

**THE SUPERIOR COURT  
OF THE  
STATE OF CALIFORNIA**

**IN AND FOR  
THE COUNTY OF  
SISKIYOU**



**LOCAL RULES OF COURT  
EFFECTIVE JANUARY 1, 2016**

**SISKIYOU COUNTY SUPERIOR COURT  
COURT SERVICES**

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The publisher selected by the Superior Court of Siskiyou County for publication of its Local Rules of Court is:

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(Revisions effective January 1, 2016)

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Revised Title Page

Notice & Instructions

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no change

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**RULE 10.613(f)(3) LIST OF EFFECTIVE DATES**

## CHAPTER 1: GENERAL RULES

### 1.01 Citation of Rules

These Rules are to be cited as the “Local Rules of the Siskiyou County Superior Court”.  
*[Rule 1.01 adopted January 1, 1997; amended effective January 1, 2003.]*

### 1.02 Effective Date of Rules

These rules shall take effect on July 1, 2014. *[Rule 1.02 adopted January 1, 1997; amended effective July 1, 2014.]*

### 1.03 Effect of Rules

On their respective effective dates these Rules, as amended, will supersede all Local Rules previously adopted. *[Rule 1.02 adopted January 1, 1997; amended effective July 1, 2010.]*

### 1.04 Construction and Application of Rules; Publisher of Rules

These Rules will be construed and applied in such a manner so as to avoid conflict with the laws of the State of California or the California Rules of Court, and will be liberally construed in order to facilitate and promote the business of, and the administration of justice by, the Superior Court. These Rules do not apply to actions or proceedings in the Small Claims Division unless the text of a specific Rule otherwise indicates.

These Rules apply to any person appearing before the Court on his or her own behalf, without a lawyer, as well as to attorneys.

The executive Officer of the Superior Court is the official publisher of these Rules, and will provide a copy of the Rules to the County Law Library. In addition, copies will be maintained for public inspection in the various and several offices of the Clerk of the Court. The publisher will make copies of the Rules available for sale to the public for a reasonable fee and also make these Rules available for viewing or downloading on the Court’s website (<http://www.siskiyou.courts.ca.gov/Index.asp>). *[Rule 1.04 adopted January 1, 1997; amended effective July 1, 2010].*

### 1.05 Definitions of Words Used in these Rules

The definitions set forth in Rule 1.6 of the California Rules of Court apply to these Rules with equal force and for all purposes, unless the context or subject matter otherwise requires.

The word "person" includes and applies to corporations, firms, associations, and all other entities, as well as to natural persons.

The word "affidavit" includes and applies to a declaration; and the word "declaration" includes and applies to an affidavit.

The use of the masculine, feminine, or neuter gender includes the others.

The word "Court" means the Superior Court of the State of California in and for the County of Siskiyou; and it includes any judge or temporary judge appointed or elected to the Court, and any judge duly assigned thereto. .

The word "judgment" includes and applies to any judgment, order, or decree from which an appeal lies.

The terms "in propria persona", "in pro per", "unrepresented party", or "self-represented party" all mean a person appearing without a lawyer.

The word "civil" means all matters of a general civil nature and all matters that are special proceedings under the California Code of Civil Procedure; the word "probate" means all matters brought under the California Probate Code regardless of whether or not a decedent's estate is the subject of the action; and the phrase "family law" applies to all matters brought under the California Family Code. *[Rule 1.05 adopted January 1, 1997; amended effective January 1, 2007].*

#### **1.06 Amendment or Addition to, or Repeal of, Local Rules of Court**

These Rules may be amended or repealed, and new Rules may be added, by a majority vote of the judges of the Siskiyou County Superior Court. *[Rule 1.06 adopted January 1, 1997; amended effective January 1, 2001.]*

## CHAPTER 2: ADMINISTRATIVE MATTERS

### 2.01 Commissioners and Judges Pro Tem

#### A. Court Commissioners

- (1) Appointment. Court commissioners will be appointed by and will serve at the pleasure of the presiding judge of the Superior Court.
- (2) Duties as Commissioner. Within the jurisdiction of the Court and under the direction of the presiding judge, commissioners will exercise all the powers and perform all the duties prescribed by law to be performed by commissioners of the appointing court, and such additional powers and duties as may be authorized by law.
- (3) Duties as Judge Pro Tem. At the direction of the presiding judge, commissioners may have the same jurisdiction and may exercise the same powers and duties as a judge; and, with the consent of the parties where required by law, may hear any other action as a judge pro tem.

#### B. Temporary Judges (“Judge Pro Tem”)

Temporary judges will be appointed for the Court in accordance with Rules 2.810 et seq. of the California Rules of Court; and will serve as assigned by, and under the control and supervision of, the presiding judge of the Court. *Rule 2.01 adopted effective January 1, 1997; amended effective January 1, 2007.*

### 2.02 Official Court Reporters

#### A. Reported Proceedings

The following proceedings are not normally reported by an official court reporter: any misdemeanor proceeding or trial; civil, probate, and family law trials; family law contested hearings; hearings carried over from the regular order to show cause calendar in family law; small claims trials de novo; and uncontested hearings of any civil, probate, or family law nature. The Court, in its own discretion, may order that any of the aforesaid matters be reported.

#### B. Request for Presence of Official Court Reporter; and Deposit

Any party who requests the presence of an official court reporter for a trial or other proceeding not normally reported (as set forth in subpart 2.02.A, above) must make that request, by written notice to the clerk of the Court, not less than ten (10) days prior to commencement of the proceeding or at such other time as the Court may require; and at the same time the requesting party, in order to reserve an official court reporter, must deliver a deposit to the clerk of the Court in an amount that is equal to the fee for the first full day of the court reporter’s services. This fee will be calculated in the manner specified by CRC Rule 2.958. [Gov’t.C §68086(a); CRC Rules 2.956, 2.958.]

#### C. Effect Of Settlement On Deposit For Official Court Reporter

If the proceeding for which an official court reporter has been requested is settled or continued, or for any other reason does not go forward as calendared, it is the duty of the

party who requested the reporter to so notify both the court manager and the office of the official court reporter, not later than 24 hours prior to the scheduled proceeding. Failure to provide such notice will result in forfeiture of the deposit for the requested court reporter, and the deposit will be applied to payment for the court reporter's services. The court reporter will be entitled to receive his or her per diem rate and mileage, if any. *[Rule 2.02 adopted effective January 1, 1997; amended effective July 1, 2014.]*

## **2.03 Case Disposition Time Standards**

### **A. Policy Re Time Standards For Disposition Of Cases**

It is the policy of the Court to manage all cases from filing (in civil matters) and first appearance (in criminal matters) through final disposition. This policy is to be construed in a fashion that is consistent with existing law.

This policy is established to maximize efficient use of Court resources; to improve the administration of justice by encouraging prompt disposition of all matters coming before the Court; and to resolve cases within the time standards established in Section 2.2 of the California Rules of Court, Standards of Judicial Administration. *[Rule 2.03 adopted January 1, 1997; amended effective July 1, 2014.]*

## **2.04 Smoking During Court Proceedings**

Smoking in public buildings in Siskiyou County is permitted in designated areas only; the designated areas are clearly marked.

There are no designated smoking areas inside of the Siskiyou County Courthouse. Smoking is permitted outside of the building.

No smoking will be permitted, at any time, in jury deliberation rooms or in the jury assembly room.

In jury cases, the jury foreperson is required, upon the request of any juror, to allocate smoking breaks, not to exceed ten minutes during each hour of deliberation, at which times jurors may adjourn to outside of the courthouse for the purpose of taking a smoking break. During such periods, deliberations must be suspended and jurors must not in any way discuss the case at hand. The foreperson must make arrangements with the bailiff for smoking breaks, and the bailiff will remain in attendance during such periods. The judge presiding over each trial will advise the jurors of this Rule, and will admonish them concerning discussions during smoking breaks. Counsel may stipulate that an initial admonishment will be sufficient, without repetition at each break. *[Rule 2.04 adopted January 1, 1997; amended effective January 1, 2003.]*

## **2.05 Courtroom Decorum**

Persons appearing in the Courtroom must adhere to the conduct prescribed by Appendix 1 to these Rules. *[Rule 2.05 adopted January 1, 1997; amended effective January 1, 2003.]*

## **2.06 Cellular Phones and Electronic Devices**

All cellular phones, personal digital assistance devices (“PDA’s”), pagers and any similar devices which create a risk of causing audible noise in the courtroom shall be turned off. Such devices may be placed on silent vibration mode unless that mode still makes an audible noise. Any devices in violation of this rule will be confiscated by the bailiff.

*[Rule 2.06 adopted January 1, 1997; deleted January 1, 2001; added July 1, 2012.]*

## **2.07 Reserved**

*[Rule 2.07 adopted January 1, 1997; renumbered January 1, 2003]*

## **2.08 Executive Officer’s Assumption Of Responsibilities Of The Clerk Of The Superior Court**

The court executive officer will exercise or perform the powers, duties and responsibilities of the clerk of the Court that are specified in Government Code §§ 69841 et seq. and by any other statutory authority. *[Rule 2.08 adopted effective January 1, 1997; amended and renumbered effective July 1, 2010; amended effective July 1, 2012.]*

## **2.09 Code Of Ethics For Court Employees**

The Court adopts the Code of Ethics for Court Employees promulgated by the California Judicial Council on May 17, 1994 (revised October 23, 2009), and directs that all court employees be bound by this Code. The Code of Ethics is set forth in its entirety in Appendix 2 of these Rules. *[Rule 2.09 adopted effective January 1, 1997; renumbered effective January 1, 2003, amended July 1, 2012.]*

## **2.10 Appellate Division Rules**

The following Rules apply to proceedings before the Appellate Division of the Siskiyou County Superior Court:

### **A. Trial Court File in Lieu of Clerks Transcript**

The original trial court file may be used instead of a clerk’s transcript on appeal in limited civil cases, misdemeanor and infraction appeals pursuant to CRC 8.833, 8.63 and 8.914 unless the trial court orders otherwise after notice to the parties. The clerk may transmit to the appellate division the complete trial court file with a copy of all docket entries. The original or a copy of the docket entries shall be retained in the trial court.

### **B. Required Copies Of Appellate Briefs**

All briefs filed with the Appellate Division must be accompanied by two additional copies.

### **C. Oral Argument**

Unless written request for oral argument is submitted at the time appellant’s opening brief is filed, oral argument will be deemed to have been waived.

D. Ex Parte Applications And Motions

All ex parte applications for extensions of time or other routine matters must be submitted to the clerk of the Court, who will present the application to the presiding judge of the Appellate Division for review. All motions, including motions for relief from default, together with proper proof of service, must be filed with the clerk of the Court. Opposition papers must be served and filed within seven (7) days after the filing of the motion. The Appellate Division may rule on the motion with or without a hearing.

E. Filing Of Appellate Division Opinions

An Appellate Division opinion may be filed after it has been signed in counterpart by the appellate panel, and may be in the form of a facsimile transmission document bearing the signature of any panel member.

F. Appointment Of Counsel For Appeal In Criminal Matters

Persons who seek appointment of counsel pursuant to Rule 8.786 of the California Rules of Court must obtain the necessary application form from the clerk of the Criminal Division, Yreka Branch, and must file the completed forms at the same location. *[Rule 2.10 adopted effective January 1, 1997; amended and renumbered effective July 1, 2010.]*

**2.11 Jury Selection Boundaries**

Except as otherwise provided by Code of Civil Procedure §§190, et seq., jury selection boundaries for the Superior Court of Siskiyou County will be the entirety of Siskiyou County, California. *[Rule 2.11 adopted effective January 1, 1997; amended effective January 1, 2003.]*

**2.12 Excuses From Jury Service**

A. General Policy Re Excuses From Service

- (1) No class or category of persons will be automatically excluded from jury service, except as may be provided by law.
- (2) A statutory exemption from jury service will be granted only when the eligible person claims it.
- (3) Inconvenience to a prospective juror or an employer is not an adequate reason to be excused from jury service, although it may be considered as a ground for deferral.
- (4) Deferring jury service is preferred to excusing a prospective juror for a temporary or marginal hardship. Vacations or extended trips are examples of circumstances that warrant deferral rather than excuse from jury service.
- (5) A juror who has served on a grand jury or trial jury anytime during the twelve months immediately preceding his or her call to jury service, or any longer period that the Court deems appropriate, will be excused from service at his or her request.

B. Form Of Request To Be Excused From Jury Service

A request to be excused from jury service for hardship must be from the prospective juror and must be in writing. The request must be supported by the juror's statement of facts,

specifying the hardship and explaining why the circumstances constituting the hardship cannot be avoided by deferral of service. The Court will maintain a record of all such requests that have been granted, and of all deferrals of jury service.

C. Grounds For Excuse

Excuse on the grounds of undue hardship may be granted for any of the following reasons:

- (1) The juror has no reasonably available means of public or private transportation to court.
- (2) The juror must travel an excessive distance. (Excessive distance is defined as travel time that exceeds two (2) hours from the juror's home to the location of the court.)
- (3) The juror will bear an extreme financial burden. The following will be considered in determining whether or not to excuse the juror for extreme financial burden:
  - (a) Sources of the juror's household income;
  - (b) Availability/extent of income reimbursement;
  - (c) Expected length of service; and
  - (d) Whether or not jury service can reasonably be expected to compromise the juror's ability to support either the juror or his or her dependents, or so disrupt the economic stability of any individual as to be against the interests of justice.
- (4) The juror will bear a risk of injury to or destruction of juror's property, or of property entrusted to juror, where it is not feasible to make alternative arrangements to alleviate the risk. The following will be considered in determining whether or not to excuse the juror because of risk to property:
  - (a) The nature of the property;
  - (b) The source and duration of the risk;
  - (c) The probability that the risk will be realized;
  - (d) The reason why alternative arrangements to protect the property cannot be made; and
  - (e) Whether material injury to or destruction of the property will so disrupt the economic stability of any individual as to be against the interests of justice.
- (5) The juror has a physical or mental disability or impairment, not affecting his or her competence to act as a juror, which would expose the juror to undue risk of mental or physical harm. Unless the prospective juror is aged 70 years or older, he or she may be required to furnish verification of the disability or impairment, its probable duration, and the particular reasons for the inability to serve.
- (6) The juror's services are immediately needed for the protection of the public health and safety, and it is not feasible to make alternative arrangements to relieve the juror of these responsibilities during the period of service as a juror, without substantially reducing essential public services.
- (7) The juror has a personal obligation to provide actual and necessary care for another, including a sick, aged, or infirm dependent, or a child who requires the juror's personal

care and attention, and comparable substitute care is neither available nor practical without imposing an undue economic hardship on the juror or person cared for. When the request to be excused is based on care provided to a sick or disabled person, the juror will be required to furnish verification that the person being cared for is in need of regular and personal care. *[Rule 2.12 adopted January 1, 1997; amended effective January 1, 2003.]*

### **2.13 Interpreters**

The Court maintains a list of interpreters and translators. The Court does not provide interpreters in general civil cases (which include, but are not limited to, special proceedings, all matters brought under the California Family Code, and all matters brought under the California Probate Code). A party appearing in a general civil proceeding has an obligation to provide his or her own interpreter. When the Court approves a fee waiver request by an indigent litigant for court-appointed interpreter's fees for witnesses, and in all criminal and juvenile matters for which an interpreter will be necessary, counsel (or the party if unrepresented by counsel) must notify the Court's judicial services coordinator at least forty-eight (48) hours prior to the time set for the proceeding at which the interpreter will be required. *[Rule 2.13 adopted effective January 1, 1997; amended effective January 1, 2007.]*

### **2.14 Weapons**

- A. The wearing of a firearm is prohibited in any court building except by:
  - (1) Duly appointed peace officers who are on-duty; and
  - (2) Judges who possess a current California concealed weapons permit issued either by the Sheriff of Siskiyou County or the Chief of Police from the city in which they reside.
  
- B. Active or retired law enforcement officers not on official business and all attorneys with the District Attorney's Office will not be permitted to bring weapons into the courthouse. Court security officers will identify and inquire if law enforcement officers are on official business.
  
- C. A peace officer shall not bring or possess any weapon in any courtroom if he or she is a party to an action pending before the court on any day that case is on the court's calendar. These weapons include, but are not limited to, guns, knives, pepper spray, impact weapons, and tasers.
  
- D. Members of the general public will be screened for any pointed objects capable of inflicting a stab wound or possessing sharpened edges or surfaces capable of cutting. These items include, but are not limited to, knives, scissors, screwdrivers, metal combs, ice picks, letter openers and knitting needles. Assuming these items are not otherwise illegal, they will either be: (1) returned to the individual for the purpose of immediately exiting the courthouse and securing the items in the individual's vehicle; or (2)

confiscated until the individual leaves the courthouse. *[Rule 2.14 adopted effective January 1, 1997; deleted July 1, 2010, added July 1, 2014.]*

**2.15 Facsimile (FAX) Filing In Civil, Probate And Family Law**

**A. Filing Is Permissive Only**

The filing of documents by facsimile (“FAX”) transmission is discretionary with the Court, and the privilege is limited as follows:

- (1) Filing by facsimile transmission is permitted for all documents in civil, probate and family law matters, by counsel and by unrepresented parties. Any document for which a filing fee is required upon filing may be FAX filed only in the manner provided for by Local Rules 2.15.B(1) (automated FAX filing) or 2.15.B(3) (FAX filing by agent).
- (2) The Court may suspend the FAX filing privileges of any party or attorney who fails to comply with the requirements of this Rule.
- (3) The Court may disregard any document filed by facsimile transmission that is not in compliance with this Rule.
- (4) Because filing by facsimile transmission is permissive only, the cost of filing papers with the Court pursuant to this Rule is not recoverable under Code of Civil Procedure §1033.5.
- (5) The Court reserves the right to terminate any one or more of the methods allowed for FAX filing without giving prior notice.

**B. FAX Filing Procedures**

Subject to Rules 2.300 et seq. of the California Rules of Court and to Local Rule 2.15.A.(1), a party may FAX file papers with the Court using any of the following procedures:

- (1) By Automated FAX Filing System
  - (a) Documents will be accepted for FAX filing through the designated automated FAX filing system (provided by “Official Payments Corporation”, an independent vendor offering FAX filing services in association with the Court, or such other vendor as the Court may select).
  - (b) The first sheet transmitted by automated FAX filing must be the Judicial Council Facsimile Transmission Cover Sheet (MC-005) followed immediately by the document to be filed.
  - (c) The document to be filed must include the words “BY FAX” immediately below its title.
  - (d) The complete and proper transmission of a document by facsimile machine is the responsibility of the filing attorney or party, not of the Court.
  - (e) Confirmation that the document has been filed will be returned by the vendor to the filing attorney or unrepresented party by FAX, along with a conformed face sheet, after review and approval of the form of the document by the clerk of the Court.

- (f) The Court's toll-free direct FAX filing number can be obtained by calling the vendor at **(800)322-4945**. At the time of the initial call to the vendor, the filing attorney or party must register his or her phone number and initiating FAX number, as well as a credit card number and its expiration date. The Court's FAX machine will be in operation 24 hours a day, barring unforeseen circumstances; however, any FAX received after 5:00 P.M. or on a court holiday will be deemed to have been filed on the next court day.
- (g) In ex parte matters, an additional cover sheet must be prepared and submitted by counsel or unrepresented party which states, in a manner designed to be readily observed by the clerk and the Court: "THIS IS AN EX PARTE APPLICATION. THE MATTER IS CALENDARED FOR HEARING AT **[DATE and TIME]**".

(2) By Direct Filing with the Court

- (a) This procedure is not applicable to documents for which a filing fee is required upon filing.
- (b) Papers may be FAX'd directly to the clerk's office, for filing or communication to the Court, on the following terms and conditions:
  - (i) FAX filing numbers for this Court are as follows (all with area code 530):  
Yreka civil division: 842-0164  
Yreka criminal division: 842.8178  
Yreka family law division: 842-0191  
Appellate division: 842-8339
  - (ii) Due to simultaneous transmissions, mechanical breakdown, and other potential problems, direct FAX filing may not be available at all times. Parties and counsel rely on direct FAX filing at their own risk. The Court will consider applications for relief from failure to file required papers only when such failure can be shown to be attributable to the malfunction of the clerk's FAX machine, not to a malfunction of the transmitting machine. The clerk will not review FAX-filed documents to determine whether the documents have been transmitted legibly or completely.
  - (iii) Every paper received by FAX pursuant to this part must be accompanied by an informational cover sheet that identifies the transmitting party, his or her telephone number and address, the date of the transmission, the case name, and the case number. In addition, every case caption sheet that is so transmitted must indicate: "FILED BY FAX" in the upper right-hand corner. These papers will be filed in by the clerk just as papers are filed generally.
  - (iv) Upon receipt of papers filed by direct FAX, the cover sheet will be considered as presumptive proof that the subject paper was filed on the date indicated thereon, unless the transmission was commenced after 5:00 p.m., in which case the filing will be presumed to have been accomplished on the next court day, and so filed in by the clerk. The time that the transmission was commenced will be determined by the "time received" message that is printed at the top of the document by the clerk's FAX machine.

- (c) The filing fee for direct FAX filing is \$1.00 per page for each page transmitted, including the informational cover page, and must be paid by check, cash, money order, or cashier's check to the clerk of the Court within two court days from the date of transmission or by the date of hearing, whichever first occurs. The payment of this fee is the joint obligation of the filing party and his or her attorney of record, if any. Failure to pay these fees will be deemed a failure to pay fees pursuant to Code of Civil Procedure §411.20, and may result in the Court's nullification of a prior filing; in the Court's disregard of a document so filed; and/or in the suspension of proceedings, including a calendared matter.

(3) By Filing Through FAX Filing Agent

Filing through an agent pursuant to Rule 2.303 of the California Rules of Court is permitted, as long as there is full compliance with CRC Rules 2.302, 2.303 and 2.305, and if the document is on plain paper, not thermal paper.

C. FAX Filing For Ex Parte Applications And Requests For Telephonic Appearance

All ex parte applications in civil, probate and family law matters are subject to this Rule. However, this Rule does not apply to FAX requests for leave to participate by telephonic appearance at status or case management conferences [Local Rule 4.03] or at a law & motion hearing [Local Rule 3.06.D]. *[Rule 2.15 adopted effective January 1, 1997; amended effective July 1, 2014.]*

**2.16 Payment Or Waiver Of Filing Fees**

A. Waiver By Clerk of the Court

The clerk is authorized to grant applications for fee waivers that meet the standards of eligibility established by Government Code §68511.3, subdivisions (a)(6)(A) or (B). Pursuant to CRC Rule 3.53(a), both the clerk and the County Sheriff are hereby designated to make the financial inquiries and verifications contemplated by said statutes.

B. Effect Of Fee Waiver On Award Of Costs

In all cases in which a prevailing party has been granted a waiver of fees and is awarded costs, the Court will order that the party bearing costs pay, directly to the Court, the aggregate of any fees that were waived.

C. Fee Waiver for Witness Interpreter

There will be no waiver of fees for payment of a court-appointed interpreter for witnesses in civil, family law, or probate cases, unless the Court has approved the requesting party's application. [CRC Rule 3.62(2).] *[Rule 2.16 adopted January 1, 1997; amended effective January 1, 2007.]*

**2.17 [Reserved]**

*[Rule 2.17 adopted January 1, 1997; deleted July 1, 2010.]*

**2.18 Substitution Of Attorneys Or Of Party In Pro Per**

A substitution of attorneys or substitution of a party in pro per is not complete or effective unless the address and telephone number of the new attorney or new unrepresented party, and the state bar number of the new attorney, are included on the substitution form. *[Rule 2.18 adopted effective January 1, 1997; amended effective January 1, 2003.]*

**2.19 Procedure Upon Filing Of A Peremptory Challenge, Or Challenge Pursuant To CCP §170.1, 170.3, 170.6**

Upon the filing of any challenge to a judicial officer sitting in the Superior Court pursuant to Code of Civil Procedure §§170.1, 170.3 or 170.6, the clerk will deliver the challenge, together with the Court's file for that action, to the office of the presiding judge of the Court. A perfected challenge will be noted by a flag on the outside of the Court's file and also by a three-by-five card that will remain on top of the last document to be filed into the Court's file. *[Rule 2.19 adopted effective January 1, 1997; amended effective January 1, 2014.]*

**2.20 Notices Of Unavailability Of Counsel**

The Court will not post or accept general notices of unavailability of counsel, for any reason. This policy is not intended to prohibit an attorney from providing notices of unavailability in specific cases [Tenderloin Housing Clinic, Inc. v. Sparks (1992) 8 Cal.App.4th 299]; and is not an indication that the Court will be predisposed to award sanctions if such notice in specific cases is disregarded by opposing counsel or unrepresented party. *[Rule 2.20 adopted effective January 1, 1997; amended effective January 1, 2001.]*

## **CHAPTER 3: GENERAL CIVIL RULES**

### **3.01 Scope Of Civil And Law & Motion Rules**

Subject to the limitations imposed by Rule 3.20 of the California Rules of Court, this Section Three of the Local Rules is intended as a guide to the conduct of all civil pretrial matters, and is controlling for law and motion matters pursuant to the following: Code of Civil Procedure §§527.6, 527.7, and 527.8; the Family Code; the Probate Code; and the Welfare and Institutions Code.

Trial and post-trial proceedings, including but not limited to motions in limine, are governed by Chapter Four of these Rules. *[Rule 3.01 adopted effective January 1, 1997; amended effective January 1, 2014.]*

### **3.02 Motions And Other Applications In General**

#### **A. Format Of Papers**

All papers filed in support of or in opposition to a motion or other application for an order must comply with Rules 2.100 - 2.119, Rule 3.1110, and Rules 3.1112 - 3.1115 of the California Rules of Court. Failure to comply with those Rules may, in the Court's discretion, constitute a sufficient basis for the Court to deny relief or to otherwise disregard the papers filed. This paragraph is not intended to diminish the Court's authority to exercise its discretion in any other appropriate manner.

#### **B. Time For Filing; Calendar Changes; Proofs Of Service**

Unless otherwise ordered or specifically provided by law, all moving and supporting papers, all papers opposing a motion, and all reply papers must be filed and served as required by Code of Civil Procedure §1005(b).

In order to determine if timely notice has been accomplished pursuant to CCP §1005(b), the Court will first count back 16 court days and then any further calendar days for the form of service that has been utilized by the moving party. In counting both segments of time, the Court will exclude the first day (e.g., the actual date of personal service or of mailing), and will include the last day (the date of the hearing or other proceeding).

When a court holiday has been declared for what otherwise would be a regular law & motion day, law & motion matters must be set for hearing on the next regularly-scheduled law & motion calendar, not on the next court day.

Failure to timely serve and file a moving or responding paper, or to timely file a proof of service, may, in the Court's discretion, constitute a sufficient basis for denial of the motion or application, or to disregard the paper. This paragraph is not intended to diminish the Court's authority to exercise its discretion in any other appropriate manner, including but not limited to granting of a continuance or the imposition of sanctions.

C. Failure To Serve And File Opposition

Failure to serve and file papers in opposition to a motion or any other application for a Court order (other than opposition to an ex parte application) may be deemed, in the Court's discretion, to be 1) a waiver of objections and 2) an admission that the motion or other application is meritorious.

D. Matters Submitted Without Appearance

In general, submission of matters without appearance by counsel or unrepresented party is encouraged, and will not be prejudicial to any party. Prior notice of non-appearance is required. This required notice must be given by means reasonably calculated to ensure receipt by the judicial services coordinator and opposing parties no later than two (2) days prior to the hearing date. If an out-of-county judge has been assigned to the case, counsel must give notice of non-appearance at the earliest possible date, in no case later than two (2) court days before the hearing.

E. Reply Briefs

Except with regard to motions for summary judgment, the Court discourages submission of reply briefs.

F. Tentative Rulings

The Court may establish in the future, and without amendment of these Rules, a procedure for publishing or otherwise announcing tentative rulings. *[Rule 3.02 adopted effective January 1, 1997; amended effective July 1, 2010.]*

**3.03 Ex Parte Motions And Applications**

A. Applicability; Calendaring And Submission Of Documents

Rules 3.1200 - 3.1207 of the California Rules of Court govern ex parte matters in general civil law & motion proceedings, and ex parte matters in family law discovery and probate discovery proceedings. Unless otherwise specified, the provisions of this Local Rule 3.03 apply to all other ex parte matters. **Note:** For those matters which are governed by CRC Rules 3.1200 - 3.1207, the ex parte applicant must comply with the requirements of Part 3.03.C, below, concerning calendaring the ex parte matter with, and submission of papers to, the Superior Court.

B. Notice Requirements For Ex Parte Applications **Not** Governed By CRC Rules 3.1200 - 3.1207

**This subpart applies only to matters not governed by Rules 3.1200 – 3.1207 of the California Rules of Court.** Failure to comply with this Rule may result in the motion or application being denied (without prejudice to its renewal); in delay of the Court's review of the application, and/or in the imposition of sanctions pursuant to Code of Civil Procedure §177.5.

- (1) Except as to an adverse party in default, an application for an order must not be made by ex parte hearing unless it appears, by affidavit or declaration:

- (a) that within a reasonable time [Local Rule 3.03.B(2)] before the application is heard, the moving party informed all opposing counsel or unrepresented parties as to when and where the application would be made, and the exact nature of the relief sought thereby; or,
  - (b) that the moving party in good faith attempted to inform opposing counsel or unrepresented parties of the time, place, and content of the ex parte application, but was unable to do so (specifying such attempts); or,
  - (c) that for reasons specified, which establish good cause, the moving party should not be required to inform opposing counsel or unrepresented parties of the pending ex parte application.
- (2) “Reasonable” time or notice to the opposition, as required by this Rule, means that notice is given to all opposing counsel or unrepresented parties, either in person, by telephone, or by FAX, no later than 10:00 AM on the court day just prior to the date of the ex parte appearance, absent a showing of exceptional circumstances. This requirement does not preclude giving greater notice by letter or other means.
- (3) For ex parte applications made pursuant to any provision of the Family Code; or for petitions for temporary guardianship pursuant to Probate Code §2250; or for petitions pursuant to Code of Civil Procedure §§527.6, 527.7, or 527.8, the local form "Declaration re Notice", attached to these rules as Appendix 3, must be completed by counsel or unrepresented party, and submitted along with the ex parte application.
- (4) Parties appearing at the ex parte hearing must serve copies of the ex parte application or any written opposition thereto on all other parties who have appeared, at the first reasonable opportunity, which for moving papers will be presumed to be no later than 12:00 P.M. (noon) on the court day just prior to the day of the hearing, and for opposition papers will be presumed to be at least four (4) business hours prior to the hearing. Service may be accomplished by facsimile transmission.
- (5) Proof of actual notice or of adequate justification for proceeding without notice, and proof of service of documents as required by this Rule, must be presented to the Court, whenever possible, no later than four (4) business hours prior to the application, and in any case by no later than the time of the appearance on the application.

C. Submission And Calendaring Of Ex Parte Applications; And Review By The Court

**This subpart applies to all ex parte applications, including those governed by CRC Rules 3.1200 – 3.1207.**

(1) Submission And Calendaring

- (a) Uncontested ex parte applications, or ex parte applications supported by a showing of good cause for lack of prior notice, may be submitted to the clerk of the Court at any time, for presentation to the Court. The Court will attempt to review all such matters expeditiously, but it is unlikely that any ex parte request submitted after 12:00 P.M. (noon) for consideration without a hearing will be reviewed by the Court on the day of submission.
- (b) For ex parte matters that are contested or that require appearances, hearings will be conducted at 1:30 P.M. daily, in the courtroom assigned for hearing by the

calendar clerk of the Court. Such matters must be scheduled for hearing by the calendar clerk as early as possible before the requested hearing, but not later than 12:00 P.M. (noon) of the preceding court day, unless good cause is shown. The applicant is responsible for contacting the calendar clerk to schedule the hearing and for giving notice thereof.

- (c) Copies of the application or moving papers must be submitted to the Court by no later than four (4) business hours prior to the scheduled time of the hearing; and copies of any responding papers should be submitted prior to the hearing if possible.
  - (d) The Court may conduct informal ex parte hearings for unrepresented parties, as it deems appropriate.
- (2) Ex Parte Communication With The Court. The Court will not consider any ex parte communications from counsel or unrepresented parties unless made in the manner prescribed by these Rules, by the California Rules of Court, or by the laws of this State. **Applications to the Court for ex parte relief must never be made by letter.** Counsel are hereby reminded of Rule 5-300(b) of the Rules of Professional Conduct of the State Bar of California, concerning ex parte communications with the Court.

D. Change Of Status Quo

The applicant for an ex parte order has an absolute duty to disclose to the Court that a requested order will result in a change of the status quo.

E. Ex Parte Request For Order Shortening Time

- (1) A request for an order shortening time for service [CCP §1005] or for hearing will not be granted unless supported by a declaration demonstrating good cause why the matter cannot be heard on regular notice.
- (2) If an order shortening time is requested, the supporting declaration must state whether or not the responding party is represented by counsel, the name and address of the responding party's attorney, and whether or not that attorney has been contacted and has agreed to the date and time proposed for the hearing.
- (3) If the responding party's attorney has not been contacted or has not agreed to the proposed setting, the supporting declaration must clearly demonstrate why the hearing should be set on the proposed date without the consent of opposing counsel, and the reason the matter must be heard on shortened notice.
- (4) Provisions for the immediate delivery of the moving papers to opposing counsel's office, or to an unrepresented party, must be set forth in the proposed order.
- (5) In cases where an order shortening time has been granted, the moving papers must be promptly served on the office of opposing counsel or on any unrepresented opposing party; and in no case may they be delivered fewer than two (2) court days preceding the hearing, unless otherwise authorized by the Court.

F. Ex Parte Writs Of Attachment Or Possession

- (1) When application is made for an ex parte writ of attachment, any affidavit or declaration submitted therewith must also comply with Code of Civil Procedure §482.040 as

modified by Code of Civil Procedure §§485.210(d) and 488.510(b). Failure to comply with this Rule ordinarily will result in denial of the application, in which event the applicant must proceed by noticed hearing procedures. Where the applicant relies wholly or in part on a verified complaint, the application must be accompanied by a separate statement setting forth the evidentiary facts upon which the applicant relies.

- (2) When application is made for an ex parte writ of attachment, the applicant must also submit a memorandum setting forth the reason why the application is not, instead, a request for a temporary protective order under Code of Civil Procedure §486.030. Any evidentiary facts relied on in the memorandum must be presented in the supporting declarations.
- (3) Every application for issuance of a writ of possession must comply with Code of Civil Procedure §516.030. Additionally, the applicant must set forth, by declaration, facts to aid the Court in its determination of the undertaking amount, pursuant to Code of Civil Procedure §515.010.

G. Re-Application After Denial Of Ex Parte Application

When an ex parte motion has been made, and has been refused in whole or in part, or has been granted conditionally or on terms, and a subsequent application is made for the same or a similar order, to the same or a different judge, whether upon an alleged different state of facts or otherwise, then the applicant must show, by declaration, what motion was previously made, the nature of the previous motion, when and to what judge it was made, what order or decision was made thereon, and what new facts, if any, are claimed by the new motion.

H. Ex Parte Applications Re Stipulated Judgments

Unless a stipulation that authorizes the rendering and entry of judgment, or that authorizes the termination of a stay of execution upon failure to perform specified conditions, also includes an express waiver of notice, an application to render or for entry of judgment, or to vacate or terminate a stay upon failure to perform conditions, must be made on noticed motion. [Rooney v. Vermont Investment Corp. (1973) 10 Cal.3d 351.] Whether ex parte or on notice, the applicant must submit a declaration setting forth any payments made or other compliance by defendant; the specifics of the alleged failure to perform; and the substance of the order requested.

I. Ex Parte Applications In Matters Governed By The Probate Code

- (1) In General. In all probate matters, formal notice must be given if it is not entirely clear that an ex parte order is proper or if issues are presented in which the relevant facts might be in doubt, and where it thus appears that other parties should have an opportunity to be heard. Because no testimony will be taken in connection with ex parte petitions, the application must include facts that justify granting the prayer. The petition must be verified. Conclusions or statements of ultimate fact are not sufficient. A foundation that establishes a declarant's personal knowledge must be set forth in any supporting declaration or affidavit. If the petition is opposed, counsel may argue the merits at the time of the hearing.

- (2) Affect Of Failure To Give Notice. Ex parte orders issued without prior notice will be set aside ex parte upon a showing of sufficient justification, if such is presented by a person who claims an interest in the estate. [*In re Sullenberger*, 72 Cal. 549.]
- (3) Time For Giving Notice. If a probate application is presented ex parte, and the need for an opportunity to be heard is apparent, the Court will calendar the matter for a hearing as soon as practicable, and will require the applicant, by no later than 10:00 AM of the court day just prior to the hearing date, to give notice of the nature of the application to counsel for any other known interested persons, or to unrepresented known interested persons themselves, together with notice of the proposed time and place of the hearing. At least four (4) business hours before the hearing is conducted, the applicant must submit a declaration to the Court setting forth the facts relating to the efforts to give such notice, if any, or facts supporting the conclusion (a) that it was impossible to give such notice, or (b) that giving such notice would be detrimental to the estate and the persons interested in it. [*Rule 3.03 adopted January 1, 1997; amended effective July 1, 2014.*]

### **3.04 Miscellaneous Rules Affecting Pleadings**

#### **A. Amending The Pleadings**

Amendment of pleadings, and motions for such amendment, must be in compliance with Rule 3.1324 of the California Rules of Court and Code of Civil Procedure §473. In addition:

- (1) An amendment to designate an incorrectly named party by the correct name does not require a noticed motion, and may be obtained by ex parte application and order, unless the Court determines that substantial rights of said party are adversely affected.
- (2) An amended pleading is preferred over an amendment to a pleading, except when the amendment is for the sole purpose of correcting the name of a party (see paragraph 3.04.A(1), above).
- (3) Except as otherwise provided in these Rules for cases subject to Delay Reduction, whenever a pleading is amended after the filing of an at-issue memorandum, the Court will have discretion to strike the at-issue memorandum and vacate any trial date set thereon, unless the parties stipulate that earlier responsive pleadings are deemed sufficiently responsive to the amended pleading.

#### **B. Procedure After Demurrer Is Sustained With Leave To Amend**

If, after a demurrer to a complaint or cross-complaint is sustained with leave to amend, an amended pleading is not filed within the time specified by the Court, the Court may dismiss the action or cross action on its own motion. If the Court does not dismiss the action on its own motion after expiration of the specified time, any party to the cause may apply ex parte for a dismissal order. Such application may be submitted to the Court without appearance by the moving party or notice to the other parties. No filing fee will be required unless a hearing on the application is conducted. [*Rule 3.04 adopted effective January 1, 1997; amended effective July 1, 2010.*]

**3.05 Motions For Summary Judgment Or Summary Adjudication**

All motions for summary judgment must comply with Rule 3.1350 of the California Rules of Court and with Code of Civil Procedure §437c. Motions not adhering to those provisions may be continued to a future date certain that is convenient to the Court, by which time compliance is expected; or the motion may be denied without prejudice. Motions for summary adjudication made pursuant to CCP §437c(f) that seek adjudication of issues beyond those noted in that subsection may be disregarded entirely. *[Rule 3.05 adopted effective January 1, 1997; amended effective January 1, 2007.]*

**3.06 Continuances And Conduct Of Hearings On Motions And Other Applications For Orders****A. Continuances Of Hearings On The Law & Motion Calendar**

- (1) The Court generally will grant a continuance of a hearing on the law & motion calendar if all counsel and parties in propria persona are in agreement that such hearing be continued, and are in agreement as to the date and time to which the matter will be continued.
- (2) To obtain such a continuance, the attorney or unrepresented party reporting the agreement must notify the judicial services coordinator, in person or by telephone, not later than 5:00 P.M., at least two (2) court days before the scheduled hearing. (For example, if the hearing is on a Monday then the telephonic notice must be given no later than 5:00 P.M. on the preceding Thursday.) The notifying party must also file, prior to the date and time of the hearing, a written notice confirming the agreement. Both the telephonic and written notice must state that all counsel and unrepresented parties are in agreement and must state the date and time to which the hearing is continued.
- (3) Upon receiving the telephonic notice, the judicial services coordinator will notify the appropriate judge of the agreement to continue. If for any reason the judge will not grant the continuance, the judicial services coordinator will immediately convey that information to the reporting attorney or party. In the absence of such response, counsel and parties can assume that the continuance is approved.
- (4) Violations of this Rule may result in the imposition of sanctions pursuant to Rule 2.30 of the California Rules of Court, Code of Civil Procedure §177.5, or any other appropriate authority.

**B. Extended Hearing Rule**

"Extended hearing" means a hearing that requires more than fifteen (15) minutes, total, to present and argue, unless otherwise defined by these Rules. If the attorney for any party determines that a matter set on the law & motion calendar is likely to require more than a total of 15 minutes, counsel must notify the judicial services coordinator and opposing counsel or unrepresented party, in person or by telephone, no later than the close of the third court day prior to the hearing date, that the matter will require an extended hearing, in which case the matter may be continued by the Court to another date and time certain.

C. Evidence At Hearing

Evidence at the hearing, including requests for judicial notice, will be governed by Rule 3.1306 of the California Rules of Court.

D. Telephonic Appearances In Non-Evidentiary Civil Law & Motion And Probate Hearings

(1) Governing Rules Of Court; Application. Rule 3.670 of the California Rules of Court governs telephonic appearances by counsel and parties in non-evidentiary civil law & motion hearings and probate hearings. The Court expects strict adherence to the requirements of both Rule 3.670 and this Local Rule, particularly with regard to giving notice as prescribed by CRC Rule 3.670.

(2) Vendor; Manner And Timing Of Requests. The Court uses a private vendor (currently “CourtCall”) to facilitate telephonic appearances. Any attorney or party who intends to appear telephonically must make his or her request directly to the vendor. The current telephone number for making such requests is 1-888-882-6878. This number is subject to change, but can be confirmed with the Court’s judicial services coordinator.

Any and all requests to the private vendor for assistance with a telephonic appearance must be made at least three (3) court days prior to the scheduled hearing.

(3) Billing And Costs. The outside vendor will bill all participants directly, at prevailing rates. Costs associated with telephonic appearances are not taxable costs as authorized by Code of Civil Procedure §1033.5.

(4) Initiation and Conduct of the Telephonic Proceeding. Shortly before the time of the hearing, every participant who has requested a telephonic appearance must contact the vendor at the telephone number provided on the vendor’s confirmation of the request. Telephonic appearances will be operator-assisted. The vendor’s operator will bring in participants at the direction of the Court, and will remain on the line until the last case on the calendar for which a telephonic appearance has been requested. **In order to ensure a quality record of the proceeding, participants should avoid the use of pay, cellular, or speaker phones.**

(5) Cancellation of Request for Telephonic Appearance. Although the Court’s judicial services coordinator may notify the private vendor when a matter that was previously set for telephonic appearance is dropped from calendar or continued, it is the responsibility of each participant to cancel his or her telephonic request by contacting the vendor directly. *[Rule 3.06 adopted effective January 1, 1997; amended effective July 1, 2008.]*

**3.07 Preparation Of Orders (except family law matters)**

A. Duty To Prepare

Except for family law matters, the duty to prepare orders is governed by Rule 3.1312 of the California Rules of Court. In matters not governed by said Rule, or in cases where the Court finds that the time constraints of the Rule are impracticable, the prevailing party on a motion must, within ten (10) calendar days of receipt of the Court's written or oral ruling, prepare a proposed order thereon and submit it to the opposing party for approval (as to matters of form only).

B. Approval; Procedure If Not Approved

- (1) The opposing party must either promptly approve or promptly object to the proposed order, stating alternative proposed language. If the other opposing party fails to approve or object to the order within ten (10) days after service, the party who prepared the order may then send it to the Court for signature. The order must be accompanied by a letter to the Court stating the date the order was sent to the opposing party, the opposing party's reason(s) for not approving it (if known), and a request that the judge sign the order. A copy of the letter to the Court must be served on the opposing party.
- (2) If the party who is required to prepare the order pursuant to Local Rule 3.07.A fails to do so, then the other party may prepare the order. The order may then be sent directly to the Court, without the approval of opposing counsel, along with a cover letter to the Court stating the applicability of this section; a copy of the cover letter and the proposed order must be served on all parties.
- (3) The Court will hold, for a period of five days, all orders that have not received the approval of the opposing party; after five days, if no objections have been received, the order will be signed.

C. Procedure When There Is Disagreement

If there is a disagreement between the parties concerning the accuracy of the order, either party may ask the Court, by letter, to resolve the disagreement by reference to the applicable portions of the hearing transcript. A copy of the letter must be delivered to all other parties at the time it is delivered to the Court. Attorney's fees and costs, including the cost of preparing the reporter's transcript, may be awarded thereafter based the merits of the matter.

D. Approval By Unrepresented Party

Unless otherwise ordered by the Court, the party preparing the proposed order need not obtain approval of the order from an opposing party who is unrepresented by counsel. The Court itself will review such proposed orders for accuracy.

E. Not Applicable to Family Law Matters

This rule does not apply to proposed orders in family law matters, which are instead governed wholly by California Rule of Court 5.125. *[Rule 3.07 adopted effective January 1, 1997; amended effective January 1, 2014.]*

### **3.08 Procedures After Announcement Of Intended Decision Pursuant To CRC Rule 3.1590**

Following the filing of an "Announcement of Tentative Decision" or "Statement of Intended Decision", any document presented to the clerk for consideration by the appropriate judge prior to the entry of judgment will be delivered by the clerk, with the file, to the office of said judge. *[Rule 3.08 adopted effective January 1, 1997; amended effective July 1, 2010.]*

### **3.09 Procedures Regarding Applications For Extraordinary Writs**

#### **A. Form And Length Of Briefs In Support Of Or In Opposition To Writ Petitions**

- (1) The form of briefs in support of or in opposition to writ petitions (regarding mandate and prohibition) must generally conform to rules specified for motions in both these Rules and the California Rules of Court, except that no brief, either in support of or in opposition to a writ petition, including its memorandum of points and authorities (but excluding exhibits, declarations, attachments, tables, and proof of service) may exceed thirty-five (35) pages in length, and no reply brief may exceed 20 pages. Leave of Court to file a brief in excess of the limitations fixed by this Rule may be granted upon a showing of good cause; an application for such leave of Court must be made according to the procedures set forth in CRC Rule 3.1113(d), and on such other conditions as the Court may impose.
- (2) A brief that exceeds 15 pages must include a table of contents, table of authorities, and an opening summary of argument.
- (3) Any paper that violates this Rule must be filed and considered in the same manner as a late-filed paper, and the Court, in its discretion, may impose other conditions and/or sanctions as a consequence of the violation.

#### **B. Preparation Of Record**

A record is required for administrative mandamus and for traditional mandamus review of quasi-legislative agency actions. The record must be prepared for filing as follows: it must be copied onto double-sided pages, each page consecutively numbered (including any transcript pages prepared by a court reporter), with three holes punched into the left-hand margin and all pages placed into a three-ring binder, the outside of which, on both the spine and front of the binder, must bear the caption of the matter and the case number. Upon receipt of the record, the clerk will affix a tag to the file indicating the location where the record is stored.

#### **C. Service Of Petition Prior to Hearing**

All petitions for writs of mandate, for prohibition, or for administrative mandamus or prohibition must be served upon the respondent in the same manner as a summons and complaint. Proof of service thereof must be filed with the Court prior to the hearing on any motion or order to show cause for issuance of the requested writ. *[Rule 3.09 adopted effective January 1, 1997; amended effective July 1, 2014.]*

**CHAPTER 4: SETTING FOR TRIAL, AND TRIAL, IN CIVIL MATTERS**

**4.01 Setting General Civil Cases For Trial**

A. Trial–Setting In Cases That Are Subject To Delay Reduction Rules

All general civil cases filed in, or transferred to this Court by a Court in another jurisdiction, are subject to this Local Rule and to the time disposition standards adopted by the Court in Local Rule 2.03.B. Revised 7-1-2015.

(1) Policy Statement. The Government Code and the California Rules of Court mandate that trial courts actively manage and supervise the pace of litigation, from the date of filing to full disposition, by reference to specific procedures and guidelines. [Government Code §§ 68600 et seq.; CRC Rules 3.110 and 10.900 et seq.] In most cases, the Court will implement that mandate by conducting, at minimum, two (2) pre-trial conferences, described as follows:

- (a) An Initial Case Management Conference, where the parties must be prepared to state that service of all pleadings has been effected on all parties, and to schedule arbitration if appropriate; and
- (b) An Additional Case Management Conference, where the parties must be prepared to declare the case to be at issue; to identify all issues to be tried; to inform the Court as to all case management issues; to summarize the pertinent results of discovery activity; to address alternative dispute resolution and settlement; and to schedule arbitration, trial, or other proceedings. No at-issue memorandum is required to bring a civil action governed by this Local Rule onto the "civil active list".

(2) Case Development Benchmarks. The Court adopts the following time periods for progression of general civil cases:

- (a) Service of the Summons and complaint within 60 days of case initiation; filing of the proof of service of the Summons and complaint within 60 days of case initiation; and filing and service of responsive pleadings within 30 days of service of the complaint.
- (b) Except to the limited extent permitted by CRC Rule 3.110(d), no extensions of the aforesaid times that are based on stipulation between the parties will be allowed. To the extent that stipulated extensions are permitted pursuant to CRC Rule 3.110(d), they must be in writing and filed promptly with the Court.
- (c) Stipulated extensions of time for periods longer than permitted by statute will be allowed by the Court only upon ex parte application that 1) conforms to Rule 3.1200 et seq. of the California Rules of Court and 2) demonstrates good cause.
- (d) Approximately 80-90 days after case initiation, the Court will conduct a review of each general civil case in order to determine if the plaintiff has complied with the case development benchmarks described in item (a), above. If the plaintiff has not

complied, the Court, in its discretion and only after the plaintiff has been given notice and an opportunity to be heard, may impose sanctions.

- (e) Unless and until differentiated by the Court, each general civil case will be presumed to require no more than twelve (12) months between filing and disposition. [CRC Rule 3.714.]

(3) Scheduling And Noticing Conferences

- (a) The Initial Case Management Conference will be set by the clerk on the first case management calendar that falls no earlier than the 140<sup>th</sup> day after case initiation.
- (b) At the time the complaint is filed, the clerk of the Court will provide plaintiff with a form “Notice of Case Management Procedures” that will specify the date, time, and place of the Initial Case Management Conference. At the time of service of the summons on any party, plaintiff must also serve a complete copy of said Notice upon that party; and plaintiff must also serve a copy of the Notice on plaintiffs in intervention or plaintiffs in interpleader, within ten (10) days of being served with a complaint in intervention or interpleader. All cross-complainants must serve a copy of the Notice upon each cross-defendant at the time the cross-complaint is served.

(4) Other Case Management Proceedings

- (a) In its discretion, on a case-by-case basis and on timely notice to the parties, the Court may order show cause hearings to be conducted prior to the Initial Case Management Conference. The Court may require the personal appearance by all counsel of record or unrepresented parties at any such show cause hearings.
- (b) Nothing in these Rules will be construed to preclude a party from seeking preferential trial setting, by duly noticed motion filed and/or heard prior to the Initial Case Management Conference, as provided for in the Code of Civil Procedure.
- (c) Nothing in these Rules will be construed to preclude a party from seeking a referral to Judicial Arbitration, pursuant to Rules 3.811(a) or 3.811(b) of the California Rules of Court and Local Rule 5.09, upon a duly-noticed motion filed and/or heard prior to the Initial Case Management Conference.
- (d) Nothing in these Rules will be construed to preclude a party from seeking early disposition of an uncomplicated case, upon a duly noticed motion filed and/or heard prior to the Initial Case Management Conference, as defined and provided for in Rule 3.714 of the California Rules of Court; any such motion must establish that the case is at-issue; that presentation of evidence will take no more than one court day; and that the matter will not require a jury.
- (e) Parties are hereby reminded of and encouraged to comply with the meet-and-confer provisions of Rule 3.724 of the California Rules of Court.

(5) Case Management Conferences

- (a) Not later than fifteen (15) calendar days prior to every Case Management Conference (including Additional Case Management Conferences), each party

must file, and serve on all other parties, a fully-completed case management conference statement prepared on Judicial Council Form CM-110.

- (b) At or immediately following the case management conference, the Court will issue an order addressing any further proceedings as well as current matters, including, if appropriate:
  - (i) Identity and representation of parties;
  - (ii) Nature of action;
  - (iii) Uncontested issues;
  - (iv) Contested issues (Note: this element will identify the issues to be tried and will supersede the pleadings in that respect);
  - (v) Whether or not the case is at-issue;
  - (vi) Bifurcation;
  - (vii) Cut-off dates for: general discovery, expert-related discovery, discovery-related motions, and general law and motion matters;
  - (viii) Referral to arbitration, alternative dispute resolution, or transfer to another court;
  - (ix) Assignment to or exemption from a case management program, as appropriate;
  - (x) Scheduling of further proceedings, including reference to arbitration, trial, settlement conference, and/or Additional Case Management Conference.
  - (xi) Scheduling of dates relating to exchange of witness and evidence identification; dates for jury deposit; and dates for filing and service of proposed verdicts, findings, jury instructions, and motions in limine; and
  - (xii) Sanctions for violations of these Rules, if any violations have occurred up to and including the time of the case management conference.
- (6) Non-Compliance With Delay Reduction Rules. Failure to appear at and/or failure to file appropriate required statements for any Case Management Conference scheduled under these Rules may result in the imposition of sanctions, the dismissal of the action, or the striking of responsive pleadings.
- B. [Reserved.] Revised 7-1-2015.
- C. Trial-Setting in Short Cause Matters
  - (1) Definition. A short cause matter is one that the Court finds to be amenable to early disposition, that does not need a case management conference, and that will not require more than four (4) hours to try.
  - (2) Manner Of Requesting Advanced Trial Date. If counsel or a self-represented party believes that a given case qualifies as a short cause matter, he or she may ask the Court to set an early trial date at the Initial Case Management Conference. However, such requests will not be considered by the Court unless 1) all parties have appeared and the case is at issue, and 2) the requesting party, by way of the required conference statement, has established to the Court's satisfaction that the case meets the definition of a short cause matter. *[Rule 4.01 adopted effective January 1, 1997; amended effective January 1, 2007.]*

#### **4.02 Changing Trial Date Once Assigned**

##### **A. Dates For Trial Are Firm**

All dates for trial are firm; no trial date will be changed without Court approval. Motions to advance a trial date, to reset or specially-set a case for trial, or to continue a trial date must be made on written notice to all parties who have appeared, and must be set for hearing.

##### **B. Motions And Stipulations For Continuance Of Trial**

A stipulation to continue a trial, or to vacate a trial date and calendar the matter for re-setting, may be accepted in lieu of a motion as long as 1) all parties agree in writing; 2) the terms of the written stipulation set forth good cause pursuant to §9 of the Standards of Judicial Administration and CRC Rule 3.1332, and further state that the stipulation is subject to approval by the Court; and 3) the stipulation is accompanied by a proposed Order.

##### **C. Effect Of Continuance**

If a trial date is continued by stipulation or at any time other than during a case management conference, the matter will be set for further proceedings on the regular case management calendar, and at least five (5) days before that date each party must file a current and complete case management statement (Judicial Council Form CM-110). *[Rule 4.02 adopted effective January 1, 1997; amended effective July 1, 2010.]*

#### **4.03 Procedures For Telephonic Appearances At Case Management And Pre-Trial Conferences**

##### **A. Governing Rules Of Court; Application**

Rule 3.670 of the California Rules of Court governs telephonic appearances by counsel and parties in case management matters. The Court expects strict adherence to the requirements of both Rule 3.670 and this Local Rule, particularly with regard to giving notice as prescribed by CRC Rule 3.670. In general, telephonic appearances will be allowed at all case management or pre-trial conferences, except for settlement conferences and trial management conferences.

##### **B. Vendor; Manner And Timing Of Requests**

The Court uses a private vendor (currently “CourtCall”) to facilitate telephonic appearances. Any attorney or party who intends to appear telephonically must make his or her request directly to the vendor. The current telephone number for making such requests is 1-888-882-6878. This number is subject to change, but can be confirmed with the Court’s judicial services coordinator.

Any and all requests to the private vendor for assistance with a telephonic appearance must be made at least three (3) court days prior to the scheduled conference.

C. Billing And Costs

The outside vendor will bill all participants directly, at prevailing rates. Costs associated with telephonic appearances are not taxable costs as authorized by Code of Civil Procedure §1033.5.

D. Initiation And Conduct Of The Telephonic Proceeding

Shortly before the time of the case management conference or other pre-trial proceeding, every participant who has requested a telephonic appearance must contact the vendor at the telephone number provided on the vendor's confirmation of the request. Telephonic appearances will be operator-assisted. The vendor's operator will bring in participants at the direction of the Court, and will remain on the line until the last case on the calendar for which a telephonic appearance has been requested. **In order to ensure a quality record of the proceeding, participants should avoid the use of pay, cellular, or speaker phones.**

E. Cancellation Of Request For Telephonic Appearance

Although the Court's judicial services coordinator may notify the private vendor when a matter that was previously set for telephonic appearance is dropped from calendar or continued, it is the responsibility of each participant to cancel his or her telephonic request by contacting the vendor directly. *[Rule 4.03 adopted effective January 1, 1997; amended effective July 1, 2008.]*

**4.04 Duties If Case Settles**

Whenever a case that has been assigned a trial date settles, then the attorneys or unrepresented parties must immediately notify the Court of the settlement. The plaintiff bears the primary obligation to so notify the Court. Notification may be by telephone to the clerk, but, in such case, must be followed within five (5) days by a confirmation letter, copied to all parties. Such notification to the Court will cause the clerk to vacate any trial date and to remove the action from the master calendar and civil active list, and may result in the setting of a further case management conference, to assure that the case is dismissed or judgment entered. *[Rule 4.04 adopted January 1, 1997; amended effective January 1, 2003.]*

**4.05 Demand For Jury Fees; Waiver Of Jury**A. Deposit Of Jury Fees After Waiver By Demanding Party

When the party who has demanded a jury trial waives or is deemed to have waived a jury, the other party or parties will have up to five (5) court days from the date that the clerk mails the notice of waiver, to deposit one day's jury fees. (**Note:** this five-day period is not subject to extension pursuant to CCP §1005 or any other provision of law.) However, if the waiver occurs within five (5) days of the commencement of the trial, or if it occurs after trial has commenced, then the other party or parties must make the deposit on the first or next trial day.

B. Effect Of Failure By Any Party To Pay Jury Fee Deposit

If the other parties fail to deposit fees as prescribed herein, after waiver by the party who has demanded a jury trial, then the other parties will be deemed to have waived the right to a jury trial, and the case will be tried without a jury.

C. Multiple Deposits Of Jury Fees

If more than one party demands a jury, each such party will be required to deposit jury fees, unless jury fees have previously been deposited.

If more than one party makes a timely deposit of fees, then the clerk will retain only the first such deposit received, and will refund all others. *[Rule 4.05 adopted January 1, 1997; amended effective July 1, 2010.]*

**4.06 Parties Not Present For Trial**

A. Default Judgments When Matter Is Set For Trial

If a party has been served and has not answered, but neither default nor default judgment has been entered against that party and the action has been set for trial as to other parties, then, on proper application, judgment may be entered against the defaulting party in accordance with Code of Civil Procedure §§585 or 586.

B. Non-Appearance Of Answering Party

If a party has been served and has answered, but does not appear for trial, and appropriate notice of time and place of trial has been given, then the Court will proceed with the case in accordance with Code of Civil Procedure §594.

C. Dismissal Of Named Parties Not Served

If a named party has not been served, then ordinarily, at or before the time of trial, the plaintiff will be required to dismiss, without prejudice, as to that party. *[Rule 4.06 adopted effective January 1, 1997; amended January 1, 2003.]*

**4.07 Conduct Of Civil Jury Trials**

A. Challenging Jurors For Cause

Upon completion of voir dire examination, whether of all prospective jurors in the jury box or of an individual prospective juror, a party must state whether he or she “passes for cause”.

B. Peremptory Challenges

If there are more than two sides in a trial, and one side is allotted substantially more peremptory challenges than any other side, then the trial judge will require the side with the greater number of challenges to exercise every second challenge, i.e., to alternate with each of the other sides, rather than rotate the challenges from one side to a second side to a third side.

C. Presentation Of Exhibits To Jurors

Exhibits admitted into evidence will be handed to jurors in the jury box only after leave to do so is obtained from the trial judge. Exhibits such as writings, which are not subject to cursory examination, ordinarily will not be provided to jurors until they retire to the jury room after the cause has been submitted.

D. When Jury Instructions Are To Be Submitted

- (1) Pursuant to Code of Civil Procedure §607a, all jury instructions covering the law as disclosed by the pleadings must be delivered in writing to the trial judge before jury voir dire commences, unless indicated by the judge. At the same time, copies thereof must be served upon all opposing counsel or unrepresented parties.
- (2) Thereafter, but before commencement of argument, any additional proposed instructions upon questions developed by the evidence and not disclosed by the pleadings may be delivered to the trial judge and served upon the opposing side or sides.

E. Duty To Prepare, Submit And Modify CACI Instructions

- (1) The parties may designate their desired standard CACI instructions by giving the trial judge a list of same, referenced by number. The judge will provide the form of such standard instructions.
- (2) Desired CACI instructions in which deletions, strikeouts, insertions or other changes have been made must be referenced by number, and must carry a notation that there has been a modification thereto; and a copy of the instruction, as modified, must be provided to the trial judge.

F. Special Verdict And Finding Forms

- (1) A party who requests a special verdict or special findings must, in connection with requested instructions, comply with Rule 3.1580 of the California Rules of Court, and must serve and file such request or proposed special findings forms before jury voir dire commences.
- (2) A special verdict or special findings form must be drafted so as to require, if possible, an answer of "yes" or "no", or, if that is not possible, then to require the most concise answer that will be sufficient. *[Rule 4.07 adopted effective January 1, 1997; amended effective July 1, 2010.]*

**4.08 Setting Unlawful Detainer Cases For Trial**

A. Case Disposition Standards

The Court's disposition goal for unlawful detainer cases is to have one hundred percent (100%) of such cases disposed of within ninety (90) days after filing. This Local Rule 4.08 establishes target dates intended to assist the parties and the Court in achieving that goal.

B. Filing Proof Of Service Of Summons And Complaint

- (1) Within fifteen (15) days after filing an unlawful detainer complaint, the plaintiff must file a proof of service of the summons and complaint, or an application for a posting order, unless a responsive pleading has been filed.

- (2) Failure of the plaintiff to comply with the aforesaid requirement, in the absence of a filed response, will result in the issuance of an order to show cause re status; the order to show cause will be issued within 10 days of the date that the proof of service or posting application was due. Attendance of all parties and counsel who have appeared in the action will be required at the hearing, so that the Court can determine the following: the status of the case; whether or not the case is ready for trial; time limits; and possible sanctions, in the absence of good cause shown, for failure to serve the complaint and/or to file a proof of service.

C. Memorandum To Set

- (1) Within twenty-five (25) days after filing an unlawful detainer complaint, the plaintiff must file a memorandum to set the matter for trial, unless a request for entry of default or request for dismissal has been filed. By filing a memorandum to set, a party indicates that the case is at issue and will be ready to go to trial on the date assigned.
- (2) Failure of the plaintiff to comply with the aforesaid requirement will result in the issuance of an order to show cause re status; the OSC will be issued within 10 days of the date that the trial-setting memorandum was due. Attendance of all parties and counsel who have appeared in the action will be required at the hearing, so that the Court can determine the status of the case; whether or not the case is ready for trial; time limits; and possible sanctions, in the absence of good cause shown, for failure to file a trial-setting memorandum.

D. Setting For Trial

- (1) Court Trials. After the trial-setting memorandum is filed, and if the proof of service complies with these Local Rules in all respects, and if no jury trial is demanded, then the clerk, no sooner than five (5) days thereafter, will assign the case for court trial on the earliest available date within the next twenty (20) days, and will promptly notify all parties in writing of the trial date.
- (2) Jury Trials. If a jury trial is demanded, then the clerk will assign the earliest available date for settlement conference (to be held within the next ten (10) days), and will assign the earliest jury trial date within the next twenty (20) days, and will promptly notify all parties in writing of both dates.

E. Case Closure

Within six months after a clerk's judgment for restitution is entered, the plaintiff must set the case for ex parte prove-up hearing, unless the money damages are dismissed. Plaintiff's appearance will not be required if a declaration is submitted pursuant to Code of Civil Procedure §§ 585(b) and (d). *[Rule 4.08 adopted effective January 1, 1997; amended effective January 1, 2003.]*

## CHAPTER 5: MISCELLANEOUS CIVIL RULES

### 5.01 Attorney Fees In Civil Actions Or Proceedings Not Involving Minors or Incompetent Persons

#### A. Promissory Notes And Contracts Providing For Fees

In actions on promissory notes and contracts providing for payment of attorney fees, whenever a prevailing party is entitled to recovery of reasonable fees then the following schedule will be considered by the Court in awarding such fees:

- (1) Default Action: exclusive of costs and interest,
  - (a) Twenty-five percent (25%) of the first two thousand dollars (\$2,000) awarded as damages, with a minimum fee of three hundred dollars (\$300.00);
  - (b) Twenty percent (20%) of the next four thousand dollars (\$4,000);
  - (c) Fifteen percent (15%) of the next four thousand dollars (\$4,000);
  - (d) Ten percent (10%) of the next ten thousand dollars (\$10,000);
  - (e) Five percent (5%) of the next thirty thousand dollars (\$30,000); and
  - (f) Two percent (2%) of amounts in excess of the first fifty thousand dollars (\$50,000), on the next one hundred thousand dollars (\$100,000.00); and
  - (g) The Court, in its discretion, will fix fees for recoveries in excess of one hundred and fifty thousand dollars (\$150,000.00).
- (2) Contested Action: the same amount as computed under subpart 5.01.A(1), above, increased by 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.

#### B. Attorney Fees When Defendant Is The Prevailing Party

When the defendant is the prevailing party, the fees will be reasonable compensation (computed on an hourly or per-day basis) for research, general preparation, trial, or other services rendered, as may be allowed by the Court.

#### C. Clerk's Calculation Of Reasonable Attorney Fees

When a prevailing party is entitled to the recovery of reasonable attorney fees in an otherwise appropriate clerk's judgment, the clerk will include attorney fees computed pursuant to the fee schedule included in this Local Rule 5.01.

#### D. Determination Of Attorney Fees In Excess Of Schedule

When a party claims attorney fees in excess of those allowed by this Rule, then an application for attorney fees must be made to the Court; the application must be supported by declarations setting forth the factual basis for the claimed fees. The fees will be fixed thereupon by the Court. *[Rule 5.01 adopted January 1, 1997; amended effective January 1, 2003.]*

## **5.02 Attorney Fees In Civil Actions Involving Minors Or Incompetent Persons**

Attorney fees in cases involving minors or incompetent persons will be determined pursuant to CRC 7.955. *[Rule 5.02 adopted effective January 1, 1997; amended effective July 1, 2010.]*

## **5.03 Compromise Of Claim Of Minor Or Incompetent Person**

### **A. Use Of Mandatory Judicial Council Forms**

Requests for Court approval of compromise of a claim of a minor or incompetent person will not be considered unless submitted on a fully-completed Judicial Council Form MC-350. The Petition must be accompanied by a proposed order approving the compromise, prepared on Judicial Council Form MC-351.

### **B. Order To Deposit Money; Deposit And Receipt For Deposit**

- (1) Order to Deposit Money: If the order approving the compromise includes an order for deposit of funds into a blocked account, the applicant must also submit to the Court, along with the petition and approval order, a separate order to deposit the funds, prepared on Judicial Council Form MC-355.
- (2) Deposit and Receipt: Petitioner or counsel must deposit the subject funds as ordered within 48 hours of receipt, and must file a receipt from the depository, on Judicial Council Form MC-356, within 15 days thereafter.

### **C. Withdrawal Of Funds**

If a court order for deposit of funds for the benefit of a minor does not allow for withdrawal without further order upon the minor's eighteenth (18<sup>th</sup>) birthday or thereafter, then a petition for withdrawal of funds so deposited will be allowed only according to Local Rule 15.19.E.2(f), *et seq.*, and must be submitted on Judicial Council Form MC-357. When the attorney for the petitioner was allowed fees at the time of settlement, no attorney fees incidental to securing such withdrawal order will be awarded, except for good cause.

*[Rule 5.03 adopted effective January 1, 197; amended effective July 1, 2010.]*

## **5.04 Form Of Judgment**

### **A. Required Elements Of Formal Judgment**

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

- (1) Clearly show the full names of the parties for whom and against whom the judgment is rendered, including their legal capacities as plaintiffs, defendants, cross-complainants and cross-defendants;
- (2) Refer to full names as they appear in the caption of the initial pleadings, or obtain an order amending the pleadings in respect to such names; and,
- (3) 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 \$ \_\_\_\_\_". The

clerk of the Court will enter the amount of costs claimed after a timely memorandum of costs has been filed, and after a ruling upon any motion to tax costs.

- (4) All judgments must be full and complete. Judgments that have exhibits are discouraged and may not be accepted. If such judgment is accepted, there must be a place for signature of the judge at the end of the attached exhibit.

**B. Submission Of Proposed Judgment To The Court**

When required by the Court, or when a proposed judgment is required by Rule 3.1590 of the California Rules of Court, counsel must lodge the proposed judgment with the clerk. The proposed judgment must be entitled "Proposed Judgment" and must bear an attached proof of service indicating that a copy has been served upon all counsel and unrepresented parties. At the same time that the proposed Judgment is lodged with the clerk, counsel must also lodge therewith the original form of the judgment. The original judgment must be in the same form and have the same content as the proposed judgment, except that it must be entitled "Judgment", and must be suitable for signature by the judge. The clerk will mark the proposed judgment as having been received, and will retain it as well as the original judgment, unmarked, in the Court's file. After the requisite period of time has elapsed pursuant to Rule 3.1590(c) of the California Rules of Court, the clerk will present the file to the judge so that the judgment may be signed, if appropriate. *[Rule 5.04 adopted January 1, 1997; amended effective January 1, 2007.]*

**5.05 Form Of Stipulated Judgment**

The Court will not sign a judgment that is presented as part of a stipulation for judgment, whether or not the proposed judgment is included in the body of the stipulation or is an attachment thereto; any proposed judgment that is submitted upon stipulation of the parties must be in the form of a separate document. *[Rule 5.05 adopted January 1, 1997; amended effective January 1, 2001.]*

**5.06 Appeal From Decision Of Labor Commissioner Under Labor Code Section 98.2**

**A. Required Documents**

Any party who files a notice of appeal of an order, decision, or award of the Labor Commissioner pursuant to Labor Code §98.2, must also file the following with the clerk of the Court:

- (1) A copy of the complaint and of any answer filed with the Labor Commissioner; and
- (2) A complete copy of the order, decision, or award of the Labor Commissioner, which must include, if provided by the Labor Commissioner, a summary of the hearing and the reasons for the decision; and,
- (3) A proof of service upon the Labor Commissioner of a copy of the notice of appeal.

**B. Setting For Hearing**

The clerk of the Court will set the matter for a trial readiness conference in approximately 30 days upon the filing of the papers prescribed by subpart 5.05.A, above.

C. Determining Filing Fee

A notice of appeal filed pursuant to Labor Code §98.2 will be treated as the first paper for purposes of determining the filing fee. *[Rule 5.06 adopted effective January 1, 1997; amended effective January 1, 2014.]*

**5.07 Settlement Conferences**

A. Required Conference

- (1) Civil cases that have an estimate for trial in excess of one full day, whether or not subject to the Trial Court Delay Reduction Act, may be set for settlement conference at the discretion of the Court. The settlement conference will be held not earlier than ninety (90) days prior to trial, unless otherwise stipulated by the parties, in writing.
- (2) Any matter may be voluntarily submitted to the Court for settlement conference.

B. Attendance And Preparation

At the settlement conference, all parties must:

- (1) Be prepared to make a bona fide settlement offer;
- (2) Have all principals or clients either in attendance or available by telephone, unless excused in advance for good cause shown, after notice to all other parties that a request to be excused will be made (requests for non-appearance may be made by letter);
- (3) Produce memoranda of items of any special damages claimed; and
- (4) Have available any and all medical reports (if a personal injury is claimed), depositions, photographs, records, diagrams, maps, bills, contracts, memoranda and other documents pertinent to settlement of the case.

C. Settlement Conference Statement

No later than five (5) calendar days prior to the date fixed for the settlement conference, the parties must lodge with the Court, and must serve upon all other parties, a brief statement of the facts and the law of the case. These statements will not become a part of the Court's file unless so ordered.

D. Duty Re Settlement

If a settlement conference has been calendared and the matter is resolved prior thereto, the settlement conference will not be dropped from calendar unless and until the parties have filed settlement papers or a dismissal of the action, and have informed the clerk of the Court that the matter can be dropped from calendar. If neither dismissal nor settlement papers have been filed prior to the conference, the matter will be returned to the case management calendar for status review. *[Rule 5.07 adopted effective January 1, 1997; amended January 1, 2003.]*

**5.08 Sanctions**

A violation of these Rules of Court constitutes a violation of a lawful court order, as that term is used in Code of Civil Procedure §177.5, and may subject the party and/or counsel

to sanctions thereunder or as otherwise provided by law. In addition to sanctions authorized by the Code of Civil Procedure, the Court adopts and incorporates herein the provisions of Rule 2.30 of the California Rules of Court. Any request for money sanctions must be made upon advance notice, in writing, unless ordered on the Court's own motion, in which case notice need not be in writing. *[Rule 5.08 adopted January 1, 1997; amended effective January 1, 2007.]*

**5.09 Arbitration**

A. General Provisions

Arbitration pursuant to Rules 3.810 *et seq.* of the California Rules of Court is subject to the provisions of CRC Rule 3.811(b) (exemptions) and of these Local Rules, and will be conducted as follows: (1) upon an order of the Court pursuant to Code of Civil Procedure §1141.11(b); (2) upon stipulation of all parties to non-binding arbitration; (3) upon stipulation of all parties to binding arbitration; (4) upon the filing of an election by a plaintiff, provided that plaintiff agrees that the arbitration award will not exceed \$50,000; (5) in all actions where the amount in controversy does not exceed \$50,000 as to any plaintiff. A stipulation or election for arbitration pursuant to this Local Rule ordinarily must be made no later than the date of the initial status conference.

B. Arbitration Administrator

The manager of ancillary court services is designated as the Court’s arbitration administrator. The Court reserves the power to modify this designation, without notice, as needed.

C. Disclosure Notice; Declination Of Arbitrator

- (1) Within five (5) days of receiving a notice of assignment to arbitration, each party must file, and deliver directly to the nominated arbitrator, a notice that discloses the following:
  - (a) Whether or not any party is proceeding in forma pauperis.
  - (b) Whether or not this is a lengthy hearing matter (as defined hereinafter). If any party indicates that a lengthy hearing will required, the arbitrator must contact the parties, as promptly as possible, in order to determine the estimated length of the hearing and to negotiate his or her hourly rate for the anticipated lengthy hearing.
- (2) The arbitrator will have fifteen (15) days, from the date of the administrator’s notice of the appointment, to file a written declination of the appointment. Failure to file a declination will be conclusive of the arbitrator's acceptance of the appointment.

D. Procedure After Declination Of Arbitrator

Upon the filing of a declination by the arbitrator, the matter will be referred back to the arbitration administrator for re-assignment. If the panel of arbitrators has been exhausted, the administrator will set the matter on the case management calendar, to be heard within forty (days) of the filing date of the declination.

E. Time Of Arbitration Hearing

Arbitration hearings must be conducted no sooner than 35 days and no later than ninety (90) days from the effective date of the assignment to the arbitrator.

F. Continuances

In no case may an arbitration hearing be continued to a date later than ninety (90) days after the effective date of assignment to the arbitrator, except by order of the Court, made on application and for good cause shown in accordance with Rule 3.817 of the California Rules of Court.

G. Arbitration Active List; And Periodic Reviews

When a case is assigned to arbitration, whether by stipulation or by order, it will be placed on the arbitration active list forthwith, and the arbitration administrator will cause the matter to be set for review on the case management calendar, within one hundred (100) days from the effective date of the assignment or no less than thirty (30) days prior to any scheduled trial date, whichever first occurs. With respect to cases not arbitrated in a timely manner, or for which the arbitrator declines to serve, the administrator will proceed as required in Rules 3.815 (b) & (c) of the California Rules of Court, and will calendar the matter for review on the next regularly- scheduled case management calendar that will afford the parties at least fifteen (15) days notice.

H. Arbitration Panel

The presiding judge will designate the panel of arbitrators. Each person appointed to the panel will serve at the pleasure of the Court. The panel of arbitrators may include attorneys from jurisdictions outside of Siskiyou County.

I. Length Of Arbitration Proceedings

- (1) Except as provided hereafter, arbitration hearings must not exceed three (3) hours, after which time the arbitrator is authorized to terminate the proceedings and make his or her award based upon the law and evidence thus far received. At the sole discretion of the arbitrator, the hearing may be extended beyond three hours in order to bring the matter to an orderly conclusion; however, no additional compensation will be available to the arbitrator under these Rules for such an extension of hearing.
- (2) If any party believes that the hearing will require more than three (3) hours (any such matter must be designated as a "lengthy hearing"), that party may obtain permission for such lengthy hearing in one of the following ways:
  - (a) By filing, at least fifteen (15) court days before the hearing, a written stipulation between the parties and the arbitrator that they all agree to a lengthy hearing; said stipulation must provide for payment by the parties of a specified reasonable hourly rate of compensation to the arbitrator for any arbitration in excess of three (3) hours; or,
  - (b) By obtaining an order, on duly noticed motion, that shows cause for a lengthy hearing and that specifies the reasonable rate of compensation to the arbitrator for each hour of hearing in excess of three (3) hours; such motion must be made to

the Court before the date by which the matter is required to have been completely arbitrated.

J. Arbitration Fees

- (1) Standard Arbitration: Except as may be provided elsewhere in these Rules, an arbitrator's fee in the total amount of one hundred and fifty dollars (\$150.00) will be ordered as a charge upon the Court, and will constitute the sole compensation for any arbitration hearing conducted pursuant to Local Rule 5.09(I)(1). At the time the arbitrator is appointed, the arbitration administrator will provide the arbitrator with a claim form, to be completed by the arbitrator and submitted for payment when the arbitrator's award is filed with the Court. The costs of the arbitration will be awarded as costs to the prevailing party.
- (2) Lengthy Arbitration: The reasonable compensation for a lengthy hearing must be fixed by agreement between the arbitrator and the parties to the arbitration, and must be limited to a reasonable hourly rate for each hour of hearing time in excess of three (3) hours. The parties are required to comply with the following provisions regarding any lengthy arbitration:
  - (a) If a dispute arises concerning the arbitrator's fee, then any affected party, including the arbitrator, may file and duly notice a motion to obtain a Court resolution of that dispute. The time incurred by the arbitrator in making or defending such motion will be considered by the Court in determining the reasonable compensation.
  - (b) The arbitrator's fee must be paid in full within ten (10) days after he or she issues an award. If not paid, the arbitrator will have a lien in the amount of any unpaid fees upon the settlement or judgment entered in the subject action.
  - (c) The arbitrator, in his or her discretion, may require the parties to make a deposit on account, in advance of the hearing, for the anticipated fees, the amount of which must be divided equally between all parties. Any party who prevails in the action and who has paid the arbitrator on account may recover those fees as costs. *[Rule 5.09 adopted effective January 1, 1997; amended effective January 1, 2007.]*

**5.10 Default Prove-Ups**

A. Manner Of Presentation

- (1) Except for default cases in which the clerk of the Court may enter judgment without review by a judicial officer [Code of Civil Procedure §585(a)], and cases in which plaintiff seeks to quiet title pursuant to CCP §764.010 and Local Rule 5.11, applications for entry of default judgment and evidence in support thereof may be presented either in written form or by oral testimony.
- (2) Affidavits and declarations presented in support of a prove-up application must comply with the requirements of CCP §585 and §585.5.
- (3) If a prove-up by oral testimony is desired, the plaintiff must apply to the clerk of the Court for a hearing, which will be set on the regular civil law and motion calendar.

B. Evidence On Prove-Up, Generally

For purposes of default prove-ups, allegations in the complaint or cross-complaint, if applicable, are not deemed proved because of the failure of the adverse party to answer. Rather, proof must be presented by competent evidence with respect to all essential elements of the causes of action to be proved. Mere conclusions are insufficient. Affidavits and declarations must show, affirmatively, that the affiant or declarant is competent to state those things that appear therein. Generally, the Court will use the same standard for assessing the quality and sufficiency of the evidence as it would apply in a contested proceeding. [*Harris v. Cavasso* (1977) 68 CA3d 723; *Devlin v. Kearny Mesa AMC* (1984) 155 CA3d 381.] [*Rule 5.10 adopted effective January 1, 1997; amended effective July 1, 2010.*]

**5.11 Prove-Up In Quiet Title Proceedings**

The Court will not enter judgment by default in any action to quiet title. [Code of Civil Procedure §764.010.] An application for entry of judgment in such action must be set for hearing on the civil law and motion calendar. At the hearing or by papers filed prior thereto, the applicant must demonstrate that all parties have been served and have either appeared or failed to appear; and the applicant must comply with the provisions of CCP §585(c). At the hearing on the application, the applicant must present such oral and documentary evidence as may be necessary to prove his or her claim to title. [*Rule 5.11 adopted January 1, 1997; amended effective January 1, 2003.*]

**5.12 Obtaining Default Judgments Pursuant To Service By Publication**

A. Obtaining An Order For Service By Publication

Applications for service by publication must be submitted to the clerk of the court for ex parte approval by a judicial officer, and must be supported by one or more factual declarations describing all efforts to locate the other party. The Court will not grant the application unless it appears from one or more supporting declarations that the petitioner has exercised all due diligence in attempting to locate the other party. [*Olvera v. Olvera* (1991) 232 Cal.App.3d 32.] Petitioner's due diligence search may include the following, as appropriate:

- (1) Recent inquiries of relatives and friends of the other party, and of other people likely to know his or her whereabouts;
- (2) Searches of relevant telephone directories; tax rolls; DMV rolls; and records of the Registrar of Voters.

B. Publication; And Entry Of Default

Upon receiving the signed order for publication, the petitioner must cause the summons to be published in a newspaper of general circulation in the State of California that is most likely to give actual notice to the other party, pursuant to Code of Civil Procedure §415.50 (i.e., the summons must be published once a week for four consecutive weeks). Upon completion of publication, the petitioner must file the proof of publication and the request to enter default. The clerk will then determine whether service is complete and, if

so, will enter default. (A hearing on the request to enter default may be required when the circumstances so merit.) After default has been entered, the petitioner may apply for a default judgment as described in the preceding section.

C. Applications For Orders For Alternative Service By Publication Where Plaintiff/Petitioner is Indigent

An indigent plaintiff/petitioner may apply to the Court for an alternative manner of publication, other than publication in a California newspaper of general circulation. A plaintiff/petitioner may be eligible for indigent relief when a prior fee waiver has been granted in the same action. The petitioner must submit, for the Court's review, an application and declaration for alternative publication, stating that the Court has granted a fee waiver and the reasons that the applicant cannot now afford the cost of publication. After reviewing the application and the file, the Court may order alternative service of process; require a hearing to determine Petitioner's ability to pay; or deny the request. *[Rule 5.12 adopted effective January 1, 1997; amended effective January 1, 2003.]*

### **5.13 Small Claims Court; Appearance By Plaintiff; Dismissal**

A. Statement Of Policy

The goal of the Court is to process small claims cases in the most expedient manner that is fair to all concerned. The Court aims to achieve disposition of 100 percent (100%) of small claims cases within thirty (30) days after filing when all defendants reside in Siskiyou County; and within sixty (60) days after filing when any defendant resides outside of Siskiyou County. Small claims cases are scheduled for trial within these timeframes whenever practicable.

In many cases, service cannot be completed upon the defendant before the scheduled hearing date. If the plaintiff contacts the Court prior to the hearing date, the hearing date will be continued for a reasonable amount of time to allow for proper service upon the defendant.

B. Duty Of Plaintiff To Appear Or Request Continuance

The Court will dismiss, without prejudice, any small claims action for which there is no appearance by the plaintiff at the scheduled hearing, unless the plaintiff complies with the requirements of Code of Civil Procedure Section 116.570 as to requesting a continuance. At the time the complaint is filed, the clerk of the Court will provide plaintiffs with written notice of this policy. *[Rule 5.13 adopted January 1, 1997; amended effective July 1, 2014.]*

### **5.14 Representation In Unlawful Detainer Proceedings**

A General Court Policy

A property manager or rental agent may not file an unlawful detainer action on behalf of the owner or lawful tenant of the subject property, and may not appear in the action on behalf of the owner. A property manager who by contract has been assigned the right of possession, and who has entered into the rental agreement with the tenant, may bring an unlawful detainer action in his or her own name, as the real party in interest. A rental

agent or property manager who is a partnership, corporation, or unincorporated association, must appear through an attorney. (*Anna v. Metropolitan Trust* (1941) 17 Cal.2d 827).

B. Effect Of Filing By Unauthorized Person

If the clerk of the Court inadvertently files an unlawful detainer complaint in violation of the aforesaid policy, then the clerk thereafter will refuse to enter the default of the defendant or to enter a clerk's judgment, or to file any other papers on behalf of the plaintiff, unless and until a licensed attorney substitutes into the action as attorney of record for the plaintiff.

C. Authorized Parties In Propria Persona

Nothing in this Rule will preclude an individual who is a property owner of record, or an individual who is a bona fide lessee and/or is entitled to possession of the subject premises, from preparing, filing, and prosecuting an unlawful detainer action in his or her own name, without representation by counsel. **Note:** corporate or other business entities, whether landlord or tenant, may not appear as parties in pro per. [*Merco vs. Construction Engineers Inc.* (1978) 21 Cal.3d 724.] [Rule 5.14 adopted effective January 1, 2001; amended effective July 1, 2010.]

**5.15 False Claims Act Proceedings**

Proceedings initiated pursuant to the False Claims Act [Government Code §§ 12650 et seq.] must be filed in the Yreka Branch of the Superior Court, and will not be accepted by the clerk for filing unless a completed "Confidential Cover Sheet – False Claims Act", JC Form MC-060, is affixed to the first page of the complaint. [Rule 2. 571 of the California Rules of Court.] [Rule 5.15 adopted January 1, 2007.]

**CHAPTER 6: FILING CRIMINAL COMPLAINTS  
AND CITATIONS; BAIL; ARRAIGNMENT; WARRANTS;  
AMENDMENTS TO COMPLAINTS; AND INFORMATIONS**

**6.01 Filing Criminal Complaints And Citations**

A. Place Of Filing: Non-Felonies

All citations and criminal complaints that do not charge a felony offense will be filed at the appropriate branch location of the Court, as designated by the Presiding Judge of the Court. Cases will be assigned for further proceedings by the Presiding Judge, considering the convenience of the Court, parties, and witnesses.

B. Place Of Filing: Felonies

All criminal complaints that charge one or more felony offenses must be filed in the Yreka Branch of the Superior Court.

C. Number Of Copies Of Charging Document

At the time a criminal charging document is filed, the filing agency must submit one copy of the charging document for each defendant named therein.

D. Time Of Filing: In-Custody Defendants

All criminal complaints charging in-custody defendants must be filed with the Clerk of the Criminal Division at the earliest time possible, in no case later than one (1) hour before the time of the defendant's first appearance on those charges.

E. Time Of Filing: Out-Of-Custody Defendants

All criminal complaints charging out-of-custody defendants shall be filed with the clerk of the Criminal Division no later than two (2) days before the time of the defendant's first appearance on those charges. *[Rule 6.01 adopted effective July 1, 1996; amended effective July 1, 2009.]*

**6.10 Bail And "O.R." Procedures**

A. General Provisions

The following provisions apply to all proceedings in which bail is requested or has been set:

(1) Out-Of-Court Requests For Increase Or Reduction. When bail has been set by a judge outside of court, then any further out-of-court requests for the increase or reduction of bail must be made, if practicable, to the judge who set such bail.

(2) Disclosure Of Prior Requests. Any person requesting a bail reduction or bail increase must disclose all prior such applications which have been made in the pending matter.

(3) Requests For Bail Or Release On Own Recognizance.

(a) No defense applications for bail or release on one's own recognizance ("O.R.") will be considered unless the Office of the District Attorney has been given

adequate notice of the request, so that a representative of the District Attorney has the opportunity be present at the time the request is presented.

- (b) When a defense request for bail or O.R. is made after normal court hours, the requesting party, before contacting the Court, must arrange for the telephone availability of a Deputy District Attorney.

(4) Request To Set Aside Forfeiture.

- (a) Except for vacation of forfeiture ordered pursuant to Penal Code §§ 1305(c)(1) and (2), a notice of request to set aside forfeiture and exonerate bond must be given to the District Attorney and County Counsel at least ten (10) days prior to the hearing on the motion. This notice is a condition precedent to vacation of forfeiture.
- (b) If an assessment is ordered by the Court pursuant to Penal Code Section 1305.2, the forfeiture will not be set aside until such assessment has been paid.

B. Source Of Bail Pursuant To P.C. Section 1275.1

When a Source of Bail Order pursuant to Penal Code §1275.1 has been issued, the defendant, in order to show that no portion of the consideration, pledge, security, deposit, or indemnification which is paid, given, made, or promised for its execution was feloniously obtained, must utilize the following procedures to calendar the matter for hearing:

(1) Declaration Or Offer Of Proof.

The request for hearing must be accompanied by a declaration or offer of proof setting forth the following:

- (a) The identity of the bail agent and surety, or, if there is no surety, the depositor;
- (b) The source of the bond premium, including name and address of any person proposing to pay said premium; and
- (c) The source of the security or pledge, including the name and address of the owner, and description of the property.

(2) Filing And Service Of Declaration. The declaration or offer of proof must be filed with the Clerk and must be personally served on the Office of the District Attorney not later than twenty-four (24) hours before the hearing.

(3) Hearing. At the hearing, the defendant must produce the bail agent, the person proposing to pay the premium, and the person proposing to provide the security, for examination and cross-examination. *[Rule 6.10 adopted effective July 1, 1996; amended effective July 1, 2009.]*

**6.20 Arrest Warrants And Search Warrants**

A. Issuance Procedures

All requests for arrest warrants and search warrants must first be presented to the District Attorney or Attorney General, as appropriate, for review and approval before delivery to

the Court. Approval by the District Attorney or Attorney General must be in writing. All supporting declarations for arrest warrants must be fully dated and executed before submission to a judge.

B. Return Procedures

Search warrant returns are to be presented to the Clerk of the Criminal Court, who is authorized to receive and execute the return for the Court. [Penal Code §1534(c).] *[Rule 6.20 adopted effective July 1, 1996; amended effective July 1, 2000.]*

**6.30 Arraignment**

A. Reserved

B. Reserved

C. Appearance of Public Defender at Arraignment

The Office of the Public Defender will be notified of all pending in-custody arraignments, and a Deputy Public Defender must be present for all in-custody arraignment calendars, whenever a Deputy is available, to undertake representation of defendants for whom the Public Defender may be appointed as counsel.

D. Conflict Of Counsel

As soon as possible, and in any event no later than seven (7) calendar days after the Public Defender or a conflict Public Defender has discovered a conflict, conflicted counsel must contact the clerk of the Criminal Court for re-calendar on the next available court date so that the conflict may be declared and substitute counsel appointed.

E. Continuance To Obtain Counsel

In cases in which a defendant appears at arraignment without counsel and advises the Court that he or she is in the process of hiring or attempting to hire private counsel, the case may be continued for appearance of counsel and initial plea; the continuance will not extend beyond fourteen (14) calendar days from the date of first appearance, absent a showing of good cause for a later appearance.

F. Further Calendaring In Misdemeanor Matters

As a general case-handling guideline, the Court will schedule misdemeanor cases not resolved at arraignment for a pretrial or trial management conference to be conducted approximately two (2) weeks after the arraignment.

G. Further Calendaring In Felony Matters

As a general case-handling guideline, the Court will schedule felony cases not resolved at arraignment for a pretrial or settlement conference to be conducted approximately two (2) weeks after the arraignment (unless time is not waived), and for a felony plea/disposition conference on a prior day. The defendant must be personally present at the felony plea/disposition conference, unless excused by the Court, in advance, on good cause shown. If no pretrial or settlement conference is set, a preliminary examination will be set within two (2) weeks after the arraignment, unless the Court requires a later setting. *[Rule 6.30 adopted effective July 1, 1996; amended effective July 1, 2013.]*

**6.40 Amendments To Complaints And Informations**

A. Filing And Hearing Requirements

If a party wishes to file an amended pleading, and leave of court is required but has not yet been obtained, the amended pleading may be lodged with the Court. The Clerk will mark it as “received”, and at the next calendared hearing the Court will determine if there is objection to the amended pleading, and will permit counsel, or a party appearing in propria persona, to present argument in support or opposition. If the matter is not already on calendar, for some purpose, within a reasonable time after the amended pleading is lodged, then the party requesting leave to file the amended pleading must place the matter on calendar by filing a noticed motion in accordance with Local Rule 13.03.

B. Service Requirements

At the time the amended pleading is lodged with the Court, the party lodging the pleading must immediately serve a copy on all other counsel, or parties appearing in propria persona. *[Rule 6.40 adopted effective July 1, 1997; amended effective July 1, 2013.]*

## **CHAPTER 7: MISDEMEANOR SETTLEMENT AND PRETRIAL PROCEEDINGS**

### **7.01 Negotiations Prior To The Pre-Trial Conference**

#### **A. Meet And Confer**

Counsel are strongly encouraged to meet and discuss actions informally in order to resolve matters prior to the pre-trial conference.

#### **B. Prosecution Offers For Resolution**

The prosecuting agency should deliver any formal offer for resolution to defense counsel prior to the day of the pre-trial conference.

#### **C. Defense Preparation**

Defense counsel should appear at the pre-trial conference having already discussed the case, and the prosecuting agency's offer, with the defendant. *[Rule 7.01 adopted effective July 1, 1996; amended July 1, 2009.]*

### **7.02 The Pre-Trial Conference**

#### **A. Presence Of Defendant**

Defense counsel are strongly encouraged to have the defendant(s) present at the pre-trial conference unless the Court has given prior approval for non-appearance or counsel has been authorized by the client to appear pursuant to Penal Code Section 977.

#### **B. Preparation And Continuances**

At the pre-trial conference, both sides must be fully prepared to discuss the facts of the case and the availability of witnesses for trial. The pre-trial conference will not be continued without actual good cause shown. It is the policy of the Court to conduct only one pre-trial conference for each case.

#### **C. Dispositions And Trial Dates**

The Court will be prepared at the pre-trial conference to accept dispositions and to set trial dates. *[Rule 7.02 adopted effective July 1, 1996; amended effective July 1, 2011.]*

### **7.03 Reserved**

*[Rule 7.03 adopted effective July 1, 1996; amended effective July 1, 2009.]*

### **7.04 Trial Settings**

#### **A. When Trial Date Set**

The trial date will be set at the pre-trial conference. Generally, the Court will select a trial date that is approximately thirty to sixty (30-60) days after the pre-trial conference.

B. Estimates Of Length Of Jury Trial

At the settlement conference, or as soon thereafter as becomes apparent, counsel must indicate to the Court if the matter will take more than two full days to try before a jury. The Court will assume that cases not so designated will take two days or less to try. *[Rule 7.04 adopted effective July 1, 1996; amended effective July 1, 2009.]*

**7.05 Trial Management Conferences**

A. Appearance Of Defendant

Defense counsel must ensure that the defendant is present at the trial management conference unless counsel appears pursuant to Penal Code §977.

B. Dispositions

The Court will be prepared, at the readiness/trial management conference, to accept dispositions.

C. Acceptance Of Plea After Conference

Without a showing of good cause, the Court will not accept any plea by the defendant after the trial management conference other than a guilty or no contest plea and admissions to all allegations in the complaint. *[Rule 7.05 adopted effective July 1, 1996; amended effective July 1, 2009.]*

**7.06 Court Reporters**

Except in felony cases, court reporters are not available at the expense of the Court. In lieu thereof, a tape recording system is available. Court reporters may be used in non-felony proceedings, but they must be obtained by, and at the expense of, one or more of the parties.

*[Rule 7.06 adopted effective July 1, 1996; amended effective January 1, 2011.]*

## **CHAPTER 8: CRIMINAL DISCOVERY RULES**

### **8.01 Discovery**

Unless otherwise ordered, a motion in a criminal case for the discovery of information or evidence must be in writing and, absent an order shortening time, will be subject to the time standards of Rule 4.111 of the California Rules of Court, incorporated herein by this reference. Specific written discovery requests and motions must identify the precise material sought. Any response to a specific request also must be in writing and must state the date, time, and location of availability.

*[Rule 8.01 adopted effective July 1, 1996; amended July 1, 2009.]*

## CHAPTER 9: CRIMINAL TRIAL RULES

### 9.01 Assignment of Trial Judge and Pre-Trial Conferences

(a) It is the policy of the Court that a trial judge will be assigned to the case not less than twenty-five (25) days prior to the date set for trial. *[Rule 9.01 adopted effective July 1, 1996; amended July 1, 2009, amended and re-lettered (a) January 1, 2016.]*

(b) Pre-Trial Conferences are hearings after arraignment and before the Trial Management Conference. Absent exceptional circumstances, felony cases will have at most one (1) Pre-Trial Conference after arraignment on the complaint and one (1) Pre-Trial Conference after arraignment on the information. *[Rule 9.01 adopted effective July 1, 1996; amended July 1, 2009, amended and re-lettered (b) January 1, 2016.]*

### 9.02 Trial Motions

(a) Absent a showing of good cause, *in limine* motions shall be noticed and heard at, or prior to, the Trial Management conference. Motions to suppress evidence pursuant to the provisions of Penal Code § 1538.5 shall be noticed and heard as provided by statute, and should be heard prior to the Trial Management Conference. Unless otherwise provided by law, absent a showing of good cause, all other pre-trial motions shall be properly noticed for hearing prior to, or at, the Trial Management Conference. Said pre-trial motions include, but are not necessarily limited to, the following: motions relating to the admissibility of prior conduct, severance motions, motions to bifurcate, motions to impeach defendant with prior convictions pursuant to Evidence Code § 788, motions to suppress admission or confession on Miranda or voluntariness grounds, motions to suppress identification, Aranda/Bruton motions, motions for courtroom demonstrations, motions for permission to view the scene, and/or motions to exclude evidence pursuant to the provisions of Evidence Code § 352. The trial judge may make further orders regarding the filing, serving and scheduling of such motions, at any time, as may be appropriate.

(b) Motions for continuances shall be noticed and heard at the earliest possible time, and absent a showing of good cause, shall not be heard after the Trial Management Conference.

(c) Absent exceptional circumstances, Rule 13.04 will be strictly adhered to, and no plea bargains made after the Trial Management Conference will be accepted. *[Rule 9.02 adopted effective July 1, 1996, amended in its entirety effective January 1, 2016]*

### 9.03 TRIAL MANAGEMENT CONFERENCES

(a) Notwithstanding the execution of a Penal Code § 977 waiver, the Court will order each Defendant to personally appear at their felony Trial Management Conferences, unless good cause exists for conducting the conference in the Defendant's absence.

(b) It is the policy of this Court to conduct only one Trial Management Conference for each case.

(c) At least two days prior to any scheduled misdemeanor or felony Trial Management conference, all parties shall have served and filed the following:

- (1) Witness List;
- (2) Exhibit List;

- (3) Requests for CALCRIM and Special Jury Instructions;
- (4) A statement identifying any complex legal or evidentiary issues, the parties' respective positions, anticipated factual support, with a supporting memorandum of points and authorities;
- (5) Proposed prospective juror questionnaires and proposed questions, if any, for the Court to ask prospective jurors during *voir dire* examination;
- (6) Any unresolved *in limine* motions, including motions to exclude witnesses; and,
- (7) The prosecution shall present proposed verdict forms, including any special findings.

(d) At the Trial Management Conference the parties shall be prepared to discuss and/or engage in the following:

- (1) Good faith final settlement negotiations;
- (2) Possible amendment of the complaint or information for the limited purpose of reading the charges to prospective jurors;
- (3) A pre-*voir dire* conference;
- (4) Number of peremptory challenges and order of exercise of peremptory challenges;
- (5) Number of alternate jurors;
- (6) Pre-instruction of the jury, and preliminary discussion of closing CALCRIM and special jury instructions;
- (7) Order of examination in multi-party cases;
- (8) Any complex evidentiary or legal issues;
- (9) Pre-marking of exhibits;
- (10) Stipulations;
- (11) Any issues triable by the Court as opposed to the jury;
- (12) Any revision in the estimate of the length of trial; and,
- (13) Scheduling problems including those of witnesses and counsel.

*[Rule 9.03 adopted effective July 1, 1996, amended in its entirety effective January 1, 2016]*

#### **9.04 RECONCILIATION WITH OTHER CRIMINAL RULES.**

If a conflict arises in the application of Chapter 9 and Chapter 7 of these Rules, Chapter 9 controls. *[Rule 9.03 adopted effective July 1, 1996, amended in its entirety effective January 1, 2016]*

## CHAPTER 10: PRELIMINARY EXAMINATIONS

### 10.01 Time Estimate For Preliminary Examination

Counsel must, at the time of setting or as soon as possible thereafter, identify to the Court any matter that is expected to take a half-day or more to hear. Those matters not so designated will be presumed to require less than a half-day and will be appropriately calendared. *[Rule 10.01 adopted effective July 1, 2013.]*

### 10.02 Continuance Of Preliminary Examination

#### A. When Motion To Continue Will Be Heard

Absent good cause shown, a motion to continue the preliminary examination will be heard at the time of the scheduled felony pre-trial conference.

#### B. Basis For Continuance Of Preliminary Examination

Motions to continue the preliminary examination are disfavored, and will be denied unless the moving party, pursuant to and in accordance with Penal Code §1050 and the particular statutes pertaining to continuances of preliminary examinations, presents affirmative proof that the ends of justice require the continuance. A stipulation by all parties to continue the preliminary examination, by itself, does not constitute good cause. Likewise, substitution of counsel does not automatically constitute good cause for a continuance.

#### C. When To File Motion

No motion for continuance of a preliminary examination will be considered unless submitted to the Court in writing not later than 4:00 P.M. of the Friday before the preliminary examination is scheduled. *[Rule 10.02 adopted effective July 1, 1996; amended effective July 1, 2009.]*

### 10.03 Motions To Suppress

All motions pursuant to Penal Code §1538.5 will be heard in conjunction with and at the time of the preliminary examination, absent an agreement between the parties to hear the motion in advance. *[Rule 10.03 adopted effective July 1, 1996; amended effective July 1, 2009.]*

## **CHAPTER 11: TRAFFIC INFRACTION TRIALS**

### **11.01 Reserved**

### **11.02 Time And Place**

Traffic infraction trials will be set on special calendars, to be announced by the Court from time-to-time. *[Rule 11.02 adopted effective July 1, 1996; amended July 1, 2000.]*

### **11.03 Scheduling And Bail**

All defendants requesting a court trial on an infraction charge who do not appear at arraignment must post bail pursuant to Vehicle Code §40519, after which time a date for trial will be set. The requirement to post bail can be waived only by the Court under unusual circumstances where the interests of justice so require. The posting of bail is necessary to guarantee the appearance of the defendant; the posted amount will be applied toward the payment of any fine or assessment prescribed by the Court in the event of conviction. Bail will include all assessments pursuant to Penal Code §1464.

If the defendant is found not guilty, all bail paid pursuant to this Rule will be refunded. *[Rule 11.03 adopted effective July 1, 1996; amended effective July 1, 2011.]*

### **11.04 Reserved**

*[Rule 11.04 adopted effective July 1, 1996; deleted effective July 1, 2009.]*

### **11.05 Continuances**

No continuance of a trial on a traffic infraction will be permitted unless the party who wants the continuance requests same at least five (5) court days in advance of the scheduled date; no continuance will be granted thereafter, unless required in the interests of justice. *[Rule 11.05 adopted effective July 1, 1996; amended effective July 1, 2000.]*

## CHAPTER 12: MISCELLANEOUS TRAFFIC INFRACTION RULES

### 12.01 Traffic School

As a means of resolving traffic infraction charges, the Court will permit attendance at a traffic school that has been approved by the California Department of Motor Vehicles. Rules of eligibility and procedures for completing traffic school will be established by the Court from time-to-time, and will be made available to the general public by the Clerk of the Criminal Court. **Attention is hereby directed to Vehicle Code §§ 41501, 42005, 42007, and 42007.1.** *[Rule 12.01 adopted effective July 1, 1996; amended effective July 1, 2000.]*

### 12.02 Trials By Declaration

#### A. Adoption Of Procedure For Trial By Declaration

This court adopts the provisions of Vehicle Code §40902, except as may be limited herein.

#### B. Eligibility

Upon written request, any defendant will be afforded a trial by declaration, as may be allowed by Vehicle Code §40902. A defendant who requests a trial by declaration will be required to waive time for speedy trial.

#### C. Requirement For Posting Of Bail

Any person who requests a trial by declaration will be informed by the Clerk of the Court of the requirement to post bail in the full amount specified by the bail schedule. Failure to post bail in a timely manner will be deemed to be a withdrawal of the request for trial by declaration. Thereafter, a person will not be afforded a trial by declaration in that case, absent an order of the Court on good cause shown.

#### D. Time Limits

A person who has posted bail for a trial by declaration must adhere to the time limits set by the Clerk of the Court for submission of any required declarations, exhibits, or other evidence. Failure to submit said evidence in a timely manner will result in a bail forfeiture without further proceedings.

#### E. Evidence

Pursuant to Vehicle Code §40902(c), this Court will admit all relevant evidence, including but not limited to the complaint, citation, police reports, written declaration of the defendant or any witness, photographs, drawings, diagrams, or other probative evidence. *[Rule 12.02 adopted effective July 1, 1996; amended effective July 1, 2000.]*

## CHAPTER 13: GENERAL CRIMINAL RULES

### 13.01 Sanctions

Rule 5.08 of these Local Rules, pertaining to civil actions, is incorporated herein by this reference as though fully set forth at length, and is hereby made applicable to criminal actions in this Court.

*[Rule 13.01 adopted effective July 1, 1996; amended effective July 1, 2009.]*

### 13.02 Reserved

*[Rule 13.02 adopted effective July 1, 1996; deleted effective July 1, 2009.]*

### 13.03 Pretrial Motions

#### A. Form Of Pretrial Motions

Unless otherwise ordered or specifically provided by law, all pretrial motions must be in writing and must be accompanied by a memorandum of points & authorities. All such motions and supporting documents, opposition papers, and the hearings thereon must be in compliance with Rule 4.111 of the California Rules of Court. The form and format of all motions, and supporting or opposition documents, must be as required by the California Rules of Court and, specifically, CRC Rule 2.100 *et seq.*

Counsel are encouraged to refer to the California Criminal Law Forms Manual, published by the California Continuing Education of the Bar, for guidance in connection with the filing, scheduling, and opposing of pretrial motions.

#### B. Filing And Service

The time for filing and the manner of service of pretrial motions must be as set forth in Rule 4.111 of the California Rules of Court unless otherwise ordered or specifically provided by law. An order shortening time may be granted by the Court upon *ex parte* written application, if the application is supported by a declaration demonstrating good cause. Any *ex parte* application to the Court for an order shortening time must be in compliance with Local Rule 3.03.

#### C. Hearings

Hearings on pretrial motions must be set on the Court's regular criminal law and motion calendar, provided that the hearing will require no more than a total of 15 minutes for all sides to fully argue; no evidence will be taken at any hearing on the law and motion calendar. In the event that counsel determines that the matter will require more than a total of 15 minutes, or will require the taking of evidence, counsel must notify the Court's calendar coordinator, no later than the third court day prior to the day set for hearing, that the matter requires an extended hearing, in which case the matter may be continued by the Court to a date and time certain.

#### D. Hearings By Stipulation Of Counsel/Parties

If counsel, or counsel and parties in propria persona, unanimously stipulate that a matter may be placed on calendar and heard by the Court without notice, then counsel or such party may notify the Court's calendar coordinator, in person or by telephone, of the fact of the stipulation, and may request that the matter be calendared for hearing at a designated date and time. Upon receipt of approval by a judge, the calendar coordinator may authorize the matter to be so calendared, and shall telephonically notify the clerk, the court reporter, all counsel and parties in propria persona, and all necessary security personnel (and custodial personnel if the defendant is in custody), of the date and time of the hearing. Unless expressly ordered by the Court, or otherwise provided for in these Rules or some other written policy of the Court, no counsel or party may unilaterally request that a matter be calendared for hearing. Exceptions to this Rule include the Court's existing policy regarding the calendaring of juvenile detention hearings under Welfare & Institutions Code Sections 300 and 600, and calendaring the arraignments of defendants taken into custody for alleged probation violations. *[Rule 13.03 adopted effective July 1, 1996; amended effective January 1, 2007.]*

### **13.04 Policy Regarding Acceptance Of Negotiated Plea After Final Pretrial Conference**

#### **A. Policy**

Except in extremely unusual circumstances when good cause is shown, the Court will not approve a negotiated plea after the final trial management conference has been conducted. For purposes of this policy, the term “negotiated plea” means any plea other than a plea of guilty or nolo contendere to all counts (not including alternative counts) charged in the information, and also means any plea which is conditional upon a grant of probation or a certain specified punishment, even if the defendant is pleading guilty or nolo contendere to all counts. In each criminal case the Court will routinely schedule a trial management conference on the regular trial management calendar, to be conducted approximately two (2) weeks prior to the scheduled date for commencement of a jury trial. The term “trial management conference” as used herein refers to such conferences.

#### **B. Meet And Confer Requirement**

Counsel must have fully investigated their cases, and must have met and conferred with one another, prior to the final trial management conference. *[Rule 13.04 adopted effective July 1, 1996; amended effective July 1, 2013.]*

### **13.05 Requests For Sentence Modification**

#### **A. Setting For Hearing**

In any case in which the Court has not lost jurisdiction and the defendant or counsel seeks modification of a term of probation, including a jail term, the defendant or counsel must contact the Clerk of the Criminal Court in order to set a hearing before the bench officer who imposed the sentence with notice to the opposing party. The matter will be set on a regular calendar over which that bench officer presides.

#### **B. Form Of Request**

The time for filing and the manner of service of pretrial motions must be as set forth in Rule 4.111 of the California Rules of Court unless otherwise ordered or specifically provided by law. An order shortening time may be granted by the Court upon ex parte written application, if the application is supported by a declaration demonstrating good cause. Any ex parte application to the Court for an order shortening time must be in compliance with Local Rule 3.03. *[Rule 13.05 adopted effective July 1, 1996; amended effective July 1, 2009.]*

**13.06 Reserved**

*[Rule 13.06 adopted effective July 1, 1996; deleted effective July 1, 2009.]*

**13.07 Claims By Court-Appointed Counsel For Payment Of Fees**

A. Requirement Of Claim

Unless the attorney is appointed through the County of Siskiyou’s “conflict panel”, a claim for fees and/or reimbursement of expenses by an attorney appointed by the Court to represent an indigent defendant in a criminal action must be submitted in writing to the Court, or to such agency as may be designated by the Court from time-to-time, or to the Presiding Judge of the trial court if so ordered by said Judge, in the form, and not later than the time, prescribed in this Rule 13.07. Failure to comply with these requirements may be deemed a waiver of the claim for and right to reimbursement. Claims submitted to the Court or designated agency will be reviewed and approved by the Court or that agency, and then forwarded to the County Auditor for payment.

B. Content of Claim

The claim must include an itemized statement of the services rendered, the time devoted to each service, the sum requested for each item of service, the date of service, the items and amounts of reasonably necessary expenses incurred, and the total amount requested by the attorney. For court hearings, counsel must prorate appearances for more than one defendant. Additionally, the claim must be in the format, and must include additional information, as required by a "Written Fee Schedule, Case Categories and Benchmark Standards for Court-Appointed Attorneys" as may be adopted from time-to-time by the presiding judge of the Siskiyou County Superior Court. The Court will review these applications based upon standards which are maintained by the Court and which may be modified from time-to-time as circumstances warrant.

C. Time For Presenting Claim

The attorney’s claim must be presented no later than thirty (30) days from the date that he or she last rendered service in the matter. Failure to present a claim within the required time limitation may be deemed to be a waiver of the claim and of the right to reimbursement. *[Rule 13.07 adopted July 1, 1996; amended effective July 1, 2013.]*



## CHAPTER 14: FAMILY LAW RULES

### 14.01 Organization Of Family Law Proceedings

A. Assignment Of Family Law Matters

All Family Law matters are assigned to and heard by a judge of the Siskiyou County Superior Court, or by the commissioner of the Siskiyou County Superior Court pursuant to Local Rule 14.01.C.

B. Calendaring Of Family Law Matters

The following matters are assigned to the Family Law calendar:

- (a) All matters arising from the Family Code including cases where the designated child support agency appears on behalf of the County of Siskiyou or any party;
- (b) Matters arising from Probate Code §§1500 *et seq.* (guardianship proceedings);
- (c) Matters arising from orders to show cause, motions, or trials in actions brought by the designated child support agency pursuant to the Welfare and Institutions Code or to Family Code §§17000 *et seq.*;
- (d) Adoption matters, whether heard in camera or in a closed courtroom;
- (e) Post-judgment matters involving omitted or reserved property issues in dissolution actions; and
- (f) Non-marital property right actions that have been consolidated for trial with Family Code or Uniform Parentage Act actions, except for property rights actions in which a jury trial has been demanded.

C. Use Of Judicial Council Forms; Proofs Of Service; And Family Code Section 10006

- (1) Except for the initial Petition or Complaint and any Order to Show Cause in a matter governed by these Rules, any document filed with the Court must be accompanied by a proof of service of that document; and the proof of service must be in compliance with Code of Civil Procedure §1013(a).
- (2) These Rules constitute the protocol of this Court, adopted pursuant to Family Code §10006, wherein all litigants shall have ultimate access to a hearing before the Court.

D. Application Of Sections One Through Five (The “Civil Rules”) To Family Law Matters

Except where otherwise specifically stated, Sections One through Five of these Local Rules apply to all proceedings under this Section Fourteen. *[Rule 14.01 adopted effective July 1, 1996; amended effective July 1, 2013.]*

### 14.02 Family Law Motions And Orders To Show Cause

A. Calendars for Family Law Motions And Orders To Show Cause

- (1) Date And Time. The law & motion calendar for Family Law cases is held weekly on a Wednesday, except for the third Wednesday of each month.
- (2) Time Limit. If after the calendar call, the moving or responding party contends the hearing will require more than fifteen minutes, the court may set the matter for testimony on the next available long cause calendar.

B. Telephonic Appearance

Judicial Council Form FL 679, is required to request a telephonic appearance in IV-D Child Support/DCSS cases. To encourage and promote consistency, this form must also be used to request a telephonic appearance for any Family Law hearing. A request for a telephonic appearance must be received at least 12 days before the scheduled hearing. The Court will notify the party or attorney requesting the telephonic appearance and other parties entitled to receive notice, if any, at least 5 court days before the hearing, whether the request has been approved or denied. If approved, the call service designated by the Court must be used, and fees paid to the service as required.

C. Requests For Ex Parte Orders Pending Hearing

Ex parte motions must be made and conducted as set forth in Section Three of these Rules, and will be calendared in the Family Law Department.

- (1) For ex parte matters made pursuant to the Family Code, the form “Declaration Re Ex Parte Notice” (Appendix “9”) must be completed by counsel or self-represented party, and submitted with the ex parte application.
- (2) Orders will be issued ex parte only if the application is accompanied by an affidavit or declaration adequate to support its issuance under Family Code §6300 and Code of Civil Procedure §527. If the affidavit or declaration does not contain a sufficient factual basis for a requested order, it will not be granted. Counsel will not be permitted to augment affidavits or written declarations by verbal statements.

D. Meet And Confer Requirements; Exchange Of Documents; Stipulations

- (1) Meet & Confer; Exchanging Documents. Prior to any hearing, counsel and the parties must meet and confer in good faith, in an effort to resolve all issues. While conferring, or prior thereto, litigants must exchange all documentary evidence that is to be relied on for proof of any material fact. Failure to meet and confer or to exchange documents in a timely manner may result in the matter being dropped from the calendar or continued, and the Court may order other appropriate sanctions, including monetary sanctions. At the hearing, the attorneys for the parties must advise the Court as to what issues have been settled by agreement and what issues remain contested.
- (2) Stipulations. All stipulations must be in writing, and all stipulations must be submitted to the Court prior to or at the calendar call on the date set for hearing.

E. Continuances

The Court looks with disfavor on requests for continuances, unless good cause is shown.

F. Calendar Call

- (1) Non-Appearance By A Moving Party. If the moving party or counsel is not present when the calendar is called, the matter ordinarily will be ordered off calendar unless the responding party has requested affirmative relief.
- (2) Non-Appearance Of Responding Party; And Requirement And Effect Of Proof Of Service. If a responding party fails to appear at a hearing, the moving party must immediately submit proof of timely service to the Court; if proof of service is not produced but the moving party alleges that timely service has been accomplished, the

matter may be continued to allow submission of proof of service. Where a valid proof of service is provided, the Court will hear the matter.

G. Declarations and Testimony at the Hearing

Parties must be prepared to present their positions based upon pleadings, declarations, offers of proof and, where relevant and appropriate, competent testimony (Family Code § 217). The Court will consider all declarations to have been received in evidence at the hearing, subject to legal objection and cross-examination where appropriate. [Reifler v. Superior Court, (1974) 39 Cal. App.3d 479.] [*Rule 14.02 adopted effective July 1, 1996; amended effective July 1, 2013.*]

### 14.03 Family Law Discovery

Parties are encouraged to participate in informal discovery as a means of conserving their financial resources. In appropriate cases, upon the Court's own motion or upon a request from either party, the Court may adopt a discovery plan that is tailored to the issues of the case and to the financial resources of the parties. (**Note:** discovery in Family Law matters is governed, in general, by the Code of Civil Procedure; expert witness disclosures are governed specifically by CCP 2034.210 et seq.) [*Rule 14.03 adopted July 1, 2013.*]

### 14.04 Rules Applicable To All Financial, Child Support, And Spousal Support Issues

A. In General

Local Rule 14.04 applies to any Family Law proceeding where a financial matter is at issue. "Financial matter" as used herein includes any request for child support, for spousal or family support, or for attorney's fees and costs. Parties must disclose to each other and to the Court all relevant financial information, in a timely and complete manner, whenever a financial matter is at issue. The Court may impose sanctions, including monetary sanctions, for failure to comply with this Rule.

B. Income And Expense Declaration; Additional Financial Information

- (1) Income & Expense Declarations Must be Current. A complete, updated Income and Expense Declaration must be filed whenever a financial matter is at issue.
- (2) Reserved.
- (3) Requirement Of An Additional Factual Declaration When A Party Is Unemployed. If a party is unemployed, that party must submit a declaration describing his or her previous employment, gross/net income earned when employed, and reasons for termination; it also must describe the party's current efforts to obtain employment.

C. Filing Tax Returns With The Court

Any tax return to be filed with the Court, whether it is the tax return of the person filing it or the tax return of any other person, must be attached to a separate declaration that identifies the tax return(s) being submitted and that is conspicuously marked "CONFIDENTIAL TAX RETURN".

D. Minimum Time Processing Standards for Local Child Support Agency. The minimum time processing standards for all documents filed with the court by DCSS shall not exceed either: (1) ten (10) working days of filing or (2) immediately, upon request for a specific filing in exceptional circumstances with adequate notice to the court with a showing of urgency. This rule is adopted to comply with the provisions of Judicial Council Standard Agreement, Contract No. 1030653 with the Superior Court of California, County of Siskiyou. *[Rule 14.04 adopted effective July 1, 1996; amended effective July 1, 2013, amended effective July 1, 2015, amended effective January 1, 2016 by adding subpart (D).]*

E. Processing Timeframes for Moving Papers filed by Local Child Support Agency. Motions or Orders to Show Cause filed by DCSS requiring the setting of a hearing date, shall have a calendar date for that hearing assigned by the clerk within three (3) to five (5) Court days of the date of filing such moving papers. This rule is adopted to comply with 42 USC §666(a)(2), 45 CFR §303.4 and Family Code §17400(c).

*[Rule 14.04 adopted effective July 1, 1996; amended effective July 1, 2013, amended effective July 1, 2015, amended effective January 1, 2016 by adding subpart (E).]*

#### **14.05 Procedures And Policies For Resolution Of Custody And Visitation Issues**

##### **A. Counseling for Child Custody Issues**

- (1) Introduction. The Court's Child Custody Recommending Counselor ("CCR Counselor"), in conjunction with the Court, assists in resolving contested issues concerning children. To that end, the CCR Counselor provides counseling for custody and visitation disputes known as "child custody recommending counseling ("CCRC"), and conducts limited evaluations to support recommendations to the Court regarding child custody and visitation issues. Court-ordered CCRC is required prior to a contested hearing. Revised 7-1-2015
  
- (2) Procedures Following Child Custody Recommendation Counseling
  - (a) Agreement Reached. In those cases where the CCRC results in an agreement, the CCR Counselor may assist the parties in submitting an agreement to the Court so that it may be adopted as the formal court order (including any agreement that the court hearing date may be vacated). Alternately, the CCR Counselor will report the terms of the agreement to the Court, which may then adopt those terms as its order. The Court will then direct one of the parties to prepare a formal order to be filed with the Court and then served on the other parties.
  - (b) No Agreement Reached. In those cases where CCRC does not result in an agreement, the CCR Counselor may discuss with the parties other options including further counseling, direct interviews of the minors by the CCR Counselor, or agreement to a temporary parenting plan with review counseling and a subsequent court hearing. The CCR Counselor may also conduct a limited evaluation and provide further information with a recommendation to the Court, which may then adopt these recommendations as its order. Should the parties continue to contest custody and visitation issues, the parties may request a full child custody investigation by a child custody evaluator, who has complied with state standards under California Rules of Court 5.225 at the parties' expense. The parties shall coordinate with the child custody evaluator as to fee payment and scheduling. The CCR Counselor will distribute the child custody evaluator's evaluation to the Court, the parties and their counsel.
  - (c) Counselor's Report. At the conclusion of CCRC, the CCR Counselor will submit a written report and, optionally, a recommendation to the Court regarding the disputed issues. The original report will be maintained in the Court's file and copies will be provided to the parties and their attorneys.
  - (d) Contested Hearing. If the parties are unable to settle the dispute through the CCR Counselor or any child custody evaluator, the matter may be referred back to the Court. The Court may then provide further directions including, but not limited to, the setting of a trial date for contested custody and/or visitation issues.

- (3) [Reserved.] Revised 7-1-2015.
- (4) Participation Of Attorneys in the Child Custody Recommending Counseling Process; Non-Resident Participants
- (a) Meet And Confer Requirement. Prior to the CCRC, counsel should "meet and confer" in an effort to resolve child custody and visitation disputes. Counsel should discuss and agree upon the issues to be discussed in CCRC.
  - (b) Participation Of Counsel In CCRC sessions. Attorneys may not attend the counseling sessions.
  - (c) [Reserved.]
  - (d) Nonresident Participants. If one of the parties to the CCRC is not a resident of Siskiyou County or is not available for any other reason, that party may request a telephonic session with the CCR Counselor.
- (5) Required Disclosures; Testimony by a CCR Counselor
- (a) If it is alleged that a child is "at risk" by virtue of abuse or neglect, the CCR Counselor is required by law to report the allegation to Adult and Children's Services. A CCR Counselor must also disclose the existence of threats of death or bodily harm. [Tarasoff vs. Board of Regents, 17 Cal.3d 425.]
  - (b) The CCR Counselor may be cross-examined; and the CCR Counselor may make recommendations to the Court during testimony.
- (6) Involvement Of Children In The Process
- (a) It is the general position of this Court that attorneys representing the parents should not interview the child(ren) involved in the proceeding, and should not interview or elicit information from a child's therapist, except upon the Court's order.
  - (b) [Reserved.]
  - (c) Children must not be brought to counseling sessions. If parents wish a child to be seen, their reasons should be discussed with the CCR Counselor. The CCR Counselor is entitled to interview a subject child where the CCR Counselor considers the interview appropriate or necessary pursuant to Family Code §3180.
  - (d) When the CCR Counselor conducts an interview with a subject child, the CCR Counselor will explain to the child that the matters discussed during the interview are not confidential.
  - (e) The CCR Counselor's interview of a child may be conducted either privately or in the presence of a parent, at the CCR Counselor's discretion. Siblings may be interviewed together or separately, also at the CCR Counselor's discretion.
- (7) Court-Appointed Counsel For The Child. The Court may authorize an attorney for the child appointed pursuant to Family Code § 3150 to communicate directly with the CCR Counselor. When the Court appoints counsel for the minor, counsel may expect to receive a reasonable sum for compensation and expenses. The Court has discretion to order parents to share costs of appointed counsel, or counsel will be compensated at the Court's appointed-counsel rate.
- (8) Disputed Paternity. If paternity is disputed, the issue need not be resolved by the Court prior to CCRC. The Court may make a pendente lite order granting visitation to a non-

custodial parent absent the tests authorized by Evidence Code §621, upon finding that a grant of such visitation rights would be in the best interests of the child.

- (9) Non-English-Speaking Parents. The Court generally does not provide interpreters for CCRC. The CCRC will not go forward unless the non-English-speaking parent is accompanied by a neutral individual who is fluent in both English and the party's native language. The CCR Counselor and both of the parties must agree to any proposed interpreter.
- (10) Disclosure Of Juvenile Court Proceedings. Neither counsel nor parties may bring an action for custody or visitation in the Family Law Department without disclosing to the Court the status of any prior or pending Juvenile Court proceedings. [**Comment:** prior consideration by a Family Law Court of the custody of a minor cannot deprive the Juvenile Court of jurisdiction to make orders to protect the minor. [In Re Benjamin D. (1991) 227 Cal.App.3d 1464.]
- (11) Investigation By Adult And Children's Services. When the Family Law Court has reason to believe that an investigation by Adult and Children's Services (or the equivalent agency in another jurisdiction) is pending, no permanent custody order will be made until the Court is satisfied that either (1) no such agency's investigation is pending, or (2) the agency's investigation is completed and the findings are made known to the Court.

If a family was previously involved with Siskiyou County Adult and Children's Services (or an equivalent agency in another jurisdiction), the fact of that involvement must be disclosed to the Court by the party or parties who had such involvement. Siskiyou County Adult and Children's Services (or an equivalent agency in another jurisdiction) may verbally inform the Family Law Court of a family's prior involvement if the agency is aware that the Family Law proceedings regarding a family with said prior involvement are currently ongoing. The disposition of that investigation or the nature of the agency's involvement must be verbally disclosed to the Court by the agency if that information is available. The Court may implement communication protocols with these agencies for the timely sharing of information relevant to the family in question. In doing so, the Court will give great weight to confidentiality issues and to due process considerations.

- (12) Medical, Psychological, Or Educational Reports. Medical, psychological, educational or other types of reports concerning a child must not be attached to motions, but must be provided to the Court or CCR Counselor as may be ordered. Information not provided to the CCR Counselor that is intended by a party to be filed with the Court must be served on the other party or parties in accordance with applicable provisions of law and the Local Rules, but in no event less than (5) five days before a scheduled hearing.

## B. Specific Procedures

- (1) Grievance Policy And Peremptory Challenge Policy
  - (a) The procedure outlined herein is intended to respond to general problems relating to CCRC and to requests for a change of the CCR Counselor pursuant to Family Code §3163.
  - (b) Anyone with a complaint about his or her experience with a CCR Counselor is encouraged to first raise that concern with the individual involved and to seek

direct resolution of the problem. Requests for a change of CCR Counselor or complaints may be made to the Court's Executive Officer. If a party wishes to file a formal complaint, a client complaint form can be obtained, upon request, from the Court's Executive Officer. The completed complaint form must be submitted to the Court's Executive Officer. The Court's Executive Officer will review and investigate and make any recommendations to the judge assigned to the Family Law Department.

- (c) No peremptory challenges of the CCR Counselor will be permitted.
- (2) Inquiries Concerning Counseling; Availability Of Local Court Rules. When the CCR Counselor receives an inquiry regarding the policies and procedures relating to mediation or evaluations, the CCR Counselor will inform the inquiring individual of the policies and procedures provided by these Local Rules of Court. The CCR Counselor will maintain a copy of these Rules for public reference. Copies of the Local Rules may be purchased from the Civil Law Clerk.

*[Rule 14.05 adopted effective July 1, 1996; amended effective July 1, 2013, amended effective July 1, 2015.]*

#### **14.06 Contested Trials**

- A. Requirement: Resolution Of Custody And Visitation Issues Before Trial Of Other Issues  
Ongoing custody and visitation orders in any pending action must be obtained before any remaining issues will be set for trial, except when the Court, for good cause shown, excuses compliance with this requirement or bifurcates the issue.
- B. Custody Agreements  
If the parties agree on terms for custody and visitation of a minor child or children, they must file, not less than three (3) court days before the hearing or trial, a written agreement setting forth in detail their plans for implementation of the agreement after its terms have been ordered.
- C. Family Centered Case Resolution  
As provided in the Family Code, every Family Law case initiated will be subject to Court supervision pursuant to the Court's "Family Centered Case Resolution" procedures.
- D. Trials, Mandatory Settlement Conferences and Case Management.
- (1) Assignment of cases. Cases are assigned an initial case management date 180 days after filing the petition. Cases are thereafter assigned further case management, settlement conferences and trials from the case management calendar as needed to provide timely resolution of pending disputes.
- (2) Relief From Rules; Sanctions For Non-Compliance. Relief from the operation of these Rules relating to contested trials may be obtained in appropriate cases, but only on motion and for good cause shown. Either side may move to strike the at-issue memorandum, the trial documents, or the statement of issues, upon the ground that such document was not prepared and filed in good faith but, instead, is being utilized as a

means of avoiding the operation of these Rules. Sanctions against the offending side may be ordered as permitted by law. [CRC Rule 2.30; CCP §575.2.]

(3) Trials and Settlement Conferences Assigned From Case Management Calendar

Cases are assigned an initial case management date 180 days after filing the petition. Cases are thereafter assigned further case management, settlement conferences and trials from the case management calendar as needed to provide timely resolution of pending disputes.

(4) Trial Documents. Prior to setting a settlement conference or trial date, the parties are required to have complied with preliminary disclosure pursuant to Family Code 2102, 2104, 2105, 2106, 2112.

(5) Settlement Conference. Settlement conferences are assigned from the case management conference.

(6) Statement Of Issues, Contentions, And Proposed Disposition Of The Case. When a matter is set for a contested trial, both parties must file and serve a “Statement of Issues, Contentions, and Proposed Disposition of the Case” (hereinafter referred to as the “statement of issues”) at least ten (10) days prior to the trial date or at least two (2) days prior to a Settlement Conference.

(7) Trial Brief & Memorandum of Points & Authorities. Trial briefs and memoranda of points & authorities are not required. If utilized, however, those documents must be served and filed at least five (5) court days prior to the trial.

(8) List Of Exhibits. A list of exhibits (not the exhibits themselves) must be lodged with the Court at time of trial. At least five (5) court days prior to trial, the parties must exchange legible copies of any and all exhibits that each party reasonably anticipates will be introduced at trial. Only disclosed exhibits may be offered at trial, except for good cause shown. The parties are encouraged to have their exhibits pre-marked by the Clerk.

E. Guidelines Applicable To The Evaluation Of The Community’s Personal Property

(1) Motor Vehicles. If there is a dispute as to the value of a motor vehicle, the value generally will be fixed at the mid-point between the high and low value shown in Kelly's Blue Book, unless the circumstances show that a different valuation should be made. Copies of the appropriate pages of the Blue Book relied upon by counsel must be attached to the trial statement or response thereto, and must include an indication of the year and volume of the relied-upon Blue Book.

(2) Furniture, Furnishings And Tools. With regard to valuation of normal furniture, furnishings, and tools, the age of the items is much more important than initial purchase price or the replacement cost. The test is the fair market value of the items as of the date of trial.

(3) Unusual Items. When there are subject assets of an unusual nature such as oriental rugs, antiques, custom or rare jewelry, works of art, and handcrafted items, then the parties should endeavor to agree upon a qualified appraiser for such items, and to agree and

stipulate that the report of the appraiser will be admitted into evidence without the necessity of the appraiser's personal appearance at trial.

F. Alternate Valuation Date (Date Other Than Trial)

A party who seeks a valuation date for community property that is not the date of trial must serve and file, at least thirty (30) calendar days before the trial date, a notice of motion for alternate valuation date pursuant to Family Code §2552(b).

G. Continuance Of Trial

Continuances of trial dates are subject to the Local Civil Rules relating to the continuances of civil trials. Any continuance so granted may be subject to rescheduling by the Court of any settlement or other pre-trial conference, and to the requirement of an updated statement of issues and contentions, to be filed and served prior to the new trial date in accordance with these Rules. *[Rule 14.06 adopted effective July 1, 1996; amended effective July 1, 2013.]*

#### **14.07 Judgments By Default; And Uncontested Dissolutions**

A. Default Judgments

- (1) Special Requirement For Default Judgment Of Nullity. After the default has been entered by the clerk, the petitioner must file a "Declaration in Support of Nullity". The contents of this declaration must set forth the facts that support a finding of fraud, prior existing marriage, unsound mind, force, physical incapacity, Petitioner's incapacity by age at time of marriage, or other grounds for nullity [Family Code §2210.]. Where the contents of the declaration are insufficient to establish grounds, the Court may set, and require the petitioner to attend, a prove-up hearing on the petition for nullity.
- (2) Special Requirements: Default Judgment For Dissolution Or Legal Separation. After default of the respondent has been entered, the petitioner must file a completed form declaration for default that indicates which orders are to be included in the judgment of dissolution or legal separation. A party may not request orders in the judgment beyond the relief requested in the petition, except that if there are minor children, the Court will have and retain jurisdiction to order child support whether or not it was so requested. A default judgment with a settlement agreement attached is required to conform with Family Code § 2338.5, requiring a defaulting spouse's notarized signature. [Family Code §4001.]
- (3) Income And Expense Declaration. A fully-completed form income and expense declaration must be submitted where any one of the following orders is requested in a default proceeding: child support or waiver of child support; spousal support (except where a party reserves the Court's jurisdiction to award spousal support in the future); waiver or termination of spousal support in a long-term marriage (ten (10) years or more between the date of marriage and the date of separation); family support; or attorney's fees or costs. The declaration shall include the submitting party's best estimate of the other party's income.
- (4) Property Declaration. If there are assets and/or debts to be disposed of by the Court in a default proceeding, the petitioner must submit a completed property declaration,

consistent with the requests made in the petition, which sets out the proposed division of the assets and/or debts; the petitioner must also file a proof of service of the disclosure declaration. [Family Code §2106.]

B. Form Of The Proposed Default Judgment

The party requesting a default judgment, or the party's attorney, must prepare the formal judgment and when a default judgment includes a marital settlement agreement or stipulated judgment, the signature of the spouse who defaulted must be notarized. All proposed provisions relating to child custody, visitation, child support, attorney's fees and costs, property, and injunctive orders must be set forth in the formal judgment, either by attaching and incorporating a copy of the parties' marital settlement agreement addressing these issues, or by attaching continuation pages containing the orders the party has requested.

- (1) Order Reserving The Court's Jurisdiction To Award Child Support. A reservation of jurisdiction over the issue of child support must be stated in substantially the following language: "The Court reserves jurisdiction to award child support without prejudice to any action brought by the designated Child Support Agency."
- (2) Child Support Orders Where Custodial Parent Is Receiving Temporary Assistance To Needy Families. When a party wishes to obtain a child support order by default and the custodial parent receives Temporary Assistance to Needy Families ("TANF"), the designated child support agency must be served by mail with notice of the request. All such orders for child support must specify that payments will be made to the designated support agency.
- (3) Spousal Support Orders. If the petitioner requests spousal support, he or she must address the issue of spousal support for both parties in the proposed judgment. All orders for spousal support must state the amount of support, the dates payable, and, unless there is an agreement to the contrary, that support will terminate on the death of either party or on remarriage of the supported party. A marriage of ten (10) or more years is presumptively a long-term marriage. In a long-term marriage, the petitioner may not automatically waive the right to receive spousal support, or terminate the respondent's right, absent a showing of an ability of the party to support him- or herself.
- (4) Property Orders. All real property referred to in the judgment must be identified therein by its complete legal description and common address.
- (5) Attorney's Fee Orders. Any request for an award of attorney's fees in an amount greater than \$1,000.00 must be supported by a factual declaration indicating the amount of time the attorney spent on the case and the attorney's hourly rate. Alternatively, the matter may be set for an uncontested hearing on this issue.
- (6) Restraining Orders. Any and all restraining orders must be stated in the body of the judgment and must include the date of expiration.
- (7) Termination Of Marital Status. The marital status for all dissolutions will terminate no less than six (6) months and one (1) day from the date the Court acquired jurisdiction over the respondent (or the next court day where said date falls on a court holiday or weekend). If a judgment is not presented for the Court's approval until after the six

months has lapsed, marital status will terminate upon entry of judgment. (**Note:** proposed judgments for legal separation must not state a termination date.)

- (8) Notice Of Entry Of Judgment. The petitioner must submit, together with the proposed judgment and any forms required above, an original and two copies of the form “Notice of Entry of Judgment”. The petitioner must also submit two (2) first-class postage prepaid envelopes, addressed to the parties as listed on the notice of entry of judgment. *[Rule 14.07 adopted effective July 1, 1996; amended effective January 1, 2013, amended effective July 1, 2015.]*

#### **14.08 Uncontested Judgments Pursuant To Stipulation**

##### **A. Approval Or Incorporation Of Property Settlement Agreement**

No property settlement agreement will be approved by the Court or incorporated by reference in an uncontested judgment unless all of the following requirements are satisfied:

- (1) Agreement. The petition refers to the property settlement agreement; or the agreement or a separate stipulation signed and filed by the parties and their respective attorneys, if any, provides that the agreement may be presented for Court approval and incorporation; or both parties and their respective attorneys, if any, have endorsed their approval of the agreement on the stipulation for judgment.
  - (2) Signatures Of Parties. The agreement has been signed by the parties.
  - (3) Signature By Counsel; Acknowledgment Of Party If Self-Represented
    - (a) If both parties are represented by counsel, the agreement has been signed by both attorneys;
    - (b) If only one party is represented by counsel, the attorney for that party has signed the agreement and the self-represented party has signed a statement that he or she has been advised to consult an attorney regarding the agreement, but has declined to do so;
    - (c) If neither party is represented by counsel, any party who has not appeared before the Court has acknowledged in the agreement that he or she is aware of the right to consult an attorney.
  - (4) Service of Disclosure Declarations. Proofs of service of the disclosure declarations required by Family Code §2105 have been filed.
- B. Requirement Of An “Appearance, Stipulation And Waivers”**
- (1) An uncontested judgment may be obtained only upon the filing of a form “Appearance, Stipulation and Waivers”, or its equivalent.
  - (2) If the respondent has not previously appeared and paid an appearance fee, the first appearance fee is due with the filing of the “Appearance, Stipulation and Waiver”, unless the appearance fee is waived.
  - (3) The moving party must also file a completed form “Declaration for Default or Uncontested Dissolution”. [Family Code §2336.]

C. Stipulated Nullity Judgments

Stipulated judgments for nullity of marriage may be signed by the Court without a hearing when the stipulation or an accompanying declaration contains facts supporting the grounds for nullity. [Family Code §2210.] Stipulated nullity judgments must be presented to the clerk of the Family Law Department along with the judgment for nullity, three copies of the notices of entry of judgment, and properly addressed stamped envelopes.

D. Income And Expense Declaration

The Court may require an Income And Expense Declaration where the marriage is of long duration (defined as ten (10) or more years), and the stipulated judgment or marital settlement agreement contains a waiver of spousal support.

E. Proposed Judgment

(1) Stipulated Orders For Child And/Or Family Support. In addition to any marital settlement agreement or stipulated judgment, the parties must complete and attach to the proposed judgment a form "Stipulation to Establish or Modify Child or Family Support and Order", or its equivalent. If one of the parties has assigned the right to collect support to the designated child support agency, then a representative thereof must sign the stipulation to establish or modify a child or family support order, and the order for child support must specify that payment is to be made to the designated agency.

(2) Incorporation Of The Marital Settlement Agreement. Where parties intend that the terms of the marital settlement agreement will become the terms of the judgment, the marital settlement agreement must be incorporated into the judgment. Parties are encouraged to state on the face of the judgment the following: "The attached marital settlement agreement is incorporated herein and made a part of this judgment. The parties are hereby ordered to comply with its directory terms."

F. Notice Of Entry Of Judgment

The moving party must submit, together with the proposed judgment and any forms required above, an original and two (2) copies of the form "Notice of Entry of Judgment". Petitioner must also submit two (2) first-class envelopes, postage prepaid, addressed to the parties as listed on the notice of entry of judgment. [Rule 14.08 adopted July 1, 1996; amended effective January 1, 2007, amended effective July 1, 2015.]

**14.09 Reserved**

*[Rule 14.09 adopted effective July 1, 1996; deleted effective January 1, 2007.]*

**14.10 Facilitator and Self-Help Clinic**

A. Appointment; Authority For Duties And Conduct

The Court has appointed a Facilitator pursuant to Family Code §10000, et seq., "The Family Law Facilitator Act". The Facilitator's duties and conduct are governed by the Family Law Facilitator Act. The Facilitator manages the Self-Help Clinic(s), pursuant to

the Court's Mission Statement for the Self-Help Clinic. Users of the Self-Help Clinic are not charged for Facilitator services. There may be nominal costs charged for copying documents.

B. Additional Duties Designated by the Court

In addition to the services provided by the Facilitator pursuant to Family Code §10004, the Court designates the additional duties prescribed by Family Code §10005, which may be implemented by the Court Facilitator at the direction of the Court Executive Officer, upon the Executive Officer's determination that funding is available, without further notice:

C. Further Additional Duties

If staff and other resources are available, and the duties listed in Local Rule 14.10.B have been accomplished, the duties of the Facilitator may also include the following:

- (1) Assisting the Court with research and any other responsibilities that will enable the Court to be responsive to the litigants' needs.
- (2) Developing programs for the Bar and community outreach through day and evening programs, videotapes, and other innovative means that will assist self-represented and financially disadvantaged litigants in gaining meaningful access to Family Court.

D. Duties Beyond The Scope Of Family Code Section 10000

To the extent that local court budget is provided for the purpose and to assist the court with research or other responsibilities that will enable the Court to be responsive to litigant's needs, the Facilitator may assist parties in matters not specifically designated in Family Code §10000, *et seq.*, including but not limited to: legal assistance or investigations with all matters arising out of the Family Code, Probate Code and Section 300 of the Welfare and Institutions Code; mediation services; and service as a judge pro tempore. Additional types of service may be added at the direction of the local court administrator without further notice. *[Rule 14.10 adopted January 1, 1998; amended effective July 1, 2013.]*

## 14.11 Adoptions

A. Stepparent Adoptions Pursuant To Family Code §9000; And Proceedings Under Family Code §7800 (Freedom From Parental Custody And Control)

- (1) Necessity Of Consent. If a petition for a stepparent adoption is filed under Family Code §9000 without an order under Family Code §7800 having first been obtained, then a special hearing, entitled a "necessity of consent" hearing, will be conducted before the petition for adoption is considered.
- (2) Notification Of The Child Custody Counselor. The Clerk of the Court will immediately notify the Child Custody Counselor of the filing of the petition, who will report the circumstances to the Court as provided in Family Code §7850.
- (3) Citation. A citation will be issued upon the filing of the petition, and must be served on the persons and in the manner described in Family Code §7880. The citation must require the persons served to show cause, if any, why the Court should not find that the minor

has been abandoned, and why the consent of the named parent to the proposed adoption is unnecessary. A form of citation that is permissible for use in this Court is attached hereto as Appendix 11 of these Rules.

- (4) Hearing Date. The hearing date will be on the regular adoptions calendar, and the date selected must be within forty-five (45) calendar days of the filing of the petition. No adoption under Family Code §9000 will be approved until such hearing has been accomplished.
- (5) Supplemental Local Rule. A proceeding initiated pursuant to this Local Rule is in addition to that required by Family Code §9000.

B. Adoption Where Alleged Natural Father Not Found

If it is claimed that an alleged natural father is unidentifiable or cannot be found for service, the petitioner must file a petition and serve notice of the proceedings pursuant to Family Code §7666 and §7667, and the Clerk of the Court will set a hearing on the regular adoptions calendar, for determination as to whether or not the father is unidentifiable, and as to whether or not the Court may dispense with notice to any alleged natural father. The petitioner must appear and present evidence at the hearing.

C. Release Of Adoption Files

The procedure for release of information that may be contained in this Court's files and that relates to adoptions is as set forth in Appendix 7. Only the forms set forth in Appendix 7 may be used in making requests for release of such information. These forms may not be used to request the release of information held by other courts or agencies. *[Rule 14.11 adopted July 1, 1996; amended effective July 1, 2004, amended effective July 1, 2015.]*

## 14.12 Sanctions

Failure to comply with a Local Rule or California Rule of Court may subject the non-complying party or attorney to sanctions, including monetary sanctions, pursuant to Rule 2.30 of the California Rules of Court, Code of Civil Procedure §§ 128.5, 128.7, 177.5 and/or 575.2, and/or Family Code §271. *[Rule 14.12 adopted effective January 1, 2007.]*

## CHAPTER 15: PROBATE RULES

### 15.01 Caption Of Probate Documents

If a probate pleading or other probate document is not filed on a Judicial Council form, the caption must include a reference to the statutory provision under which the matter is filed. If, in the pending proceeding, any part of an estate is to be distributed to a trust, the caption of the pleading must so indicate. *[Rule 15.01 adopted effective July 1, 1996; amended effective July 1, 2004.]*

### 15.02 Settings And Assignments; Continuances

#### A. Settings And Assignments

- (1) At the time of its filing, every pleading that requires a hearing will be set on the regular calendar for that type of proceeding. Because the day and hour reserved for these calendars may change from time-to-time, counsel are advised to consult the clerk before requesting a specific setting.
- (2) The attorney or self-represented party who files the pleading may select the initial hearing date, as long as the setting permits sufficient time for service of appropriate notice.
- (3) Any request for an earlier setting than would normally be allowed must be presented to the Court pursuant to the Local Rules governing orders shortening time. **Note:** mere convenience or inconvenience of counsel is insufficient justification for such request.

#### B. Continuances

- (1) On the call of the calendar, any regularly-set matter that is found to be “not ready for hearing” will be continued until a future date, to be determined at the Court’s discretion. A matter is considered to be not ready if the pleading, notice of hearing, or documents purporting to cure discrepancies therein are not filed by the continuance date. If the matter is not ready by the time of any second continuance, it may be ordered off-calendar or denied without prejudice, unless an application for a further continuance, made upon the personal appearance in court of counsel or self-represented party is granted.
- (2) If a proceeding has been properly noticed for its initial hearing, new notice is not required for any continuance unless the Court specifically orders such notice.
- (3) If an oral objection to any pleading is presented to the Court at the hearing thereon, the Court may continue the matter to allow for the filing of written objections, and for giving notice thereof to the petitioner. Unless otherwise ordered, the Court will not consider an objection unless it is in writing, and is filed and served at least ten (10) days prior to the date of the continued hearing. *[Rule 15.02 adopted effective July 1, 1996; amended effective July 1, 2011.]*

### **15.03 Filing Of Documents; And Review Prior To Hearing**

#### **A. Filing Documents For Calendared Matters**

Except for good cause, all documents in support of a pleading must be filed with the clerk of the Court no later than five (5) court days before the calendared hearing thereon. This Rule applies, but is not limited, to affidavits of publication, proofs of subscribing witnesses, waivers of account, receipts, inventories, reappraisals for sale, agreements for in-kind distributions, **proposed orders**, and similar papers. At the Court's discretion, documents that are not filed in a timely manner may not be considered before or during the hearing; and the matter may be continued, denied without prejudice, or ordered off-calendar.

#### **B. Inquiries Re Status Prior To Hearing**

Counsel may contact the Court's probate specialist two (2) court days prior to the hearing, to determine if the pleading and supporting documents have been reviewed, and if additional documents or explanations will be required. *[Rule 15.03 adopted July 1, 1996; amended effective July 1, 2009.]*

### **15.04 Reserved**

*[Rule 15.04 adopted effective July 1, 1996; deleted effective July 1, 2009.]*

### **15.05 General Notice Requirements**

#### **A. Notices Generally**

These Rules do not increase or reduce the statutory notice requirements with respect to probate matters brought before the Court.

#### **B. Burden Of Proving Proper Notice**

It is the responsibility of the petitioner or his or her attorney, and not the responsibility of the Court Clerk, to give notice of any proceeding requiring notice, or cause it to be given; and also to file the proper proof of service of such notice.

#### **C. Service Of The Petition In Addition To Notice**

When notice of any petition or other application is served on a person requesting special notice, or if the petition is for approval of the accounting of a testamentary trustee, then a complete copy of the petition, along with any supporting papers, must be served with each notice of hearing. If the fiduciary or attorney is requesting extraordinary fees or compensation (i.e., fees or compensation other than the "ordinary" fees and compensation authorized by Probate Code §10800 and §10810), notice of hearing and a copy of the petition must be served on all interested parties. When service of a copy of the petition is required, the proof of service of notice must also show service of the copy.

#### **D. Minimum Notice Requirement**

When the Probate Code requires that a matter be set for noticed hearing, notice may not be shortened to less than ten (10) days.

E. Posting Of Notice By The Clerk

When posting of notice by the clerk is required, the party who requests the posting must do so in writing, and must provide the court clerk with an extra copy of the notice. [Rule 15.05 adopted effective July 1, 1996; amended effective July 1, 2004.]

**15.06 Probate Orders And Decrees; Ex Parte Applications; Nunc Pro Tunc Correction Of Clerical Error**

A. Orders And Decrees

- (1) Form Of Orders. Probate orders or decrees must be prepared by counsel or the self-represented petitioner, unless otherwise ordered by the Court. All probate orders or decrees must be complete in themselves (i.e., they must be worded so that their general effect can be determined without reference to the petition on which they are based). Orders and decrees must set forth the date of hearing; the Court’s findings; the relief granted; and the names of persons, and descriptions of property or amounts of money, that are affected by the order, all with the same particularity as is required of judgments in civil matters.

Some printed forms of orders or decrees are designed to permit the attachment of supplemental material; if such form is utilized, attachments will be permitted if the judicial signature appears at the end of the last attachment, and the form itself includes the information that the document is executed at the end of the last attachment.

- (2) Judicial Signature

The place provided for the judicial signature must appear at the end of the order or judgment. No attachment, exhibit, or rider is permitted after the judicial signature.

The signature line must not appear on a page by itself, and pagination of documents must be adjusted accordingly.

The signature line for the judicial officer must be in the following format:

"Date: \_\_\_\_\_

\_\_\_\_\_  
Judge/Judge Pro Tempore  
Superior Court"

- (3) Submitting Proposed Orders. If the parties wish to obtain formal orders on the date that the matter is calendared for hearing, then the proposed orders must be submitted to the clerk at least five (5) court days before the hearing.
- (4) Orders for Continuing Payments. All proposed orders for continuing payments must provide that the payments will commence on a date certain and will continue until a) a date certain or b) for a specified period. The Court will not make orders that require continuing payments to run “until further order”.

- (5) Orders Distributing Estate to Trustee. Orders calling for distribution of estate assets to the trustee of a testamentary trust must set forth all provisions of the will or codicil relating to the trust or trustees, in a manner that will give effect to existing conditions at the time distribution is ordered. Pertinent provisions must be set forth in the present tense and third person.

B. Ex Parte Applications For Orders

- (1) In General. Applications for orders may be made ex parte unless a statute or Rule requires notice; and must be made as set forth in Local Rule 3.03.
- (2) Form Of Order. Except for form petitions and orders approved by the Judicial Council or this Court, all applications for ex parte orders must be accompanied by a separate proposed order, complete in itself. It is not sufficient for such order to provide merely that the application has been granted.
- (3) Special Notice. All applications for ex parte orders must contain an allegation that no special notice has been requested, or an allegation that any requested special notice has been waived (with identification of the persons requesting special notice). Any waiver of special notice must be filed with the application.
- (4) Sales Of Property. Ex parte petitions for orders for sale of stock or personal property must allege whether or not the property is specifically devised. If so, the consent of the specific devisee must accompany the petition.

C. Nunc Pro Tunc Correction Of Clerical Errors

- (1) In General. If, through any inadvertence, the minute order or the signed decree fails to state the order that was actually made by the Court, and such inadvertence is brought to the attention of the Court by affidavit or duly-executed declaration pursuant to Code of Civil Procedure §473, then the Court will, on its own motion, make a nunc pro tunc order correcting the mistake.
- (2) Form Of The Proposed Nunc Pro Tunc Order. The proposed nunc pro tunc order must not take the form of an amended order, and must be in substantially the following form:

"Upon consideration of the affidavit or declaration of [name] to correct a clerical error, the [identity of the order to be corrected, giving the title and date thereof] is corrected, on the Court's own motion, by striking the following [here set out the matter to be eliminated] and by inserting in lieu thereof the following: [here set out the correct matter]. This order is entered nunc pro tunc as of [here insert the date the incorrect order was signed]."

To prevent further errors, the complete clause or sentence in which the error occurs should be stricken from the original order or decree, even if only one word or figure therein requires correction. Reference should not be made to the page and line number of the corrected language.

- (3) Presentation To The Court. The proposed order must be submitted to the court clerk along with the affidavit or declaration that brings the error to the Court's attention.

- (4) Effect Of The Nunc Pro Tunc Order. The original order will not be physically changed by the clerk, but will be used in connection with the nunc pro tunc order correcting it. [Rule 15.06 adopted effective July 1, 1996; amended effective July 1, 2004.]

## 15.07 Provisions Relating To The Appointment Of Executors And Administrators

### A. Special Letters

Petitions for special letters of administration will not be granted without prior notice to the surviving spouse, to the person nominated as executor, and to any other person who, after examination of the applicant by the Court, appears to be equitably entitled to notice. In appointing a special administrator, the Court will give preference to any person entitled to letters testamentary or of administration. If it appears that a bona fide contest exists, the Court will consider appointing a neutral person or corporation as special administrator.

### B. Public Administrator

In all cases where it appears the Public Administrator may have priority to serve as personal representative of an estate, notice to the Public Administrator must be given.

### C. The Petition For Probate

- (1) Allegations Re Heirs and Beneficiaries. In addition to the required allegations (set forth in Probate Code §8002) in the petition for letters or for appointment, the petition must include the following information:

- (a) As to the actual or nominated trustee of a trust that is a beneficiary of the decedent's estate, said trustee must be listed by name and title as a devisee or legatee, and, if a sole trustee is also the personal representative of the estate, the individual beneficiaries of the trust must be listed in the petition and be given notice of the proceedings. [Probate Code §1208.]
- (b) When a beneficiary of the estate has died, notice must be given as required by Rule 7.51(e) of the California Rules of Court.
- (c) As to contingent heirs, devisees and legatees, all such persons must be listed in the petition for probate or for letters of administration so that each will receive notice by mail of the hearing on the petition. This includes persons provided for in the will offered for probate, but whose legacy has been revoked by a subsequent codicil.

### D. Subsequent Petitions For Probate

- (1) Admitting Subsequent Wills And Codicils. Every will or codicil not specifically mentioned in the original petition must be presented to the Court by way of an amended petition or a second petition, and new notice thereof must be published.
- (2) Noticing Subsequent Petitions. When a petition for letters testamentary or letters of administration with will annexed ("Letters CTA") is filed after the admission to probate of a will disposing of the same decedent's estate, notice is required just as for the original petition.

E. Proof Of Written Will Or Codicil

- (1) Attachment To Petition. When a petition for probate of will and/or codicil is filed, a copy of the document(s) being offered for probate must be attached thereto and marked as an exhibit.
- (2) Proof Of Holographic Instrument. If the will or codicil is handwritten and a photographic copy is attached, then a typewritten copy of the text of the document must be attached as well. Holographic instruments may be proved by an appropriate affidavit or declaration setting forth the foundation upon which the declarant bases his/her statement that the handwriting is the decedent's.
- (3) Proof Of Formal Wills. In uncontested will proceedings, if the attestation clause of the testamentary instrument is signed under penalty of perjury, then the will or codicil is deemed to be self-proving and can be admitted to probate without proof thereof by affidavit or declaration. If the attestation clause is unverified, any proof offered by a subscribing witness must be filed on Judicial Council form DE-131.

F. Bond Of Personal Representative

- (1) Effect Of Bond Waiver. If bond has been waived in the will or codicil, or if it is waived by all beneficiaries of the will by way of duly executed and filed waivers of bond, then the fact that bond has been waived must be alleged in the petition.
- (2) Reporting Bond In Interim Accountings. Every interim account for an estate in which bond has been posted must include a separate paragraph alleging a) the total amount of the posted bond; b) the appraised value of personal property on hand plus the estimated annual income to the estate from real and personal property; and c) a statement concerning any additional bond thereby required. Whenever appropriate, a prayer for increase or decrease of the posted bond must be included in the petition for settlement of the account.
- (2) Bond When Independent Powers Granted. When the personal representative is granted independent powers to sell real property or to lease it for a term of more than one year, the Court may require a bond that includes the equity value of the real property. [*Rule 15.07 adopted effective July 1, 1996; amended effective July 1, 2013.*]

**15.08 Appearance Of Counsel In Uncontested Matters**

A. Required Appearance At Hearing On Guardianship Or Conservatorship Petition

The petitioner or the petitioner's attorney must appear at any hearing on a petition for appointment of a guardian or conservator.

B. When Non-Appearance Allowed At Hearing On Petition

- (1) Except as otherwise provided by law or these Rules, all verified petitions in probate matters will be deemed submitted without an appearance, except that the attorney or petitioner must appear on a petition for confirmation of sale of either 1) real property, or 2) personal property valued in excess of One Hundred Dollars (\$100.00). As used in this Rule, "verified" means verified by the petitioner as set forth in Rule 15.04 hereof.

- (2) Before denying any petition where there is no required appearance, the Court, at its discretion, will continue the matter to a future law & motion calendar in order to give the petitioner or counsel an opportunity to appear. If there is no appearance or other response by the petitioner or counsel at the continued hearing, the Court may drop the matter from the calendar. (**Note:** it is the responsibility of the non-appearing petitioner or counsel to determine whether the matter has been approved or continued.) *[Rule 15.08 adopted July 1, 1996; amended effective July 1, 2001.]*

### **15.09 Contested Matters**

The Court will hear contested matters at such dates and times as the Court deems appropriate. *[Rule 15.09 adopted effective July 1, 1996; amended effective July 1, 2004.]*

### **15.10 Orders For Family Allowance**

#### **A. Time Of Application**

Applications for a family allowance order must be made in a timely manner. As a policy, the Court discourages requests for retroactive (nunc pro tunc) payment of a family allowance.

#### **B. Duration Of Order**

The duration of an order for family allowance is limited to six months if no inventory and appraisal has been filed, and to one year if an inventory and appraisal has been filed.

#### **C. Estimate Of Monthly Income And Expenses**

Every petition for a family allowance must set forth estimated monthly income, including receipt of any available government benefits; and if the petition seeks an allowance in excess of \$1,000 per month, it must include an itemized estimate of monthly expenses. *[Rule 15.10 adopted July 1, 1996; amended and renumbered effective July 1, 2001.]*

### **15.11 Probate Letters**

#### **A. Form Of Letters**

Proposed Letters submitted for issuance must be complete in every aspect. Independent powers must be specifically stated, on the face of the Letters or in a referenced attachment; and execution of the oath must include date and place.

#### **B. Re-Issuance Of Letters**

Re-issuance of original Letters is discouraged, and any request for re-issuance of original Letters must be submitted to the Court in writing and must establish valid justification for the request. (This requirement does not apply to requests for certified copies of Letters). *[Rule 15.11 adopted effective July 1, 2001.]*

## 15.12 Required Matters In A Petition For Final Distribution

### A. Required In All Petitions For Final Distribution

In addition to items otherwise required by law, a petition for final distribution must include the following matters, unless set forth in the account and report:

- (1) A full and complete description of all assets to be distributed. The description must include all cash on hand, and must indicate whether or not promissory notes are secured or unsecured. If secured, the security interest must be described. Real property must include a complete legal description. **Note:** descriptions made by reference to the inventory and appraisal are not acceptable.
- (2) Facts specifically showing the entitlement of each heir to the portion of the estate to be distributed to that heir, including any information concerning predeceased children.
- (3) A computation of the attorney fees and representative commissions being requested, even if an accounting is waived. Where an accounting is waived and the statutory compensation is based upon receipts during probate, the method of computation must be set forth, together with an allegation that such receipts have been or will be reported on fiduciary income tax returns for the estate. Applications for compensation for extraordinary services will not be considered unless the caption and prayer of the petition, and the notice re distribution, contain a reference to such application for extraordinary compensation.
- (4) A statement regarding payment of all taxes pursuant to Probate Code §9650(b).
- (5) An allegation that all legal advertising, bond premiums, probate referee's fees, and costs of administration have been paid. (**Note:** the final account will not be approved, and neither will a petition to terminate proceedings be granted, unless the Court is satisfied that all costs of administration, including charges for legal advertising, have been paid.)
- (6) A schedule of claims showing the name of the claimant, amount claimed, date presented, date allowed, and, if paid, the date of payment.

As to any rejected claims, the date of rejection must be set forth; and the original of the notice of rejection, with affidavit of mailing to the creditor, must be filed.

Even if a claim has not been filed, the Court may approve payment of a debt if the accounting shows that such payment was made in compliance with the requirements of Probate Code §9154. Such approval is discretionary with the Court, and must be justified by appropriate allegations in a verified petition or by testimony in open court. [Estate of Sturm (1988) 201 Cal.App.3rd 14.]

- (7) An itemization of costs for which counsel or the personal representative has been paid or is seeking reimbursement. Ordinary overhead items, including but not limited to costs of duplication of documents, long distance charges, and automobile mileage, are not proper cost items.
- (8) A schedule showing the proration, if any, of taxes, fees, and costs.
- (9) In all cases where the character of property may affect distribution of the estate, a statement or listing of which assets are separate property and which assets are community property.

- (10) If distribution is to be made pursuant to an assignment of interest, then the details of the assignment, including the consideration therefore, shall be set forth in the petition; and the acknowledged assignment shall be filed with the Court.
- (11) The names and current addresses of all persons who are affected by the petition; each such person must be identified as an adult or a minor.
  - (a) If property is to be distributed to a minor, the minor's present age must be indicated.
  - (b) If a trust is established in which property will be distributed to a beneficiary upon reaching a given age, the petition must allege the present age of the distributee.
- (12) If the distribution is to be made to a minor or an incompetent, then facts showing compliance with Probate Code §3300, et seq., must be alleged; alternatively, current certified copies of letters of guardianship or conservatorship of the estate must be filed.
- (13) An allegation of compliance with Probate Code §9202 (notice of death to the Director of Health Services); or an allegation that notice is not required because decedent did not receive Medi-Cal services; or an allegation that no claim can be made by the Director of Health Services because decedent a) died before June 28, 1981; b) was under age 65; or c) was survived by a spouse, minor child, or disabled child.
- (14) An allegation of compliance with Revenue & Taxation Code §19513, if the estate exceeds \$1,000,000 and assets greater than \$250,000 are distributable to a non-resident.
- (15) A statement that complies with the disclosure requirements of Probate Code §1064(a)(4), or an allegation that no family or affiliate relationship exists between the fiduciary and any agent hired by the fiduciary for probate purposes.
- (16) A Schedule of Graduated Filing Fee Information as required by Rule 7.552 or Rule 7.553 of the California Rules of Court.

B. Unequal Distributions; Distributions Against The Will

If the decree of distribution requires in-kind distribution of assets with the result that all heirs and devisees will not share equally in each asset, and the distribution is other than pursuant to the will or the laws of intestate succession, then an agreement indicating acceptance of the plan of distribution must be signed by each heir and devisee (with the signatures acknowledged) and filed with the Court.

C. Terms Of Testamentary Trust

The terms of any testamentary trust must be set out in full in the petition and in the order or decree, and not merely be incorporated by reference. Because the decree of distribution supersedes the will, the terms of the trust must be set forth in the decree in a manner that will give effect to the conditions existing at the time distribution is ordered. The pertinent provisions must be set forth in the present tense and in the third person instead of by merely quoting the will verbatim, because the will in some instances may be in the future tense and/or the first person, and may contain provisions that are no longer applicable.

D. Distribution To A Trust

If distribution is to be made to a trust, then either an acknowledged statement by the trustee accepting the property under the terms of the trust, or a petition by the executor or administrator for the designation of a substitute trustee, must be filed with the Court. *[Rule 15.12 adopted effective July 1, 1996; amended effective July 1, 2009.]*

**15.13 Required Form Of Accounts In All Probate Proceedings**

A. Accounts In General

All accounts filed in probate proceedings, including guardianship, conservatorship, and trust accounts, shall comply with Probate Code §§1060 et seq.. A suggested form of summary of account is set forth in Appendix 8 of these Rules, and in Probate Code §1061.

B. Waivers Of Accounting

A detailed accounting may be waived when all persons having a valid interest in the matter have consented in writing. Only waivers given by competent adults are effective. All waivers must be filed with the Court or endorsed on the petition. The effect of full waivers is to make it unnecessary to list the details of receipts and disbursements; no other required matters may be waived.

C. Required Verification For Interim Accounts

Interim accounts in decedent's estate matters that are filed by individual fiduciaries (as opposed to final accounts, or accounts by institutional fiduciaries) must be supported by original statements verifying the balances of bank or investment accounts on the closing date of the estate accounting period). Balances shown in the estate accounting must be reconciled to the statements from the financial or investment institution.

D. Vouchers

Vouchers supporting accounts are not to be filed with the clerk unless the Court specifically orders them filed. *[Rule 15.13 adopted effective July 1, 1996; amended effective July 1, 2004.]*

**15.14 Petition To Establish The Fact Of Death**

A petition to establish the fact of death (to terminate a joint tenancy or life estate) must be verified, and must have the following documents attached as exhibits: 1) a copy of any instrument relating to any interest in the property; and 2) a copy of the death certificate. (**Note:** there is no statutory provision for Court determination of attorney fees in proceedings for termination of joint tenancy or a life estate; no request for fees for services of this type will be considered by the Court.) *[Rule 15.14 adopted effective July 1, 1996; amended effective July 1, 2001.]*

**15.15 Petition To Set Aside Spousal Property**

A. Filing Spousal Property Petition

A petition for determination and/or confirmation of community property must be filed as a separate petition from a petition for probate of will or for letters of administration. If the spousal property petition is filed in a probate proceeding that has already been initiated, the cost for filing will be the amount charged for a subsequent application requiring a hearing. Otherwise, a full filing fee will be charged.

B. Required Allegations In Support Of Claim

A petition to determine and/or confirm community property must include the following allegations and supporting information:

- (1) Date and place of marriage;
- (2) Whether or not decedent owned any real or personal property on the date of marriage (if so, describe the property and state the approximate value on the date of marriage and at present);
- (3) Decedent's occupation at time of marriage;
- (4) Decedent's net worth at time of marriage;
- (5) Whether or not decedent received property after the date of marriage by gift, bequest, devise, descent, or as proceeds from life insurance or joint tenancy survivorship (if so, describe the asset and give approximate date of receipt and approximate value on the date of receipt and at present);
- (6) If property was received by decedent pursuant to item (5), above, whether or not it is still a part of the estate;
- (7) The date decedent first came to California;
- (8) The decedent's net worth upon arrival in California;
- (9) Any additional facts upon which the community property claim is based; and,
- (10) If the claim is based on any document, a copy must be attached to the petition, preferably a photocopy showing signatures.

C. Survivorship Restriction

If a spouse's right to take under a will is conditioned on survival for a specified period of time, no property will be set aside or confirmed to the spouse until expiration of the survivorship period.

D. Attorney's Fees

Attorney's fees for services relating to a spousal property petition are not subject to determination by the Court, but must be arranged between counsel and the petitioner.  
*[Rule 15.15 adopted effective July 1, 1996; amended effective July 1, 2004.]*

## **15.16 Sales Of Real Property**

### **A. Appraisals Within One Year**

If the death of the decedent occurred more than one year prior to the date of filing of a petition for confirmation of sale of real property, then a reappraisal for the purposes of the sale must be filed prior to the date of the hearing for confirmation of the sale.

### **B. When Published Notice Of Sale Required**

Publication of notice of sale of real property will be required whenever court confirmation of such sale is requested, unless a will and/or codicil specifically directs sale of the property, or specifically grants an executor (as distinguished from an administrator with will annexed) authority to sell the property without notice. This publication requirement applies whether or not the personal representative has been granted Independent Administration of Estates Act (IAEA) powers by the Court.

### **C. Noticing The Location Of The Property**

The notice of sale of real property must set forth the street address of the property, if any; if there is no street address then the notice must describe the location of the property in addition to providing the legal description.

### **D. Compliance With The Terms Of The Notice**

If notice of sale of real property is published, then any sale of the property must be in accordance with the terms of such notice. If a petition for confirmation of sale is filed alleging that the sale took place prior to the date of sale stated in the published notice, then the sale cannot be confirmed and new notice of sale must be published. Pursuant to Probate Code §10308, any petition for confirmation of sale must allege that the sale was made within 30 days prior to the date on which the petition was filed. The specific date of sale must be alleged in the return of sale and petition for its confirmation.

### **E. Effect Of Publication**

The published notice of sale of real property constitutes a solicitation for offers. When the personal representative accepts an offer and files a petition for confirmation of sale, there must not be any variance between the terms of the notice and those described in the petition. If the notice solicits cash offers only, then the Court will not confirm a sale on terms other than cash.

### **F. Date Of Sale Specified In Notice**

If a petition for confirmation of sale of real property is filed prior to the date of sale specified in the notice, the Court cannot announce the sale on the date set for hearing, but must deny confirmation without prejudice to a new sale after another notice has been given as prescribed by law.

### **G. Terms And Conditions Of Sale**

The terms and conditions of the sale must be stated in the Report of Sale filed with the Court, as specific attachments if necessary. Merely attaching a copy of the sales contract is not sufficient to satisfy this requirement and is, in fact, discouraged in most cases.

H. Broker's Commission

The Court will not allow a broker's commission for the sale of residential real property that is in excess of six (6) percent, unless a higher commission is justified by exceptional circumstances. The broker's commission on non-residential real property will be set by the Court on an individual basis. No commission will be allowed to a broker who is a buyer of the subject property.

I. Notice Of Abatement Sale To Specific Devisee

If the sale is for abatement, notice of time and place of hearing on the return of sale must be given to the specific devisee of the property; otherwise, his or her consent to the sale must be filed prior to the hearing.

J. Requirement Of Attorney's Presence At Confirmation

In the absence of the attorney of record, the Court will not proceed on a petition for confirmation of sale of real property and/or for sale of personal property.

K. Overbids

If the sale returned for confirmation is upon credit, and a higher offer which is made to the Court pursuant to Probate Code §10313 is for either cash or credit (whether on the same or different credit terms), the higher offer will be considered only if the personal representative, prior to confirmation of sale, informs the Court in person or through counsel that the offer is acceptable.

L. Required Evidence Of Ability To Pay Overbid

No person will be entitled to appear and bid in a proceeding to confirm a sale unless that person presents to the personal representative, or to counsel for the personal representative, sufficient evidence of that person's ability to pay, forthwith, a deposit of at least ten percent (10%) of the amount fixed by the petition as the overbid price.

[Prob.C §10311(a)(2).] Bidding will proceed in such increments from the overbid as the Court deems appropriate. *[Rule 15.16 adopted effective July 1, 1996. amended effective July 1, 2005.]*

**15.17 Attorneys Fees**

In all petitions requesting attorney fees, both ordinary and extraordinary, a specific sum (not merely a "reasonable amount") must be requested. *[Rule 15.17 adopted effective July 1, 1996; amended effective July 1, 2001.]*

**15.18 Non-Statutory (Extraordinary) Fees And Commissions**

A. Discretion Of The Court; and Standards For Consideration

- (1) The award of extraordinary fees and commissions is within the discretion of the Court.
- (2) The standards by which requests for extraordinary fees and commissions will be measured are reasonableness, and benefit to the interested parties. The Court will take into consideration the following:
  - (a) Nature and difficulty of the services;

- (b) Results achieved;
- (c) Benefit to the estate, conservatee or ward;
- (d) Productivity of the time spent in performing the services;
- (e) Expertise and experience of the person requesting the fees;
- (f) Hourly rate for the person performing the services; and
- (g) Total amount requested in relation to the size and income of the estate.

B. Contents Of Petition For Extraordinary Fees And Commissions

A petition filed under any provision of the Probate Code which requests fees or commissions in excess of the authorized statutory compensation must include: 1) a declaration by the attorney, personal representative, trustee, or other fiduciary stating the services rendered, or to be rendered, by each of them, itemized by date, time and service rendered; 2) the amount requested for each item of service, together with the total amount requested; and 3) a reference in the caption and prayer to the additional fees. In addition, the request for extraordinary fees and/or commission must be included in the notice of hearing on the petition.

C. Use Of Paralegals

Reference to: California Rules of Court, Rule 7.703(e). *[Rule 15.18 adopted effective July 1, 1996; amended effective July 1, 2004.]*

## 15.19 Guardianship Appointments

A. Agency Investigations

- (1) Referral. All petitions for appointment of a guardian will be referred by the Court for an investigation, pursuant to Probate Code Sections 1513 and 1513.1.
- (2) Agency Copies. When a petition for appointment of guardian is filed, the petitioner must provide an additional copy of the petition and of all supporting documents for transmittal by the clerk to the appropriate investigating agency. (**Note:** This requirement does not relieve the petitioner or counsel from the responsibility of personally providing copies of the petition and supporting documents to the agency.)

B. Appointment Of Temporary Guardian

- (1) Ex Parte Applications. Applications for appointment of a temporary guardian may be submitted ex parte for determination by the Court, with or without an appearance by the petitioner or counsel. If the petitioner or counsel wishes to appear on the ex parte application, he or she must calendar and notice the matter pursuant to Local Rule 3.03.
- (2) Hearings On Temporary Guardianships. After a petition for the appointment of a temporary guardian of the person of a minor is filed, the following hearings may be held, consistent with the intent of Probate Code §2250:
  - (a) A noticed hearing on an ex parte petition for appointment of temporary guardian. When it sets the noticed hearing, the Court may make other appropriate orders relating to the application.

- (b) A reconsideration hearing to be conducted on the regular guardianship calendar within 30 days from the date of the ex parte order granting temporary guardianship, for the purpose of reviewing the merits and the status of the temporary guardianship. At this hearing, the appropriate investigative agency will provide the Court with a recommendation as to whether or not the temporary guardianship should be continued or be terminated. More than one reconsideration hearing may be required.
- (3) Hearings On Petitions For General Guardian. Petitions for appointment of a general guardian are set for hearing by the clerk of the Court, and normally are calendared for hearing six to eight (6-8) weeks after the petition for general guardianship is filed.
- (4) Notice Regarding Temporary Guardianships. The order appointing a temporary guardian will identify the agency that will conduct the investigation, and the order will require that the temporary guardian give notice of the reconsideration hearing to the parents of the minor (this notice is in addition to the notice of hearing required by Probate Code §1511). *[Rule 15.19 adopted effective July 1, 1996; amended effective July 1, 2013.]*

## 15.20 Probate Conservatorship Appointments

When a petition for appointment of a conservator is filed, the petitioner must also submit a fully completed Judicial Council Form GC-330, “Order Appointing Court Investigator”, for the Court’s approval, and must provide the clerk with an additional copy of that document for transmittal to the Court Investigator after the appointment has been made. For the same purpose, the petitioner must submit an extra copy of the petition and all supporting documents to the Court Clerk at the time of filing. (**Note:** This requirement does not relieve the petitioner or counsel from the responsibility of personally providing copies of the petition and supporting documents to the Court Investigator, and from giving the Investigator notice of hearings on the petition.) *[Rule 15.20 adopted effective July 1, 1996; amended and/or renumbered effective July 1, 2004; amended effective July 1, 2009.]*

## 15.21 Independent Powers In Guardianship And Conservatorship Matters

### A. Application Of This Rule

This Rule applies whether the request for independent powers is made in the initial petition for appointment or by a subsequent petition.

### B. Standard Of Proof

The Court will not approve a petition for the grant of independent powers to a guardian or conservator except upon adequate showing that the particular power being requested is necessary and is for the advantage, benefit, and best interests of the estate. In ruling on the request, the Court will consider the circumstances of the case, the qualifications of the guardian or conservator, and the potential expense of further proceedings should the requested independent powers be denied.

C. Sale Of Residence

A request for authority to sell the current or former residence of a ward or conservatee must include the information that is required by Probate Code §2540(b).

D. Return And Confirmation Of Sale

When the independent power to sell real estate is granted, the sale must be returned to the Court for over-bidding and confirmation.

E. Statement Of Powers

Any independent powers that are granted by the Court must be set forth at length in the Order and in the Letters. If the powers are granted by a subsequent order, or if independent powers already granted are withdrawn or limited, new Letters must be issued. *[Rule 15.21 adopted effective July 1, 2001; amended and/or renumbered effective July 1, 2004.]*

**15.22 Bond In Guardianships And Conservatorships**

The Court ordinarily will fix bond in the amount permitted by Prob.C §2320 for a bond given under that section by an admitted surety insurer. However, upon a showing of good cause, the Court may increase or decrease the bond amount, and, if it appears likely that the conditions of Prob.C §2628(a) will be satisfied for the duration of the estate, the Court may dispense with bond. *[Rule 15.22 adopted effective July 1, 1996; renumbered effective July 1, 2004; amended effective July 1, 2009.]*

**15.23 Conservator's Handbook**

A. Purchase And Proof Of Purchase

Every conservator appointed by this Court, with the exception of those excluded by Rule 15.23.B, below, must purchase a copy of the Conservator's Handbook from the Clerk of the Court. [Probate Code §1835.] Proof of purchase of the Handbook must be filed with the Court not later than five (5) days before the scheduled hearing on the petition for appointment of conservator. Failure to meet the requirement of subsection (1), above, may result in the petition for appointment being ordered off calendar, and if the petitioner is the temporary conservator, it may result in the suspension of that person's powers as temporary conservator.

B. Handbook Purchase Not Required

The Public Guardian, corporate fiduciaries, banks, and other entities authorized to conduct the business of a trust company are not required to purchase the Conservator's Handbook. *[Rule 15.23.B adopted effective July 1, 1996; renumbered effective July 1, 2004.]*

**15.24 Responsibility Of Parents To Support Ward**

Because parents are required by statute to support their children, the Court will not permit the guardianship estate to be used for the ward's maintenance where one or both parents are living, except upon a showing of the parent's financial inability to provide support

(preferably evidenced by a Judicial Council Form 1285.50 “Income and Expense Declaration”) or a showing of other circumstances that would justify the Court’s departure from this Rule; any departure must be in the best interests of the ward. *[Rule 15.24 adopted effective July 1, 1996; renumbered effective July 1, 2004.]*

**15.25 Investments By Guardians**

A. Standards

- (1) The standard set forth in Probate Code §16040(a), providing for investments by trustees, is the standard applied by the Court in authorizing proposed investments by guardians. The guardian should also consider the circumstances of the estate, the indicated cash needs of the ward, and the date of prospective termination of the guardianship. Investments by guardians must be prudent and in keeping with the size and character of the ward's estate.

B. Unauthorized Investments

- (1) Except upon a strong showing of good cause, the Court will not approve investment of the ward's funds in unsecured loans, secured loans to near relatives, or debenture bonds (except those which are part of a large issue and are well-seasoned and listed on an established securities exchange).
- (2) The Court will not approve investment of the ward's funds in bonds or obligations of foreign governments or corporations, whether payable in dollars or not.
- (3) In most instances, investment in real estate, either by purchase or encumbrance, will not be approved by the Court unless supported by an appraisal of the property, performed by the probate referee. *[Rule 15.25 adopted effective July 1, 1996; amended and/or renumbered effective July 1, 2004.]*

**15.26 Blocked Accounts In Guardianships And Conservatorships**

A. Time Of Establishment

A request to deposit funds of a guardianship or conservatorship estate in blocked accounts, for the purpose of reducing bond or otherwise, may be included in the petition for appointment or made in a subsequent petition.

B. Type Of Account

All deposits into blocked accounts must be made into federally insured, interest-bearing accounts, with no maturity date unless otherwise ordered by the Court. If funds are to be placed in an account having a maturity date, the applicant and counsel are cautioned that funds must also be maintained in another account in an amount sufficient to pay reasonably foreseeable expenses (e.g., taxes) without incurring penalties or loss of interest.

C. Maximum Amount Of Deposits

The initial deposit into any one blocked account must not exceed Ninety Thousand Dollars (\$90,000). In no event may more than One Hundred Thousand Dollars

(\$100,000) be held in a single federally-insured depository. If it becomes necessary to transfer funds to an additional depository in order to comply with this Rule, prior approval of the Court is required.

D. Proof Of Deposit Into Blocked Account

Within 30 days after an order for deposit into a blocked account is signed by the Court, the trustee of the account must file a receipt from the depository, evidencing the ordered deposit.

E. Withdrawals From Blocked Accounts

- (1) Court Order Required. Except when the terms of the order for deposit provide for automatic withdrawal by the minor upon attaining majority, withdrawals of principal or interest may not be made unless ordered by the Court.
- (2) Supporting Documentation. Every application for an order to withdraw funds from a blocked account must be verified. The following documents must be attached to the application:
  - (a) a certified copy of the birth certificate of the minor, and
  - (b) either (i) an updated savings passbook or a statement showing all deposits and withdrawals since the account was opened, or (ii) a letter from the depository identifying the account and setting forth the dates and amounts of all deposits and withdrawals, along with the current balance.
- (3) Consent Of Minor. If the minor is fourteen years of age or older, he or she (as well as the guardian or trustee) must sign the petition.
- (4) Ex Parte Requests. A request for withdrawal from a blocked account may be made ex parte.
- (5) Parental Responsibilities; Withdrawals For The Payment Of Taxes. Except for withdrawals to pay taxes on a minor's funds, petitions for withdrawals ordinarily will not be granted if either or both parents of the minor are living and either is financially able to pay the requested expenditure. Except for petitions for withdrawals to pay taxes, a financial declaration by the parents or parent describing his, her, or their income and expenses must be attached to the petition (Judicial Council Form 1285.50 is recommended). Also, a statement regarding the minor's employment and income, if any, must be attached to the application. Copies of bills, statements, or letters related to the request also must be attached. If the application is for payment of taxes on the minor's funds, copies of the applicable tax returns must be submitted with the petition, but must not be attached to the petition, and must be marked "confidential".
- (6) Withdrawal For Purchase Of Vehicle. If the requested withdrawal is for the purchase of a vehicle, a copy of the proposed purchase/sale agreement must be attached to the petition; the agreement must show the type of vehicle, year, purchase price, and whether the payment will be made in full or in specified installments. Because the petition may be denied, a binding purchase/sale agreement must not be entered into before a court order is obtained. In addition to the aforesaid agreement, a casualty insurance quote must be attached to the petition; the quote must show that the minimum public liability coverage

equals or exceeds the funds that will remain on deposit after the purchase, and the petition must identify the person or persons who will pay for the insurance.

- (7) Withdrawal For Medical Expenses. If the request for withdrawal pertains to medical care for an accident or other casualty, or for a legal matter, the petition must explain why the expense is necessary and why it is not covered by insurance or other resource.
- (8) Withdrawals For Reimbursement. If the request is for reimbursement for an expense already paid, then proof of payment (i.e., cancelled check or receipt) must be attached to the petition. *[Rule 15.26 adopted effective July 1, 1996; amended and/or renumbered effective July 1, 2004.]*

**15.27 Accounts of Guardians and Conservators**

A. Form

The form of accounts shall conform to Probate Code §1060, et seq., and to Appendix 8 of these Rules.

B. Multiple Accounts In Guardianships

When a guardian accounts for the assets of more than one ward in the same proceeding, the accounting for each ward must be set forth separately.

C. Final Accounts In Guardianships

The Court does not favor the waiver of final accounts by the ward, and generally will not approve a final report when the account is waived unless the ward is present in court at the time of the hearing.

D. Notice Of Death To Director Of Health Services

Upon termination of a proceeding due to the death of the ward or conservatee, the final report and account must contain either an allegation that notice of said death was provided to the Director of Health Services (as required by Probate Code §215) or an allegation that no such notice is required.

E. Order Dispensing With Accounting

If it appears likely that the estate will satisfy the conditions of Probate Code §2628(a) throughout its duration, the Court may dispense with an accounting. Application for an order dispensing with accountings may be made at the time of the appointment of the guardian or conservator, or when the interim account is due. *[Rule 15.27 adopted effective July 1, 1996; renumbered effective July 1, 2004; amended effective July 1, 2009.]*

**15.28 Change Of Conservatee’s Address**

The conservator must notify the Court of any change of the conservatee's residence, within thirty (30) days of the conservatee's move, by filing a notice of change of address with the Clerk of the Court. *[Rule 15.28 adopted effective July 1, 1996, renumbered effective July 1, 2004.]*

**15.29 Procedures Upon The Death Of The Ward Or Conservatee**

A. Required Notice To Court

The guardian or conservator must notify the court, within thirty (30) days and in writing, of the death of the ward or conservatee.

B. Termination Of The Guardianship Or Conservatorship Estate

If the ward dies before reaching majority, or upon the death of the conservatee, the guardian or conservator must petition the Court to terminate the estate; and may, in conjunction with that petition, seek allowance for claims against the estate and for disposition of the estate if the estate is valued at less than \$60,000 and can be disposed of pursuant to Probate Code Sections 13100 through 13111. If the provisions of §§13100 et seq. are utilized, the petition for termination and the final account must include a declaration, pursuant to Probate Code §13101, from each person entitled to distribution of the estate. *[Rule 15.29 adopted as Rule 15.19.I effective July 1, 1996; renumbered effective July 1, 2005.]*

## CHAPTER 16: JUVENILE DEPENDENCY RULES

### 16.01 General Applicability Of The Siskiyou County Local Rules Of Court To Juvenile Dependency Proceedings

Except to the extent that there may be a conflict with this Chapter 16, the Local Rules pertaining to civil, family law, probate and criminal actions are incorporated herein by this reference as though fully set forth at length, and are hereby made applicable to all juvenile dependency proceedings in the Siskiyou County Superior Court. *[Rule 16.01 adopted effective July 1, 1997; amended and renumbered effective July 1, 2002.]*

### 16.02 Calendar Matters

#### A. Dependency Master Calendar

The Court maintains a weekly master calendar for dependency proceedings. However, cases assigned to that calendar may be subject to calendar change.

#### B. Detention Hearings In Dependency Proceedings

In general, detention matters in dependency cases will be set for hearing at 8:15 AM daily, except on the master calendar day when they will be set at 8:30 AM. It is the responsibility of the detaining agency to give notice to the Court's Calendar Coordinator of any detention matter to be heard on the master calendar, by no later than 3:00 PM of the immediately preceding court day.

If a dependency detention matter must be heard at any time other than as set forth in this Rule 16.02.B, the detaining agency must give notice to the Court's Calendar Coordinator by no later than 12:00 PM (noon) on the court day immediately preceding the day of the proposed hearing, so that the Coordinator can reserve a bench officer, a reporter, and security personnel.

It is the responsibility of the detaining agency to give timely notice of the date and time of any detention hearing to the Supervising Clerk of the Civil/Juvenile Division, as well as to all parties and to all counsel who may have been appointed.

#### C. Ex Parte Applications In Dependency Proceedings

Local Rule 3.03 regarding ex parte applications, including the date, time, and manner of notice, applies to proceedings in the Juvenile Court. Unless otherwise directed by the Court's Calendar Coordinator, ex parte proceedings in dependency matters are to be set and noticed for hearing at 8:15 AM or 1:15 PM daily, except on the regularly scheduled master calendar day when ex parte matters will be heard during the master calendar. **No matter may be presented for ex parte consideration by the Court, except on a showing of good cause, without prior notice to, or waiver by, counsel for each party in accordance with these Rules, with the exception of applications by counsel for funding for investigators or expert consultants, or other matters as may be authorized or required by law.** *[Rule 16.02 adopted effective July 1, 1997; amended and renumbered effective July 1, 2008.]*

### **16.03 Attorneys Representing Parties In Dependency Proceedings**

#### **A. Adoption Of Rule**

This Rule 16.03 is adopted to comply with Rule 5.660(a) of the California Rules of Court.

#### **B. Competency Of Counsel; Required Experience And Education; Standards Of Representation; And Caseload Guidelines**

- (1) Competency Of Counsel. Every party in a dependency proceeding who is represented by an attorney is entitled to competent counsel as defined by Rule 5.660(d)(1) of the California Rules of Court.
- (2) Experience And Education Of Counsel. An attorney seeking appointment as counsel for a party or parties in dependency proceedings must meet the experience and education standards set forth by Rule 5.660(d)(3) of the California Rules of Court.
- (3) Standards Of Representation. An attorney representing a party or parties in dependency proceedings, and the agents of that attorney, are expected to meet the standards of representation set forth in Rule 5.660(d)(4) of the California Rules of Court.
- (4) Caseload Guidelines. Pursuant to Rule 5.660(d)(6) of the California Rules of Court, the attorney for a child in a dependency matter must adopt caseload management practices that allow for effective performance of the duties required by CRC Rules 5.660(d)(3) and 5.660(d)(4), referenced above.

#### **C. Appointment Of Counsel For Parents And Guardians**

- (1) Applications. Applications by parents and guardians who seek appointed counsel in dependency proceedings must be presented by oral request in open court, or by oral or written request to the Supervising Clerk of the Civil/Juvenile Division.
- (2) Appointment. Upon application, or on its own after finding good cause, the Court will appoint either the Siskiyou County Public Defender or a private attorney or law firm to represent parents and guardians. When the Public Defender is appointed, the Public Defender will be responsible for assigning a particular attorney to each case.

#### **D. Appointment And Responsibilities Of Counsel For Children**

- (1) Appointment. Pursuant to Rule 5.660(b) of the California Rules of Court, the Court will appoint either the Siskiyou County District Attorney or an individual attorney or firm in private practice to represent children in dependency proceedings. If the District Attorney is appointed, the District Attorney will be responsible for assigning a particular attorney to each case.
- (2) Appointment Not Required. An attorney for a child need not be appointed if the Court finds, in any given case, that the child would not benefit from counsel because the circumstances described in CRC Rule 5.660(b)(1) apply to that child. In such case, the record will reflect the Court's findings.
- (3) Responsibilities Of Counsel For Children. An attorney for a child or children in dependency matters is specially charged with the duties and responsibilities set forth in

Welfare & Institutions Code §317(e) and Rule 5.660(d)(4) of the California Rules of Court.

E. Other Appointment Matters

- (1) Appointment Panel. Attorneys for children and other parties in dependency proceedings will be appointed by the Court from a panel or panels maintained by the Supervising Clerk of the Civil/Juvenile Division; said panel or panels will be comprised of attorneys or law firms that meet the requirements set forth in CRC Rule 5.660(d)(3) and these Local Rules. At least once every three years, any attorney who has been appointed to the panel must submit satisfactory proof to the Court of his/her compliance with the mandatory training education requirements set forth in CRC Rule 5.660(d)(3). The supervising Judge of the Juvenile Court may, from time-to-time and at his/her discretion, require further evidence of the competency of attorneys who seek to be included on the panel or panels from which dependency appointments are made.
- (2) Notification Of Appointment. The Clerk of the Civil/Juvenile Division, by telephone call to an appointed attorney's business office, will notify counsel promptly upon appointment.

F. Special Appearances

Because the qualifications of attorneys who represent parties in juvenile dependency matters are regulated by W&IC §317.6, and CRC Rule 5.660(c), special appearances on behalf of attorneys who have been appointed pursuant to W&IC §317(d) are discouraged, especially in contested matters. Special appearances will be permitted in the following circumstances only: 1) with the Court's permission, upon a showing of good cause; or 2) when the matter is calendared only for setting of a future court date (e.g., for setting a continuance or a contested hearing), in which case counsel making a special appearance must know and be prepared to stipulate to the available dates of appointed counsel.

G. Compensation And Claims

- (1) Compensation. Appointed attorneys or agencies will be reasonably compensated for their services and expenses, according to rates and schedules to be fixed by the Presiding Judge of the Superior Court.
- (2) Claims For Compensation. Claims for compensation by appointed attorneys or agencies must be submitted in writing to the supervising Judge of the Juvenile Court, or to such agency as may be designated by the Court from time-to-time, in the form, and not later than the time, prescribed in Local Rule 13.07. Failure to comply with these requirements may be deemed a waiver of the claim for and right to reimbursement. Properly submitted claims will be reviewed and, when approved, will be forwarded to the County Auditor for payment.

H. Client Complaints

Complaints by or questions from a party in a dependency hearing or the caregiver for a minor party, regarding representation by that party's attorney, will be addressed as follows:

- (1) Initial Referral. Complaints or questions will be referred initially, for informal resolution, to the agency, attorney, or law firm appointed to represent the party.

- (2) Formal Resolution. If the party was not represented by an appointed agency, attorney, or law firm, or if the issue remains unresolved after referral to the appointed agency, attorney or law firm, the party may submit his/her complaint or question, in writing, to the Presiding Judge of the Superior Court. In most cases, the Court will utilize one of the following procedures to resolve the matter:
- (a) Conduct its own review of the complaint or question, and take appropriate action if required; or
  - (b) Appoint a panel of three (3) attorneys, not associated with the particular case, to review and comment on the complaint or question and report its findings and recommendations to the Court. The Court then may accept or reject the recommendations of the review panel, or conduct its own review, thereafter taking whatever appropriate action it determines is necessary.

I. Information Received By The Court Concerning The Child Or The Child's Interests

If the Court receives information from some person other than the attorney for a child, regarding any interest or right of the child, the Court may provide that information to the child's attorney and direct the attorney to investigate the matter further and to report his/her findings to the Court. If the child has no attorney and such information is brought to the Court's attention, the Court may appoint an attorney for the child for the purpose of investigating and reporting on the information. *[Rule 16.03 adopted effective July 1, 1996; amended and renumbered effective July 1, 2008.]*

**16.04 Court-Appointed Special Advocate Program**

A. Designation Of The Local CASA

The organization "CASA of Siskiyou County" is designated as the Court-Appointed Special Advocate ("CASA") program for Siskiyou County. This designation will remain in effect until terminated or modified by the presiding judge of the Superior Court. The designated CASA program must report regularly to the Superior Court with evidence that it is operating under the guidelines established by the National CASA Association and by Rule 5.655 of the California Rules of Court. The designated CASA program's mailing address is P.O. Box 1337, Yreka CA 96097.

B. The Advocate Program

- (1) Request For Appointment. A request for appointment of a child advocate in dependency proceedings may be made orally or by written application in open court, or ex parte by any interested person, or by the Court on its own motion. After approval by the Court, the referral shall be forwarded to the CASA program's office for screening and assignment. When an appropriate advocate has been selected by CASA, CASA must submit its selection to the Court for review and appointment.
- (2) Officer Of The Court. An advocate is an officer of the Court and is bound by these Rules. Each advocate will be sworn in by a Superior Court Judge before beginning his/her duties, and must subscribe to the written oath required by the Court. The duties and responsibilities of a child advocate are set forth in Welfare & Institutions Code §356.5.

- (3) Specific Duties. The Court will, in its initial order of appointment and/or in subsequent orders, specifically delineate the advocate's duties in each case. Such duties may include conducting an independent investigation of the circumstances of the case; interviewing and observing the child as well as other individuals where appropriate; reviewing pertinent records and reports; and recommending visitation rights for the child's grandparents, siblings, and other relatives. The advocate shall report the results of his/her specific duties directly to the Court.
- (4) Required Reporting Of Child Abuse. A CASA advocate is a mandated child abuse reporter with respect to the case to which he/she has been assigned. [CRC Rule 5.655(m)(2).]
- (5) Advocate's Right To Timely Notice. The designated CASA organization shall be given timely notice, by the moving party, of any motion concerning a child for whom a CASA advocate has been appointed.
- (6) Advocate's Right To Appear And Be Represented. An advocate has the right to be present and to be heard at all court proceedings involving the subject child, and to accompany the child into chambers for conferences. The advocate will not be subject to exclusion by virtue of the fact that he/she may be called to testify at some point in the proceedings. An advocate has the right to appear with counsel and to request court-appointed counsel if the need arises.
- (7) Visitation Throughout Dependency And Delinquency. The advocate must visit the child regularly until the child is in a permanent placement. Thereafter, the advocate must monitor the case, as is appropriate, until it is dismissed.

C. Education Advocacy; Release Of Information To Education Advocate

- (1) Appointment. The Court, upon the request of any interested person or upon its own motion, may order the appointment of a specific suitable person from the CASA Program to serve as an education advocate in a designated juvenile dependency case.
- (2) Duties. The appointed Education Advocate shall act as an education consultant to the Court and the Human Services Department in the matter of the designated case.
- (3) Access To Information. The appointed Education Advocate shall have access to all information contained in the Court's file, as well as all information in the possession of the Department of Human Services relating to the subject case.
- (4) Reporting. The Education Advocate shall report to the Court either through the Department or through any CASA who may be appointed as advocate for the subject child.

D. Service Of CASA Reports

The CASA Reports required by Welfare & Institutions Code §102(c)(1) must be served as follows:

- (1) Time And Manner Of Service. Not later than five calendar days prior to any hearing at which a CASA Report will first be considered, copies of that Report must be served on all counsel of record, on the Department of Human Services/Adult and Children's

Services, and on any party to the proceeding not represented by counsel. (**Note:** the Court favors personal service of the Report over service by mail.)

- (2) Alternative Service Of Reports. If a CASA Report cannot be served on an attorney within the time established by Local Rule 16.04.D.1, and if the Clerk of the Civil/Juvenile Court maintains a pickup box for that attorney, then CASA may serve the Report by depositing it in the pickup box maintained by the Clerk for that attorney. Service in this manner will not be deemed complete unless CASA has complied with the requirements of Local Rule 16.04.D.3. This alternative method of service is authorized by the Court in consideration of the non-profit and volunteer status of "Choices for Children".
- (3) Simultaneous Service Of Notice By Mail. Whenever CASA delivers a CASA Report to a party's attorney by use of the attorney's pickup box maintained by the Clerk of the Court, CASA must immediately serve upon that same attorney, by postage-prepaid first-class mail, a document entitled "Notice of Filing CASA Report" which states the caption of the cause and its case number, and further states that the Report has been placed in said pickup box. This Notice will be required only if the Report so delivered is filed with the Court.
- (4) Limitations On The Privilege. The service privilege described by Local Rule 16.04.D.2 extends to service of CASA Reports only.

E. Service Of W&IC Section 388 Petitions

If a CASA advocate files a petition pursuant to Welfare & Institutions Code §388, such petition must be served according to the provisions of Code of Civil Procedure §§1011, 1012, or 1013.

F. Proof Of Service Of CASA Documents

A proof of service indicating the method of service must accompany any document filed by a CASA advocate in Juvenile Court proceedings, including CASA Reports.

G. Calendar Priority For CASA Matters

Because CASA advocates are providing volunteer services for the benefit of the Court as well as for the children for whom they advocate, proceedings at which the CASA advocate appears will be granted priority on the Court's calendar whenever it is feasible to do so. *[Rule 16.04 adopted effective July 1, 1996; amended and renumbered effective July 1, 2008.]*

## **16.05 Dependency Mediation**

A. Designation Of Dependency Mediation Program

This Court has established a mediation program for dependency matters. The dependency mediation program operates under the protocol established by the Siskiyou County Unified Courts Dependency Mediation Guidelines. The mediation program is administered by the Director of Siskiyou County Family Court Services, located at 311 Fourth Street, Yreka, CA 96097.

B. Mediation Services Provided

Services provided by the Court's mediation program include mediation, as well as independent meetings when appropriate.

- (1) Mediator's Review. The Mediator is authorized to review the documents in the Court's file prior to any mediation session. (The Mediator will not draw conclusions of fact during the review process.)
- (2) Pre-Mediation Session. The Mediator may first meet with agency and party representatives, to begin fact-finding and issue development. These representatives might include attorneys for the parents and children; employees of Adult and Children's Services; Court Appointed Special Advocates; and when appropriate, the child welfare representative for a Native American tribe.
- (3) Mediation; And Independent Meetings. The Mediator may conduct mediation sessions with the parents and other interested persons who are involved in the case. When appropriate, the Mediator may meet with individual family members, interested persons, and agency representatives; any such independent meetings will be conducted in a manner that promotes neutrality.
- (4) Mediation Agreement. When appropriate, the terms and conditions of a mediation agreement may be reflected in a memo from the Mediator, or may be reduced to a writing signed by appropriate parties to the agreement and their respective counsel. Only written and fully approved mediated agreements may be presented to the Court for its approval and issuance of orders in compliance with the terms and conditions of the agreement.
- (5) No Agreement. If no agreement is reached in mediation, the Mediator may file a memo with the Court indicating failure of the parties to reach an agreement; the memo will include any additional information that the parties have agreed can be made known to the Court. If no agreement has been reached, the Mediator will not make any recommendations to the Court.

C. Referrals To Mediation

- (1) Referrals In General. Referrals to mediation may take place after the filing of a petition pursuant to Welfare & Institutions Code §301, and/or in any other proceeding pursuant to W&IC §301, and/or in any other dependency matter that might benefit from mediation. Referrals to mediation will be made primarily by the Judge of the Juvenile Court.

Cases will be referred to mediation along the continuum of the dependency court process, and will remain subject to mediation throughout that process. Cases generally will not be referred to mediation prior to the jurisdiction hearing.

The determining factor for referral of a dependency matter to mediation is not the current status of the case, but whether or not the unresolved issues of the case would benefit from mediation.

- (2) Party-Initiated Referrals. Any party to a dependency action may circulate a "Request for Mediation" form to the interested parties, and arrange a mutually agreeable date to mediate any issue in the proceeding. The requesting party must notify the Mediator of the requested date and time.

The party who requests the mediation will be responsible for notifying the participants of the date and time assigned by the Mediator. (The Mediator will not be responsible for providing notice of date and time to any of the anticipated participants.)

If an agreement is reached during a party-initiated mediation process, and the agreement creates a change in the relevant circumstances of the case, then the requesting party may file a W&IC §388 petition for the purpose of reporting the agreement to the Court.

- (3) Additional Participants. Any party who intends to invite additional participants to the mediation (e.g., family members or support persons) must so inform the Mediator no less than twenty-four (24) hours prior to the mediation.

D. Confidentiality

All dependency mediations are strictly confidential. Participants are precluded from making reference, outside of a mediation session, to matters discussed during the course of mediation. All participants in mediation will be required to sign a confidentiality agreement prior to participation.

It is the responsibility of agencies, tribes, and attorneys to advise their representatives, clients, and any other participants in mediation of the confidentiality requirement. [Fam.Code §3177; Ev.Code §§ 1115, 1119.]

E. Special Circumstances

- (1) Children In Mediation. Children may be involved in the mediation process if the parties to the mediation believe that the children and/or the process would benefit from that participation. Final discretion as to the children's participation lies with the Mediator and the attorney for the children. The children may be involved in the process as part of an independent meeting with the mediator and the children's attorney.
- (2) Parents In Custody. Incarcerated parents may attend mediation at the discretion of the Judicial Officer. If the incarcerated parent is not permitted or able to attend the mediation, he/she may contribute his/her comments by submitting an "Issues Form" to the Mediator's office prior to the mediation.
- (3) Parties As Victims Of Abuse. When a party to mediation is an alleged victim of abuse or violence perpetrated by any other participant, the alleged perpetrator may be excluded from the mediation process. Any request for exclusion on the basis of abuse or violence must be made to the Court at the time the matter is referred to mediation, by the alleged victim or that party's attorney.

The Mediator may meet independently with an alleged perpetrator, depending on the individual circumstances of the case.

A victim of abuse or violence is entitled to attend the mediation sessions accompanied by a support person. The support person may provide moral support, but must not interfere with the mediation process. [Rule 16.05 adopted effective July 1, 2000; amended and renumbered effective July 1, 2008.]

**16.06 Reserved**

[Rule 16.06, "Authorization for Use of Psychotropic Drugs", was deleted effective 7-1-02.]

**16.07 Confidentiality**

All persons interested in dependency proceedings are hereby notified of the provisions of Welfare & Institutions Code §827, et seq., and of Rule 5.552 of the California Rules of Court, which restrict access to information relating to dependency proceedings. The Court may, from time to time, enact or issue an order to specify local rules and procedures related to access to, and dissemination of, confidential juvenile information.  
*[Rule 16.07 adopted effective January 1, 2007.]*



## CHAPTER 17: JUVENILE DELINQUENCY RULES

### 17.01 General Applicability Of The Siskiyou County Local Rules Of Court To Juvenile Delinquency Proceedings

Except to the extent that there may be a conflict with this Chapter 17, the Local Rules pertaining to civil, family law, probate and criminal actions are incorporated herein by this reference as though fully set forth at length, and are hereby made applicable to all juvenile delinquency proceedings. *[Rule 17.01 adopted effective July 1, 2002]*

### 17.02 Calendar Matters

#### A. Delinquency Master Calendar

The Court maintains a weekly master calendar for delinquency proceedings; however, cases assigned to that calendar may be subject to calendar changes. Interested persons can confirm the date and time of a calendared delinquency matter by calling the Court's Calendar Coordinator or the Civil/Juvenile Division.

#### B. Detention Hearings in Delinquency Proceedings

In general, detention matters in delinquency cases will be set for hearing at 8:15 AM daily, except on the master calendar day when they will be set at 1:30 P.M.

If a delinquency detention matter must be heard at any time other than as set forth in this Rule 17.02.B, the detaining agency must give notice to the Court's Calendar Coordinator by no later than 3:00 PM on the court day next preceding the day of the proposed hearing, so that the Coordinator can reserve a bench officer, a reporter, and security personnel.

It is the responsibility of the detaining agency to give timely notice of the date and time of the detention hearing to the Supervising Clerk of the Civil/Juvenile Division, as well as to all parties and all counsel who may have been appointed. *[Rule 17.01 adopted effective July 1, 2002, amended and renumbered effective July 1, 2010.]*



# APPENDICES



APPENDIX 1: COURTROOM DECORUM**RULES FOR DECORUM IN THE COURTROOM**

Persons appearing in the courtroom must adhere to the following "Suggestions for Uniformity of Courts and Courtroom Etiquette" approved in 1956 by the Conference of California Judges (now California Judges Association) and modified for use in the Superior Courts comprising the Third Appellate District.

**Section 1. PREAMBLE**

Fully mindful of our responsibility with regard to courtroom etiquette, these rules are intended to foster a calm and dignified atmosphere in our courts. In all courts there is some formality and the need for courtesy on the part of participants and observers. These matters vary greatly, and there should be an effort toward uniformity and a general guide whereby persons attending our courts may know what is correct courtroom behavior. It is recognized that because of great differences in local customs, thought, climatic conditions and courtroom facilities, complete agreement and uniformity of formality and etiquette may not be immediately obtainable; however, a violation of these rules, without reasonable justification will be sanctionable pursuant to Code of Civil Procedure §177.5.

**Section 2. OPENING OF COURT**

(a) Court will be formally opened each day at the commencement of the morning session.

(b) The opening formalities and procedure will be as follows: shortly before the scheduled time, the judge will notify the bailiff and other court officers. This will be the signal to court officers and attorneys to terminate conversations, go to their respective positions, discontinue arranging papers, and in general to be prepared. As the judge enters the courtroom, the bailiff will pause and wait until the judge is standing by the bench and facing the flag, and all persons are standing and quiet, and then will say, in a clear and impressive tone, the following:

"Everyone please stand and come to order. The Superior Court of California for the County of Siskiyou is now in session, Honorable [name], Judge presiding."

The bailiff will pause until the judge is on the bench and ready to be seated, then rap with the gavel and state: "Please be seated." If a jury panel is present to be sworn, the bailiff may say: "Jurors remain standing for the oath; all others be seated."

(c) Following court recesses, upon opening court it will be sufficient for the bailiff simply to say: "Remain seated and come to order. Court is again in session."

**Section 3. CONDUCT OF ATTORNEYS**

(a) Except in condemnation proceedings, the side of the counsel table nearest to the jury box will be occupied by the plaintiff or moving party and the attorney for that party, and the other side by the defendant and the attorney for defendant.

(b) Attorneys must rise and remain standing when addressing the Court or a jury, except in the case of an objection or statement of only a few words.

(c) Attorneys must address the Court from their position behind the counsel table or from a lectern.

(d) Attorneys must examine witnesses from their position behind the counsel table, and may properly, at their option, be seated or standing. Where a lectern is provided, counsel desiring to stand must stand at the lectern. With the Court's permission, it is proper for counsel to approach witnesses who are hard of hearing or when counsel is handling exhibits, or to stand at the blackboard when questioning the witness concerning a map or diagram. This procedure will be observed in all proceedings, including default and probate matters.

(e) Attorneys must not, in addressing the jury, crowd the jury box nor address the jury in a loud voice or in an undignified manner. When a lectern is provided, attorneys must address the jury from the lectern.

(f) Attorneys, during trial, must not exhibit familiarity with witnesses, jurors, or opposing counsel; the use of first names must be avoided. During argument, counsel may not address any juror individually or by name.

(g) Attorneys must be respectful towards the Court and must address the Court in the third person, as "The Court will remember the testimony", not, "You will remember". When the judge is on the bench, he or she may be addressed as "Your Honor", but never as "You" or "Judge". Counsel must "invite", not "direct", the Court's attention. The proper form of an opening statement or argument is "May it please the Court", not, "If the Court please".

(h) Attorneys must refrain from interrupting the Court or opposing counsel until the statement being made is completed, except when absolutely necessary to protect the client's rights on the record, and must respectfully await the completion of the Court's statement or opinion before undertaking to point out objectionable matters. When objection is made to a question asked by an attorney, that attorney must refrain from asking the witness another question until the Court has had opportunity to rule upon the objection.

(i) Objections and arguments must be made to the Court rather than to opposing counsel.

(j) When trial counsel completes examination of a witness, indication shall be made to opposing counsel by stating "You may inquire", instead of, "That is all". (It is found that the latter expression frequently results in departure of the witness from the stand before the examination is concluded.)

(k) During the argument of opposing counsel, other counsel must remain seated at the counsel table and listen respectfully. Counsel must not get up and walk about or make asides to others, so as to divert attention of the Court or jury, or to express feelings.

(l) After a matter has been argued and submitted and the Court has announced its decision, counsel shall gracefully accept the decision and shall not make further comment or argument, unless upon request the Court reopens argument.

(m) In criminal cases, the defendant and attorney for the defendant shall stand before the bench in waiving arraignment or entering plea, and at the time of passing sentence.

#### Section 4. BEHAVIOR IN GENERAL, INCLUDING DRESS

(a) Bailiffs must be in uniform. During trial the bailiff must sit properly at the bailiff's desk and must alertly observe the courtroom, so as to be ready at all times to be of assistance or deal with any situation that may require his or her attention.

(b) Attorneys and other officers must always be attired in proper and dignified manner, and abstain from any apparel or ornament calculated to attract undue attention.

(c) Recognizing that the courts belong to the people, judges cannot impose personal preference as to attire of participants in court proceedings and must be mindful and tolerant of changing fashions and reasonable individual idiosyncrasies. However, no witness, litigant, or juror may enter or remain in the courtroom in a condition so dirty, slovenly, bizarre, revealing, or immodest so as to distract from the orderliness and concentration of the trial.

(d) Judges and attorneys must avoid tardiness in court engagements. However, when unavoidably delayed, they will explain the reason for such delay.

(e) Before entering a courtroom where court is in session, all persons must first remove overcoat, hat, and similar items, rather than do these things after entering the courtroom and thereby causing a diversion.

(f) No person may, in the courtroom when court is in session, smoke, chew gum or tobacco, eat candy or other confections, read newspapers or magazines, knit, attend crying children, converse, or indulge in any other similar conduct which might be offensive or distracting to any other person.

(g) No person in the courtroom may ever, by facial expression of incredulity, shaking of the head, or other conduct, show feeling concerning any testimony that is being given by a witness on the stand or statements made by the judge or counsel.

(h) The judge will at all times endeavor to put witnesses, young attorneys, jurors and others appearing in the court at ease by kindly and friendly demeanor.

(i) The swearing-in of witnesses is not to be conducted as a mere formality, but must be done in a manner that will impress upon the witness the importance of his or her testimony. Witnesses must be sworn individually, except in default cases.

(j) The space behind the bar is normally reserved for court employees and attorneys. Clients and witnesses must not venture beyond the bar except when necessary to confer with counsel. No one may walk between the bench and counsel table, unless the construction of the courtroom makes such path necessary.

## Section 5. JURORS

(a) It must be remembered that jurors are making a great personal sacrifice to give their time to assist the Court and the community; hence they are entitled to every consideration and courtesy.

(b) The judge shall be careful in reading instructions, to read slowly and with proper emphasis, so as to make them as clear as possible.

(c) The judge shall, and attorneys and court employees must, make every effort to avoid inconveniencing a jury panel by having them called in, or not called off, in the event a scheduled matter will not be tried.

(d) At each recess, the jurors will be allowed to leave the courtroom before the spectators.

(e) When a case is taken from the jury in the event of a non-suit or a settlement, the judge, in dismissing the jury, shall briefly explain the procedure and the reason why a verdict was unnecessary.

Section 6. COURT REPORTERS

For the proper preservation of the record of proceedings in the court, the following procedures must be adhered to:

- (a) Witnesses and counsel must face the direction of the court reporter, if one is present, when testifying or addressing the Court.
- (b) Counsel must seek permission of the Court for all requests for read back of testimony or other material from the court reporter.
- (c) Counsel must not instruct the court reporter that statements are off the record. Counsel desiring to have the proceedings deemed off the record must seek permission of the Court. Unless directed by the Court, all proceedings while the Court is in session are part of the Court's official record and will be reported by the court reporter.

Section 7. IMPLEMENTATION

- (a) Attorneys must advise their clients and witnesses concerning court formalities and etiquette, and explain to them that the reasons for such proper behavior are to avoid offense to others and, by their conduct, to show respect for the Constitution and laws of the state and of the Court as an institution.
- (b) Judges, upon impaneling and qualifying new juries, shall mention and explain these rules, insofar as they apply to jurors.
- (c) Any infraction of these rules, if deemed worthy of notice or admonition, must be dealt with in a kindly and diplomatic manner. If it is a matter for the bailiff, the bailiff must communicate with the person involved as privately as possible. If it is a matter involving counsel, the Court generally shall speak to counsel in chambers rather than causing embarrassment in open court.

NOTE: The foregoing suggestions were presented by the Committee on Courtroom Etiquette and Formalities to the 1956 Conference of California Judges at its annual meeting, and on motion duly made and seconded, the suggestions were approved. These suggestions were subsequently adopted by the Third District Court of Appeal and by the Siskiyou County Superior Court, and most recently amended effective January 1, 2002.

APPENDIX 2: CODE OF ETHICS

**CODE OF ETHICS  
FOR THE COURT EMPLOYEES OF CALIFORNIA**

A fair and independent court system is essential to the administration of justice in a democratic society. Exemplary conduct by court employees inspires public confidence and trust in the courts, and conveys the values of impartiality, equity, and fairness that bring integrity to the court's work. Further, court employees are expected to adhere to a high standard of ethical behavior. To advance these values and to achieve justice we believe certain ethical principles should govern all that we do. We therefore commit ourselves to:

**Tenet One**            Provide impartial and evenhanded treatment of all persons;

- Tenet Two** Demonstrate the highest standards of personal integrity and honesty in all our professional and personal dealings, avoiding the misuse of court time, equipment, supplies, or facilities for personal business;
- Tenet Three** Behave toward all persons with respect, courtesy, patience, and responsiveness, acting always to promote public esteem in the court system;
- Tenet Four** Safeguard confidential information, both written and oral, unless disclosure is authorized by the court, refusing ever to use such information for personal advantage, and abstain at all times from public comment about pending court proceedings, except for strictly procedural matters;
- Tenet Five** Refrain from any actual impropriety, such as:
- violating the law,
  - soliciting funds on the job,
  - receiving gifts or favors related to court employment,
  - accepting outside employment that conflicts with the employee’s duties,
  - recommending private legal service providers to the public on the job, or
  - using position at court to benefit self, friends, or relatives;
- Tenet Six** Avoid any appearance of impropriety that might diminish the integrity and dignity of the court;
- Tenet Seven** Serve the public by providing accurate information about court processes that is as helpful as possible without taking one side over the other, or appearing to favor one side of a case;
- Tenet Eight** Provide responsible and accountable stewardship of public resources;
- Tenet Nine** Provide accurate information as requested in a competent, courteous, and timely manner. Improve personal work skills and performance through continuing professional education and development;
- Tenet Ten** Guard against and, when necessary, repudiate any act of discrimination or bias based on race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, or sexual orientation;
- Tenet Eleven** Renounce any use of positional or personal power to harass another person sexually or in any other way based on that person’s race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, sexual orientation, or other personal choices and characteristics; and
- Tenet Twelve** Protect the technological property of the court by preserving the integrity of electronically stored information.

## GUIDELINES

The following guidelines are intended to clarify and provide direction for the application of the tenets to which we subscribe:

Guideline for Tenet One  
**IMPARTIALITY**

All persons coming to the court for assistance are entitled to fair and equitable treatment, regardless of their personal behavior or legal situation. Court employees must remember that they are often dealing with people who may be having one of the worst experiences of their lives. They must offer to angry, confused, and sometimes deceitful court users the same level of competent and impartial help that they provide to those who are pleasant and appreciative. While every court employee has the right to freedom of association and political expression, he or she does not have the right to take sides in a legal dispute, interject himself or herself into the legal decision-making process, second-guess a judge's ruling, or give the appearance of partiality on any issue that is likely to come before the court. The procedural integrity of the court must be protected at all times.

Guideline for Tenet Two  
**PERSONAL  
INTEGRITY**

The fundamental attitudes and work habits of individual court employees are of vital importance. Honesty is paramount. Employees should set an example for others and must not misuse the court's resources, including, but not limited to, the telephone, facsimile machine, copying machine, e-mail, or internet access. Employees must not abuse their privileges, and must contribute to the integrity of the entire court staff by striving to avoid factionalism and inspire mutual support and trust.

Guideline for Tenet Three  
**PROFESSIONALISM**

Employment in the court system is a public trust engendered by the citizens' confidence in the professional knowledge and competency and personal integrity of the officers and employees of the judicial branch. A professional knows every aspect of his or her job and can provide complete, understandable answers to the public's questions. A professional presents a businesslike image of methodical and systematic efficiency and does not abuse the position of power that special knowledge affords. A professional never criticizes a co-worker in public nor denigrates a court user at any time. A professional raises conflict resolution to an art form, always seeking to preserve the dignity of the individuals involved in a dispute, thereby preserving the dignity of the court. The word "respect" is never far from the professional's mind.

Guideline for Tenet Four  
**CONFIDENTIALITY**

Sensitive information acquired by court employees in the course of discharging their official duties must never be revealed until it is made a matter of public record. Sometimes breaches of confidentiality do not involve intentional disclosure of official court records but are the result of innocent and casual remarks about pending or closed cases, about participants in litigation, or about juries, any of which could give attorneys, litigants, and reporters confidential information. Such remarks can seriously compromise a case or a person's standing in the community. Court staff should discuss cases only for legitimate court reasons and must handle sensational or sensitive cases with great care.

Guideline for Tenet Five  
**IMPROPRIETY**

Improprieties can take many forms. A court employee who uses his or her title, badge, court affiliation, or other special access to the judicial system for personal gain or to avoid personal legal consequences is engaged in improper conduct. Examples of improper behaviors include seeking any favor, soliciting any gift, or actually receiving, directly or indirectly, any gift or the promise of one, whether it be money, services, travel, food, entertainment, or hospitality that could be construed as intending to influence the employee in performing his or her duties or as a reward for past or future services; or accepting outside employment that interferes with the employee's effectiveness or conflicts with the proper discharge of official court duties. A court employee must not, for example, seek special consideration for his or her traffic citations, jury duty, or parking violations. In addition, any conduct that casts doubt upon the integrity and impartiality of the legal system is forbidden. For example, a court employee must not improperly intervene in expediting administrative processes, facilitate a favorable disposition to a case, or provide access to confidential case information to benefit self, friends, or family members. Moreover, while on the job an employee must not recommend private legal counsel to a member of the public. While court employees cannot regulate the conduct of others, they can conduct themselves in a manner that inspires public confidence in the role they play in the pursuit of justice. Proper conduct involves daily and scrupulous affirmation of moral principles and observance of all laws, rules, policies, and procedures.

Guideline for Tenet Six  
**APPEARANCE OF IMPROPRIETY**

Court employees are expected to refrain from engaging not only in improper behavior but also in behavior that others might perceive to be improper. Any activity that gives the impression that court employees can be improperly influenced in the performance of their official duties is prohibited. A court employee must not, for example, openly discuss the merits of cases pending before the court or be overly solicitous to litigants or counsel, which could give the appearance of preferential treatment. Moreover, a court employee must not be involved in the hiring decision of a relative or close friend, as such involvement may give the appearance of an unfair advantage in the hiring process. To gauge the propriety of an action, consider how it would be viewed by the community if the action were made public.

Guideline for Tenet Seven  
**PROHIBITION AGAINST GIVING LEGAL ADVICE**

Given the experience and visibility of court employees, it is natural for those who deal with the court, including attorneys and litigants as well as the general public, to ask questions such as: "Should I fight this?" "How do I fight this?" "To whom should I go for legal assistance?" "What does the law say?" Court employees can and should provide information that is within their own level of professional training and experience, so long as the information does not compromise the neutrality of the court or the court's appearance of neutrality. For example, court employees can and should patiently explain how to file forms and pay fines, and should clarify legal language and the court's policies attendant to procedural due process and assist self-represented litigants in court self-help centers. They should provide litigants with information about non-profit legal services agencies, certified lawyer referral service programs and court-based self-help assistance. They must not, however, cross the line separating court employees, whether licensed attorneys or not, from attorneys practicing

law in the community. Court employees must not give any legal or procedural information that tends to favor one side of a case. Court employees should cite this tenet when pressed by those seeking legal advice.

**Guideline for Tenet Eight  
PUBLIC RESOURCES**

Court resources must be used for the benefit of the citizens of our state. These resources include staff time, equipment, facilities, information systems, and the money allocated to the court. Court employees must ensure proper accountability of the court's resources. Use of these resources must be transparent to the public and beyond reproach. Resources must not be expended simply for the direct benefit of individual employees or judicial officers. Physical resources must be safeguarded to avoid unnecessary damage or wear. Equipment must be properly maintained and replaced when appropriate. All court employees should constantly look for improved efficiency in job processes. Deficiencies and safety hazards must be reported and addressed in a timely manner. Sound business practices must be employed in managing contracts to avoid waste of court resources.

**Guideline for Tenet Nine  
SERVICE AND  
COMPETENCY**

A major responsibility of all court employees is to provide accurate and timely information. When providing information, whether orally or in writing, present it in as easily understandable a format as the inquiry allows, and avoid legal jargon whenever possible. The laws and rules under which the courts operate are continually changing as a result of legislative actions, higher court decisions, and evolving values and technologies. Court employees are encouraged to participate in professional activities and associations. Court employees must participate in educational programs to stay abreast of changes and to improve their personal and professional skills. Court managers at all levels of the California court system should initiate and oversee ongoing professional growth programs for all court employees, including study of ethics-related issues.

**Guideline for Tenet Ten  
DISCRIMINATION**

Each day court employees assist users of court services of many races, religions, national origins, languages, sexual orientations, and varieties of personal abilities and appearance. They may deal with accused felons, child abusers, participants in painful dissolutions, those grieving from an injury or loss of a loved one, or people experiencing any one of numerous kinds of human pain or dysfunction. Court employees are expected to treat each other and each user of court services equally and with compassion. Equal access to the court system and equal treatment for all are the cornerstones of the administration of justice. Court employees must expose and discourage discrimination wherever it exists.

**Guideline for Tenet Eleven  
HARASSMENT**

All court employees must conduct themselves in a professional manner at all times. Court employees must not engage in inappropriate, offensive, or unwelcome conduct of a sexual nature, or inappropriate or offensive conduct based upon a person's race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, sexual orientation, or other personal characteristic, regardless whether it rises to the level of harassment. Court employees are expected

to treat all persons with dignity and respect and, by doing so, will foster a work environment that is free from harassment. Court employees should follow their appropriate local reporting procedures in reporting their concerns about inappropriate behavior so that their issues can be addressed.

Guideline for Tenet Twelve  
**TECHNOLOGY**

Information retained in electronic files must be safeguarded like any other official court document. Its confidentiality should be assumed unless otherwise specified. To preserve the integrity of electronic systems, court employees must monitor court electronic information and take appropriate steps to ensure that the information is accurate. Great care should be taken in the transmission of electronic data and communications so as not to embarrass the court or the sender if read by an unintended recipient. Court employees may not install personal software or equipment without prior approval, nor may they take copyrighted software outside the court for personal use.



APPENDIX 3: DECLARATION RE EX PARTE NOTICE (SC-CV-1)

NAME OF APPLICANT OR ATTORNEY FOR APPLICANT:  ADDRESS:  TELEPHONE:  <b>SISKIYOU COUNTY SUPERIOR COURT</b> 311 FOURTH STREET YREKA, CALIFORNIA 96097	(FOR COURT USE ONLY)
IN THE MATTER OF:  PETITIONER / PLAINTIFF:  RESPONDENT / DEFENDANT:  <b>DECLARATION RE EX PARTE NOTICE</b>	CASE NUMBER

**I, the undersigned, declare under penalty of perjury that**

1. I am: (1)  unrepresented Petitioner/Plaintiff  unrepresented Respondent/Defendant  
 (2)  the attorney for:  Petitioner/Plaintiff  Respondent/Defendant  
 (3)  other (explain): \_\_\_\_\_
  
2. The opposing party is represented by counsel:  Yes  No If you checked "yes", fill in attorney's name, address and telephone number:  
 \_\_\_\_\_
  
3. The parties to this action have been involved in **another** Family Law, Domestic Violence, Family Support Div., Paternity, Criminal, Guardianship, or Juvenile Court case.  YES  NO.  
 If there has been another case, state the County in which it is pending \_\_\_\_\_, **and** the case number \_\_\_\_\_
  
4. I have given notice of this ex parte application  YES  NO **(If you answered "No", skip #5 - #9 and complete the rest of the form.)**
  
5. I gave notice to \_\_\_\_\_, on \_\_\_\_\_ at \_\_\_\_\_  
 (Name) (Date) (Time)
  
6.  The notice included the information contained in Attachment 1 of this declaration.
  
7.  I gave notice to \_\_\_\_\_ that I would present an application for these orders at \_\_\_\_\_ (AM) (PM)  
 on \_\_\_\_\_ at the SUPERIOR COURT CHAMBERS, DEPT. 1. **[Unrepresented parties must deliver their applications to the clerk of the Court.]**
  
8.  A copy of these pleadings was given to: \_\_\_\_\_ **by the following method:**  
 personal delivery  overnight letter or other overnight carrier  fax transmission  other (explain): \_\_\_\_\_  
 \_\_\_\_\_
  
9. I have received the following response: \_\_\_\_\_  
 \_\_\_\_\_
  
10.  I anticipate that the other party WILL oppose this application.  I anticipate that the other party WILL NOT oppose this application.

LOCAL RULES OF THE SISKIYOU COUNTY SUPERIOR COURT

11. I have **NOT** given notice of the present application for ex parte orders because:

- Notice would frustrate the purpose of the orders sought.
- Applicant would suffer immediate and irreparable harm before the orders could issue.
- No significant burden or inconvenience to the responding party will result.
- The orders requested are those permitted without notice by local rule.
- I made reasonable, good faith efforts to give notice, described as follows: \_\_\_\_\_
- \_\_\_\_\_
- Other: \_\_\_\_\_
- \_\_\_\_\_

**EXPLAIN WHY YOU CHECKED ANY BOX IN ITEM 11:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. I believe that the other party's abuse of  alcohol  drugs is a major factor in his/her offensive behavior.

13. **If you are asking that anyone else be protected, then his or her name, age, relationship to you, and need for protection must be stated.**

NAME & AGE	RELATIONSHIP	WHY PROTECTION NEEDED	LIVES IN MY RESIDENCE (CIRCLE YES OR NO)
a. _____	_____	_____	YES NO
b. _____	_____	_____	YES NO
c. _____	_____	_____	YES NO
d. _____	_____	_____	YES NO
e. _____	_____	_____	YES NO

14. Are you in mediation?  YES  NO If so, have you notified the Court Mediator of this application?  YES  NO.

**I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was signed at \_\_\_\_\_, California, on \_\_\_\_\_, 200\_\_\_\_,**

**Signature of Declarant** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

This form may be used to satisfy the requirements of ex parte notice pursuant to Rule 3.03.B of the Local Rules of the Siskiyou County Superior Court, if you provide an attachment which includes a statement of the notice you gave and of the exact temporary orders you are requesting from the Court.

APPENDIX 4: RESERVED

**APPENDIX 4 IS RESERVED**



APPENDIX 5: RESERVED

**APPENDIX 5 IS RESERVED**



APPENDIX 6: RESERVED

**APPENDIX 6 IS RESERVED**



APPENDIX 7.A: PETITION AND ORDER RE ADOPTION RECORDS (SC-AD-1)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**SUPERIOR COURT OF CALIFORNIA  
FOR THE COUNTY OF SISKIYOU**

In the Matter of the )  
Adoption of )  
\_\_\_\_\_, )  
(Name) )  
\_\_\_\_\_ )

**CASE NO.** \_\_\_\_\_  
**PETITION TO INSPECT  
ADOPTION RECORDS; AND  
ORDER THEREON**

Petitioner respectfully represents:

1. I, \_\_\_\_\_, am the  
(Print Name of Petitioner) (Relationship to Parties in This Matter, if Any)
2. On \_\_\_\_\_, a decree of adoption was entered in this matter,  
(Date)  
decreeing \_\_\_\_\_  
(Name of Adoptee)  
to be the adopted child of \_\_\_\_\_.  
(Name/s of Adoptive Parent/s)
3. Other name/s by which the adoptee is or has been known \_\_\_\_\_.
4. For reasons set forth below, permission is hereby sought:
  - to determine whether an action has been filed for the adoption of the party named above.
  - to obtain a certified copy of the adoption decree.
  - to obtain an undeleted copy of the adoption file.
5. Reason for request:
  - Medical necessity (declaration attached).
  - Other extraordinary circumstances, and for good cause approaching the necessitous (declaration attached).
  - Other: \_\_\_\_\_ (declaration attached).

**WHEREFORE,** petitioner prays for an order directing the clerk of the Court to allow inspection and copying by petitioner of the confidential court records in this matter, including the names of the birth parents.

Date: \_\_\_\_\_

\_\_\_\_\_  
PETITIONER

In Re the Adoption of: \_\_\_\_\_ Case  
No. \_\_\_\_\_

**VERIFICATION**

I, \_\_\_\_\_, am the petitioner in this proceeding. I have read the foregoing petition and know the contents thereof. The same is true of my own knowledge, except as to matters therein alleged on information and belief, and as to those matters, I believe them to be true.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_  
\_\_\_\_\_ PETITIONER

**ORDER**

Upon consideration of the Application above, and with good cause appearing, permission is hereby granted to the above-named applicant to obtain the information and the services hereinabove set forth. The Court finds that the requirements of Family Code §9200 et.seq. have been met. The clerk of the Court is ordered to permit the inspection and copying of the file as prayed, upon payment by petitioner of the appropriate fees and costs.

Date: \_\_\_\_\_  
\_\_\_\_\_ JUDGE OF THE SUPERIOR COURT

**CLERK'S CERTIFICATION**

The undersigned declares:

A search of the indices for adoption from \_\_\_\_\_ to \_\_\_\_\_ has been made by the clerk, who finds no records in this office pertaining to the adoption of \_\_\_\_\_.

CLERK OF THE SUPERIOR COURT  
Siskiyou County, California

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Deputy

APPENDIX 7.B: SUPPORTING DECLARATION RE ADOPTION RECORDS (SC-AD-2)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**SUPERIOR COURT OF CALIFORNIA  
FOR THE COUNTY OF SISKIYOU**

In the Matter of the \_\_\_\_\_ )  
Adoption of \_\_\_\_\_ )  
\_\_\_\_\_, )  
(Name) )  
\_\_\_\_\_ )

**CASE NO.** \_\_\_\_\_  
**SUPPORTING DECLARATION  
RE ADOPTION RECORDS**

I, the undersigned \_\_\_\_\_, declare as follows:  
(Print Name)

1. I am the \_\_\_\_\_  
(Relationship to Parties to Adoption, If Any, e.g., Adoptee)  
in this matter.

2. On \_\_\_\_\_, a decree of adoption was entered in this  
(Date)  
matter, decreeing \_\_\_\_\_ to be the adopted  
(Name)  
child of \_\_\_\_\_.  
(Name/s of Adoptive Parent/s)

3. Medical necessity or other extraordinary circumstances, explained below,  
justify the disclosure of records relating to the aforesaid adoption [IF MORE  
SPACE IS REQUIRED, PLEASE ATTACH ADDITIONAL PAGES.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California  
that the foregoing is true and correct, and that this declaration was executed on

\_\_\_\_\_ at \_\_\_\_\_.  
(Date) (Place)

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



APPENDIX 8: FORM OF ACCOUNTS

**FORM OF ACCOUNTS**

The following information must be included in every financial report that is required pursuant to the Probate Code, and it must appear in substantially the format shown.

The petitioner is chargeable with, and is entitled to credits for, certain items as set forth in this Summary of Account. The referenced supporting schedules are attached hereto, and are incorporated herein by this reference:

**SUMMARY OF ACCOUNT**

**CHARGES**

Amount of Inventory and Appraisement  
 (or, if subsequent account, amount  
 chargeable from prior account).....\$ \_\_\_\_\_

Receipts During Account Period  
 (Schedule "A") .....\$ \_\_\_\_\_

Gain on Sales  
 (Schedule "B") .....\$ \_\_\_\_\_

**TOTAL CHARGES** .....\$ \_\_\_\_\_

**CREDITS**

Disbursements During Account Period  
 (Schedule "C") .....\$ \_\_\_\_\_

Loss on Sales  
 (Schedule "D") .....\$ \_\_\_\_\_

Other Credits (property distributed, homestead,  
 or other property set apart)  
 (Schedule "E") .....\$ \_\_\_\_\_

Property on Hand  
 (Schedule "F") .....\$ \_\_\_\_\_

**TOTAL CREDITS** .....\$ \_\_\_\_\_

The summary must be supported by detailed schedules. The schedules of receipts and disbursements, unless properly waived, must show the nature or purpose of each item, and the date thereof. The schedule of property currently on hand must describe each item, and must indicate its appraised value.



APPENDIX 9: DECLARATION RE EX PARTE NOTICE (SC-FL-2)

ATTORNEY OR SELF-REPRESENTED PARTY (Name, State Bar No., and Address)  Telephone No.: _____ FAX No.: _____ E-Mail Address: _____  ATTORNEY FOR (Name): _____	
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SISKIYOU</b> 311 Fourth Street, Yreka, CA 96097 BRANCH: FAMILY LAW DEPARTMENT 9	
PETITIONER/PLAINTIFF: _____  RESPONDENT/DEFENDANT: _____  INTERVENOR/OTHER PARENT: _____	
<b>DECLARATION RE EX PARTE NOTICE (EMERGENCY APPLICATION FOR ORDERS)</b>	CASE NO: _____ DEPT: _____

1. I, \_\_\_\_\_, am the  
 Attorney for  Petitioner/Plaintiff  Respondent/Defendant  Intervener/Other Parent  
 Local Child Support Agency  Other (*specify*): \_\_\_\_\_ in this case.
2. a.  I told the opposing party the date, time, and place of this emergency hearing and what I would be asking the Court to order. I told the opposing party that I would be appearing on (date) \_\_\_\_\_ at 1:15 p.m. in Department 9 of the above-entitled Court, located at 510 N. Main Street, Yreka, CA 96097.
- b.  This notice was given by:
 

(1) <input type="checkbox"/> telephone on ( <i>date</i> ): _____	telephone no.:	_____	at	_____	a.m/p.m.
(2) <input type="checkbox"/> personal service on ( <i>date</i> ): _____	at ( <i>location</i> ):	_____	, Calif., at	_____	a.m/p.m.
(3) <input type="checkbox"/> fax on ( <i>date</i> ): _____	fax no.:	_____	at	_____	a.m/p.m.
(4) <input type="checkbox"/> e-mail on ( <i>date</i> ): _____	to e-mail address:	_____	at	_____	a.m/p.m.
- c. (1)  I gave this notice by 10:00 a.m. of the court day before this emergency hearing.  
 (2)  I gave this notice after 10:00 a.m. of the court day before this emergency hearing because of the following exceptional circumstances (*specify*): \_\_\_\_\_
- d. The opposing party responded to my notice in the following manner (*specify*): \_\_\_\_\_
- e.  I believe the opposing party will come to court to oppose this request.
3.  I used my best efforts to tell the opposing party when and where this hearing would take place but was unable to do so. The efforts I made to inform the other person were (*specify*): \_\_\_\_\_
4.  I did not try to tell the opposing party about this emergency request for orders because (*check all that apply*):
  - a.  This is an application for Domestic Violence Prevention Act (DVPA) restraining orders.
  - b.  I, or my client, would suffer great or irreparable injury before the other party could be heard in opposition.
  - c.  Other (*specify*): \_\_\_\_\_

**Please explain your answer(s) to a-c:**
5.  The parties to this case are involved in another family, probate, juvenile or criminal court case. That case number is: \_\_\_\_\_
6.  I have asked for these orders before.

**I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

**Date:**

\_\_\_\_\_ \_\_\_\_\_  
 [TYPE OR PRINT NAME] [SIGNATURE]



**CONFIDENTIAL**

**CASE PARTY INFORMATION**

*The Following Information Is Required By Siskiyou County Superior Court For Effective Case Management*

**PLAINTIFF / PETITIONER / VICTIM:**

Legal Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

AKA: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Mailing Address: \_\_\_\_\_  
Residence Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

List any other Siskiyou County Superior Court cases that exist for you or the other party, by case name **and** case number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

*The Following Information Is Required By Siskiyou County Superior Court For Effective Case Management*

**DEFENDANT / RESPONDENT:**

Legal Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

AKA: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Mailing Address: \_\_\_\_\_  
Residence Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

List any other Siskiyou County Superior Court cases that exist for you or the other party, by case name **and** case number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CASE PARTY INFORMATION**



APPENDIX 11: CITATION TO PARENT (SC-AD-3)

<b>SISKIYOU COUNTY SUPERIOR COURT</b> 311 Fourth St., Yreka, California 96097	(FOR COURT USE ONLY)
<b>IN THE MATTER OF THE PETITION OF</b>  _____ <i>(name of adopting parent)</i> <b>To Declare Minor</b> _____ <i>(name of minor)</i> <b>Free From the Custody and Control of</b> _____ <i>(name of parent)</i>	
<b>CITATION TO PARENT</b>	<b>CASE NO.</b>
	<b>Date of Hearing:</b>  <b>Time of Hearing:</b>  <b>Courtroom:</b>

**FROM: THE PEOPLE OF THE STATE OF CALIFORNIA**

**TO:** \_\_\_\_\_

By order of this Court you are hereby advised that you may appear before the judge presiding in Courtroom \_\_\_\_\_ of the Court, located at \_\_\_\_\_, Yreka, California, on \_\_\_\_\_ at \_\_\_\_\_ (PM)(AM), then and there to show cause, if any you have, why \_\_\_\_\_ (name of minor) should not be declared free from your custody and control for the purpose of placing said child for adoption.

The following information concerns rights and procedures that relate to this proceeding for the termination of custody and control of \_\_\_\_\_, as set forth in Family Code Section 7800, et seq.

1. At the beginning of the proceeding, the Court will consider whether or not the interests of the minor require the appointment of counsel. If the Court finds that the interests of the minor do require such protection, the Court will appoint counsel to represent him/her, whether or not the minor is able to afford counsel. The minor will not be present in court unless he/she so requests or the Court so orders.

2. If the cited parent of the minor appears without counsel and is unable to afford counsel, the Court must appoint counsel for the parent, unless the parent knowingly and intelligently waives the right to be represented by counsel. The Court will not appoint the same attorney to represent both the minor and his/her parent.

3. The Court may appoint either the public defender or private counsel. If private counsel is appointed, he/she will receive a reasonable sum for compensation and expenses, the amount of which will be determined by the Court. That amount must be paid by the real parties in interest (but not by the minor) in such proportion as the Court believes to be just. If, however, the Court finds that any of the real parties in interest cannot afford counsel, the attorney fees will be paid by the Court, wholly or in part.

4. The Court may continue the proceeding for not more than 30 days, as necessary, to appoint counsel and to enable counsel to become acquainted with the case.

Date: \_\_\_\_\_

CLERK OF THE SUPERIOR COURT

By: \_\_\_\_\_  
Deputy Clerk

APPENDIX 12: RESERVED

**APPENDIX 12 IS RESERVED**



**APPENDIX 13 IS RESERVED**



APPENDIX 14: AT ISSUE MEMORANDUM (SC-FL-3)

ATTORNEY OR SELF-REPRESENTED PARTY (Name, State Bar No., and Address)  TELEPHONE NO.: _____ FAX NO.: _____ E-MAIL ADDRESS: _____  ATTORNEY FOR (Name): _____	
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SISKIYOU</b> 311 FOURTH STREET, YREKA, CA 96097 BRANCH: FAMILY LAW (DEPARTMENT 9)	
PETITIONER / PLAINTIFF: _____  RESPONDENT / DEFENDANT: _____	
INTERVENOR / OTHER PARENT: _____	
<input type="checkbox"/> AT ISSUE MEMORANDUM <input type="checkbox"/> COUNTER AT ISSUE MEMORANDUM	CASE NO: _____

1. Settlement Conference Requested:  Yes  No      2. Time Estimate for Trial: \_\_\_\_\_ Hours \_\_\_\_\_ Days
3. Indicate parties:
- a. Petitioner: \_\_\_\_\_      b. Respondent: \_\_\_\_\_
- Attorney: \_\_\_\_\_      Attorney: \_\_\_\_\_
- Address & Tel. No.: \_\_\_\_\_      Address & Tel. No.: \_\_\_\_\_

**I hereby represent to the Court** that all essential parties have been served with process or have appeared in this case and that this case is at issue as to all parties; and that no amended or supplemental pleading remains unanswered.

- There are no children who may be subject to the Court's jurisdiction in this case.
- There are no unresolved custody/visitation issues in this case.
- The Court has excused compliance with Local Rule 14.06.E(4).
- I will not be available for trial or settlement conference on the following dates (over the next 4 months): \_\_\_\_\_

**I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

Date: \_\_\_\_\_      Signature of:  Petitioner    Respondent    Counsel

*Any party not in agreement with the information or estimates given in an at-issue memorandum must, within ten days after service of the at-issue, serve and file a counter-at-issue memorandum. **BE ADVISED** that strict compliance with Local Rule 14.06.E is required.*

\*\*\*\*\*

**PROOF OF SERVICE BY MAIL (CODE OF CIVIL PROCEDURE §§1013a, 2015.5)**

I am a citizen of the United States and a resident of the County of \_\_\_\_\_. I am over the age of eighteen years and not a party to the above-entitled action; My residence/business address is: \_\_\_\_\_  
 \_\_\_\_\_ On (date) \_\_\_\_\_

I served a copy of this document and \_\_\_\_\_  
 on the  Respondent  Petitioner  Other: (name) \_\_\_\_\_  
 by placing a true copy thereof enclosed in a sealed envelope with postage prepaid, in the United States Post Office mail box at (place) \_\_\_\_\_  
 \_\_\_\_\_, directed to the address indicated in (check one)  3a  3b above.

**I declare under penalty of perjury under the laws of the State of California that the foregoing, including any attachment, is true and correct, and that this declaration is executed on (date): \_\_\_\_\_ at (place): \_\_\_\_\_.**

\_\_\_\_\_  
 (Type Or Print Name)      (Signature)



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**CRC RULE 10.613(f)(3) LIST OF CURRENTLY EFFECTIVE  
LOCAL RULES, WITH DATES OF ADOPTION AND LATEST AMENDMENTS**

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