

A party to the action may present a complaint about the performance of a child custody evaluator to the Supervising Judge. Said complaint shall be in writing and copies of the complaint shall be served on all parties. A proof of service evidencing service of the complaint on all parties is required. A response to the complaint, if any, shall be presented to the Supervising Judge within seven days of service of the complaint. Said response shall be in writing and copies of the response shall be served on all parties. A proof of service evidencing service of the response on all parties is required. Upon receipt of the complaint and the response, if any, the Supervising Judge may respond to the complaint as the Supervising Judge deems appropriate. [Rule required by CRC 5.225(k)]

(Adopted 1/1/2013)

5.34 Family Centered Case Resolution

(A) Pursuant to California Rules of Court, Rule 5.83, Status Conferences are scheduled for family law cases to assist parties in having their cases move through the court process in a timely, fair, and effective manner.

(B) Upon the filing of a dissolution, legal separation, nullity, or parentage case, the court will schedule three Status Conference dates 6 months, 12 months, and 18 months after filing and will provide the petitioner with a Notice of Family Centered Case Resolution Status Conference that includes the Status Conference dates. Additional Status Conferences will be set by the Court as needed or if requested by a party by filing a Request for Order.

(C) The Petitioner shall serve the Notice of Family Centered Case Resolution Status Conference on the Respondent at the same time as the petition and summons and file proof of service according to statute. If the court reschedules and or all of the status conferences prior to the Respondent's first

appearance, the Petitioner shall serve the Amended Notice of Family Centered Case Resolution Conference and file proof of service.

(D) Upon entry of final judgment, or judgment on reserved issues if the matter had been bifurcated, the court will vacate any outstanding Status Conferences.

(E) Any party may request additional Case Management Conferences by filing a Request for Order or during their Status Conference.

(Adopted 1/1/2026)

5.35 Filing Fee - Pleadings Filed by Minor's Counsel On Behalf of Minor.

The filing fee for a pleading filed by minor's counsel on behalf of a minor child is waived for said minor. The court may assess the filing fee to a party, or parties, to the action.

(Adopted 1/1/2013)

5.36 Minor's Counsel - Complaint Procedure.

A party to the action may present a complaint about the performance of minor's counsel to the Supervising Judge. The complaint shall be in writing and copies of the complaint shall be served on all parties. A proof of service evidencing service of the complaint on all parties is required. A response to the complaint, if any, shall be presented to the Supervising Judge within seven days of service of the complaint. Said response shall be in writing and copies of the response shall be served on all parties. A proof of service evidencing service of the response on all parties is required. Upon receipt of the complaint and the response, if any, the Supervising Judge may respond to the complaint as the Supervising Judge deems appropriate. [Rule required by CRC 5.240(e)]

(Adopted 1/1/2013)

5.37 Family Law Facilitator - Additional Duties.

To the extent adequate funding is provided, the Family Law Facilitator may perform the following duties in addition to those mandated by Family Code section 10004:

(A) Assist the clerk in maintaining records;

(B) Prepare formal orders consistent with the court's announced order;

(C) Provide the services specified in Family Code section 10004 concerning the issues of child custody and visitation as they relate to calculating child support;

(D) Other duties as the court may from time to time approve as promoting the purpose and intent of Division 14 of the Family Code.

(Adopted 1/1/2013)

5.38 Electronic Evidence for Trials and Specially Set Hearings

Parties shall comply with California Rules of Court, Rule 2.1040 when submitting electronic recordings into evidence. The court does not accept the filing of evidence submitted by electronic means (e.g. USB drive or CD) for law and motion proceedings.

(Adopted 1/1/2026)

CHAPTER 6 - JUVENILE COURT CONFIDENTIALITY AND MEDIA POLICIES

6.00 Scope of Rules.

Except as otherwise provided by law, the disclosure of juvenile case file records, the exchange of information between and among agencies concerned with court matters affecting children, media coverage of juvenile court matters, and admission of public and persons having interest in a juvenile case shall be governed by the rules contained in this chapter and by Sacramento County Juvenile Court Standing Order SCC-JV-99-021

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2022)

6.01 Exchange of Information and Disclosure of Juvenile Court Records.

(A) The Probation Department, Family Court Services staff, Probate Court investigators, and the Department of Child, Family and Adult Services may disclose to each other information concerning any minor who is the subject of any investigation or any matter pending before the court as necessary for each entity to carry out its duties to the court. Confidential information exchanged under this rule remains confidential and shall not be further released except as provided by law, these rules, or other order of the court.

(B) Access to juvenile case file records including documents and information maintained by the Department of Child, Family and Adult Services and the Probation Department is governed by Welfare and Institutions Code section 827, California Rules of Court, rule 5.552 and Sacramento County Juvenile Court Standing Order SSC-JV-99-021.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2022)

6.02 Public Admission and Media Coverage of Juvenile Court Matters.

Local Rules, rules 6.02 – 6.09 address media coverage of Juvenile Court matters and admission of public and persons having interest in a juvenile case. Unless otherwise ordered by the court, these rules apply to print and electronic broadcast coverage of both juvenile justice and dependency matters, whether taking place in or outside of the courtroom. This rule adopts the definitions used in California Rules of Court, rule 1.150(b).

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2022, 7/1/2025)

6.03 Notice and Request to Attend Court Proceedings.

(A) Non-Confidential Juvenile Justice Proceedings. Juvenile Justice proceedings described in Welfare and Institutions Code section 676(a) are open to the public. Print and broadcast media representatives may attend those proceedings without prior permission of the court, if seating is available in the courtroom. However, in the absence of a court order as described in Local Rules, rule 6.04, no cameras or recording equipment shall be permitted in the courtroom.

(B) Confidential Proceedings. In all other juvenile justice cases and for all dependency cases, permission to attend the court proceedings is in the discretion of the Presiding Judge of

the Juvenile Court or bench officer presiding over the matter. A written request seeking permission to attend confidential proceedings must be filed using the Request to Attend Juvenile Court Proceedings (local form JC\E-006). The original and one copy must be submitted.

(C) Filing. Either type of request may be filed in person, by mail or by email. Requests to attend juvenile justice or dependency matters shall be filed at the 1st floor reception counter at the Juvenile Courthouse, 9605 Kiefer Boulevard, Sacramento, CA 95827 or by email to JuvenileCourtAdmin@saccourt.ca.gov.

(D) Timeliness of Filing. Unless good cause is shown, either type of request must be filed by (a) 10:00 a.m. the day of the hearing for cases that are calendared for the afternoon session; or (b) 3:30 p.m. the business day before the hearing for cases that are calendared for the morning session. The court clerk shall serve on counsel a copy of the request by personal delivery in the courtroom prior to the court hearing.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2018, 1/1/2022, 7/1/2025)

6.04 Use of Cameras or Recording Equipment.

(A) Dependency Proceedings. Pursuant to California Rules of Court, rule 1.150(e)(6), the bench officer presiding over any dependency matter shall not have discretion to permit cameras or recording equipment in the courtroom.

(B) Confidential Juvenile Justice Proceedings. Pursuant to California Rules of Court, rule 1.150(e)(6), the bench officer presiding over any delinquency matter not described in Welfare and Institutions Code section 676(a) shall not have discretion to permit cameras or recording equipment in the courtroom.

(C) Non-Confidential Juvenile Justice Proceedings. Permission to use cameras or recording equipment while attending non-confidential Delinquency Court proceedings is in the discretion of the bench officer presiding over the matter. A California Rules of Court, rule 1.150, the Order on Media Request to Permit Coverage (Judicial Council form (MC-510), must be filed in order to seek the exercise of such discretion.

(1) A California Rules of Court, rule 1.150 request may be filed in person or by mail at the 1st floor reception counter at the Juvenile Courthouse, 9605 Kiefer Boulevard, Sacramento, CA 95827. Requests may also be submitted by email to JuvenileCourtAdmin@saccourt.ca.gov.

(2) Unless good cause is shown, a California Rules of Court, rule 1.150 request must be filed at least five court days before the hearing to be covered. The court clerk shall serve on counsel a copy of the request by personal delivery in the courtroom prior to the court hearing.

(3) When photography or video/audio recording is permitted during a Juvenile Justice Court proceeding, the camera view must be restricted to the shoulders of the minor and below. No view of the front or back of the head of the minor and/or his/her family shall be recorded.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2018, 1/1/2022, 7/1/2025)

6.05 Identification, Check-in and Waiting Area.

(A) Identification. All members of the print and broadcast media must display visible identification at all times while inside the Juvenile Courthouse. (B) Check-In. Upon arrival at the 1st floor of the Juvenile Courthouse all members of the media shall inform the receptionist of their presence. The receptionist shall inform the appropriate courtroom personnel of the names of the media representatives present so that their attendance can be assured when the case is called.

(C) Waiting Area. Cameras and other recording equipment must be taken immediately to the designated media waiting area upon arrival as directed by court security. Such equipment may not be stored or displayed in the lobby area where minors are present.

(Adopted 1/1/2013; Revised 1/1/2022, 7/1/2025, 7/1/2026)

6.06 (Deleted effective 1/1/2014)

6.07 Locations for Photography and/or Video/Audio Recording.

(A) Inside. No photography or video/audio recording shall take place in the hallways or lobby areas of the Juvenile Courthouse. In addition, no photography or video/audio recording shall take place in the courtrooms when court is not in session, before or after a case is formally called on-the-record.

(B) Outside. Without the express consent of the child/minor or his/her attorney, there shall be no photography or video/audio recording of the child/minor or his/her family on the sidewalks or parking lot adjacent to the Juvenile Courthouse.

No photography or video/audio recording shall take place within 100 feet of the front door of the Juvenile Courthouse. Photography or video/audio recording beyond 100 feet of the front door of the building shall not include any view of the front door of the building or persons entering or leaving that door. Camera or video recording is permitted at those locations without order of the court.

No photography or video recording shall take place at the rear of the Juvenile Courthouse or the B.T. Collins Juvenile Center building that displays the security and/or booking entrance to the Youth Detention Facility.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2018, 7/1/2026)

6.08 Pooling.

Due to the small size of the juvenile justice courtrooms and the limited seating available, in all cases where video recording of a juvenile justice case is permitted by court order for more than one broadcast media station, only a single camera shall be allowed in the courtroom. A

condition of granting the order to record the courtroom session shall include a requirement that such stations arrange for a pooling and sharing of the recorded material.

(Adopted 1/1/2013; Revised 7/1/2025)

6.09 Photography or Video/Audio Recording of Minors in Juvenile Institutions.

Except upon an order issued by the Presiding Judge of the Juvenile Court, no photograph or video recording of any portion of the body of a minor detained in, or committed to, the Youth Detention Facility is permitted.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2018, 1/1/2022)

CHAPTER 7 - JUVENILE DEPENDENCY

7.00 Court Appointed Special Advocate Program (CASA).

The Presiding Judge of the Juvenile Court may appoint a special advocate program, which shall adhere to the requirements set forth in California Rules of Court, rule 5.655.

(Adopted 1/1/2013; Revised 1/1/2022)

7.01 Appointment of CASA.

(A) The Court may appoint the CASA program for a particular minor or nonminor dependent at any time, including prior to ruling on Jurisdiction, either upon its own motion or up the motion of any party. If the Court makes such an order, counsel for the minor or nonminor dependent shall submit a referral to the CASA program.

(B) A CASA volunteer shall have the opportunity to be present and be heard at all court hearings, and shall not be subject to exclusion by virtue of the fact that they may be called to testify at some point in the proceedings. A CASA volunteer shall not be deemed to be a "party," as described in Title 3 of Part II of the Code of Civil Procedure. However, the court, in its discretion, shall have the authority to grant the CASA Advocate amicus curiae status, which includes the right to appear with counsel.

(C) CASA reports shall be filed with the court at least two days prior to the hearing. The CASA program shall also provide a copy of the report to all counsel, tribal representatives, self-represented litigants, and any de facto parent at least two days before the hearing.

(D) Any request by the CASA program to vacate the appointment of the program shall be accompanied by a statement of cause.

(Adopted 1/1/2013; Revised 1/1/2022, 7/1/2025, 1/1/2026)

7.02 (Deleted effective 1/1/2026)

7.03 Removal, Resignation, and Termination of CASA Volunteer.

(A) A CASA volunteer may resign from an individual case or the CASA program or may be removed from an individual case in accordance with California Rules of Court, rule 5.655(I).

(B) A CASA volunteer may file a grievance regarding the CASA program with the Presiding Judge of the Juvenile Court if the volunteer has exhausted the CASA program's grievance process and certifies that fact in the grievance filed with the Presiding Judge of the Juvenile Court. The Presiding Judge of the Juvenile Court shall investigate the grievance as they deem appropriate, respond in writing to the CASA volunteer and CASA Executive Director regarding the results of the investigation, and take any action the Presiding Judge of the Juvenile Court deems appropriate.

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2022, 1/1/2026)

7.04 Filings.

(A) Unless otherwise noted in these rules or permitted, all motions and documents shall be submitted electronically or filed directly with the filing counter located on the 1st floor of the Juvenile Courthouse located at 9605 Kiefer Boulevard, Sacramento CA 95827.

(B) Documents filed on the day a matter is set for hearing shall be filed directly in the courtroom where the matter is being heard.

(C) Unless otherwise ordered by the Court, all reports shall be filed within applicable statutory and California Rules of Court deadlines. For hearings where no law or Rule of Court specifies a filing deadline, reports shall be filed no later than 48 calendar hours prior to the scheduled hearing, unless otherwise ordered by the Court. If a report is not timely filed consistent with this Local Rule, the Court may grant a continuance for a requesting party, upon a showing of good cause, if it determines the continuance is not contrary to the interest of the minor.

(Adopted 1/1/2013; Revised 1/1/2017, 1/1/2018, 1/1/2022, 7/1/2025, 1/1/2026, 7/1/2026)

7.05 (Deleted effective 1/1/2022)

7.06 Counsel of Record and Self-Represented Litigants.

Whenever in these juvenile dependency rules a requirement is imposed on counsel, that requirement is equally applicable to a self-represented litigant.

(Adopted 1/1/2013; Revised 1/1/2014)

7.07 Direct Calendaring, Calendar Call, and Appearances.

(A) Dependency departments are operated on a direct calendaring system.

(B) Unless otherwise ordered by the court, each dependency department calls the calendar for the entire day at 8:30 a.m. Counsel with matters in a Juvenile Dependency Court shall appear by 8:30 a.m. unless excused by the court or arrangements are made for a substitute counsel to handle the matter. The substitute counsel shall be authorized and prepared to proceed with any matter.

(C) A counsel who does not appear on time for calendar call is required to inform the judicial officer of the reasons for not appearing on time. All counsel shall keep the court advised of their whereabouts during the calendar.

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2022, 1/1/2025, 7/1/2025, 1/1/2026)

7.08 Detention Hearing or Initial Appearance.

At the detention hearing or initial appearance, counsel shall be prepared to do the following:

(A) Parent's counsel shall assist in completing and filing the Notification of Mailing Address (Judicial Council form JV-140) with the clerk of the court, and subsequently complete and file an updated Judicial Council form JV-140, reflecting any changes in mailing address.

(B) Parent's counsel shall advise the court whether the parents have any Native American heritage, and file the Parental Notification of Indian Status (Judicial Council form ICWA-020);

(C) All counsel shall advise the court regarding paternity issues.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2018, 1/1/2019, 7/1/2026)

7.09 Contact with Parties Prior to Hearing (In/Out of Custody).

(A) Cases involving in-custody parties have priority on the court's calendar. Counsel representing in-custody parties shall give priority to interviewing these parties.

(B) A counsel representing a party, whether or not in custody, shall make every reasonable effort to contact and interview the party prior to the next scheduled hearing date. Counsel shall make every reasonable effort to discover their client's position and shall inform the court whether the matter can proceed in the client's absence. Counsel shall be prepared to state on-the-record the efforts made to contact the client.

(Adopted 1/1/2013; Revised 1/1/2022)

7.10 Jurisdictional/Dispositional Hearings.

In all submitted jurisdictional hearings, counsel shall assist the parent in completing the Waiver of Rights-Juvenile Dependency (Judicial Council form JV-190).

(Adopted 1/1/2013; Revised 1/1/2018)

7.11 (Deleted effective 1/1/2022)

7.12 Ex Parte Orders.

(A) Ex parte applications may be submitted on Juvenile Ex Parte Application and Declaration Re Notice (local form JC/E-335), a copy of which is available on the court’s website.

(B) Applications and supporting documents shall be submitted to the clerk of the department in which the matter is pending.

(C) An applicant for an ex parte order shall give a minimum of 24 hours’ notice to interested parties, absent a showing of exceptional circumstances. An ex parte application that does not contain a statement concerning notice may be summarily denied.

(D) If an order issues after an ex parte application, then the applicant shall provide an endorsed filed copy of the ex parte application and order to all parties and their counsel.

(Adopted 1/1/2013; Revised 1/1/2022, 1/1/2025, 7/1/2026)

7.13 Orders to Produce Out of County or State Prison Incarcerated Parties/Individuals in Dependency Cases.

(A) Initial Detention Hearing

If Counsel for the incarcerated parent requests a continuance of the Initial/Detention Hearing which is granted by the Court, Counsel shall prepare and submit an Order for Prisoner's Appearance at Hearing Affecting Parental Rights (form JV-450) and Prisoner's Statement Regarding Appearances at Hearing Parental Rights (form JV-451) to the assigned department prior to the continued hearing date within the timeframe ordered by the Court.

(1) The submitted form JV-450 shall identify the specific type of hearing at which the incarcerated parent's attendance is requested.

(2) Counsel for the incarcerated parent shall attach a declaration to the JV-450 that demonstrates good cause for the attendance of the incarcerated parent, including a recitation of facts and/or a statement from the incarcerated parent indicating that the incarcerated parent has expressed a desire to be present.

(3) If ordered by the Court, the clerk will return a copy of the signed order to all counsel and Department of Child, Family and Adult Services (DCFAS) within two (2) court days.

(4) If ordered by the Court, the clerk shall attach a copy of the signed form JV-450 and form JV-451 to the Notice of Hearing served on the incarcerated parent and institution.

(5) If the institution provides the completed JV-451 to the Court, the clerk will return a copy of the JV-451 to all counsel and DCFAS within two (2) court days.

(6) If ordered by the Court, Counsel for the incarcerated parent shall make reasonable efforts to check with the Litigation Coordinator at the designated institution prior to the date and time for the noticed hearing to ascertain if the form JV-450 and form JV-451 was received and if the parent will be appearing for the hearing.

(B) Jurisdiction and Disposition Hearings

(1) Counsel for the incarcerated parent shall prepare and submit an Order for Prisoner's Appearance at Hearing Affecting Parental Rights (form JV-450) and Prisoner's Statement Regarding Appearances at Hearing Parental Rights (form JV-451) to the assigned department at least 28 days prior to the scheduled hearing.

(2) The submitted form JV-450 shall identify the specific type of hearing at which the incarcerated parent's attendance is requested.

(3) The clerk will return a copy of the signed form JV-450 to all counsel and Department of Child, Family and Adult Services (DCFAS) within two (2) court days.

(4) The clerk shall attach a copy of the signed form JV-450 and form JV-451 to the Notice of Hearing served on the incarcerated parent and institution.

(5) If the institution provides the completed JV-451 to the Court, the clerk will return a copy of the JV-451 to all counsel and DCFAS within two (2) court days.

(6) Counsel for the incarcerated parent shall make reasonable efforts to check with the Litigation Coordinator at the designated institution prior to the date and time for the noticed hearing to ascertain if the form JV-450 and form JV-451 were received and if the parent will be appearing for the hearing.

(C) Status Review and Other Hearings

(1) If an appearance is requested by counsel and approved by the Court, counsel for the incarcerated parent shall prepare and submit an Order for Prisoner's Appearance at Hearing Affecting Parental Rights (form JV-450) and Prisoner's Statement Regarding Appearances at Hearing Parental Rights (form JV-451) to the assigned department at least 28 days prior to the scheduled hearing.

(2) Counsel for the incarcerated parent shall attach a declaration to the JV-450 that demonstrates good cause for the attendance of the incarcerated parent, including a recitation of facts and/or a statement from the incarcerated parent indicating that the incarcerated parent has expressed a desire to be present.

(3) The clerk will return a copy of the signed order to all counsel and the Department of Child, Family and Adult Services (DCFAS),

(4) DCFAS will attach a copy of the signed form JV-450 and form JV-451 to the Notice of hearing served on the incarcerated parent and institution.

(5) If the institution provides the completed JV-451 to the Court, the clerk will return a copy of the JV-451 to all counsel and DCFAS within two (2) court days.

(6) Counsel for the incarcerated parent shall make reasonable efforts to check with the Litigation Coordinator at the designated institution prior to the date and time for the noticed hearing to ascertain if the form JV-450 and form JV-451 was received and if the parent will be appearing for the hearing.

(D) Hearings under Welfare and Institutions Code Section 366.26

(1) Department of Child, Family and Adult Services (DCFAS) shall prepare and submit an Order for Prisoner's Appearances at Hearing Affecting Parental Rights (form JV-450) and blank Prisoner's Statement Regarding Appearances at Hearing Parental Rights (form JV-451) at the Welfare and Institutions Code Section 366.26 Status Review Hearing when termination of parental rights is or may be at issue.

(2) The submitted form JV-450 shall identify the specific type of hearing at which the incarcerated parent's attendance is requested.

(3) The clerk will return a copy of the signed order to all counsel and DCFAS within two (2) court days.

(4) DCFAS will attach a copy of the signed form JV-450 and form JV-451 to the Notice of Hearing served on the incarcerated parent and institution.

(5) If the institution provides the completed JV-451 to the Court, the clerk will return a copy of the JV-451 to all counsel and DCFAS within two (2) court days.

(6) Counsel for the incarcerated parent shall make reasonable efforts to check with the Litigation Coordinator at the designated institution prior to the date and time for the noticed hearing to ascertain if the form JV-450 and form JV-451 was received and if the parent will be appearing for the hearing.

(E) State Prisoner Testimony

(1) In situations where California Rule of Court, Rule 5.530(f), and form JV-450 and form JV-451 are not applicable, an Order to Produce State Prisoner to Testify (local form JC-E 331), shall be submitted at least 28 days prior to the scheduled hearing.

(2) Requests for an Order to Produce State Prisoner to Testify shall be submitted to the assigned department. The application shall contain:

(a) The specific type of hearing at which the witness's attendance is requested, and

(b) A declaration showing the testimony is material and necessary.

(3) The clerk will return a copy of the signed order to all counsel and DCFAS within two (2) court days.

(4) Counsel for the requesting party shall serve a copy of the JC-E 331 on the incarcerated witness and institution.

(5) Counsel for the requesting party shall make reasonable efforts to check with the Litigation Coordinator at the designated institution prior to the date and time for the noticed hearing to ascertain if the JCE 331 was received and if the incarcerated witness will be appearing for the hearing.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2018, 1/1/2022, 1/1/2024, 1/1/2026)

7.14 Pre-Trial Statement and Pre-Trial Conference.

The Juvenile Court adopts the policy that pre-trial statements and good faith efforts to settle dependency proceedings are an essential part of the Juvenile Court process, and that good faith efforts to settle shall be made during the pre- trial conference in conformity with the rules of this chapter. Unless otherwise ordered by the court, no trial date shall be set unless a pre-trial has been set or has been completed.

(Adopted 1/1/2013)

7.15 Pre-Trial Statement.

The Pre-Trial Statement shall be in writing and shall address the issues as set forth in the Pre-Trial Statement (local form JC\E-305) located on the Court's website and at the Juvenile Dependency Court filing counter. Use of the proposed form is encouraged but not required.

The statement shall be sufficiently detailed to enable the judicial officer to conduct a meaningful pre-trial conference.

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2025)

7.16 Pre-Trial Conference Procedures.

(A) Unless otherwise ordered by the court, any time a matter is scheduled for a pre-trial, each party shall prepare, serve, and file a pre-trial statement in conformity with the rules of this chapter.

(B) The pre-trial statement shall be filed with the court and served upon the parties at least two judicial days prior to the date set for the pre-trial conference.

(C) All adult parties and counsel whose consent is required to effect a binding settlement shall be personally present at the pre-trial conference unless excused by the Juvenile Court

(D) In the pre-trial conference, all counsel shall be prepared to address pre-trial issues and settlement proposals.

(Adopted 1/1/2013; Revised 1/1/2022)

7.17 Meet and Confer.

(A) Unless otherwise ordered by the court, counsel for the parties in each dependency matter and any self- represented litigant shall meet and confer with each other and, where applicable, with the Department of Child, Family and Adult Services (DCFAS), tribal representatives, and with the Court Appointed Special Advocate (CASA), as set forth herein, prior to seeking a court order on those matters described in this rule. Failure to meet and confer in good faith may be a basis for imposition of sanctions.

(B) Issues Subject to Meet and Confer

(1) Parent-Child Visitation;

(2) Discovery;

(3) Services to be provided to a parent or child by DCFAS;

(4) Home evaluation or placement with a relative; and

(5) Any other issue in the discretion of the judicial officer.

(C) Duties of Counsel and Self-Represented Litigants Prior to the Court Hearing

(1) Not later than two days prior to the scheduled hearing, advise all parties and tribal representatives of the order requested, to allow opposing sides time to prepare and respond.

(2) The moving party shall ascertain which parties agree to or oppose the proposed order.

(3) If an agreement is reached that requires a court order, the parties shall determine the exact wording of the order.

(4) Counsel and any self-represented litigant may prepare and submit the Stipulation and Request for Order Following Meet and Confer (local form JC\E-324) and Order on Stipulation and Request for Order Following Meet and Confer (local form JC\E-324_Order) to obtain an appropriate order.

(D) Duties of Counsel and Parties Not Represented by Counsel at the Court Hearing

(1) At calendar call, the moving party shall inform the court whether the parties have (a) met and conferred and (b) reached an agreement.

(2) In cases where an agreement has been reached prior to the court hearing, the moving party shall convey the agreed upon language to the judicial officer.

(3) In cases where an agreement has not been reached prior to the court hearing, the parties shall be prepared to argue the matter on the record.

(E) Judicial Modification

The above rules shall not prevent any judicial officer to whom a case is assigned from modifying, changing, or supplementing an order as may appear necessary or appropriate.

(Adopted 1/1/2013; Revised 1/1/2017, 1/1/2018, 1/1/2019, 1/1/2022, 7/1/2025)

7.18 Hospitalizations for Mental Health Evaluation and Treatment.

(A) Involuntary Psychiatric Hospitalizations of Dependent Minor

(1) 72-Hour Psychiatric Hold. Upon notice of a dependent minor's 72-hour hold for evaluation and treatment pursuant to Welfare and Institutions Code section 5585 et seq., the Department of Child, Family and Adult Services (DCFAS) shall provide notice to the court and minor's counsel and parties of the name, address, and phone number of the facility or person responsible for the minor's care. Such notice shall be provided immediately, and in any event no later than the close of business the day following DCFAS's receipt notice of the 72-hour hold. Such notice may be provided through the Notice of Psychiatric Hospitalization and/or Release of Minor (local form JC\E-311).

(2) 14-Day Psychiatric Hold. Upon completion of the initial evaluation, DCFAS shall notify the court, counsel, and parties of the results of the evaluation and whether or not the minor was certified for an additional 14 days of treatment pursuant to Welfare and Institutions Code section 5250. Such notice shall be provided immediately, and in any event no later than the close of business the day following DCFAS's receipt of notice of the minor's evaluation. Such notice may be provided through the Notice of Psychiatric Hospitalization and/or Release of Minor (local form JC\E-311).

(3) 30-Day Psychiatric Hold. DCFAS shall immediately notify the court, counsel, and parties if the minor is certified for an additional 30 days of treatment pursuant to Welfare and Institutions Code section 5270.15. Such notice shall be provided immediately, and in any event, no later than the close of business the day following DCFAS's receipt of

notice of the 30-day certification. Such notice may be provided through the Notice of Psychiatric Hospitalization and/or Release of Minor (local form JC\E-311).

(4) Upon discharge from the facility, DCFAS shall provide notice to the court and minor's counsel of the name, address, and phone number of the minor's placement. Such notice shall be provided immediately, and in any event, no later than the close of business the day following DCFAS's receipt of notice of the minor's discharge. Other notice shall be provided as required by law. Such notice may be provided through the Notice of Psychiatric Hospitalization and/or Release of Minor (local form JC\E-311).

(5) Mental Health Services Hearing. Counsel may request that a Mental Health Services Hearing be held at any time during the evaluation and treatment period to review the treatment and placement decisions involving the dependent child. The court may also calendar a hearing on its own initiative.

(6) LPS/Conservatorship. Upon notice that an LPS action or conservatorship proceeding has been filed, DCFAS shall provide notice to the court, counsel and parties of the date, time and place of any scheduled hearings. The court may calendar the case for action as may be appropriate.

(B) Voluntary Hospitalization of Dependent Minor

(1) Any application for a dependent minor to be voluntarily admitted to a mental health facility shall be made by the minor's counsel pursuant to Welfare and Institutions Code section 6552 on the Application for Approval of a Minor's Request for Voluntary Inpatient Psychiatric Treatment (local form JC\E-312). The form shall be filed with the Dependency Court ex parte. Counsel shall contact the home court clerk and advise that they will be submitting the application for court review ex parte, and shall file the application as advised by the clerk. Counsel shall serve the application on all parties unless the court, upon finding good cause, waives the notice requirement.

(2) Unless otherwise waived by the court, counsel shall be available for additional information as the court may require. When the order is issued, counsel shall provide a signed copy of the order to the facility and to all parties in the dependency matter.

(3) The court may set the matter for hearing within three days at which time the minor may be brought before the court to acknowledge the following:

(a) The minor has had the opportunity to consult with their attorney to discuss their rights to such treatment including its benefits and consequences in a manner the minor is able to understand;

(b) The minor has the right to withdraw their voluntary request for admission to the treatment facility and shall be provided contact information for their attorney should they desire to withdraw such voluntary request for admission.

(c) Should the minor withdraw their voluntary request for admission they have the right to return to the Juvenile Court for further placement orders.

(4) Application for Approval of a Minor's Request for Voluntary Inpatient Psychiatric Treatment (local form JC\E-312), signed by the minor and attorney, shall constitute a

sufficient basis for the hospital or facility to accept the minor as a voluntary inpatient, pending approval of the application by the Juvenile Court.

(5) Upon receiving information of the revocation of the voluntary application, DCFAS or minor's counsel may request a Revocation of Consent Dispositional hearing be set within three court days and notify all counsel and parties to the case.

(6) Upon discharge from the facility, DCFAS shall provide notice to the court and minor's counsel of the name, address, and phone number of the minor's placement. Such notice shall be provided immediately, and in any event, no later than the close of business the day following DCFAS's receipt of notice of the minor's discharge. Other notice shall be provided as required by law. Such notice may be provided on the Notice of Psychiatric Hospitalization and/or Release of Minor (local form JC\E-311).

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2018, 1/1/2019, 1/1/2022)

7.19 Request for Administration of Psychotropic Medication, Medical, Surgical, and Dental Care.

(A) Psychotropic Medications. These requirements are in addition to the specific requirements governing psychotropic medications in California Rules of Court, rule 5.640.

(1) Non-Emergency Psychotropic Medication

Any request for administration of non-emergency psychotropic medication must be submitted by the Department of Child, Family and Adult Services (DCFAS). The request must be on the Application for Psychotropic Medication (Judicial Council form JV-220). Following preparation of the Judicial Council form JV-220, DCFAS shall provide a copy of the request to counsel, tribal representatives, Court Appointed Special Advocates (CASA), and self-represented litigants, along with a blank Input on Application for Psychotropic Medication (Judicial Council form JV-222). DCFAS shall wait two court days for responses. Counsel and self-represented litigants shall respond indicating agreement, disagreement without a request for hearing, or disagreement with a request for hearing. The responses, or lack thereof, shall be noted on the Judicial Council form JV-220 prior to filing the request with the court. DCFAS shall file the original plus one copy of Judicial Council form JV-220, Physician's Statement–Attachment (Judicial Council form JV-220(A)), and Proof of Notice of Application (Judicial Council form JV-221). DCFAS shall prepare and submit one Order on Application for Psychotropic Medication (Judicial Council form JV-223), with Page 3 of the Physician's Statement attached, for court signature. DCFAS shall provide a paper copy to all counsel and self-represented litigants. If any counsel, tribal representative, CASA or self-represented litigant files the Input on Application for Psychotropic Medication (Judicial Council form JV-222), they shall serve a copy on other counsel and self-represented litigants.

(2) If DCFAS submits a request to the Sacramento County Department of Health Services Child and Adolescent Psychiatric Services Clinic for a second review and the second review suggests a modification of the physician's prescription, as detailed in the JV-220(A)/(B), DCFAS shall make best efforts to communicate that recommendation to

the prescribing physician for a response. If the prescribing physician responds, DCFAS will communicate that information to the Court.

(3) Emergency Psychotropic Medication.

If psychotropic medication is administered by a physician without court authorization in an emergency situation, as defined in California Rules of Court, rule 5.640(i), court authorization must be sought as soon as practical, but in no case later than two court days, after the emergency administration of the psychotropic medication. Court authorization for Emergency Psychotropic Medication must be consistent with the procedures outlined above for Non-Emergency Psychotropic Medication, except DCFAS is not required to wait two court days for responses from counsel and self-represented litigants.

(B) Medical, Surgical, or Dental Care.

Medical, Surgical or Dental Care requests shall continue to be in accord with the Juvenile Dependency Court Protocol Authorization for Medical, Surgical or Dental Care pursuant to Welfare and Institutions Code section 369.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2016, 1/1/2018, 1/1/2019, 1/1/2020, 1/1/2022, 7/1/2025, 1/1/2026)

7.20 Attorney Competency Certification.

(A) All appointed counsel appearing in juvenile dependency proceedings shall meet the minimum standards of competency set forth in these rules. All counsel appearing in a dependency matter for the first time shall complete and submit a Certification of Attorney Competency to the court within 10 days of their first appearance in a dependency matter

(1) Retained counsel shall submit Retained Dependency Attorney's Certification of Competency (form JC-E-005-R); and

(2) Appointed counsel shall submit Court-Appointed Dependency Attorney's Certification of Competency (form JC-E-005).

(B) In the case of an appointed counsel who maintains their principal office outside of this county, proof of certification by the Juvenile Court of the California county in which the appointed counsel maintains an office shall not excuse appointed counsel from complying with Local Rules, rule 7.20.

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2022, 7/1/2025, 1/1/2026)

7.21 Minimum Standards of Experience, Education and Training.

(A) Prior to certification, each appointed counsel appearing in a dependency matter before the Juvenile Court shall have either:

(1) Participated in at least eight hours of training or education in juvenile dependency law as specified in California Rules of Court, rule 5.660; or

(2) At least 24 hours of experience within the last year in dependency proceedings in which the appointed counsel has demonstrated competence in the appointed counsel's representation of their clients in said proceedings.

(B) Before appearing in a case involving an Indian child or in which there is reason to know the child is an Indian child, counsel shall receive training on the Indian Child Welfare Act (ICWA) and maintain such training during the course of their representation.

(Adopted 1/1/2013; Revised 1/1/2022, 1/1/2026)

7.22 (Deleted effective 1/1/2026)

7.23 (Deleted effective 1/1/2022)

7.24 Procedures for Reviewing and Resolving Complaints Regarding Performance of Counsel.

(A) Any party to a Juvenile Court proceeding may lodge a complaint with the court concerning the performance of their appointed counsel in a Juvenile Court proceeding. The person filing the complaint shall use the Complaint Regarding Performance of Court Appointed Attorney (local form JC/E-003). In the case of a complaint concerning the performance of a counsel appointed to represent a child, the complaint may be lodged on the child's behalf by any interested person.

(B) The court shall review a complaint, and if it determines that the counsel may have failed to act competently, provide the counsel with a copy of the complaint and give the counsel a reasonable chance to respond in writing within 30 days.

(C) Thereafter, the court shall review the complaint and the response and take appropriate action which may include, but is not limited to, conducting a hearing on the complaint.

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2022, 7/1/2025)

7.25 Procedures for Informing the Court of the Interests of a Dependent Child.

(A) Whenever counsel for a dependent child determines that a child who is the subject of a proceeding has an interest or right which needs to be protected or pursued in another judicial or administrative forum, counsel may seek appropriate association of counsel specializing in practice in such forum as necessary to protect the rights of the child.

(B) If counsel for the child determines association of counsel is necessary to protect an interest or right that is beyond the scope of the dependency proceeding, counsel for the child may notify the court that counsel is unable to pursue the matter on the child's behalf and that appointment of an attorney specializing in practice before another judicial or administrative forum is necessary to protect the rights of the child.

(C) Notice to the court should include, at minimum, the following information:

(1) The nature of the incident that gave rise to the child's injury or claim

(2) The name and firm of the attorney the dependency attorney is requesting the court to appoint

(3) A motion pursuant to Welfare and Institutions Code Section 827 requesting the outside attorney access to confidential case information relevant to the child's injury or claim

(D) Upon the filing of notice, supporting motion and documentation, and proposed orders, the court shall address the following:

(1) Whether appointment of outside counsel is necessary to pursue the matter in the other forum;

(2) Appoint a guardian ad litem for the child for the purposes of initiating or pursuing appropriate action in the other forum;

(3) Whether to grant outside counsel access to the juvenile case file in order to prepare the matter to be pursued in the other forum in accordance with Welfare and Institutions Code Section 827;

(4) Take any other action the court may deem necessary or appropriate to protect the welfare, interests and rights of the child

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2022)

7.26 Applications for Rehearing; Referee or Commissioner Assigned as a Referee.

(A) Applications pursuant to Welfare and Institutions Code section 252 for rehearing of a decision by a referee in a dependency proceeding shall be filed in typewritten form and shall include a statement of reasons the rehearing is requested. Except for good cause shown, the court will not accept for filing an application that is submitted in handwritten form. The "good cause" requirement may be satisfied where a self-represented litigant submits handwritten documents in legible form.

(B) If represented by counsel, the application must be filed by the attorney of record and not by the child, parent/guardian, or social worker personally.

(C) The applicant shall utilize the Application for Rehearing and Statement (local form JC/E-001). Other documents may be attached to local form JC/E-001 and incorporated by reference therein, but the court will not accept for filing an application that does not utilize the form as the first page of the application.

(D) In order to ensure timely preparation of the reporter's transcript, the application must accurately list the date(s) of the hearing(s) for which the applicant seeks a rehearing. If the application lists an incorrect hearing date or fails to include all of the relevant hearing dates, but is otherwise timely filed, the court will accept the application and deem it to be timely filed. However, solely for purposes of determining the time period in which the court must decide the matter, the court will deem the matter re-filed on the date the court discovers the applicant's error or omission.

(E) Prior to filing the application, the applicant shall serve a copy of the application and any accompanying documents on all attorneys and any party including a de facto parent who is acting without an attorney. The court will not accept for filing an application that does not have a proof of service of the application attached.

(F) Any party including a de facto parent may file a response to the application within 10 days of the filing date of the application. The response must be served on all attorneys and any self-represented litigant including a de facto parent who is acting without an attorney. The court will not accept for filing a response that does not have a proof of service of the response attached.

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2022, 7/1/2025)

7.27 (Deleted effective 1/1/22)

7.28 Access to and Disclosure of Juvenile Court Records.

Request for inspection and/or disclosure of Juvenile Court records is governed by Sacramento County Juvenile Court Standing Order SSC-JV-99-021-021 available on the Court's website.

(Adopted 1/1/2013; Revised 1/1/2022, 1/1/2025)

7.29 Orders.

The Presiding Judge of the Juvenile Court may issue orders for the administration of the Juvenile Court as the court deems appropriate. The court shall determine whether the content of any order shall be incorporated into these rules at the next revision of these rules. Orders will be filed with the clerk of the Juvenile Court. The clerk shall distribute such orders in a manner directed by the court and shall post them on the Court's website. The clerk of the court shall keep and provide to the general public copies of any such order and these rules. The clerk may charge for the cost of providing such copies.

(Adopted 1/1/2013; Revised 1/1/2025)

7.30 (Deleted effective 1/1/2014)

7.31 Preparation of Judicial Council Form Custody Order-Juvenile.

Unless otherwise ordered by the court, whenever custody or visitation orders are sought at the time a dependency is to be terminated, counsel for the parent seeking custody shall electronically submit to the courtroom mailbox, the proposed Custody Order – Juvenile – Final Judgment (Judicial Council form JV-200), including the Visitation Order – Juvenile (Judicial Council form JV-205) and Reasons for No or Supervised Visitation – Juvenile (Judicial Council form JV-206), as appropriate.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2018, 1/1/2019)

7.32 Orders for Psychological Assessments/Evaluations.

All parties requesting a court order for a psychological and related assessments and evaluations, shall use the appropriate local form: Court Ordered Psychotropic Medication Evaluation or Mental Health Assessment – For Children (local form JC\E-327) or Court Ordered Psychological/Psychiatric Evaluation or Mental Health Assessment – For Parent(s) (local form JC\E-326). The forms are available on the Court's website.

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2020, 1/1/2025, 7/1/2025)

7.33 (Deleted effective 1/1/2022)

7.34 Motions to Relieve Counsel.

(A) An attorney retained to represent a client in a dependency proceeding shall not withdraw or substitute from such representation except by order of the court following a timely motion.

(B) Unless otherwise ordered by the court, a motion to withdraw as attorney of record shall be in writing and shall include a signed affidavit prepared and served in compliance with California Rule of Court, rule 3.1362. The use of Judicial Council forms is not required. The motion must include the full name(s) of the child(ren), the case number(s), the full name of the client, the client's status in the case (e.g., child, parent, guardian, de facto parent), the date and type of the next scheduled hearing, and the home court department. The motion shall be noticed and calendared, if possible, for the same day, time, and department as the next scheduled hearing.

(C) Except for motions filed as provided in subdivision (D) of this rule, the client and all other parties who have appeared in the case shall be provided 20 days' notice of the motion to withdraw. The notice should contain in clear, simple, and non-technical terms a statement to the client regarding the attorney's intention to withdraw as attorney of record at the hearing.

(D) Counsel seeking to be relieved as counsel of record on all cases they currently have pending before the Juvenile Dependency Court should file their motion with the Presiding Judge of the Juvenile Court.

(E) Counsel is not relieved as attorney of record until the court's signed order has been served on the client and all parties, and proof of service of such order has been filed with the court.

(Adopted 1/1/2013; Revised 1/1/2014, 1/1/2018, 1/1/2022, 7/1/2025)

7.35 Modification of Orders.

(A) Pre-Disposition

A party or other interested person seeking to modify an order or request a new order regarding placement or visitation prior to the dispositional hearing may use the form entitled Pre-Jurisdictional Motion to Modify Order of Court and/or Request for New Court Order (local form

JC\E-319) located on the Court's website. If the court form is not used, the motion must contain all the information set forth on the local form JC\E-319. Following preparation of the form, the moving party shall email, or otherwise provide a copy of, the motion to all counsel, tribal representatives, Court Appointed Special Advocates (CASA), and self-represented litigants. The moving party shall wait two court days for responses. Counsel and self-represented litigants shall respond indicating agreement, disagreement with no hearing requested, or disagreement with a hearing requested. The responses, or lack thereof, shall be noted on the local form JC\E-319 prior to filing the request with the court. The moving party shall serve upon counsel and self-represented litigants a copy of the documents filed with the court. After ruling, the clerk will serve the order on all counsel and parties.

(B) Post Disposition

Any request for modification of a prior court order following the Dispositional hearing must be filed on the Request to Change Court Order (Judicial Council form JV-180). The moving party shall email, or otherwise provide a copy of, the request to counsel, tribal representatives, Court Appointed Special Advocates (CASA), and/or self-represented litigants. The moving party shall wait two court days for responses. Counsel and self-represented litigants shall respond indicating agreement, disagreement with no hearing requested, or disagreement with a hearing requested. The responses, or lack thereof, shall be noted on Judicial Council form JV-180 prior to filing the request with the court. The moving party shall serve upon counsel and self-represented litigants a copy of the documents filed with the court. After court ruling, the clerk will serve the completed Judicial Council form JV-183 on all counsel and parties

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2022, 1/1/2025, 7/1/2025)

7.36 (Deleted effective 7/1/2025)

7.37 Electronic Submission of Documents to the Court for Filing.

A document that is electronically submitted to the court for filing must be both electronically submitted to the court and accepted for filing by the court, as described below, in order to be considered duly filed with the court.

(A) Date of Electronic Submission to the Court for Filing

A document may be electronically submitted to the court at any time of the day. Acceptance of the document for filing shall be deemed to occur on the date the document was submitted to the court if the submission occurred between 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding court holidays. Documents submitted after 4:00 p.m. shall be deemed accepted on the next business day the clerk's office is open for business. Nothing in this section shall limit the clerk's ability to reject filings.

(B) Acceptance of Electronic Submission to the Court for Filing.

Documents electronically submitted to the court for filing shall be reviewed by the clerk for required data elements. The confirmation of the filing of the document by the court and verification of the accuracy of the document filed by the court shall be the sole responsibility of the filer.

(C) Rejected Submitted Documents for Filing.

If an electronically submitted document is determined to be unacceptable for filing, a notice of rejection of the document shall be electronically transmitted to the filer by the clerk, notwithstanding the filer's compliance with paragraph (A) above. The notice shall set forth the grounds for rejection of the document. It shall be the responsibility of the filer to resubmit rejected documents, with appropriate corrections, to the court for filing.

(D) Signed Documents.

A party who electronically submits a document for filing represents that a signed copy of the document is in their possession or control. At any time after filing or service of an electronically submitted document, the court, or any party to the action, may require the filing party to produce the signed copy of the filed document. The demand shall be served on all other parties, but need not be filed with the court.

(Adopted 1/1/2013; Revised 1/1/2016, 1/1/2017, 1/1/2018, 1/1/2019, 1/1/2022, 7/1/2025, 7/1/2026)

7.38 (Deleted effective 1/1/2022)

7.39 Electronic Document Submission System Inquiries.

Inquiries, disputes or complaints regarding any aspect of the Electronic Document Submission System for Juvenile Dependency may be directed to:

Juvenile Administration
9605 Kiefer Blvd.
Sacramento, CA 95827
JuvenileCourtAdmin@saccourt.ca.gov

(Adopted 1/1/2013; Revised 1/1/2022, 7/1/2025, 7/1/2026)

7.40 (Suspended effective January 1, 2022, to January 1, 2026)

7.41 Settlement Conference.

The Juvenile Court has adopted a Juvenile Dependency Settlement Conference (JDSC) program to assist in resolution and/or reduction of issues to be litigated in complex, stagnant or lengthy cases. The judicial officer on their own may order the case for settlement conference.

A request to participate in a settlement conference may be made by any party by submitting a written request to the trial court department. The JDSC date will be set by the judicial officer at the time they approve the request.

(Adopted 1/1/2019; Revised 1/1/2024, 1/1/2025, 1/1/2026)

7.42 Juvenile Dependency Settlement Conference Statement.

Unless otherwise ordered by the Court, each party shall prepare, serve, and file a pre-trial statement. The statement shall be sufficiently detailed to enable the judicial officer to conduct meaningful settlement discussions and shall include terms of any proposed settlement.

All counsel must consult with their clients prior to submitting the statement, and shall be prepared to discuss all aspects of the case at the JDSC date.

(Adopted 1/1/2019; Revised 1/1/2022, 1/1/2025, 1/1/2026, 7/1/2026)

7.43 Juvenile Dependency Settlement Conference Procedures.

(A) The pre-trial statement shall be filed with the court and served upon the parties at least two judicial days prior to the date set for the JDSC.

(B) All trial counsel and parties whose consent is required to effect a binding settlement shall be personally present at the JDSC unless excused by the settlement conference judicial officer.

(C) Upon settlement being reached, the appropriate findings and orders will be made on the record.

(Adopted 1/1/2019; Revised 1/1/2022, 1/1/2026)

7.44 Juvenile Dependency Remote Proceedings

(A) General Rules for All Remote Appearances

(1) The court uses the Zoom application to conduct remote proceedings. Parties and witnesses must use Zoom to participate in dependency proceedings via remote technology. Instructions for using Zoom to participate in dependency proceedings can be found in the juvenile department page of the court's website. Parties who do not have the technological capability to appear via Zoom may appear telephonically, except when providing oral testimony.

(2) Form RA-025 is available for requesting a remote appearance.

(3) A party who has consented to participate in the proceedings via remote technology may withdraw their consent as follows:

(a) A party who is represented by counsel may withdraw their consent by informing their counsel they wish to appear in person.

(b) A self-represented party may withdraw their consent by appearing in person at the next scheduled hearing.

(4) A person, including counsel, appearing remotely shall conduct themselves as if they were appearing in court in person.

(5) Technological or audibility issues could arise with remote appearances and may not constitute good cause to delay or halt a proceeding.

(6) Participants must have audio or audio/video capabilities without interruption. Video, if available, must be on for the entire proceeding unless otherwise instructed by the court.

(7) Juvenile dependency proceedings, whether conducted in person or via remote technology, are confidential proceedings. All parties and witnesses who participate remotely shall ensure that privacy and confidentiality are maintained. No other individual should be able to see or hear the remote proceedings without express permission of the court. You may not share or discuss the information you receive with anyone who is not present in court. You may not share any reports you receive with anyone who is not a party to the case. Confidentiality violations constitute a crime and may be punishable by law and/or result in sanctions.

(8) The court, in its discretion, may decline to allow a remote appearance if it is determined during the hearing that the party or counsel is not properly available, or there is delay due to disruption, noise, misconduct, a communication problem, a technical problem or other issue.

(9) The court cannot guarantee or ensure privacy or encryption. The court may be unable to create breakout rooms or arrange for client consultations if you appear remotely.

(10) Counsel shall abide by rules of professional responsibility and licensing requirements, including the duty of competence and confidentiality.

(11) Counsel shall be physically present if their client is exercising their right to appear in person.

(12) If, during a remote appearance, a party encounters technological or audibility issues that prevent the party from fully participating in the proceeding or inhibit the party's ability to hear other participants, the party shall immediately notify their counsel who shall advise the court of the problem. Self-represented parties who encounter technological or audibility issues during a remote proceeding shall immediately contact the clerk by calling the department. Contact numbers for each department can be found on the Court's website. Failure to follow these procedures may result in the court proceeding without the participation of the affected party.

(13) Parties may connect to their hearing before and up to the scheduled start time. Parties will remain on hold until their case is called. If parties arrive late or disconnect, they need to contact their counsel and provide the identity of their number or name to be readmitted. Self-represented litigants can contact the clerk by calling the department. Contact numbers for each department can be found on the Court's website.

(14) Recording/Photographs/Reproduction: Any video recording, audio recording, photographing, taking screenshots and/or reproducing of the proceeding is strictly prohibited. The recording, publishing, broadcasting or other copying or transmission of courtroom proceedings by video, audio, still photography or any other means is strictly prohibited and is subject to penalties for contempt of court.

(B) Proceedings other than an evidentiary hearing or trial

(1) Unless the court orders otherwise, all parties to a dependency proceeding have the option to participate in the proceedings via remote technology.

(2) At their first appearance, all parties shall be prepared to state on the record whether they consent to participate in all future hearings via remote technology until such consent is withdrawn or the court orders the party to appear in person.

(3) Any party may request the court compel the physical presence of any other party at a specific hearing. Such request must be made in writing as well as filed and served no later than two (2) court days prior to the hearing that is the subject of the request. The RA-030 for may be used for this request.

(C) Evidentiary hearings, trials, and Settlement Conferences

(1) Unless otherwise ordered by the court, evidentiary hearings, trials, and settlement conferences shall occur in person.

(a) When setting an evidentiary hearing or trial, parties should discuss if the matter will proceed remotely or in person and confirm their request at the Pre-Trial Conference.

(b) If the court determines that the matter will proceed remotely, in whole or in part, at the Pre-Trial Conference, the parties shall discuss whether remote testimony is agreed upon for any witness.

(2) If remote appearances are authorized in whole or in part, any witness providing oral testimony may testify remotely only with the consent of all parties. A request for a witness to appear remotely with the consent of all parties must be made in writing no later than 3 court days before the hearing. It is the burden of the party proffering the witness to file the request or present the stipulation and to certify that all parties consent to the remote testimony.

(3) If a party opposes remote testimony by a witness, that party may seek to compel the physical presence of the witness by following the procedures in paragraph (B)(3) above.

(4) Unless otherwise ordered by the court, witnesses appearing remotely must provide their testimony by audio and video technology. Witnesses must be inside, seated in a position where no other individual can see or hear the proceedings, with reliable technology that allows the court to observe their face without obstruction. Virtual backgrounds are not allowed. Witnesses may need to show their surroundings upon request. Video and audio must remain on during the entirety of testimony. Witnesses may not use other devices such as cell phones or computers during their testimony without court permission.

(Adopted 3/9/22; Revised 1/1/2025, 1/1/2026)

7.45 ICWA Voluntary Proceedings

The Juvenile Court has established a process for a judge to witness the consent of the parent or Indian Custodian to a placement of an Indian child consistent with Welfare and Institutions Code section 16507.4(b).

(A) County Counsel will contact the Juvenile Court to request an ICWA Voluntary Proceeding by emailing DependencyPetitions@saccourt.ca.gov. County Counsel will attach a copy of the Agreement of Parent or Indian Custodian to Temporary Custody of Indian Child (form ICWA-101) to the email and indicate if a parent/Indian Custodian is requesting a remote appearance.

(B) The Court will schedule an ICWA Voluntary Proceeding within two (2) court days of the request. The hearing may be in person or via Zoom depending upon the request of the parent/Indian custodian.

(C) The Court will email County Counsel with the date and time of the hearing, and County Counsel will inform the social worker of the hearing date, time, and location.

(D) The social worker will notify the parent/Indian Custodian and Indian Tribe of the upcoming hearing. This informal notice may be verbal or written, to include electronically sent messages.

(E) The social worker shall submit the original ICWA-101 form to the assigned department prior to or at the hearing. At the hearing, the judicial officer will verify the parent's/Indian Custodian's signature on the ICWA-101 form and certify the form by signing on page 3.

(F) The clerk shall keep the original signed ICWA-101 form and shall provide a conformed copy to the social worker and parent(s), if present, before the end of the court session.

(G) The clerk shall process the original signed ICWA-101 form for distribution to the social worker, County Counsel, Indian Tribe, and parent(s).

(Adopted 1/1/2024)

CHAPTER 8 – JUVENILE JUSTICE

8.00 General Provisions.

(A) Scope of Rules. These rules set forth matters of general applicability to the public in dealing with the court. The rules do not include matters concerning the internal operations of the court or matters relating solely to the operations of any single agency.

(B) Forms. Forms prescribed for use by these rules are available on the Court's website and at the appropriate Juvenile Court filing counter.

(C) Statutory References. Unless otherwise indicated, statutory references herein are to the Welfare and Institutions Code.

(D) Calendaring. For information about courtroom calendars, see the Court's website.

(E) Filings. Unless otherwise noted in these rules or permitted by law or the court, all motions and documents shall be submitted electronically or filed directly with the filing counter located on the 1st floor of the Juvenile Courthouse located at 9605 Kiefer Boulevard, Sacramento CA 95827. Documents filed on the day a matter is set for hearing shall be filed directly in the courtroom where the matter is being heard.

(F) Terminology. These rules will use the term "juvenile justice," which is to be read as synonymous with the term "juvenile delinquency" in the Welfare and Institutions Code and the California Rules of Court.

(Adopted 1/1/2013; Revised 1/1/2022, 1/1/2025, 7/1/2025)

8.01 Orders.

The Presiding Judge of the Juvenile Court may issue orders for the administration of the juvenile court as the court deems appropriate. The court shall determine whether the content of any order shall be incorporated into these rules at the next revision of these rules. Orders will be filed with the clerk of the juvenile court. The clerk shall distribute such orders in a manner directed by the court and shall post them on the court's website. The clerk of the court shall keep and provide to the general public copies of any such order and these rules. The clerk may charge for the cost of providing such copies.

(Adopted 1/1/2013; Revised 1/1/2022, 1/1/2025)

8.02 (Deleted effective 1/1/2022)

8.03 Ex Parte Applications and Orders.

(A) Ex parte applications may be submitted on Juvenile Ex Parte Application and Declaration Re Notice (local form JC/E-335), a copy of which is available on the Court's website.

(B) Applications and supporting documents shall be submitted to the clerk of the department in which the matter is pending, by appointment only. An ex parte application that does not contain a statement concerning notice may be summarily denied. Ex parte applications shall set forth by affidavit or declaration the following:

(1) that within the time prescribed in subparagraph (2) below, the applicant has informed other interested parties when and where the application would be made; or

(2) that the applicant attempted to inform an interested party or the party's attorney but was unable to do so, specifying the efforts made to inform the party; or

(3) that for reasons specified, the applicant should not be required to inform the interested party or the party's attorney.

(C) An applicant for an ex parte order shall give a minimum of 24 hours' notice to interested parties, absent a showing of exceptional circumstances. Notice shall include a specific statement of the nature of the order sought. Notice of the ex parte application may be excused if the giving of such notice would frustrate the purpose of the order, or cause the minor or the public to suffer immediate and irreparable physical or emotional harm. Notice may also be excused if, following a good faith attempt, the giving of notice is not possible.

(D) If an order issues after an ex parte application, then the applicant shall provide an endorsed filed copy of the ex parte application and order to all parties and their counsel. Any party disagreeing with the order may request that the matter be placed on calendar for further consideration.

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2020, 1/1/2022, 1/1/2025, 1/1/2026)

8.04 Access to Courtroom by Non-Parties.

Unless otherwise provided by law or order of the court:

(A) Request by Party. A party who wishes to have a non-party admitted to the courtroom for any hearing must orally move the court for such admission prior to or during the hearing. If the motion is granted, the court shall admonish the non-party that the proceedings are confidential.

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2022)

8.05 Appearances and Continuances.

(A) Juvenile Court Priority. Dates calendared for juvenile proceedings shall be regarded by counsel as priority appearances. Counsel appearing in other courts on the same date for which a juvenile case is set shall advise the other courts of the precedence of juvenile matters over other matters so that the juvenile matter may proceed as scheduled. No matter shall be continued except with approval of the juvenile court for good cause shown.

(B) Counsel with matters in a Juvenile Justice courtroom shall check in with the court before the start of the scheduled calendar. All counsel shall keep the court advised of their whereabouts during the calendar unless excused by the court or arrangements are made for a substitute counsel to handle the matter. The substitute counsel shall be authorized and

prepared to proceed with any matter. A counsel who does not appear on time for a calendar is required to inform the judicial officer of the reasons for not appearing on time.

(C) Continuance Motions. Motions for continuances shall be made as follows:

(1) By oral motion in open court after prior notice to the opposing party; or

(2) By submitting a Stipulated Request and Order (local form JC-E-601).

(Adopted 1/1/2013; Revised 1/1/2020, 1/1/2022, 1/1/2026)

8.06 (Deleted effective /1/2022)

8.07 Post-Detention Hearing Modifications.

(A) If the probation officer elects to initiate an evaluation of the suitability for conditional release and determines to recommend a modification to the court's prior order, specific notice of the probation officer's application must be served on the attorneys for each party prior to presentation of the proposed modification order to the judicial officer. The application to the judicial officer shall consist of a recitation of relevant facts and a recommendation that a conditional release should be granted. The application shall be accompanied by a copy of the Probation Department Intake Sheet. The court will process the request. After ruling, the court shall file a written minute order or modification order detailing the result of the request.

(B) When serving a copy of the application and proposed modification order on the attorneys for both parties, the probation officer shall ascertain in writing whether each party (a) requests a hearing before the judicial officer, (b) objects to the proposed modification of custody status, but does not request a hearing, or (c) agrees with the proposed modification order without a hearing, and shall include that information from the attorneys in the application to the judicial officer.

(C) Applications and proposed modification orders for conditional release from custody shall be presented to the judicial officer in the home court. If a hearing is requested, the court will schedule the matter on an expedited basis in the home court.

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2022, 1/1/2026)

8.08 (Deleted effective 1/1/2022)

8.09 (Deleted effective 1/1/2022)

8.10 (Deleted effective 1/1/2018)

8.11 (Deleted effective 1/1/2018)

8.12 (Deleted effective 1/1/2026)

8.13 Restitution Determination Procedures.

In any juvenile justice disposition where the Probation Department does not have sufficient information at the time of disposition to make a specific recommendation as to the amount of restitution to the victim that may be ordered pursuant to section 730.6(a)(2), the following procedure will apply:

(A) A restitution determination hearing will be held within 60 days of the disposition hearing. The hearing will be calendared for an 8:30 a.m. appearance. Counsel may request the minor's appearance be waived.

(B) The Probation Department shall investigate the matter and prepare a restitution recommendation report that addresses:

(1) The value of stolen or damaged property;

(2) Medical expenses;

(3) Lost wages or profits due to injury;

(4) Lost wages or profits due to time spent as a witness or assisting the police or District Attorney; and

(5) The names of any co-responsible persons.

(C) The restitution report shall be submitted to the court and both counsel no later than 45 days after the disposition hearing. The court will monitor the receipt of the report. If a report is not submitted by Probation by the time of the initial restitution hearing, the court may set restitution at $0.00.

(D) The documentation upon which the Probation officer relies in making the restitution recommendation shall be forwarded with the recommendation report to the District Attorney and minor's counsel, but not to the court.

(E) On the date set for the restitution hearing, the matter will be called on the record in the presence of counsel for both parties. No witnesses will be called.

(1) If a party disputes the amount of restitution recommended by the Probation Department, a hearing will be set.

(F) If an oral or written request to modify the amount of restitution is made, the court will calendar the modification hearing.

(1) The defense attorney shall notify the minor and their parent(s) of the scheduled date and time for the modification hearing. The minor and their parent/guardian must be present at any hearing where the modification motion seeks to increase the amount of restitution previously ordered, unless the minor's appearance is waived by the court.

(2) The District Attorney's office shall notify the victim of the scheduled date and time for any modification hearing wherein the petition for modification is to decrease the amount of restitution previously ordered.

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2022, 1/1/2026, 7/1/2026)

8.14 Placement.

(A) Modifications of Placement Location

(1) Placement

(a) During the period of placement, the probation officer shall use their discretion to determine whether suitable placement requires that the minor be moved from a home or facility to a more appropriate home or facility.

(b) The selection of a particular home or facility to which the minor should be moved does not require specific approval by the court.

(2) Return to Custody; Urgency Basis

(a) The probation officer may return the minor to the Youth Detention Facility after placement in a home or facility if:

(i) The minor is arrested for a criminal offense;

(ii) On an urgency basis, the person in charge of that home or facility informs the Probation Department that the minor is excluded therefrom, and there is not sufficient time or opportunity for the probation officer to locate another suitable placement location; or

(iii) On an urgency basis, that home or facility becomes legally ineligible to house wards of the court. An "urgency basis" means less than 15 days notice to the probation officer.

(b) Upon the return of a minor to the Youth Detention Facility, the probation officer shall file:

(i) A petition to modify the court's prior order pursuant to section 778, if the probation officer seeks to change a prior placement to any other care and custody order, except a commitment Valley Oak Youth Academy;

(ii) A motion to violate probation pursuant to section 777 if the probation officer seeks to change a prior placement for further disposition; or

(iii) A Motion to Modify Custody Status (MMCS) if the probation officer seeks to maintain the same placement order as previously ordered by the court, but needs further time to arrange for returning the minor to the appropriate home or facility.

(c) Upon returning the minor to the Youth Detention Facility on either a petition to modify the court's prior order pursuant to section 778, a motion for violation of probation pursuant to section 777, or a Motion to Modify Custody Status, the matter shall be calendared for a detention hearing.

(B) Return Home

Except as described below, after the court orders placement in a home or facility, the minor may not be permanently returned to the home of the minor's parent or guardian without prior approval of the court.

(1) Home Pass

(a) The probation officer may authorize home passes by the minor to the home of the minor's parent or guardian without specific approval by the court.

(b) A "routine home pass" is limited to not more than 21 days during any consecutive 60-day period.

(2) Extended Home Pass

(a) After the court orders a Permanent Plan of "return home," the probation officer may authorize an extended home pass by the minor to the home of the minor's parent or guardian without specific approval by the court.

(b) An "extended home pass" is limited to not more than 30 days during any consecutive 90-day period.

(Adopted 1/1/2013; Revised 1/1/2022)

8.15 Applications for Rehearing; Referee or Commissioner Assigned as a Referee.

(A) Applications for rehearing of a decision by a referee or Commissioner assigned as a referee pursuant to section 252 shall be filed in typewritten form and shall include a statement of reasons the rehearing is requested. Except for good cause shown, the court will not accept for filing an application that is submitted in handwritten form. The "good cause" requirement may be satisfied where an unrepresented litigant submits handwritten documents in legible form.

(B) If represented by counsel, the application must be filed by the attorney of record and not by the minor or parent/guardian personally.

(C) The applicant shall utilize an Application for Rehearing and Statement (local form JC\E-001), a copy of which is available on the Court's website and at the appropriate juvenile court filing counter. Other documents may be attached to local form JC\E-001 and incorporated by reference therein, but the court will not accept for filing an application that does not utilize the form as the first page of the application.

(D) In order to ensure timely preparation of the reporter's transcript, the application must accurately list the date(s) of the hearing(s) for which the applicant seeks a rehearing. If the application lists an incorrect hearing date or fails to include all of the relevant hearing dates, but is otherwise timely filed, the court will accept the application and deem it to be timely filed. However, solely for purposes of determining the time period in which the court must decide the matter, the court will deem the matter re-filed on the date the court discovers the applicant's error or omission.

(E) Prior to filing the application, the applicant shall serve a copy of the application and any accompanying documents on all attorneys and any party including a de facto parent who is

acting without an attorney. The court will not accept for filling an application that does not have a proof of service of the application attached.

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2022, 1/1/2024, 7/1/2025)

8.16 Trial Assignment.

(A) Unless otherwise ordered by the court, or agreed by the parties, the Court will require a Trial Readiness Conference (TRC) hearing on all cases set for trial. A TRC shall be scheduled one week before the trial, but not less than three (3) days before the trial.

(B) On the day of the scheduled Trial Readiness Conference hearing, counsel shall indicate readiness to begin trial and whether the trial shall be conducted via Zoom or in person. Readiness to begin trial shall then be communicated by the courtroom clerk to the Juvenile Master Calendar Clerk.

(C) The Juvenile Master Calendar Clerk will send out electronic notification of trial assignments.

(D) If, pursuant to CCP 170.6, any party intends to exercise a challenge to the judge assigned to preside over the trial, the party shall send an email to the court at DelMasterCalendar@saccourt.ca.gov and opposing counsel by 9 a.m. the next business day from the assignment notification being sent by the Juvenile Master Calendar Clerk. Counsel shall include a fully executed CCP 170.6 form with the email.

(E) After the trial is assigned to a courtroom for trial, counsel shall meet and confer with the trial judge, a minimum of three (3) days before the scheduled trial to discuss witnesses, remote appearances, and schedule. This discussion can be held off the record, outside of court, and remotely between counsel and the judge.

(Adopted 1/1/2013; Revised 1/1/2020, 1/1/2022, 1/1/2026, 7/1/2026)

8.17 Emergency Removal of Minor from Youth Detention Facility.

(A) Emergency Removal of Minor

Absent further order of the court, any previous court order that a minor shall be detained in the Sacramento County Youth Detention Facility is suspended, and the minor shall be immediately removed from such facility by the probation officer and transported to the Sacramento County Mental Health Treatment Center (SCMHTC), upon the filing of a declaration with the Juvenile Court containing all of the following:

(1) The declarant is a mental health clinician assigned to the Youth Detention Facility (designated by the Sacramento County Department of Health and Human Services, Mental Health Division pursuant to section 5585.50) or is a probation officer assigned to the Youth Detention Facility;

(2) The declarant conducted an evaluation of the minor and as a result believes that the minor has a mental disorder which renders the minor a danger to himself/herself, a danger to others, or gravely disabled;

(3) The person conducting the evaluation believes sufficient medical and psychiatric services do not exist within the Youth Detention Facility to serve the minor's needs; and

(4) The person conducting the evaluation believes that an emergency situation exists which requires that the minor be temporarily removed as soon as possible from the Youth Detention Facility to be evaluated pursuant to section 5585.50.

Upon the filing of such a declaration and upon delivery of the Minor to SCMHTC, the minor shall no longer be detained by order of the juvenile court.

(B) Notice to Counsel

Before noon of the next judicial day after the minor is removed from the Youth Detention Facility pursuant to this rule, the probation officer shall notify the District Attorney and minor's last counsel of record of the removal. Upon the request of either counsel, the matter shall be calendared forthwith by the probation officer for a hearing before the court to modify the removal order.

(C) Return of Minor to Juvenile Hall within 72 Hours

Consistent with the provisions of section 5585.50, SCMHTC or its designee treatment facility may detain the minor for treatment and evaluation.

Notwithstanding any other provision of law, if the professional person in charge of SCMHTC, or its designee treatment facility, determines within a period not to exceed 72 hours that the minor's mental health needs can properly be served without being detained in the mental health treatment facility, the minor shall not be released unconditionally from the facility. At such time, the treatment facility shall instead notify the probation officer that the minor is ready for discharge from that facility.

The probation officer shall immediately transport the minor to the Youth Detention Facility. Upon delivery of the minor to the probation officer, the suspension imposed in paragraph (A) above shall be lifted and the previous court order that the minor shall be detained in the Youth Detention Facility shall be reinstated.

(D) Return of Minor after 72 Hours; Intensive Treatment

The authority to remove the minor from the Youth Detention Facility shall not extend beyond 72 hours unless the provisions of section 5585.53 are invoked in order to provide intensive treatment related to the minor's mental disorder.

Upon the expiration of the intensive treatment period, the minor shall not be unconditionally released. At such time, the facility where the minor received intensive treatment shall instead notify the probation officer that the minor is ready for discharge from that facility.

The probation officer shall immediately transport the minor to the Youth Detention Facility. Upon delivery of the minor to the probation officer, the suspension imposed in paragraph (A) above shall be lifted and the previous court order that a minor shall be detained in the Youth Detention Facility shall be reinstated.

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2022)

8.18 Requests for Medical, Surgical and Dental Care.

A) Medical, Surgical or Dental Care. An order for medical authorization shall be submitted on the Court Order for Medical Authorization (local form JC\E-670), a copy of which is available on the Court's website and at the appropriate Juvenile Court filing counter. Requests for authorization for medical, surgical, dental or other remedial care may be presented to the court on an ex parte basis only in the following circumstances:

(1) The minor is not a ward of the court and a parent, guardian, or person standing in loco parentis has been contacted and objects to, or is unwilling to authorize, the provision of care found to be medically necessary and the person objecting to the care has been given notice of the ex parte request and the date and time that a hearing is requested to obtain the order;

(2) The minor is a ward of the court.

(Adopted 1/1/2013; Revised 1/1/2018, 1/1/2022, 1/1/2025)

8.19 Access to and Disclosure of Juvenile Court Records.

Request for inspection and/or disclosure of juvenile court records is governed by Sacramento County Juvenile Court Standing Order SSC-JV-99-021 available on the Court's website.

(Adopted 1/1/2013; Revised 1/1/2025)

8.20 Electronic Submission of Documents to the Court for Filing.

A document that is electronically submitted to the court for filing must be both electronically submitted to the court and accepted for filing by the court, as described below, in order to be considered duly filed with the court.

(A) Date of Electronic Submission to the Court for Filing.

A document may be electronically submitted to the court at any time of the day. Acceptance of the document for filing shall be deemed to occur on the date the document was submitted to the court if the submission occurred between 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding court holidays. Documents submitted after 4:00 p.m. shall be deemed accepted on the next business day the clerk's office is open for business. Nothing in this section shall limit the clerk's ability to reject filings.

(B) Acceptance of Electronic Submission to the Court for Filing.

Documents electronically submitted to the court for filing shall be reviewed by the clerk for required data elements. The confirmation of the filing of the document by the court and verification of the accuracy of the document filed by the court shall be the sole responsibility of the filer.

(C) Rejected Submitted Documents for Filings.

If an electronically submitted document is determined to be unacceptable for filing, a notice of rejection of the document shall be electronically transmitted to the filer by the clerk,

notwithstanding the filer's compliance with paragraph (A) above. The notice shall set forth the grounds for rejection of the document. It shall be the responsibility of the filer to resubmit rejected documents, with appropriate corrections, to the court for filing.

(D) Signed Documents.

A party who electronically submits a document for filing represents that a signed copy of the document is in their possession or control. At any time after filing or service of an electronically submitted document, the court, or any party to the action, may require the filing party to produce the signed copy of the filed document. The demand shall be served on all other parties, but need not be filed with the court.

(Adopted 1/1/2022; Revised 7/1/2025, 7/1/2026)

8.21 Electronic Document Submission System Inquiries.

Inquiries, disputes or complaints regarding any aspect of the Electronic Document Submission System for Juvenile Justice may be directed to:

Juvenile Administration
9605 Kiefer Blvd.
Sacramento, CA 95827
(916) 875-5686
JuvenileCourtAdmin@saccourt.ca.gov

(Adopted 1/1/2022; Revised 7/1/2025; 7/1/2026)

8.22 Court Appointed Special Advocate Program (CASA).

The Presiding Judge of the Juvenile Court may appoint a special advocate program, which shall adhere to the requirements set forth in California Rules of Court, rule 5.655.

(Adopted 1/1/2022)

8.23 Appointment of CASA.

(A) A CASA volunteer shall have the opportunity to be present and be heard at all court hearings, and shall not be subject to exclusion by virtue of the fact that they may be called to testify at some point in the proceedings. A CASA volunteer shall not be deemed to be a "party," as described in Title 3 of Part II of the Code of Civil Procedure. However, the court, in its discretion, shall have the authority to grant the CASA Advocate amicus curiae status, which includes the right to appear with counsel.

(B) CASA reports shall be filed with the court at least two days prior to the hearing. The CASA program shall also provide a copy of the report to all counsel at least two days before the hearing.

(C) Any request by the CASA program to vacate the appointment of the program shall be accompanied by a statement of cause.

(Adopted 1/1/2022; Revised 7/1/2025, 1/1/2026)

8.24 Removal, Resignation, and Termination of CASA Volunteer.

(A) A CASA volunteer may resign from an individual case or the CASA program or may be removed from an individual case in accordance with California Rules of Court, rule 5.655(l).

(B) A CASA volunteer may file a grievance regarding the CASA program with the Presiding Judge of the Juvenile Court if the volunteer has exhausted the CASA program's grievance process and certifies that fact in the grievance filed with the Presiding Judge of the Juvenile Court. The Presiding Judge of the Juvenile Court shall investigate the grievance as they deem appropriate, respond in writing to the CASA volunteer and CASA Executive Director regarding the results of the investigation, and take any action the Presiding Judge of the Juvenile Court deems appropriate.

(Adopted 1/1/2022; Revised 1/1/2026)

CHAPTER 9 - TRAFFIC COURT

9.00 Trial by Declaration

(A) Pursuant to Vehicle Code section 40902, trial by written declaration shall be permitted for any citation for an infraction, except one that involves an accident or requires an appearance, or for which the defendant has failed to appear. The defendant must post bail in the amount established by the court pursuant to Vehicle Code section 40310.

(B) Trial by declaration shall be permitted for any citation issued by an automated enforcement system, except where identification of the driver is being contested. The defendant must complete a Red Light Camera Statement Regarding Identification indicating that, for the purpose of a trial by declaration only, they are not contesting the allegation that they were the driver of the vehicle pictured in the automated enforcement photograph.

(Adopted 1/1/2023)

9.01 Ability-to-Pay Determinations

(A) The clerk of the court is authorized to make ability-to-pay determinations based on specified criteria established by the court as set forth in Government Code 68645.3.

(Adopted 1/1/25)

CHAPTER 10 - CRIMINAL

PART ONE. General

10.00 Charging Documents.

(A) All charging documents shall be filed by the prosecuting agency with criminal intake in the manner and location designated by the Presiding Judge.

(B) The prosecuting agency shall place the following information in the upper-right corner of the first page of all original and amended charging documents:

(1) The arresting agency report number;

(2) The arrest or booking number as determined by the Sacramento County Sheriff's Department;

(3) The defendant's cross-reference number as determined by the Sacramento County Sheriff's Department;

(4) The court or team designation sufficient to identify in which court the matter will be filed.

(Adopted 1/1/2013; Revised 7/1/2026)

10.01 Arraignment.

The time and place for the initial appearance by the defendant shall be in the department and at the time set forth by the Presiding Judge. For any matter where the defendant was arrested for a misdemeanor, but the prosecuting agency has determined to file a felony complaint, the complaint may be filed in open court on the day of the arraignment in the court where the matter was originally scheduled. For any matter where the defendant was arrested for a felony, but the prosecuting agency has determined to file a misdemeanor complaint, the complaint may be filed in open court on the day of the arraignment in the court where the matter was originally scheduled.

(Adopted 1/1/2013)

10.02 Continuances.

No matters will be continued, even by stipulation of the parties, except with approval by the court for good cause shown. Compliance with Penal Code section 1050 is required unless excused by the court.

(Adopted 1/1/2013)

10.03 Withdrawal as Attorney of Record.

An attorney retained to represent a client in a criminal proceeding shall not withdraw from such representation except by order of the court either upon a timely motion or by the consent of the defendant.

(Adopted 1/1/2013)

10.04 (Deleted effective 7/1/2026)

10.05 Remote Proceedings - General Rules for All Remote Appearances

(1) The court uses the Zoom application to conduct remote proceedings when approved and in compliance with Penal Code sections 977, 977.2, and 977.3.

(2) Any party who wishes to appear remotely, consistent with Penal Code section 977, must receive advance approval from the judicial officer presiding over the hearing in which the remote appearance is being sought, unless the option or invitation to appear remotely without notice has been expressly provided by the court.

(3) Unless this requirement is excused by the court, requests to appear remotely shall be emailed to the department no less than 5 court days prior to the hearing or must be requested in open court.

(4) Participants must have audio/video capabilities without interruption. Video, if available, must be on for the entire proceeding unless otherwise instructed by the court.

(5) If, during a remote appearance, a party encounters technological or audibility issues that prevent the party from fully participating in the proceeding or inhibit the party's ability to hear other participants, the party shall immediately contact the clerk by calling the department. Contact numbers for each department can be found on the Court's website.

(6) Any party who does not receive approval to appear remotely must appear physically for the hearing, unless the option or invitation to appear remotely without notice has been expressly provided by the court.

(7) Recording/Photographs/Reproduction: Any video recording, audio recording, photographing, taking screenshots, and/or reproducing of the proceeding is strictly prohibited. The recording, publishing, broadcasting, or other copying or transmission of courtroom proceedings by video, audio, still photography, or any other means is strictly prohibited and is subject to penalties for contempt of court.

(8) Remote appearances outlined in Penal Code section 977.2 are excluded from the above rules 2, 3, and 6.

(Adopted 1/1/2023; Revised 1/1/2025)

10.06 Punctuality

Attorneys shall arrive punctually for all scheduled appearances, and sufficiently in advance of any scheduled appearance where additional time is required to address any preliminary matter.

If faced with conflicting appearances, attorneys shall notify the associated courts and counsel regarding the conflict. Attorneys shall appear in the Master Calendar department prior to appearing in other departments.

If an attorney will be unavoidably late, the attorney shall notify the court, and all opposing counsel and co-counsel, of the attorney's estimated time of arrival and the reason for the delay. Such notification shall be made by email to all participants and the court department in which the attorney will be late.

(Adopted 1/1/2023)

(Rules 10.07-10.09 reserved)

PART TWO. Law and Motion for All Matters

10.10 Criminal Law and Motion Departments.

The Presiding Judge shall designate the departments of the court to hear criminal law and motion proceedings. The calendars for law and motion matters will be published in the Home Court Schedule, disseminated to the Sacramento County Justice Agencies, when revisions are made, and made available on the Court's website.

(Adopted 1/1/2013; Revised 1/1/2025)

10.11 Pretrial Motions not Waived.

Any pretrial motions, including demurrers, may be made after arraignment and notwithstanding a not guilty plea.

(Adopted 1/1/2013)

10.12 Filing of Papers.

(A) A law and motion matter may be set:

(1) By filing a noticed motion within the time requirements prescribed by Local Rules, rule 10.14;

(2) With oral permission of the court upon oral request of a party made in open court at a time when the case is otherwise regularly calendared; or

(3) Upon 48 hours' notice by submitting a Request for Calendaring form signed by a judge, using a form provided by the court and notifying opposing counsel of the order granting the request at least 24 hours prior to the hearing.

(B) All initial moving papers relating to pretrial motions, including those filed after obtaining an order shortening time, shall be filed with the criminal calendaring clerk in either the main courthouse or at the main jail. It is preferred that papers pertaining to motions that are to be set for hearing in the main courthouse be filed with the criminal calendaring clerk in the main courthouse, and that papers pertaining to motions that are to be set for hearing in the main jail be filed with the criminal calendaring clerk in the main jail. No matter shall be calendared prior to the filing of the moving papers and no hearing will be set contrary to the provisions of Local Rules, rule 10.14 except as approved by the court. Failure to file written documentation concerning the motion may cause the motion to be dropped from the calendar.

(C) All other papers, including opposition, reply papers, and proofs of service, if filed less than five days prior to the hearing, must be filed in the department in which the matter is to be heard.

(D) Failure to serve and file papers in opposition to a motion, other than an ex parte application may, in the court's discretion, be deemed a waiver of any objections and an admission that the motion or other application is meritorious. A party who has not timely filed written opposition to a noticed motion may, in the court's discretion, be precluded from offering oral argument at the hearing.

(E) All opposition and reply papers shall be served upon opposing counsel by personal delivery, telecopy, express mail, federal express, or other means designed to ensure that the opposition and reply papers are received by opposing counsel within 24 hours of filing. The motion shall not be heard unless the above-mentioned documents have been served on all parties to the proceeding within the time limits specified.

A party shall not be deemed to have been served until that party receives actual notice of the motion; or if the notice of motion is mailed through the U.S. mail, a party shall be deemed to have been served five calendar days after the posting of the notice of motion.

(F) Failure, without good cause, to comply with the requirements of this rule concerning the time for filing and serving initial papers may, in the discretion of the court, be deemed an admission that the motion is without merit. Failure, without good cause, to comply with the requirements of this rule concerning the time for 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.

(G) The above filing rules, paragraphs (A) through (D), do not apply to motions for continuance.

(Adopted 1/1/2013)

10.13 Format of Motions; Citations.

(A) Caption.

The caption of all law and motion papers must contain the department, date, and time of the hearing, and the trial date. The moving papers shall provide spaces for the insertion of the dates on which opposition and reply are due.

Required format as follows:

No. Dept.
MOTION TO
(CAPTION)
Opposition Due:
Moving Party Reply:
Hearing Date: / Trial Date:

(B) Citations.

Citations to California cases must be by reference to the official reports and should indicate the year of the decision, the volume number, the first page of the case, and the specific page or pages on which the pertinent matters appear.

(C) If counsel relies on other than California state statutory or case authority, a copy of such authority shall be provided upon request of the court. This rule applies to Attorney General opinions, local ordinances, law review articles, citations to other state cases and statutes, and to all federal cases, other than United States Supreme Court decisions.

(Adopted 1/1/2013)

10.14 Time Limits on Notice of Motion.

(A) Waiver of Notice.

The notice requirements as specified in subdivision (B) of this section will be strictly enforced unless:

(1) The opposing parties waive the right to be served in a timely manner; or

(2) The court grants an order shortening the time for service; or

(3) The court finds good cause for failure of the moving party to comply with the time limits for service.

(B) Notice Requirements.

(1) Fifteen Calendar Days (all cases):

(a) Motion to set aside conviction; Penal Code section 1203.4.

(b) Bail bond motions.

(2) Ten Calendar Days (five calendar days for misdemeanor cases):

(a) Motion to amend complaint/information.

(b) Motion to consolidate.

(c) Motion to sever.

(3) Ten Calendar Days (all cases):

(a) Motion for new trial.

(b) Motion for sentence in absentia.

(c) Motion to compel disclosure of confidential informant.

(d) Motion for conditional examination of witnesses.

(e) Demurrers.

(f) Motion for discovery.

(g) Motion to dismiss information or count pursuant to Penal Code section 995.

(h) Motion for handwriting exemplar and/or prints.

(i) Motion to join defendants.

(j) Motion to withdraw plea.

(k) Request to set a restitution hearing.

(l) Motion to suppress in felony cases (except motion made at preliminary hearing).

(4) Five Court Days (all cases):

(a) Motion to strike prior convictions for enhancement, including driving under the influence matters.

(b) Motion to suppress to be made at the preliminary hearing.

(5) Two Court Days (May use Request for Calendaring Form):

(a) Motion to reduce/increase/set bail.

(b) Motion to stay/recall bench warrant.

(c) Motion to continue trial date.

(d) Motion to enter plea.

(e) Faretta motion (request for in pro per status).

(f) Request for juror personal identifying information.

(g) Motion for line up.

(h) Motion to modify sentence.

(i) Motion for plea negotiation conference.

(j) Motion for release on own recognizance.

(k) Motion to be relieved as attorney of record.

(l) Motion for substitution of attorney.

(Adopted 1/1/2013)

10.15 Failure of Counsel to Appear in Law and Motion.

A failure of the moving party to appear when called may, in the court's discretion, cause the matter to be ordered off calendar. In the event of an unavoidable schedule conflict, the attorney with the conflict can avoid having the matter dropped by calling the court at any time prior to the scheduled hearing and reporting the conflict.

(Adopted 1/1/2013)

10.16 Taking Matters off Calendar.

A matter may be dropped up to 48 hours before the calendar appearance date by notifying opposing counsel and the court. Within 48 hours of the calendar appearance, the moving party must appear, unless excused by the court.

(Adopted 1/1/2013)

10.17 Setting Evidentiary Hearing Motions.

Motions requiring the testimony of witnesses, including but not limited to a motion to suppress evidence or motions seeking discovery or disclosure of personnel records including but not limited to Discovery Motions (Pitchess) shall not be set for an evidentiary hearing except on a date as selected by the court with both sides present and after conferring with the law enforcement agency. A motion to set such an evidentiary hearing date may be brought within the time requirements prescribed by Local Rules, rule 10.14.

(Adopted 1/1/2013)

10.18 Setting Evidentiary Hearing on Discovery Motions (Pitchess).

Motions seeking discovery or disclosure of personnel records including but not limited to a Discovery Motion (Pitchess) shall not be set for an evidentiary hearing except on a date as selected after conferring with opposing party and law enforcement agency. A motion to set such an evidentiary hearing may be brought within the time requirements prescribed by Local Rules, rule 10.14.

(Adopted 1/1/2013)

(Rule 10.19, reserved)

PART THREE. Discovery

10.20 Discovery Requests.

(A) At the time of the defendant's first appearance on a felony or misdemeanor matter, an informal request for continuing discovery shall be deemed to have been made by the defendant requesting the prosecuting attorney to disclose all materials and information set forth in Penal Code section 1054.1 and as required to be disclosed by the state and federal Constitutions, including exculpatory information regarding guilt or innocence and sentencing mitigation covered by Brady v. Maryland (1963) 373 U.S. 83 and its progeny.

(B) At the time the prosecuting attorney provides the discovery of items in compliance with subparagraph (A) above, the prosecuting attorney shall provide a written receipt showing the date of compliance and shall include a written notice that either an informal request is made that the defense disclose all materials and information set forth in Penal Code section 1054.3 or that no informal request is being made.

(C) Upon receipt of the original request as specified above or any other informal request, the receiving party shall respond by either providing the information requested or specifying the items the party refuses to produce and the reason for the refusal.

(Adopted 1/1/2013)

10.21 Numbering of Discovery Documents and Tapes.

Any discovery material provided to the opposing side, including documents, photographs, audio, or video tape recordings, shall be recorded in a document retained by the party providing the discovery memorializing the specific items provided and the date they were provided to the opposing side.

(Adopted 1/1/2013)

10.22 Discovery Motions.

(A) When a party's compliance with an informal discovery request under Local Rules, rule 10.20 is considered insufficient in some particular by the requesting party, the requesting party shall make an informal request for the particular items sought prior to making a formal discovery motion.

(B) A formal motion for an order to compel discovery shall be supported by a declaration stating facts showing a failure by the opposing party to comply with the informal request for discovery. The declaration shall specify in particular those items not disclosed in response to any informal request for discovery.

(Adopted 1/1/2013)

(Rules 10.23-10.29, reserved)

PART FOUR. Matters Applicable to Felony Cases

10.30 Filing of Information.

At the conclusion of the preliminary hearing, if the magistrate issues an order holding the defendant to answer, either the prosecuting attorney shall immediately produce a document to be filed as the Information in the case, or the magistrate, in their capacity as a Superior Court judge, shall deem a copy of the complaint on file to be the Information. The defendant shall then be immediately arraigned on the Information, and a mandatory trial readiness conference and trial date will be set, along with any other appropriate court appearance dates for a felony case. For good cause shown, the filing of the information and/or the arraignment may be delayed to a later date.

(Adopted 1/1/2013; Revised 1/1/2026)

10.31 Bail Schedule.

The Court shall review, approve, and post an annual bail schedule on the Court's Website.

(Adopted 1/1/2013; Revised 1/1/2025)

10.32 Pre-Assignment Requests.

Counsel may move the Presiding Judge to assign a case to a trial judge for all purposes based on complexity of issues or scheduling. The motion must be joined by all parties, with express approval of the supervisor of each assigned counsel, if applicable, and must state the particular need for such assignment. If the motion is granted, the court shall notify the parties by minute order of the specific judge to which the case is assigned. Peremptory challenges pursuant to Code of Civil Procedure section 170.6 shall be lodged with the Presiding Judge.

(Adopted 1/1/2017)

10.33 Matters Requiring Review of Privileged or Confidential Records.

Upon arraignment after issuance of a holding order or indictment, a party anticipating the use of privileged or confidential records shall issue and serve a Subpoena Duces Tecum seeking production of such records to the applicable Home Court department. A party seeking production of juvenile records shall file a Petition for Disclosure of Juvenile Case Files in accordance with Sacramento Superior Court Standing Order SSC-JV-99-021. If it is apparent in the discretion of the Home Court Judge that review of the records pursuant to Welfare and Institutions Code section 827 and/or People v. Hammon, 15 Cal.4th 1117, will require substantial commitment of trial court resources, the Home Court Judge shall direct the attorneys to move the Presiding Judge to assign the case to a judge for all purposes in accordance with Local Rules, rule 10.32.

(Adopted 1/1/2017)

(Rules 10.34-10.39, reserved)

PART FIVE. Matters Applicable to Misdemeanor Cases and Infractions

10.40 Law and Motion; Trial Date.

After arraignment no law and motion matter may be heard unless a trial date has been set for a misdemeanor case. Upon concluding the law and motion matter, unless dispositive, the case shall be confirmed for trial and the trial date shall not be continued except pursuant to Penal Code section 1050.

(Adopted 1/1/2013)

10.41 Trial Readiness Conference.

At the Trial Readiness conference hearing, a defendant shall appear personally with an attorney or through an attorney provided the attorney has been authorized to accept or reject a settlement offer from the prosecution. Authority to act and accept a settlement offer on behalf of the defendant shall be evidenced by way of a fully executed Waiver and Plea and Plea In Absentia form and the Work Project Supplement form (if applicable). At the court's discretion, a continuance may be granted when defendant or the attorney fails to comply with the requirements of this section and the attorney is authorized to appear on the defendant's behalf as evidenced by an executed waiver pursuant to Penal Code section 977.

(Adopted 1/1/2013)

(Rules 10.42-10.49, reserved)

PART SIX. Trial

10.50 Assignment for Trial.

Each case set for trial shall be calendared before the criminal courts master calendar judge on a Monday (or Tuesday if Monday is a court holiday) and shall then be assigned to a department for trial.

(Adopted 1/1/2021; Revised 1/1/2022)

10.51 Jury Instructions.

In criminal jury trials, the court shall, insofar as is practicable, use those instruction forms obtained from Judicial Council of California Criminal Jury Instructions (CALCRIM). In proposing any instruction to the court, counsel shall provide in writing the number and text of the proposed instruction with appropriate modifications. Instructions other than CALCRIM shall be numbered consecutively, show the name of the party offering same, and contain citations of authority therefore. The court, in its discretion, may allow counsel to provide a list of the numbered CALCRIM instructions desired in lieu of providing the text.

(Adopted 1/1/2013; Revised 1/1/2022)

10.52 Mandatory Trial Readiness Conference for Criminal Cases.

For any criminal case that is set for trial, a mandatory Trial Readiness Conference (TRC) must be set two weeks prior to the trial date on a Monday through Thursday. Additional trial readiness conferences may be set by the Home Court judge ahead of the mandatory TRC but all cases must have a mandatory TRC set on this schedule.

(Adopted 1/1/2013; Revised 1/1/2022, 1/1/2023)

10.53 Purpose of Trial Readiness Conference.

The purpose of trial readiness conferences is to attempt to negotiate resolution of pending cases and to confirm the readiness of pending trials.

(Adopted 1/1/2013; Revised 1/1/2022)

10.54 Trial Readiness Notification.

All counsel shall notify the court of their readiness to begin trial. Such notification shall be done electronically using the "Criminal Readiness Notification System" on the Court's website. Upon accessing the website, all counsel shall provide information as to the status of the case.

The deadline to report readiness for trial is Monday at noon, one week before the trial date. Failure to report readiness prior to the deadline may result in the issuance of an OSC and the imposition of sanctions.

Notification by this method does not abrogate compliance with Penal Code section 1050.

(Adopted 1/1/2013; Revised 1/1/2022, 1/1/2023, 1/1/2025)

10.55 Obtaining Web-Based Application Login.

(A) Counsel in all criminal cases set for trial in the Sacramento Superior Court shall obtain a web-based login and password in order to post their respective trial readiness status (Local Rules, rule 10.54). Counsel must complete an Account Registration Form available on the court's website.

(B) The following information is required for the Account Registration: First Name, Last Name, Bar Number, Current Phone Number (Area code + Phone Number), and Current E-mail Address. Presentation of a current California Driver's License or Identification card (private counsel) or authentication by affiliated agencies (PD, DA, CCD, AG, Sac City Attorney) will be required prior to account activation.

(Adopted 1/1/2013; Revised 1/1/2025)

(Rules 10.56-10.59, reserved)

PART SEVEN. Miscellaneous

10.60 Probable Cause Hearings.

Upon the booking of any person into the county jail, except pursuant to an arrest warrant, the arresting agency shall present a declaration to the Criminal Division, Jail Support Unit establishing probable cause for the detention. The declaration shall be on a form approved by the court.

(Adopted 1/1/2013)

10.61 Temporary Release from Jail.

(A) Except as indicated below, applications by or on behalf of inmates confined in the county jail, as sentenced or committed prisoners, for temporary release from custody (in the custody of the sheriff or without such custody) for medical, family emergency, education, employment, and related purposes shall be made to the sheriff and not to the court.

(B) Only the following applications shall be made to the court:

(1) Orders to produce an inmate to testify as a witness in court.

(2) Applications to the court by affidavit of the sheriff for removal of an inmate who requires medical or surgical treatment necessitating hospitalization, which treatment cannot be furnished or supplied at county jail pursuant to Penal Code section 4011;

(3) Commitment of inmate to mental facility pursuant to Penal Code section 4011.6.

(4) Removal of inmate for mental health services pursuant to Penal Code section 4011.8.

(Adopted 1/1/2013)

10.62 Standing Income Deduction Order.

This local rule creates a Standing Income Deduction Order which shall apply in any case in which the court at time of sentencing orders that the defendant pay restitution to the victim and/or the Restitution Fund pursuant to Government Code section 13967(c) and/or Penal Code section 1203.04 and also orders an income deduction from all income due and payable to the defendant pursuant to Government Code section 13967.2. This Standing Income Deduction Order shall be effective so long as the order for restitution upon which it is based is effective or until further order of the court.

The terms of the Standing Income Deduction Order are:

(A) The matter is referred to the Sacramento County Department of Revenue Recovery (D.R.R.) for an evaluation and recommendation regarding the defendant's ability to pay

restitution and ability to pay through an income deduction. If the defendant does not consent to the amount of the income deduction recommended by D.R.R., the matter shall be set for a hearing before the court. The court shall determine the total amount of income to deduct for each pay period and shall determine all applicable fees and interest.

(B) All payers of income due and payable to the defendant are directed to deduct from those amounts that sum of money fixed by the court according to paragraph (A) above.

(C) This order applies to all current and subsequent payers and periods of employment.

(D) A copy of this order shall be served on the defendant's payer(s).

(E) This order is stayed until D.R.R. determines that the defendant has failed to meet his/her obligation under the restitution order and the defendant has failed to provide D.R.R. with good cause for the failure according to the procedure below.

(F) If D.R.R. determines that the defendant has failed to meet his/her obligation under the restitution order, D.R.R. shall request the defendant to provide evidence indicating that timely payments have been made or provide information establishing good cause for the failure.

(G) If, within five days of the request, the defendant fails to provide D.R.R. with the evidence required in paragraph (F) or fails to establish good cause, D.R.R. shall immediately inform the defendant of that fact and shall inform the court that the stay on the income deduction order should be lifted and a notice to payer should be issued.

(H) If the Clerk of the Court receives information from D.R.R. as provided in paragraph (G) above, the clerk shall prepare and endorse an income deduction order and notice to payer. Unless the defendant applies within a 15-day period for a hearing to contest the lifting of the stay and enforcement of the income deduction order, the clerk shall forward the order and notice to D.R.R. for service on the defendant's payers.

(I) The defendant, within 15 days after being informed by D.R.R. pursuant to paragraph (G) above that the order staying the income deduction order shall be lifted, may apply for a hearing to contest the enforcement of the income deduction order only (1) on the ground of mistake of fact regarding the amount of restitution owed, or (2) on the ground that the defendant has established good cause for the nonpayment.

(J) Upon the filing of defendant's request pursuant to paragraph (I) above within the 15-day period, the matter shall be set for a hearing before the court to determine whether the enforcement of the income deduction order is proper.

(K) The defendant shall provide to D.R.R. the address of his/her current and subsequent payers and, within seven days, shall notify D.R.R. of any change of payer.

(L) The defendant shall notify D.R.R. within seven days of his/her change of address.

(Adopted 1/1/2013)

10.63 Incompetence Finding.

At the time a defendant is found incompetent on a felony matter pursuant to Penal Code section1370, the prosecuting agency shall provide the court with copies of the defendant’s

criminal history report (RAP Sheet) and related arrest reports no later than two court days prior to the next hearing.

(Adopted 1/1/2021; Revised 7/1/2026)

10.64 Submission of Exhibits.

(1) For any criminal case, all non-documentary exhibits offered by any party for evidentiary hearings, including trials, shall be submitted to the court as a full and complete photographic record in lieu of actual physical evidence as prescribed in Penal Code section 1417.3. If a party wishes to submit non-documentary evidence a formal request shall be made to the magistrate which completely describes the item(s) and the reasons a photographic record cannot be submitted alternatively.

(2) In the interest of public health and safety, no hazardous material, including any controlled substance as defined by Health and Safety Code section 11007, no paraphernalia or packaging containing residues of those substances, no hypodermic needles or syringes, and no other items that the trial court may deem toxic, may be brought to the courtroom or received into evidence, except as provided by Penal Code section 1417.3(b).

(3) All exhibits submitted in an electronic medium must be labeled with the case number, case title, and a general description of the contents of the medium.

(4) Electronic exhibits shall not be attached to hard copy motions. They must be transcribed if there is audio and/or pictures shall be provided.

(Adopted 1/1/2021; Revised 1/1/2023, 1/1/2026)

10.65 Mental Health Diversion Application Readiness Notification

All counsel shall notify the court of their readiness for their application for Mental Health Diversion. Such notification shall be done electronically using the “Criminal Readiness Notification System” on the Court’s website. Upon accessing the website, all counsel shall provide information as to the status of the case.

The deadline to report readiness for the Mental Health Diversion application is between 8 a.m., three days prior to the hearing, and 12:00 p.m. the day before the scheduled hearing. Failure to report readiness prior to the deadline may result in the issuance of an OSC and the imposition of sanctions.

(Adopted 1/1/2026)

10.66 Sealing of Confidential Mental Health Diversion Filings

In any case where a Mental Health Diversion application has been filed pursuant to Penal Code section 1001.36, the parties shall file all personal mental health and medical information presented on the petition in a separate sealed envelope attached to the application, opposition, or other related filing. Personal information subject to the protection of this order includes, but is

not limited to, the specific individualized diagnostic and treatment opinions required under Penal Code section 1001.36, subdivision (b)(I) and (2), (c)(3), (f)(B), and (g)(4). The parties' general points and authorities in the public file may simply reference the sealed attachment where relevant as opposed to stating specific detailed personal data.

The Court finds that personal information subject to protection of this order is presumptively confidential, and as such: (1) There exists an overriding interest that overcomes the right of public access to the record; (2) The overriding interest supports sealing the record; (3) A substantial probability exists that the overriding interest will be prejudices if the record is not sealed; (4) The proposed sealing is narrowly tailed; and (5) No less restrictive means exit to achieve the overriding interest. (See, HIPAA Title 42 U.S.C. section 1320d, title 45 C.F.R. sections 160.103, 164.512, Civil Code section 56, et seq.; Pen. Code section 1369.5, Wel. & Inst. Code sections 5202, 5328, and 5540.)

(Adopted 7/1/2026)

CHAPTER 11 - APPELLATE DIVISION

11.00 Sessions.

Regular sessions of the Appellate Division of the Superior Court shall be held on the third Friday of each calendar month at 10:00 a.m. in the department of the Presiding Judge of the Appellate Division unless the Presiding Judge of the Appellate Division orders otherwise. Special sessions may be held at the call of the Presiding Judge of the Appellate Division.

(Adopted 1/1/2013)

11.01 Briefs.

(A) Briefs shall be prepared, served, and filed as provided by California Rules of Court, rules 8.882 - 8.884, rule 8.927, and rule 8.928. All filings shall be e-filed or filed with the Appellate Division on the 6th floor of the Tani Cantil Sakauye Courthouse unless otherwise directed by the Presiding Judge of the Appellate Division.

(B) When filing any hard copy original brief, the parties shall provide the clerk with one original which is either unbound and clipped or rubber banded or which is electronic in format (CD or, if available, electronically filed) and three additional copies. The three copies shall be stapled once in the upper left-hand corner, but should not be bound.

(Adopted 1/1/2013; Revised 1/1/2026, 7/1/2026)

11.02 Hearing Date in Caption.

(A) All briefs, motions, applications, and other papers filed with the Appellate Division shall include the scheduled hearing date of the appeal on the front-page caption.

(B) All documents filed with the Appellate Division shall include: (1) the full case title specifically identifying all parties; (2) the attorney's address and California state bar number; and (3) which party in the action the attorney represents.

(Adopted 1/1/2013)

11.03 Motions for Augmentation and Correction of the Record; Motions for Additions to the Record.

(A) All motions for augmentation and/or correction of the record pursuant to California Rules of Court, rule 8.841, rule 8.873 and rule 8.923, shall set forth facts showing: (1) good cause why the materials have not been included in the record on appeal; and (2) any previous motions for augmentation or additions to the record granted or denied to any party after filing of the notice of appeal.

(B) All such motions shall specifically identify each paper, record, or exhibit that is being requested and/or specifically identify, by subject, date, and department what portion of the proceedings before the trial court is being requested to be transcribed.

(Adopted 1/1/2013)

11.04 Requests for Free Clerk or Reporter's Transcript.

(A) All requests for a free clerk or reporter's transcript on appeal shall be accompanied by a current financial declaration.

(B) A request for a free reporter's transcript will be granted only on a showing of colorable need for the transcript.

(Adopted 1/1/2013)

11.05 Binding of Original Appellate Division Clerk's Transcript for Civil Appeals.

The original Appellate Division Clerk's Transcript for civil appeals is to be two-hole punched and bound at the top in volumes of no more than 300 sheets.

(Adopted 1/1/2013)

11.06 Record on Appeal

Upon stipulation of the parties or order of the trial courts, an electronic recording may be transmitted to the appellate division as the record of the trial court proceedings. The electronic recording must be the original official electronic recording of the oral proceedings or a copy made by the court.

(Adopted 7/1/2026)

Ability-to-Pay Determinations
9.01 125
Access to and Disclosure of Juvenile Court Records.
7.28 106
8.19 122
Access to Courtroom by Non-Parties.
8.04 115
Account for Withhold.
4.73 70
Admission of Mediation or Evaluation Reports at Short Cause Hearings.
5.20 80
Admission of Will or Codicil Containing Deletions and/or Interlineations.
4.52 65
ADR Assessment at Case Management Conference.
2.64 34
ADR Grievance Procedure.
2.67 35
ADR Information.
2.61 33
ADR Neutral List.
2.65 34
ADR Participation.
2.63 34
ADR Program Administrator.
2.62 34
Alternative Dispute Resolution
Civil 33
Alternative Dispute Resolution Policy Statement.
2.60 33
Amended Complaints.
2.20 21
Appeal from Decision of Labor Commissioner Under Labor Code Section 98.2.
2.18 21
Appearances and Continuances.
8.05 115
Appearances Required at Mediation.
2.81 39
APPELLATE DIVISION 141
Application for Appointment of Guardian Ad Litem.
3.00 51
Applications for Rehearing; Referee or Commissioner Assigned as a Referee.
7.26 105
Appointment of CASA
7.01 93

8.23 123
Appointment of Conservator
4.39 63
Appointment of Guardian of Minor.
4.31 61
Apportionment of Statutory Compensation.
4.71 69
Arbitration of Attorney's Claims in Connection with Action to Recover Attorney's Fees and/or Costs.
2.71 36
Arbitration Proceedings Regarding a Limited Civil Case in General.
2.69 35
Arbitration.
2.68 35
Arraignment.
10.01 126
Assignment for Trial.
10.50 135
Assignment of Probate Referee.
4.17 59
Assignments in Family Law Departments.
5.09 76
Settlement Conference Procedures
2.94 42
Attorney Competency Certification.
7.20 103
Attorney's Fees in Actions on Promissory Notes, Contracts Providing for Payment of Attorney's Fees, and Foreclosures; Attorney's Fee Schedule.
2.14 19
Attorney's Fees in Residential Unlawful Detainer Actions.
2.13 18
Bail Schedule.
10.31 134
Bankruptcy Matters.
2.54 33
Binding of Original Appellate Division Clerk’s Transcript for Civil Appeals.
11.05 142
Briefs.
11.01 141
Calendar Matters Recommended for Approval.
4.07 56
Case Management Conference.
2.50 31
Case Management Program.
2.45 29
Case Management Statements, filing a Joint Statement, Default Judgment Status Statements, Meet and Confer Period.
2.51 31
CHAPTER 8 – JUVENILE JUSTICE 114

Character of Property and Transmutation in Summary Proceedings.
4.65 67
Charging Documents.
10.00 126
Citation and Effect of Rules.
1.00 1
CIVIL 15
Civil Filings
2.02 15
Civil Home Court Case Management Program (CMP).
Civil 29
Civil Home Court Law and Motion
Civil 25
Civil Home Court Law and Motion.
2.30 25
Civil Trial Readiness Notification.
2.92 42
Claims Filed Pursuant to the California Environmental Quality Act
1.27 14
Claims of Minors and Incompetents.
3.02 51
CMP Tentative Rulings and Preparation of Notices.
2.47 30
Community Engagement and Fairness Committee.
1.26 13
Compensation for Extraordinary Services.
4.72 69
Compensation of Discovery Referees.
2.38 28
Compensation of Mediators.
2.84 40
Complaint Process - Child Custody Evaluators.
5.33 86
Confidential Mediation.
4.33 62
Confidential Mediation: Office of Family Court Services (FCS).
5.16 78
Confidentiality.
2.85 40
Consent of Testamentary Trustee to Act.
4.74 70
Conservatorship
Probate 62
Conservatorship Final Account and Report.
4.83 71
Conservatorship, Guardianship, Decedent and Trust Accountings
Probate 70

Construction of Provision Drawn From the Family Code, California Rules of Court, Code of Civil Procedure, Evidence Code, or Other Uniform Act.
5.01 74
Construction of Rules.
5.03 74
Construction of Tenses.
5.05 74
Contact with Parties Prior to Hearing (In/Out of Custody).
7.09 95
Contacting Court's Legal Research Staff.
1.13 5
Contested Guardianships. Recommending Mediation.
4.32 62
Contested Matters.
4.09 56
Continuance - Short Cause Hearing, Long Cause Hearing, Trial.
5.23 81
Continuance of Trial Setting.
2.90 41
Continuances.
10.02 126
Counsel of Record and Self-Represented Litigants.
7.06 94
Court Appointed Special Advocate Program (CASA).
7.00 93
8.22 123
Court Ordered Child Custody Evaluations - Finding a Qualified Evaluator.
5.19 80
Court Reporting Services.
1.11 4
CRIMINAL 126
Criminal Law and Motion Departments.
10.10 128
Decedent's Estates
Probate 64
Defaults and Default Judgments.
2.34 27
Definition of Day of Vacation
1.03 1
Definitions and Use of Terms.
5.08 75
Demurrers in Limited Civil Cases.
2.32 26
Deposit of Personal Property for Reduction of Bond.
4.59 66
Detention Hearing or Initial Appearance.
7.08 94
Digital Evidence Policy.

1.25 13
Direct Calendaring, Calendar Call, and Appearances.
7.07 94
Discovery
Criminal 132
Discovery - Pre-Judgment - Post-Judgment.
5.25 81
Discovery During Mediation.
2.83 39
Discovery Motions.
10.22 133
Discovery Requests.
10.20 133
Discovery Sanctions. Code of Civil Procedure Sections2023.020 and 2023.040.
2.36 28
Distribution of Property Held by Depository.
4.60 67
Distribution to Minors.
4.70 69
Drop Box.
1.16 6
Duties if Case Settles.
2.91 41
Duty to Meet and Confer and Exchange re Civil Trials: Motions, Jury Instructions, Exhibits, Witness Lists, and Statement of the Case
Civil 47
Effect of Headings.
5.02 74
Electronic Document Submission System Inquiries.
7.39 109
8.21 123
Electronic Evidence for Trials and Specially Set Hearings
5.38 88
Electronic Filing of Limited Civil Unlawful Detainer Documents at the Carol Miller Justice Center
PART ELEVEN 49
Electronic Filing Process.
1.21 8
Electronic Filing Program/Scope.
1.20 8
Electronic Filing System Inquiries
1.23 10
Electronic Signatures on Non-Electronic Documents
5.21 80
Electronic Submission of Documents to the Court for Filing.
7.37 108
8.20 122
Eligible Cases.
2.75 37

Emergency Removal of Minor from Youth Detention Facility.
8.17 120
Evidence of Record Title in Proceedings Under Probate Code Sections 850 Et Seq. and Sections 17200 Et Seq.
4.66 68
Ex Parte Application
4.20 59
Ex Parte Application for Restoration of Former Name
5.11 76
Ex Parte Application.
5.13 76
Ex Parte Applications and Orders.
8.03 114
Ex Parte Applications in Presiding Judge's Department.
1.07 3
Ex Parte Applications.
2.35 27
Ex Parte Orders.
7.12 95
Ex Parte Petition for Final Discharge
4.19 59
Examination of Judgment Debtors, Garnishees, and Others Noticed for Appearance at the Main Downtown Courthouse.
2.10 17
Exchange of Information and Disclosure of Juvenile Court Records.
6.01 89
Included Actions; Exceptions
2.46 29
Exemption for Short Cause Cases Upon Certification of All Parties.
2.52 32
Exemption from Mandatory Settlement Conference Program.
2.80 38
Exhibits.
2.22 22
2.98 48
Expedited Review of Housing Development Decisions.
2.28 24
Failure of Counsel to Appear in Law and Motion.
10.15 132
Failure to Comply with Rules.
1.01 1
Failure to Meaningfully Participate in Arbitration Procedures.
2.72 36
Family Centered Case Resolution
5.34 86
FAMILY LAW 74
Family Law Facilitator - Additional Duties.
5.37 87

Filing Fee - Pleadings Filed by Minor's Counsel On Behalf of Minor.
5.35 87
Filing of Information.
10.30 134
Filing of Papers.
10.12 128
2.31 25
Filings.
7.04 94
Form of Case Management Documents.
2.48 30
Form of Judgment.
2.15 20
Form of Papers Presented for Filing.
4.00 53
Formal Orders.
4.16 58
Format of Motions; Citations.
10.13 129
General
Civil 15
Criminal 126
Probate 53
General Compliance with Probate Code 1063(g) and 1064 (a)(b).
4.80 70
General Motions.
2.96 47
General Provisions.
8.00 114
GENERAL RULES 1
Guardianship
Probate 61
Guardianship Accounts.
4.81 70
Guardianship Final Account and Report.
4.82 71
Hearing Date in Caption.
11.02 141
Hospitalizations for Mental Health Evaluation and Treatment.
7.18 100
ICWA Voluntary Proceedings
7.45 113
Identification, Check-in and Waiting Area.
6.05 91
Identify Persons to Receive Notice.
4.04 55
Incompetence Finding.
10.63 138

Independent Administration of Estates.
4.57 66
Information Required of Personal Representatives Upon Acknowledgment of Duties.
4.61 67
Issuance of Writs and Abstracts.
1.17 6
Joining Motions of Other Parties.
2.09 17
Judicial Arbitration Under Code of Civil Procedure Section 1141.10 Et Seq.
2.70 36
Judicial Modification.
2.99.03 48
Jurisdictional/Dispositional Hearings.
7.10 95
Jury Fees.
1.10 4
Jury Instructions.
10.51 135
2.97 47
JUVENILE COURT CONFIDENTIALITY AND MEDIA POLICIES 89
JUVENILE DEPENDENCY 93
Juvenile Dependency Remote Proceedings
7.44 110
Juvenile Dependency Settlement Conference Procedures.
7.43 110
Juvenile Dependency Settlement Conference Statement.
7.42 110
Law and Motion for All Matters
Criminal 128
Law and Motion Pleadings - Filing - Assignment. Time Limitation.
5. 78
5.15 78
Limited Civil Cases.
2.21 21
Locations for Photography and/or Video/Audio Recording.
6.07 91
Lost Wills.
4.53 65
Mandatory Civil Local Forms.
2.01 15
Mandatory Electronic Filing
2.99.06. 49
Mandatory Settlement Conference - Long Cause Hearing, Trial.
5.28 83
Mandatory Trial Readiness Conference for Criminal Cases.
10.52 136
Master Calendar Departments.
1.04 1

Matters Applicable to Felony Cases
Criminal 133
Matters Applicable to Misdemeanor Cases and Infractions
Criminal 135
Matters Regarding Discovery in Limited Civil Cases.
2.37 28
Matters Requiring Review of Privileged or Confidential Records.
10.33 134
Meaning of Shall, May, Shall Not, and May Not.
5.06 75
Mediation Program Statements and Supporting Documents.
2.82 39
Mediator Qualifications.
2.87 40
Mediator Statement.
2.86 40
Meet and Confer.
7.17 99
Mental Health Diversion Application Readiness Notification
10.65 139
Minimum Standards of Experience, Education and Training.
7.21 103
Minor's Funds for Support and Maintenance – Financial Support of Parents.
4.34 62
Minor's Counsel - Complaint Procedure.
5.36 87
Miscellaneous
Criminal 137
Modification of Orders.
7.35 107
Motion to Tax Costs.
2.16 20
Motions for Augmentation and Correction of the Record; Motions for Additions to the Record.
11.03 141
Motions in Limine.
2.95 47
Motions to Compel Entry of Judgment. Orders After Hearing.
2.06 16
Motions to Continue Trial Date.
2.11 18
Motions to Implement and for Relief.
2.53 32
Motions to Relieve Counsel.
7.34 107
Motions to Strike in Limited Civil Cases.
2.33 26
Multiple Departments with Similar Proceedings.
2.05 16

Multiple Representatives.
4.62 67
Notice and Request to Attend Court Proceedings.
6.03 89
Notice of Administration to Creditors.
4.63 67
Notice of Settlement.
2.66 35
Notice Requirement on Court Appointed Attorney Fee Petition.
4.18 59
Noticing Persons Listed in Petitions for Administration.
4.55 66
Numbering of Discovery Documents and Tapes.
10.21 133
Obtaining Web-Based Application Login.
10.55 136
Order Shortening Time - Request for Order.
5.14 78
Orders After Hearing.
2.07 16
Orders for Psychological Assessments/Evaluations.
7.32 107
Orders to Be Complete in Themselves.
4.15 58
Orders to Produce Incarcerated Parties/Individuals in Dependency Cases.
7.13 96
Orders to Show Cause.
2.55 33
Orders.
7.29 106
8.01 114
Pending Hearing Date: Disclosure on Pleading.
5.10 76
Petition for Final Distribution.
4.68 68
Petition to Include Proposed Distribution.
4.69 69
Petitions for Family Allowance.
4.64 67
Photographing, Recording, and Broadcasting in Courthouse Facilities.
1.24 11
Photography or Video/Audio Recording of Minors in Juvenile Institutions.
6.09 92
Placement.
8.14 118
Pooling.
6.08 91
Post-Detention Hearing Modifications.

8.07 116
Posting of Civil Tentative Rulings.
1.06 2
Pre-Assignment Requests.
10.32 134
Preparation and Submission of Findings and Order After Hearing; Long Cause Hearing.
5.30 85
Preparation of Judicial Council Form Custody Order-Juvenile.
7.31 106
Preparation of Notices.
4.03 54
Preparing for Hearing.
4.01 53
Presenting Wills for Lodging or Admittance.
4.50 64
Presiding Judge Law and Motion Proceedings and Tentative Rulings
1.05 2
Pre-Trial Conference Procedures.
7.16 99
Pretrial Motions not Waived.
10.11 128
Pre-Trial Statement and Pre-Trial Conference.
7.14 98
Pre-Trial Statement.
7.15 98
Priority Election Matters
2.27 23
PROBATE 53
Probate Hearing Once Noticed Cannot be Advanced; Continuances in Probate Matters Other Than Conservatorship and Guardianship; Procedure for Resetting a Matter for Hearing.
4.05 55
Probate Law and Motion Calendar
4.02.01 54
Procedures for Informing the Court of the Interests of a Dependent Child.
7.25 104
Procedures for Reviewing and Resolving Complaints Regarding Performance of Counsel.
7.24 104
Proceeding for Spousal Property Transaction.
4.42 63
Proceedings Under Probate Code Sections 3410 Et Seq.
4.35 62
Production of Estate Planning Documents in Proceedings Pursuant to Probate Code Sections 2580 or3100.
4.43 64
Proof of Wills by Affidavit or Declaration.
4.51 65
Proposed Conservator Fingerprinting.
4.38 62

Proposed Guardian Fingerprinting.
4.30 61
Public Admission and Media Coverage of Juvenile Court Matters.
6.02 89
Punctuality
10.06 128
Purpose of Trial Readiness Conference.
10.53 136
Recommending Mediation: Referrals to Private Mediation.
5.18 79
Recommending Mediation: Referrals to the Office of Family Court Services (FCS).
5.17 79
Record on Appeal
11.06 142
Applications for Rehearing
8.15 119
Reference to Statute Includes Amendments and Additions.
5.04 74
Remote Proceedings - General Rules for All Remote Appearances
10.05 127
Remote Proceedings.
4.06 55
5.24 81
Removal, Resignation, and Termination of CASA Volunteer
8.24 124
Removal, Resignation, and Termination of CASA Volunteer.
7.03 93
Replacing Lost Papers.
1.14 5
Report of Trustee.
4.85 72
Request for Administration of Psychotropic Medication, Medical, Surgical, and Dental Care.
7.19 102
Requesting Oral Argument.
2.40 29
Requesting Reporting Services.
1.12 5
Requests for Free Clerk or Reporter's Transcript.
11.04 142
Requests for Medical, Surgical and Dental Care.
8.18 122
Requests to Change Mediators - Peremptory Challenge to Court-Connected Mediator; Complaints.
5.32 86
Requirements for Giving Notice of Probate of Will.
4.56 66
Reserving Hearing Dates.
2.39 28
Resolving Conflicting Protective Orders.

1.19 7
Response or Objections to Calendared Matters.
4.08 56
Responsibility for Errors in Electronically Filed Data.
1.22 10
Restitution Determination Procedures.
8.13 117
Sale of Conservatee's Residence.
4.41 63
Sale of Specifically Devised Property.
4.67 68
Sanctions.
2.00 15
Scope of Rules.
6.00 89
Sealing of Confidential Mental Health Diversion Filings
10.66 139
Self-Represented Parties Acting as Counsel.
1.02 1
Sessions.
11.00 141
Setting Civil Cases for Trial.
2.88 41
Setting Evidentiary Hearing Motions.
10.17 132
Setting Evidentiary Hearing on Discovery Motions (Pitchess).
10.18 132
Settlement Approval Motions for Class and/or Private Attorneys General Act “PAGA” Actions
Civil 49
Settlement Approval Motions.
2.99.05 49
Settlement Conference.
7.41 109
Settlement Conferences – Long Cause Matters
Civil 42
Settlement Conferences – Small Claims and Unlawful Detainer Cases Heard at the Carol Miller Justice Center
Civil 46
Settlement Conferences – Small Claims and Unlawful Detainer Cases Heard at the Carol Miller Justice Center.
2.94.01 46
Settlement Conferences.
2.93 42
4.11 56
Settlement of Contested Matters.
4.12 57
Severability of Provisions.
5.07 75

Sexually Violent Predator Cases.
1.18 7
Signature of Self-Represented Party on Agreement or Stipulation - Notary Required.
5.12 76
Small Claims – Request to Correct or Cancel Judgment and Answer.
2.23 22
Special Letters, Notice, and Appointment.
4.54 65
Standing Income Deduction Order.
10.62 137
Statement of Issues and Contentions.
5.29 83
Statement of the Case.
2.99.02 48
Stipulated Judgment Form to Be Separate from Stipulation.
2.17 20
Stipulation to Establish or Modify Child Support - Child Receiving Public Assistance.
5.31 86
Stipulation to Mediation.
2.76 38
Submission of Exhibits
10.64 139
Substitution of Attorney, Association of Attorney, or Pro Hac Vice application/motion
2.08 16
Taking Matters off Calendar.
10.16 132
Temporary Release from Jail.
10.61 137
Temporary Spousal Support - Calculation.
5.22 81
Time Estimates - Long Cause Hearing and Trial.
5.27 82
Time Limits on Notice of Motion.
10.14 130
Timing of Mediation and Trial Dates.
2.79 38
Title of Rules.
5.00 74
TRAFFIC COURT 125
Trial
Criminal 135
Trial Assignment.
8.16 120
Trial Brief.
2.99.01 48
Trial by Declaration
9.00 125
Trial Judge Motions.

2.12 18
Trial Procedures.
4.13 57
Trial Readiness Conference.
10.41 135
Trial Readiness Notification.
10.54 136
Trial Setting for Civil Cases
Civil 41
Trial Setting Memorandum to Set.
5.26 82
Trial Setting Process for Civil Cases Other Than Short Cause Matters.
2.89 41
Trust Accountings.
4.84 71
Trusts Created Pursuant to Court Order.
3.03 52
Type of Mediation Available.
2.74 37
Typing Services or Non-Attorney Court Document Preparers.
1.15 6
Uninsured Motorist Cases: Duty to Advise Court of Uninsured Motorist Claim; Additional Time for the Resolution of Claim; Duty to Advise Court of Resolution of Claim.
2.49 31
Use of AI by Counsel
1.28 14
Use of Cameras or Recording Equipment.
6.04 90
Vacancy and Challenge of ADR Neutral.
2.77 38
Video Presentation of Conservator's Duties.
4.40 63
Voir Dire Juror Questionnaire.
1.08 4
Voluntary Civil Mediation.
2.73 37
Waiver of Bond.
4.58 66
Waiver of Court Fees and Costs.
1.09 4
Withdrawal as Attorney of Record.
10.03 127
Withdrawal of Funds.
3.01 51
Witness List.
2.99 48
Writs of Mandate
Civil 22

Writs of Mandate.
2.26 22

Superior Court of California, County of Sacramento

LOCAL FORMS MASTER LIST
(By Operational Section)

CIVIL			
Abandonment of Appeal	CV\E–MU-01	Optional	09/01/06
Amendment to Complaint	CV\E–120	Optional	11/13/11
Arbitrator Panel Application	CV\E-ARB-102	Mandatory	06/17/13
Attachment to Stipulation and Order to Arbitration/Mediation – Limited Civil Cases	CV/E-203a	Mandatory	01/01/14
Attorney/Party Compliance Statement	CV\E–112	Mandatory	10/24/18
Award of Arbitrator	CV\E–126	Mandatory	02/13/09
Certification for Short Cause Matters	CV\E–131	Mandatory	02/13/09
Civil Bench Warrant	CV\E-127A	Mandatory	03/25/14
Civil Bench Warrant with Instructions	CV\E-127B	Mandatory	06/23/15
Declaration and Request for Exemption from Mandatory Settlement Conference Program	CV\E-MED-170	Mandatory	6/17/03
Declaration of Diligent Search and Request to Dispense with Notice Re: Petition for Change of Name	CV\E-208	Optional	08/08/19
Default Judgment Status Statement	CV\E–148	Mandatory	02/13/09
Designation Statement	CV\E–113	Mandatory	05/13/15
Ex Parte Application to Extend Arbitration Date	CV\E–115	Mandatory	02/13/09
Ex Parte Application to Extend time and to Select Trial Date and Mandatory Settlement Conference Date	CV\E-TSP-185	Mandatory	02/13/09
Judgment by Default by Clerk	CV\E–121	Optional	03/08/06
Judgment by Default by Court	CV\E–122	Optional	03/08/06
Judgment Pursuant to 1710.25 (Sister State)	CV\E–123	Optional	04/10/17

Limited Civil Case Status Memorandum	CV\E-202	Mandatory	07/01/16
Notice of Appeal (Limited Civil Case)	CV\E–MU–17	Optional	09/01/06
Program Case Notice	CV\E–143	Mandatory	02/16/16
Qualification Statement/Notice of Assignment of Arbitration Hearing Date	CV\E–ARB-119	Mandatory	06/03/13
Rejection of Arbitration Award and Request for Trial De Novo	CV\E ARB–116	Optional	06/17/13
Stipulation and Order to Arbitration/Mediation – Limited Civil Cases	CV\E-203	Mandatory	01/01/14
Stipulation and Order to Mediation – Unlimited Civil Cases	CV\E-MED-179	Mandatory	01/01/14
Uninsured Motorist Statement	CV\E–132	Mandatory	10/27/15
CRIMINAL			
Criminal Records Credit Card Authorization Form	CR-500B	Mandatory	10/1/21
Local Criminal Records Copy Request	CR-278C	Mandatory	10/1/21
Local Criminal Records Name Search Request	CR-278A	Mandatory	10/1/21
Notification of Military Status	MIL-100	Mandatory	9/1/16
Petition for Certificate of Rehabilitation and Pardon	FORM 1	Mandatory	1/21/98
Petition for Re-designation of Sentence (Proposition 47)	CR-325	Mandatory	5/15/17
Petition for Re-designation of Sentence (Proposition 64)	CR-335	Mandatory	11/9/16
Petition to Terminate Sex Offender Registration = Information - Sacramento	CR-415-INFO	Mandatory	7/1/21
Petition to Terminate Sex Offender Registration (Pen. Code § 290.5) - Sacramento	CR-415	Mandatory	7/1/21
Plea in Absentia DUI / Non DUI Combined	CR-142	Mandatory	3/1/17
Proof of Service - Sex Offender Registration Termination (Pen. Code § 290.5) - Sacramento	CR-416	Mandatory	7/1/21

Waiver and Plea Form	CR-57	Mandatory	5/1/21
Waiver and Plea Injury With Prior	CR-170	Mandatory	5/1/21
Waiver and Plea No Priors	CR-171	Mandatory	5/1/21
Waiver and Plea One Prior	CR-172	Mandatory	5/1/21
Waiver and Plea Reckless Driving	CR-63	Mandatory	5/1/21
Waiver and Plea Three or More	CR-174	Mandatory	5/1/21
Waiver and Plea Two Priors	CR-173	Mandatory	5/1/21
Waiver of Defendant's Personal Presence PC 977c	CR-315	Mandatory	4/1/20
FAMILY LAW			
Authorization for Non-Attorney Court Document Preparer	FL/E-LP-609	Mandatory	12/30/16
Counter Memorandum to Set (Family Law)	FL/E-LP-605	Mandatory	1/01/24
Credit Card Authorization	FL/E-LP-627	Mandatory	1/19/16
Declaration of Private Child Custody Recommending Counselor Regarding Qualifications	FL/E-FR-411	Mandatory	1/1/13
Document Drop-Off Sheet for Domestic Violence and Ex Parte Applications form	FL/E-LP-668	Mandatory	10/28/20
Family Court Services Parenting Plan Questionnaire Confidential	FL/E-ME-802	Mandatory	2/27/23
Family Law Case Demographics Information Sheet for Child Custody/Visitation	FL/E-ME-811	Mandatory	11/8/19
Family Law Case Participant Enrollment Form (Attorney)	FL/E-LP-666	Mandatory	2/5/18
Family Law Case Participant Enrollment Form (Party)	FL/E-LP-665	Mandatory	1/21/21
Grandparent Visitation Questionnaire	FL/E-ME-825	Mandatory	2/27/23
Guardianship Questionnaire	FL/E-ME-815	Mandatory	2/27/23

Investigation Questionnaire	FL/E-LP-647	Mandatory	1/31/17
Memorandum to Set (Family Law) /Amended Memorandum to Set (Family Law)	FL/E-LP-625	Mandatory	2/14/19
Order for Private Child Custody Recommending Counseling	FL/E-LP-603	Mandatory	11/25/13
Order Granting Inspection of Adoption Records	FL/E-LP-646	Optional	12/3/09
Parent Child Relationship Declaration (Family Code Section 6323)	FL/E-LP-616	Mandatory	9/11/15
Petition for Confidential Mediation	FL/E-ME-804	Mandatory	4/26/17
Petition for Grandparent Visitation	FL/E-LP-606	Mandatory	1/14/16
Petition for Joinder (Custody/Visitation)	FL/E-LP-607	Mandatory	1/20/16
Petition for Joinder (Property etc.)	FL/E-LP-608	Mandatory	3/3/09
Petition for Private Child Custody Recommending Counseling	FL/E-LP-601	Mandatory	11/25/13
Petition to Inspect Adoption Records	FL/E-LP-645	Optional	12/3/09
Request for Copies of Family Law Records	FL/E-LP-662	Mandatory	2/24/20
Request to Drop or Continue Hearing, Long Cause Hearing or Trial	FL/E-CT-031	Mandatory	6/3/21
Response to the Petition for Private Child Custody Recommending Counseling	FL/E-LP-602	Mandatory	11/25/13
Statement of Issues	FL/E-CT-032	Optional	10/15/21
JUVENILE			
Application for Rehearing and Statement	JC/E-001	Mandatory	6/30/23
Application for Approval of a Minor's Request for Voluntary Inpatient Treatment (WIC 6552)	JC/E-312	Mandatory	6/30/23
Court-Appointed Dependency Attorney's Certification of Competency	JC/E-005	Mandatory	6/30/23
Complaint Regarding Performance of Court Appointed Attorney	JC/E-003	Mandatory	6/30/23

Court Order for Medical Authorization	JC/E-670	Mandatory	6/30/23
Court Ordered Psychological/Psychiatric Evaluation or Mental Health Assessment for Children	JC/E-327	Mandatory	6/30/23
Court Ordered Psychological/Psychiatric Evaluation or Mental Health Assessment for Parent(s)	JC/E-326	Mandatory	6/30/23
Juvenile Dependency Ex Parte Application and Declaration Re: Notice	JC/E-335	Optional	12/21/22
Juvenile Dependency Settlement Conference (JDSC) Statement	JC/E-348	Optional	6/30/23
Notice of Psychiatric Hospitalization and/or Release of Minor	JC/E-311	Optional	8/19/22
Order to Produce State Prisoner to Testify	JC/E-331	Mandatory	4/28/23
Pre-Jurisdictional Motion to Modify Court Order / Order	JC/E-319	Optional	8/19/22
Pre-trial Statement	JC/E-305	Optional	6/30/23
Request to Attend Juvenile Court Proceedings	JC/E-006	Mandatory	12/16/22
Retained Dependency Attorney's Certification of Competency	JC/E-005-R	Mandatory	6/30/23
Stipulation and Request for Order Following Meet and Confer / Order	JC/E-324	Optional	6/30/23
Stipulated Request and Order	JC/E-601	Optional	6/30/23
PROBATE			
Request to Drop or Continue Hearing, Long Cause Hearing or Trial by Stipulation	PR/E-CT-209	Mandatory	1/01/24
Declaration of Diligent Search and Request to Dispense with Notice	PR/E-LP-010	Mandatory	1/13/10
Notification to Court of Address of Conservatorship	PR/E-LP-012C	Mandatory	4/1/14
Notification to Court of Address on Guardian	PR/E-LP-012G	Mandatory	8/3/09
Verification that Video Tape of Conservator's Duties has been Viewed	PR/E-LP-020	Mandatory	7/9/19
Declaration and Notice Upon Ex Parte Application for Orders – Probate	PR/E-LP-036	Mandatory	8/25/16

Attachment to Declaration of Notice Upon Ex Parte Application for Orders – Probate	PR/E-LP-043	Mandatory	4/18/14
Request for Court Ordered Visitation	PR-E-LP-026	Mandatory	9/27/17
Petition for Confidential Mediation Regarding Visitation	PR-E-LP-025	Mandatory	9/25/17
Property Tax Certification	PR-E-LP-037	Mandatory	1/26/09
Termination of Guardianship – Supplemental Information	PR/E-LP-039	Mandatory	7/21/10
Guardianship Check-off Sheet	PR/E-LP-040	Optional	9/30/10
Response to Calendar Notes	PR-E-LP-022	Optional	5/17/18
Authorization for Non-Attorney Court Document Preparer	PR/E-LP-021	Optional	6/9/08
Confidential Conservator Screening Form Additional Page	PR/E-LP-018	Mandatory	1/3/12
Confidential Guardian Screening Form Additional Page	PR/E-LP-008	Mandatory	12/30/10
Confidential Cover Page For Financial Account Statement	PR/E-LP-007	Mandatory	1/1/05
Alternative Dispute Resolution Certification and Selection Form	PR/E-LP-002	Mandatory	11/21/07
Stipulation to Alternative Dispute Resolution and to Select ADR Provider	PR/E-LP-001	Mandatory	11/21/07
Request for Waiver of Probate Court Investigator Fee – Conservator Cases Only	PR-E-LP-044	Mandatory	9/14/11
Objection to Limited Conservatorship	PR/E-LP-049	Mandatory	8/15/19
Objection to Limited Conservatorship Attachment	PR/E-LP-049a	Mandatory	8/15/19
Proof of Personal Service	PR-E-LP-015	Mandatory	12/2/98
Request for Copies of Probate Records	PR/E-LP-052	Mandatory	12/08/22
Caregiver's Authorization Affidavit	PR/E-LP-023	Optional	10/11/11
SMALL CLAIMS			

Application and Ex Parte Motion for Entry of Satisfaction of Judgment by Court	SCL/E-1	Optional	1/1/07
Certificate of Added Costs	SCL/E-3	Optional	1/1/07
Civil Bench Warrant	SCL/E-2	Mandatory	1/1/07
Civil Bench Warrant with Instructions	7483 Form 056 – County	Optional	7/1/15
Ex Parte Declaration and Order to Set Aside Judgment in Installments	SCL/E-4	Optional	1/1/07
Request for Court Reset	SCL/E-5	Optional	1/4/11
TRAFFIC			
Abandonment of Appeal	CR-145	Optional	1/1/17
Agreement to Attend – Alcohol or Drug Program	TRL/I-55	Optional	6/1/20
Acknowledgment of Responsibility, Payment of Court Appointed Counsel Fees (PD)	TRL/I-60	Optional	1/1/07
Agreement to Attend – Aware Driver 2.0 Program	TRL/I-161	Optional	10/1/21
Agreement to Attend – Mature Driver Program	TRL/I-160	Optional	10/1/21
Agreement to Attend – Traffic Violator School	TRL/I-32	Optional	9/1/21
Agreement to Pay Department of Revenue Recovery	TRL/I-31	Optional	10/1/21
Agreement to Pay Fine	TRL/I-52	Optional	10/1/21
Agreement to Report - Car Seat Program	TRL/I-107 TRL/I-108	Optional	9/1/18 9/1/18
Agreement to Report - Safety Program	TRL/I-163	Optional	10/1/21
Agreement to Report to Alternative Sentencing Program	TRL/I-54A	Optional	11/1/21
Agreement to Report to Jail	TRL/I-57	Optional	10/1/21
Boater Safety Course Referral	TRL/I-106	Optional	9/1/18

Civil Assessment Failure to Appear Notice	TRL-122	Mandatory	11/1/20
Copy / Certified Copy Notice	TRL/I-89	Optional	2/1/16
Court Date Change Notice	TRL/I-75 TRL/I-TBD	Optional	9/1/18 4/1/20
Court Date Verification Form (TRL/I110 and 111)	TRL/I-110 TRL/I-111 TRL/I-112 TRL/I-113 TRL/I-134 TRL/I-142 TRL/I-143 TRL/I-144 TRL/I-149	Optional	11/1/20 11/1/20 11/1/20 11/1/20 11/1/20 4/1/21 4/1/21 2/1/21 11/1/20
Court Trial Continuance Request Form	TRL/I-70	Optional	12/1/11
Decision and Notice of Decision	TR-215	Mandatory	1/1/98
Deferred Entry of Judgment, Referral and Enrollment Form	N/A Form provided by vendor	Optional	1/1/21
False Insurance Notice	TRL/I-87	Optional	11/1/06
Faretta Warning Form	TRL/I-69	Optional	1/1/08
Information on Appeal Procedures for Infractions	CR-141	Optional	1/1/20
Loaves and Fishes Community Service Referral Form	TRL/I-53	Optional	9/1/18
Notice and Instructions to Arresting Officer	TR-210	Mandatory	1/1/99
Notice of Appeal and Record of Oral Proceedings	CR142	Optional	1/1/20
Notice of Court Driver's License Suspension	TRL/I-119	Optional	4/1/21
Notice of Decision - Trial in Absentia Notice	TRL/I-92	Optional	10/1/21
Notice of Fines Due	TRL/I-100	Optional	9/1/18
Notice of Non-Compliance / Clearance	TRL/I-102	Optional	8/1/19
Notice of Non-Compliance or Ineligibility	TRL/I-86	Optional	3/1/17

Officer's Declaration	TR-235	Mandatory	1/1/00
Order and Notice to Defendant of New Trial (Trial de Novo)	TR-225	Mandatory	1/1/99
Order Concerning Appellant's Proposed Statement on Appeal	CR-144	Optional	3/1/14
Plea in Absentia Form	TR-72	Optional	10/1/00
Proof of Insurance Insert	TRL/I-71A	Optional	5/1/18
Proof of Service	APP-109	Optional	1/1/17
Proposed Statement on Appeal	CR-143	Optional	1/1/21
Red Light Camera Statement Regarding Identification	TR-200, TR-205, TRL/I-16	Optional	1/1/99
Request for New Trial (Trial de Novo)	TR-220	Mandatory	1/1/99
Request Returned to Defendant Notice	TRL/I-84	Optional	12/1/19
Traffic School Notice of Non-Compliance / Ineligibility	TRL/I-73	Optional	7/1/17
Verification of Counter/Court Appearance Form	TRL/I-18	Optional	6/1/12
Waiver & Plea Form	TR-66	Optional	7/1/00
Written Trial by Declaration - Complete Packet	TRL/I-36	Optional	6/1/14
UNLAWFUL DETAINER			
Amendment To Complaint	CV\E-120	Optional	11/3/11
Declaration in Support of Application for Default Judgment	UDL/E-7	Optional	1/1/07
Judgment by Default by Clerk For Restitution of Premises	UDL/E-3	Optional	1/1/07
Judgment by Default by Court	UDL/E-4	Optional	1/1/07
Proof of Service by Mail	UDL/E-8	Optional	1/1/07

LOCAL FORMS MASTER LIST
(By Form Number)

Civil Bench Warrant with Instructions	7483 Form 056 – County	Optional	7/1/15
Proof of Service	APP-109	Optional	1/1/17
Information on Appeal Procedures for Infractions	CR-141	Optional	1/1/20
Notice of Appeal and Record of Oral Proceedings	CR142	Optional	1/1/20
Plea in Absentia DUI / Non DUI Combined	CR-142	Mandatory	3/1/17
Proposed Statement on Appeal	CR-143	Optional	1/1/21
Order Concerning Appellant's Proposed Statement on Appeal	CR-144	Optional	3/1/14
Abandonment of Appeal	CR-145	Optional	1/1/17
Waiver and Plea Injury With Prior	CR-170	Mandatory	5/1/21
Waiver and Plea No Priors	CR-171	Mandatory	5/1/21
Waiver and Plea One Prior	CR-172	Mandatory	5/1/21
Waiver and Plea Two Priors	CR-173	Mandatory	5/1/21
Waiver and Plea Three or More	CR-174	Mandatory	5/1/21
Local Criminal Records Name Search Request	CR-278A	Mandatory	10/1/21
Local Criminal Records Copy Request	CR-278C	Mandatory	10/1/21
Waiver of Defendant's Personal Presence PC 977c	CR-315	Mandatory	4/1/20
Petition for Re-designation of Sentence (Proposition 47)	CR-325	Mandatory	5/15/17
Petition for Re-designation of Sentence (Proposition 64)	CR-335	Mandatory	11/9/16
Petition to Terminate Sex Offender Registration (Pen. Code § 290.5) - Sacramento	CR-415	Mandatory	7/1/21

Petition to Terminate Sex Offender Registration = Information - Sacramento	CR-415-INFO	Mandatory	7/1/21
Proof of Service - Sex Offender Registration Termination (Pen. Code § 290.5) - Sacramento	CR-416	Mandatory	7/1/21
Criminal Records Credit Card Authorization Form	CR-500B	Mandatory	10/1/21
Waiver and Plea Form	CR-57	Mandatory	5/1/21
Waiver and Plea Reckless Driving	CR-63	Mandatory	5/1/21
Attachment to Stipulation and Order to Arbitration/Mediation – Limited Civil Cases	CV/E-203a	Mandatory	01/01/14
Rejection of Arbitration Award and Request for Trial De Novo	CV\E ARB–116	Optional	06/17/13
Attorney/Party Compliance Statement	CV\E–112	Mandatory	10/24/18
Designation Statement	CV\E–113	Mandatory	05/13/15
Ex Parte Application to Extend Arbitration Date	CV\E–115	Mandatory	02/13/09
Amendment To Complaint	CV\E-120	Optional	11/3/11
Amendment to Complaint	CV\E–120	Optional	11/13/11
Judgment by Default by Clerk	CV\E–121	Optional	03/08/06
Judgment by Default by Court	CV\E–122	Optional	03/08/06
Judgment Pursuant to 1710.25 (Sister State)	CV\E–123	Optional	04/10/17
Award of Arbitrator	CV\E–126	Mandatory	02/13/09
Civil Bench Warrant	CV\E-127A	Mandatory	03/25/14
Civil Bench Warrant with Instructions	CV\E-127B	Mandatory	06/23/15
Certification for Short Cause Matters	CV\E–131	Mandatory	02/13/09
Uninsured Motorist Statement	CV\E–132	Mandatory	10/27/15
Program Case Notice	CV\E–143	Mandatory	02/16/16

Default Judgment Status Statement	CV\E–148	Mandatory	02/13/09
Limited Civil Case Status Memorandum	CV\E-202	Mandatory	07/01/16
Stipulation and Order to Arbitration/Mediation – Limited Civil Cases	CV\E-203	Mandatory	01/01/14
Declaration of Diligent Search and Request to Dispense with Notice Re: Petition for Change of Name	CV\E-208	Optional	08/08/19
Arbitrator Panel Application	CV\E-ARB-102	Mandatory	06/17/13
Qualification Statement/Notice of Assignment of Arbitration Hearing Date	CV\E–ARB-119	Mandatory	06/03/13
Declaration and Request for Exemption from Mandatory Settlement Conference Program	CV\E-MED-170	Mandatory	6/17/03
Stipulation and Order to Mediation – Unlimited Civil Cases	CV\E-MED-179	Mandatory	01/01/14
Abandonment of Appeal	CV\E–MU-01	Optional	09/01/06
Notice of Appeal (Limited Civil Case)	CV\E–MU–17	Optional	09/01/06
Ex Parte Application to Extend time and to Select Trial Date and Mandatory Settlement Conference Date	CV\E-TSP-185	Mandatory	02/13/09
Request to Drop or Continue Hearing, Long Cause Hearing or Trial	FL/E-CT-031	Mandatory	6/3/21
Statement of Issues	FL/E-CT-032	Optional	10/15/21
Declaration of Private Child Custody Recommending Counselor Regarding Qualifications	FL/E-FR-411	Mandatory	1/1/13
Petition for Private Child Custody Recommending Counseling	FL/E-LP-601	Mandatory	11/25/13
Response to the Petition for Private Child Custody Recommending Counseling	FL/E-LP-602	Mandatory	11/25/13
Order for Private Child Custody Recommending Counseling	FL/E-LP-603	Mandatory	11/25/13
Counter Memorandum to Set (Family Law)	FL/E-LP-605	Mandatory	1/01/24
Petition for Grandparent Visitation	FL/E-LP-606	Mandatory	1/14/16
Petition for Joinder (Custody/Visitation)	FL/E-LP-607	Mandatory	1/20/16
Petition for Joinder (Property etc.)	FL/E-LP-608	Mandatory	3/3/09

Authorization for Non-Attorney Court Document Preparer	FL/E-LP-609	Mandatory	12/30/16
Parent Child Relationship Declaration (Family Code Section 6323)	FL/E-LP-616	Mandatory	9/11/15
Memorandum to Set (Family Law) /Amended Memorandum to Set (Family Law)	FL/E-LP-625	Mandatory	2/14/19
Credit Card Authorization	FL/E-LP-627	Mandatory	1/19/16
Petition to Inspect Adoption Records	FL/E-LP-645	Optional	12/3/09
Order Granting Inspection of Adoption Records	FL/E-LP-646	Optional	12/3/09
Investigation Questionnaire	FL/E-LP-647	Mandatory	1/31/17
Request for Copies of Family Law Records	FL/E-LP-662	Mandatory	2/24/20
Family Law Case Participant Enrollment Form (Party)	FL/E-LP-665	Mandatory	1/21/21
Family Law Case Participant Enrollment Form (Attorney)	FL/E-LP-666	Mandatory	2/5/18
Document Drop-Off Sheet for Domestic Violence and Ex Parte Applications form	FL/E-LP-668	Mandatory	10/28/20
Family Court Services Parenting Plan Questionnaire Confidential	FL/E-ME-802	Mandatory	2/27/23
Petition for Confidential Mediation	FL/E-ME-804	Mandatory	4/26/17
Family Law Case Demographics Information Sheet for Child Custody/Visitation	FL/E-ME-811	Mandatory	11/8/19
Guardianship Questionnaire	FL/E-ME-815	Mandatory	2/27/23
Grandparent Visitation Questionnaire	FL/E-ME-825	Mandatory	2/27/23
Petition for Certificate of Rehabilitation and Pardon	FORM 1	Mandatory	1/21/98
Application for Rehearing and Statement	JC/E-001	Mandatory	6/30/23
Complaint Regarding Performance of Court Appointed Attorney	JC/E-003	Mandatory	6/30/23
Court-Appointed Dependency Attorney's Certification of Competency	JC/E-005	Mandatory	6/30/23
Retained Dependency Attorney's Certification of Competency	JC/E-005-R	Mandatory	6/30/23

Request to Attend Juvenile Court Proceedings	JC/E-006	Mandatory	12/16/22
Pre-trial Statement	JC/E-305	Optional	6/30/23
Notice of Psychiatric Hospitalization and/or Release of Minor	JC/E-311	Optional	8/19/22
Application for Approval of a Minor's Request for Voluntary Inpatient Treatment (WIC 6552)	JC/E-312	Mandatory	6/30/23
Pre-Jurisdictional Motion to Modify Court Order / Order	JC/E-319	Optional	8/19/22
Stipulation and Request for Order Following Meet and Confer / Order	JC/E-324	Optional	6/30/23
Court Ordered Psychological/Psychiatric Evaluation or Mental Health Assessment for Parent(s)	JC/E-326	Mandatory	6/30/23
Court Ordered Psychological/Psychiatric Evaluation or Mental Health Assessment for Children	JC/E-327	Mandatory	6/30/23
Order to Produce State Prisoner to Testify	JC/E-331	Mandatory	4/28/23
Juvenile Dependency Ex Parte Application and Declaration Re: Notice	JC/E-335	Optional	12/21/22
Juvenile Dependency Settlement Conference (JDSC) Statement	JC/E-348	Optional	6/30/23
Stipulated Request and Order	JC/E-601	Optional	6/30/23
Court Order for Medical Authorization	JC/E-670	Mandatory	6/30/23
Notification of Military Status	MIL-100	Mandatory	9/1/16
Deferred Entry of Judgment, Referral and Enrollment Form	N/A Form provided by vendor	Optional	1/1/21
Request to Drop or Continue Hearing, Long Cause Hearing or Trial by Stipulation	PR/E-CT-209	Mandatory	1/01/24
Stipulation to Alternative Dispute Resolution and to Select ADR Provider	PR/E-LP-001	Mandatory	11/21/07
Alternative Dispute Resolution Certification and Selection Form	PR/E-LP-002	Mandatory	11/21/07
Confidential Cover Page For Financial Account Statement	PR/E-LP-007	Mandatory	1/1/05
Confidential Guardian Screening Form Additional Page	PR/E-LP-008	Mandatory	12/30/10
Declaration of Diligent Search and Request to Dispense with Notice	PR/E-LP-010	Mandatory	1/13/10

Notification to Court of Address of Conservatorship	PR/E-LP-012C	Mandatory	4/1/14
Notification to Court of Address on Guardian	PR/E-LP-012G	Mandatory	8/3/09
Confidential Conservator Screening Form Additional Page	PR/E-LP-018	Mandatory	1/3/12
Verification that Video Tape of Conservator's Duties has been Viewed	PR/E-LP-020	Mandatory	7/9/19
Authorization for Non-Attorney Court Document Preparer	PR/E-LP-021	Optional	6/9/08
Caregiver's Authorization Affidavit	PR/E-LP-023	Optional	10/11/11
Declaration and Notice Upon Ex Parte Application for Orders – Probate	PR/E-LP-036	Mandatory	8/25/16
Termination of Guardianship – Supplemental Information	PR/E-LP-039	Mandatory	7/21/10
Guardianship Check-off Sheet	PR/E-LP-040	Optional	9/30/10
Attachment to Declaration of Notice Upon Ex Parte Application for Orders – Probate	PR/E-LP-043	Mandatory	4/18/14
Objection to Limited Conservatorship	PR/E-LP-049	Mandatory	8/15/19
Objection to Limited Conservatorship Attachment	PR/E-LP-049a	Mandatory	8/15/19
Request for Copies of Probate Records	PR/E-LP-052	Mandatory	12/08/22
Proof of Personal Service	PR-E-LP-015	Mandatory	12/2/98
Response to Calendar Notes	PR-E-LP-022	Optional	5/17/18
Petition for Confidential Mediation Regarding Visitation	PR-E-LP-025	Mandatory	9/25/17
Request for Court Ordered Visitation	PR-E-LP-026	Mandatory	9/27/17
Property Tax Certification	PR-E-LP-037	Mandatory	1/26/09
Request for Waiver of Probate Court Investigator Fee – Conservator Cases Only	PR-E-LP-044	Mandatory	9/14/11
Application and Ex Parte Motion for Entry of Satisfaction of Judgment by Court	SCL/E-1	Optional	1/1/07
Civil Bench Warrant	SCL/E-2	Mandatory	1/1/07

Certificate of Added Costs	SCL/E-3	Optional	1/1/07
Ex Parte Declaration and Order to Set Aside Judgment in Installments	SCL/E-4	Optional	1/1/07
Request for Court Reset	SCL/E-5	Optional	1/4/11
Red Light Camera Statement Regarding Identification	TR-200, TR-205, TRL/I-16	Optional	1/1/99
Notice and Instructions to Arresting Officer	TR-210	Mandatory	1/1/99
Decision and Notice of Decision	TR-215	Mandatory	1/1/98
Request for New Trial (Trial de Novo)	TR-220	Mandatory	1/1/99
Order and Notice to Defendant of New Trial (Trial de Novo)	TR-225	Mandatory	1/1/99
Officer's Declaration	TR-235	Mandatory	1/1/00
Waiver & Plea Form	TR-66	Optional	7/1/00
Plea in Absentia Form	TR-72	Optional	10/1/00
Notice of Fines Due	TRL/I-100	Optional	9/1/18
Notice of Non-Compliance / Clearance	TRL/I-102	Optional	8/1/19
Boater Safety Course Referral	TRL/I-106	Optional	9/1/18
Agreement to Report - Car Seat Program	TRL/I-107 TRL/I-108	Optional	9/1/18 9/1/18
Court Date Verification Form (TRL/I110 and 111	TRL/I-110 TRL/I-111 TRL/I-112 TRL/I-113 TRL/I-134 TRL/I-142 TRL/I-143 TRL/I-144 TRL/I-149	Optional	11/1/20 11/1/20 11/1/20 11/1/20 11/1/20 4/1/21 4/1/21 2/1/21 11/1/20
Notice of Court Driver's License Suspension	TRL/I-119	Optional	4/1/21
Agreement to Attend – Mature Driver Program	TRL/I-160	Optional	10/1/21

Agreement to Attend – Aware Driver 2.0 Program	TRL/I-161	Optional	10/1/21
Agreement to Report - Safety Program	TRL/I-163	Optional	10/1/21
Verification of Counter/Court Appearance Form	TRL/I-18	Optional	6/1/12
Agreement to Pay Department of Revenue Recovery	TRL/I-31	Optional	10/1/21
Agreement to Attend – Traffic Violator School	TRL/I-32	Optional	9/1/21
Written Trial by Declaration - Complete Packet	TRL/I-36	Optional	6/1/14
Agreement to Pay Fine	TRL/I-52	Optional	10/1/21
Loaves and Fishes Community Service Referral Form	TRL/I-53	Optional	9/1/18
Agreement to Report to Alternative Sentencing Program	TRL/I-54A	Optional	11/1/21
Agreement to Attend – Alcohol or Drug Program	TRL/I-55	Optional	6/1/20
Agreement to Report to Jail	TRL/I-57	Optional	10/1/21
Acknowledgment of Responsibility, Payment of Court Appointed Counsel Fees (PD)	TRL/I-60	Optional	1/1/07
Faretta Warning Form	TRL/I-69	Optional	1/1/08
Court Trial Continuance Request Form	TRL/I-70	Optional	12/1/11
Proof of Insurance Insert	TRL/I-71A	Optional	5/1/18
Traffic School Notice of Non-Compliance / Ineligibility	TRL/I-73	Optional	7/1/17
Court Date Change Notice	TRL/I-75 TRL/I-TBD	Optional	9/1/18 4/1/20
Request Returned to Defendant Notice	TRL/I-84	Optional	12/1/19
Notice of Non-Compliance or Ineligibility	TRL/I-86	Optional	3/1/17
False Insurance Notice	TRL/I-87	Optional	11/1/06
Copy / Certified Copy Notice	TRL/I-89	Optional	2/1/16

Notice of Decision - Trial in Absentia Notice	TRL/I-92	Optional	10/1/21
Civil Assessment Failure to Appear Notice	TRL-122	Mandatory	11/1/20
Judgment by Default by Clerk For Restitution of Premises	UDL/E-3	Optional	1/1/07
Judgment by Default by Court	UDL/E-4	Optional	1/1/07
Declaration in Support of Application for Default Judgment	UDL/E-7	Optional	1/1/07
Proof of Service by Mail	UDL/E-8	Optional	1/1/07