

**RULES OF THE  
SUPERIOR COURT  
OF CALIFORNIA  
COUNTY OF  
SAN LUIS OBISPO**

Effective January 1, 2018

San Luis Obispo Superior Court

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TABLE OF CONTENTS

CHAPTER 1  
COURT RULES ADMINISTRATION

<b>Rule</b>	
<b>1.00</b>	<b>Adoption and Amendment of Rules..... 1</b>
<b>1.01</b>	<b>Establishment of Court Policies &amp; Procedures..... 1</b>
<b>1.02</b>	<b>Publication and Printing Rules..... 1</b>
<b>1.03</b>	<b>Name of Court (Amended 7/1/02)..... 1</b>
<b>1.04</b>	<b>Construction and Application of Rules (Amended 7/1/02) ..... 1</b>
<b>1.05</b>	<b>Amendment and Repeal of Rules ..... 2</b>
<b>1.06</b>	<b>Compliance, Sanctions (Amended 7/1/02) ..... 2</b>

CHAPTER 2  
COURT ORGANIZATION AND PERSONNEL

<b>Rule</b>	
<b>2.00</b>	<b>Meetings of Judges (Amended 7/1/02)..... 2</b>
<b>2.01</b>	<b>Presiding Judge and Assistant Presiding Judge (Amended 1/1/12) ..... 3</b>
<b>2.02</b>	<b>Court Commissioner (Amended 1/1/08) ..... 4</b>
<b>2.03</b>	<b>Court Locations (Amended 1/1/12) ..... 4</b>
<b>2.04</b>	<b>Court Administration (Amended 1/1/06)..... 4</b>
<b>2.05</b>	<b>Court Personnel (Amended 7/1/02) ..... 5</b>
<b>2.06</b>	<b>Court Employment Conflict of Interest Code (Amended 1/1/11)..... 5</b>
<b>2.07</b>	<b>Gifts (Amended 7/1/11)..... 5</b>
<b>2.08</b>	<b>Court Security and Conduct (Amended 1/1/04)..... 8</b>

CHAPTER 3  
COURT CALENDARS AND DISTRIBUTION OF COURT BUSINESS

<b>Rule</b>	
<b>3.00</b>	<b>Distribution of Business by Presiding Judge (Amended 7/1/02)..... 8</b>
<b>3.01</b>	<b>Assignment of Cases (Repealed 7/1/02)..... 8</b>
<b>3.02</b>	<b>Judges' Submission List (Amended 1/1/09)..... 8</b>
<b>3.03</b>	<b>Court Calendars (Amended 7/1/03) ..... 9</b>

CHAPTER 4  
COURT PLEADINGS, FORMS AND DOCUMENTS FORMAT

<b>Rule</b>	
<b>4.00</b>	<b>Organization (Amended 7/1/02) ..... 9</b>
<b>4.01</b>	<b>Substitution of Party in Pro Per ..... 9</b>
<b>4.02</b>	<b>Conformed Copies (Amended 7/1/02) ..... 9</b>
<b>4.03</b>	<b>Pleadings &amp; Records in an Eminent Domain Action Involving More than one Parcel of Property Conformed Copies (Eff. 1/1/09)..... 9</b>

San Luis Obispo Superior Court

CHAPTER 5  
COURT FILES AND EXHIBITS

<b>Rule</b>	
<b>5.00</b>	<b>Exhibits (Amended 1/1/09)..... 10</b>
<b>5.01</b>	<b>Entry of Court Order in Minutes (Amended 7/1/13)..... 11</b>
<b>5.02</b>	<b>Court Records (Amended 1/1/06)..... 11</b>
<b>5.03</b>	<b>Priority Filing System (Amended 7/1/02) ..... 12</b>
<b>5.05</b>	<b>Removal of Exhibits (Amended 7/1/02)..... 12</b>
<b>5.06</b>	<b>Removal of Files (Amended 7/1/02)..... 12</b>

CHAPTER 6  
BONDS AND UNDERTAKINGS  
(Repealed 7/1/03)

CHAPTER 7  
CIVIL (LAW AND MOTION) HEARINGS PROCEDURES

<b>Rule</b>	
<b>7.00</b>	<b>California Rules of Court (Amended 1/1/08)..... 13</b>
<b>7.01</b>	<b>Demurrer/Motion to Strike ..... 13</b>
<b>7.02</b>	<b>Filing Papers (Amended 7/1/03) ..... 13</b>
<b>7.03</b>	<b>Points and Authorities (Eff. 1/1/08)..... 13</b>
<b>7.04</b>	<b>Handling and Return of Exhibits (Amended 7/1/02)..... 13</b>
<b>7.05</b>	<b>Incomplete Motions (Amended 7/1/02) ..... 13</b>
<b>7.06</b>	<b>Continuances (Amended 1/1/12)..... 14</b>
<b>7.07</b>	<b>Restoration to Calendar ..... 14</b>
<b>7.08</b>	<b>Evidence (Amended 7/1/02)..... 14</b>
<b>7.09</b>	<b>Lengthy Hearing (Repealed 7/1/03)..... 14</b>
<b>7.10</b>	<b>Discovery (Amended 7/1/02) ..... 14</b>
<b>7.11</b>	<b>Consolidation (Repealed 7/1/01)..... 14</b>
<b>7.11.1</b>	<b>Tentative Rulings (Amended 1/1/12)..... 14</b>
<b>7.12</b>	<b>Ex Parte Hearings (Amended 7/1/14)..... 15</b>
<b>7.13</b>	<b>Telephonic Appearances (Amended 7/1/03) ..... 15</b>
<b>7.14</b>	<b>Summary Judgment/Summary Adjudication of Issues (Repealed 7/1/01)..... 16</b>
<b>7.15</b>	<b>Failure to Comply with Chapter 7 Rules (Amended 7/01/03) ..... 16</b>
<b>7.16</b>	<b>Administrative Mandamus Procedures (Amended 7/1/02)..... 17</b>
<b>7.17</b>	<b>Reporting of Proceedings (Amended 1/1/06, 7/1/17)..... 17</b>
<b>7.18</b>	<b>Default Settings (Amended 7/1/03)..... 17</b>
<b>7.19</b>	<b>Orders After Hearing (Amended 1/1/08)..... 17</b>
<b>7.20</b>	<b>Notice of Ruling (Amended 7/1/02) ..... 17</b>
<b>7.21</b>	<b>Petitions for Change of Name and for Civil Harassment (Eff. 1/1/08) ..... 17</b>
<b>7.22</b>	<b>Reservations (Adopted 1/1/11)..... 18</b>

CHAPTER 8  
MANDATORY CIVIL SETTLEMENT CONFERENCES  
(Repealed 7/1/02)

CHAPTER 9  
CIVIL TRIAL CALENDAR POLICIES AND PROCEDURES

<b>Rule</b>	
<b>9.00</b>	<b>Case Management and Disposition Policies (Amended 7/1/03)..... 18</b>

San Luis Obispo Superior Court

---

9.01	Case Exempt from Civil Case Management (Amended 7/1/02) .....	18
9.02	Uninsured Motorist Cases (Amended 7/1/03) (Amended 1/1/18) .....	18
9.03	Sanctions for Failure to Comply with Local Rules (Amended 7/1/02).....	18
9.04	Waiver of Rules (Amended 7/1/02).....	19
9.05	Law and Motion (Repealed 1/1/05) .....	19
9.06	Prelitigation Mediation (Reserved) .....	19
9.07	Mediation (Amended 7/1/02).....	19
9.08	Judicial Arbitration (Amended 7/1/03).....	20
9.09	Settlements (Amended 7/1/02) .....	20
9.10	Civil Case Management Policy (Repealed 7/1/01).....	20
9.11	Forms to be Issued by the Clerk When the Complaint is Filed (Amended 1/1/09).....	20
9.12	Service of Summons and Complaint (Amended 1/1/05) .....	20
9.13	Cases Transferred from Other Jurisdictions (Amended 1/1/05).....	21
9.14	Responsive Pleadings (Amended 7/1/02).....	21
9.15	Case Management Conference (Amended 1/1/04).....	21
9.16	Settlement Conference (Repealed 7/1/01) .....	22
9.17	Pretrial Procedures and Requirements (Repealed & Renumbered 7/1/01) .....	22
9.18	Case Evaluation Factors for Case Management Plans (Amended 7/1/02) .....	22
9.19	Limited Civil Cases (Amended 1/1/09).....	23
9.20	Declaration of Uninsured Motorist Status (Repealed 7/1/01) .....	23
9.21	Alternative Dispute Resolution (Repealed 7/1/01) .....	23
9.22	Exemption From Delay Reduction Program (Repealed 7/1/01).....	23
9.23	Trial Setting Conference (Repealed 7/1/01).....	23
9.24	Differential Case Management Rules (Amended 7/1/02) .....	23
9.25	Case Processing Time Standards (Repealed 7/1/01).....	24
9.26	Continuance Policy (Repealed 1/1/09).....	24
9.27	Venue of Civil Proceedings (Amended 1/1/12) .....	24
9.28	Small Claims Proceedings (Amended 1/1/12).....	24
9.29	Mandatory Mediation (Repealed 7/1/01).....	25

CHAPTER 10  
PROCEDURAL RULES  
CRIMINAL AND TRAFFIC

<b>Rule</b>		
10.00	Filing Criminal Complaints and Citations (Amended 7/1/15).....	25
10.01	Bail (Amended 7/1/03) .....	25
10.02	Arrest and Search Warrants (Repealed 1/1/14) (Adopted 1/1/17) .....	26
10.03	Calendaring Criminal Proceedings (Amended 1/1/12).....	27
10.05	Calendaring Events: Misdemeanors (Amended 7/1/15).....	28
10.06	Calendar Events: Felonies (Amended 7/1/15) .....	29
10.07	Law and Motion Proceedings (Amended 7/1/10) .....	30
10.08	Continuance Policy (Amended 7/1/01).....	31
10.09	Photographing or Recording Court Proceedings (Amended 1/1/10) .....	32
10.10	Trials (Amended 1/1/12).....	32
10.11	Sentencing (Amended 1/1/11).....	33
10.12	Traffic and Illegal Parking (Amended 1/1/12) .....	34
10.13	Time Standards (Amended 7/1/02).....	34
10.14	Trial by Declaration (Amended 1/1/08) .....	34
10.15	Counter Arraignments (Amended 7/1/10) .....	34
10.16	Application for Writ of Habeas Corpus or Coram Nobis (Amended 7/1/10).....	36

San Luis Obispo Superior Court

CHAPTER 11  
CIVIL (PROBATE) RULES

<b>Rule</b>	
11.101	Applicability of Rules to all Proceedings (Amended 7/1/09)..... 35
11.102	Addresses and Telephone Numbers (Amended 7/1/11)..... 35
11.103	Probate Calendar and Appearances by Counsel (Amended 1/1/09)..... 36
11.104	Time for Filing, Settings, and Filing Fees (Amended 1/1/09)..... 36
11.105	Form of Papers Presented for Filing (Amended 1/1/16)..... 36
11.106	Hearing Date Required on Documents (Amended 7/1/02)..... 37
11.107	Signing and Verification of Pleadings (Repealed 1/1/05) ..... 37
11.108	Amendments to and Amended Pleadings (Repealed 1/1/05)..... 37
11.109	Probate Notes (Amended 1/1/14) ..... 37
11.110	Continuances (Amended 1/1/14)..... 37
11.111	Contested Matters (Amended 7/1/02)..... 38
11.112	Law and Motion Procedures (Eff. 1/1/09) ..... 38
11.113	Ex Parte Procedures (Eff. 1/1/09)..... 38
11.114	Financial Institution Account Statements (Adopted 1/1/14)..... 38
11.201	Preparation of Notices (Amended 7/1/02)..... 39
11.202	Additional Notice ..... 39
11.203	Notice: By Whom Given (Amended 1/1/13)..... 39
11.204	Notice by Publication of Notice of Petition to Administer Estate (Repealed 1/1/11) ..... 39
11.205	Notice by Posting (Amended 1/1/16) ..... 39
11.301	Declination to Serve (Amended 7/1/02)..... 40
11.302	Multiple Representatives (Amended 7/1/02) ..... 40
11.303	Individuals to be Named in the Petition (Amended 1/1/05) ..... 40
11.304	Copy of Will to be Attached to Petition for Probate (Amended 1/1/05) ..... 40
11.305	Proof of Will (Eff. 7/1/00) ..... 40
11.306	Bond (Amended 1/1/09) ..... 41
11.307	Form Required for Appointment of Personal Representative (Eff. 7/1/00) ..... 41
11.308	Petition for Appointment of Special Administrator (Amended 7/1/02)..... 41
11.309	Ancillary Probate (Eff. 7/1/00)..... 41
11.401	Petition for Ex Parte Order (Amended 1/1/09) ..... 42
11.402	Petition for Instructions ..... 42
11.403	Family Allowance (Amended 7/1/02) ..... 42
11.404	Petition for Distribution Entitlement (Amended 7/1/02)..... 42
11.405	Proceeding for Spousal Property Transaction (Eff. 1/1/05) ..... 43
11.501	Preparation of Orders (Amended 7/1/02)..... 43
11.502	Wording (Amended 7/1/02)..... 43
11.503	Continuing Payments - Time Limit (Amended 7/1/02) ..... 43
11.504	Orders Correcting Clerical Errors (Amended 7/1/02) ..... 44
11.505	Order Shortening or Dispensing with Notice (Amended 1/1/09)..... 44
11.601	Inventory and Appraisal - Period to File (Amended 1/1/09)..... 44
11.602	Statement Regarding - Bond on Inventory and Appraisal (Repealed 1/1/05) ..... 44
11.603	Guide for Preparation of Inventory and Appraisal ..... 45
11.604	Property Tax Certification ..... 45
11.701	Notice to Creditors (Amended 1/1/13)..... 45
11.702	Form of Claim ..... 45
11.703	Required Action (Repealed 1/1/05)..... 45
11.704	Listing of Creditors' Claims (Repealed 1/1/05)..... 45
11.801	Sale or Encumbrance of Specifically Devised or Bequeathed Property ..... 45

San Luis Obispo Superior Court

---

11.802	Appraisal of Real Property Within One Year .....	46
11.803	Published Notice of Intention to Sell Real Property .....	46
11.804	Description of Property .....	46
11.805	Exclusive Right to Sell Real Property .....	46
11.806	Confirmation of Sale .....	46
11.807	Presence of Purchaser Named in Petition at Confirmation .....	46
11.808	Deposit to Accompany Overbid and Overbid Forms .....	46
11.809	Conditional Sales of Real Property .....	47
11.810	Sales of Real Property when Buyer Assumes Encumbrance .....	47
11.811	Bond on Sale of Real Property (Repealed 1/1/05).....	47
11.812	Broker's Commission on Sale of Real Property .....	47
11.813	Personal Property - Appraisal Before Sale .....	47
11.901	Accountings (Amended 1/1/17).....	47
11.902	Trust and Specifically Devised Property .....	48
11.903	Waiver of Account (Repealed 1/1/05).....	48
11.904	Vouchers .....	48
11.1001	Fees and Commissions in General (Amended 1/1/09) .....	48
11.1002	Fees and Commissions in Advance (Amended 1/1/05) .....	49
11.1003	Fees and Commissions Decedent's Estates (Amended 1/1/05).....	49
11.1004	Ordinary Services Compensated by Statutory Fees	
11.1005	Extraordinary Fees and Commissions in Estates (Repealed 1/1/05).....	49
11.1006	Compensation in Guardianships, Conservatorships and Trusts (Amended 1/1/05).....	49
11.1007	One -Fee Rule (Amended 1/1/05).....	50
11.1008	Notice to Prior Representative or Attorney (Amended 1/1/05) .....	50
11.1009	Reimbursement for Costs Advanced .....	50
11.1101	Petition or Status Report Required - Filing Time (Amended 1/1/13) .....	50
11.1102	Required Allegations in Petition for Preliminary and Final Distribution (Amended 1/1/13) .....	51
11.1103	Distribution to Minors (Amended 1/1/09).....	51
11.1104	Distribution to Nonresident Beneficiaries (Amended 1/1/16) .....	51
11.1105	Distribution to a Trust (Amended 1/1/16) .....	51
11.1106	Distribution to an Assignee .....	52
11.1107	Distribution Pursuant to Agreement.....	52
11.1108	Preliminary Distribution - Bond.....	52
11.1109	Procedure for Obtaining an Order for Final Discharge .....	52
11.1201	Proceedings to Establish Death .....	52
11.1301	Petition to Set Aside Under Probate Code Secs. 6600-6613 .....	53
11.1302	Petition Relating to Property Passing or Belonging to Surviving Spouse (Amended 1/1/05) .....	53
11.1303	Procedure for Collection of Small Estates (Amended 1/1/16).....	53
11.1401	General (Amended 1/1/05) .....	54
11.1402	Notice and Publication Requirement .....	54
11.1501	Court Jurisdiction (Amended 1/1/16) .....	54
11.1502	Continuing Jurisdiction.....	54
11.1503	Trustees' Accounts (Repealed 1/1/05) .....	55
11.1504	Beneficiaries to be Listed in Petition (Repealed 1/1/05) .....	55
11.1505	Notice to Beneficiaries (Amended 1/1/05) .....	55
11.1506	Trusts Established Before Decree of Distribution .....	55
11.1507	Fees of Trustees and Their Attorneys .....	55
11.1601	Petition for Appointment of Guardian (Amended 1/1/09).....	55

San Luis Obispo Superior Court

---

11.1602	Investigation and Report by Court Investigator (Amended 1/1/16) .....	56
11.1603	Guide for Guardians .....	56
11.1604	Support Obligation of Parents .....	56
11.1701	Petition for Appointment of Conservator (Amended 1/1/13) .....	57
11.1702	Letters of Conservatorship (Amended 7/1/09) .....	58
11.1703	Handbook for Conservators (Amended 1/1/16) .....	58
11.1704	Competence Determination/Capacity to Give Informed Medical Consent (Amended 1/1/09) .....	58
11.1705	Substituted Judgments in Conservatorships (Eff. 1/1/05).....	58
11.1800	Hearing Dates .....	59
11.1801	Private Professional Conservator/Guardian/Trustee (Amended 1/1/09).....	59
11.1802	Appointment of Temporary Guardian or Conservator (Repealed 1/1/09).....	59
11.1803	Notice (Amended 1/1/09) .....	59
11.1804	Bond/Blocked Account (Amended 7/1/02) .....	60
11.1805	Inventory and Appraisal .....	60
11.1806	Accounts (Amended 1/1/16) .....	60
11.1807	Report by Court Investigator (Amended 1/1/16) .....	61
11.1808	Waiver of Accounting (Amended 1/1/05).....	61
11.1809	(Repealed 1/1/17).....	61
11.1810	Order for Court Investigator’s Fees .....	61
11.1811	Powers and Investments by Guardian or Conservator .....	62
11.1812	Final Discharge.....	62
11.1813	Termination of Guardianship or Conservatorship .....	62
11.1814	Special Needs Trusts (Eff. 1/1/09).....	62
11.1815	Required Supporting Documents at Time Conservatorship/Guardianship Petition Filed.....	63
11.1901	Disposition of Minor’s Funds.....	63
11.1902	Request for Withdrawal of Funds In Blocked Account (Amended 7/1/02).....	63
11.1903	Withdrawal on Minor Reaching 18 Years of Age .....	64
11.2001	Settlement of Minor’s Claim (Amended 1/1/05) .....	64
11.2002	Attorney Fees in Minor’s Compromise Cases (Amended 1/1/05) .....	64
11.2003	Distribution (Amended 7/1/02) .....	64

CHAPTER 12  
JUVENILE CALENDAR PROCEDURES

<b>Rule</b>		
12.00	Designation and Jurisdiction (Amended 7/1/02) .....	69
12.01	Juvenile Court (Amended 7/1/02).....	69
12.02	Facilities for Detention of Minors (Amended 7/1/02) .....	69
12.03	Transportation of Minors to Shelter Care Homes, Juvenile Halls, Non-Secure Detention Facilities (Amended 1/1/08).....	70
12.04	Information to be Provided by Law Enforcement Officers at Time of Delivery of Minor to Shelter Care Home, Juvenile Hall, Non-secure Detention Facilities (Amended 1/1/08).....	70
12.05	Filing of Petitions (Effective 7/1/15) .....	70
12.06	Referees (Amended 7/1/02).....	70
12.07	Traffic Hearing Officers (Amended 7/1/02) .....	70
12.08	Release of Information (Amended 7/1/02) .....	71
12.09	Calendars (Amended 1/1/08).....	71
12.10	Guidelines for Court Appointed Special Advocate Programs (Adopted 7/1/10) .	71
12.12	Reports (Amended 1/1/08).....	73

San Luis Obispo Superior Court

12.13 Motions (Amended 7/1/02) ..... 73

CHAPTER 13  
MENTAL HEALTH CALENDAR PROCEDURES

Rule  
13.00 Proceedings (Repealed 1/1/07) ..... 74  
13.01 Jury Trial and Matter Which May be Transferred (Repealed 1/1/07)..... 74  
13.02 Involuntary Medication..... 74

CHAPTER 14  
APPELLATE CALENDAR PROCEDURES

Rule  
14.00 Sessions ..... 74  
14.01 Briefs (Revised 1/1/18) ..... 74  
14.02 Oral Argument (Repealed)..... 74  
14.03 Rule 190 Orders to Show Cause (Amended 1/1/09) ..... 74  
14.04 Settled Statements on Appeal (Eff. 7/1/10) ..... 75  
14.05 Writ Jurisdiction (Amended 7/1/02)..... 75  
14.06 Appellate Record (Amended 7/1/17) ..... 75

CHAPTER 15  
EX PARTE ORDER PROCEDURES

Rule  
15.00 Application for Ex Parte Order (Amended 1/1/05) ..... 75  
15.01 To Whom Presented (Amended 1/1/05) ..... 76  
15.03 Filing of Applications and Orders (Eff 1/1/98)..... 76

CHAPTER 16  
JURY SERVICES

Rule  
16.00 Purpose (Amended 1/1/09) ..... 77  
16.01 Jury Commissioner Appointment (Amended 1/1/09) ..... 77  
16.02 Juror Selection (Amended 1/1/09) ..... 77  
16.03 Disqualification, Exemption, Excuse, Deferment  
of Jurors (Amended 1/1/09)..... 77  
16.05 Panel Selection (Effective 1/1/09)..... 78  
16.06 Term of Service, Trial Juror Per Diem and  
Mileage Fee (Amended 1/1/09)..... 78  
16.07 Juror Information (Amended 1/1/09)..... 79  
16.08 Selection of Grand Jurors (Amended 1/1/09)..... 79  
16.09 Jury Districts (Amended 1/1/12)..... 79

CHAPTER 18  
VERBATIM COURT REPORTING SERVICES

Rule  
18.00 Court Reporters (Amended 7/1/15, 7/1/17 1/1/18) ..... 80  
18.01 Pro Tempore Reporters (Amended 1/1/08) ..... 80  
18.02 Electronic Recording of Court Proceedings (Amended 1/1/09) ..... 81



San Luis Obispo Superior Court

CHAPTER 19  
FAMILY LAW DEPARTMENT PROCEDURES AND POLICIES

<b>Rule</b>	
<b>19.00</b>	<b>Rules and Manual of Policies and Procedures (Amended 7/1/02)..... 81</b>
<b>19.00.1</b>	<b>Assignment of Judicial Officers for all Purposes (Amended 1/1/09)..... 81</b>
<b>19.01</b>	<b>Venue of Family Law Proceedings (Amended 1/1/09)..... 81</b>
<b>19.02</b>	<b>Proof of Service ..... 82</b>
<b>19.03</b>	<b>Use of Judicial Council Forms and Double Spacing Requirement (Amended 1/1/04)..... 82</b>
<b>19.04</b>	<b>Alternative Dispute Resolution (Amended 7/1/02)..... 82</b>
<b>19.05</b>	<b>Custody Evaluations (Amended 7/1/12)..... 82</b>
<b>19.06</b>	<b>Family Code 3111 Evaluation (Amended 1/1/04)..... 85</b>
<b>19.07</b>	<b>Evidence Code 730 and CCP 2032 Evaluations (Amended 7/1/02)..... 86</b>
<b>19.08</b>	<b>Requests for Confidentiality and Sealing Court Records (Amended 7/1/02)..... 86</b>
<b>19.09</b>	<b>Cross Examination of Evaluators (Amended 7/1/02) ..... 86</b>
<b>19.10</b>	<b>Appointment of Counsel for Minors (Amended 1/1/11)..... 86</b>
<b>19.20</b>	<b>Complaints about Counsel Appointed to Represent a Minor Child (Adopted 7/1/11)..... 86</b>

CHAPTER 20  
FAMILY MEDIATION AND INVESTIGATION SERVICES

<b>Rule</b>	
<b>20.00</b>	<b>Matters Regarding Mediation (Repealed 7/1/01)..... 87</b>
<b>20.01</b>	<b>Mediation (Repealed 7/1/01) ..... 87</b>
<b>20.02</b>	<b>Setting a Matter for Mediation (Repealed 7/1/01) ..... 87</b>
<b>20.03</b>	<b>Mediation Process (Eff. 1/1/04)..... 87</b>
<b>20.04</b>	<b>Mediation Orders (Repealed 7/1/01) ..... 87</b>
<b>20.05</b>	<b>Mediation Problems (Repealed 1/1/12) ..... 87</b>

CHAPTER 21  
CUSTODY AND VISITATION PROCEEDINGS  
(Repealed 7/1/01)

CHAPTER 22  
TRIAL IN FAMILY LAW AND ACTIONS  
(Repealed 7/1/01)

CHAPTER 23  
DEFAULT OR UNCONTESTED JUDGMENT IN  
FAMILY LAW ACTIONS  
(Repealed 7/1/01)

CHAPTER 24  
CHILD AND SPOUSAL SUPPORT  
(Repealed 7/1/01)

CHAPTER 25  
COUNSEL SERVICES AND FEES

<b>Rule</b>	
<b>25.00</b>	<b>In a Tort Case Involving Minor, Insane or Incompetent Person (Repealed 1/1/12)..... 88</b>
<b>25.01</b>	<b>Compromise of Claims (Amended 7/1/02)..... 88</b>
<b>25.02</b>	<b>In an Action on a Promissory Note, Contract, Providing for the Payment of Counsel Fees and Foreclosure (Amended 1/1/16) ..... 88</b>

San Luis Obispo Superior Court

---

25.03	Court Appointed Counsel and Public Defens1 Services (Amended 7/1/02) .....	88
25.04	Unusual Cases Warranting Increased Fees (Amended 7/1/02) .....	89

CHAPTER 26  
RULES FOR ARBITRATION

<b>Rule</b>		
26.00	Introduction (Amended 7/1/02) .....	90
26.01	Sanctions for Non-Participation .....	90
26.02	Compensation of Arbitrator (Amended 7/1/02) .....	90
26.03	Selection of Arbitrator(Amended 7/1/02) .....	91
26.04	Rules of Arbitration.....	91

CHAPTER 27  
SAN LUIS OBISPO COUNTY TRIAL RULES

<b>Rule</b>		
27.00	Applicability .....	91
27.01	Jury Instructions (Amended 7/1/10).....	91
27.02	Pretrial Procedures and Requirements (Amended 7/1/09) .....	92
27.03	Motions in Limine, Civil Jury Trials (Amended 7/1/09) .....	92
27.04	Resetting of Long Cause to Summary Jury Trials (Amended 7/1/02) .....	92
27.05	Voluntary Summary Jury Trial .....	93

CHAPTER 28  
COURT INTERPRETING SERVICES

<b>Rule</b>		
28.00	Interpreters.....	93
28.01	Compensation of Court-Appointed Interpreters (Repealed 1/1/11) .....	94

CHAPTER 29  
FAX FILING  
(Repealed 7/1/15)

CHAPTER 30  
PAYMENT TO THE COURT

<b>Rule</b>		
30.00	Payment in Coins (Eff 7/1/99) .....	94
30.01	Check Cashing.....	94

CHAPTER 31  
ELECTRONIC FILING  
(Adopted 7/1/15)

<b>Rule</b>		
31.01	Authority.....	94
31.02	Electronic Filing Agencies.....	95
31.03	Filing Dates and Times .....	95
31.04	Waiver of Fees .....	95
31.05	Limitations on Filings (Amended 1/1/17).....	95
31.06	Electronic Filing Required in Probate and Limited Civil Cases (Adopted	

**San Luis Obispo Superior Court**

---

**1/1/16 Revised 1/1/17) ..... 95**

APPENDIX I

**SUPERIOR COURT FEE SCHEDULE..... 98**

APPENDIX II

**LOCAL FORMS..... 105**

# San Luis Obispo Superior Court

---

## CHAPTER 1 COURT RULES ADMINISTRATION

### **RULE 1.00**

#### **ADOPTION AND AMENDMENT OF RULES**

These rules are adopted pursuant to Government Code Section 68070, subject to amendment at any time by a majority of the judges of the court. Except as hereafter provided, they must be effective only to the extent that they do not conflict with California statutes or with the California Rules of Court. Rules previously adopted by this court are hereby repealed by the adoption of these rules.

### **RULE 1.01**

#### **ESTABLISHMENT OF COURT POLICIES AND PROCEDURES**

The court may establish policies and procedures relating to all court matters including but not limited to such matters as policy and procedures, probate and trial manuals.

### **RULE 1.02**

#### **PUBLICATION AND PRINTING OF RULES**

Upon adoption by the Court, court rules and amendments thereof must be filed with the California Judicial Council and the Clerk of the Court as provided by statute. One copy of all rules and amendments must be provided to the law library of each California county through the auspices of the Judicial Council, and also furnished for publication to the Los Angeles Daily Journal, as the major Southern California legal newspaper. In consideration of the availability of court rules in the Daily Journal court rules service and all law libraries, the Court will not print or further publish such rules for distribution to parties or counsel.

### **RULE 1.03**

#### **NAME OF COURT**

This court must be known as the Superior Court of California, County of San Luis Obispo. (Amended 7/1/02)

### **RULE 1.04**

#### **CONSTRUCTION AND APPLICATION OF RULES**

(a) These rules are supplementary to and subject to the California Rules of Court. They must be construed and applied so that they do not conflict.

(b) These rules have no retroactive effect.

(c) These rules must be liberally construed to secure the efficient administration of the business of the Court and to promote and facilitate the administration of justice by the Court.

(d) Chapter, Rule and Subdivision Headings do not affect the scope, meaning, or intent of the provisions of these rules.

(e) If any rule is held invalid, all valid parts that are severable from the invalid parts remain in effect. If a rule is held invalid in one or more of its applications, the rule remains in effect in all valid applications that are severable from the invalid applications.

#### **(f) Construction of Terms**

As used in these rules, unless the context or subject matter otherwise requires:

(1) "Must" is mandatory, and "may" is permissive.

(2) The past, present, and future tenses each include the other tenses.

(3) The masculine, feminine, and neuter genders each include the other genders.

(4) The singular and plural numbers each include the other.

#### **(g) Definitions of Words Used in these Rules of Court**

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

## San Luis Obispo Superior Court

---

(2) "California Rules of Court" means the rules of court administration, practice, and procedure adopted by the Judicial Council of California.

(3) "County" means the County of San Luis Obispo, State of California.

(4) "Court" means the Superior Court of California, County of San Luis Obispo and includes:

(A) Any judge who is appointed or elected a member of this Court.

(B) While serving this Court, any judge, including a retired judge, who is assigned by the Chairperson of the Judicial Council to serve this court.

(C) Any commissioner or referee who is appointed by the judges of this court.

(D) While serving this court, any retired commissioner who is assigned to serve the court by the presiding judge pursuant to Government Code Section 72190.

(E) While serving this court, any member of the State Bar of California ordered to act as a temporary judge pursuant to Article VI, Section 21, of the California Constitution and Rule 532 of the California Rules of Court.

(5) "Judicial Officer" includes any judge who is appointed or elected a member of this Court and any commissioner or referee who is appointed by the judges of this court.

(6) "Paper" includes all documents, except as otherwise provided in the California Rules of Court.

(7) "Person" includes corporations, associations, public entities, and all other entities, as well as natural persons. (Amended 7/1/02)

### **RULE 1.05**

#### **AMENDMENT AND REPEAL OF RULES**

These rules may be amended or repealed, and new rules may be adopted, at a meeting of the judges, provided that written notice of the proposed amended, repealed, or new rules is given to all judges at least seven days before the meeting. Rules may be amended or repealed and new rules may be adopted, by a majority vote of the judges attending and eligible to vote.

### **RULE 1.06**

#### **COMPLIANCE, SANCTIONS**

If any counsel, a party represented by counsel, or a party if in pro se, fails to comply with any of the requirements of these rules, the court on motion of a party or on its own motion may strike out all or any part of any pleading of that party, or, dismiss the action or proceeding or any part thereof, or enter a judgment by default against that party, or impose other penalties of a lesser nature as otherwise provided by law, and may order that the party or his or her counsel to pay to the moving party the reasonable expenses in making the motion, including reasonable attorney fees. (The court recognizes that if the failure to comply with these rules is the fault of counsel and not of a party, any penalty must be imposed on counsel and must not adversely affect the party's cause of action or defense thereto.) (Amended 7/1/02)

## **CHAPTER 2**

### **COURT ORGANIZATION AND PERSONNEL**

#### **RULE 2.00**

##### **MEETINGS OF JUDGES**

###### **(a) Annual Meetings**

An annual meeting of the judges must be held before or during the first two weeks of November of each year at a time and place to be designated by the presiding judge or a majority of the judges.

###### **(b) Notice Of Meetings: Quorum**

Written or verbal notice of meetings must be given, by the secretary of the presiding judge or otherwise, to each judge not less than five days before an annual meeting or 24 hours

## San Luis Obispo Superior Court

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before a special meeting. A majority of the judges of the court must constitute a quorum for the transaction of court business at a meeting.

**(c) Special Meetings**

Additional judges meetings must be held at a time and place designated by the presiding judge or a majority of the judges.

**(d) Parliamentary Law Applicable to All Meetings**

Except as otherwise provided by law, the California Rules of Court, or these rules, the conduct of all meetings of judicial officers and committees of this court must be governed by the most recent edition of Robert's Rules of Order. (Amended 7/1/02)

### **RULE 2.01**

#### **PRESIDING JUDGE AND ASSISTANT PRESIDING JUDGE**

**(a) Election, Tenure and Removal**

At the annual meeting held before or during the first two weeks of the November of an odd calendar year, a majority of the judges appointed to the Court must elect, by secret ballot, a presiding judge and an assistant presiding judge. The presiding judge and assistant presiding judge must each serve for a term of two years commencing on the first day of the next even calendar year (January 1) and ending on the last day of the subsequent odd calendar year (December 31). A presiding judge or assistant presiding judge may be removed from office by a majority of the judges of the Court, voting by secret ballot, at a special meeting.

If a judge is unable to personally attend any annual or special meeting held pursuant to this section, the judge may attend by telephone conference or by video conference. In the event of a telephonic or video appearance, the judge must register his or her vote by sending a ballot by email, fax or text message to the Court Executive Officer. The judge's vote shall be held in confidence by the Court Executive Officer and not disclosed to the other judges. If technological difficulties arise from a telephonic or video appearance, the judge assumes the risk that his or her vote will not be tallied.

**(b) Selection and Succession**

Selection of the presiding judge and assistant presiding judge must be made on the basis of administrative qualifications and interest rather than by rotation or seniority, as provided by Rule 10.602 of the California Rules of Court. The assistant presiding judge must, subject to the elective process herein provided, be selected with the anticipation that he or she will succeed to the office of presiding judge at some future time. There must, however, be no limitation on the number of successive terms that may be served by presiding judge or assistant presiding judge.

**(c) Duties**

The presiding judge must perform the duties enumerated in Rule 10.603 of the California Rules of Court. In addition, with the concurrence of a majority of the judges and after election, the presiding judge must designate in November of each year the calendar assignments for each judge and court commissioner, for the ensuing calendar year commencing on December 1. The assistant presiding judge must perform such duties as may be assigned from time to time by the presiding judge, and in the absence of the presiding judge must exercise the powers of the presiding judge.

**(d) Judicial Schedules**

The presiding judge must adopt a process for scheduling judges' vacations and absences from court for attendance at schools, conferences, workshops, or to participate in Judicial Council or other authorized committees or community outreach activities, and must prepare a plan for these vacations and absences from court.

**(1) Vacation Defined.**

For the purposes of this section and subsection (c) of Rule 10.603 of the California Rules of Court, a day of vacation is defined as any day when a judge schedules a full days absence from the Court with the presiding judge, which is not an absence planned by the presiding judge for attending an authorized education program, conference or workshop for judges, or to participate in Judicial Council or other authorized committees or community outreach activities. Absences from the Court due to illness are not considered vacation time off.

## San Luis Obispo Superior Court

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**(e) Acting Presiding Judge**

In the absence or inability to act of both the presiding judge and assistant presiding judge, the powers of the presiding judge must be exercised by a judge designated by the presiding judge to be the acting presiding judge.

**(f) Grand Jury**

The presiding judge, or one of the judges designated by the presiding judge, must impanel and have charge of the proceedings of the grand jury and must act as the liaison between the court and the grand jury. All indictments must be presented to the presiding judge or such judge as the presiding judge may from time to time designate.

**(g) Vacancy in Office**

**(1) Vacancy of Presiding Judge.** If the office of the presiding judge becomes vacant, or the presiding judge, because of disability, is unable to discharge the duties of the office, the assistant presiding judge must succeed to the office of presiding judge for the unexpired term of the presiding judge.

**(2) Vacancy of Assistant Presiding Judge.** If the office of assistant presiding judge becomes vacant, the presiding judge must conduct a special election at a meeting of judges of the court to select an interim assistant presiding judge to serve the unexpired term of the assistant presiding judge

**(3)** If the offices of both the presiding judge and the assistant presiding judge become vacant, the last former presiding judge who is still a member of the court must become the acting presiding judge and must serve as such until the vacant offices are filled by election. The acting presiding judge must conduct a special election to elect a presiding judge and assistant presiding judge to serve the unexpired terms of the presiding judge and assistant presiding judge, respectively. (Amended 1/1/12)

### **RULE 2.02**

#### **COURT COMMISSIONER**

The judges of the court may appoint persons as court commissioners pursuant to Government Code section 70141. The judges of the court may appoint persons as juvenile referees pursuant to Welfare and Institutions Code section 247. The duties of such person(s) must be appropriate for subordinate judicial officers and/or as prescribed by statute.(Amended 1/1/08)

### **RULE 2.03**

#### **COURT LOCATIONS**

**(a)** The Superior Court of California, County of San Luis Obispo will regularly sit at the following court locations:

Courthouse Annex  
1035 Palm Street, San Luis Obispo, CA 93408  
901 Park Street, Paso Robles, CA 93446  
Juvenile Services Center, 1065 Kansas Avenue, San Luis Obispo, CA 93408  
Veterans Hall, 801 Grand Street, San Luis Obispo, CA 93408  
(Amended 1/1/12)

**(b) Designation of Headquarters**

The San Luis Obispo location will be deemed the headquarters for administrative purposes. Each location will have concurrent county-wide jurisdiction. In addition, the court may conduct sessions at any appropriate location within the County of San Luis Obispo at the direction of the judge presiding at such hearing.

### **RULE 2.04**

#### **COURT ADMINISTRATION**

**(a)** There must be one employee of the court who must be known as the Court Executive Officer. This officer is also the Clerk of the Court and is responsible for all civil case functions, administrative functions, and criminal case and traffic case functions. This officer is also the

## San Luis Obispo Superior Court

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Jury Commissioner. There must also be one employee of the court who must be known as the Assistant Court Executive Officer. This officer must be appointed by a majority vote of the judges.

(b) Except as otherwise directed by the presiding judge, the duties of this officer must be as set forth in Rule 10.610 of the California Rules of Court. (Amended 1/1/06)

### **RULE 2.05**

#### **COURT PERSONNEL**

##### **(a) Definition**

All persons appearing on the payroll of the Court as permanent employees must be considered Court personnel and state trial court employees as defined in the Trial Court Employment Protection and Governance Act [Chapter 7 (commencing with Section 71600) of Title 8 of the California Government Code].

**1. Judges.** Only persons elected or appointed to the office of the Superior Court of California, County of San Luis Obispo shall be considered judicial personnel.

**2. Officers.** Court commissioners, referees of the juvenile court, traffic referees, court attorneys, and the court executive officer are the officers of the court.

**3. Employees.** All court personnel who are neither judges of the court nor court officers will be considered court employees.

##### **(b) Conditions of Service**

1. All officers and employees of the court must be subject to the Superior Court of California, County of San Luis Obispo, Personnel Rules and Procedures. (Amended 7/1/02)

### **RULE 2.06**

#### **COURT EMPLOYMENT CONFLICT OF INTEREST CODE**

##### **(a) Adoption of Code**

This rule must constitute the Court's Conflict of Interest Code as required by Government Code Section 87300, and hereby incorporates by reference California Administrative Code, Title 2, Section 18730 ("Standard Code") and any amendments to it.

This court also in adopting the court personnel rules and procedures adopts the conflict of interest provisions set forth in those rules.

##### **(b) Place of Filing Statements of Economic Interest**

Pursuant to Section 4(c) of the Standard Code, designated employees must file statement of economic interests with the Human Resources Department of the Superior Court of California, County of San Luis Obispo.

##### **(c) Appendices to the Standard Code**

The Court adopts the following appendices to the Standard Code. (Amended 7/1/09)

### **RULE 2.07**

#### **GIFTS**

No court employee shall accept, solicit, or agree to accept any gift, favor or anything of value based upon any understanding, either explicit or implicit that the official actions, decisions, or judgment of any court employee would be influenced thereby.

Amended 7/1/11.



San Luis Obispo Superior Court

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APPENDIX I:

DESIGNATED EMPLOYEE, CONTRACTOR OR  
CONSULTANT CLASSIFICATIONS

<u>Position</u>	<u>Disclosure Category</u>
Court Executive Officer	1,2,4
Assistant Court Executive Officer	1,2,4
Director of Finance	1,2,4
Director of Human Resources	1,2,4
Director of Information Technology	1,2,4
Director of Criminal Operations	1,2,4
Director of Civil Operations	1,2,4
Director of Courtroom Operations	1,2,4
Family Law Facilitator	3,4
All Court Attorneys	3,4
All Department Managers	1,2,4
Management Analyst I/II/III	1,2,4
Accountant I/II/III	1,2,4
Consultant – as designated by the Court Executive Officer*	

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\*Consultants for this purpose are individuals assisting the Court in carrying out managerial functions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The Executive Officer may designate in writing that a particular consultant is hired to perform a range of duties requiring compliance with the disclosure requirements described in this section. The Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

(Amended 1/1/11)

## San Luis Obispo Superior Court

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### APPENDIX II:

#### DISCLOSURE CATEGORIES

**Category 1.** Employees or consultants assigned to this disclosure category shall report interests in real property located within San Luis Obispo County or within two miles of San Luis Obispo County.

**Category 2.** Employees or consultants assigned to this disclosure category shall report investments in business positions and income from business entities engaged in the manufacture, sale, lease or provision of supplies, materials, equipment, real property and services of the type used by this Court within the past two (2) years.

**Category 3.** Employees or consultants in a designated classification assigned to this disclosure category shall report all investments, sources of income, interests in real property, and positions in business entitled as follows:

If during a reporting period a designated employee in this category did not participate in, or was not required to disqualify himself or herself from participating in, a case or other assignment in which he or she had a financial interest as defined by section 87103 of the Government Code, the employee shall sign a statement to that effect under penalty of perjury. This statement shall be filed as the statement of economic interests required by section 4(c) of the Standard Code. An employee who disqualified himself or herself from participating in a case or assignment in which he or she had a financial interest shall disclose the case or assignment and the disqualifying interest and file the statement with the Court Executive Officer.

**Category 4:** The name and address of the donor of any gift valued at \$50.00 or more must be reported; a description and estimated value of the gift must also be reported. Reportable gifts include gifts from business entities or individuals providing services which contract with or furnish goods or services to the designated employee or otherwise solicit business from the designated employee. If the donor may be affected by any decision made or participated in by such designated employee, gifts are reportable if received from any source under which the designated employee is required to report income and/or investments. No designated employee shall accept gifts from any single source in any calendar year with a total value of more than two hundred and fifty dollars (\$250.00). (Government Code §89503(c))

(Amended 1/1/11)

## San Luis Obispo Superior Court

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### **RULE 2.08**

#### **COURT SECURITY AND CONDUCT**

##### **(a) Security**

Security in the courtroom will be maintained by the Sheriff of the County of San Luis Obispo.

##### **(b) Weapons**

(1) No person, other than a currently employed peace officer or authorized court personnel shall bring any weapon into any courtroom. Authorization for court personnel must be given only by the presiding judge.

(2) No party to a case, including a currently employed peace officer shall possess any weapon in a courtroom.

(3) All persons in possession of a weapon, even if authorized, must disclose such fact to the bailiff of the courtroom before entry and in any event as soon as possible after entry.

##### **(c) Dress**

No person will appear in court without a shirt, or barefoot or wearing a tank top (or tube top or crop top), shorts or a hat.

##### **(d) Restricted Areas**

The following areas of the court premises are reserved for the exclusive use of the court staff:

(1) **San Luis Obispo** The offices of the clerk of the court  
Rooms 220 and 385, chambers, and  
adjoining hallway.

(2) **Paso Robles Branch** The office of the clerk (includes  
criminal, civil, small claims) and  
chambers.

(4) **Juvenile Services Center** Chambers and Office of the  
Clerk of the Court.

These described areas are limited to the judiciary and court staff. Members of the public, law enforcement, attorneys and their staff and other individuals are specifically prohibited from entrance into these areas unless directed to enter by a staff member for the purpose of conducting court business. Court staff will be responsible for enforcing these restrictions by requesting anyone other than court staff to leave. Bailiffs of the court are to remove individuals who violate this court order and report violations to the presiding judges. (Amended 1/1/04)

## **CHAPTER 3**

### **COURT CALENDARS AND DISTRIBUTION OF COURT BUSINESS**

#### **RULE 3.00**

##### **DISTRIBUTION OF BUSINESS BY PRESIDING JUDGE**

The business of the court must be distributed by the presiding judge in accordance with Rules 205 through 208 of the California Rules of Court. (Amended 7/1/02)

#### **RULE 3.01**

##### **ASSIGNMENT OF CASES**

(Repealed 7/1/02)

#### **RULE 3.02**

##### **JUDGES' SUBMISSION LIST**

Any judge, including assigned, retired or pro tem, having a matter under submission for more than 90 days, including the presiding judge, shall handle no further business until such matter is concluded and a decision is filed. This provision is mandatory and will be followed without exception unless a majority of the judges specifically authorize otherwise.

The court clerk must maintain a list of all matters submitted for decision by each of the judges or judges pro tem of this court which must contain the name of the judge, the date of the

## San Luis Obispo Superior Court

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order of submission, and the name and number of the case. This submission list must be revised not less than monthly and must be circulated to each judge. (Amended 1/1/09)

### **RULE 3.03**

#### **COURT CALENDARS**

##### **(a) Daily Calendar**

The Clerk of the Court will post a daily calendar for all court proceedings at convenient locations at the beginning of each court day.

##### **(b) Civil and Family Law and Motion Calendars**

The civil law and motion calendar includes but is not limited to orders to show cause, defaults, demurrers, discovery motions, motions on notice, matters involving receiverships, injunctions, supplemental proceedings and other matters which may be assigned. The family law and motion calendar must include domestic relations matters, custody, support, domestic violence, and all other related matters.

##### **(c) Special Settings**

A judicial officer who presides over a calendar that is set for a specific time may set a calendar matter before himself or herself, or before another judicial officer, at such other time as may be set aside by the assigning judicial officer, or to the special set calendar of any other judicial officer. (Amended 7/1/03)

## **CHAPTER 4. COURT PLEADINGS, FORMS AND DOCUMENT FORMAT**

### **RULE 4.00**

#### **ORGANIZATION**

Pleadings, documents, declarations and other papers, must comply with California Rules of Court. (Eff. 1/1/98) The latest version of applicable printed forms of petitions, orders and other documents approved by the Judicial Council must be used in all cases, unless otherwise permitted or directed by the court. If a form is inadequate for a given circumstance, an addendum may be attached to the form. When no applicable form has been so approved, counsel should draft their own documents. (Amended 7/1/02)

### **RULE 4.01**

#### **SUBSTITUTION OF PARTY IN PRO PER**

No substitution of a party in propria persona for an attorney of record representing him, whether by stipulation or order, shall be valid for any purpose unless the address of such party, where he may be served by mail, shall appear in the stipulation or order except as authorized by statutes dealing with the confidentiality requirements of Domestic Violence. See California Rule of Court 3.1115 and 3.1362.

### **RULE 4.02**

#### **CONFORMED COPIES**

When counsel requests copies of documents filed to be conformed and returned by mail, such request must be accompanied by a self-addressed and postage prepaid envelope. A maximum of two copies of all documents presented will be conformed. (Amended 7/1/02)

### **RULE 4.03**

#### **PLEADINGS AND RECORDS IN AN EMINENT DOMAIN ACTION INVOLVING MORE THAN ONE PARCEL OF PROPERTY CONFORMED COPIES**

##### **(a) Pleadings**

In an eminent domain action involving more than one parcel of property, the plaintiff's complaint must set forth, in addition to the matters required by Section 1250.310 of the Code of Civil Procedure, numbers or symbols to identify each of the parcels of the property. A

## San Luis Obispo Superior Court

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defendant's answer, demurrer, or written appearance must set forth in the space below the number of the case and in parentheses, the parcel numbers or symbols that identify the property claimed by him.

**(b) Copy of Pleadings**

Within ten days after service of each defendant's pleading, the plaintiff must file a duplicate copy of his complaint, summons, lis pendens, and other pertinent documents. A defendant who claims more than one parcel of property must file a copy of his pleading for each parcel claimed by him. A copy of such pleading must be filed by the Clerk of the Court in the appropriate parcel files.

**(c) Register**

The Clerk of the Court must include in the register, opposite the name of each defendant, the numbers or symbols that identify the property in which he is alleged to have an interest.

**(d) Parcel Files**

The Clerk of the Court must file the pleading of each of the defendants in separate file folders following the file folder that contains the original complaint. All the file folders must have the same tab position and bear the number of the action. Following the number of the action, the file folder of each defendant must set forth the parcel numbers or symbols identifying the property claimed by him. Thereafter, all papers pertaining to that property must be filed in that file folder.

**(e) Waiver of Requirements**

The court may, for good cause shown, order any paper to be filed without a parcel number or symbol.

(Amended 1/1/09)

### CHAPTER 5. COURT FILES AND EXHIBITS

#### RULE 5.00

##### EXHIBITS

**(a) Reproduction**

All exhibits attached to any pleading or document filed with the Court must comply with California Rules of Court, Sections 2.100 and 3.11110. Wherever the exhibit represents an original writing that has printing, typing, communication or representation on each side of the original, the exhibit should be either single-sided or if double-sided the back shall be inverted (tumbled).

**(b) Foreign Languages**

Exhibits written in a foreign language must be accompanied by a verified English translation.

**(c) Incorporation by Reference**

No pleading shall incorporate pleadings or other documents or portions thereof that are filed in another separate legal action without attaching a copy or setting forth the pertinent portion in the pleading that incorporates it.

**(d) Pagination**

Exhibits with multiple pages must be paginated unless paginated in the original.

**(e) Tabs**

The first page of each exhibit must be marked with a tab that protrudes from the page, at the bottom.

**(f) Depositions, Interrogatories or Transcripts**

Copies and/or portions of depositions, interrogatories or transcripts must not be filed or received except as provided for in Rules 7.03 and 7.04.

**(g) Court Discretion**

The court, in its discretion, may disregard any exhibit that does not comply with the above.

## San Luis Obispo Superior Court

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### **(h) Criminal Case Exhibits**

Pursuant to section 1417.3 of the Penal Code, if an exhibit by its nature is severable and upon court order, the clerk must retain a portion of the exhibit not to exceed 3 lbs. by weight or 1 cubic foot by volume and return the balance of the exhibit to the district attorney or counsel offering the same. The clerk must substitute a full and complete photographic record of any exhibit or part of any exhibit which is returned to counsel. The party to whom the exhibit is being returned must provide the photographic record.

Whenever feasible, photographs, technical reports or identical dummy objects must be used in lieu of the original. All controlled substances received in evidence must be clearly labeled as to the type and amount of substance, preferably with the analyst's report on the outside of the envelope.

Exhibits, toxic by their nature, that pose a health hazard to humans must be introduced to the court in the form of a photographic record, if possible. Where the court finds that good cause exists to depart from this procedure, toxic exhibits may be brought into the courtroom and introduced. However, following introduction of the exhibit, the person previously in possession of the exhibit must take the responsibility for it and the court is not required to store the exhibit. (Amended 1/1/04)

Toxic exhibits are defined to include, but are not limited to the following: (Amended 1/1/04)

- (1) Any container containing a flammable liquid such as gasoline, kerosene, lighter fluid, paint thinner, ethyl, ether, etc.
- (2) Any type of explosive powder.
- (3) Any explosive chemical such as a toluene, ethane, etc.
- (4) Any explosive device such as a pipe bomb, hand grenade, etc.
- (5) Any flammable device such as a Molotov cocktail.
- (6) Any canister containing tear gas, mace, etc.
- (7) Any corrosive liquid.
- (8) Any rags soaked with any flammable liquid which are still damp or wet.
- (9) Dry P.C.P. in other than an airtight plastic bag.
- (10) Any liquid P.C.P.

Amended 1/1/09

### **RULE 5.01**

#### **ENTRY OF COURT ORDER IN MINUTES**

In matters within the jurisdiction of the superior court the Clerk of the Court must keep minutes of court orders and must place a copy of each minute order in the court's file of actions in chronological order in lieu of a minute book as provided in Government Code Section 69844.7. (Amended 7/1/13)

### **RULE 5.02**

#### **COURT RECORDS**

##### **(a) Removal of Papers**

No papers shall be removed from the files or replaced therein except by the Clerk of the Court. The Clerk of the Court must not deliver any papers filed except for purposes of inspection in the office of the Clerk of the Court, to the possession of any person other than an attache of the court unless so ordered by the court.

##### **(b) Return of Exhibits**

Except as otherwise provided herein no exhibits shall be released from the possession of the Clerk of the Court except on order of the court and the giving of a receipt therefore. (Amended 7/1/02)

##### **(c) Copying and Reproducing Official Court Records**

Only judicial officers and authorized court personnel may photocopy or otherwise reproduce original, official, court case records or exhibits. Any such copying or reproduction for public distribution shall be done only by or under the direct supervision of such authorized

## San Luis Obispo Superior Court

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personnel, subject to any established court charge for these services. Personal photographing or other reproduction of original court records by the public is not permitted. This rule does not apply to the printing or reproduction of documents that may be posted or otherwise made available in electronic form on the court's websites. (Eff. 1/1/06)

### **RULE 5.03**

#### **PRIORITY FILING SYSTEM**

It must be the duty of counsel, in all documents presented for filing as part of the official Court file, to indicate the date and time of any pending court trial or hearing to which the documents may be pertinent, or to specify that there is no hearing date or trial date set, directly below the caption describing the nature of the document.

When filing a proof of service that pertains to a particular hearing date, a face sheet must be attached that shows the department, hearing date and time.

The Clerk of the Court must process court filings on a priority basis, insuring that all documents are properly entered and filed in the appropriate court file with all due promptness following receipt. The Clerk of the Court must further give all necessary processing priority to documents with pending court trial or hearing dates, insuring that documents reach the court file prior to delivery of the file to the court for hearing, or as soon thereafter as is reasonably possible in consideration of the date of receipt. (Amended 7/1/02)

### **RULE 5.05**

#### **REMOVAL OF EXHIBITS**

By order of a judge, commissioner, juvenile court referee or juvenile court traffic hearing officer of this court, any exhibit may be returned by the court clerk to the witness or party by whom it was produced after the substitution of a photostatic copy therefore; provided, however, that such order may dispense with such substitution in the case of an original record, paper or object taken from the custody of a public officer which is being returned to such officer, or in the case of an exhibit used only in making proof against a party whose default has been entered, or when a photostatic copy is impracticable, in which case a receipt must be given, or when a written stipulation of all the parties consenting thereto is filed. (Amended 7/1/02)

### **RULE 5.06**

#### **REMOVAL OF FILES**

No files shall be removed from the possession of the clerk unless permitted by order of the court. All files in the courtroom must remain in the possession of the clerk unless ordered by the court. (Amended 7/1/02)

## **CHAPTER 6 BONDS AND UNDERTAKINGS**

### **RULE 6.00**

#### **ENDORSEMENT BY CLERK**

(Repealed 7/1/03)

## **CHAPTER 7 CIVIL (LAW AND MOTION) HEARINGS PROCEDURES**

### **RULE 7.00**

#### **CALIFORNIA RULES OF COURT**

The provisions of California Rules of Court, are expressly applicable to law and motion practice in the Superior Court of California, County of San Luis Obispo. Particular attention

## San Luis Obispo Superior Court

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should be paid to the mandatory time requirements of Rules 3.1300, 3.1306, 3.1320, 3.1326, 3.1176, 3.1150, and 3.1342. (Amended 1/1/08)

### **RULE 7.01**

#### **DEMURRER/MOTION TO STRIKE**

The face sheet must show the date of filing of the Complaint or Cross-Complaint to which it is directed, to enable the Court to find it in a multi-volume file. See California rule of Court 3.1320, subd. (a) and (c).

### **RULE 7.02**

#### **FILING PAPERS**

Failure to comply with Rule 3.1110, subd. (b) may result in the paper reaching Legal Research too late for consideration. (Amended 1/1/08)

### **RULE 7.03**

#### **POINTS AND AUTHORITIES**

See California Rule of Court 3.1113. (Amended 1/1/08)

### **RULE 7.04**

#### **HANDLING AND RETURN OF EXHIBITS**

Depositions and exhibit packages prepared pursuant to Rule 7.03, above, will be received and retained without filing by the clerk of the court. Counsel submitting such documents must indicate in the caption or on the face page if they are to be returned or in the alternative destroyed when the motion has been resolved. Counsel submitting such documents must include a postage prepaid self-addressed envelope with which to return the exhibits.

After resolution of the motion, all exhibits so retained must be returned by the clerk to the party submitting them or destroyed if a postage prepaid self-addressed envelope was not provided. If the motion was resolved after opposition, the clerk must hold the documents for the applicable period within which a party may request review of the court's ruling, not to exceed sixty-one (61) days. If review is sought, the clerk must further retain such documents until the review process has concluded.

Any party to the motion proceeding may orally move the court at time of the hearing to file the exhibits, or any of them, and, upon a showing of good cause, such motion will be granted. (Amended 7/1/02)

### **RULE 7.05**

#### **INCOMPLETE MOTIONS**

No motion, demurrer or petition will be heard unless accompanied by the papers upon which it is made or unless such papers have previously been filed and are so identified in the moving document. Every such matter filed without any supporting papers and which is based on declarations, affidavits and points and authorities to be filed after the initial notice is filed may be summarily placed off calendar. The moving party may not file any subsequent supporting papers which contain new facts or arguments; however, moving party may file papers which rebut the opposition, in compliance with California Rule of Court 3.1300(1). (Amended 1/1/08)

### **RULE 7.06**

#### **CONTINUANCES**

(a) The Court Attorney receives all of the law and motion files for calendared matters approximately seven (7) days preceding the hearing date. The Court must be notified by telephone as soon as possible when a matter is to be continued or placed off calendar in order to avoid unnecessary review.

(b) Requests to continue or place a matter off calendar should be directed to the clerk's office.

(c) All continuance requests must be made by the moving party, and must be with the agreement of the opposing party. A stipulation for a continuance with the appropriate fee must be



## San Luis Obispo Superior Court

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filed prior to the continued date. A "Notice of Continuance," not signed by both parties, has no effect. A non-stipulated continuance will be granted only on noticed motion, made on an order shortening time.

(d) Any stipulation for a continuance of a Law and Motion matter must be filed more than two (2) court days prior to the scheduled hearing. After that time, leave of the assigned judge must be obtained in order for any continuance to occur. Absent such leave, the matter will be heard and decided or ordered off calendar at the time scheduled for the hearing. (Amended 1/1/12)

### **RULE 7.07**

#### **RESTORATION TO CALENDAR**

A law and motion matter that has gone off calendar may be restored thereto only upon noticed motion except in an extraordinary situation to be determined by the court in its discretion.

### **RULE 7.08**

#### **EVIDENCE**

All evidence in a law and motion matter must be presented by verified pleadings, affidavits and declarations unless the court, on notice and for good cause shown, shall order the taking of oral evidence; in which case, the matter may be specially set for hearing by the clerk. CCP Section 2002. California Rule of Court 3.1306. (Amended 1/1/08)

### **RULE 7.09**

#### **LENGTHY HEARING**

(Repealed 7/1/03)

### **RULE 7.10**

#### **DISCOVERY**

Discovery motions must be governed by Part 2 of Chapter 4 of Division II, California Rules of Court, commencing with Rule 3.1000. (Amended 7/1/02)

### **RULE 7.11**

#### **CONSOLIDATION**

(Repealed 7/1/01)

### **RULE 7.11.1**

#### **TENTATIVE RULINGS**

Prior to the day of the hearing, any civil department may issue a tentative ruling on any law and motion matter, in the sole discretion of the assigned judge. If a tentative ruling is issued prior to the day of the hearing it will be issued in conformance with the tentative ruling procedures set forth in California Rules of Court, rule 3.1308(a)(2). The tentative ruling, if any, can be accessed by telephone at (805) 781-5178 and will be available at the court's website no later than 4:00 PM the day prior to the hearing.

This rule does not preclude posting a tentative ruling the day of the hearing pursuant to CRC Rule 3.1308(b), nor does it mandate a tentative ruling be issued on all law and motion matters. [Amended 1/1/12]

### **RULE 7.12**

#### **EX PARTE HEARINGS**

A party seeking an ex parte order shall serve the application and all supporting papers on all other parties no later than 10:00 a.m. on the day preceding the hearing, unless good cause exists for non-service of notice. In addition, the application and all supporting papers shall be filed, together with applicable filing fees, by no later than 2:00 p.m. on the day preceding the hearing. (Amended 7/1/14)

## San Luis Obispo Superior Court

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### **RULE 7.13**

#### **TELEPHONIC APPEARANCES**

##### **A. Program Overview**

**1.** The CourtCall Telephonic Appearance Program (“CourtCall”) organizes a procedure for telephonic appearance by attorneys as a reasonable alternative to personal appearances in appropriate cases and situations. CourtCall is fully voluntary and no attorney is required to utilize CourtCall. Rather, CourtCall is available at a reasonable fixed fee to use when circumstances are appropriate.

**2.** Designated courts conduct hearings on calendar in the usual manner, with the only difference being that hearing order preference is given to cases with CourtCall Appearances, unless the court exercises its discretion to call cases in a different order.

**3.** Hearings are conducted in open court or in private as the Court may designate. All attorneys making CourtCall Appearances call a designated toll free teleconference number a few minutes before the calendar is scheduled, to check in with the clerk. Attorneys remain on the court’s speaker phone-telephone line and hear the same business that those present in the court may be hearing. Attorneys not participating telephonically appear in person. The court calls cases for hearing. All attorneys on a case participate in the hearing. All present in the courtroom hear the discourse of those making CourtCall Appearances.

**4.** CourtCall Appearances are scheduled, in writing, in advance, by counsel serving on all other counsel and pro-se parties and delivering (via fax, mail, or personal delivery) to CourtCall, LLC, not less than five (5) court days prior to the hearing date, a Request for CourtCall Appearance form and by paying the stated fee for each CourtCall appearance.

##### **B. Participation in CourtCall Appearances**

###### **1. Courts**

**(a)** Judges and Commissioners may volunteer to participate in CourtCall. Each participating court must give calendar hearing order preference to cases which include attorneys making CourtCall appearances, except under unusual circumstances as determined by the court.

**(b)** Subject to the court’s right to amend this list, the following matters are currently deemed unsuitable for CourtCall appearances.

- 1.** Judgment Debtor Examinations
- 2.** Mandatory Settlement Conferences;
- 3.** Hearings at which oral testimony may be presented;
- 4.** Hearings in which oral argument is anticipated to exceed 15 minutes.

**(c)** The court reserves the right, at any time, to reject any Request for CourtCall appearance. When the court rejects a request, it must order a refund of deposited telephonic appearances fees and notify CourtCall, LLC.

**(d)** The court shall also reserve the right to halt the telephonic hearing on any matter and order the attorneys to personally appear at a later date and time, in which case no refund is permitted.

**(e)** If a matter is continued prior to the actual hearing date the prior filing of a Request for CourtCall appearance form must remain valid for the continued date of the hearing.

**(f)** Existing rules and procedures regarding the making of the record by a court reporter or electronic device or obtaining a transcript after the hearing must apply to hearings at which CourtCall appearances are made. No recordings may be made or telephonic appearances except in compliance with California Rule of Court 1.150.

###### **2. Attorneys**

**(a)** Attorneys electing to make a CourtCall appearance must serve on all other parties in the case the Request for CourtCall appearance form, fax a copy of the form to CourtCall, LLC and pay the CourtCall appearance fee in the method prescribed, not less than five court days before the hearing date.

## San Luis Obispo Superior Court

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(b) When the Request for CourtCall appearance is made at the same time as the filing of the hearing document or response, in addition to the Request for CourtCall appearance form, the words “CourtCall Appearance Requested” must be printed below the department, date, and time of the hearing on the first page of the papers filed with the court.

### **C. Appearance Procedure**

1. An attorney making a CourtCall appearance must:
  - a. Eliminate to the greatest extent possible all ambient noise from the attorney’s location;
  - b. Be required, during the attorney’s appearance, to speak directly into the telephone handset;
  - c. Not call in with cellular or cordless telephone devices or through a personal computer.
2. An attorney making a CourtCall appearance must call the court’s designated toll free teleconference line approximately 5 minutes prior to the scheduled hearing time and check in with the clerk. An attorney calling after the check-in period must be considered to be late for the hearing and must be treated by the Court in the same manner as if the attorney had personally appeared late for the hearing.
3. An attorney appearing telephonically must state his or her name for the record each time the attorney speaks and must participate in the appearance with the same degree of courtesy and courtroom etiquette as is required for a personal appearance. An attorney must not utilize the “hold” button, as it is not within the policy of the Court to wait for an attorney to rejoin the line. (Amended 7/1/03)

### **RULE 7.14**

#### **SUMMARY JUDGMENT/SUMMARY ADJUDICATION OF ISSUES**

(Repealed 7/1/01; See CRC 3.1350)

### **RULE 7.15**

#### **FAILURE TO COMPLY WITH CHAPTER 7 RULES**

Pursuant to the provision of California Code of Civil Procedure Section 575.2 and the rule making authority of this court, in the event that any attorney, or any party represented by counsel or any party appearing in propria persona fails to comply with any of the requirements of Chapter 7 or any order made pursuant to the rules set forth therein, the court may, upon motion of another party or upon its own motion, do any one or more of the following:

1. Strike out all or any part of any pleading of that party;
2. Dismiss the action or proceeding or any part thereof;
3. Enter a judgment by default against that party;
4. Impose other penalties of a lesser nature as otherwise provided by law;
5. Order attorney fees and/or costs incurred by other parties unnecessarily as a result of the failure of the party or his or her attorney to comply with these rules to be paid by the party and or his or her attorney;
6. Order that party or his or her attorney to pay the moving party the reasonable expenses in making the motion, including reasonable attorney fees.
7. Order that party or his or her attorney to pay to the court the reasonable expenses of the court.
8. No penalty will be imposed without prior notice to and opportunity to be heard by the party against whom the penalty is sought to be imposed. (Amended 7/1/03)

### **RULE 7.16**

#### **ADMINISTRATIVE MANDAMUS PROCEDURES**

Unless the administrative record is lodged in compliance with California Rules of Court, rule 3.1140, the scheduled hearing in a case brought under Code of Civil Procedure, section 1094.5, will be ordered off calendar. The pages of the administrative record must be numbered consecutively. Any references to the administrative record in either the supporting or opposing

## San Luis Obispo Superior Court

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points and authorities must include an appropriate reference to a specific page or pages of the record. (Amended 7/1/02)

### **RULE 7.17**

#### **REPORTING OF PROCEEDINGS**

(a) The court does not provide for regular reporting of hearings on motions on the civil law and motion calendar.

(Amended 7/1/17))

### **RULE 7.18**

#### **DEFAULT SETTINGS**

When a default hearing is required for judgment, such as where service is by publication or attorneys' fees are sought pursuant to contract, such hearing must be requested using the local form, *CVDF010*. (Amended 7/1/03)

### **RULE 7.19**

#### **ORDERS AFTER HEARING**

Except as noted in Rules 7.9 and 7.12, all orders must be submitted to the civil division, Room 385, after the hearing. The date, time and department must be in the caption of the order. Orders must be in compliance with the California Rules of Court, Rule 3.1312. The judge's name must appear below the signature line and at least two lines of text must be on the signature page. (Amended 1/1/08)

### **RULE 7.20**

#### **NOTICE OF RULING**

A conformed copy of the order must not be attached as an exhibit to any notice of ruling filed with the court. (Amended 7/1/02)

### **RULE 7.21**

#### **PETITIONS FOR CHANGE OF NAME AND FOR CIVIL HARASSMENT**

The Court requests that parties seeking restraining orders or court-ordered name changes provide completed proposed orders after hearing at the time of filing their petitions. (Eff. 1/1/08)

### **RULE 7.22**

#### **RESERVATIONS**

Law and Motion settings are limited. Counsel must call and reserve a hearing date prior to filing their moving documents. For cases venued in Paso Robles, the reservation number is 237-3079; for cases venued in San Luis Obispo the reservation number is 781-5677. (Adopted 1/1/11)

## **CHAPTER 8 MANDATORY CIVIL SETTLEMENT CONFERENCES**

(Repealed 7/1/02)

## **CHAPTER 9 CIVIL TRIAL CALENDAR POLICIES AND PROCEDURES**

### **RULE 9.00**

#### **CASE MANAGEMENT AND DISPOSITION POLICIES**

(a) In accordance with Government Code Section 68607, it is the policy of the court to manage all cases from the time the complaint is filed until a final disposition has been achieved. It is the policy of the court to assign civil cases to one judge for all purposes at the time the

## San Luis Obispo Superior Court

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complaint *or* first pleading is filed. It is also the policy of the court to promote early dispositions through alternative dispute resolution techniques. (Amended. 7/1/03)

(b) It is the policy of this court to follow the case-disposition goals set forth in Sections 2.1 and 2.3 of the Standards of Judicial Administration. All cases will be assigned to one of the following case management plans based upon the factors set forth in these rules:

1. Plan 1: 90% of all cases must be disposed of within 12 months from the date the complaint is filed;

2. Plan 2: 98% of all cases must be disposed of within 18 months from the date the complaint is filed; and

3. Plan 3: 100% of all cases must be disposed of within 24 months from the date the complaint is filed.

(c) **Continuances:** It is the policy of this court that when a matter has been calendared, the date may not be changed without a showing of good cause. Court hearings and appearances are appointments with the court and may not be changed without the consent of the judicial officer assigned to manage the case. Continuances of law and motion matters must be managed by the court attorneys. The court clerk is not authorized to continue a matter or take off calendar, except by direction of the judicial officer assigned to the case.

(d) **Modifications:** Nothing in these rules shall be interpreted to prevent the court from issuing an order modifying the application of the above policies if the interest of justice require the modification. (Amended 7/1/03)

### **RULE 9.01**

#### **CASE EXEMPT FROM CIVIL CASE MANAGEMENT**

These rules shall not apply to proceedings as defined in CRC 3.712. (Amended 7/1/02)

### **RULE 9.02**

#### **UNINSURED/UNDERINSURED MOTORIST CASES**

**A. Temporary Exemption From Fast Track:** When plaintiff's counsel determines that the defendant is an uninsured/underinsured motorist and that an uninsured/underinsured motorist claim will be made against the plaintiff's insurer, a declaration captioned "Request for Temporary Exemption – Uninsured/Underinsured Motorist Case" must be filed which sets forth the following:

1. A statement that the plaintiff has uninsured motorist's coverage;

2. The name of the insurer and the limits of the coverage; and

3. A statement that counsel believes that the limits of coverage are adequate to compensate for known losses or damage, that plaintiff will promptly pursue the remedies provided by the insurance contract and that it is counsel's intention to assign the claim to the insurer or dismiss the pending action upon conclusion of the uninsured motorist claim.

**B. Resolution Required Within One Year:** In any case designated as an Uninsured/Underinsured Motorist case, the plaintiff and the plaintiff's insurer must settle or arbitrate the dispute. The case must be calendared for a Status Conference 180 days after the designation. The court shall maintain jurisdiction of the case until completion of the mediation and/or arbitration.

**C. Mediation Prior to Arbitration.**

At the request of any party or on the court's own motion, the court may order mediation before arbitration.

**D. Appointment of Arbitrator.**

Any party seeking arbitration may petition the court to appoint a neutral arbitrator. In the event the parties cannot agree upon an arbitrator, each side shall submit two names for consideration by the court. To minimize expenses and promote the early disposition of cases, the court shall give preference to arbitrators chosen from a list of persons who have been compensated at the rate of \$300/hr. by the parties. (Amended 1/1/18).

**San Luis Obispo Superior Court**

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**RULE 9.03**

**SANCTIONS FOR FAILURE TO COMPLY WITH LOCAL RULES**

- A.** Except for good cause shown, sanctions may be imposed upon any person who:
- 1.** Fails to comply with any local rule or order of the court, other than a prior order to pay sanctions; or
  - 2.** Fails to submit any form or report required by the court; or
  - 3.** Fails to appear at any case management conference or any other scheduled event; or court-ordered arbitration.
- B.** Sanctions may include, but are not limited to, payment of monetary sanctions to the court, payment of the opposing party's reasonable expenses and attorney's fees, dismissal of the action or striking an answer and entering a default. (Amended 7/1/02)

**RULE 9.04**

**WAIVER OF RULES**

- (A)** No procedure or deadline established by these rules or by court order may be waived or extended by stipulation or agreement of the parties unless the waiver or extension is permitted by Government Code section 68616 or by the court.
- (B)** Any party may seek relief from any procedure or deadline imposed by these rules or court order by filing a noticed motion describing the relief sought and the facts upon which the application is based. The motion must be supported by appropriate declarations showing the factual basis for the motion and that injustice to a party will result if the relief is not granted. (Amended 7/1/02)

**RULE 9.05**

**LAW AND MOTION**

(Repealed 1/1/05)

**RULE 9.06**

**PRELITIGATION MEDIATION (Reserved)**

**RULE 9.07**

**MEDIATION**

- A.** The court may, where appropriate, order the parties to participate in mediation before a neutral mediator appointed or approved by the court. Evidence Code sections 1115 et seq. shall govern the proceedings.
- 1.** Mediators must be selected by the parties from a list of mediators provided by the court.
  - 2.** Within 20 days from the date the court orders mediation, the plaintiff must file a Notice of Mediation in the form annexed to these Rules.
  - 3.** Within 10 days from the date the mediation has been completed, the mediator must file a Report of Mediator in the form annexed to these Rules.
  - 4.** The mediator's fees must be divided equally by the parties, or as the parties may agree.
- B.** The following persons are required to attend court-ordered mediation:
- 1.** The parties;
  - 2.** The parties' attorneys;
  - 3.** The insurer's representatives who have authority to settle for any amount up to the limits of the policy;
  - 4.** Any other persons whose consent or authority is necessary to resolve the disputed issues.
- There shall be no exceptions to these requirements. Access by telephone is not in compliance with these orders.

## San Luis Obispo Superior Court

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**C.** The mediation or early settlement conference must be concluded within the time set by the court at the first Case Management Conference. The mediation may be continued one time by agreement of the parties and the mediator without court order provided:

**1.** The continuance is for no more than 20 days from the date the mediation was originally scheduled;

**2.** All parties and the mediator agree on the new date;

**3.** The party requesting the continuance serves and files a declaration under penalty or perjury stating that all parties have agreed to the continuance and the reasons for the continuance;

**4.** The reasons for the continuance comply with the standards for good cause set forth in Section 9 of the Standards for Judicial Administration. The desire to conduct further discovery must not generally constitute good cause absent special circumstances.

**D.** The parties must comply with the directives of the neutral mediator in regard to briefing and the payment of fees and costs. When the mediator is a judicial officer of the court, a mediation brief must be presented no later than five (5) court days in advance of the mediation; it must be on pleading paper and not exceed four (4) pages, without exhibits.

**E.** The parties may request mediation at any stage of the proceedings. Such requests should be directed to the judge assigned for all purposes. (Amended 7/1/02)

### **RULE 9.08**

#### **JUDICIAL ARBITRATION**

**A.** The court may order the parties to participate in non-binding judicial arbitration before a neutral arbitrator appointed by the court. Matters referred to non-binding judicial arbitration must be conducted in the manner set forth in California Rules of Court 3.810 et seq.

**B.** The Court does not have an administrative committee. The Presiding Judge, per Rule 3.813, performs the functions and has the power of an administrative committee. (Amended 7/1/03)

### **RULE 9.09**

#### **SETTLEMENTS**

**(A) Binding Arbitration:** When the parties stipulate to binding arbitration, the case must be dismissed. The court will reserve personal and subject matter jurisdiction to enforce the terms of the arbitration agreement and to enter a judgment confirming the arbitration award. (Amended 7/1/02)

### **RULE 9.10**

#### **CIVIL CASE MANAGEMENT POLICY**

(Repealed 7/1/01)

### **RULE 9.11**

#### **FORMS TO BE ISSUED BY THE CLERK WHEN THE COMPLAINT IS FILED**

**A.** The Clerk must provide the following forms to the plaintiff when the complaint or initial pleading is filed:

**1.** Civil Case Management Policy

**2.** Notice of Assignment and Case Management Conference

**3.** Case Management Statement

**4.** ADR Policy Statement

**B.** The clerk must assign the case to a judge for all purposes and must calendar a Case Management Conference approximately 125 days later. (Amended 1/1/09)

### **RULE 9.12**

#### **SERVICE OF SUMMONS AND COMPLAINT**

**A.** The plaintiff must serve the Summons and Complaint on all defendants within 60 days. The following documents must be attached to the complaint or served at the same time the complaint is served:

## San Luis Obispo Superior Court

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1. Civil Case Management Policy;
  2. Notice of Assignment and Case Management Conference;
  3. A blank Case Management Statement; and
  4. The court's ADR Policy Statement.
- B.** A Proof of Service must be filed with the court within ten days after the complaint is served on any defendant unless a responsive pleading has been filed.
- C.** The following documents must be attached to and served with any cross complaint that names new parties:
1. Civil Case Management Policy Statement;
  2. Notice of Case Management Conference;
  3. A blank Case Management Statement; and
  4. ADR Policy Statement. (Amended 1/1/05)

### **RULE 9.13**

#### **CASES TRANSFERRED FROM OTHER JURISDICTIONS**

- A.** Upon receipt of the file, the Clerk must assign the case to a judge for all purposes and must provide the plaintiff with a copy of the court's Civil Case Management Policy, a Notice of Assignment and Case Management Conference, a Case Management Statement, and the court's ADR Policy Statement.
- B.** Upon receipt of the documents listed in 9.13A, the plaintiff must serve a copy of each document upon each other party to the action. Plaintiff must file a certificate that the documents were served on each defendant within 10 days of receipt of the documents from the clerk.
- C.** A Case Management Conference will be set within 45 days from the filing of the action in this court. (Amended 1/1/05)

### **RULE 9.14**

#### **RESPONSIVE PLEADINGS**

- A.** Each party served must file and serve responsive pleadings within the time required by law. The parties may stipulate to an extension of not more than fifteen days beyond the date the response would otherwise be due.
- B.** Entry of Default.
1. Plaintiff is required within ten days after the time for filing a responsive pleading to request the entry of a non-responding party's default.
  2. Default hearings and judgments need not be pursued in multi-defendant cases until the entire action against all responding defendants has concluded.
  3. Parties may set aside a default by filing a stipulation and proposed order. An answer or other responsive pleading must be attached to the stipulation. (Amended 7/1/02)

### **RULE 9.15**

#### **CASE MANAGEMENT CONFERENCE**

- A.** The parties must confer in regard to case management issues no later than 30 days prior to the Case Management Conference (CRC 3.720).
- B.** Each party must file and serve a completed Case Management Statement fifteen days before the first Case Management Conference. If the questionnaire is filed less than fifteen days before the conference, a sanction will be imposed (CRC 3.720).
- C.** Counsel must confer with their clients in regard to ADR prior to the conference. Counsel must be able to represent to the court whether mediation and/or arbitration is acceptable to their clients.
- D.** At the first Case Management Conference, the court must assign the case to a case management plan by applying the factors listed in Rule 9.18. The court must also make other pretrial orders to facilitate the cost-effective resolution of the case. The orders may include the following:
1. Defendants and cross defendants, other than fictitiously-named defendants, who have not been served or appeared may be dismissed unless their default has



## San Luis Obispo Superior Court

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been requested. The court for good cause may permit service of such defendants or cross defendants by a date certain.

2. It is the policy of the court to encourage and facilitate mediation of litigated disputes by trained and experienced neutral mediators. The court must make orders on stipulations to mediation by an approved mediator. The order must identify the mediator and the time within which the mediation must be completed. A second Case Management Conference may be set to review the result of the mediation.

3. The court must make orders on stipulations to binding arbitration or non-binding judicial arbitration. The court order must identify the arbitrator and the time within which the arbitration must be completed. A second Case Management Conference may be set to review the result of the arbitration.

4. The court must consider bifurcating or severing issues or causes of action and consolidating related cases.

5. The court must consider establishing a discovery plan that regulates the scope, timing and deadlines for completing discovery.

6. The court may make orders scheduling the exchange of information relating to expert witnesses under C.C.P. § 2034 and dispositions of expert witnesses unless the parties stipulate that no expert witnesses will be called to testify. The court will closely examine any claim that multiple experts are required.

7. The court may make orders scheduling the completion of law and motion matters contemplated by the parties. The trial date will not be adjusted to accommodate law and motion matters.

8. The court may make orders scheduling further Case Management Conferences.

E. Counsel who appear at the first Case Management Conference must be familiar with the case and must be prepared to discuss case management issues. Counsel must have authority to agree to and select a mediator or arbitrator from the list of neutral mediators and arbitrators approved by the court. Counsel who fail to attend the case management conferences must be subject to one or more of the sanctions outlined in Rule 9.03.

F. A trial date may be assigned at either the first or the second Case Management Conference. The date will be in the 12th month following the date the complaint was filed. A date for a mandatory settlement conference will also be set in the 11th month following the date the complaint was filed. (Amended 1/1/04)

### **RULE 9.16**

#### **SETTLEMENT CONFERENCE**

(Repealed 7/1/01)

### **RULE 9.17**

#### **PRETRIAL PROCEDURES AND REQUIREMENTS**

(Repealed and Renumbered as 27.02 Effective 7/1/01)

### **RULE 9.18**

#### **CASE EVALUATION FACTORS FOR CASE MANAGEMENT PLANS**

The court must estimate the maximum time that will reasonably be required to dispose of each case in a just and effective manner. The court may reclassify the case to be a "Limited Jurisdiction Civil Case" and order the case managed under the rules applicable to such cases. The court must consider the following factors, and any other information the court deems relevant, understanding that no one factor or set of factors shall be controlling and that cases may have unique characteristics incapable of precise definition:

1. Type and subject matter of the action;
2. Number of causes of action or affirmative defenses alleged;
3. Number of parties with separate interests;
4. Number of cross complaints and the subject matter;
5. Complexity of issues, including issues of first impression;

**San Luis Obispo Superior Court**

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6. Difficulty in identifying locating and serving parties;
7. Nature and extent of discovery anticipated;
8. Number and location of percipient and expert witnesses;
9. Estimated length of the trial;
10. Likelihood that some or all issues can be mediated or arbitrated;
11. Statutory priority for the issues;
12. Likelihood of review by writ or appeal;
13. Amount in controversy and the type of remedy sought;
14. Pendency of other actions or proceedings which may affect the case;
15. Nature and extent of the law and motion proceedings anticipated;
16. Nature and extent of the injuries and damages;
17. Pendency of underinsured motorist claims;
18. Any other factor that could affect the timely and cost-effective disposition of the case. (Amended 7/1/02)

**RULE 9.19**

**LIMITED CIVIL CASES**

- A. Limited civil cases filed in branch courts must be assigned for all purposes to the judge assigned to the branch court.
- B. Trials of limited civil cases must be held in the branch courts.
- C. Limited civil cases must be generally managed in the manner set forth in these rules. Either party may request that the matter be set for trial at any time during the pendency of the action. (Amended 1/1/09)

**RULE 9.20**

**DECLARATION OF UNINSURED MOTORIST STATUS**

(Repealed 7/1/01)

**RULE 9.21**

**ALTERNATIVE DISPUTE RESOLUTION**

(Repealed 7/1/01)

**RULE 9.22**

**EXEMPTION FROM DELAY REDUCTION PROGRAM**

(Repealed 7/1/01)

**RULE 9.23**

**TRIAL SETTING CONFERENCE**

(Repealed 7/1/01)

**RULE 9.24**

**DIFFERENTIAL CASE MANAGEMENT RULES**

(a) As required by California Rule of Court 3.711, the following differential case management rules must apply. Disposition under the following case-management plans must be from the date of filing: (Amended 7/1/02)

- (1) Plan One, disposition within 12 months;
- (2) Plan Two, disposition within 18 months;
- (3) Plan Three, disposition within 24 months.

It is presumed that all cases are subject to the disposition goal under case-management Plan One when the case is filed. The Court may modify the assigned case-management plan at any time for good cause shown.

(b) The court may in the interest of justice exempt a general civil case from the case-disposition time goals if it finds the case to be complex within the meaning of California Rules

## San Luis Obispo Superior Court

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of Court 3.400 et. seq. and that exceptional circumstances are involved that will prevent the court and the parties from meeting the goals and deadlines imposed by the program. (Amended 7/1/02)

**RULE 9.25**  
**CASE PROCESSING TIME STANDARDS**  
(Repealed 7/1/01)

**RULE 9.26**  
**CONTINUANCE POLICY**  
(Repealed 1/1/09)

**RULE 9.27**  
**VENUE OF CIVIL PROCEEDINGS**

Civil cases may be filed at any court location other than the Juvenile Services Center and the Veteran's Hall. The case must be assigned for all purposes to a judge sitting in a branch court, or to a judge sitting in the courthouse in San Luis Obispo, on the following basis:

The case must be assigned to a judge sitting in the branch court or the San Luis Obispo Courthouse at the locations as set forth below, based on the principles set forth in sections 392 through 395 of the California Code of Civil Procedure. The term "location" must be substituted for "county," "city and county" or "judicial district" where those terms are used in the statutes.

San Luis Obispo Courthouse: San Luis Obispo, Avila Beach, Cayucos, Los Osos, Morro Bay, Grover Beach, Arroyo Grande, Nipomo, Oceano, Pismo Beach, and unincorporated areas south of the Ontario Grade in between and south of the Cuesta Grade..

Paso Robles Branch: Paso Robles, Atascadero, Cambria, Santa Margarita, Templeton, and unincorporated areas north of the Cuesta Grade.

The first pleading filed in a civil action must contain an allegation that establishes the proper venue of the action.

Unlimited jurisdiction civil cases will be assigned only to the San Luis Obispo Courthouse or the Paso Robles Branch.

The court to which any action has been assigned may be changed upon a showing of good cause or upon the court's own motion. (Amended 1/1/12)

**RULE 9.28**  
**SMALL CLAIMS PROCEEDINGS**

**(a) Venue**

(1) An action in small claims is to be filed and heard at the location set forth below, based on the defendant's residence or principal place of business, unless otherwise ordered by the court.

San Luis Obispo Courthouse: San Luis Obispo, Avila Beach, Cayucos, Los Osos, Morro Bay, Grover Beach, Arroyo Grande, Nipomo, Oceano, Pismo Beach and unincorporated areas in between and south of the Cuesta Grade.

Paso Robles Branch: Paso Robles, Atascadero, Cambria, Santa Margarita, Templeton, and unincorporated areas north of the Cuesta Grade.

(2) If the defendant's residence or principal place of business is outside the County of San Luis Obispo, then the case must be assigned to a judge by using the principles set forth in sections 392 through 395 of the California Code of Civil Procedure. The term "location" must be substituted for "county," "city and county" or "judicial district" where those terms are used in the statutes.

**(b) Costs**

Costs for personal service are in the discretion of judicial officer if the plaintiff has not first unsuccessfully attempted service by certified mail.

## San Luis Obispo Superior Court

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### **(c) Continuances**

Continuances of small claims proceedings will be granted by the court only if the request is in writing, is made at least ten (10) calendar days before trial and/or upon a showing of good cause.

### **(d) Post Judgment Motions**

(1) The court will schedule all small claims post judgment hearings not less than ten (10) calendar days after the filing of the proper papers.

(2) Post judgment hearings will be calendared at the same time as small claims cases are heard. (Amended 1/1/04)

### **(e) Exhibits**

Exhibits retained by the court are held for 60 days from the date of mailing of the notice of final disposition and destroyed unless the party(s) contact the court to arrange for their return. (Eff. 1/1/12)

## **RULE 9.29**

### **MANDATORY MEDIATION**

(Repealed 7/1/01)

## **CHAPTER 10 PROCEDURAL RULES CRIMINAL AND TRAFFIC**

## **RULE 10.00**

### **FILING CRIMINAL COMPLAINTS AND CITATIONS**

#### **(a) Filing**

All criminal complaints, informations, and citations filed in the Superior Court of California, County of San Luis Obispo, must comply with the Court Filing Procedures.

(Amended 7/1/15)

## **RULE 10.01**

### **BAIL**

#### **(a) Requests for Increase or Reduction**

When bail has been set by a Judge out of Court, all subsequent out-of-court requests for an increase or reduction of bail must be made to the judge who set such bail.

#### **(b) More than One Request**

Any person requesting a reduction or increase in bail must disclose all other applications for an increase or reduction.

#### **(c) Notice to District Attorney**

(1) No applications may be made without prior notification to the District Attorney to allow a representative to be present.

(2) When a request for bail or OR is made after normal court hours the requesting party must contact the "on-call" deputy district attorney to determine his or her recommendation. The "on-call" deputy district attorney will notify the requesting party of the bail recommendation and furnish a phone number where the party can contact the deputy district attorney to discuss the recommendation.

#### **(d) Relief From Forfeiture**

A surety, surety insurer, bail agent, or a depositor of money or property may bring a motion to vacate a forfeiture and exonerate a bond pursuant to the provisions of Penal Code section 1305, subdivision (i). The motion shall be filed within 180 days of the date of forfeiture, or if notice of forfeiture was sent by mail, then within 185 days of the date of forfeiture.

#### **(1) Form of Motion**

A motion filed pursuant to this provision and the provisions of Penal Code section 1305 shall be in the form required by California Rules of Court, Rule 3.1112, or, in the alternative, may be brought by way of a properly completed Court approved form entitled Notice Requesting

## San Luis Obispo Superior Court

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Discharge of Forfeiture and Exoneration of Bond, which may be obtained through the clerk of the San Luis Obispo Superior Court, Criminal Division. Unless the grounds for relief from forfeiture are those provided for in Penal Code section 1305, subdivisions (c)(1) or (2), the motion or notice requesting discharge shall be supported by proper affidavit(s).

### **(2) Hearing Procedure**

The motion or notice requesting discharge of forfeiture shall be considered by the assigned judge in chambers and may be calendared as provided for in paragraph (3) of this rule. Except as otherwise provided in paragraph (3), no appearance is required by the moving party or the prosecuting agency.

### **(3) Notice Requirements**

If, after review of the motion or notice requesting discharge of forfeiture and the supporting affidavits, the Court believes that discharge of forfeiture and exoneration of the bond is not warranted, the Court will calendar the matter for hearing and the Clerk of the Court shall provide 10 days prior notice to the prosecuting agency.

### **(4) Assessment of Costs**

(A) The Court shall assess the sum of \$100.00 as a condition to exoneration of bail in all cases (said sum representing the Court's costs in processing the forfeiture and other matters related to the defendant's failure to appear).

(B) Where applicable the following assessments shall be made when a defendant has been transported back to San Luis Obispo County at public expense (said sums representing the actual costs of returning the defendant to custody, in accordance with the Penal Code section 1306):

- (1) Los Angeles County Sheriff's bus service shall be assessed at \$26.00;
- (2) Security Air Transport Air Service shall be assessed at \$226.00;
- (3) Other transportation costs shall be assessed at actual cost.

### **(e) Extensions of Time**

A surety, surety insurer, bail agent, or a depositor of money or property may bring a motion to extend the 180-day relief from forfeiture period provided for in Penal Code section 1305. The motion shall be filed within 180 days of the date of forfeiture, or if notice of forfeiture was sent by mail, then within 185 days of the date of forfeiture. The motion shall be supported by proper affidavit(s) showing "good cause" for the extension. The matter shall be calendared for hearing within 30 days from the expiration of the 180 day period, conditioned upon the moving party providing 10 days prior notice to the prosecuting agency.

### **(f) Source of Bail -- PC 1275 -- Procedure**

When a Source of Bail Order pursuant to Penal Code Section 1275 has been signed by a judge in a case, the following procedure must be followed by the defendant in calendaring the matter for hearing to show that "no portion of the consideration, pledge, security, deposit, or indemnification paid, given, made, or promised for its execution was feloniously obtained:"

#### **(1) Declarations and Proof Required**

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

- (A) The bail bondsman,
- (B) The source of the bond premium, including name and address of person(s) 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) Time for Filing**

The declaration or offer of proof must be filed and personally served on the District Attorney not later than three court days before the hearing; for example, for a hearing on Friday at 8:30 a.m., the declaration or offer of proof must be served and filed by Tuesday at 5:00 p.m.

#### **(3) Persons Required at Hearing**

At the hearing the defendant must produce the bail bondsman, the person proposing to pay the premium, and the person proposing to provide the security for examination and cross-examination. (Amended 7/1/03)

**San Luis Obispo Superior Court**

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**RULE 10.02**

**ARREST AND SEARCH WARRANTS**

All requests for arrest and search warrants must be presented to the District Attorney's Office for review prior to being presented to a judge and must be approved as to form by a prosecutor who has reviewed and approved the request. Search warrants for driving under the influence (DUI) cases which use the pre-approved template for a DUI blood draw search warrant do not require District Attorney approval. (Adopted 1/1/17)

**RULE 10.03**

**CALENDARING CRIMINAL PROCEEDINGS**

**(a) Location of Arraignment**

**(1) In-Custody**

The initial court appearance or arraignment for defendants who are in custody in the County Jail will be held at the San Luis Obispo Court location.

**(2) Out-of-Custody**

The initial court appearance or arraignment for defendants who are not in custody at the county jail and are charged with a felony offense, must be arraigned at the San Luis Obispo Court location. The initial court appearance or arraignment for defendants who are not in custody and are charged with a misdemeanor offense that was committed in the jury district of Paso Robles or the jury district of San Luis Obispo must be arraigned at the San Luis Obispo Court location.

**(3) Felony Cases**

All defendants charged with a felony offense regardless of where the offense occurred must be arraigned at the San Luis Obispo Court location. Felonies on entry of a plea of not guilty will be set for a preliminary hearing. This hearing will be set within 10 court days of the entry of plea if the defendant is in custody and within 14 to 16 court days if he or she is not.

**(b) Date of Arraignment**

**(1)** Arresting agencies releasing persons prior to an arraignment calendar hearing must fix the date of the appearance of the person arrested in the proper location of this Court at a regularly scheduled arraignment calendar not more than two weeks for felony defendants and 30 days (or closest court day not to exceed 32 days due to holidays and weekends) for all other defendants from the date of such release. If a further appearance date has been set by the Court then the date of appearance fixed by the law enforcement agency must be that date.

**(2)** Whenever an arresting agency releases a defendant and sets a court appearance date it must notify the clerk of the court in which the defendant is to appear.

**(c) Multiple Cases**

**(1) Felony Defendants:**

**(A) Probation Violations**

If a defendant is charged with a felony offense, all pending misdemeanor probation violations will be transferred to the San Luis Obispo Branch where the felony case is pending. If a defendant is released upon posting bail on a warrant issued for a misdemeanor probation violation and a felony is pending, the defendant will be directed to appear in the San Luis Obispo Branch on all of these cases.

**(B) Pending Misdemeanor Cases**

If a defendant in custody is charged with a felony offense and a separate misdemeanor offense, all pending misdemeanor cases will be transferred to the San Luis Obispo Branch. The defendant will appear in this branch on all these cases.

**(2) Misdemeanor Defendants**

When a misdemeanor defendant is in custody, the defendant will be arraigned on all pending cases in the San Luis Obispo Branch. However, should the defendant be released on bail or citation prior to the appearance the defendant will be directed to appear in the branch from which the warrant was issued or in which the case is pending. (Amended 7/1/10)

**San Luis Obispo Superior Court**

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**RULE 10.05**

**CALENDAR EVENTS: MISDEMEANORS**

**(a) Arraignments**

The defendant or counsel will be given a copy of reports and complaint at the arraignment. Stipulations for independent blood analysis should be made at arraignment. Pleas will be entered. Since the District Attorney and Public Defender may be present, some plea negotiation may be accomplished at this event. Following entry of a not guilty plea case will be set for a Pretrial Conference and Trial Setting Conference.

**(b) Motions**

Any motions, except in limine motions where a stipulation cannot be obtained, must be noticed and heard prior to the Trial Setting Conference. No further motions will be heard on the case. If a motion to strike a prior cannot be heard at this time because of lack of documentation it will be heard at the time of sentencing. VC 41403(c). In Limine Motion: Any in limine motion must be filed in writing five days before the Readiness Conference. The motion will be heard at the Readiness Conference. Any pleadings submitted to the court that have any confidential documents must conform with PC964. If not, they will be rejected. The Court, at its discretion, may require an unredacted/sealed version.

**(c) Pre - Trial Conferences**

The District Attorney and defense counsel must discuss the case and attempt to resolve the case at the pre trial conference.

**(d) Trial Setting Conference**

If there is not a disposition of the case, a Readiness Conference and Trial will be set. All discovery is to be complete by this conference and all additional investigation such as blood re-analysis, is to have been completed.

**(e) Court Trial**

If a Court Trial is requested at arraignment this will be set and a Pre Trial Conference will only be set upon request. Trial will be set within four weeks.

**(f) In Custody Defendant**

Pre Trial Conferences for in custody defendants will be set on the in-custody-arraignment calendar.

**(g) Readiness Conference**

The purpose of this conference is simply to confirm the matter for trial the following day. No negotiated pleas will be accepted unless good cause is shown. Once the matter is confirmed, no negotiated pleas will be accepted. On the date of trial the case will be either tried, dismissed or a defendant will be required to plead to all counts, unless good cause is shown.

**(h) Continuance by Clerk**

(1) A clerk of this Court may upon the request of the defendant or counsel, continue the initial arraignment of a defendant for up to 14 calendar days.

(2) This authorization does not apply to any case in which a defendant has been charged with a felony.

(3) This authorization does not apply to any case in which a defendant has been released on bail or is charged with a crime of violence that may result in the issuance of a PC136.2 order.

**(i) Appearance by Counsel**

Pursuant to statutory authority (Penal Code Section 977(a)(1)) and case law, a defendant may appear by counsel if the accused is charged with a misdemeanor only, except as provided in Penal Code Section 977(a)(2), which states "If the accused is charged with a misdemeanor offense involving domestic violence, as defined in Section 6211 of the Family Code, or a misdemeanor violation of Section 273.6, the accused shall be present for arraignment and sentencing."

Appearance by counsel without the defendant being present shall be deemed an appearance on behalf of the defendant. The failure of counsel to have all necessary authority and

## San Luis Obispo Superior Court

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authorization to act for the defendant at any appearance is grounds for the Court to order the defendant's personal presence at the next appearance. If a represented defendant is not present when the case is calendared for trial or other evidentiary hearing, the attorney of record shall notify the defendant of the date, time, and place of the trial or hearing. (Amended 7/1/15)

### **RULE 10.06**

#### **CALENDAR EVENTS: FELONIES**

(a) **Criminal Team:** All felony cases, including probation violations, will be assigned to a specific department in the criminal team. The team will be such judges as are assigned by the presiding judge. (Amended 1/1/08)

(b) **Case Assignments:** ALL ASSIGNMENTS MUST BE FOR ALL PURPOSES.

(1) **Assignment for all Purposes:** Assignment to a judge for all purposes means assignment for all proceedings in the matter after initial arraignment on the complaint through trial and sentencing.

For all purposes includes all court proceedings that apply in each case.

Any motions under Code of Civil Procedure § 170.6 must be filed within ten (10) days after the appearance of a party.

Any motion under Code of Civil Procedure § 170.6 filed after being held to answer will be considered untimely, unless it is shown that the party did not have the opportunity to file it earlier.

(c) **Calendar of Events:**

(1) **Arraignment on Complaint**

Arraignment must proceed in accordance with P.C. §§ 858, 859, 859a, 859b and 860. The district attorney provides initial discovery with the complaint. Disposition discussions are encouraged. Seven to ten days will normally be allowed for a defendant to retain counsel of his or her choice. Following entry of a not guilty plea, the case will be set for a pre-preliminary hearing and preliminary hearing. These hearings will be held at the courts located in San Luis Obispo unless the court, for good cause, orders otherwise.

(2) **Pre-preliminary Hearing**

A pre-preliminary hearing will be held to confirm readiness for the preliminary hearing and to provide an opportunity for discussions of case disposition. At this hearing, the parties should consider applicable diversion procedures.

(3) **Preliminary Hearing**

The preliminary hearing must be held pursuant to Title 3, Chapter 7 of the Penal Code.

(4) **Trial Setting Conference**

A trial setting conference will be set. The prosecution and defense are encouraged to discuss disposition and scheduling of future case events with the court. In the absence of a disposition the matter will be set for jury trial and readiness conference.

(5)(a) **Motions**

Counsel must consult the court (clerk) for available dates for motions requiring an evidentiary hearing. Motions must be calendared at least one week before the readiness conference.

(b) **Motion to Set Aside Information**

A motion to set aside the information pursuant to Penal Code § 995 will be heard by an assigned judge.

(6) **Readiness Conference**

A readiness conference must occur prior to trial. The purpose of this conference is simply to confirm the matter for trial the following week.

(7) **Jury Trial**

Trial will proceed pursuant to Title 7, Chapter 2 of the Penal Code. No negotiated pleas will be accepted. The case must either be tried, dismissed or the defendant must plead to all counts. The trial will be set, except for good cause, no later than 60 days from the date of the not guilty plea. (Amended 1/1/08)

(8) **Probation Violation Hearings**



## San Luis Obispo Superior Court

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Hearings on violations must be heard as early as possible. (Amended 7/1/15)

### **RULE 10.07**

#### **LAW AND MOTION PROCEEDINGS**

##### **(a) Location**

All motions except Penal Code section 995 motions will be held before the judge to whom the case is assigned. Upon filing a Penal Code section 995 motion, counsel must, if denied, request such motion be assigned to another judge on the criminal team.

##### **(b) Notice of Motion**

All motions and notices must be in writing and an original must be filed for each case when multiple cases are listed. In addition, it must specify the date, department, time of the hearing and the grounds of the motion. All motions must be in writing and give not less than ten (10) calendar days' notice unless such requirement is shortened by court order or waived. The papers intended to be used by the moving party must be attached to, and served and filed with, the notice of motion. All citations of authority must include the official reporter citation and the West Publishing (unofficial) citation. Failure of either party to file and serve the points and authorities may be deemed by the court to be a concession to the motion and/or that the motion is without merit. Where the review of a transcript is necessary, the pertinent transcript testimony must be summarized with a specific page and line reference cited.

##### **(c) Date of Hearing**

Any motion requiring a hearing must be noticed for a date certain after confirming such date with the court clerk prior to noticing the motion. The motion must be noticed and heard prior to the Trial Setting Conference for misdemeanors and prior to the readiness conference for felonies.

##### **(d) Format**

The first page of each motion must specify immediately below the number of the case:

- (1) The date, time and location, if ascertainable, of any scheduled or noticed hearing;
- (2) The nature or title of any attached document other than an exhibit; and
- (3) The trial date, if set.

Documents bound together must be consecutively paginated.

##### **(e) 1538.5 Motion**

###### **(1) Felony**

Motions by defendant to suppress or return evidence may be heard in conjunction with and at the same time as a Preliminary Hearing or on a date set. (Amended 1/1/08)

**(A)** A written noticed motion is not required if a motion based upon Penal Code section 1538.5 is to be heard at the Preliminary Hearing. The prosecutor must be prepared at all such hearings to justify, legally and factually, all seizures of proffered evidence; however, upon a showing of surprise the case may be continued. If a Penal Code section 1538.5 motion is made other than at a preliminary hearing, a written notice that complies with Rule 10.07(b) is required.

**(B)** A written noticed motion pursuant to Penal Code section 1538.5 must specifically describe and list the evidence which is the subject of the motion to suppress; and must specifically state the theory or theories which must be relied upon and urged for the suppression of the evidence; and cite the specific authority or authorities which will be offered in support of the theory or theories and must set forth a statement of facts upon which such theory(ies) is based upon which suppression of the evidence is urged. It must also conform to Rule 10.07(b).

###### **(2) Misdemeanors**

Motions by defendant to suppress or return property will be heard at least 10 calendar days in advance of the trial date (PC 1538.5(g)). Notice of the date of such hearing must be given in compliance with Rule 10.07(b) above and must specifically list and describe the evidence sought to be suppressed or returned, must state specifically the theory(ies) which will be relied on and urged for suppression or return of the evidence, must set forth a statement of facts upon which such theory(ies) is based, and must cite the specific authority(ies) which supports the theory(ies) for such suppression.

###### **(3) Hearing**

Defendant must be prepared to prove standing to object, and in instances of warrantless searches, must be prepared to prove

## San Luis Obispo Superior Court

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- (a) That a seizure of the evidence took place, and
- (b) That it was done so without a warrant.

(Amended 7/1/10)

### **RULE 10.08**

#### **CONTINUANCE POLICY**

The welfare of the People of the State of California requires that all proceedings in criminal cases must be set for trial and heard at the earliest possible time. (PC 1050). Therefore it is the policy of this court to maximize the use of judicial time and avoid continuances, resetting and unnecessary trailing of cases. Any motion to continue in a criminal proceeding must comply with Penal Code Section 1050. Further this Court adheres to a no trial continuance policy -- when a courtroom event is scheduled that event should take place as scheduled.

#### **(1) Responsibilities of Counsel**

(A) Counsel's attention is directed to Rule 6-101 of the Rules of Professional Conduct of the State Bar of California "Failing to Act Competently"

(B) A member of the State Bar must not

(1) Accept employment or continue representation in a legal matter when the member does not have sufficient time, resources, and ability to perform the matter with competence, or

(2) Repeatedly accept employment or continue representation in legal matters when the member reasonably should know that the member does not have or will not acquire before performance is required, sufficient time, resources and ability to perform the matter with competence . . . "

(C) Counsel should not set a case if they are committed to another trial during that period or if they are going to be on vacation. This includes cases set in Superior Court and cases in different branches and departments of this Court. Counsel should not schedule other cases to begin if they have another matter set in this Court. Neither reason constitutes "good cause" for a continuance.

(D) Motions, pretrials and trials are to be heard at the time and date set.

#### **(E) Substitute Counsel**

An attorney who appears for another attorney is representing the defendant then before the Court. An attorney who makes such an appearance is required to do so competently. Calif. Rules of Professional Conduct 6-101(A)(1). Such an attorney is expected to be prepared to carry out and perform any duties required at that calendar event; should a continuance be required it is counsel's responsibility to have complied with this policy and to know when the other attorney will be available to appear; if a case is not to be tried, counsel should have authority to dispose of the case. Should these rules not be complied with, sanctions may be applied against this attorney. (CCP 128.5, CCP 177.5, Calif. Rules of Court 2.30.) At the next scheduled calendar event, the counsel of record must file a declaration with the Court explaining the inability to be present at the last calendar event.

(F) Counsel should not delay in filing and serving proper motions. Failure timely to file or serve without good cause may result in the imposition of sanctions.

(G) Counsel should subpoena witnesses as soon as a case is set for hearing or trial.

(H) Counsel should not accept representation of a defendant unless there is sufficient time to adequately prepare before the next scheduled event.

#### **(2) Motions to Continue**

Motions to continue must comply with Penal Code Section 1050 and must be submitted in duplicate. Courtroom events will be continued only when extraordinary circumstances, not within the control of the parties and which were not foreseeable at the time of setting the date of the event, necessitate a continuance. In ruling on motions to continue, the following factors will be taken into consideration:

(A) The time when the need for the continuance arose, and the diligence of counsel in bringing the need for a continuance to the attention of the Court and opposing counsel at the earliest possible date and in attempting to avoid a continuance;

(B) The proximity of trial, the age of the case, the established time limits for processing cases, and the nature of any previous continuances or prior orders entered in the case;

## San Luis Obispo Superior Court

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- (C) The earliest possible date all parties and the court will be read to proceed;
- (D) Whether the continuance may be avoided by substitution of attorneys or witnesses, or by the use of stipulations as to testimony, and
- (E) The injury or inconvenience caused to the party not requesting the continuance.

### (3) Good Cause

Continuances will only be granted on the showing by competent evidence of good cause. The facts proven justifying good cause and the length of continuance must be set forth on the record. Good cause is NOT shown by the following:

- (A) Counsel's vacation or commitment to another trial or proceeding except as provided in PC 1050(g),
- (B) Failure of a client to adhere to a financial agreement with his attorney,
- (C) Failure to expeditiously prepare for trial,
- (D) A witnesses' vacation or attendance at school unless this is accompanied by a showing of the witnesses' unavailability, that the testimony is material and necessary and that the party seeking the attendance exercised due diligence to secure the presence of the witness,
- (E) Informal diversion,
- (F) A civil compromise pursuant to PC 1378,
- (G) Other pending cases,
- (H) Negotiations not yet completed.

(Misdemeanor cases coming within (E) and (F) can be conditionally dismissed on waiver of the prohibition against refileing).

### (4) No Stipulated Continuances

No continuance will be granted solely because all parties agree thereto.

### (5) Sanctions

The failure to adhere to this policy will result in the imposition of sanctions and the assessment of reasonable costs. CCP 128.5, CCP 177.5, Calif. Rules of Court 2.30.

### (6) Trailing

Should it be necessary that cases be trailed for hearing or trial, they will be trailed day by day. The case will be called each day at 11:30, 4:30 and the next day at 8:30. When a case is trailing the defendant and counsel, except in extraordinary circumstances, must be present when the case is called. (Amended 7/1/01)

## **RULE 10.09**

### **PHOTOGRAPHING OR RECORDING COURT PROCEEDINGS**

All photographing, recording and broadcasting in the courtrooms of this Court will be in accordance with California Rule of Court 1.150 as modified by the following:

#### **(a) Prohibition of Camera Use in Courthouse.**

No one may use a camera to take pictures in any portion of the courthouse except as permitted by Rule 1.150 of the California Rules of Court, or in such area, as designated by the Presiding Judge, located in the common area on the third floor above the Jury Commissioner's Office known as the Third Floor Rotunda, or as permitted by order of a judge as set forth herein. This applies not only to the use of cameras, but also to the use of camera devices such as camera-enabled cellular telephones and other camera-enabled or digital image-capture devices of any kind. (Amended 1/1/10)

## **RULE 10.10**

### **TRIALS**

#### **(a) Location**

##### **(1) Defendant in Custody**

If the defendant is in custody the trial of any criminal case will be held at the court located in San Luis Obispo unless for good cause the court transfers the trial to another location.

##### **(2) Defendant Out of Custody**

If the defendant is not in custody the trial of any criminal case will be held at the San Luis Obispo court location in the jury district in which the offense is alleged to have occurred. (Amended 1/1/09)

## San Luis Obispo Superior Court

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### **(3) Change of Location**

Upon a showing of good cause, a change in court location may be requested in writing and served upon the opposing party as will be honored providing that such request is made at least ten (10) calendar days before the hearing. However, in no case will a request be honored if a jury panel has already been notified to appear. The opposing party shall have the right to request a hearing on the question of whether the matter should be transferred. The Court may, on its own motion, order any trial transferred to any court location.

### **(b) Pretrial Conference -- Misdemeanor Defendants**

All cases in which a jury trial is not waived must be set for a pre trial conference and a trial setting conference before a jury trial is set if time for trial is waived. If time for a jury trial is not waived a pre trial conference will be set at the time a jury trial is set. (Amended 7/1/02)

## **RULE 10.11**

### **SENTENCING**

#### **(a) Probation Modification**

##### **(1) Notice Requirements**

The court requires not less than 10 days' notice to calendar a motion for modification of probation. The request to place the motion on calendar must be made by the defendant in person or by counsel.

##### **(2) Jail Time Modifications**

Request for "modification" of jail time may be calendared provided that not more than seven days have elapsed since the failure to appear at the jail and/or probation has not been revoked and a bench warrant issued. (Amended 1/1/08)

##### **(3) Multiple Modification Request**

If a case is twice scheduled for modification and there is no appearance, the case cannot be placed on calendar for the same modification.

#### **(b) Fine Payments**

##### **(1) Fine Payments by Installment**

The Court will accept partial payments on criminal fines as ordered by a judicial officer. Court ordered payment plans will include specified due dates and minimum amounts of the payments. Criminal fines paid by installments will be subject to an installment fee of \$30 pursuant to PC1205(e).

##### **(2) Cash Bail**

In all cases wherein the defendant has posted cash bail and the court imposes a sentence which includes a fine payable in installments, any cash bail must be applied toward the fine. This must not relieve a defendant of making payment at such time and in such amount as ordered by the court, but must be credited to reduce the fine balance.

##### **(3) Failure to Pay Fine**

Fines due on traffic cases and criminal cases with summary or bench probation without Victim Restitution orders will be subject to the addition of a \$300 Civil Assessment pursuant to PC1214.1 if the fine becomes delinquent. In instances when the Court has contracted with a collection agency for the purpose of collecting delinquent court accounts, all payments for the cases referred to the collection agency will be made to the collection agency and remitted to the Court in accordance with the terms of the contract.

#### **(c) Conditional Sentence**

Informal probation, summary probation or bench probation are conditional sentences as defined in Penal Code Section 1203.

#### **(d) Proof of Compliance with Conditions of Probation**

In criminal and traffic cases in which a defendant has been placed on informal, summary, or bench probation with a requirement by a certain date that the defendant show:

- (1)** Proof of completion of alternate work service;
- (2)** Proof of obtaining a license;
- (3)** Proof of payment of restitution;
- (4)** Proof of fine payment;

**San Luis Obispo Superior Court**

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(5) Proof of completion of DWI or AA attendance; or reappear in court on a certain date; the clerk is authorized to receive and file the appropriate proof and to take the matter off calendar.

In cases where there is some question as to whether the proof is appropriate, the clerk will so notify the defendant and advise the defendant to reappear in court.

**(e) Jail Sentences - Credit for Time Served**

Unless otherwise indicated by a sentencing judge, when a defendant is ordered to serve time in the County Jail either as a sentence or condition of probation, the defendant must be deemed entitled to credit for any days actually served in custody. Where possible, the sentencing judge must determine the total number of actual days to be credited to a defendant's time so that the date of admission and release from custody can be specified. (Amended 1/1/11)

**RULE 10.12**

**TRAFFIC AND ILLEGAL PARKING**

**(a) Traffic School**

**(1) Eligibility**

This Court will permit those eligible pursuant to California Rules of Court, Rule 4.104, to attend a California Department of Motor Vehicle approved traffic school as a means of obtaining a confidential traffic school conviction.

**(2) Procedure**

The traffic citation or complaint will be reported to the Department of Motor Vehicles as a confidential traffic school conviction upon the presentation of any required fees by the date specified for completion.

**(A)** A defendant must be given 13 weeks to attend and provide proof of completion and payment of required fees.

**(B)** Traffic School may not be attended unless authorized by the Court.

**(b) Continuance by Clerk**

A clerk of this Court may upon the request of a defendant or counsel continue the initial arraignment of a defendant except for defendants released on bail. (Amended 1/1/12)

**RULE 10.13**

**TIME STANDARDS**

It will be the goal of the Court to dispose of cases within the following time limits.

Preliminary Hearing concluded within 30 days of first appearance and conviction or acquittal within 60 days of the date of filing the information or indictment.

Misdemeanor: Conviction or acquittal of defendant or dismissal of case within 90 days of first appearance. Attorneys substituting into a case will be expected to handle the case within these time standards. (Amended 7/1/02)

**RULE 10.14**

**TRIAL BY DECLARATION**

(Repealed 1/1/08)

**RULE 10.15**

**COUNTER ARRAIGNMENTS**

**(a) Counter Arraignment Defined**

A counter arraignment is a procedure whereby a defendant charged with violations of law may offer a plea of guilty at the office of the clerk without the necessity of appearance in court. When an appropriate waiver of rights form has been executed by defendant and approved by a judge or commissioner of the court, it is a judgment of the court.

**(b) Charges Eligible for Counter Arraignment**

Any infraction or misdemeanor charge whereby an appearance is not mandatory is eligible for a counter arraignment.

## San Luis Obispo Superior Court

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### **(c) Bail and Fine**

The fine imposed after a counter arraignment must be equal to the bail as set in the bail schedule.

### **(d) Delayed Payments and Work Service**

Upon entering a guilty plea and paying mandatory fees, the balance of the fine will be deferred. The balance of the fine may be satisfied in whole or in part by performing community service at a rate of \$10 for every hour worked.

- (1) Fines less than \$300.00 must have a due date 13 weeks from the date of counter arraignment,
- (2) Fines of \$300.00 or more shall be given a due date in the future that allows for \$100 per month payments (i.e., \$900 fine = 9 months) from the date of counter arraignment, with a cap of 12 months.

### **(e) Responsibility for Community Service**

A person choosing to perform community service as full or partial satisfaction of a fine must make their own arrangements through the following agency: Pucciarelli Consulting.

### **(f) Pay or Reappear Sentence**

The sentence for infractions must require the payment of the fine or the return to court by the due date. Failure to pay or reappear must result in an additional charge pursuant to Penal Code §853.7, increased bail and issuance of a bench warrant.

### **(g) Pay or Serve Sentence**

The sentence for misdemeanor violations must be imposed pursuant to Penal Code §1205 and require the defendant to pay the fine by the due date or serve the sentence at the rate of \$50.00 per day. (Amended 7/1/10)

## **RULE 10.16**

### **APPLICATION FOR WRIT OF HABEAS CORPUS OR CORAM NOBIS**

An application for writ of habeas corpus, coram nobis, mandamus or prohibition in a criminal proceeding must be presented to the Criminal Department except petitions for writs of mandamus, prohibition, or review (certiorari) in a case charging a misdemeanor or infraction must be addressed to the Appellate Division of the court pursuant to Rule 14.05. (Amended 7/1/10)

## **CHAPTER 11 CIVIL (PROBATE) RULES PART ONE GENERAL PROCEDURAL GUIDE**

## **RULE 11.101**

### **APPLICABILITY OF RULES TO ALL PROCEEDINGS**

All rules in this Chapter apply to estate proceedings, guardianships, conservatorships, trusts, minor's compromises, special needs trusts, and "trusts funded by court order" under California Rule of Court 7.903, except as otherwise specifically noted except as otherwise specifically noted and to the extent not superseded by laws enacted after July 1, 2000. (Amended 7/1/09)

## **RULE 11.102**

### **ADDRESSES AND TELEPHONE NUMBERS**

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN LUIS OBISPO  
County Government Center  
San Luis Obispo, CA 93408

<b>Office</b>	<b>Address</b>	<b>Telephone</b>
Clerk	County Government Center Room 385 San Luis Obispo, CA, 93408	(805) 781-5677

## San Luis Obispo Superior Court

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Court Investigator 1120 Mill Street (805) 781-5424  
Probate Examiner 1070 Palm Street (805) 781-5428  
Preapproved Matters  
(Web Site) www.slocourts.net  
(Amended 7/1/11)

### **RULE 11.103**

#### **PROBATE CALENDAR AND APPEARANCES BY COUNSEL**

(a) The scheduling of the date and time for the Probate Calendar will be announced by the Court in December for the following year. Please contact the Clerk for further information at (805) 781-5677.

(b) Appearance by counsel will be required in the following matters:

- (1) A contested matter;
  - (2) A hearing on a petition for confirmation of sale of property;
  - (3) An appointment of guardian or conservator;
  - (4) A compromise of a minor's claim;
  - (5) An approval of a special needs trust of other "trust funded by court order" pursuant to California Rule of Court 7.903; and
  - (6) When otherwise required by law or the Court.
- (Amended 1/1/09)

### **RULE 11.104**

#### **TIME FOR FILING, SETTINGS, AND FILING FEES**

(a) The provision of California Rules of Court, Division II, Civil Law and Motion Rules, Rules 3.1100-3.1312 inclusive are expressly applicable to probate proceedings (including but not limited to law and motion practice therein) in the Superior Court of California, San Luis Obispo County. Particular attention should be paid to the Rules regarding times for filing and service of motion papers (Rule 3.1300) and the necessity of filing points and authorities beyond citation of a jurisdictional provision of the Probate Code (i.e. sections 850 and 17200, etc.) that supports (or opposes) the Petitioner's requested relief.. (California Rule of Court 3.1113). Amended 1/1/09)

(b) All filings must be accompanied by the appropriate filing fee. Fees and exemptions are set forth in Government Code Sec. 26820 et seq. The words "Probate Code Sec. 10400" must be inserted in title of each subsequent paper to qualify for fee waiver under Independent Administration of Estates Act. (Government Code Sec. 26827.4.) (Amended 1/1/08)

### **RULE 11.105**

#### **FORM OF PAPERS PRESENTED FOR FILING**

(a) If a petition, order or other document to be filed is one for which the Judicial Council has adopted a mandatory form, the current form must be used. If that form is inadequate in a specific situation, an addendum may be attached. California Rule of Court 7.101. Non-conforming pleadings may be rejected by the Clerk. Papers presented for filing with the clerk must also conform to California Rules of Court 2.100 through 2.119 when Judicial Council forms do not exist.

(b) All probate filings must include an original and one (1) copy if petitioner/counsel requires a conformed copy.

(c) Unless petitioner/counsel provides the Clerk with a stamped, self-addressed envelope, copies of filed documents will be placed in a will-call pick up folder at the Clerk's office. (Amended 1/1/16)

**San Luis Obispo Superior Court**

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**RULE 11.106**

**HEARING DATE REQUIRED ON DOCUMENTS**

The date, time and department of the hearing must be placed immediately below the case number on the first page of every document filed which relates to a matter set for hearing. Documents which do not conform with this rule will be rejected for filing. (Amended 7/1/02)

**RULE 11.107**

**SIGNING AND VERIFICATION OF PLEADINGS**

(Repealed 1/1/05)

**RULE 11.108**

**AMENDMENTS TO AND AMENDED PLEADINGS**

(Repealed 1/1/05)

**RULE 11.109**

**PROBATE NOTES**

The court will strive to post probate notes on the court's website at least three (3) court days before the scheduled hearing date. See Rule 11.102 for the website address. The Court reserves the right to post probate notes closer to the hearing date and, in some cases, probate notes may not be posted at all. It is the party's responsibility to check the website prior to the date of the hearing.

- (a) If the matter is unopposed and recommended for approval in the probate notes, the order will be presented to the Court for signature and no appearance will be necessary. Please note, if the petitioner does not appear at the time the matter is called and objection is made, the Court will continue the matter for a reasonable time to allow for the filing of written objections. If written objections are not on file on or before the new hearing date, Cal. Rule of Court 7.801 shall apply.
- (b) If the matter is not recommended for approval, the probate notes may set forth any defects. The probate notes may recommend a continuance of the matter for two (2) weeks or more for compliance. If a party wishes to file any supplemental items, the following procedures shall apply:
  - (1) In order to be considered at the calendared hearing, all documents must be filed no later than 3:00 p.m. two (2) court days prior to the hearing. The Court reserves the right to continue the matter for additional review time, even if documents were filed timely under this subsection. Probate notes may or may not be updated after the submission.
  - (2) Documents filed after the deadline will generally not be reviewed for the calendared hearing regardless of when the probate notes were posted. If no appearance is made, the Court will continue the matter for two (2) weeks or longer.
  - (3) Appearances are required in all matters for which probate notes are not posted or that do not indicate otherwise. (Amended 1/1/14).

**RULE 11.110**

**CONTINUANCES**

Written requests for continuances may be submitted in uncontested matters. In contested matters, a written stipulation of all affected parties is required. Such requests or stipulations must be submitted at least two (2) days before the hearing date. If a hearing is continued, the requesting party must serve notice of the continued hearing date unless otherwise ordered by the Court. (Amended 1/1/14).



## San Luis Obispo Superior Court

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### **RULE 11.111**

#### **CONTESTED MATTERS**

##### **(a) Oral Objections**

If an oral objection to any matter before the Court is made by a person appearing at the hearing at the time a matter is called, the Court may continue the hearing for a reasonable time to allow the filing of written objections. If written objections are not filed within the prescribed time, the matter will proceed to hearing over the objection.

##### **(b) Trial of Contested or Lengthy Matters**

(Repealed 1/1/07).

### **RULE 11.112**

#### **LAW AND MOTION PROCEDURES**

Demurrers and motions for summary judgment filed in probate matters will be set on the appropriate probate judge's Law and Motion Calendar. In addition, petitions requiring lengthy argument or evidence will not be heard on the regular Probate Calendar, but will be scheduled by the Court either on his/her law and motion calendar or on a specifically assigned hearing date. Refer to San Luis Obispo County Local Court Rules, Chapter 7 Civil (Law and Motion) Hearings Procedures and Probate Code Sec. 1000. (Amended 1/1/09)

### **RULE 11.113**

#### **EX PARTE PROCEDURES**

(a) With the exception of a few pro forma matters that do not require a personal appearance by counsel (Order Appointing Court Investigator (GC-330), Ex Parte Order Regarding Completion of Capacity Declaration-HIPAA (GC-335), Ex Parte Application for an Order to Increase Bond (California Rules of Court 7.204 and 7.207) and the exceptions contained in California Rule of Court 3.1207), the Probate Court will not entertain any ex parte petition that does not comply with California Rules of Court 3.1200 through 3.1206, and is not accompanied by a declaration that makes "an affirmative factual showing . . . containing competent testimony based on personal knowledge of irreparable harm, immediate danger, or any other statutory basis for granting relief ex parte." California Rule of Court 3.1202(c).

(b) The court will not entertain ex parte petitions for appointment of any conservator or a guardian unless the required five (5) days notice has been given (Probate Code sections 2250(e) and 2250.2 through 2250.6), or the petitioner has shown both irreparable harm or immediate danger, and "good cause" for waiving the notice requirements.

(c) Counsel requesting the waiver or shortening of any notice time periods prescribed by the Probate Code must submit a Declaration of Due Diligence to the Court citing the specific notice provision at issue, setting forth facts relating to the efforts to give such notice, or facts supporting the conclusion that it was impossible to give such notice; and explaining the "good cause" for waiving or shortening the time.

(d) A party seeking an ex parte order must submit the application and all supporting papers and fees to the Clerk for filing no later than 2:00 p.m. on the day preceding the hearing. The Clerk may reject Petitions that do not comply with subsections (a) through (c) above.

(e) An ex parte order will not be granted unless accompanied by a verified petition (or a sworn declaration where applicable) containing facts and law to justify granting the requested relief.

(f) Ex parte petitions filed in decedent's estates for the sale of stock or personal property must allege whether the property is specifically bequeathed. If bequeathed, the consent of the specific legatee to the sale must accompany the petition.

(Amended 1/1/09)

### **RULE 11.114**

#### **FINANCIAL INSTITUTION ACCOUNT STATEMENTS.**

(a) **Original Statements:** The filing of original financial statements is required where necessary under the Probate Code. Original statements must be filed with the Court and

## San Luis Obispo Superior Court

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will not be returned to the parties, unless otherwise ordered. If original financial institution statements cannot be obtained, the following methods are allowed:

(1) The submitting party may file photocopies of the original financial statements if:

- (a) They verify that the originals cannot be obtained, and
- (b) The photocopies are certified as true and correct copies by a sworn declaration of a competent witness.

(2) If neither original statements nor certified photocopies can be obtained, a certification of the financial institution account balance, on the date the probate account submitted for review ended, is acceptable. The certification must be made by a qualified representative of the financial institution for the particular financial account. The representative must list his/her full name, title and contact information as part of the certification.

**(b) Reconciliation of Financial Institution Statements:** Petitioner must file a reconciliation declaration when the reported balance on the financial institution account statement is not the same as stated in the schedule of property on hand. The declaration must explain the reason for the discrepancy between the balances listed. (Effective 1/1/14).

## PART TWO NOTICES

### **RULE 11.201**

#### **PREPARATION OF NOTICES**

All notices required by the Probate Code to be given by the Clerk must be prepared by the attorney. (Amended 7/1/02)

### **RULE 11.202**

#### **ADDITIONAL NOTICE**

Under the provisions of Probate Code Sec. 1202, the Court may require additional or further notice on any matter. Such notice will be required whenever it appears that the interest of any person may be adversely affected by the determination of the issues raised by the pleadings.

### **RULE 11.203**

#### **NOTICE: BY WHOM GIVEN**

The Clerk must be responsible for publication of notice where required. The petitioner or the petitioner's attorney must prepare all notices required to be published and must provide the same by original and one (1) copy to the Clerk. Where notice by mail is required to be given, petitioner or petitioner's attorney must give the matter the notice and file a proper proof of service. If the Petitioner cannot locate a party for which service of notice is required, please file a declaration of diligent search under Cal. Rule of Court 7.52. Please see local form PR001 for a blank declaration. This form has been adopted for optional use. (Amended 1/1/13)

### **RULE 11.204**

**NOTICE BY PUBLICATION OF NOTICE OF PETITION TO ADMINISTER ESTATE** (Repealed 1/1/11)

### **RULE 11.205**

#### **NOTICE BY POSTING**

The moving party must prepare and submit to the Clerk as many copies of the notice as the Clerk is required to post. The moving party must provide a blank proof of posting form with the notice for the Clerk and notify the Clerk, in a writing attached to the notice, that posting is requested. (Amended 1/1/16).

**PART THREE  
APPOINTMENT OF EXECUTORS AND ADMINISTRATOR**

**RULE 11.301**

**DECLINATION TO SERVE**

If the person named in the decedent's will as executor declines to act as such, his written and signed declination to act must be filed with the Court unless evidence is produced that he is incompetent or refuses to act. (Amended 7/1/02)

**RULE 11.302**

**MULTIPLE REPRESENTATIVES**

If a petition is filed requesting letters be issued to two or more executors or administrators in which one or more of the named persons for whom letters are sought is not a petitioner, a consent to act, signed by each non-petitioning person for whom letters is sought, must be filed with the Court. (Amended 7/1/02)

**RULE 11.303**

**INDIVIDUALS TO BE NAMED IN THE PETITION**

In the petition for letters, each of the following must be listed and named:

(a) Each heir of the decedent, so far as known to or reasonably ascertainable by the petitioner, (including those who might be heirs by virtue of Probate Code Secs. 21114, 21115 and 6400 et seq.), setting forth their names, age addresses and relationships to the decedent.

(b) Each devisee and executor named in any will being offered for probate even if the gift to such person or the appointment of such executor has apparently been revoked.

(c) Trust beneficiaries, the trustee of a trust or guardian nominated in a will, and any other known trustee or guardian.

(d) If the decedent left no spouse or issue, the heirs of a predeceased spouse who would inherit as provided by Probate Code § 6400 et seq.

(e) If an individual identified in the petition for letters is deceased, the petition must set forth the date of death of that individual. (Amended 1/1/05)

**RULE 11.304**

**COPY OF WILL TO BE ATTACHED TO PETITION FOR PROBATE**

(a) A petition for letters must have an attested copy of the will attached at the time of filing the petition. The original will must be submitted at the time of filing unless previously lodged with the Court for safekeeping.

(b) If the will is holographic, in addition to a photocopy, a typewritten copy of the will must also be attached to the petition. (Amended 1/1/05)

**RULE 11.305**

**PROOF OF WILL**

(a) Unless there is a contest of a will, proof of a will must conform to the requirements of Probate Code Sec. 8220 et seq.

(b) In uncontested will proceedings, if the attestation clause is signed under penalty of perjury and meets the requirements of Probate Code Sec. 6110 et seq., the will is self proving and may be admitted to probate without an affidavit or declaration. Otherwise, if the will or codicil is witnessed, the moving party must file a Proof of Subscribing Witness with a copy of the will or codicil attached.

(c) If the testimony of a subscribing witness to a will or any other witness impeaches the due execution of the will, a continuance will be ordered; and the other subscribing witness or witnesses to the will who can with due diligence be found must be subpoenaed by the proponent to appear before the Court at the continuance date and testify respecting the execution of the will.

**San Luis Obispo Superior Court**

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(d) The Court prefers that both formal witnessed wills and holographic wills be proven by declaration rather than by testimony. (Eff. 7/1/00)

**RULE 11.306**

**BOND**

(a) Bond must be obtained in all cases, except as otherwise provided by statute. (Probate Code § 8480 and 8481(a)(1)).

(b) If a verified petition for letters alleges that all beneficiaries or heirs have waived the filing of a bond, and the petitioner requests appointment without bond, such waiver(s) must be in writing and timely filed prior to the hearing. Waiver of the bond by heir(s) or beneficiary(s) pursuant to Probate Code § 8481(a)(2) will be considered by the Court and permitted on a case by case basis.

(c) When a reduction of bond proceeding is initiated, counsel must obtain a proof of deposit confirming the deposit of securities and/or money subject to removal from the depository only upon order of the Court. Such proof must be filed with the Clerk before the reduced bond is filed. Judicial Council forms: MC-355, Order To Deposit Money Into Blocked Account, and MC-356, Receipt And Acknowledgment Of Order For The Deposit Of Money Into Blocked Account are available at the Clerk's Office or can be found on the California Courts website at [www.courtinfo.ca.gov](http://www.courtinfo.ca.gov). (Amended 1/1/05)

d. Counsel should be cognizant of their duty to increase bond when required to do so under California Rule of Court 7.204.

**RULE 11.307**

**FORM REQUIRED FOR APPOINTMENT OF PERSONAL REPRESENTATIVE**

The Judicial Council has adopted a form entitled "DUTIES AND LIABILITIES OF PERSONAL REPRESENTATIVE." Before letters are issued, the original form, signed by the personal representative stating that he or she had received and read the same, must be filed with the Court by the personal representative, other than a trust company or a public administrator Probate Code Sec. 8404. (Eff. 7/1/00)

**RULE 11.308**

**PETITION FOR APPOINTMENT OF SPECIAL ADMINISTRATOR**

(a) A petition for appointment of a special administrator may be granted by the Court pursuant to Probate Code sec. 8540. Letters of Special Administration should be sought ex parte only if the petition can fulfill the requirements of California Rules of Court 3.1200 through 3.1206 and Local Rule 11.113, *ante*. Moreover, all interested parties must be notified no later than 10:00 a.m. the court day before the ex parte appearance. The petitioner must contact the Clerk's Office to set a hearing. Ex parte applications must be made in compliance with California Rules of Court 3.1200 through 3.1206. See Local Rule 11.113(c)..

(b) The party seeking Letters of Special Administration must give notice of the application to the surviving spouse, the person(s) nominated as executor(s), other persons who seek or might be expected to seek letters, and any other person who appears to be equitably entitled to notice, unless on good cause shown the Court orders otherwise. The petitioner also must file a petition for permanent letters before special letters of administration must be issued, or there appears in the petition a showing of good cause why a petition for permanent letters has not been filed.

(c) In making the appointment, preference is given to the person entitled to letters testamentary or of administration. If it appears that a bona fide contest exists, the Court will consider the advisability of appointing the public administrator or a neutral person or corporation as special administrator. (Amended 7/1/02)

**RULE 11.309**

**ANCILLARY PROBATE**

**San Luis Obispo Superior Court**

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(a) If a nondomiciliary decedent's will has been admitted to probate in a sister state or foreign nation, the will may be probated in an ancillary administration proceeding brought under Probate Code Sec. 12510 et seq.

(b) A petition to probate a foreign will must have attached a certified copy of the will and a certified copy of the order or decree admitting the will to probate outside this jurisdiction. If the will has been admitted to probate in a foreign country, the copies must be certified in the manner set forth in Sec. 1530 of the Evidence Code.  
(Eff. 7/1/00)

**PART FOUR  
OTHER MOTIONS AND PETITIONS**

**RULE 11.401**

**PETITION FOR EX PARTE ORDER**

(Repealed 1/1/09)

**RULE 11.402**

**PETITION FOR INSTRUCTIONS**

(a) The use of a Petition for Instructions by personal representatives pursuant to Probate Code Sec. 9611, is limited to those matters where no other or different procedure is provided by statute.

(b) The Petition for Instructions should set forth the matter on which the personal representative desires instructions in precise detail. The petition must be accompanied by a proposed order which set forth the instructions in clear and explicit language.

**RULE 11.403**

**FAMILY ALLOWANCE**

(a) Requests for a family allowance should be made in a timely fashion and conform with the requirements of Probate Code Sec. 6540 et seq. Ex parte petitions for a family allowance for the benefit of the surviving spouse and/or minor children will be accepted if presented before the filing of the Inventory. Ex parte petitions from a person other than the personal representative will not be accepted without the written consent of the personal representative.

(b) A Petition for Family Allowance made more than six (6) months after the personal representative has qualified must be noticed and placed on the regular probate calendar. A Petition for Family Allowance for the benefit of persons other than the surviving spouse and/or minor children will be heard on the regular probate calendar after notice has been given pursuant to Probate Code Sec. 6541(c).

(c) The duration of an order for family allowance must not exceed six (6) months. For good cause shown in writing, such orders may be renewed. The order must state the commencement date and the specified period of payments.

(d) The application for an allowance must include at least the following data:

(1) The applicant's expenses and income from sources outside the estate;  
(2) An itemized list of the applicant's assets, and a statement of the appropriate value of each;

(3) A general statement of the assets and of the liabilities of the estate;

(4) A general statement of other applications (if any) on file for allowances;  
and

(5) If the petitioner is someone other than the personal representative, the petition must be accompanied by either a consent to the allowance or a waiver of notice signed by the personal representative. (Amended 7/1/02)

**RULE 11.404**

**PETITION FOR DISTRIBUTION ENTITLEMENT**

## San Luis Obispo Superior Court

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Petition to determine entitlement to distribution of any part of an estate must be made in conformance with the requirements of Probate Code Sec. 11700 et seq. Notice must be given in the manner prescribed in Probate Code Sec. 11701. (Amended 7/1/02)

### **RULE 11.405**

#### **PROCEEDING FOR SPOUSAL PROPERTY TRANSACTION**

As to petitions pursuant to §3100 et seq.:

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

(b) Counsel will be appointed for the nonpetitioning spouse if the petition proposes a substantial transfer to the petitioner.

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

(d) In petitions to transfer assets, related to Medi-Cal eligibility, the petitioner shall provide the court with schedules showing such calculations as would be required in an administrative hearing to the extent that the Community Spouse Resource Allowance or the Minimum Monthly Maintenance Needs Allowance would be in issue. The court will not make orders modifying the Community Spouse Resource Allowance nor the Minimum Maintenance Monthly Needs Allowance but may make findings as to the proper amounts as needed to support the order.

(e) The court will not issue general support orders in petitions under §3100 et seq. (Eff. 1/1/05)

## **PART FIVE ORDERS**

### **RULE 11.501**

#### **PREPARATION OF ORDERS**

For an order to be included in the file for signature at the time of the hearing, it must be submitted to the Clerk at the time the petition is submitted, or no later than five (5) court days prior to the hearing.

An order not presented for signature at time of the hearing must be presented within five (5) days thereafter and must include in the caption and in the first paragraph a recitation of the date, time and department of the hearing. (Amended 7/1/02)

### **RULE 11.502**

#### **WORDING**

Orders must be worded so that their general effect may be determined without reference to the petition on which they are based. All orders must be complete in themselves. All matters actually passed on by the Court, including the relief granted, the names of persons and description of property (and if real property is involved, the legal description and common address thereof), amount of money affected, the terms of trusts, and the provisions of other agreements, must be set forth with the same particularity required of judgments in civil matters. (Amended 7/1/02)

### **RULE 11.503**

#### **CONTINUING PAYMENTS -- TIME LIMIT**

The Court does not favor orders for continuing payments to run until the further order of the Court. All such orders must provide that payments commence as of a particular date and continue to a date certain. (Amended 7/1/02)

**San Luis Obispo Superior Court**

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**RULE 11.504**

**ORDERS CORRECTING CLERICAL ERRORS**

If, through inadvertence, the minute order or the signed decree fails to state the order actually made by the Court, the Court will on motion, which normally must be supported by an affidavit or declaration, make an order correcting the mistake. The nunc pro tunc order should not take the form of a complete amended order but should be substantially in the following form: "Upon consideration of the affidavit or declaration of \_\_\_\_\_, to correct a clerical error, the \_\_\_\_\_ (title of the order to be corrected, giving the date thereof) is corrected on the Court's own motion by striking the following: " \_\_\_\_\_" and inserting in lieu thereof: " \_\_\_\_\_".

The original order must not be physically changed by the Clerk, but must be used in connection with the nunc pro tunc order correcting it. To prevent further errors, not less than a complete clause or sentence should be stricken, even if it is intended to correct one word or figure. (Amended 7/1/02)

**RULE 11.505**

**ORDER SHORTENING OR DISPENSING WITH NOTICE**

A form Order Dispensing with Notice (GC-021) or an Order Prescribing Notice (GC-022) must be submitted to the Court before the petition is filed. The proposed order must be accompanied by a Declaration of Due Diligence explaining in detail the efforts made to effect service, and specific factual reasons supporting the request for the order. See California Rules of Court 7.1012 and 7.1062. The proposed order must also be accompanied by points and authorities in support of the order. If the particular probate Code provision governing notice provides that the time for giving notice cannot be shortened, the Court cannot and will not shorten the time. Probate Code § 1203(a).

**PART SIX  
INVENTORY AND APPRAISAL**

**RULE 11.601**

**INVENTORY AND APPRAISAL - PERIOD TO FILE**

(a) In decedent's estates: Probate Code Sec. 8800(b) requires that the Inventory and Appraisal must be filed within four (4) months after Letters are issued to a personal representative, or within such further time as the court may allow after a showing of good cause. If the personal representative neglects or refuses to file the Inventory and Appraisal within the time prescribed, the Court may revoke the personal representative's Letters and may impose personal liability upon the personal representative, including attorney's fees. Probate Code Sec. 8804. The Inventory and Appraisal must contain a statement that shows that the bond is sufficient. California Rule of Court 7.501.

(b) In guardianships and conservatorships: Probate Code § 2610(a) requires that the Inventory and Appraisal must be filed within 90 days after the court signs the order appointing the guardian or conservator, or within such further time as the court may allow after a showing of good cause. If the guardian or conservator fails or refuses to file the Inventory and Appraisal within the time prescribed, the court may remove the guardian or conservator, revoke their Letters, and may impose personal liability upon them. Probate Code §§ 2614.5 and 2615. The Inventory and Appraisal must contain a statement that shows that the bond is sufficient. California Rule of Court 7.501. After-acquired or newly discovered property must be inventoried and appraised in compliance with Probate Code § 2613. (Amended 1/1/09)

**RULE 11.602**

**STATEMENT REGARDING - BOND ON INVENTORY AND APPRAISAL**

(Repealed 1/1/05)

**San Luis Obispo Superior Court**

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**RULE 11.603**

**GUIDE FOR PREPARATION OF INVENTORY AND APPRAISAL**

The Inventory and Appraisal must conform to the requirements of Probate Code Sec. 8850, 8852 and Sec. 8900 et seq. Each inventory item must be clearly and concisely described in the manner described in the current version of the Probate Referees' Procedures Guide published by the California Probate Referees' Association. In the case of real property, the full legal description and common address must be included.

**RULE 11.604**

**PROPERTY TAX CERTIFICATION**

Pursuant to Probate Code Sec. 8800(d), the personal representative must comply with the requirements of Revenue and Taxation Code Sec. 480. This must be satisfied by completing the Property Tax Certification section on the Inventory and Appraisal, or, by completing the Judicial Council Property Tax Certification form.

**PART SEVEN  
CREDITORS CLAIMS**

**RULE 11.701**

**NOTICE TO CREDITORS**

If, within four (4) months after the date letters are first issued to a general personal representative, the personal representative has knowledge of a creditor of the decedent, the personal representative must give notice of administration of the estate to the creditor. Probate Code § 9050. The notice must be completed on the form approved by the Judicial Council and if filed with the Court, must include a cover sheet in conformance with the Calif. Rules of Court Rule 3.220. Please see local form PR002 for a coversheet. This form has been adopted for optional use. (Amended 1/1/13)

**RULE 11.702**

**FORM OF CLAIM**

Claims must be submitted on the form approved by the Judicial Council. Pursuant to Probate Code Sec. 9150(b), the claimant must file the original claim with the Court and mail the personal representative a copy.

**RULE 11.703**

**REQUIRED ACTION**

(Repealed 1/1/05)

**RULE 11.704**

**LISTING OF CREDITORS' CLAIMS**

(Repealed 1/1/05)

**PART EIGHT  
SALES**

**RULE 11.801**

**SALE OR ENCUMBRANCE OF SPECIFICALLY DEVISED OR BEQUEATHED PROPERTY**

No specifically devised or bequeathed real property must be encumbered or offered for sale unless first approved by the Court after not less than fifteen (15) days notice to the specific devisee, or unless the consent of the devisee is on file.



**San Luis Obispo Superior Court**

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**RULE 11.802**

**APPRAISAL OF REAL PROPERTY WITHIN ONE YEAR**

Real property must have been appraised within one year of the time of sale. Since the first appraisal reflects the value at the time of death of the decedent, if the date of death is more than one year prior to the date of sale, a reappraisal for sale is required. Probate Code Sec. 10309(a)(1).

**RULE 11.803**

**PUBLISHED NOTICE OF INTENTION TO SELL REAL PROPERTY**

Unless excused by the provisions of Probate Code Sec. 10300, a publication of notice of intention to sell real property of the estate is required.

**RULE 11.804**

**DESCRIPTION OF PROPERTY**

All legal notices for the sale of real property and the petition for confirmation of sale must contain, in addition to the legal description, the common street address of the property. If there is no common street address, some indication of the location of the property must be included.

**RULE 11.805**

**EXCLUSIVE RIGHT TO SELL REAL PROPERTY**

If the personal representative does not have powers granted under the Independent Administration of Estates Act, the personal representative may apply for Court authority to grant a real estate broker an exclusive right to sell the estate's real property for limited periods of time. Probate Code Sec. 10150. The court may grant the petition upon proof of necessity or advantage to the estate. A copy of the proposed agreement with the broker must be attached to the petition. Said agreement must provide for the payment of a commission to the broker holding the listing upon court approval. Probate Code Sec. 10160 et seq.

**RULE 11.806**

**CONFIRMATION OF SALE**

Petitions to confirm sales of real property must be on the Judicial Council approved forms.

**RULE 11.807**

**PRESENCE OF PURCHASER NAMED IN PETITION AT CONFIRMATION**

(a) A sale to the increased bidder in Court could be set aside by the original purchaser who was justified in believing he did not have to appear in Court to protect his purchase. Counsel should inform the original purchaser of the time and place of hearing and advise him or his agent to be in Court on the day of sale.

(b) The original purchaser, or his/her agent if the original purchaser's address is not known, must be given notice of the petition to confirm sale of real property and proof of service of same must be filed with the Court prior to the date of confirmation of sale.

**RULE 11.808**

**DEPOSIT TO ACCOMPANY OVERBID AND OVERBID FORMS**

(a) No bid for the purchase of real property will be acceptable unless the personal representative or the attorney for the estate informs the Court that the bid is acceptable.

(b) When an overbid is made in Court, the overbidder must submit to the Court, at the hearing at the time the overbid is made, a certified or cashier's check, in an amount equal to ten (10) percent of the first allowable minimum overbid, or such lesser amount as the personal representative shall approve.

(c) When there is a successful overbid in open Court on a sale of real property, counsel must complete, and the successful bidder must sign, an overbid form which is available

**San Luis Obispo Superior Court**

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from the courtroom clerk and may be handwritten in this circumstance, and file the same. The Order Confirming Sale of Real Property will not be signed unless the form is filed.

**RULE 11.809**

**CONDITIONAL SALES OF REAL PROPERTY**

The Court will ordinarily not approve a sale of real property which is conditioned upon the occurrence of a subsequent event (such as change in zoning). However, if unusual and extraordinary circumstances exist and the necessity and advantage to the estate are set forth in detail, the Court may approve such a sale.

**RULE 11.810**

**SALES OF REAL PROPERTY WHEN BUYER ASSUMES ENCUMBRANCE**

Sales of real estate will not ordinarily be confirmed where the buyer assumes or takes subject to an existing encumbrance if the estate is subject to a contingent liability. The return should set forth the facts pertinent to such assumption agreement and any contingent liability.

**RULE 11.811**

**BOND ON SALE OF REAL PROPERTY**

(Repealed 1/1/05)

**RULE 11.812**

**BROKER'S COMMISSION ON SALE OF REAL PROPERTY**

(a) Upon the confirmation of the sale of real property, a broker's commission in excess of 6 percent of the gross sales price will not be allowed except in unusual cases when a larger commission is justified because of exceptional circumstances.

(b) A broker bidding for his own account is not entitled to receive or share in a commission.

(c) In overbid situations, broker's commissions must be determined in accordance with Probate Code Sec. 10160 et seq.

**RULE 11.813**

**PERSONAL PROPERTY - APPRAISAL BEFORE SALE**

Except in the case of perishable property or depreciating property, sales of personal property will not ordinarily be approved or confirmed unless the property has been appraised. When necessary, a partial inventory and appraisal may be filed for this purpose, or a letter appraisal obtained from the probate referee for the estate wherein he states that he has inspected the property and declares its value.

**PART NINE  
ACCOUNTS AND REPORTS**

**RULE 11.901**

**ACCOUNTINGS**

**(a) Form of Account**

All accounts filed in probate proceedings, including estates, guardianships, conservatorships, special needs trusts and trust accounts must conform to the requirements of Probate Code § 1060 et seq. and 10900. Accounts must be typewritten or machine printed on letter-sized pages numbered at the bottom of each page and meet the requirements provided in Chapter 4 (commencing with Sec. 1060 of Division 3, Part 1 of the Probate Code).

**(b) Summary of Account**

Each account must state the period covered by the accounting, and contain a summary as set forth in Probate Code § 1061 et seq.

## San Luis Obispo Superior Court

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(1) Appendix B is a suggested Form of Summary of Account showing principal and income breakdowns as required if making a distribution to a trust.

**(c) Accounts of Personal Representatives**

All accounts of personal representatives must conform to the requirements set forth in Probate Code Secs. 1060 et seq. and 10900 and, as nearly as possible, in the forms suggested in Chapter 24 of California Decedent Estate Practice. (CEB) See also, the CEB Fiduciary Accounting Handbook.

**(d) Filing of Submission of Accounts**

Accountings submitted to the Court should be treated as follows:

- (1) Probate Estate and non-court created trust accountings shall be electronically filed. Hearing dates will be set immediately upon filing.
- (2) Conservatorship, guardianship and court created or supervised trust accounts shall be electronically filed. Accounting types filed under this subsection will be reviewed by the Probate Examiner/Court Attorney and set for hearing after review. The Court will provide notice of the hearing date to the moving party.
- (3) See also Local Rule 31.05 for accounting documents which may not be filed electronically.

(Amended 1/1/2017)

**RULE 11.902**

**TRUST AND SPECIFICALLY DEvised PROPERTY**

**(a)** If a part of the estate is distributable to a trustee with income accumulated during administration of the estate payable by the trustee to trust beneficiaries, receipts and disbursements during probate should be allocated between principal and income in the account.

**(b)** If property is specifically devised, the accounting should set forth both income received and expenses allocable to each such item of property separately so the net income or loss allocable to each specific devise can be ascertained. See Probate Code Sec. 12001 et seq.

**RULE 11.903**

**WAIVER OF ACCOUNT**

(Repealed 1/1/05)

**RULE 11.904**

**VOUCHERS**

Vouchers supporting accounts are not to be filed with the Clerk unless the Court orders them filed.

### **PART TEN FEES AND COSTS**

**RULE 11.1001**

**FEES AND COMMISSIONS IN GENERAL**

**(a)** In General: All fees, commissions and compensation awarded to fiduciaries and their attorneys must be just and reasonable in amount. The Court will determine what is just and reasonable based upon the information that is required to be provided to the Court by California Rule of Court 7.702. (Amended 1/1/09)

**(b)** The Court will consider, but not be bound by, an agreement for fees for extraordinary services between the attorney and the client.

(Amended 1/1/05)

**(c)** Statutory Compensation and Fees in Decedent's Estates: Those services described in Appendix D are "ordinary services" performed by a personal representative and/or an attorney in connection with a decedent's estate. The compensation prescribed by Probate Code § 10810 is intended to compensate for all of these services. No "extraordinary compensation" will be paid for performance of these services.

## San Luis Obispo Superior Court

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(d) Extraordinary Compensation and Fees in Decedent's Estates: A petition for extraordinary compensation must contain the information required by California Rule of Court 7.702. California Rule of Court 7.703 lists some types of activities which may serve as the basis for a request for extraordinary compensation.

### **RULE 11.1002**

#### **FEES AND COMMISSIONS IN ADVANCE**

##### **(a) Decedent's Estates**

A petition for partial allowance on compensation for extraordinary services, filed prior to the petition for final distribution, must be consistent with the requirements set forth for statutory fees in California Rule of Probate Court 7.701. Ordinarily the last twenty-five (25) percent of statutory compensation and/or compensation for extraordinary services will not be allowed prior to approval of the final accounting; however, upon a proper showing that it would be beneficial to the estate or to the distribution (for example, reduction of income taxes in a given fiscal period), the twenty-five (25) percent reserve may be reduced or dispensed with.

##### **(b) Guardianships and Conservatorships**

Fees of guardians and conservators and their attorneys must be paid after the services have been performed to which they relate and require prior court approval upon a petition filed. Probate Code Sec. 2640 et seq. (See Rule 11.1006) Periodic payment of fees or commissions may be made only upon prior Court approval given upon a petition filed under Probate Code Sec. 2643. The periodic payments must only be paid after the services have been performed for which the fees were requested.

##### **(c) Trusts**

Fees of trustees and their attorneys must be paid after the services have been performed to which they relate, and upon showing of good cause, periodic compensation as the Court shall fix. Probate Code . 15682.

(Amended 1/1/05)

### **RULE 11.1003**

#### **FEES AND COMMISSIONS DECEDENT'S ESTATES**

Statutory fees and commissions will not be allowed for services rendered with respect to assets not subject to probate such as life insurance proceeds or annuities paid to a named person, or termination of life estates or joint tenancy. (Amended 1/1/2005)

### **RULE 11.1004**

#### **ORDINARY SERVICES COMPENSATED BY STATUTORY FEES**

The Court views those services set forth in Appendix D as ordinary services for conducting probate proceedings by the personal representative and the attorney for which no extraordinary fee will be allowed.

### **RULE 11.1005**

#### **EXTRAORDINARY FEES AND COMMISSIONS IN ESTATES**

(Repealed 1/1/05)

### **RULE 11.1006**

#### **COMPENSATION IN GUARDIANSHIPS, CONSERVATORSHIPS AND TRUSTS**

(a) No petition for fees will be considered until the Inventory and Appraisal has been filed.

(b) The additional powers granted to a conservator or guardian under Probate Code Sec. 2591(p) do not confer authority for the conservator or guardian to pay fees to their attorney of record without first obtaining prior court approval.

(Amended 1/1/16)

**San Luis Obispo Superior Court**

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**RULE 11.1007**  
**"ONE - FEE" RULE**  
(Repealed 1/1/05)

**RULE 11.1008**  
**NOTICE TO PRIOR REPRESENTATIVE OR ATTORNEY**  
(Repealed 1/1/05)

**RULE 11.1009**  
**REIMBURSEMENT FOR COSTS ADVANCED**  
If counsel or the fiduciary seek reimbursement for costs, such costs must be itemized in the petition.

**PART ELEVEN**  
**DISTRIBUTION AND DISCHARGE**

**RULE 11.1101**  
**PETITION OR STATUS REPORT REQUIRED - FILING TIME**  
Within one year from the date of issuance of letters in estates not required to file a federal estate tax return and within 18 months from the date of issuance of letters in estates where such return is required, the personal representative must either petition for final distribution of the estate or file a verified report of status of administration. If a report is filed, it must show the condition of the estate, the reasons why the estate cannot be distributed and closed, and an estimate of the time needed to close administration of the estate. Probate Code Sec. 12201. Please see local forms PR003 and PR005 for a Report of Status of Administration and Order on Status of Administration. These forms have been adopted for optional use. (Amended 1/1/13)

**RULE 11.1102**  
**REQUIRED ALLEGATIONS IN PETITION FOR PRELIMINARY AND FINAL DISTRIBUTION**

In addition to other items required by law, a petition for preliminary and final distribution must contain the following:

(a) A full and complete description of all assets on hand, including the legal description and common address of real property. The descriptions may either be set forth in the body of the petition, or by an attached schedule incorporated by reference.

(b) An allegation as to the character of the property, whether separate or community, in all cases where its character may affect distribution.

(c) Facts specifically showing the entitlement of each recipient to the portion of the estate to be distributed to him or her. This must also include information concerning predeceased children and in the case of intestate succession, a list of heirs to permit the Court to determine if the laws of intestate succession have been properly applied. A general allegation that the estate is to be distributed in accordance with the terms of the will is not sufficient.

(d) The name of each distributee. State whether the distributee is an adult or minor. If the distributee is a minor, the age and date of birth must also be listed and a guardian, trustee, custodian or parent identified.

(e) A computation of attorney's fees and personal representative's commissions requested, or a statement of the waiver of such compensation.

In addition to the rules set forth above, a petition for final distribution must contain the following:

(i) A schedule of claims showing the name of the claimant, the amount claimed, the date presented, the date allowed, the date paid if the claim has been paid and the amount paid. If any claim has been rejected, the date of service of notice of rejection of claim, if such notice was given, must be stated; and any known suit on the rejected claim must be identified.

## San Luis Obispo Superior Court

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(ii) An itemization of costs unless itemized in the final accounting.

(iii) A statement that the federal estate tax has been paid, or that the estate is too small to require payment of tax, or that installment payments have been provided for under IRS 6166. When proration of the federal estate tax is applicable, the accompanying account should include a schedule indicating the method by which the proration has been computed.

(iv) A statement that decedent had not received health care under provisions set forth in Probate Code Sec. 9202 ; or a statement that (1) decedent had received such health care, (2) notice of decedent's death was given to the Director of Health Services in the manner and within the time required by Probate Code Sec. 9202, and (3) more than 4 months have elapsed since said notice was given, and that either no claim was filed by the Director during that period, or that the claim which the Director full and a dismissal of claim is on file.

(v) If interest or income accruing during administration is distributable pursuant to Probate Code Sec. 12000 et seq., a statement of the amount due and the method of calculation. See Rule 11.902.

(f) An allegation disclosing the existence or non-existence of any family or affiliate relationship between the fiduciary and any agent hired by the fiduciary during the account period as required by Probate Code §1064(a)(4).

(g) Please see local forms PR006 and PR007 for a First and Final Report of Personal Representative and Order on First and Final Report of Personal Representative. These forms have been adopted for optional use. (Amended 1/1/13)

### **RULE 11.1103**

#### **DISTRIBUTION TO MINORS**

(a) If the decedent's will permits or if the sum does not exceed \$20,000, and the Court determines that it would be in the best interest of the minor, the Court can order the distribution to a custodian for the benefit of the minor under the Uniform Transfer to Minors Act. Probate Code §§ 3900 - 3925.

(b) The court may permit distribution of personal property to a parent of a minor if the total estate of the minor, including the money and other property to be paid or delivered to the parent, does not exceed \$5,000 in value. See Probate Code Sec. 3400. The written assurance required by Probate Code Sec. 3401 must be filed prior to the signing of the Order. The Order must indicate that the distribution is made pursuant to Probate Code Sec. 3401.

(c) If neither (a) nor (b) above applies, the Court must appoint a Guardian of the minor's estate to receive the distribution. If the sole asset of the guardianship is money (and not securities), real property, a note, or any other asset where the value of the principal could diminish), the Court may be able to later terminate the guardianship under the circumstances in Probate Code § 3412(a).

### **RULE 11.1104**

#### **DISTRIBUTION TO NONRESIDENT BENEFICIARIES [REPEALED]**

(Repealed 1/1/16)

### **RULE 11.1105**

#### **DISTRIBUTION TO A TRUST**

(a) If a distribution is to made to a trust, a statement by the trustee of trustee's willingness to accept the property under the terms of the trust must be filed with the petition for distribution. Lacking this, a declination to act must be filed, in which case it should be accompanied by a petition by the personal representative for the appointment of a substitute trustee.

(b) If the will provides for distribution of the estate, or portion thereof, to a trust created by the will, the trust provisions set forth in the will must be set forth as required under California Rule of Court 7.650.  
(Amended 1/1/16)

**San Luis Obispo Superior Court**

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**RULE 11.1106**

**DISTRIBUTION TO AN ASSIGNEE**

If distribution is to be made pursuant to an assignment of interest, the Court may on the motion of any person interested in the estate or on the motion of the public administrator or on its own motion inquire into the consideration for such assignment and into the circumstances surrounding the execution of such assignment. The signature of the assignor must be acknowledged.

**RULE 11.1107**

**DISTRIBUTION PURSUANT TO AGREEMENT**

If the distributees seek distribution in a manner other than that provided by the will or by the laws of intestate succession, that fact should be alleged, and a written agreement (signed by all involved distributees with signatures acknowledged before a notary public) must be filed.

If any such distributee is a minor or is under disability, the agreement must be signed by the minor's legal guardian. Either earlier Court approval of the agreement in the guardianship proceeding must be proved in the probate proceeding or a petition for approval of the agreement in both the guardianship proceeding and the probate proceeding must be brought on for hearing at the same time.

**RULE 11.1108**

**PRELIMINARY DISTRIBUTION - BOND**

If a preliminary distribution is made before four months have elapsed after letters are first issued, the Court must require that the distributees post a bond. Probate Code Sec. 11622. After such four month period has elapsed, the Court may require a distributee's bond in the amount the Court orders.

**RULE 11.1109**

**PROCEDURE FOR OBTAINING AN ORDER FOR FINAL DISCHARGE**

To obtain a final discharge for the personal representative, the following documents must be presented to the Clerk: all receipts of distributees, an affidavit for final discharge signed by the personal representative and an order of discharge obtained pursuant to the provisions of Probate Code Sec. 12250 or Sec. 12251.

**PART TWELVE  
ESTABLISHING FACT OF DEATH**

**RULE 11.1201**

**PROCEEDINGS TO ESTABLISH DEATH**

(a) A verified petition to establish the fact of death must be filed in the name of the deceased person. Probate Code Secs. 200 - 204.

(b) The order can be obtained ex parte if the petition is accompanied by:

(1) An affidavit by petitioner that petitioner has no reason to believe that there is any opposition to, or contest of the petition;

(2) The proposed order.

Filings not accompanied by these documents must be set for hearing.

(c) There is no provision in the code for attorneys' fees in proceedings to establish fact of death. No request for attorney fees must be included in the petition, and if so included, will be disallowed.

**PART THIRTEEN  
PETITIONS SETTING ASIDE ESTATES, PROPERTY PASSING OR BELONGING TO  
SURVIVING  
SPOUSE, AND COLLECTION OF SMALL ESTATES**

**RULE 11.1301**

**PETITION TO SET ASIDE UNDER PROBATE CODE SECS. 6600-6613**

A petition to set aside a decedent's estate (net value under \$20,000) under Probate Code Sec. 6600 et seq., must be filed in the proceedings for the administration of the decedent's estate. If such proceedings have not commenced, a petition to set aside may be filed concurrently with the petition for letters, or if no petition is being filed, a petition may be filed independently.

**RULE 11.1302**

**PETITION RELATING TO PROPERTY PASSING OR BELONGING TO SURVIVING SPOUSE**

(a) If the basis for determining that property should pass or be confirmed to the surviving spouse is that the property is community property or quasi-community property, in addition to the allegations required by Probate Code §13651, the following information should be included in the spousal property petition: (Amended 1/1/16)

- (1) Date and place of marriage;
- (2) Ownership of any real and personal property on date of marriage and a description and approximation of values;
- (3) Decedent's net worth at time of marriage;
- (4) Decedent's occupation at time of marriage;
- (5) A description of any property acquired after date of marriage by gift, devise, descent, proceeds of life insurance or joint tenancy survivorship, and dates of receipt and approximation of values;
- (6) The identification of any property described in 2 or 5 above which is still a part of this estate;
- (7) A copy (preferably a photocopy, showing signatures) of any document establishing the character of the property; and
- (8) Any additional facts upon which the claim that property is community or quasi-community property is based. (Amended 1/1/05)

**RULE 11.1303**

**PROCEDURE FOR COLLECTION OF SMALL ESTATES**

(a) The basis for collection of small estates not exceeding \$150,000 is set out in Probate Code Sec. 13100 et seq. (personal property) and Sec. 13150 et seq. (real property). The basis for collection of an interest in decedent's real property that does not exceed \$50,000 is set forth in Probate Code Sec. 13200 et seq.

(b) With respect to succession to real property for estates of decedents not exceeding \$150,000 under Probate Code Sec. 13150 et seq., the successor of the decedent to an interest in real property must file a petition requesting an order determining that the petitioner has succeeded to the real property and that administration is unnecessary. Such petition must be on forms approved by the Judicial Council. (Amended 1/1/16)



**San Luis Obispo Superior Court**

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**PART FOURTEEN  
INDEPENDENT ADMINISTRATION**

**RULE 11.1401  
GENERAL**

With respect to matters transacted pursuant to the provisions of the Independent Administration of Estates Act contained in Probate Code §10400 et seq., the following policies must apply:

(1) In any petition for distribution, a schedule of claims must be included as part of the petition, the name of the claimant, the amount claimed, the date presented, the date allowed, the date paid if the claim has been paid and the amount paid must be set forth. If any claim has been rejected, the date of service of notice of rejection of claim, if such notice was given, must be stated; and any known suit on the rejected claim must be identified.

(2) Although preliminary distribution may be made without accounting, sufficient facts must be set forth in the petition to allow the Court to ascertain that the estate is solvent.

(3) In any petition for distribution, all independent acts taken without prior Court approval must be set forth and described with particularity, and an allegation made that the 15-day notice of proposed action with attached notice of proposed action and proof of service must be filed with the Court. The petition for distribution must indicate whether or not objections or consents to the proposed action were served. If certain acts have been properly reported in a prior distribution, they need not be repeated.

(Amended 1/1/05)

**RULE 11.1402  
NOTICE AND PUBLICATION REQUIREMENTS**

If the request for authority to administer the estate under the Independent Administration of Estates Act is made by separate petition, notice must be given in the same manner set forth in Probate Code Sec. 10451.

**PART FIFTEEN  
TRUSTS**

**RULE 11.1501  
COURT JURISDICTION**

(a) The Court has exclusive jurisdiction over the internal affairs of trusts, and has concurrent jurisdiction of (i) actions and proceedings to determine the existence of trusts, (ii) actions and proceedings by or against creditors or debtors of trusts, and (iii) other actions and proceedings involving trustees and third persons. Probate Code Sec. 17000.

(b) Proceedings concerning the internal affairs of trusts are set forth in Probate Code Sec. 17200.

(c) A copy of the trust must be an attachment to a Petition under Probate Code Sec. 17200 et seq. and should not be filed as a separate exhibit. (Amended 1/1/16)

**RULE 11.1502  
CONTINUING JURISDICTION**

A trust created by a will is not subject to the continuing jurisdiction of the Court, unless:

(1) The testator provides otherwise, or

(2) The trust was created by a will executed before July 1, 1977, and not incorporated in a will or after July 1, 1977 and the trust has not been removed from continuing court jurisdiction. Probate Code Sec. 17300(a) and 17303. If the trustee is not a trust company, Probate Code Sec. 17352 provides that a pre-July 1, 1977 testamentary trust may be removed from continuing jurisdiction upon a petition filed pursuant to that section. If the petition is granted, the Court may impose such conditions including a bond, as it deems necessary. If a

**San Luis Obispo Superior Court**

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trustee is a trust company, a testamentary trust must be removed from continuing jurisdiction pursuant to Probate Code Sec. 17351.

**RULE 11.1503**

**TRUSTEES' ACCOUNTS**

(Repealed 1/1/05)

**RULE 11.1504**

**BENEFICIARIES TO BE LISTED IN PETITION**

(Repealed 1/1/05)

**RULE 11.1505**

**NOTICE TO BENEFICIARIES**

(Repealed 1/1/05)

**RULE 11.1506**

**TRUSTS ESTABLISHED BEFORE DECREE OF DISTRIBUTION**

(a) The Clerk must issue a certificate that the trustee is a duly appointed and acting trustee under the trust if the Court file shows the incumbency of the trustee, upon the trustee accepting its duties and responsibilities as such trustee and making application to the Clerk for such certificate and paying the appropriate fees. Probate Code Sec. 15603

(b) The trustee named in a will admitted to probate may be appointed before the decree of distribution is made, upon filing of an appropriate petition.

(c) Where a vacancy exists, a trustee not named in the will admitted to probate may be appointed upon the filing of a petition under Probate Code Sec. 15660. Written notice must be given to all beneficiaries by mail. A bond may be required of a trustee who is a nonresident or is not named in the will.

The order appointing the trustee in paragraphs (b) and (c) must contain all the terms of the trust and the trustee must have all the powers and duties in respect to the trust res set forth in the trust instrument.

If no trustee claims the trust res or can qualify to receive the same and there is no indication in the will as to where the proceeds are to go, a petition to determine heirship may be filed in the same manner as provided by Probate Code Sec. 17200 to determine to whom distribution must be made.

**RULE 11.1507**

**FEES OF TRUSTEES AND THEIR ATTORNEYS**

See Sec. 11.1001 et seq. of these rules.

**PART SIXTEEN  
GUARDIANSHIPS**

**RULE 11.1601**

**PETITION FOR APPOINTMENT OF GUARDIAN**

(a) A petition for appointment of a general guardian of the person or estate of a minor or minors must be filed on Judicial council form GC-210, and the information on the form must be complete. Probate Code § 1510. If the petitioner also wishes to be appointed a temporary guardian, a petition for appointment of temporary guardian must also be filed on Judicial Council form GC-110.

(b) A petition for temporary guardianship will be heard ex parte only if the petitioner satisfies the requirements of California Rule of Court 7.1012 and Local Rule 11.113, and the following documents have been filed (an original and one copy) with the above petitions: (1) proof of service in compliance with Probate Code § 2250(e)(1), or a Declaration of Due Diligence explaining why an exception to the notice requirement "is necessary to protect the

## San Luis Obispo Superior Court

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proposed ward or his or her estate from immediate and substantial harm" (California Rule of Court 7.1012(b) and (e)); (2) a completed Order Dispensing with Notice (GC-021) for the Judge's signature; (3) a completed Duties of Guardian (GC-248); (4) a completed Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) (GC-120); (5) a completed Confidential Guardian Screening Form (GC-212); (6) a completed Consent of a Proposed Guardian etc. (GC-211); (7) a completed Indian Child Inquiry Attachment (ICWA-101(A)); (8) a completed Child Information Attachment (GC-210(CA)); (9) a completed Order Appointing Temporary Guardian or Conservator (GC-140) for the Judge's signature; and (10) a completed Letters of Temporary Guardianship (GC-150). (See GC-505 - "Forms You Need to Ask the Court to Appoint a Guardian of the Person"; GC-510 - "What is 'Proof of Service' in a Guardianship"; ask a Clerk in Room 385 for this Court's Pro Per Guardianship Packet). The petitioner must give notice at least five days before the hearing in compliance with Probate Code § 2250(e)(1).

(c) The Court cannot waive the notice requirements of Probate Code § 2250(e) unless the petitioner can demonstrate that the waiver is "necessary to protect the proposed ward or his or her estate from immediate and substantial harm." California Rule of Court 7.1012.

(d) The petition must set forth with specificity the reason for the necessity of the establishment of a guardianship.

(e) The petition must state whether or not (1) the minor is a ward or dependent of the juvenile court; (2) adoption proceedings are ongoing; (3) custody of the child has been awarded in a family court proceeding; or (4) there is an open family law proceeding involving the child's parents. See Probate code §§ 1511 and 1512.

(f) When a petitioner is a relative, a copy of the petition and other papers filed therewith must be provided to the Court Investigator. See Rule 11. 1809. A copy of the petition only, must be provided to the San Luis Obispo Department of Social Services Child Protective Services. When the petitioner is a non-relative, a copy of the petition and other papers filed therewith must be provided to the San Luis Obispo County Department of Social Services but not to the Court Investigator. (Amended 1/1/09)

### **RULE 11.1602**

#### **INVESTIGATION AND REPORT BY COURT INVESTIGATOR**

(a) When a relative of a minor files a Petition for Guardianship of the Persons or Estate, a Court Investigator must do an investigation that covers all of the information in Probate Code Sec. 1513(a). If any party contends that any parent is "unfit," as defined in Welfare and Institutions Code Sec. 300, and one or both of the parents contest the guardianship, Child Welfare Services will also be required to provide a Report under Probate Code Sec. 1513(b). (Amended 1/1/16)

(b) When a non-relative of a minor files a Petition for Guardianship, a Court Investigator will not complete a Report. Instead, Child Welfare Services will be required to provide a Report under Probate Code Sec. 1543(a). [Former Local Rule 11.602(b) repealed 7/1/03] (1/1/16)

### **RULE 11.1603**

#### **GUIDE FOR GUARDIANS**

The Judicial Council has approved a "Probate Guardianship Pamphlet" which provides basic information and may be obtained from the Clerk's Office.

### **RULE 11.1604**

#### **SUPPORT OBLIGATION OF PARENTS**

As parents are required by statute to support their children, the Court will not permit guardianship funds to be used for the minor's maintenance where one or both parents are living except upon a showing of the parent's financial inability or other circumstances which would justify the Court in departing from this rule in the best interests of the minor. In all cases where guardianship funds are to be used for the ordinary expenses of supporting a minor, and where

## San Luis Obispo Superior Court

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there is a parent living who has the obligation to support the minor, the guardian must obtain Court approval prior to the expenditure of funds. A petition for authority to expend funds for support must be accompanied by a detailed explanation (including financial statements, if necessary) of the parent's inability to support the child.

### **PART SEVENTEEN CONSERVATORSHIP**

#### **RULE 11.1701**

##### **PETITION FOR APPOINTMENT OF CONSERVATOR**

(a) A petition for appointment of a conservator of the person or estate must be filed on Judicial Council form GC-310, and the form must be complete. If the petitioner also wishes to be appointed a temporary conservator, a petition for appointment of temporary conservator must also be filed on Judicial Council form GC-111.

(b) A petition for temporary conservatorship will be heard ex parte only if petitioner satisfies the requirements of Local Rule 11.113, and the following documents have been filed (an original and a copy) with the above petitions: (1) proof of service in compliance with Probate Code Sec. 2250(e)(2), or a showing that an exception is necessary “to protect the proposed conservatee or his or her estate from immediate or substantial harm” California Rule of Court 7.1062); (2) a Declaration Supporting a Good Cause Exception to Notice, in the form prescribed by California Rule of Court 7.1062(e); (3) Confidential Conservator Screening form (GC-312); (4) Confidential Supplemental Information form (GC-312); (5) a completed Order Appointing Court Investigator (GC-330) for the Judge’s signature; (6) an Ex Parte Application for Order Authorizing Completion of Capacity Declaration (GC-334); (7) a Citation for Conservatorship (GC-320); (8) a Citation (GC-320); (9) a Notice of Conservatee’s Rights (GC-341), with the required attachment (GC-341(MA)); (10) a Duties of Conservator form (GC-348) signed by the proposed conservator; (11) a completed Order Appointing a Temporary Guardian or Conservator (GC-140) for the Judges’ signature; and (12) a completed Letters of Temporary Conservatorship (GC-150).

(c) The petition shall state facts that establish: (1) good cause for the appointment of a conservator (Probate code Sec. 2250.2(b); and (2) why granting a conservatorship is the least restrictive alternative for the protection of the conservatee (Probate code Sec. 1800.3(b);

(d) The proposed temporary conservatee shall attend the hearing, unless the petitioner can present doctor’s declaration that the proposed temporary conservatee “is unable to attend the hearing by reason of medical inability” (Probate Code Sec. 2250.4(b)0; or the Court Investigator has visited the proposed conservatee, and has reported to the court that the proposed conservatee is not willing to attend the hearing, and does not wish to contest the establishment of the temporary conservatorship, and does not object to the proposed temporary conservator.

(e) A separate copy of the petition and other papers filed must be provided to the Court Investigator’s office at 1120 Mill Street, Suite A, as soon as possible. The Investigator is now required to do a Report pursuant to Probate Code § 2250.6 prior to the hearing on the petition for temporary guardianship, unless “it is not feasible to do so.” In the latter case, the Report must be completed no later than three court days after the hearing. Counsel are required to understand the demands on Court personnel when counsel decides to file and schedule petitions for temporary conservatorship. Court personnel are being required to complete their obligations under the amendments to the Probate Code that took effect in 2007 and 2008 under an unfunded mandate.

(f) Counsel or the proposed conservator should promptly file the required Capacity Declaration (GC-335) with the Dementia Attachment (GC-335) if “dementia powers” are requested under Probate Code Sec. 2356.5. An individual should not be deprived of any freedom or property for any significant period of time without a medical showing to the Court that he or she is unable to “provide for his or her needs for physical health, food, clothing and shelter” and/or is unable to “manage his or her own financial resources, or to resist fraud or undue influence.” Probate Code § 1821(a)(1) and (5).

**San Luis Obispo Superior Court**

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(g) Please see local form PR008 for an Order Appointing Counsel for the Conservatee. This form has been adopted for optional use. (Revised 1/1/13)

**RULE 11.1702**

**LETTERS OF CONSERVATORSHIP**

(a) No Letters of Conservatorship (temporary or permanent) will be issued by the Clerk until the following have been filed: (1) a completed Duties of Conservator and Acknowledgment of Receipt of Handbook form (GC-348); (2) an adequate bond under Probate Code § 2320 and California Rule of Court 7.207 (if a conservatorship of the estate is involved); and/or an order to Deposit Money into Blocked Account (MC-355) and a Receipt and Acknowledgement of Order for the Deposit of Money into Blocked Account (MC-356), signed by the appropriate officer of the financial institution. Blocked accounts can be used to reduce the mandated bond only if the accounts are fully federally insured, and are in the form of "money" (CDs, etc.). Securities accounts should be blocked, if necessary, to prevent the unauthorized use of its assets, but blocked securities accounts cannot supplant bond, since the account value could decline to zero. See Probate Code §§ 1834-1835.

(b) If the Letters of Conservatorship are not issued and filed within forty-five (45) days after filing the Order Appointing Conservator, the conservator's powers will automatically be suspended and no letters must be issued by the Clerk until a further order is executed by the Court.

**RULE 11.1703**

**HANDBOOK FOR CONSERVATORS**

The Handbook for Conservators can be obtained online through the Judicial Council website, <http://www.courts.ca.gov/documents/handbook.pdf>. (Amended 1/1/16).

**RULE 11.1704**

**MINIMUM STANDARDS FOR A CONSERVATORSHIP**

(a) No conservatorship of the person or of the estate shall be granted by the court unless the court makes an express finding that the granting of the conservatorship is the least restrictive alternative needed for the protection of the conservatee. Probate Code § 1800.3(b)

(b) A conservator of the person must avoid any "actual and apparent conflicts of interest with the conservatee," set out in California Rule of Court 7.1059(a)(1)-(4)

(c) No conservatorship of the estate will be granted unless the petitioner also meets the minimum standards set out in Section 1801(b). All conservators of estates must comply with the "standards of conduct for the conservator of the estate" set out in California Rule of Court 7.1059, and must file accounts in accord with Probate Code §§ 2620 and 1060 et. seq., and California Rule of Court 7.575 (unless the conservator can demonstrate that he or she is exempt from accounting under Probate Code §§ 2628(a)).

(d) No order will be granted under Probate Code § 1880 until the petitioner has filed a complete and satisfactory Capacity Declaration (GC-335) with the Dementia Attachment (GC-335A), if dementia powers are requested. Probate Code §§ 1890, 2356 and 2356.5. (Amended 1/1/09)

**RULE 11.1705**

**SUBSTITUTED JUDGMENTS IN CONSERVATORSHIPS**

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

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

(2) Trustee shall file accounting consistent with the requirements of Probate Code

## San Luis Obispo Superior Court

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§2620 and Probate Code §1060 et seq.

(3) Prior court approval shall be required for investments other than those listed in Probate Code §2574(a).

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

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

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

(7) There shall be no “no contest” clause in the trust instrument.

(b) The probate court will ordinarily appoint an attorney as guardian ad litem to represent the interests of the minor or incompetent adult in the proceeding to establish the trust.

(c) Where an inter-vivos trust has been established for the benefit of the proposed Conservatee or Ward before the filing of a petition to appoint a Conservator or Ward and where the Trustee and the Conservator or Guardian, as the case may be, are the same individual, the approval of a petition for Conservatorship or Guardianship may be conditioned upon satisfaction of the requirements set forth in this Local Rule. (Eff. 1/1/05)

### **PART EIGHTEEN PROVISIONS COMMON TO GUARDIANSHIPS AND CONSERVATORSHIPS**

#### **RULE 11.1800**

##### **HEARING DATES**

(a) Unless otherwise ordered by the Court, petitions for guardianships or conservatorships must be set for hearing by the Clerk six (6) weeks from the filing of the petition.

(b) If a temporary guardianship is granted ex parte, the hearing on general guardianship must be calendared for hearing within thirty (30) days from the date of granting the temporary guardianship. Probate Code Sec. 2250(d).

(c) If a temporary conservatorship is granted ex parte, the hearing on general conservatorship must be set for hearing by the Clerk six (6) weeks from the filing of the petition.

#### **RULE 11.1801**

##### **PRIVATE PROFESSIONAL CONSERVATOR/GUARDIAN/TRUSTEE**

(a) The court may not appoint a private professional conservator, guardian or trustee unless that person has fully complied with all of the requirements of Probate Code Sec. 2340 (as effective July 1, 2008) and California Rules of Court 7.1010 and 7.1060, and the professional has filed the required Declaration of Private Professional Guardian – Guardians (GC-005) and Declaration of Private Professional Conservator or Guardian – Continuing Education (GC-006).

(Amended 1/1/09)

#### **RULE 11.1802**

##### **APPOINTMENT OF TEMPORARY GUARDIAN OR CONSERVATOR**

(Repealed 1/1/09)

#### **RULE 11.1803**

##### **NOTICE**

(a) Notice of all hearings must be provided on Judicial Council form GC-020, along with the required Proof of Personal Service (GC-020(P)) for all persons who must be personally served in guardianships under Probate Code Secs. 1511(a) and (b). That section provides: “The court may not shorten the time for giving the notice of hearing under this section.” The following Judicial council publication is helpful: “What is “Proof of Service” in a Guardianship?”

## San Luis Obispo Superior Court

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(GC-510). Notice (GC-020) may be served by mail on those persons described in Probate Code Sec. 1511(d).

(b) The proposed conservatee must be personally served with a Citation (GC-320) and a copy of the petition. Probate Code Sec. 1824. The Notice of Hearing must be mailed to those persons described in Probate Code Sec. 1822. That section provides: “The court may not shorten the time for giving the notice of hearing under this section.”

(c) A party seeking temporary Letters of Guardianship or Conservatorship must give notice of the application to the spouse, parents, proposed ward or conservatee, other persons who seek or might be expected to seek letters, and any other person who appears to be equitably entitled to notice, unless on good cause shown the Court orders otherwise. The Court will appoint a temporary conservator/guardian if it is shown that an emergency situation exists that requires immediate attention. A temporary conservator/guardian will be appointed without notice only in the most urgent situations. (Amended 1/1/09)

### **RULE 11.1804**

#### **BOND/BLOCKED ACCOUNT**

(a) Except as provided by statute, every guardian and conservator must give a bond in the amount fixed by the Court. Probate Code Sec. 2320 and comply with requirements set forth in California Rules of Court, Title Seven, Chapter 5. Bond must be filed before issuance of letters. (Amended 7/1/03)

(1) In a conservatorship proceeding, where the conservatee, having sufficient capacity to do so, has waived the filing of a bond, the Court in its discretion may dispense with this requirement or may permit the filing of a bond in an amount less than would otherwise be required under Probate Code Sec. 2320.

(b) The guardian or conservator may elect to place all or a portion of estate assets into a blocked account which would require prior Court approval to access such funds in lieu of, or, to reduce the bond amount. Probate Code Sec. 2328. Judicial Council form: MC-355, Order To Deposit Money Into Blocked Account, and MC-356, Receipt And Acknowledgment Of Order For The Deposit Of Money Into Blocked Account are available at the Clerk’s office or can be found on the California Courts website at [www.courtinfo.ca.gov](http://www.courtinfo.ca.gov). (Amended 7/1/02)

(c) One appointed as guardian of the person or conservator of the person need not file a bond unless required by the Court.

### **RULE 11.1805**

#### **INVENTORY AND APPRAISAL**

(a) An inventory and appraisal of the estate, as of the day of appointment, must be filed by the guardian or conservator, with the Clerk within ninety (90) days of appointment, in all cases where there is a conservator or guardian of the estate, even in a case where relief from the requirement of filing accountings may be sought under Probate Code Sec. 2628. When there are no assets known to or in the possession of the conservator or guardian, the inventory should so indicate. Probate Code Sec. 2610. The inventory and appraisal must be in the form of accounts for decedents’ estates as set forth in these rules. See Rule 11.603

(b) After-acquired or newly discovered property must be inventoried and appraised pursuant to Probate Code Sec. 2613.

### **RULE 11.1806**

#### **ACCOUNTS**

(a) An accounting must be filed by the guardian or conservator:

(1) At the expiration of one year from the time of appointment and thereafter not less frequently than bi-annually unless otherwise ordered by the Court.

(2) Upon the ward's 18th birthday.

(3) Upon death of the ward or conservatee.

(4) Upon death, removal, or resignation of the guardian or conservator.

(5) Upon any other termination of the guardianship or conservatorship.

(6) At such other times as the Court may order.

**San Luis Obispo Superior Court**

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(b) Accounts must contain the information and be in the form required in Probate Code §§ 2620 and 1060-1064 and California Rule of Court 7.575 and must be in the form of accounts for decedents' estates as set forth in these rules. If the account shows expenditures not authorized by prior order of the Court, the guardian or conservator must provide supporting declarations or testimony with respect to such expenditures before the account must be approved. An explanation of any unusual items appearing in the account should be set forth in a statement included in the petition and account. (Amended 1/1/09)

(c) The guardian or conservator must set forth in a separate schedule all debts of the ward or conservatee known or anticipated by the guardian or conservator.

(d) The conservatee's current residence address must be set forth in each report or account.

(e) The petition and account must set forth a statement of the age, health/physical condition, activity/treatment program and whereabouts of the ward or conservatee.

(f) Where there are multiple wards or conservatees joined in a single proceeding an account must reflect a separate accounting for each of the respective wards or conservatee.

**RULE 11.1807**

**REPORT BY COURT INVESTIGATOR, PROBATE EXAMINER OR COURT ATTORNEY**

(a) The Court Investigator, Probate Examiner or Court Attorney must review each account filed to ascertain the correctness of the account and whether the assets are being utilized in the best interests of the conservatee or ward. The Court Investigator, Probate Examiner or Court Attorney must file a confidential report of his or her findings with the Court.

(b) The Court Investigator's assessment shall be charged for all account reviews that do not require a home visit by the Court Investigator unless waived by the Court. In the event that a home visit is conducted, the assessment shall be charged by the Court Investigator only. (Amended 1/1/16)

**RULE 11.1808**

**WAIVER OF ACCOUNTING -- WHEN PERMITTED**

(a) The Court does not favor the waiver of any final accounting by a guardian or conservator. A minor may not waive an accounting. A minor who has attained majority will not be permitted to waive a final accounting except upon a showing of unusual circumstances, and then only if the minor is present in Court at the hearing on the petition for termination without an accounting.

(b) In the event that the court has dispensed with the necessity of an accounting pursuant to Probate Code §2628, the fiduciary must file a final report that contains allegations concerning whether the estate continued to satisfy all of the conditions required by Probate Code §2628(b) in lieu of filing a final account. The final report must set forth the assets on hand and the proposed disposition of those assets. Notwithstanding any order dispensing with the necessity of the account, the Court may, under appropriate circumstances, require the filing of an account.

(Amended 1/1/05)

**RULE 11.1809**

(Repealed 1/1/17)

**RULE 11.1810**

**ORDER FOR COURT INVESTIGATOR'S FEES**



## San Luis Obispo Superior Court

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If Court Investigator's fees are due, the Court will not sign the order approving accounting or terminating the matter until the fee is paid or waived. Probate Code Sec. 1851.5.

### **RULE 11.1811**

#### **POWERS AND INVESTMENTS BY GUARDIAN OR CONSERVATOR**

(a) It is the policy of the Court to grant only those additional powers necessary or proper under the circumstances in each case. The Court will not routinely grant the guardian or conservator the additional powers set forth in Probate Code Sec. 2591 except on showing of good cause. Any powers so granted must be set forth at length in the order and in the letters.

(b) The investment standard set out in Probate Code Secs. 16040(a) and 16045 et seq. relating to investments by trustees, is the standard in authorizing proposed investments by guardians or conservator.

(c) Subject to the limitations set forth in Probate Code Sec. 2574(b), the guardian or conservator may invest funds in those investments described in Probate Code Sec. 2574(a) without authorization of the Court. Investments in existence at the time of the creation of the guardianship usually may be maintained.

(d) The Court will not approve the investments of funds in unsecured loans, loans to a near relative, or bonds or obligations of foreign governments or corporations, whether payable in dollars or not.

### **RULE 11.1812**

#### **FINAL DISCHARGE**

Each order for final discharge submitted to the Court for approval must be accompanied by an affidavit of the guardian or conservator stating that distribution has been made of all property and assets of the estate in accordance with the order for distribution, that all money, stocks, bonds, and other personal property have been delivered to the distributees as ordered by the Court, that receipts of the distributees are on file, and that all acts lawfully required of him, in his representative capacity, have been performed.

### **RULE 11.1813**

#### **TERMINATION OF GUARDIANSHIP OR CONSERVATORSHIP**

Upon the filing of a petition to terminate any guardianship or conservatorship, the Court Investigator must make a report to the Court concerning the circumstances of the termination and his recommendations, if any.

### **RULE 11.1814**

#### **SPECIAL NEEDS TRUSTS**

(a) The purpose of a special needs trust is to set aside a fund to meet the statutorily defined "special needs" of a "disabled person," while still maintaining that person's rights to receive needs based public benefits, such as Medi-Cal. 42 U.S.C. § 1382c(3)(A) and §1396p(d)(4)(A).

(b) In order to achieve this purpose, the "disabled person" must meet the requirements of Probate Code Sec. 3603, and the Trust itself must comply with the requirements of Probate code § 3604 and California Rule of Court 7.903. In particular, the form of the special needs trust that is proffered to the court for approval must contain all of the provisions set out in California Rule of Court 7.903(c). Special needs trusts are required to file accountings in the form and frequency required by Probate Code §§ 3620 and 1060-1064. If these rules are not explicitly followed, the California Department of Health or the Department of Social Security may terminate the trust, and the beneficiary may lose his or her public benefits.

(Amended 1/1/09)

**San Luis Obispo Superior Court**

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**RULE 11.1815**

**REQUIRED SUPPORTING DOCUMENTS AT TIME  
CONSERVATORSHIP/GUARDIANSHIP PETITION FILED**

In an effort to provide the investigations by the appropriate entity in a timely manner for hearings with every initial Petition for Probate Conservatorship of the person and/or estate or Petition for Guardianship of the person and/or estate, the petitioner must concurrently file the following documents listed below under subsections (a) or (b), as appropriate. Initial Petitions submitted without the supporting documents listed below shall be rejected by the Civil Clerk's Office until all of the necessary supporting documents, as indicated, are provided. An "Initial Petition" is defined as the first Petition for Conservatorship of the person and/or estate or first Guardianship of the person and/or estate, filed by a Petitioner, regardless of whether the filing is a temporary petition or general petition. Competing or subsequent Petitions for Conservatorship of the person and/or estate or Guardianship of the person and/or estate, filed by another Petitioner or nominating a different proposed guardian/conservator, must also provide the supporting documents listed below before the filing will be accepted by the Civil Clerk for filing. Other documents may be necessary to proceed at the time of the hearing, but only the documents listed below are required for the Civil Clerk's Office to file the Petition

- (a) Petitions for Conservatorships of the Person and/or Estate supporting documents;
  - (1) Confidential Conservator Screening Form (Judicial Council Form GC-314)
  - (2) Order Appointing Court Investigator (Judicial Council Form GC-330)
  
- (b) Petitions for Guardianships of the Person and/or Estate supporting documents;
  - (1) Confidential Guardian Screening Form (Judicial Council Form GC-212).

(Adopted 7/1/16).

**PART NINETEEN  
PROPERTY BELONGING TO MINORS**

**RULE 11.1901**

**DISPOSITION OF MINOR'S FUNDS**

(a) A petition under Probate Code §§ 3410-3413 must set forth jurisdictional facts, state the amount to be paid and by whom, the amount of fees and reimbursement of costs requested, the relief requested, and a statement of the reasons that the requested relief will best serve the interests of the minor.

(b) The petition may be presented ex parte if the only relief sought (other than reimbursement of costs and award of attorneys' fees) is to deposit funds in a blocked account and the amount involved does not exceed \$20,000. Otherwise, the petition must be noticed.

(c) Where the minor's funds are to be deposited into a blocked account, the order must provide that the person holding funds must distribute the ordered amount of fees and costs, if any, directly to the person(s) entitled thereto and disburse the balance to the selected depository, whose name and address must be specified. A hearing will be calendared in court to ensure compliance with the Court order and a personal appearance is mandatory if a receipt of deposit has not been filed Judicial Council Forms: MC-355, Order To Deposit Money Into Blocked Account, and MC-356, Receipt And Acknowledgment Of Order For The Deposit Of Money Into Blocked Account are available at the Clerk's Office or can be found on the California Courts website at [www.courtinfo.ca.gov](http://www.courtinfo.ca.gov). (Amended 7/1/02)

**RULE 11.1902**

**REQUEST FOR WITHDRAWAL OF FUNDS IN BLOCKED ACCOUNT**

(a) All requests or petitions for withdrawal of minor's funds deposited in a blocked account must be made to the Court and may be presented ex parte in completed form. A

**San Luis Obispo Superior Court**

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statement must be presented with the petition verifying the amount of each item of the proposed expenditure. Local court form “Petition for Withdrawal of Minor’s Funds” is available at the Clerk’s office.

(b) If the funds requested are for the support and maintenance of the minor and the petitioner is a parent, the parent must file a declaration showing the parent’s financial inability or other circumstances justifying the withdrawal. See Rule 11.1604

(c) No subsequent order for withdrawal will be signed by the Court until the trustee or guardian has complied with the directions of the Court contained in prior withdrawal orders. This means that all supporting vouchers ~~are~~ *and* required certifications and declarations must be on file with the Clerk.

(d) Judicial Council Form MC-357, Order For Withdrawal Of Funds From Blocked Account is available at the Clerk’s Office or can be found on the California Courts website and must be presented in accordance with Local Court Rule 11.501. (Amended 1/1/16)

**RULE 11.1903**

**WITHDRAWAL ON MINOR REACHING 18 YEARS OF AGE**

When a petition for withdrawal of all the funds is based upon the minor's having reached majority, a birth certificate or other satisfactory evidence of age must be presented with the petition.

**PART TWENTY  
MINOR'S CLAIM**

**RULE 11.2001**

**SETTLEMENT OF MINOR'S CLAIM**

Requests for approval of minor's compromise must be heard on the Probate Calendar. (Amended 1/1/05)

**RULE 11.2002**

**ATTORNEY FEES IN MINOR’S COMPROMISE CASES**

(a) Costs.

Allowable costs (CCP 1033.5) paid or incurred by the attorney will ordinarily be deducted from the judgment/settlement prior to computation of fees. (Amended 4/1/95)

(b) Structured Settlement.

If the petition for approval of a claim under § 3500(b) of the Probate Code relates to a structured settlement calling for future periodic payments, the petition shall state the cost of the annuity. (Amended 1/1/05)

**RULE 11.2003**

**DISTRIBUTION**

(a) If the petition is approved, the Court must direct whether the funds are to be paid to a parent, to a blocked account, or to a general guardian.

(b) If the settlement order provides for a deposit in a blocked account in lieu of appointment of a guardian, the Court must continue the matter on calendar for filed verification of compliance. A personal appearance is mandatory if proof of deposit is not on file Judicial Council forms: MC-355, Order To Deposit Money Into Blocked Account, and MC-356, Receipt And Acknowledgment Of Order For The Deposit Of Money Into Blocked Account are available at the Clerk’s Office or can be found on the California Courts website at [www.courtinfo.ca.gov](http://www.courtinfo.ca.gov). (Amended 7/1/02)

**APPENDIX A  
NEWSPAPERS OF GENERAL CIRCULATION**

**Repealed 1/1/11**

San Luis Obispo Superior Court

APPENDIX B

SUMMARY OF ACCOUNT

LOCAL RULE 11.901(b)

The summary must be in a format substantially the same as the following, except that inapplicable categories need not be shown:

SUMMARY OF ACCOUNT

With Principal and Income Breakdown

Petition is chargeable and is entitled to the credits, respectively, as set forth in this Summary of Account. The attached supporting schedules are incorporated herein by reference:

PRINCIPAL CHARGES

Property on Hand at Beginning of Account (or Inventories)	\$ _____
Additional Property Received (or Supplemental Inventories)	\$ _____
Gains on Sales (Schedule A)	\$ _____
Total Charges - Principal	\$ _____

PRINCIPAL CREDITS

Funeral Expenses (Schedule B)	\$ _____
Debts of Decedent (Schedule C)	\$ _____
Administration Expenses (Schedule D)	\$ _____
Losses on Sales (Schedule E)	\$ _____
Distribution of Assets per Court Order (Schedule F)	\$ _____
Estate and Inheritance Taxes (Schedule G)	\$ _____
Principal Assets on Hand (Schedule H)	\$ _____
Total Credits - Principal	\$ _____

INCOME CHARGES

Interest Received (Schedule I)	\$ _____
Dividends Received (Schedule J)	\$ _____
Rents Received (Schedule K)	\$ _____
Royalties Received (Schedule L)	\$ _____
Total Charges - Income	\$ _____

INCOME CREDITS

Accounting Fees Paid in Connection with Income (Schedule M)	\$ _____
Real Estate Taxes Paid (Schedule N)	\$ _____
Ordinary Repairs Paid (Schedule O)	\$ _____
Insurance Premiums Paid on Income Property (Schedule P)	\$ _____
Utilities Paid (Schedule Q)	\$ _____
Income Distributed (Schedule R)	\$ _____
Income on Hand (Schedule S)	\$ _____
Total Credits - Income	\$ _____

**APPENDIX C**  
**EXAMPLE OF STATUTORY FEE COMPUTATION**  
**(RULE 11.1003)**

(Repealed 1/1/05)

**San Luis Obispo Superior Court**

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**APPENDIX D  
Local Rule 11.1004**

**Checklist: “Ordinary” Services**

CEB - California Decedent Estate Practices §30.34

\_\_\_\_\_ Meeting with the client to review the will and discuss the petition for probate, assets and liabilities, beneficiaries, notices, etc.

\_\_\_\_\_ Preparing Petition for Letters of Special Administration, if ex parte (if contested, extraordinary fees to the attorney for the appointed special administrator may be petitioned for if shown to be beneficial to the estate).

\_\_\_\_\_ Preparing petition for probate and related papers to appoint the representative, including locating the will and beneficiaries.

\_\_\_\_\_ Ordering publication and mailing of Notice of Petition to Administer Estate.

\_\_\_\_\_ Preparing and service Notice to Petition to Administer Estate if in a county where mailing of notice not handled by legal newspaper or if additional beneficiaries discovered and a supplement must be filed.

\_\_\_\_\_ Preparing required supplements or declarations.

\_\_\_\_\_ Preparing separate petition for authority under the Independent Administration of Estates Act.

\_\_\_\_\_ Preparing Petition for Appointment of Successor Representative and Order for Limited Republication.

\_\_\_\_\_ Preparing Inventory and Appraisal.

\_\_\_\_\_ Preparing Petition for Family Allowance (although it is not the representative’s duty to file such a petition, and attorneys’ fees may be billed directly to the nonrepresentative petitioner).

\_\_\_\_\_ Handling debts and creditors’ claims, including acceptance, rejection, and payment (unless disputes arise that require compromise or litigation).

\_\_\_\_\_ Preparing status report under Probate Code Secs. §§12200 - 12205, unless multiple reports are necessary.

\_\_\_\_\_ Preparing petition on interim accounts and reports.

\_\_\_\_\_ Preparing petition for fees.

\_\_\_\_\_ Preparing final account and report and petition for compensation, fees, extraordinary compensation, and final distribution.

\_\_\_\_\_ Preparing required notices.

\_\_\_\_\_ Preparing required attorney orders.

\_\_\_\_\_ Supervising distribution, preparation of receipts of distributees, and discharge of representative.

\_\_\_\_\_ Determining expenses, including local telephone calls, normal postage, and secretarial services.

**San Luis Obispo Superior Court**

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**CHAPTER 12.  
JUVENILE CALENDAR PROCEDURES**

**RULE 12.00**

**DESIGNATION AND JURISDICTION**

The department of the court designated to conduct juvenile proceedings must be known and referred to as the "Juvenile Court" and must exercise the jurisdiction conferred by Division 2, Part 1, Chapter 2 of the Welfare and Institutions Code. (Amended 7/1/02)

**RULE 12.01**

**JUVENILE COURT**

The presiding judge of the juvenile court must, with the concurrence of the other judges, establish policies and procedures relating to all juvenile court matters. The presiding judge of the juvenile court may appoint an advisory committee to assist in exercising these duties. The juvenile court must follow the juvenile court rules adopted by the Judicial Council of California. Local practice and procedures not otherwise inconsistent with the Judicial Council rules are set forth below. The presiding judge of the juvenile court must establish schedules, policies and procedures relating to all juvenile court matters calculated to improve the administration of justice in the juvenile court and make the most efficient use of the time of the court, the referee, counsel, probation officers and law enforcement personnel. In so doing, all possible consideration must be given to the welfare of the minors and the convenience of concerned parents and witnesses. (Amended 7/1/02)

**RULE 12.02**

**FACILITIES FOR DETENTION OF MINORS**

Minors taken into temporary custody as persons described by Sections 300 or 601 of the Welfare and Institutions Code must be delivered to and detained at San Luis Obispo County Department of Social Services shelter care homes for Section 300 minors, and to a San Luis Obispo County Probation Department designated non-secure detention facility for Section 601 minors. (Amended 7/1/02)

**RULE 12.03**

**TRANSPORTATION OF MINORS TO SHELTER CARE HOMES, JUVENILE HALLS, NON-SECURE DETENTION FACILITIES**

Minors taken into custody for detention must be transported by the law enforcement agency which has taken the minor into custody; provided, however, that in instances of bona fide emergency or in instances where a Probation Officer has volunteered to accept responsibility for transportation of the minor, the law enforcement agency must be deemed relieved of said transportation responsibility. The law enforcement agency must still be responsible for providing the Juvenile Admission Record as set forth in Rule 12.04 below.

Minors taken into custody for detention at the San Luis Obispo County Department of Social Services shelter care home for Sec. 300 minors must be transported by Child Protective Services workers except in instances where the minor is actively resisting removal and should be transported in a law enforcement vehicle, or under circumstances where law enforcement already has taken the minor to the place of removal and volunteers to transport. The Child Protective Services worker remains responsible for signing the minor in the shelter care home and providing information as to the time the minor was taken into protective custody, the circumstances of his or her removal, and the name of the social worker to contact concerning the minor thereafter. (Amended 1/1/08)



## San Luis Obispo Superior Court

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### **RULE 12.04**

#### **INFORMATION TO BE PROVIDED BY LAW ENFORCEMENT OFFICERS AT TIME OF DELIVERY OF MINOR TO SHELTER CARE HOME, JUVENILE HALL, NON-SECURE DETENTION FACILITIES**

On each occasion that a minor is delivered to any of the above-named facilities, a Juvenile Admission Record form must either accompany the minor or be completed at the time of transfer of custody. The Juvenile Admission Record form must be filled out by a law enforcement officer having knowledge as to the facts subjecting the minor to juvenile court jurisdiction, the facts of the apprehension and temporary custody of the minor, and, if continued detention is recommended by the law enforcement agency, the basis of such recommendation. The Juvenile Admission record form is to be left with the Juvenile Hall Receiving Officer or the operator of either the shelter care home or non-secure facility as is appropriate. (Amended 1/1/08)

### **RULE 12.05**

#### **FILING OF PETITIONS**

(a) All petitions except fax filings, must be filed at the court clerk's offices at the Courthouse Annex at any time during the normal business hours of such offices.

(b) Notwithstanding any other rule to the contrary and in consonance with the provisions of CRC5.522, the juvenile court will permit fax filings on an experimental basis as limited below:

(1) Agencies permitted to file agreed upon documents by fax are limited to the Department of Social Services, the Probation Department and the Office of the District Attorney.

(2) Documents which may be filed by fax are limited to petitions filed under Welfare & Institutions Code sections 300, 602, 342, 387, 388, 777, and 778.

(3) Designated petitions may be faxed to the juvenile court at any hour and will be deemed filed on the date and time of receipt and the clerk of the court is authorized to affix a file stamp with the date and time of receipt.

(4) The presiding judge of the juvenile court is authorized to modify (1) and (2) above when circumstances of the fax filing experiment prove that additional persons, agencies and documents may be accommodated by the clerk's office without difficulty. (Amended 1/1/08)

#### **(c) Advance Notice of Request for Immediate Relief in Juvenile Dependency Writ Petitions**

Before filing a petition for extraordinary writ with a request for immediate relief in a juvenile dependency proceeding, the petitioner must use best efforts to provide notice by telephone, facsimile or e-mail to all counsel at the earliest possible time and, when practical, at least 24 hours before filing. In addition, before filing such a petition, the petitioner must deliver to all counsel, in person, by facsimile, or by e-mail, a copy of the petition. A declaration of notice and delivery, including the date, time, manner, name of the individual notified, any response of the individual notified, and whether any opposition will be filed, or a declaration stating the reasons why notice or delivery could not be accomplished, must accompany the petition. Noncompliance with this rule will not prevent the court from exercising its discretion in the best interest of the child. (Amended 7/1/15)

### **RULE 12.06**

#### **REFEREES**

The judges of the Superior Court of California, County of San Luis Obispo may appoint from time to time one or more referees to serve at their pleasure on a full-time or part-time basis. Notwithstanding the provisions of Welfare and Institutions Code Section 553, it must be the policy of this court that all judges of this court will actively participate in the selection, appointment and proceedings terminating the appointment of juvenile court referees. A commissioner of the court may be appointed to also serve in the capacity of a Juvenile Referee.

A referee must conduct hearings, make orders and be bound by such rules as are prescribed by the Juvenile Court Law and as set forth in such orders for such purpose as the presiding judge of the juvenile court may, from time to time, promulgate. The referee is designated as the proper person before whom an appearance must be made pursuant to a written promise to appear issued

## San Luis Obispo Superior Court

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as to any person under the age of 18 years under the provisions of Sections 40500 and 40502 of the Vehicle Code. (Amended 7/1/02)

### **RULE 12.07**

#### **TRAFFIC HEARING OFFICERS**

The judges of the Superior Court of California, County of San Luis Obispo may appoint from time to time one or more traffic hearing officers to serve at their pleasure on a full-time or part-time basis. A traffic hearing officer must hear and dispose of all cases in which he or she may act as prescribed by the Juvenile Court Law subject to the orders of the presiding judge of the juvenile court excepting those he or she deems should be transferred for hearing to the juvenile court judge or referee. (Amended 7/1/02)

### **RULE 12.08**

#### **RELEASE OF INFORMATION**

Information concerning the identity of persons suspected, detained or charged as being within Sections 300, 601 or 602 of the Welfare and Institutions Code must be released only to the extent and subject to the qualifications provided in Section 827 of the Welfare & Institutions Code or by an order of presiding judge of the juvenile court or juvenile court referee. Upon application for the release of a minor's juvenile records by the parties to a family law action, the juvenile court may at its discretion direct on the minute order of the court that the family law judicial officer will conduct the ex parte review of the juvenile court records pursuant to either Welfare and Institutions code section 827 or Family Law code section 3152. (Amended 7/1/02)

### **RULE 12.09**

#### **CALENDARS**

Juvenile court calendars must be set and called at such times as are prescribed by the presiding judge or the presiding judge of the juvenile court. Except as otherwise provided by the juvenile judicial officer, all calendar matters will be heard at the courtroom at the Juvenile Services Center. (Amended 7/1/02)

### **RULE 12.10**

#### **GUIDELINES FOR COURT APPOINTED SPECIAL ADVOCATE PROGRAMS**

The Superior Court hereby adopts the guidelines for a the Court Appointed Special Advocate Program, as more particularly set forth under the caption, "Program Guidelines for Court Appointed Special Advocate Programs" established by section 100 of the Welfare and Institutions Code of the State of California, as a Rule of Court applicable to the Court Appointed Special Advocate Program for San Luis Obispo County. The guidelines are incorporated herein by reference.

##### **A. Court Appointed Special Advocate Program.**

The Superior Court may appoint child advocates to represent and report to the court on the interests of dependent children. In order to qualify for appointment the special advocate must be trained by and function under the auspices of a Court Appointed Special Advocate Program, formed and operating under the guidelines of the National Court Appointed Special Advocate Association. (W&I 356.5)

The advocate program shall report regularly to the Presiding Judge and Judges of the Juvenile Dependency and Juvenile Delinquency Courts with evidence that it is operating under the guidelines established by the National Court Appointed Special Advocates Association and the California State Guidelines for child advocates.

##### **B. Special Advocates.**

Special advocates serve at the pleasure of the court having jurisdiction over the proceeding in which the advocate has been appointed.

##### **1. Functions.**

In general, an advocate's functions are as follows:

1. To support the child throughout the court proceedings;

## San Luis Obispo Superior Court

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2. To establish a relationship with the child to better understand his or her particular needs and desires;
3. To communicate the child's needs and desires to the court in written reports and recommendations;
4. To identify and explore potential resources which will facilitate early family reunification or alternative permanency planning;
5. To provide continuous attention to the child's situation to ensure that the court's plans for the child are being implemented;
6. To the fullest extent possible, to communicate and coordinate efforts with the case manager (social worker or probation officer);
7. To the fullest extent possible, to communicate and coordinate efforts with the child's attorney;
8. To represent the interests of the child in other judicial or administrative proceedings; and
9. To be present in court for all hearings when the case is before the court.

### **2. Sworn Officer of the Court.**

A special advocate is an officer of the court and is bound by these rules. Each advocate shall be sworn in by a Judge or Court Commissioner before beginning his or her duties, and shall subscribe to a written oath.

### **3. Specific Duties.**

In its initial order of appointment, and thereafter in subsequent orders as appropriate, the court may specifically delineate the advocate's duties in each case, including interviewing and observing the child and other appropriate individuals, reviewing appropriate records and reports, consideration of visitation rights for the child's grandparents and other relatives, and reporting back directly to the court as indicated. If no specific duties are outlined by the court order, the advocate shall discharge his or her obligation to the child and the court in accordance with the functions set forth in Local Rule 12.10.B.1 herein.

### **C. Release of Information to Special Advocate**

#### **1. To Accomplish Appointment.**

To accomplish the appointment of a special advocate, the Judge or Commissioner making the appointment shall sign an order granting the advocate the authority to review specific relevant documents and interview parties involved in the case, as well as other persons having significant information relating to the child, to the same extent as any other officer appointed to investigate proceedings on behalf of the court.

#### **2. Access to Records.**

A special advocate shall have the same legal right to records relating to the child he or she is appointed to represent as any case manager (social worker or probation officer) with regard to records pertaining to the child held by any agency, school, organization, division or department of the State, physician, surgeon, nurse, other health care provider, psychologist, psychiatrist, mental health provider or law enforcement agency. The advocate shall present his or her order and identification as a Court Appointed Special Advocate to any such record holder in support of his or her request for access to specific records. No consent from the parent or guardian is necessary for the advocate to have access to any records relating to the child. (W & I 107)

#### **3. Report of Child Abuse.**

A special advocate is a mandated child abuse reporter with respect to the case to which he or she is appointed.

#### **4. Communication.**

There shall be ongoing, regular communication concerning the child's best interests, current status, and significant case developments, maintained among the special advocate, case manager, child's attorney, attorneys for parents, relatives, foster parent, and any therapist for the child.

#### **5. Right to Timely Notice.**

## San Luis Obispo Superior Court

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The moving party shall provide the special advocate timely notice of any motions concerning a child for whom a special advocate has been appointed. (W & I 106)

### **6. Calendar Priority.**

In light of the fact that special advocates are rendering a volunteer service to children and the court, matters on which they appear should be granted priority on the court's calendar, whenever possible.

### **7. Distribution of Casa Reports.**

- (a) CASA reports shall be submitted to the court at least (3) three court days prior to the hearing.
- (b) CASA shall serve a copy of the report on the parties entitled to receive a copy of the report at least (2) two court days prior to the hearing. (Adopted 7/1/10)

### **RULE 12.12 REPORTS**

Consistent with the practices prescribed in Rules 5.220 and 5.242 of the California Rules of Court, social study reports, whether prepared by the probation department or the department of social services, must be made available to the juvenile court and all parties, or counsel. If the social study report has an accompanying psychological evaluation, copies of the evaluations must accompany only those reports going to counsel and the court. Counsel for the parties will determine if release to counsel's client is appropriate or, in the alternative, whether a discussion summarizing the evaluation would be in the party's best interest. As in the case of petitions, social study reports may be filed at the Clerk of the Court's offices in San Luis Obispo at any time during the normal business hours of such office. The Clerk of the Court's office must mark all such reports with a date and time stamp immediately upon receipt. (Amended 1/1/08)

### **RULE 12.13 MOTIONS**

The notice of motion designating a motion pursuant to Welfare and Institution Code Section 701 must specifically describe and list the evidence which is the subject of the motion to suppress; and must specifically state the theory or theories which must be relied upon and urged for the suppression of the evidence; and cite the specific authority or authorities which will be offered in support of the theory or theories upon which suppression of the evidence is urged when a search is based upon a warrant. (Amended 7/1/02)

San Luis Obispo Superior Court

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**CHAPTER 13.  
MENTAL HEALTH CALENDAR PROCEDURES**

**RULE 13.00  
PROCEEDINGS**  
(Repealed 1/1/07).

**RULE 13.01  
JURY TRIAL AND MATTER WHICH MAY BE TRANSFERRED**  
(Repealed 1/1/07).

**RULE 13.02  
INVOLUNTARY MEDICATION**

Upon the filing of a writ of habeas corpus pursuant to Welfare and Institutions Code Section 5275, the agency filing the notice of certification signed and issued pursuant to Welfare and Institutions Code Section 5251 must include, as part of the certification filed with the court a statement of the necessity of the administration of psychotropic medication. If the petitioner is unwilling or incompetent to accept medication which is medically indicated, the agency must, as part of the request for an order for 14 days intensive treatment, seek an order for provision of such medication on an involuntary basis.

**CHAPTER 14.  
APPELLATE CALENDAR PROCEDURES**

**RULE 14.00  
SESSIONS**

Regular sessions of the Appellate Division of the Superior Court of California, County of San Luis Obispo must be held each calendar month at a date, time and place specified in the general calendar. Special sessions must be held at the call of the presiding judge of the Appellate Division.

**RULE 14.01  
BRIEFS**

Briefs not exceeding 6800 words in length must be prepared, served and filed as provided by Rule 8.883 of the California Rules of Court.. (Revised 1/1/18)

**RULE 14.03  
RULE 8.882 DISMISSAL**

If the appellant fails to file an opening brief within the applicable time limits, the court may, upon notice, dismiss the appeal pursuant to the provisions of CRC Rule 8.220. (Amended 1/1/09) (Amended 1/1/09)

**RULE 14.04  
SETTLED STATEMENTS ON APPEAL**

Upon filing a notice of appeal, trial counsel for appellant must adhere to California Rules of Court, Rules 8.850-8.891. This Court requires use of Judicial Council Forms CR133 through CR135.

Amended 7/1/10

**RULE 14.05**

## San Luis Obispo Superior Court

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### **WRIT JURISDICTION**

(a) The appellate division has jurisdiction over all petitions for writs of mandate, prohibition and review (certiorari) in any misdemeanor, limited civil or infraction case. (Code of Civil Procedure §1068(b), 1085(b) and 1103(b).) A panel of three judges participate in each petition for writs of mandate, prohibition and review (certiorari) in any misdemeanor, or infraction case, or limited civil case. The court may:

- (1) Continue the matter and request supplementary documents or preliminary opposition;
- (2) Summarily deny the writ without hearing;
- (3) Notify the parties of the court's intention to issue the peremptory writ in the first instance (Palma vs. U.S. Industrial Fasteners, Inc. (1984) 36 Cal. 3d 171; or
- (4) Issue an alternative writ or order to show cause and set the matter for hearing, after which, a decision will be made. If an alternative writ is issued, petitioner must serve the writ on all other parties. (Amended 7/1/02)

### **RULE 14.06**

#### **APPELLATE RECORD**

Pursuant to California Rules of Court section 8.833(a), the original trial court file may be used instead of a clerk's transcript in limited civil cases.

In an appeal in a misdemeanor case in which the proceedings were officially recorded electronically in accordance with CRC 8.868, the original recording, or a copy thereof prepared by the court, may be transmitted as the record of trial proceedings without being transcribed in lieu of a reporter's transcript or statement on appeal, pursuant to CRC 8.869(d)(6)(A). The trial judge will not order that a transcript be prepared as the record of the oral proceedings. (See CRC 8.869(d)(6)(B). (Amended 7/1/17)

## **CHAPTER 15. EX PARTE ORDER PROCEDURES**

### **RULE 15.00**

#### **APPLICATION FOR EX PARTE ORDER**

##### **(a) Notice Requirements**

Except as provided by California Rules of Court section 31204(b) and/or Code of Civil Procedure section 527.6, a party seeking an ex parte order must notify the opposing party or parties of the request. Such notification shall take place no later than 10:00 a.m. the court day before the ex parte appearance, absent a showing of exceptional circumstances.

##### **(b) Special Notice Requirements**

An application for an ex parte order must contain a statement of any requests for special notice that have been filed or an allegation that no special notice has been requested. If any such notice has been requested, a waiver thereof must accompany the application. If the application does not comply with the foregoing, it must be first presented to the clerk's office for a clearance as to special notices.

##### **(c) Appointments**

Where the matter requires a conference between the applicant or his or her counsel and a judge, before notifying an opposing party of an ex parte request, the applicant must obtain a scheduled appointment with the judge assigned to hear the request. The applicant must call the following numbers to request an appointment:

- |                       |                |
|-----------------------|----------------|
| Family Law or Probate | (805) 781-5706 |
| Civil                 | (805) 781-5677 |
| Criminal              | (805) 781-5670 |
| Juvenile              | (805) 781-5164 |

##### **(d) Nonappearance Ex Parte Applications**

## San Luis Obispo Superior Court

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All nonappearance ex parte applications and orders must be delivered to the clerk's office for presentation to a judge in the regular course of business. The clerk must expedite emergency matters upon request.

### **(e) Emergency Nature of Request**

The evidentiary declaration must contain facts which demonstrate why the matter is appropriately handled as an ex parte matter, as opposed to being heard on the court's law and motion calendar (with or without an order shortening time).

(Amended 1/1/05)

## **RULE 15.01**

### **TO WHOM PRESENTED**

Except as otherwise specifically provided by these rules, an application for an ex parte order must be presented as follows:

(a) An application for a writ of mandate or prohibition must be presented to the following judges under the following circumstances:

(1) Writ seeking action in a misdemeanor, infraction, or limited civil proceeding - to the Presiding Judge of the Appellate Division

(2) Writ seeking action in an administrative proceeding (for example, city council, Coastal Commission), except Department of Motor Vehicles implied consent license proceedings, -- to the civil judge randomly chosen in the usual fashion for assignment of all civil cases

(3) Writ seeking action in a Department of Motor Vehicles implied consent license proceeding -- to the felony judge assigned pursuant to the usual system of assignment based on the name of the petitioner.

(b) An application involving a juvenile court matter must be presented first to the juvenile court referee in cases in which she or he is authorized to act or the presiding judge of the juvenile court.

(c) An application involving an order to show cause in a domestic relations matter must be presented first to the assigned judicial officer.

(d) An application involving a probate matter must be presented to the judge presiding in the probate department.

(e) An application involving a matter pending before a particular judge must be presented to that judge.

(f) All other applications must be presented to the presiding judge or designee.

(g) If the judge to whom an application should be presented under this rule is unavailable or disqualified, or in cases of emergency, the application may be presented to any available judge or the Assistant presiding judge if he or she is available.

(Amended 1/1/05)

## **RULE 15.03**

### **FILING OF APPLICATIONS AND ORDERS**

(a) Applications for ex parte orders must be accompanied by a proposed order. Absence of a proposed order for appearance ex parte matters may necessitate rescheduling the ex parte hearing. (Eff. 1/1/98)

# San Luis Obispo Superior Court

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## CHAPTER 16. JURY SERVICES

### **RULE 16.00**

#### **PURPOSE**

These rules are established for the purpose of complying with and implementing the California Code of Civil Procedure (CCP), Sections 195 et seq., the California Penal Code (PC) Sections 903.1 et seq., and the California Rules of Court relating to the selection of jurors and the formation of jury trials in San Luis Obispo County. ( Amended 1/1/09)

### **RULE 16.01**

#### **JURY COMMISSIONER APPOINTMENT**

In the opinion of a majority of the judges, the business of the court requires the appointment of a Jury Commissioner. The judges have appointed a Jury Commissioner for San Luis Obispo County who shall have the authority, duties, and responsibilities to perform the functions as provided by CCP195.

Amended 1/1/09

### **RULE 16.02**

#### **JUROR SELECTION**

The Jury Commissioner may use mechanical, electric, or electronic equipment in the performance of any function for the selection and drawing of jurors by lot.

##### **(a) Source List**

The most current San Luis Obispo voter registration file, combined with the Department of Motor Vehicle file of licensed drivers and identification card-holders who are 18 years of age and older, will constitute the sources from which prospective jurors will be selected.

##### **(b) Master Jury File**

The Jury Commissioner will have a new master jury file prepared at least once during any consecutive 12 months. The number of names to be placed on such master jury file will be determined by the Jury Commissioner.

**(1)** The master jury file must be used for the selection of trial jurors in cases tried in all departments of the court.

##### **(c) Random Selection of Prospective Jurors and Summoning Process**

The plan for random selection must be designed by Jury Systems Incorporated (JSI), the Jury Management System contracted with the San Luis Obispo Superior Court, upon the approval of the Jury Commissioner, to ensure that a fair cross section of the eligible persons residing in San Luis Obispo County are selected and that random key numbers are generated and assigned for each prospective juror.

The summoning and qualifying of prospective jurors from the master jury file will be performed as one integrated process and ensure random selection from a fair cross section of the population served by the court. (Amended 1/1/09)

### **RULE 16.03**

#### **DISQUALIFICATION, EXEMPTION, EXCUSE, DEFERMENT OF JURORS**

The Jury Commissioner, an assistant to the Jury Commissioner, or the court must determine the statutory disqualification or exemption of prospective jurors.

##### **(a) Disqualification and Excuse Policy**

A prospective juror may be disqualified or excused from service on the basis of one of the categories set forth in the statutes of CCP 203, 204 and CRC 2.1008 and as determined by the Jury Commissioner and/or the Presiding Judge of the court.

##### **(1) Procedure for Granting Excuse from Jury Service**

A request for excuse from jury service must be addressed to the Jury Commissioner, in writing, and submitted for determination prior to the appearance date, unless the excuse is granted in court the day of the trial. All requests for excuse by a prospective juror will be fairly



## San Luis Obispo Superior Court

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reviewed and all relevant information will be considered. A prospective juror may be personally interviewed if it is determined necessary or desirable to do so by the Jury Commissioner. The Jury Commissioner may refer any request to the presiding judge for his/her determination.

### **(b) Deferment Policy**

It is the intent of these rules and the policy of the court that, if a juror is excused for a reason that is temporary in nature, jury service must be deferred to future date when the excuse no longer exists. (Amended 1/1/09)

## **RULE 16.05**

### **PANEL SELECTION**

All prospective jurors summoned for the court must be selected from the master jury file. The Jury Commissioner will determine the number of prospective jurors to assign for each case based on the type of case, number of defendants, and the length of time the case is estimated to last, after consultation with the trial judge or court clerk.

### **(a) Special Venires**

The Jury Commissioner, after receiving notification that a case will require a special venire, will confer with the presiding judge and/or assigned trial judge before ordering jurors to appear.

### **(b) Supplemental Panels**

Should a judge require a supplemental panel of prospective trial jurors, such panel will be prepared in the same manner as the first panel was selected.

### **(c) Trial Jury Assignments**

Upon each appearance of a juror in either the jury assembly room or a department of the court, a record of attendance must be maintained by the Jury commissioner or courtroom clerk. (Amended 1/1/09)

## **RULE 16.06**

### **TERM OF SERVICE, TRIAL JUROR PER DIEM AND MILEAGE FEE**

Pursuant to CCP 215 and by order of the Judicial Council, the fees of jurors in the Courts of this county, in both civil and criminal cases, must be \$15 a day for each day's service, commencing on the second day of service as a juror and 17 cents per mile round trip from their place of residence. In addition, a juror must not be required to be on telephonic standby for more than five court days during any 12-month period, except as necessary to complete the hearing of an action. (Amended 1/1/09)

### **(a) In General**

At no time shall the members of the jury be informed as to which party is paying fees, mileage, or other costs for civil cases.

#### **(1) Deposit of Fees**

Jury fees, as provided by CCP 631 et seq., must be deposited with the Clerk of the Court by the party demanding the jury (except for eminent domain cases) after the case has been set for trial at the pretrial or trial setting conference and not later than 25 days prior to the date of trial. During the trial, it must be the duty of the party demanding the jury to pay the Jury Commissioner's office daily, in advance, the per diem jury fees and mileage required by law for each successive day of service of the jurors impaneled in the case during the trial. The Jury Commissioner's Office has the duty to collect such fees and mileage for deposit in the Clerk's civil trust fund.

#### **(2) Forfeiture of Deposit**

If the case is settled or the jury has waived or the case goes off calendar for whatever reason, or the case is continued for trial on motion of the party depositing the jury fees, none of the deposit shall be refunded if the court finds there has been insufficient time to notify the jurors that the trial would not proceed at the time set. All fees determined to be retained pursuant to this rule must be transferred to the State of California.

### **(b) Telephone Standby**

In order to control the number of jurors appearing for jury duty and to prevent juror overcall, jurors will be placed on telephone standby when they are summoned.

## San Luis Obispo Superior Court

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(1) Any prospective juror or alternate juror may be placed on telephone stand-by to be available on one-hour notice by phone.  
(Amended 1/1/09)

### **RULE 16.07**

#### **JUROR INFORMATION**

The Jury Commissioner must not disclose information regarding jurors unless the information is required for the selection of trial jurors, except by order of the court. (Amended 1/1/09)

### **RULE 16.08**

#### **SELECTION OF GRAND JURORS**

Rules pertaining to the selection of grand jurors are established pursuant to PC 903.1 et seq. Annually, upon request by the presiding judge of the Superior Court of California, County of San Luis Obispo, the Jury Commissioner must furnish the judges of the court a list of qualified prospective grand jurors.

##### **(a) Qualification of Jurors**

The Jury Commissioner must inquire and be informed of the qualifications of persons who will be summoned before the court for grand jury service. The Jury Commissioner must be satisfied that a person is qualified to serve as a grand juror before he or she is sworn.

##### **(b) Submission of List and Names not on List**

The Jury Commissioner must submit a list of recommended prospective grand jurors to the court for examination and selection by the judges of the court.

(1) The judges are not required to select any names from the list returned by the Jury Commissioner but may, instead, select from among the body of persons in the county suitable and competent to serve as grand jurors.

(i) Nominations by the judges will be submitted to the presiding judge on or before June 1.

(2) The judges of the court must meet during June of each year and, by majority vote therefore, select the members of the panel from which the grand jurors to serve during the ensuing fiscal year must be selected. The court will then submit a copy of the names to the Jury Commissioner and the Clerk for publication.

##### **(c) Annual Drawing, Number of Jurors, Length of Service**

(1) Each year an order must be made and filed with the Clerk of the Court directing a grand jury to be drawn, and the time at which the drawing will take place. The grand jury may be selected to serve from either a fiscal year or calendar year term

(2) The San Luis Obispo County Grand Jury will serve from July 1 to June 30 of each fiscal year and be comprised of 19 persons and 11 alternates.

##### **(d) Selection of Foreperson**

The Presiding Judge of the Court or designee must, upon impanelment of the grand jury, select one of the grand jurors as foreperson. If for any reason the foreperson is unable to continue service, the replacement foreperson must be selected from the remaining grand jurors as soon after the vacancy becomes known.

##### **(e) Removal of Foreperson**

The Presiding Judge of the court or designee may discharge the foreperson of the grand jury. In the event of a vacancy in the office of foreperson, the vacancy must be filled by appointment of a new foreperson.

##### **(f) Additional Grand Jury Impanelment**

Upon request of the presiding judge the Jury Commissioner must furnish a list of qualified prospective grand jurors to form special grand juries. PC 904.6.  
(Amended 1/1/09)

### **RULE 16.09**

#### **JURY DISTRICTS**

Prospective trial jurors for the Paso Robles court location must be summoned from the jury

## San Luis Obispo Superior Court

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districts of such court. The jury district for the Paso Robles Court location includes the incorporated areas of San Luis Obispo, Paso Robles, Atascadero, Cambria, Santa Margarita, Templeton and all other unincorporated areas north of the Cuesta Grade provided, however, that nothing shall preclude the exercise of discretion by the jury commissioner in selecting trial jurors when the jury district boundaries do not physically correspond with the present location of court facilities. The San Luis Obispo Branch must use a county-wide jury panel. (Amended 1/1/09)

### CHAPTER 18. VERBATIM COURT REPORTING SERVICES

#### RULE 18.00

##### COURT REPORTERS

(a) The court's official court reporters constitute the Reporting Services section of the Court, in accordance with applicable statutes and rules, under the general direction of the presiding judge and the Court Executive Officer. Official and pro tempore court reporters must make such reports to the California Judicial Council (Administrative Office of the Courts) and to the Court Executive Officer of this Court, as provided by statutes and by rules of court, and as otherwise directed by the Court Executive Officer.

##### (b) Availability of Official Court Reporting Services

Official court reporting services must be provided in designated felony criminal and juvenile dependency and delinquency proceedings. Official reporting services will also be provided at the request of the Court or the parties for the following proceedings, subject to the availability of an official court reporter: family law trials, family support proceedings, probate, adoption, and mental health proceedings. Official reporting services are not available for the following proceedings: small claims cases, infraction criminal proceedings, misdemeanor criminal proceedings, limited jurisdiction civil trials, unlimited jurisdiction civil trials, civil law and motion, misdemeanor appeals, and small claims trial de novos.

Pursuant to Section 269 of the Code of Civil Procedure, for each proceeding anticipated to last one hour or less, a fee of thirty dollars (\$30) shall be charged for the reasonable cost of the court reporting services provided at the expense of the court by an official court reporter.

##### (c) Court Reporting Services Arranged by the Parties

If official reporting services have been requested and are normally available for a proceeding under subpart b, and it appears that an official reporter will not be available for the proceeding, the clerk must notify the parties as soon as possible prior to the trial or hearing date. When official reporting services are not available for a proceeding, the parties may arrange for the attendance of a certified shorthand reporter to serve as an official pro tem reporter. If a party arranges and pays for the attendance of a pro tem reporter at a hearing or trial because of the unavailability of official reporting services, the parties must not be charged the fee for official reporting services provided for in Government Code Section 68086(b)(1). (Amended 7/1/15)

#### RULE 18.01

##### PRO TEMPORE REPORTERS

In order that the judicial business of the court may be diligently carried on and a particular matter may proceed to trial or hearing without delay, a pro tempore official reporter may be appointed to perform the duties of a stenographic reporter in such matter, or until a regular official reporter becomes available for such service. A pro tempore official reporter for such service may be appointed by the presiding judge of the court and the judge or referee presiding in the department where such reporter will serve. The compensation and costs of the pro tempore official reporters must be as provided in Government Code section 70059.9. (Amended 1/1/08)

**San Luis Obispo Superior Court**

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**RULE 18.02**

**ELECTRONIC RECORDING OF COURT PROCEEDINGS**

Court proceedings may be electronically recorded by court personnel in cases involving misdemeanors, limited jurisdiction civil and selected unlimited civil cases. (Amended 1/1/09)

**CHAPTER 19.**

**FAMILY LAW DEPARTMENT PROCEDURES AND POLICIES**

**RULE 19.00**

**RULES AND MANUAL OF POLICIES AND PROCEDURES**

The California Rules of Court, Local Rules and the San Luis Obispo County Family Law Section Manual of Policies and Procedures are intended to provide uniformity in the practice and procedures among the departments hearing family law matters in San Luis Obispo County. Attorneys and unrepresented litigants (also known as pro pers) should familiarize themselves and comply with the guidelines set forth in this material.

A copy of the San Luis Obispo Family Law Section Manual of Policies and Procedures is available at the Clerk's Office for review as well as the court's website at [www.slocourts.net](http://www.slocourts.net). The Clerk's Office is located at 1035 Palm Street, San Luis Obispo, California. The Manual of Policies and Procedures provides detailed information on suggested approaches to substantive issues as well as the structure, calendaring, and resolution of family law matters. (Amended 7/1/02)

**Rule 19.00.1**

**ASSIGNMENT OF JUDICIAL OFFICERS FOR ALL PURPOSES**

Upon filing of a Petition for Dissolution of Marriage, Nullity or Legal Separation, an Action for Paternity or other matter routinely assigned to the Family Law Department, cases will be assigned for all purposes to a judicial officer assigned to the Court's Family Law Division. If the assignment is to a Court Commissioner, the Commissioner shall act as a temporary judge for all purposes with respect to the case without further order of the court unless within 10 days after the filing of the Petition the Petitioner objects to the assignment of the case to a Commissioner, or unless within 10 days after Respondent's first pleading is filed, Respondent objects to the assignment of the case to a Commissioner. Failure to object within the time periods set forth herein is deemed a stipulation to the assignment of the Commissioner as a temporary judge for all purposes. The duties and powers of the Commissioner acting as a temporary judge in such assigned cases include but are not limited to conducting all pre-trial motions, orders to show cause, applications for domestic violence restraining orders, trial of all issues framed by the pleadings and all post-trial motions and hearings, whether or not contested, and such other matters that arise while the Commissioner is exercising the powers, duties and functions of a Superior Court Judge. Relief from the stipulation is available as set forth in California Rules of Court, Rule 244(g). (Amended 1/1/09)

**RULE 19.01**

**VENUE OF FAMILY LAW PROCEEDINGS**

Family Law cases may be filed at any court location other than the Juvenile Services Center. The case must be assigned for all purposes to a judge sitting in a branch court, or to a judge sitting in the courthouse in San Luis Obispo, on the following basis:

The case must be assigned to a judge sitting in the branch court or the San Luis Obispo Courthouse at the locations as set forth below, based on a petitioner's residence at time of filing, or, if petitioner resides outside the county, where the respondent resides.

## San Luis Obispo Superior Court

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San Luis Obispo Courthouse: San Luis Obispo, Avila Beach, Cayucos, Los Osos, Morro Bay, Grover Beach, Arroyo Grande, Nipomo, Oceano, Pismo Beach, and unincorporated areas south of the Ontario Grade and unincorporated areas in between.

Paso Robles Branch: Paso Robles, Atascadero, Cambria, Santa Margarita, Templeton, and unincorporated areas north of the Cuesta Grade.

The first pleading in a family law action must contain an allegation that establishes the proper venue of the action.

The court to which any action has been assigned may be changed upon a showing of good cause or upon the court's own motion.

(Amended 1/1/09)

### **RULE 19.02**

#### **PROOF OF SERVICE**

Proof of service should be filed prior to hearing with the clerk's office. If a responding party fails to appear at a hearing, the moving party must immediately submit proof of timely service to the court; otherwise, the matter will be taken off calendar. The matter may be dropped from calendar for failure to timely file proof of service.

### **RULE 19.03**

#### **USE OF JUDICIAL COUNCIL FORMS AND DOUBLE SPACING REQUIREMENT**

All documents filed for matters pending in the Family Law Department must be on forms prescribed or provided by the Judicial Council. All other documents must be double spaced. Documents include, but are not limited to, declarations and points and authorities. (Amended 1/1/04)

### **RULE 19.04**

#### **ALTERNATIVE DISPUTE RESOLUTION**

Each party to a family law action must be informed that Alternative Dispute Resolution (ADR) is an option to litigation. Notice must be in the form of an information sheet "Alternative Dispute Resolution in Domestic Relations Cases", which is available in the clerk's office. Notice must be served at the time the first documents served on a party and the proof of service must be filed. The Petitioner/Plaintiff must review the information prior to service on the Respondent/Defendant. Notice of the information does not need to be served on an employee pension benefit plan. (Amended 7/1/02)

### **RULE 19.05**

#### **CUSTODY EVALUATIONS**

**a)** The Superior Court of the County of San Luis Obispo adopts this rule pursuant to California Rules of Court 5.220(d). This rule may be modified by the Superior Court and published pursuant to Rules of Court.

**(b)** In all cases, prior to or concurrent with the signing of an order under this section, the parties will be informed that Alternative Dispute Resolution (ADR) is an option to litigation.

**(c)** A peremptory challenge of a court appointed evaluator who is employed by Family Court Services is not allowed. However, if a private evaluator is appointed and one of the parties wants to challenge the appointment, they must make the challenge at the earliest opportunity. If the appointment is made in open court, any challenge must be made at that time. The challenge may be made in a responsive declaration to an application for such an order. The parties or the court may request that an objection may be made in a letter to the Court within seven calendar days. One peremptory challenge is allowed per party (using the standards of CCP 170.6); challenges for cause are not limited.

**(d)** Any evaluator appointed, whether a court employee or private evaluator may petition the court to withdraw from the case for cause, which may include, but is not necessarily limited to conflict of interest, time constraints or health reasons. An evaluator should expect to complete the evaluation within ninety days, assuming cooperation from the parties.

## San Luis Obispo Superior Court

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(e) Any complaints regarding a private evaluator's performance must be presented to the presiding Family Law judge who will refer the complaint to a committee which must consist of one judicial officer appointed by the Family Law presiding judge, one member of the county Family Law Section appointed by the President of the Family Law Bar Section, and the supervisor of Family Court Services, hereinafter known as the "Committee". The committee members will serve for one calendar year commencing on January 1st of each year. These complaints and the entire review process must be strictly confidential.

(f) **Ex-parte communications:** No one must communicate with the evaluator except in written form except to schedule an appointment and during a scheduled appointment. The evaluator must have all written communications available for review at a deposition or at trial.

(g) Prior to the commencement of the evaluation, the evaluator must be provided a copy of the court order which specifies the specific code section wherein the evaluator is appointed, e.g., (1) Evidence Code §730, (2) Family Code §3111, or (3) Code of Civil Procedure §2032.

(h) Evaluations may include psychological and other testing, or may be only a custody analysis without testing. Limited evaluations to specific issues may be ordered, and if so, the evaluator must restrict review to the terms of the order. If the evaluation is performed by a psychologist and is pre-judgment, the presumption is that it will include psychological testing and the collection of all available information for a full evaluation. If the evaluation is post-judgment, the presumption is that it will not include psychological testing and is confined to limited issues. If the evaluator believes more information is necessary, a request should be made to the judicial officer who signed the order for the evaluation. This request should be in letter form to the judicial officer and to the parties and counsel.

Specific scope and purpose of the evaluation must include if requested:

- (1) Individual or joint interviews with the parties and/or their children;
- (2) with extended family;
- (3) Home and school visits;
- (4) Consideration of information from health/mental health professionals;
- (5) Consideration of information from school professionals;
- (6) Psychological/educational testing of the parties and/or their child(ren) and/or significant others who are clearly defined.
- (7) That this evaluation is limited in duration and ends when the report is lodged/filed;
- (8) Whether this evaluation is limited to specific issues the court wishes to consider;
- (9) Whether domestic violence or drug and alcohol issues should be evaluated.

(i) Child custody evaluators who accept appointments from the court are expected to strictly adhere to requirements of this rule. The term of appointment ends when their report is filed, except for court testimony. If there is a need for an "update" there must be a new order issued to define the terms of the update.

(j) The court order must allocate, or reserve allocation, of any fees and costs for the evaluation. Unless otherwise stated, the evaluator is responsible for collecting payment directly from the parties.

(k) The child custody evaluator must:

- (1) Consider the health, safety, welfare, and best interest of the child within the scope and purpose of the evaluation as defined by the court order;
- (2) Strive to minimize the potential for psychological trauma to children during the evaluation process; and
- (3) Include in the initial meeting with each child an age appropriate explanation of the evaluation process, including limitations on the confidentiality of the process. The parents, guardian and/or the attorney for the minor(s) must be provided with the guidelines of confidentiality regarding information given to and from the minor(s). These guidelines must be prepared by the Committee and provided to the evaluators in written form to use as a handout.

(l) All evaluators who are appointed by the court for child custody evaluations pursuant to this rule, must meet the qualifications, training, and continuing education requirements specified under Family Code Sections 185, 186, and 3111, and Rule 5.225 or other such codes that may apply. The evaluator has the ongoing responsibility for informing the court

## San Luis Obispo Superior Court

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that they have met the requirements of continuing education. Those requirements will be reviewed by the Committee aforementioned. The information must be provided to the court annually by the evaluator to maintain eligibility on the court approved list of evaluators.

(m) The requirements in performing an evaluation are that the child custody evaluator must provide:

- (1) A written explanation of the process that clearly describes the:
  - (a) Purpose of the evaluation;
  - (b) Procedures used and the time required to gather and assess information and which specific psychological tests will be used, the role of the results in conforming or questioning other information or previous conclusion;
  - (c) Scope and distribution of the evaluation report;
  - (d) Limitations on the confidentiality of the process; and
  - (e) Cost and payment responsibility for the evaluation.
- (2) Data collection and analysis that allow the evaluator to observe and consider each party in comparable ways and to substantiate (from multiple sources when possible) interpretations and conclusions regarding each child's developmental needs; the quality of attachment to each parent and that parent's social environment; and reactions to the separation, divorce, or parental conflict. This process may include but is not limited to:
  - (a) Reviewing pertinent documents related to custody, including law enforcement records;
  - (b) Observing parent-child interaction (unless contraindicated to protect the best interest of the child); if this interaction is prohibited by a court the order of appointment must so state, if the interaction is contraindicated by the evaluator, he/she must inform the parties to allow a reasonable time to amend or clarify the court order.
  - (c) Interviewing parents conjointly, individually, or both conjointly and individually (unless contraindicated in cases involving domestic violence), to assess:
    - (1) Capacity for setting age-appropriate limits and for understanding and responding to the child's needs;
    - (2) History of involvement in caring for the child;
    - (3) Methods for working toward resolution of the child custody conflict;
    - (4) History of child abuse, domestic violence, substance abuse, and psychiatric illness; and
    - (5) Psychological and social functioning;
  - (d) Conducting age-appropriate interviews and observation with the children, both parents, stepparents, significant others, step and half-siblings conjointly, separately, or both conjointly and separately, unless contraindicated, as set forth above, to protect the best interest of the child;
  - (e) Collecting relevant corroborating information or documents as permitted by law;
  - (f) Consulting with other experts to develop information that is beyond the evaluator's scope of practice or area of expertise, e.g., learning disabilities, IEP, ADD, ADHD, mental illness, severe physical disability and other special needs.
- (3) A written and/or oral presentation of findings that is consistent with Family Code Section 3111 or Evidence Code Section 730. In any presentation of findings, the evaluator must:
  - (a) Summarize the data-gathering procedures, information sources, and times spent, and present all relevant information, including information that does not support the conclusions reached;
  - (b) Describe any limitations in the evaluation that result from unobtainable information, whether there was failure or inability of a party to cooperate, or the circumstances of particular interviews;
  - (c) Only make a custody or visitation recommendation for a party who has been evaluated. This requirement does not preclude the evaluator from making an interim recommendation that is in the best interest of the child; and
  - (d) Provide clear, detailed recommendations that are consistent with the health, safety, welfare, and best interest of the child(ren), if the evaluator is ordered to make nay

## San Luis Obispo Superior Court

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recommendations to the court regarding a parenting plan. Recommendations must include consideration for any changes that may occur with reasonable foreseeability.

(4) **[Cooperation with professionals in another jurisdiction]** When one party resides in another jurisdiction, the custody evaluator may rely on another qualified neutral professional for assistance in gathering information. In order to ensure a thorough and comparably reliable out-of-jurisdiction evaluation, the evaluator must:

(a) Make a written request that includes, as appropriate:

- (1) A copy of all relevant court orders;
- (2) An outline of issues to be explored;
- (3) A list of the individuals who must or may be contacted;
- (4) A description of the necessary structure and setting for interviews;
- (5) A statement as to whether a home visit is required;
- (6) A request for relevant documents such as policy records, school reports, or other document review; and

(7) A request that a written report be returned only to the evaluator and that no copies of the report be distributed to parties or attorneys;

(b) Provide instructions that limit the out-of-jurisdiction report to factual matters and behavioral observations rather than recommendations regarding the overall custody plan;

(c) Attach and discuss the report provided by the professional in another jurisdiction in the evaluator's final report.

(n) In performing an evaluation, the child custody evaluator must:

(1) Maintain objectivity, provide and gather balanced information for both parties, and control for bias;

(2) Protect the confidentiality of the parties and children in collateral contacts and not release information about the case to any individual except as authorized by the court or statute;

(3) Not offer any recommendations about a party unless that party has been evaluated directly or in consultation with another qualified neutral professional;

(4) Consider the health, safety, welfare, and best interest of the child in all phases of the process, including interviews with parents, extended family members, counsel for the child, and other interested parties or collateral contacts;

(5) Strive to maintain the confidential relationship between the child or party who is the subject of an evaluation and his or her treating psychotherapist;

(6) Operate within the limits of the evaluator's training and experience and disclose any limitations or bias that would affect the evaluator's ability to conduct the evaluation;

(7) Not pressure children to state a custodial preference;

(8) Inform the parties of the evaluator's reporting requirements, including, but not limited to, suspected child abuse, domestic violence and neglect and threats to harm oneself or another person;

(9) Not disclose any recommendations to the parties, their attorneys, or the attorney of the child before having gathered the information necessary to support the conclusion;

(10) Disclose to the court, parties, attorney for a party, and attorney for the child conflicts of interest or dual relationships, and not accept any appointment except by court order or the parties' stipulation; and

(11) Be sensitive to the socioeconomic, gender, race, ethnicity, cultural values, religious, family structures, and developmental characteristics of the parties. (Amended 7/1/12)

### **RULE 19.06**

#### **FAMILY CODE 3111 EVALUATION**

(a) If the evaluation is pursuant to FC 3111, the evaluator must submit a written CONFIDENTIAL report on his or her evaluation at least ten (10) days before the hearing regarding custody of the child. The report must be lodged/filed with the clerk of the court as a Confidential Document, in the court file in which the custody hearing is set for hearing and served on the attorneys for the parties or to the parties if they are self-represented. The Court's policy, is that the parties and counsel should exercise restraint and caution in disseminating this information to others. If the parties and/or the minor child(ren) are in mental health therapy, the



## San Luis Obispo Superior Court

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report may be released to their therapist. This report may be considered by the court and may be received in evidence upon stipulation of all interested parties. If the report is not stipulated into evidence, the child custody evaluator must be available to testify at the request of any party. (Amended 1/1/04)

(b) Any complaints about Family Court Services evaluators shall be addressed in writing to the Supervisor, Family Court Services. If the complaint is about the supervisor, the complaint shall be addressed in writing to the Director of Civil Operations. The supervisor/director will review the complaint and the case file and discuss the matter with the individual mediator or evaluator who is the subject of the complaint. A written response will be sent by the supervisor/director to the person filing the complaint. If either the complainant or the mediator or evaluator is not satisfied with the action taken in connection with the complaint, it may be brought to the attention of the Family Law judicial team leader.

(c) In addition to the evaluators available at Family Court Services, each Family Law Court must maintain a list of other qualified evaluators in this jurisdiction. (Amended 1/1/04)

### **RULE 19.07**

#### **EVIDENCE CODE 730 AND CCP 2032 EVALUATIONS**

If the evaluation is pursuant to E.C 730 or CCP 2032 the evaluation must be filed in the court file in which the hearing is set, and must not be confidential, unless and until applicable code sections or rules are amended to provide for confidentiality. If any party wishes for the report to be confidential or sealed they must apply for an order pursuant to statutory and case law. (Amended 7/1/02)

### **RULE 19.08**

#### **REQUESTS FOR CONFIDENTIALITY AND SEALING OF COURT RECORDS**

In all cases, if any party requests that any portion of the testimony be confidential and not available for public inspection, notice must be given pursuant to statutory and case law to allow the Court to rule on the issue prior to taking evidence. (Amended 7/1/02)

### **RULE 19.09**

#### **CROSS EXAMINATION OF EVALUATORS**

The cross examination of an evaluator by video conferences, telephone conferences, audio or video examination is not available. Cost-effective procedures will be developed. (Amended 7/1/02)

### **RULE 19.10**

#### **APPOINTMENT OF COUNSEL FOR MINORS**

Nothing in these rules prohibit a court-appointed evaluator from recommending to the court that counsel be appointed to represent the minor child. The recommendation must be made to the assigned Family Law judicial officer with copies of the transmittal letter to each of the attorneys for the parties, or to the parties if they are self-represented. All attorneys appointed pursuant to FC3151 who submit billings to the Court are required to provide copies of the billings to the parties each time the Court is billed for services. Billings to the Court must include a statement indicating that the parties have been provided copies. (Amended 1/1/11)

### **RULE 19.20**

#### **COMPLAINT ABOUT COUNSEL APPOINTED TO REPRESENT A MINOR CHILD**

In a family law proceeding in which the Court appointed counsel for a minor child, any party, counsel for any party or the minor child may lodge a complaint about the performance of the appointed counsel. Complaints will not be received from non-parties.

The complaint must be in writing. The complaint must state the case name, the file number, the name of the judicial officer to whom the case was assigned and must be dated. The complaint must specifically state the facts upon which the complaint about the performance of appointed counsel is based.

**San Luis Obispo Superior Court**

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The complaint must be lodged with the court by delivering it to the clerk of the court who must hand deliver it to the Supervising Judge of the Family Law Division. The complaint must be served by mail upon all parties or their counsel and upon minor's counsel.

Any party, counsel for any party, and counsel appointed to represent the minor child or children may respond to the complaint within 10 days. The court may extend this time upon a showing of good cause.

The Family Law Supervising Judge may refer the complaint to the assigned bench officer to investigate or may investigate the matter directly. Thereafter, a bench officer shall respond to it either by setting the matter for a hearing or by serving a written response on the parties and their counsel. A hearing is not required. (Adopted 7/1/11)

**CHAPTER 20.  
FAMILY MEDIATION AND INVESTIGATION SERVICES**

**RULE 20.00**  
**MATTERS REGARDING MEDIATION**  
(Repealed 7/1/01)

**RULE 20.01**  
**MEDIATION**  
(Repealed 7/1/01)

**RULE 20.02**  
**SETTING A MATTER FOR MEDIATION**  
(Repealed 7/1/01)

**RULE 20.03**  
**MEDIATION PROCESS**  
Ex parte Communications: Absent a stipulation to the contrary, there shall be no ex parte communication between the attorneys for either party or minor's counsel and the mediator, or between the mediator and the court, except with regard to the scheduling of appointments. No attorney shall initiate oral communication pertaining to the merits of the case with the mediator without first providing all parties and any attorney of record for the child an opportunity to be present. No attorney or party to the action shall provide the mediator with documents pertaining to the case, excluding the Mediation Intake form, without first providing the other side and any attorney of record for the child a copy of the document. (Eff. 1/1/04)

**RULE 20.04**  
**MEDIATION ORDERS**  
(Repealed 7/1/01)

**RULE 20.05**  
(Repealed 1/1/12)

**CHAPTER 21.  
CUSTODY AND VISITATION PROCEEDINGS**  
(Repealed 7/1/01)

**CHAPTER 22.  
TRIAL IN FAMILY LAW AND ACTIONS**  
(Repealed 7/1/01)

**CHAPTER 23.**  
**DEFAULT OR UNCONTESTED JUDGMENT IN FAMILY LAW ACTIONS**  
(Repealed 7/1/01)

**CHAPTER 24.**  
**CHILD AND SPOUSAL SUPPORT**  
(Repealed 7/1/01)

**CHAPTER 25.**  
**COUNSEL SERVICES AND FEES**

**RULE 25.00**  
(Repealed 1/1/12)

**RULE 25.01**  
**COMPROMISE OF CLAIMS**

Pursuant to Rule 241(b), California Rules of Court, in a compromise or incompetent's disputed claim, counsel must disclose his interest in the proceeding. Such disclosure must include a declaration of the attorney's relationship with the liability insurance company settling the claim and, should counsel be employed by said insurance company, a statement that no compensation will be received from any person other than said insurance company. (Amended 7/1/02)

**RULE 25.02**  
**IN AN ACTION ON A PROMISSORY NOTE, CONTRACT PROVIDING FOR THE PAYMENT OF COUNSEL FEES AND FORECLOSURE**

The following counsel fees must be awarded under normal circumstances in an action on a promissory note, contract providing for the payment of counsel fees and foreclosure:

**(a) Default Action on Note or Contract**

Exclusive of costs:

- Any part of first \$1,000 (\$250 minimum) fee.
- 20 percent of next \$4,000 (\$800 maximum).
- 15 percent of next \$5,000 (\$750 maximum).
- 10 percent of next \$5,000 (\$500 maximum).
- 5 percent of next \$35,000 (\$1,750 maximum).
- 2 percent of next \$50,000 (\$1,000 maximum).
- 1 percent of the amount over \$100,000.

In an action upon a contract providing for counsel fees, the Clerk of the Court must include in the judgment counsel fees in accordance with this schedule, not to exceed the amount prayed for.

**(b) Uncontested Unlawful Detainer**

For any default unlawful detainer, \$600.00. If counsel believes a higher fee is warranted, he or she must cause the matter to be calendared for a court hearing and give notice of the hearing to the defaulted party.

**(c) Foreclosure of Mortgage or Trust Deed**

The same amount as computed under Subdivision (a).

**(d) Foreclosure of Assessment or Bond Lien Relating to a Public Improvement**

The same amount as computed under Subdivision (a).

(Amended 1/1/16)

## San Luis Obispo Superior Court

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### **RULE 25.03**

#### **COURT APPOINTED COUNSEL AND PUBLIC DEFENSE SERVICES**

##### **(a) Determination of Attorney Compensation and Necessary Expenses of Defense**

In each case in which a person has been furnished services of counsel or other defense services at public expense pursuant to an appointment by the court, upon conclusion of the proceedings, the court must make a determination of the county cost incurred for attorney compensation and necessary expenses of defense. Counsel must be prepared at that time to submit an approved form of client financial statements and itemized information as to the time devoted to the case, expenses incurred and all claims made and compensation received in connection with the case. Expenses will not be considered reasonable unless authorized by the court before they are incurred. The amount of time shown on said itemized statement must reflect no more than the actual "billable" time that an attorney ethically would bill to a member of the public who that attorney might represent in private practice. The time itemized must not include attorney's traveling time or expenses or research or preparation time which would not be required of an attorney reasonably experienced in the practice of criminal law. Said itemized statement must be submitted to the court by counsel in the form of a declaration signed under penalty of perjury.

##### **(b) Reimbursement Order**

In the event any person may be required by law to reimburse the county for compensation of counsel or costs of defense services, the court, after determining the amount thereof must make a determination of the present ability of such person to pay all or a portion of such amount and must make such reasonable order for payment as is authorized by law. This determination and the determinations required by paragraph (a) above must be made only after the court has held a hearing. All persons required by law to reimburse the county for compensation of private counsel or costs of defense services must be entitled to reasonable notice of the hearing, and may appear thereat, with counsel, and participate therein, including the presentation of evidence and the cross-examination of witnesses.

##### **(c) Collection**

The court, in its discretion, may delegate to the appropriate county officer the authority to collect such reimbursement and to establish and modify arrangements for installment payments. In addition, to the extent authorized by law, it may delegate to such officer authority to reduce or cancel unpaid repayment obligations upon a finding by the officer that the person obligated no longer has the ability to pay the amount ordered.

##### **(d) Action on Claim**

Within a reasonable period of time from the date of filing of counsel's request for a fee order and itemized declaration in support thereof, the court must determine whether or not said request and declaration conform to the contents of this rule and any corresponding court policy. If the request and declaration conform to this rule and any corresponding court policy, an order must be made and delivered forthwith to the Auditor of the County of San Luis Obispo for payment out of the General Fund of the County of San Luis Obispo as set forth in Penal Code Section 987.2(a). In the event the court determines that the request and declaration are not or may not be in conformance with this rule and any corresponding court policy, the court may reduce the claim as it deems appropriate or may notify counsel that said request for attorney's fees is denied pending a hearing to be scheduled on the law and motion calendar of the court. Any such hearing must take into account the schedules of the court and counsel. Any time spent on any such hearing must not be a charge against the County of San Luis Obispo or the court. At the conclusion of any such hearing, the court must make a final order as to the amount of attorney's fees to which said counsel is entitled pursuant to this rule and any corresponding court policy.

(e) Recognizing the Constitutional requirement to provide competent and qualified counsel, and subject to the determination by the trial court to a reasonable fee for services pursuant to Penal Code Sections 987.2 and 987.3, counsel must be appointed and compensated in accordance with such guidelines as the court may from time to time set forth in its policies. (Amended 7/1/02)

**San Luis Obispo Superior Court**

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**RULE 25.04**

**UNUSUAL CASES WARRANTING INCREASED FEES**

In the event that counsel has provided extraordinary services in the prosecution of litigation such that the schedules called for in this rule would not provide a fair and reasonable compensation on a per hour or per diem basis, he or she may move the court, after written noticed motion to all parties, including the client(s) of the attorney making the motion, for an increased fee allowance. Counsel must submit with the motion an itemized sworn statement of services provided together with the dates and times such services were rendered. (Amended 7/1/02)

**CHAPTER 26.  
RULES FOR ARBITRATION**

**RULE 26.00**

**INTRODUCTION**

(a) The uniform system of arbitration in the San Luis Obispo County Superior Court hereby provides that the following actions be arbitrated:

(1) Upon stipulation, any action regardless of the amount in controversy.

(2) Upon filing of an election by the plaintiff, any action where the plaintiff agrees that the arbitration award must not exceed \$50,000.

(3) All actions where the amount in controversy does not exceed \$50,000 to any plaintiff.

(b) (Repealed 7/1/01)

(c) **Exempt Actions**

(1) Actions that include meritorious prayers for equitable relief.

(2) Class actions.

(3) Small claims actions.

(4) Unlawful detainer proceeding where possession is in issue.

(5) Any action found by the court to be not amenable to arbitration on the ground that arbitration would not reduce the probable time and expense necessary to resolve the litigation.

(d) Any action where the amount in controversy does not exceed \$25,000. (Amended 7/1/02)

**RULE 26.01**

**SANCTIONS FOR NON-PARTICIPATION**

All parties to an action, together with their attorneys, if any, must attend and participate in good faith in court ordered mandatory arbitration proceedings. If a party fails to attend and participate in good faith in a court ordered mandatory arbitration proceeding and thereafter that party requests a trial pursuant to Rule 1616, an order to show cause must issue to such party. At the hearing, the court must find whether the non-participation constituted bad faith, frivolity, disobedience to a lawful order or was intended solely for the purpose of causing unnecessary delay. A belief, even held in good faith, that the arbitration will not result in a final disposition of the litigation is not a justification for non-participation and will not negate an assertion of bad faith non-participation.

**RULE 26.02**

**COMPENSATION OF ARBITRATOR**

(a) The parties to a court ordered arbitration in civil matters must compensate the arbitrator selected in the amount of \$250.00 for his or her services as an arbitrator. The cost must be born pro rata by the parties. Any party proceeding in forma pauperis must be exempt from paying his or her pro-rata share, and the arbitrator's compensation must be abated by that amount.

(b) Arbitrators of controversies where the amount in controversy does not exceed \$25,000 must be paid \$200.00 by the court. (Amended 7/1/02)

## San Luis Obispo Superior Court

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### **RULE 26.03**

#### **SELECTION OF ARBITRATOR**

In any case which the court refers to mandatory non-binding arbitration, counsel must select an arbitrator on the date of referral. Arbitration Coordinator must provide counsel with a list of proposed arbitrators. (Amended 7/1/02)

### **RULE 26.04**

#### **RULES OF ARBITRATION**

All civil actions submitted for arbitration must be arbitrated pursuant to the California Code of Civil Procedure and California Rules of Court.

## **CHAPTER 27. SAN LUIS OBISPO COUNTY TRIAL RULES**

### **RULE 27.00**

#### **APPLICABILITY**

These rules must supplement the California Rules of Court, and must apply to all trials conducted in San Luis Obispo County Superior Court.

### **RULE 27.01**

#### **JURY INSTRUCTIONS**

##### **(a) Proposed Pattern of Jury Instructions**

In jury trials the instruction forms contained in the most recent editions of "California Approved Civil Instructions" (CACI) and "California Jury Instructions-Criminal" (CALCRIM) should be used when applicable. Due consideration will be given to proposed instructions drafted or submitted by attorneys as well as the CACI and CALCRIM forms.

Not later than one day after the jury is selected, counsel must meet and confer, face-to-face unless excused by the trial judge. They must separate the proposed jury instructions so as to eliminate redundancy. The proposed instructions must then be separated into two groups. The first group of instructions must consist of those that all parties agree can be given by the court as drafted. The second must consist of those proposed instructions about which counsel disagree and wish to have a court ruling before submission to the jury.

The parties or their counsel must then meet and confer with the court in chambers to discuss the proposed instructions. The court may give indicated rulings which may subsequently be put on the record.

The court will assign responsibility for preparing "clean" copies of the instructions to be given by the court for delivery to the jury in the jury room. Those "clean" instructions must not indicate which party submitted the proposed instruction nor must they replicate the source of the text, the citation of authority, if any, or the judge's signature.

##### **b) Instructions to be Completed**

It must be the duty and responsibility of counsel proposing a pattern instruction to complete all blanks contained in it necessary for the purpose of the instruction. Failure to do so must be deemed by the court as sufficient cause to refuse the proposed instruction.

##### **(c) Additional Instructions Drafted by Counsel**

Counsel may draft and submit additional proposed instructions. Each must be numbered in consecutive order and indicate the party upon whose behalf it is requested. Failure to cite on any such instruction the authorities relied upon to support giving it must be deemed by the court as sufficient cause to refuse the proposed instruction.

##### **(d) Method of Filing Proposed Instructions with Trial Judge**

In all jury trials, counsel must present to the court a document setting forth in the usual manner the title of the court, title and number of the action, and title of the document, namely, "Instructions requested by \_\_\_\_\_." A copy of the document must be served upon each of the other counsel in the case. The document must list by number the CACI and/or CALCRIM instructions requested by counsel and counsel must attach to the original the (1) instructions so

## San Luis Obispo Superior Court

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requested that are in print and available; and if such instructions are modified, by the completion of blanks, the deletion of bracketed material, or in any other manner made complete; (2) if the instructions so requested are not locally available, it will be counsel's responsibility to type such instructions; and (3) the additional instructions, if any, as provided in paragraph (c) above.

### **(e) Time for Delivery of Proposed Instructions to Court**

Counsel are encouraged to file requested jury instructions and verdict forms at least two court days before the date scheduled for trial.

(Amended 7/1/10)

## **RULE 27.02**

### **PRETRIAL PROCEDURES AND REQUIREMENTS**

(a) The following documents and things must be filed 5 court days before the date scheduled for trial:

- (1) A brief statement of the case and the issues to be determined by trial;
- (2) The estimated time required for the trial;
- (3) Stipulated facts or admissions of the parties;
- (4) Any special voir dire questions or requests;
- (5) A witness list;
- (6) Motions in limine; and
- (7) A statement of any unusual evidentiary or legal issues.

(b) The court may require the parties to attend a Trial Management Conference to discuss voir dire, the timing of the trial, presentation of evidence, exhibits, and witnesses or parties with special needs. (Amended 7/1/09)

## **RULE 27.03**

### **MOTIONS IN LIMINE, CIVIL JURY TRIALS**

In civil jury trials, counsel must make any In Limine motions as follows:

(1) The motion to be filed and served by FAX, express mail or personal service, not later than five court days before the first calendar call of the case.

(2) Motion must include:

(a) Counsel's best estimate of the time that will be required to properly hear and dispose of the motion(s).

(b) The general subject(s) of the motion(s) together with points and/or authorities.

(Amended 7/1/09)

## **RULE 27.04**

### **RESETTING OF LONG CAUSE TO SUMMARY JURY TRIALS**

(a) If, in the opinion of the judge presiding, a civil jury trial scheduled for trial will require ten (10) or more days of trial it may be assigned for a "summary jury trial".

(b) The "summary jury trial" format must consist of the following:

#### **(1) Agreed Statement**

An agreed statement will be compiled by the parties to the action which will set forth the identity and nature of the parties, the essential facts of the case and a brief outline of the procedures to be used in the "summary jury trial."

#### **(2) Jury Selection**

The judge must be solely responsible for jury voir dire. A jury of six (6) persons will be selected from a panel of twelve (12). The judge will concentrate on issues of cause only and no peremptory challenges will be allowed. After the jury is selected, the agreed statement will be read to the six members of the jury. This stage should last no longer than thirty (30) minutes.

#### **(3) Required Attendees**

The "summary jury trial" must be attended by all plaintiffs and cross complainants, their respective counsel, the defendants and cross-defendants, or if they are insured, adjusters representing their respective insurers who have responsibility for the case and plenary monetary authority to settle the case and their respective counsel. To the extent not inconsistent with this

## San Luis Obispo Superior Court

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provision, the rules of Chapter 9 of these rules must apply to "summary jury trials" with regard to attendance and sanctions.

### **(4) Presentation of Evidence**

Plaintiff must be allowed one hour within which to present evidence to the jury. This evidence may include reading from deposition transcripts, presentation of exhibits or graphic representations and statements by counsel constituting factual allegations. Counsel must refrain from arguing the case at this point and must confine himself or herself to presenting what he or she believes to be the facts of the case through anticipated testimony of witnesses.

The defendant must be allowed one hour to present his or her evidence on behalf of his or her client. If there are more than two parties, the trial judge may divide the time equitably to fit within the time available (approximately 2-1/2 hours). All counsel must refrain from making any objections during the presentation of any party's case. The judge must be vested with the authority to make objections on the grounds of relevancy and argument only. All other objections such as lack of foundation, hearsay, etc. will not be made during the presentation of evidence.

### **(5) Argument of Counsel**

Plaintiff must open and close. The trial judge must assign the time limitations on argument (approximately 20 minutes per side).

### **(6) Jury Instructions**

A limited number of concise jury instructions will be agreed upon before the trial and will be presented to the judge. They should take no longer than 10 minutes to read to the jury and the parties must provide clean copies to be used by the jurors.

### **(7) Deliberation of the Jury**

The jury must be instructed to decide the issues presented to them. The issues must be set forth in a special verdict form. Five of the six jurors must agree for there to be a verdict. They must have a time limit of three (3) hours or 4:30 p.m., whichever is sooner. If they have not reached a verdict by that time, they will be called back into the courtroom so that they can announce the status of their deliberations and counsel will be allowed to ask them questions. If they have reached a verdict, the verdict will be announced and counsel will again be allowed to ask questions of the panel.

**(8)** The trial must be conducted by a judge pro-tem, agreed upon by the parties or assigned by the presiding judge. Costs of the judge pro-tem, jury fees and lunch for the jury panel and costs for the court reporter will be divided among the parties pro rata. (Amended 7/1/02)

## **RULE 27.05**

### **VOLUNTARY SUMMARY JURY TRIAL**

At any time after the mandatory settlement conference has been held the parties may stipulate to conduct a "summary jury trial." Upon such stipulation being filed with the court, the court administrator will co-ordinate the conduct of the proceeding utilizing court resources as they may be available.

## **CHAPTER 28. COURT INTERPRETING SERVICES**

## **RULE 28.00**

### **INTERPRETERS**

#### **(a) Establishment of Competency**

Any interpreter whose services are used in the court will be required to be certificated pursuant to the provisions of Government Code section 68565 unless in a particular case the court should waive this requirement. When the requirement is waived, the competency of the interpreter must be satisfactorily established upon examination or such other suitable means as must be determined by the court.

#### **(b) List of Court Approved Interpreters**



## San Luis Obispo Superior Court

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The Clerk of the Court must maintain for public examination a list of court approved interpreters and their particular languages.

### **RULE 28.01**

#### **COMPENSATION OF COURT APPOINTED INTERPRETERS**

(Repealed 1/1/11)

### **CHAPTER 29 FAX FILING (Repealed 7/1/15)**

### **CHAPTER 30. PAYMENT TO THE COURT**

#### **RULE 30.00**

##### **PAYMENT IN COINS**

No officer of the court who collects money as described in Government Code section 24383 must be required to accept payment in coin. (Eff. 7/1/99)

#### **RULE 30.01**

##### **CHECK CASHING**

###### **(a) Acceptance**

A personal check, bank cashier's check or draft, express or post office money order, or traveler's check, offered in payment of any fee, fine or bail deposit may be accepted by the court if the following conditions are met:

- (1) If a personal check is drawn on a banking institution located in California or if a bank cashier's check or money order is drawn on a banking institution located in the United States;
- (2) The amount is the exact amount of the fee, fine or bail;
- (3) The date on the check is not over two months previous to the date presented nor is it later than the date presented;
- (4) The original payee is "Clerk of the Court" or other similar designee (no two-party checks);
- (5) The numeric figures (bank courtesy figures) agree with the amount written in words; and
- (6) The sum is in U.S. currency.

###### **(b) Refusal**

Any check or money order which appears irregular on its face may be returned. Personal checks from persons known to have previously tendered worthless or "Not Sufficient Funds" checks to the Clerk or other persons may be refused. (Eff. 7/1/99)

### **CHAPTER 31 ELECTRONIC FILING (Adopted 7/1/15)**

#### **RULE 31.01**

##### **AUTHORITY**

The Superior Court of California, County of San Luis Obispo, allows the electronic filing of documents in accordance with California Code of Civil Procedure 1010.6 and California Rules of Court, rules 2.255 et seq. for specific case types as listed on the court's website at [www.slocourts.net](http://www.slocourts.net).

## San Luis Obispo Superior Court

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### **RULE 31.02**

#### **ELECTRONIC FILING AGENCIES**

Approved electronic filing sites are listed on the court's website.

### **RULE 31.03**

#### **FILING DATES AND TIMES**

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

### **RULE 31.04**

#### **WAIVER OF FEES**

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

### **RULE 31.05**

#### **LIMITATIONS ON FILINGS**

Notwithstanding any other provision of law or this rule, the following items shall not be electronically filed:

- (a) Any will, codicil, or testamentary trust;
- (b) Bond or undertaking;
- (c) Subpoenaed documents;
- (d) Financial institution documents, care facility documents or escrow documents as defined under Probate Code Sec. 2620, submitted by conservators, guardians, or trustees of court supervised trusts;
- (e) California state vital records forms;
- (f) Any exhibits that cannot be accurately transmitted via electronic filing due to size or type;
- (g) Documents lodged with the court provisionally under seal;
- (h) Certificate of Facts Re: Unsatisfied Judgment (DMV form DL30) (Adopted 7/1/15, Amended 7/10/16, Amended 1/1/17).

### **RULE 31.06**

#### **ELECTRONIC FILING REQUIRED IN PROBATE, FAMILY LAW AND LIMITED AND UNLIMITED CIVIL CASES**

Pursuant to Code of Civil Procedure Section 1010.6, documents filed in all limited and unlimited civil cases and probate cases, including estates, trusts, guardianship and conservatorship actions, and all family law case types must be filed electronically. Self-represented parties are exempt from the mandatory electronic filing requirement pursuant to California Rules of Court section 2.253(b)(2) but are encouraged to participate voluntarily in filing electronically. (Adopted 1/1/16) (Revised 1/1/17)

## San Luis Obispo Superior Court

### SCHEDULE OF FEES SAN LUIS OBISPO COUNTY Effective January 1, 2014

	Code Section(s)	Total Fee Due
<b>INITIAL FILING FEES IN CIVIL CASES</b>		
<b>Unlimited Civil Cases</b>		
1	Complaint or other first paper in unlimited civil case (amount over \$25,000), including: GC 70611	\$ 435*
2	Complaint or other first paper in unlawful detainer case over \$25,000	\$ 435*
3	Petition for a writ of review, mandate, or prohibition (other than a writ petition to the appellate division)	\$ 435*
4	Petition for a decree of change of name or gender	\$ 435*
5	Answer or other first paper filed by each party other than plaintiff (amount over \$25,000) (including unlawful detainer) GC 70612	\$ 435*
6	Claim opposing forfeiture of seized property, if value of property is \$5,000 or less H&S 11488.5(a)(3)	No fee
<b>Limited Civil Cases</b>		
7	Complaint or other first paper (amount over \$10,000 up to \$25,000) GC 70613(a)	\$ 370*
8	Complaint or other first paper in unlawful detainer (amount over \$10,000 up to \$25,000) GC 70613(a), CCP 1161.2	\$ 385*
9	Answer or other first paper filed by each party other than plaintiff (amount over \$10,000 up to \$25,000) (including unlawful detainer) GC 70614(a)	\$ 370*
10	Complaint or other first paper (amount up to \$10,000) GC 70613(b)	\$ 225*
11	GC 70613(b), CCP 1161.2	\$ 240*
12	Answer or other first paper filed by each party other than plaintiff (amounts up to \$10,000) (including unlawful detainer) GC 70614(b)	\$ 225*
13	Amendment of complaint or of other first paper increasing amount at issue from \$10,000 or less to more than \$10,000 (but not exceeding \$25,000) GC 70613.5(a)	\$ 145*
14	Cross-complaint or amendment of cross-complaint increasing amount at issue from \$10,000 or less to more than \$10,000 (but not exceeding \$25,000) GC 70613.5(b)	\$ 145*
15	Amended complaint, cross-complaint, or amended cross-complaint that reclassifies case from limited civil to unlimited civil (CCP 403.060) GC 70619	\$ 140
16	Complaint or other first paper within small claims jurisdictional limit filed by assignee of record (with declaration) B&P 6322.1(c)(1), GC 70613(b), CCP 116.420	\$ 181*
17	Answer or other first paper filed by each party other than plaintiff (case filed by assignee within small claims jurisdictional limit, with declaration) B&P 6322.1(c)(1), GC 70614(b), CCP 116.420	\$ 181*
18	Amendment of complaint or of other first paper filed by assignee of record increasing amount at issue from within small claims limit to more than \$10,000 (but not exceeding \$25,000) GC 70613.5(a)	\$ 189*
19	Cross-complaint or amendment of cross-complaint in case filed by assignee with declaration, increasing amount at issue from within small claims limit to more than \$10,000 (but not exceeding \$25,000) GC 70613.5(b)	\$ 189*
<b>Other Initial Filing Fees (both Limited and Unlimited Civil Cases)</b>		
20	Additional fee for case designated as complex (plaintiffs) GC 70616(a)	\$1000
21	Additional fee for case designated as complex (for each defendant) (\$10,000 cap) GC 70616(b)	\$1000
22	Complaint, response, or other first paper filed on behalf of public entity (but fee is recoverable with judgment under GC 6103.5) GC 6103	No fee
23	Amended complaint or amended cross-complaint (other than one that changes amount at issue to reclassify case or require fee difference paid in limited civil case under GC 70613.5) CCP 472	No fee
24	Action to compel registration of voters Elec. 2142	No fee
25	Request for order to require counting of provisional ballots Elec. 14310	No fee
26	Petition for forfeiture where claim has been filed with district attorney for impounded vehicle VC 14607.6(e)(4)	\$ 100
27	Abstract of judgment rendered from another court (unless filed with an application for order of sale of a dwelling under CCP 704.750 or with an application for order of examination under CCP 708.160) GC 70626(b)(2)	\$ 30
28	Issuing commission to take deposition out of state under CCP 2026.010 GC 70626(b)(5)	\$ 30
29	Filing and entering award under Workers' Compensation Act GC 70626(b)(6)	\$ 30
<b>Requests for Protective Orders</b>		
30	Petition to prevent domestic violence and response FC 6222, GC 70617(b)(7)	No fee
31	Petition to prevent abuse of an elder or dependent adult and response W&I 15657.03(l), GC 70617(b)(10)	No fee
32	Petition to prevent civil harassment (involving violence, threats of violence, or stalking) and response CCP 527.6(p)	No fee
33	Petition to prevent civil harassment (other) and response GC 70611, 70612	\$ 435*

## San Luis Obispo Superior Court

34	Petition to prevent workplace violence (involving violence, threats of violence, or stalking) and response CCP 527.8(p)	No fee
35	Petition to prevent workplace violence (other) and response GC 70611, 70612	\$ 435*
<b>CIVIL MOTION AND OTHER FILING FEES</b>		
36	Motion or other paper requiring a hearing (unless it is the party's first paper and the first paper filing fee is paid, GC 70617(a), including the following:	\$ 60
37	Motion listed under CCP 1005(a)(1)-(12)	
38	Motion or application to continue a trial date	
39	Discovery motion under CCP 2016.010 et seq.	
40	Motion for new trial	
41	Ex parte application requiring a party to give notice of the ex parte appearance to other parties	
42	Motion for summary judgment or for summary adjudication GC 70617(d)	\$ 500
43	Reclassification of limited jurisdiction case to unlimited jurisdiction (CCP 403.060) GC 70619	\$ 140
44	Change of venue (payable to superior court from which the transfer was requested) (a separate check with the initial filing fee for the court to which the case will be transferred is also required) GC 70618	\$ 50
45	Request, application, or motion for, or notice of, continuance of hearing or case management conference GC 70617(c)(1)	\$ 20
46	Stipulation and order GC 70617(c)(2)	\$ 20
47	Request for order authorizing service of summons by posting (CCP 415.45) or by publication (CCP 415.50) GC 70617(c)(3)	\$ 20
48	Amended notice of motion GC 70617(b)(2)	No fee
49	Civil case management statement GC 70617(b)(3)	No fee
50	Request for trial de novo after judicial arbitration GC 70617(b)(4)	No fee
51	Stipulation that does not require an order GC 70617(b)(5)	No fee
52	A request for entry of default or default judgment GC 70617(b)(8)	No fee
<b>CIVIL JURY AND TRIAL RELATED FEES</b>		
53	Jury deposit for first day of trial (amount set by court, up to \$150) CCP 631(b)	Set by court
54	Subsequent jury deposits (amount set by court) CCP 631(c)	Set by court
55	Court reporter per diem fees (amount set by court) GC 68086(a)(1)-(3)	Set by court
56	Extra court reporter (amount set by court) GC 69953.5	Set by court
<b>JUDGMENT RELATED FEES</b>		
57	Confession of judgment (CCP 1134) GC 70626(b)(3)	\$ 30
58	Renewal of judgment (CCP 683.150) GC 70626(b)(4)	\$ 30
59	Notice of settlement (CRC 225)	No fee
<b>POST JUDGMENT RELATED FEES</b>		
60	Issuing writ of attachment, writ of mandate, writ of execution, writ of sale, writ of possession, writ of prohibition, writ of restitution, or any other writ for enforcement of an order or judgment GC 70626(a)(1)	\$ 25
61	Issuing abstract of judgment GC 70626(a)(2)	\$ 25
62	Issuing an order of sale GC 70626(b)(1)	\$ 30
63	Application for order of sale of a dwelling (CCP 704.750) GC 70617(a)(7)	\$ 60
64	Application for examination of third person controlling defendant's property (CCP 491.110, 491.150) GC 70617(a)(3)	\$ 60
65	Application for order for judgment debtor examination (CCP 708.110, 708.160). No separate fee is charged for filing the abstract of judgment with the application. GC 70617(a)(6)	\$ 60
66	Certificate of satisfaction of judgment (CCP 724.100) GC 70626(a)(3)	\$ 25
<b>SMALL CLAIMS FEES</b>		
67	Filing claim for \$1,500 or less CCP 116.230(b)(1)	\$ 30
68	Filing claim for more than \$1,500 but less than or equal to \$5,000 CCP 116.230(b)(2)	\$ 50
69	Filing claim for more than \$5,000 but less than or equal to \$10,000 (claim by natural persons only) CCP 116.230(b)(3)	\$ 75
70	Filing claim by person who has filed more than 12 small claims in California within the previous 12 months CCP 116.230(c)	\$ 100
71	Amendment raising amount of claim from \$1,500 or less to more than \$1,500 but not exceeding \$5,000 CCP 116.230(d)(1)	\$ 20
72	Amendment raising amount of claim from more than \$1,500 but not exceeding \$5,000 to more than \$5,000 but not exceeding \$10,000 (claim by natural persons only) CCP 116.230(d)(2)	\$ 25
73	Amendment raising amount of claim from \$1,500 or less to more than \$5,000 but not exceeding \$10,000 (claim by natural persons only) CCP 116.230(d)(3)	\$ 45
74	Service by clerk for certified mail, to each defendant CCP 116.232	\$ 10
75	Transfer of case out of small claims court (defendant's claim exceeding jurisdictional limit) (no receiving court filing or transfer fee) CCP 116.390	No fee

## San Luis Obispo Superior Court

76	Request for postponement of hearing, if defendant has been served, or before service on defendant if a prior postponement was granted CCP 116.570	\$ 10
77	Notice of appeal of small claims case CCP 116.760	\$ 75
78	Motion to vacate CCP 116.745	\$ 20
79	Fee for payment of judgment to court CCP 116.860	\$ 20
80	Application for order of examination of judgment debtor GC 70617(a)(6), CCP 116.820	\$ 40
81	Writ of execution GC 70626(a)(1), CCP 116.820	\$ 25
82	Abstract of judgment GC 70626(a)(2), CCP 116.820	\$ 25

### FAMILY LAW FEES

83	Petition or other first paper (including a joint petition) for dissolution of marriage or domestic partnership, legal separation, or nullity GC 70670(b)	\$ 435*
84	Response or other first paper filed in response to petition for dissolution of marriage or domestic partnership, legal separation, or nullity GC 70670(d)	\$ 435*
85	First paper in family law matter other than dissolution of marriage or domestic partnership, legal separation, or nullity GC 70670(a)	\$ 435*
86	First paper filed in response in family law matter other than dissolution of marriage or domestic partnership, legal separation, or nullity GC 70670(c)	\$ 435*
87	A settlement agreement or stipulation for judgment that is signed by a defaulted respondent and included in a judgment of dissolution of marriage or domestic partnership; or a stipulation to modify such an agreement if the stipulation is presented by the petitioner. (Defaulted respondent is not charged a first paper fee under GC 70670. GC 70671(b), (e).) GC 70677(c)	No fee
88	Appearance, stipulation, and waiver of rights in dissolution of marriage or domestic partnership, legal separation or nullity or to establish parentage, when respondent is a member of the armed forces GC 70673	No fee
89	Petition for adoption (for each person to be adopted) H&S 103730	\$ 20
90	Filings in a proceeding to declare a minor free from parental custody and control FC 7806, 7841	No fee
91	Domestic violence restraining orders, including a request to obtain, modify, or enforce an order to prevent domestic violence or response to that request; and any request that is necessary to obtain or give effect to a restraining order GC 70671(f), GC 70677(b)(5); FC 6222	No fee
92	Motion or order to show cause in family law matter GC 70677(a)	\$ 60
93	Additional charge on motion or order to show cause to modify or enforce custody or visitation GC 70678	\$ 25
94	Stipulation and order not requiring a hearing; request or stipulation for continuance of hearing or case management conference not requiring a hearing GC 70677(c)	\$ 20
95	Stipulation that does not require an order GC 70677(b)(7)	No fee
96	A stipulation regarding the date of termination of marital or domestic partnership status if the court has retained jurisdiction over that date GC 70671(c)	No fee
97	First paper or any subsequent paper filed by the Department of Child Support Services to establish parentage or to establish, modify, or collect support GC 6103.9, GC 70672	No fee
98	Response or subsequent paper filed in an action brought by the Department of Child Support Services to establish parentage or to establish, modify, or collect support if support is the only issue. If a custody issue is raised, see charge for first paper filed in response to other family law matters. GC 70672	No fee
99	Filings on issues relating to parentage or support in a pre-existing non-governmental case in which a Title IV-D child support agency has intervened and is providing services under FC 17400 GC 70672	No fee
100	Statement to register a foreign support order or other first paper in a UIFSA case GC 70677, FC 4927	No fee
101	A document relating to a stipulated postjudgment modification of child support GC 70671(d)	No fee
102	Costs for stepparent adoption, including investigation (amount set by court, up to \$700) (FC 9001, 9002) FC 9002	Set by Court
103	Child custody evaluation (amount set by court) FC 3112	Set by Court
104	Court-appointed counsel for child (amount set by court) (FC 3150 et seq.) FC 3153	Set by Court
105	Premarital counseling for minors FC 304	Set by Court

### PROBATE FEES

106	First-filed petition for letters of administration or letters testamentary, first-filed petition for special letters of administration with powers of general representative under Prob.C 8545	\$435*
107	First objection to probate of will or codicil (Prob.C 8250); first petition for revocation of probate of will or codicil (Prob.C 8270) (no fee if filed together with petition for appointment of personal representative under GC 70650(d)) GC 70650(c)	\$ 435*
108	Later-filed petition for letters of administration, letters testamentary, or special letters of administration with powers of general representative by a person other than the original petitioner GC 70650(d)	\$ 435*
109	First or subsequent petition for special letters of administration without powers of general personal representative GC 70657.5(a)(4)	\$ 200

## San Luis Obispo Superior Court

110	Opposition to a petition for appointment of a personal representative in a decedent's estate, other than a competing petition for appointment or a will contest, and objection or other opposition to first account of testamentary trustee subject to court supervision GC 70651	\$ 435*
111	Petition (or opposition to petition) concerning the internal affairs of a trust under Prob.C 17200 et seq. (This fee does not apply to petitions or opposition concerning the internal affairs of a testamentary trust subject to the fees under GC 70650 or 70651) GC 70652	\$ 435*
112	Petition (or opposition to petition) concerning the internal affairs of a trust not subject to the graduated fee under GC 70650(a); or a trust created by court order under Prob.C 2580, 3100, or 3600 not subject to the \$320 fee under GC 70652 GC 70657.5(a)(1), 70652(d)	\$ 200
113	Petition for appointment of conservator, guardian of the estate or guardian of the person and estate or opposition to these petitions other than competing petition for appointment GC 70653(a), (b)	\$ 435*
114	Opposition to petition for appointment of conservator, guardian of the estate or guardian of the person and estate filed by or on behalf of the proposed conservatee or proposed ward or a parent of the proposed ward GC 70653(f)	No fee
115	Petition for appointment of guardian of the person only or opposition to petition other than competing petition for appointment GC 70654(a), (b)	\$ 225
116	Opposition to petition by the proposed ward or the parent of the proposed ward GC 70654(e)	No fee
117	Petition or opposition filed after issuance of letters of guardianship or temporary guardianship, in guardianship of the person only GC 70657.5(b)(1)	No fee
118	First or subsequent petition for temporary letters of conservatorship or guardianship GC 70657.5(a)(5)	\$ 60
119	Petition commencing other proceedings under the Probate Code and objections or other opposition to such petitions, including the following: GC 70655	\$ 435*
120	Petition to determine the fact of death to determine title to real property and objections or other opposition (Prob.C 200) GC 70655(c)(4)	\$ 435*
121	Petition for an order concerning a particular transaction and objections or other opposition (Prob.C 3100) GC 70655(c)(5)	\$ 435*
122	Petition for an order concerning capacity determination and health care decision authority for adult without conservator and objections or other opposition (Prob.C 3200) GC 70655(c)(6)	\$ 435*
123	Petition for compromise of the claim of a minor or disabled adult, no civil action pending, and objections or other opposition (Prob.C 3600) GC 70655(c)(1)	\$ 435*
124	Petition concerning a power of attorney and objections or other opposition (Prob.C 4541) GC 70655(c)(8)	\$ 435*
125	Petition concerning advance health care directive and objections or other opposition (Prob.C 4766) GC 70655(c)(7)	\$ 435*
126	Petition to determine succession to real property and objections or other opposition (Prob.C 13151) GC 70655(c)(2)	\$ 435*
127	Spousal or domestic partnership property petition and objections or other opposition (Prob.C 13650) GC 70655(c)(3)	\$ 435*
128	Petition for approval, compromise, or settlement of claims against deceased settlor, or for allocation of amounts due between trusts, or objections or other opposition (Prob.C 19020) GC 70655(c)(9)	\$ 435*
129	Any other petition that commences a proceeding under the Probate Code and objections or other opposition GC 70655(c)(10)	\$ 435*
130	Petition for order setting aside estate of small value if no estate is pending for the decedent (Prob.C 6602) GC 70656	\$ 225
131	Petition (or opposition to petition) for an order listed below, filed after issuance of letters testamentary, letters of administration, or letters of special administration to a personal representative of a decedent's estate; letters of guardianship or temporary guardianship to a guardian of the estate or person and estate; or letters of conservatorship or temporary conservatorship to a conservator (but for estate proceedings begun after 8/17/03, see line 144) GC 70658(a)	\$ 435
	<ul style="list-style-type: none"> <li>• Petition for order concerning sale, lease, encumbrance, grant of an option, purchase, conveyance, or exchange of property GC 70658(a)(1)</li> <li>• Petition for order settling an account of a fiduciary GC 70658(a)(2)</li> <li>• Petition for order authorizing, instructing, or directing a fiduciary, or approving or confirming acts of a fiduciary GC 70658(a)(3)</li> <li>• Petition for order concerning payment of compensation or expenses of an attorney GC 70658(a)(4)</li> <li>• Petition for order concerning payment of compensation or expenses of a fiduciary GC 70658(a)(5)</li> <li>• Petition for order surcharging or removing a fiduciary GC 70658(a)(6)</li> <li>• Petition for order transferring or authorizing transfer of property of an estate to a fiduciary in another jurisdiction GC 70658(a)(7)</li> <li>• Petition for order allowing a fiduciary's request to resign GC 70658(a)(8)</li> <li>• Petition for order adjudicating a claim to property under Prob.C 850 et seq. GC 70658(a)(9)</li> </ul>	

## San Luis Obispo Superior Court

	<ul style="list-style-type: none"> <li>Petition for order granting permission to fix the residence of a ward or conservatee outside of California GC 70658(a)(10)</li> </ul>	
	<ul style="list-style-type: none"> <li>Petition for order concerning payments for support, maintenance, or education of a ward or conservatee or a of person entitled to support, maintenance, or education from a ward or conservatee GC 70658(a)(11)</li> </ul>	
	<ul style="list-style-type: none"> <li>Petition for order concerning payment of surplus income to relatives of a conservatee (Prob.C 2423) or concerning substituted judgment (Prob.C 2580) GC 70658(a)(12)</li> </ul>	
	<ul style="list-style-type: none"> <li>Petition for order affecting legal capacity of a conservatee under Prob.C 1870 et seq. GC 70658(a)(13)</li> </ul>	
	<ul style="list-style-type: none"> <li>Petition for order adjudicating merits of a claim under Prob.C 2500 et seq. GC 70658(a)(14)</li> </ul>	
132	Petition (or opposition to petition) filed after the issuance of temporary letters of guardianship or conservatorship or letters of guardianship or conservatorship not subject to the \$395 fee in GC 70658(a) and not exempt under GC 70657.5(e) GC 70657.5(a)(3)	\$ 60
133	Petition (or opposition to petition) filed after the issuance of letters of guardianship or temporary letters of guardianship in a guardianship of the person only GC 70657.5(b)(1), 70658(c)(1)	No fee
134	Disclaimer of interest in a decedent's estate GC 70657.5(b)(3), 70658(c)(2)	No fee
135	Petition (or opposition to petition) after issuance of special letters of administration or letters testamentary or of administration in decedents' estates that are not subject to the \$355 fee in GC 70658(a). GC 70657.5(a)(2)	\$ 200
136	<p>Petition or application listed below, filed by personal representative of a decedent's estate in a proceeding begun August 18, 2003 or later: GC 70657.5(b)(2), 70658(d)</p> <ul style="list-style-type: none"> <li>Petition for allowance of the personal representative's commissions GC 70658(d)(1)</li> <li>Petition for allowance of compensation to attorney for personal representative GC 70658(d)(2)</li> <li>Petition for settlement of accounts of personal representative GC 70658(d)(3)</li> <li>Petition for preliminary or final distribution and discharge GC 70658(d)(4)</li> <li>Petition for authority to sell estate property to personal representative or attorney for personal representative GC 70658(d)(5)</li> <li>Petition for authority to exchange estate property for property of personal representative or attorney for personal representative GC 70658(d)(6)</li> <li>Petition for authority to grant options to purchase estate property to personal representative or attorney for personal representative GC 70658(d)(7)</li> <li>Petition for allowance, payment, or compromise of claim of personal representative or attorney for personal representative against the estate GC 70658(d)(8)</li> <li>Petition for authority to compromise or settle claim, action, or proceeding by estate against personal representative or attorney for personal representative GC 70658(d)(9)</li> </ul>	No fee
	<p>Petition or application listed below, filed by personal representative of a decedent's estate in a proceeding begun August 18, 2003 or later: GC 70657.5(b)(2), 70658(d)</p> <ul style="list-style-type: none"> <li>Petition for authority to extend, renew, or modify terms of a debt or other obligation of personal representative or attorney for personal representative, owed to or in favor of decedent or estate GC 70658(d)(10)</li> <li>Petition concerning sale, exchange, or grant of option to purchase real property GC 70658(d)(11)</li> <li>Petition concerning borrowing money with loan secured by encumbrance against real property GC 70658(d)(12)</li> </ul>	No fee
137	Motion, application or other paper requiring a hearing after the first paper, including motion or other paper listed in GC 70617(a) (motions listed in CCP 1005(a)(1)–(12), motion to continue a trial date, discovery motions, motion for new trial) GC 70657(a)(1), 70617(a)	\$ 60
138	Application for ex parte relief other than ex parte petition for discharge. GC 70657(a)(2)	\$ 60
139	Ex parte petition for discharge of personal representative, conservator, or guardian upon completion of court-ordered distribution or transfer GC 70657(a)(2)	No fee
140	<p>Motion or other paper listed in GC 70617(b) (list of 13 items), including: GC 70657(b)</p> <ul style="list-style-type: none"> <li>Amended notice of motion GC 70657(b), 70617(b)(2)</li> <li>Civil case management statement GC 70657(b), 70617(b)(3)</li> <li>Request for trial de novo after judicial arbitration GC 70657(b), 70617(b)(4)</li> <li>Stipulation that does not require an order GC 70657(b), 70617(b)(5)</li> <li>A request for entry of default or default judgment GC 70657(b), 70617(b)(8)</li> <li>Paper requiring a hearing on a petition to approve the compromise of a claim of a minor or person with a disability under Prob.C 3600. GC 70657(b), 70617(b)(13)</li> </ul>	No fee
141	Petition to withdraw funds from blocked account GC 70657(a)	\$ 60
142	Motion for summary judgment GC 70657(c), 70617(d)	\$ 50
143	Deposit of estate planning documents GC 70660	\$ 20
144	Search for estate documents, for each search longer than 10 minutes GC 70661	\$ 15

## San Luis Obispo Superior Court

145	Petition to establish record of birth, death, or marriage H&S 103470	\$ 225
146	Affidavit procedure for real property of small value under Prob.C 13201 GC 70626(b)(9)	\$ 30
147	Guardianship investigations (amount set by court) Prob.C 1513.1	Set by Court
148	Information package for conservators Prob.C 1835	Set by Court
149	Conservatorship investigator's fee (amount set by court) Prob.C 1851.5	Set by Court
150	Filing statement of professional conservator (amount set by court) Prob.C 2343	Set by Court
151	Petition for summary probate (Public Administrator only) Prob.C 7660	Set by Court

### APPEAL AND WRIT RELATED FEES

#### Appeal of Unlimited Civil Case

152	Certificate for Court of Appeal or Supreme Court on motion prior to filing appeal record GC 70620	\$ 20
153	Appeal or cross appeal to court of appeal (payable to court of appeal) GC 68926, 68926.1(b)	\$ 775
154	Deposit for preparation of clerk's transcript (payable to superior court) (charged when notice of appeal to court of appeal is filed under GC 68926) GC 68926.1	\$ 100

#### Other Appeals

155	Appeal in limited civil case (to appellate division), where amount demanded in case does not exceed \$10,000 GC 70621(b)	\$ 225
156	Appeal in limited civil case (to appellate division), where amount demanded in case exceeds \$10,000 (but does not exceed \$25,000) GC 70621(a)	\$ 370
157	Appeal in small claims case CCP 116.760	\$ 75
158	Writ petition to appellate division, where amount demanded in limited civil case does not exceed \$10,000 GC 70621(b)	\$ 225
159	Writ petition to appellate division, where amount demanded in limited civil case exceeds \$10,000 (but does not exceed \$25,000) GC 70621(a)	\$ 370
160	Appeal from Labor Commissioner's Award (Lab.C 98.2) GC 70611	\$ 435*
161	Appeal of final decision on parking citation violation (VC 40230) GC 70615(b)	\$ 25
162	Appeal from determination of dangerous or vicious dog (F&A 31622 GC 70626(b)(8))	\$ 30
163	Appeal of administrative fine or penalty (GC 53069.4(b)(2)) GC 70615(a)	\$ 25
164	Appeal of administrative penalty for fare evasion or passenger conduct violation (PUC 99582) GC 70615(c)	\$ 25

### RECORDS RELATED FEES

165	Certificate for which fee is not otherwise fixed; includes lis pendens GC 70626(a)(8)	\$ 25
166	Preparing a copy of any record, proceeding or paper on file (per page) GC 70627(a)	\$ 0.50
167	Comparison of a copy with an original on file (per page) GC 70627(b)	\$ 1
168	Searching records or files, for each search longer than 10 minutes GC70627(c)	\$ 15
169	Exemplification of record or other paper on file GC 70628	\$ 50
170	Document authenticated pursuant to court order (per signature) GC 70629	\$ 15
171	Certified copy of marriage or domestic partnership dissolution record (requested by public agency) GC 70674	\$ 10
172	Certified copy of marriage or domestic partnership dissolution record (requested by any other applicant) GC 70674	\$ 15

### RETURNED CHECKS AND INSUFICIENT PAYMENTS

173	Administrative charge for a check that is returned without payment. A filing paid with such a check will be void if not paid, within 20 days of notification, in cash, by certified check, or by other means specified by the court, but not by traveler's check or personal check. (Amount set by court.) CCP 411.20(g), GC 71386	Set by Court
174	Administrative charge for processing a partial payment. A first paper filing submitted with a check for an insufficient amount will be void if the amount due is not paid within 20 days of notification. (Amount set by court.) CCP 411.21(g)	Set by Court

### MISCELLANEOUS FEES

175	Administrative charge for collection of fees where fee waiver was previously granted (amount set by court, up to \$25) GC 68511.3(d)	\$25
176	Administrative charge for recovering, as part of judgment, fees not paid by public entity under GC 6103 (amount set by court, up to \$25) GC 6103.5(d)	Set by Court
177	Taking affidavit, except in criminal case or adoption proceedings GC 70626(a)(5)	\$ 25
178	Acknowledgment of deed or other instrument GC 70626(a)(6)	\$ 25
179	Recording or registering license or issuing certificate in connection with a license, required by law, for which charge is not otherwise prescribed GC 70626(a)(7)	\$ 25
180	Filing affidavit of publication of notice of dissolution of partnership GC 70626(b)(7)	\$ 30
181	Filing and indexing papers for which a charge is not provided elsewhere GC 70626(b)(10)	\$ 30
182	Appearance by videoconferencing GC 70630	Set by court



## San Luis Obispo Superior Court

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183	Reasonable fee for service or product, not to exceed costs, where no fee is otherwise provided for (Rule 6.712) GC 70631	Set by court
184	Handling funds held in trust GC 70632	Set by court
185	Certificate of facts regarding unsatisfied judgment VC 16373	Set by court

**San Luis Obispo Superior Court**

**APPENDIX II**

**LOCAL FORMS – SAN LUIS OBISPO COUNTY  
ALPHABETICAL**

*All local forms are available on the court's web site: [www.slocourts.net](http://www.slocourts.net)*

<b>FORM NO.</b>	<b>TITLE</b> *next to form number denotes mandatory use	<b>Code/ Local Rule</b>	<b>Revised</b>
2520-104	Agreement of Deft. To Furnish Social Security Number	GC 68107	5/93
CVDC04*	Alternative Dispute Resolution Policy Statement	LR9.11.4	7/02
CV006	Amendment to Complaint	CCP474	4/03
2510-14	Authorization to Apply Bail	LRC 10.14	5/99
FL004*	Certification of Noncompliance & Order	FLPP	12/02
CVDC01*	Civil Case Management Policy	LR9.11.1	7/02
PR013	Citation for Reappointment of LPS Conservator	WIC 5008	1/15
PR010	Confidential Medical Information In Support of Reappointment of LPS Conservator	WIC 5008	1/15
2510-157	Counter Arraignment by Counsel	LRC 10.15	8/01
2510-157	Counter Arraignment & Plea – Criminal	LRC 10.15	11/01
PR002	Coversheet and Notice to Creditors	LR11.701	1/13
SC004	Declaration of Default in Payments (after Mediation) & Request for Hearing	CCP 116.620	10/03
SC002	Declaration Re: Default in Payments (after Judgment)	CCP 116.620	10/03
PR019	Declaration of Diligent Search-Probate	CRC 7.52	1/15
CVUD07	Declaration Re: Rent & Damages (3-Day Notice)	CCP 1161	4/03
PR 012	Declaration of Service on Petition for Reappointment of LPS Conservator	WIC 5008	1/15
FL002*	Domestic Judgment Worksheet (3 pages)	FLPP	8/99
2520-TR60	Ex Parte Appl. to Set Aside Conviction or Forfeiture of Bail & Order for Traffic School		5/99
FL006	Family Law Mediator's Report	FLPP	12/02
CVDC04*	Financial Statement (Stepparent Adoption)	FC9002	5/03
PR006	First and Final Report of Personal Representative	LR11.1102	115
FL003*	Joint At-Issue Memorandum (Family Law)	FLPP	10/03
PR015	LPS Conservatorship Letters	WIC 5008	1/15
PR001	Miscellaneous Probate Declaration	LR11.203	1/13
CVDC02*	Notice of Assignment for All Purposes	LR9.11	7/02
PR011	Notice of Hearing on Petition for Reappointment of LPS Conservator	WIC 5008	1/15
FL08	Notice of Intent to Introduce Oral Testimony	CVC 323	10/03
PR022	Notice to Dept. of Health Care Services	PC 9202(a)	1/15
PR021	Notice to Franchise Tax Board	PC 9202(c)	1/15
PR023	Notice to Victim Compensation & Government Claim Board	PC 9202(b)	1/15
PR020	Objection – Probate	CRC 7.52	1/15

## San Luis Obispo Superior Court

FL009*	Order Appointing Child Custody Evaluator Attachment	CRC 5.225	1/04
PR008	Order Appointing Counsel for Conservatee	LR11.1701	1/15
2510-256	Order for Disposition of Property	PC 12028	8/91
PR026	Order Granting Request to Dispense with Accounting and Bond	PC2628 PC2323	1/15
PR007	Order on First and Final Report of Personal Representative	LR11.1102	1/13
PR005	Order on Status of Administration	LR11.203	1/13
PR017	Order for Visitation – Guardianship	PC 2350	1/15
PR014	Order Reappointing LPS Conservator	WIC5008	1/15
PR025	Petition for Order Dispensing with Accounting and Bond	PR 2628 PC 2323	1/15
PR009	Petition for Reappointment of LPS Conservator	WIC 5008	1/15
2510-119	Petition for Restricted License	VC13202.5 VC132022.3	5/02
PR016	Petition for Visitation – Guardianship	PC 2350	1/15
2510-201	Petition & Order for Withdrawal of Plea & Dismissal	PC 1203.4	5/03
2510.301	Petition & Order Re: Vacating Civil Assessment	PC 1214.1	7/03
2510-154	Petition to Appear Without Posting Bail		1/99
2510-201b	Proof of Service	PC 1203.4a	9/03
PR004	Raised Bid in Open Court	PRC 10311	1/04
PR027	Regional Center Report	PRC 1827.5	1/16
PR003	Report of Status of Administration	LR11.1101	1/13
CVLJ12	Request for Arbitration & Order	LR 9.08	11/03
CVDF010*	Request for Default Setting	LR 7.18	10/03
2520-110	Request for Dismissal	PC 853.6 VC40202 VC40500	1/99
SC001	Request for Dismissal – Small Claims	CCP 581	8/02
CO001*	Request for Duplicate Tape Recording	CRC 892	11/03
SC003	Request to Enter Satisfaction of Judgment	CCP 116.840	4/03
<b>FORM NO.</b>	<b>TITLE</b> *next to form number denotes mandatory use	<b>Code/ Local Rule</b>	<b>Revised</b>
CVUD09*	Request to Set (Unlawful Detainer)	CCP 1170	10/03
FL001*	Schedule of Property (Fredman Form)	FLPP	12/02
CV011*	Statement of Venue	LR 9.27	1/04
FL007	Stipulation & Order Re Continuance	FLPP	12/02
CVDC05	Stip to Use of Alternative Dispute Resolution Process	LR9.11.4	7/02
PR018	Verification	PC 1020	1/15

**San Luis Obispo Superior Court**

**LOCAL FORMS – SAN LUIS OBISPO COUNTY  
NUMERICAL**

*All local forms are available on the court's web site: [www.slocourts.net](http://www.slocourts.net)*

<b>FORM NO.</b>	<b>TITLE</b> *next to form number denotes mandatory use	<b>Code/ Local Rule</b>	<b>Revised</b>
2510-14	Authorization to Apply Bail	LRC 10.14	5/99
2510-104	Agreement of Deft. To Furnish Social Security Number	GC 68107	5/93
2510-119	Petition for Restricted License	VC13202.5 VC 13202.3	5/02
2510-154	Petition to Appear Without Posting Bail		1/99
2510-157	Counter Arraignment and Plea – Criminal	LRC 10.15	11/01
2510-201	Petition & Order for Withdrawal of Plea & Dismissal	PC 12303.4	5/03
2510-201b	Proof of Service	PC 1203.4a	9/03
2510-256	Order for Disposition of Property	PC 12028	8/91
2510-301	Petition & Order Re: Vacating Civil Assessment	PC 1214.1	7/03
2510-110	Request for Dismissal	PC 853.6 VC40202 VC20500	1/99
2520-163	Court Arraignment by Counsel	LRC 10.15	8/01
2520-TR60	Ex Parte Appl. to Set Aside Conviction or Forfeiture of Bail & Order for Traffic School		5/99
AD01*	Financial Statement (Stepparent Adoption)	FC9002	5/03
CO001*	Request for Duplicate Tape Recording	CRC 892	11/03
CVDC01*	Civil Case Management Policy	LR9.11.1	7/1/02
CVDC02*	Notice of Assignment for All Purposes	LR9.11	7/02
CVDC04*	Alternative Dispute Resolution Policy Statement	LR9.11.4	7/02
CVDC05	Stip to Use of Alternative Dispute Resolution Process	LR9.11.4	7/02
CV006	Amendment to Complaint	CCP474	4/03
CVUD07	Declaration Re: Rent & Damages (3-Day Notice)	CCP1161	4/03
CVUD09*	Request to Set (Unlawful Detainer)	CCP11707	10/03
CVDF010*	Request for Default Setting	LR7.18	10/03
CV011*	Statement of Venue	LR 9.27	1/04
CVLJ12	Request for Arbitration & Order	LR 9.08	11/03
FL001*	Schedule of Property (Fredman Form)	FLPP	12/02
FL002*	Domestic Judgment Worksheet (3 pages)	FLPP	8/99
FL003*	Joint At-Issue Memorandum (Family Law)	FLPP	10/03
FL004*	Certificate of Non-Compliance & Order	FLPP	12/02
FL006	Family Law Mediator's Report	FLPP	12/02
FL007	Stipulation & Order Re Continuance	FLPP	12/02
FL008	Notice of Intent to Introduce Oral Testimony	CRC 323	10/03
FL009*	Order Appointing Child Custody Evaluator Attachment	CRC 5.225	1/04
PR001	Miscellaneous Probate Declaration	LR11.203	1/13
PR002	Coversheet and Notice to Creditors	LR11.701	1/13

**San Luis Obispo Superior Court**

PR003	Report of Status of Administration	LR11.1101	1/13
PR004	Raised Bid in Open Court	PRC 10311	1/04
PR005	Order on Status of Administration	LR11.1101	1/13
PR006	First and Final Report of Personal Representative	LR11.1102	1/15
PR007	Order on First and Final Report of Personal Representative	LR11.1102	1/15
PR008	Order Appointing Counsel for Conservatee	LR11.1701	1/15
PR009	Petition for Reappointment of LPS Conservator	WIC 508	1/15
PR010	Confidential Medical Information in Support of Reappointment of LPS Conservator	WIC 5008	1/15
PR011	Notice of Hearing on Petition for Reappointment of LPS Conservator	WIC 5008	1/15
PR012	Declaration of Service on Petition for Reappointment of LPS Conservator	WIC 5008	1/15
PR013	Citation for Reappointment of LPS Conservator	WIC 5008	1/15
PR014	Order Reappointment LPS Conservator	WIC 5008	1/15
PR015	LPS Conservatorship Letters	WIC 5008	1/15
PR016	Petition for Visitation – Guardianship	PC 2350	1/15
PR017	Order for Visitation – Guardianship	PC 2350	1/15
PR018	Verification	PC 1020	1/15
PR019	Declaration of Diligent Search-Probate	CRC 7.52	1/15
PR020	Objection – Probate	CRC 7.52	1/15
PR021	Notice to Franchise Tax Board	PC 9202(c)	1/15
PR022	Notice to Dept. of Health Care Services	PC 9202(a)	1/15
PR023	Notice to Victim Compensation & Government Claim Board	PC 9202(b)	1/15
PR025	Petition for Order Dispensing with Accounting and Bond	PR 2628 PC 2323	1/15
PR026	Order Granting Requests to Dispense with Accounting and Bond	PC 2628 PR 2323	1/15
PR027	Regional Center Report	PRC 1827.5	1/16
SC001	Request for Dismissal – Small Claims	CCP 581	8/02
SC002	Declaration Re: Default in Payments (after Judgment)	CCP 116.620	10/03
SC003	Request to Enter Satisfaction of Judgment	CCP 116.840	4/03
SC004	Declaration of Default in Payments (after Mediation) & Request for Hearing	CCP 116.620	10/03

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INDICES

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**List of Abbreviations**

App.	Appendix
BPC	Business and Professions Code
CC	Civil Code
CCP	Code of Civil Procedure
CRC	California Rules of Court
EC	Evidence Code
Exh.	Exhibit
FC	Family Code
FF	Filing Fees of the Superior Court of California
GC	Government Code
HSC	Health and Safety Code
JCR	Juvenile Court Rules (California Rules of Court)
JCF	Judicial Council Forms
LC	Labor Code
PC	Penal Code
PRC	Probate Code
SJA	Standards of Judicial Administration (California Rules of Court, Appendix, Division I)
SLO	Rules of the Superior Court of San Luis Obispo County
WIC	Welfare and Institutions Code

## Rules of the Superior Court of San Luis Obispo County

- Administration .....2.04-3.03, 5.01-5.03, 12.01, 18.00, 18.01; see GC 26800, 69898
- Adoptions .....11.1601(e), 18.00(b); JCF 1296.60, 1296.65
- Alternative dispute resolution .....9.00(A), 9.11(A)(4), 9.12(A)(4)(C)(4), 9.13(A), 9.15(C), 19.04, 19.05(b)
- Amendment of rules .....1.00, 1.02
- Appeals .....7.04, 9.18(12), 14.04, 18.00(b), 25.00(c)(f)
- Appearances
- arbitration .....26.01
  - conferences .....9.15(D)(1)(E)
  - criminal cases .....10.01(d)(2), 10.03(b)(c)(1)(b)(2), 10.05(i)(2), 10.08(6), 10.11(a)(2), 10.13, 10.15(a)(f); see PeC 853.7
  - generally .....9.00(C), 9.03(A)(3), 15.00(a)
  - nonappearances .....15.00(d)
  - notice .....10.10(a)(3)
  - personal appearances .....7.13(A)(1)(3)(B)(1)(d)(C)(2)(3), 11.110(b)
  - probate hearings .....11.103, 11.305(c)
  - settlement conferences .....7.13(B)(1)(b)
  - telephone appearances .....7.13; see CRC 3.50-3.63, GC 68070.1
  - trial .....27.04(b)(3)
- Appellate department .....14.00-14.03
- Application of rules .....1.00, 1.01, 1.04, 2.06(a), 7.00, 11.101, 16.00, 19.00, 27.00, 29.01-29.02; see CCP 575.1
- Arbitration .....9.02(B), 9.03(A)(3), 9.08, 9.15(C)(D)(3)(E), 9.18(10), 26.00-26.03; see CRC 3.810 et seq., CCP 1141.10 et seq.
- Assignment of cases .....3.00, 3.03, 9.05(A), 9.11(B), 9.13(A), 9.15(D), 9.19(A), 9.27, 10.07(a), 15.01(a), 19.01, 27.04(a); see CCP 392, 395
- Associations .....1.04(g)(7)
- Attorneys
- appearances .....10.05(j), 10.08(1)(E); see PeC 977(a)
  - appointed counsel .....11.405, 11.1705(a)(6), 14.04, 19.10, 25.03; see CRC 3.50-3.63, FC 3150
  - conflicts of interest .....25.01
  - court attorneys .....9.05(B)
  - district attorneys .....5.00(h), 10.01(c), 10.02, 10.05(a)(c), 10.06(c)(1)
  - fees .....1.06, 7.15(5)(6), 7.18, 9.03(B), 11.1001(a), 11.1006, 11.1002(e), 11.1201(c), 11.1507, 11.1705(a)(5), 19.03, 25.00-25.04, App. I
  - meet and confer .....9.15(A)(C)
  - substitution/withdrawal .....4.01, 10.08(1)(E)(2)(D)
  - see Appearances, Pro per litigants
- Bonds/undertakings .....10.01(d), 11.306, 11.1108, 11.1502, 11.1506, 11.1702(a), 11.1705(a), 11.1804(b), 11.1811(d), 11.1812; see CRC 7.204, 7.207, PC 2320, 2328, 8480, 8481(a)(1), 8482, 8571, 11622
- Briefs
- appellate .....14.01; see CRC 8.706
  - form .....7.03, 19.03; see CRC 2.100-2.119, 3.110, 3.1113, 8.706
  - generally .....9.07(D)
  - motions .....7.03, 7.05
  - trial .....27.02(a)
- Case management .....9.00, 9.01, 9.11(A)(1), 9.12(A)(1)(C)(1), 9.13(A), 9.15, 9.18, 9.24; see CRC 3.711, GC 68607



- Civil actions  
  general civil cases .....9.24(b); see CRC 3.400 et seq.  
  generally .....7.19, 9.00, 26.02(a)  
  limited jurisdiction  
    civil cases.....9.18, 9.19, 9.27, 14.05(a), 15.01(a), 18.00(b), 18.02  
  unlimited jurisdiction  
    civil cases.....9.27, 18.00(b), 18.02
- Class action cases.....26.00(c)(2)
- Clerks .....2.04(a), 3.03(a), 5.06, 7.12, 7.13(A)(3)(C)(2), 9.00(C), 9.11, 9.13(A)(B), 10.01(d)(1)(3), 10.05(f)(h), 10.06(c)(5)(a), 10.07(c), 10.11(b)(3)(d)(5), 10.15(a), 11.113(d), 11.306, 11.501, 11.901(d), 11.1601(b), 11.1702, 11.1800(c), 11.1804(b), 11.1901(c), 11.1902(a)(d), 11.2003(b), 19.00, 19.04, 19.06, 30.01(a)(4)
- Commissioners .....1.04(g)(4)(C)(D), 2.02, 2.03(a), 2.05(a)(2), 2.06(c), 5.05, 7.13(B)(1)(a), 10.11(b)(1)(C), 10.15(a), 19.00.1; see GC 72190
- Community property .....8.02(d)(3), 11.1302(a)
- Complex litigation.....9.18(5)
- Compromise of claims .....10.08(3)(F), 11.101, 11.103(b)(4), 11.1002(i), 11.2001, 25.00, 25.01; see PeC 1378
- Conferences  
  calendaring .....9.15(D)(2)(3)(F)  
  case management conferences .9.03(A)(3), 9.07(C), 9.11(A)(2), 9.12(A)(2)(C)(2), 9.13(A)(C), 9.15; see CRC 3.720  
  case management statement .....9.11(A)(3), 9.12(A)(3)(C)(3), 9.13(A), 9.15(B)  
  chambers conferences .....27.01(a)  
  continuances .....9.07(C)  
  criminal pretrial conference .....10.05(a)(b), 10.10(b)  
  mandatory settlement  
    conference.....7.13(B)(1)(b), 9.15(F)  
  pretrial conferences.....10.05(a)-(c)(e)(f), 10.10(b); see CRC 3.720  
  readiness conferences.....10.05(b)(d)(g), 10.06(c)(4)-(6), 10.07(c)  
  settlement conferences.....9.07(C), 9.15(F)  
  status conferences .....9.02(B)  
  trial management conferences..27.02(b)  
  trial setting conferences .....9.11(B), 9.13(C), 10.05(a)(b), 10.06(c)(4), 10.07(c), 10.10(b)
- Confidentiality .....8.02(b), 11.1601(b), 11.1701(b), 19.05(e)(k)(3)(m)(1)(d)(n)(2)(5), 19.06, 19.07, 19.08; see JCF JV590, GC312, PeC 964
- Consolidation .....9.15(D)(4)
- Contractual claims.....7.18, 25.02
- Corporations .....1.04(g)(7)
- Court administrator .....2.04, 2.05(a)(2), 2.06(c)
- Court locations .....2.03, 10.07(a), 10.10(a), 16.09, 19.01; see CCP 392-395
- Court conduct .....2.08
- Court reporters .....7.13(B)(1)(f), 7.17(b), 18.00, 18.02, 27.04(b)(8); see GC 68086(b)(1)
- Criminal cases  
  arrests .....10.02  
  arraignments .....10.03(a)(b), 10.05(a)(e)(f)(h), 10.06(b)(3)-(5)(c)(1), 10.12(b), 10.15; see PeC 858, 859, 859a, 859b, 860  
  bail .....10.01, 10.03(c)(1)(A)(2), 10.05(h)(3)(i)(1), 10.11(b)(2), 10.12(b), 10.15(c)(f), 30.01(a); see PeC 1275  
  continuances .....10.08, 10.12(b)  
  Director of Criminal Operations10.11(b)(1)  
  diversion .....10.08(3)(E)  
  custody .....10.03(a)(2), 10.05(f), 10.10(a)(1)(2), 10.11(e)  
  felony cases .....10.03(a)(2)(3)(b)(1)(c)(1), 10.06, 10.07(a)(c)(e)(1), 10.13, 18.00(b)  
  generally .....2.04(a), 10.11(d)  
  indictments/information .....2.01(f), 10.06(b)(3)(4), 10.13

Criminal cases (cont'd)	
infractions .....	10.15(b)(f), 10.16, 14.05(a), 15.01(a), 18.00(b)
investigations .....	10.05(d)
jail time .....	10.11(a)(2)(e)
misdemeanors .....	10.03(c)(1)(A)(B)(2), 10.05, 10.07(c)(e)(2), 10.08(3)(H), 10.10(b), 10.13, 10.15(b)(g), 10.16, 14.05(a), 15.01(a), 18.00(b), 18.02; see PeC 853.7
motions .....	10.06(c)(5)(a), 10.07(e)
pleas .....	10.03(a)(3), 10.05(a)(g), 10.06(c)(1)(7)(8), 10.15(a)(d)
preliminary hearings .....	10.06(c)(1)-(3), 10.07(e)(1), 10.13
pretrial conferences .....	10.05(a)(b)
probation .....	10.03(c)(1)(A), 10.05(i)(1), 10.06(b)(3)(4)(8), 10.11(b)(3)(c)(d), 10.15(d)(e); see PeC 1203
sentencing .....	10.06(b)(4)(5), 10.11(e), 10.15(f)(g)
warrants .....	10.02, 10.03(c)(1)(A)(2), 10.05(i)(1)(2)(D), 10.07(e)(3), 10.11(a)(2), 10.15(f)
Defaults .....	1.06, 5.05, 7.15(3), 7.18, 9.03(B), 9.14(B); see JCF 982(a)(6), 1286, 1286.50
Demurrers .....	4.03(a), 7.01, 7.05, 11.112
Department of Health Services .....	11.405
Department of Social Services .....	12.02, 12.03, 12.12
Departmental organization .....	2.03
Detention facilities .....	12.02-12.04
Discovery	
criminal cases .....	10.05(d), 10.06(c)(1)
depositions .....	5.00(f), 7.04, 19.05(f); see JCF 982(a)(15.1)(15.2)
disputes .....	3.03(b), 7.10
generally .....	9.15(D)(5), 9.18(7)
interrogatories .....	5.00(f); see JCF FI120-FI129
mediation .....	9.07(C)(4)
Dismissal .....	1.06, 7.15(2), 9.02(A)(3), 9.03(B), 9.09(A), 9.15(D)(1), 10.05(g), 10.06(c)(7), 10.08(3)(H), 10.12(a)(1)(2), 10.13, 14.03; see CRC 8.792, JCF 982(a)(5)
Disposition .....	9.00, 9.18, 9.24(a), 9.28(e), 10.05(d), 10.06(c)(1)(2)(4)
Economic hardship .....	25.00(d), 25.03, 26.02; see CRC 3.50-3.63
Electronic recordings .....	7.13(B)(1)(f), 18.02; see CRC 1.150
Eminent domain proceedings .....	4.03, 16.06(a)(1)
Evidence	
administrative record .....	7.16
attorney fees .....	25.03(a)(b)(d), 25.04
declarations	
bail .....	10.01(d)(1)(3)(e)
capacity declaration .....	11.1701(b)(f), 11.1704(d); see JCF GC334, GC335, PC 1890, 2356, 2356.5
deposited funds .....	11.2002
ex parte applications .....	15.00(e)
family law cases .....	19.05(c)
financial documentation .....	14.04; see JCF 1285.40, 1285.50-1285.60, 1292.15
form .....	4.00, 19.03; see JCF MC030, MC031, CCP 2015.5
generally .....	9.04(B)
law and motion .....	7.05, 7.08; see CRC 3.1306(a)
mediation .....	9.07(C)(3)
probate cases .....	11.113(a)(c)(e), 11.305(b)(d), 11.405, 11.504, 11.505, 11.1201(b)(1), 11.1601(b), 11.1701(d), 11.1801, 11.1806(b); see JCF DE130-DE135, DE305, FL105, GC005, GC006, GC120, GC335, PC 1890, 2356.5
sanctions .....	10.08(1)(E)
uninsured motorist status .....	9.02(A)
documents .....	2.04(a), 7.13(B)(2)(b), 8.02(d)(3), 9.12(A)(C), 9.13(B), 10.07(d)(2), 11.1302(a), 11.1601(b), 11.1809, 14.04, 14.05(a)(1), 19.04, 19.05(m)(2)(a)(e)(4)(a)(6), 19.06, 20.03, 20.05, 27.02(a)

- Evidence (cont'd)
- exhibits .....5.00, 5.02(c), 5.05, 7.04, 7.20, 9.07(D), 9.28(E), 10.07(d)(2), 11.1501(c), 27.02(b);  
see PeC 1417.3
  - experts .....9.15(D)(6), 9.18(8), 19.05(m)(2)(f); see CCP 2034
  - law and motion.....7.08
  - objections .....10.07(e)(3), 11.1302(3), 11.1701(d), 19.00.1, 19.05(c), 27.04(b)(4)
  - oral testimony.....7.08, 7.13(B)(1)(b)
  - presentation .....27.04(b)(4)
  - reports/recommendations ..... 12.12; see CC 4602
  - subpoenas ..... 10.08(1)(G); see JCF 982(a)(7)(8)(15)-(16)
  - suppression ..... 12.13
  - transcripts .....5.00(f), 7.13(B)(1)(f), 10.07(b)
  - verified pleadings.....7.08; see CCP 446
  - witnesses .....2.04(a), 9.15(D)(6), 9.18(8), 10.08(1)(G)(2)(D)(3)(D), 11.305, 27.02; see CRC 3.50-3.63,  
JCF DE130, DE131, CCP 2034
- Executive officer .....2.04(a); see GC 26800, 69898
- Ex parte matters ..... 11.113, 11.308(a), 11.1701(b), 11.1800(c), 15.00-15.03, 19.05(f), 20.03, 20.05;  
see JCF 1287.50, DE270, DE275, GC070, GC075
- Family law cases
- child abuse ..... 19.05(m)(2)(c)(4)(n)(8); see PeC 11164-11174.1
  - child custody .....8.02(d)(3), 19.05; see JCF 1291.10, 1296.31A-1296.31B(3), GC210ICA), MC150, CCP  
640.1, 4600 et seq.
  - Child Welfare Services ..... 11.1602
  - domestic violence..... 10.05(j), 19.00.1, 19.04, 19.05(h)(9)(m)(2)(c)(n)(8); see JCF 1296.29-1296.40, FC 6200-  
6389
  - evaluations/evaluators..... 19.05-19.09; see CRC 5.220(d), EC 750, FC 185, 186, 3111, CCP 2032
  - ex parte applications ..... 15.00(c), 15.01(c)
  - Family Court Services.....19.05(c)(e), 19.06(b)(c)
  - Hearings ..... 18.00(b), 19.07
  - Motions ..... 3.03(b), 7.00; see JCF 1285.10, 1285.40
  - parents/guardians/counsel ..... 19.05(k)(3)(m)(2)(n)(4), 19.20
  - paternity ..... 19.00.1
  - Policies and Procedures
    - Manual ..... 19.00
  - restraining orders .....8.02(d)(3), 19.00.1; see JCF 1285.05, 1296.10
  - support .....8.02(d)(3), 11.1604; see JCF 1285.25-1285.39, 1285.80, 1296.31C, 1297-1297.93, MC340,  
CC 4357(b), 4382, 4383, 4700 et seq., CCP 640.1
  - Uniform Child Custody Jurisdiction  
and Enforcement Act ..... 11.1601(b); see JCF GC120
  - visitation ..... 8.02(d)(3), 19.05(m)(3)(c); see JCF 1296.31A  
see Appearances, Defaults, Judgments, Orders, Orders to show cause, Sanctions
- Fees and costs ..... 7.12, 7.13(B)(1)(c), 7.15(5)(6), 7.17(b), 9.03(B), 9.07(A)(4)(D), 9.28(b), 10.01(d)(4),  
10.08(5), 10.11(b)(1), 10.12(a)(2), 11.1705(a)(6), 19.05(j)(m)(1)(e), 19.09, 26.02, 27.04(b)(8), 30, App. I;  
see CRC 3.50-3.63, JCF MC010, MC011, GC 24383, 68086(A)(1)
- Files ..... 5.06
- Filings
- access ..... 5.02
  - agreement for distribution ..... 11.2002
  - assignment of interest..... 11.1106
  - confidentiality ..... 8.02(b); see JCF JV590, GC312
  - copies ..... 4.02, 4.03(b), 5.00(a)(c), 5.02(c), 5.05, 7.13(B)(2)(a), 7.20, 9.13(A)(B), 10.05(a), 11.304(a),  
11.309(b), 11.702, 11.1302(a), 11.1501(c), 11.1701(b)(e), 11.1803(b), 14.01, 14.03, 19.00,  
19.05(g)(m)(4)(a)(1)(7), 19.10, 20.03, 20.05; see CRC 3.50-3.63
  - declarations ..... 4.00, 7.05; see JCF 1285.40, CCP 2015.5

## Filings (cont'd)

- ex parte applications ..... 15.03
- exhibits ..... 5.00, 5.05, 7.04, 29.06; see CRC 2.100-2.119
- extensions of time ..... 9.04(A), 10.12(a)(2)
- fees ..... 7.17, 29.10; see FF, CRC 3.50-3.63, JCF 982(17)-(19)
- fax transmissions..... 7.13(A)(4), 29.01 et seq.; see CRC 2.303, 5.522
- form ..... 1.04(d), 4.00, 5.03, 7.01-7.03, 7.13(A)(4)(B)(2)(b), 11.105-11.107, 11.702, 19.03, App. II;  
see CRC 2.100-2.119, 7.1.1, JCF
- income and expense declaration ..... 11.1002(j); see JCF 1285.50-1285.50b, 1292.15
- inventory and appraisal ..... 11.1805; see JCF DE160, DE161, GC040, GC041, PC 2613
- moving papers ..... 7.05, 7.07; see CRC 3.1110(a), 3.1113(a)
- notice of appeal ..... 14.04
- opposition papers ..... 7.04, 7.05, 14.05(a)(1); see CRC 2.100-2.119, 3.1113(d), 3.1300(1), JCF 982.5(7), 1282,  
1285.40, 1296.20, MC020
- pleadings ..... 4.03(b)(d)(e), 5.00, 12.04; see CRC 2.100-2.119, 10.610
- proof of compliance ..... 10.11(d)
- proof of completion..... 10.12(a)(2)
- proof of service ..... 5.03, 9.12(B), 11.1401(3), 11.1601(b), 11.1701(b), 11.1803(a), 19.02, 19.04; see CRC  
7.1062, JCF 982(a)(23), 1296.40, GC020(P), GC030, PC 2250(e)(2)
- reply papers ..... 7.05; see CRC 3.1113(d), 3.1300(1)
- service ..... 7.13(B)(2)(a), 9.07(C)(3), 9.12, 9.13(B), 9.14(A), 9.15(B)(D)(1), 10.10(a)(3), 10.15(g),  
11.104(a), 11.1401(3), 11.1803(a)(b), 19.04, 19.06
- social study reports ..... 12.12
- statement of economic interests ..... 2.06(b)(c)
- striking ..... 29.06
- time requirements..... 7.12, 7.13(A)(4)(B)(2)(a), 9.02(B), 9.07(A)(2)(D), 9.12(A)(B), 9.13(B), 9.14(B),  
9.15(A)(B), 9.28(c)(d), 10.01(d), 11.113(b), 11.501, 11.1101, 11.1702(b), 27.02(a); see CRC 3.1150, 3.1176,  
3.1300, 3.1306, 3.1320, 3.1326, 3.1342, 3.1300(1)
- vouchers ..... 11.904
- see Demurrers, Motions, Petitions
- Fines ..... 10.11(b)(d)(4), 10.15(c)(d)(g), 30.01(a)
- Gifts ..... 2.07
- Grand jury ..... 2.01(f), 16.08
- Grover Beach branch..... 2.08(d)(22), 16.09
- Habeas corpus ..... 10.16, 13.00, 14.05; see CRC 2.100-2.119, JCF MC275
- Hearings
  - appellate department ..... 14.02, 14.03
  - attorney fees ..... 25.03(b)(d), 25.04
  - calendaring ..... 3.03, 5.03, 7.06-7.9, 9.28(d), 10.01(d)(2)(3)(e), 10.03(a), 10.05(j), 10.06(c)(5)(a),  
10.08(1)(G), 11.308(a), 11.1800, 12.09, 14.00, 14.05(a)(4), 15.00(c), 19.06, 19.07
  - continuances ..... 7.06, 7.13(B)(1)(e), 9.00(C), 9.05(B)(C), 9.28(d), 10.07(e)(1)(A), 11.109(c), 11.110,  
11.305(c), 14.05(a)(1)
  - criminal cases..... 10.03(a)(3)(b)(1), 10.07(e)(1)(A)
  - default hearings ..... 7.18, 9.14(B)(2)
  - ex parte hearings ..... 7.12, 15.03, 11.1701(b)
  - hearing order preference ..... 7.13(A)(2)(B)(1)(a)
  - notice ..... 10.07(c)(d)(1)(e)(2), 11.110, 11.1803(a)(b), 14.04, 25.03(b); see JCF JV280, JV300, DE120,  
DE154, DE200, GC020-GC022, PC 1205
  - probation violation hearings..... 10.06(c)(8)
  - reservations ..... 7.22
  - oral argument ..... 7.13(B)(1)(b), 11.111(a)
  - small claims cases ..... 9.28(d)(2)
  - trailing ..... 10.08(6)
  - see Briefs, Demurrers, Evidence, Filings, Motions, Orders, Orders to show cause, Petitions

- Incompetent persons..... 11.1704, 11.1705(a), 25.00, 25.01; see PC 810-814
- Indian Child Welfare Act..... 11.1601(b); see JCF ICWA101(A)
- Indigents ..... 14.04
- Insane persons ..... 25.00
- Insurance claims ..... 25.00(c)(5)(6), 25.01, 27.04(b)(3)
- Interpreters ..... 28.00, see CRC 3.50-3.63, JCF 982(17)-(20), GC 68562
- Judges
- assigned judges ..... 7.11.1, 9.00(A)(C), 9.05(A), 9.07(E), 9.11(B), 9.13(A), 9.19(A), 9.27, 10.01(d)(2), 10.06(c)(5)(a), 10.07(a), 11.109, 15.01(c), 19.01; see CCP 392, 395
  - chambers ..... 2.03(c)
  - criminal judges..... 10.01, 10.02, 10.06(a)(b)(1)-(5), 10.11(b)(1)(C), 10.16, 15.01(a)
  - definition ..... 1.04(g)(4)(A)(B), 2.05(a)
  - family law judges..... 19.00.1, 19.05(e)
  - generally ..... 7.13(B)(1)(a)
  - grand jury ..... 16.08(b)(e)
  - judicial officers ..... 1.04(g)(5), 2.00(d), 5.02(c), 9.00(C), 9.07(D), 9.28(b), 15.01(c), 19.00.1, 19.05(e)(h), 19.10
  - meetings ..... 1.05, 2.00, 2.01(a), 16.08(e)
  - presiding judge..... 1.04(g)(4)(E), 2.00(c), 2.01, 2.03(b)(c), 2.04(b), 2.08(b)(1)(d), 3.00-3.03, 9.08(B), 10.06(a), 10.09(a), 12.09, 14.00, 15.01(a)(e)(f), 16.08, 18.00(a), 18.01, 19.05(e), 27.04; see PeC 904.6
  - probate examiners ..... 11.109(b), 11.308(a)
  - probate judges ..... 11.112
  - removal of judges..... 2.01(a)
  - retired judges..... 1.04(g)(4)(B)
  - sentencing judges..... 10.11(e)
  - signatures ..... 11.1601(b), 11.1701(b)
  - submitted matters ..... 3.02
  - temporary judges..... 1.04(g)(4)(E), 3.02, 19.00.1, 27.04(b)(8)
- Judgment debtor examination ..... 7.13(B)(1)(b)
- Judgments ..... 1.06, 2.04(a), 7.15(3), 7.18, 9.09(A), 9.14(B), 11.1705, 19.05(h), 25.00(a), 24(Ex. A); see JCF 1287-1290, 1295.20, EJ100 et seq.
- Juries
- commissioner ..... 2.04(a), 7.17, 10.09(a), 16.08(f), 16.09; see CRC 10.610, CCP 195
  - disqualification/excuse..... 16.03; see CCP 203, 204
  - fees ..... 16.06(a), 27.04(b)(8); see FF, CRC 3.50-3.63, JCF 982(18)-(20), CCP 631 et seq.
  - instructions ..... 27.01, 27.04(b)(6); see CCP 607a-609, 612.5
  - Jury Commissioner ..... 16.01-16.03, 16.05, 16.07, 16.08
  - jury district ..... 9.27
  - motions in limine ..... 27.02(a)(6), 27.03
  - panels ..... 16.05, 16.09
  - selection ..... 16.00, 16.02, 16.03, 16.05, 16.07, 16.08, 27.04(b)(2); see CRC 2.1008, CCP 195 et seq., 215, PeC 903.1 et seq.
  - summary jury trial..... 27.04, 27.05
  - verdicts ..... 27.04(b)(7)
  - voir dire ..... 27.02(a)(4)(b)
- Jurisdiction ..... 5.01, 9.09(A), 9.13, 11.104(a), 11.309(b), 11.1705(a), 14.05, 15.01, 18.02, 19.05(m)(4), 19.06(c); see CCP 1068(b), 1085(b), 1103(b), PC 850, 17200
- Juvenile court cases..... 2.03(b), 12.00-12.13, 15.01(b), 18.00(b); see JCR, JCF JV100-JV740
- Juvenile services center..... 2.08(d)(4), 9.27, 19.01
- Law and motion ..... 3.03(b), 7.00-7.16, 7.17, 7.11.1, 9.00(C), 7.22, 9.05, 9.15(D)(7), 9.18(15), 10.07, 11.104(a), 11.112, 15.00(e), 18.00(b); see CRC 3.1100-3.1312, PC 1000
- see Filings, Hearings, Motions
- Lis pendens ..... 4.03(b); see CCP 409
- Lodged materials ..... 5.00(f), 5.02(b), 5.05, 7.04, 7.16, 11.304(b), 19.05(h)(7), 19.06
- Mandatory settlement conference ... 7.13(B)(1)(b)
- Master calendar ..... 27.01(e), 27.03, 27.04

- Mediation .....9.06, 9.07, 9.15(E), 9.18(10), 20.03, 20.05; see EC 1115 et seq.
- Medical treatment .....13.00; see JCF GC335, GC380, GC385
- Mental health proceedings .....13.00, 18.00(b), 19.05(h)(4), 19.06
- Minors .....11.101, 11.103(b)(4), 11.1103, 11.1601(a)(f), 11.1602, 11.1705(a), 11.1808(a),  
11.1901-11.1903, 11.2001-2002, 12.00-12.13, 19.05(k)(3), 19.06, 19.10, 20.03, 20.05, 25.00, 25.01;  
see JCF GC210, GC240, PC 3400, 3401, 3410-3413, 3900-3925
- Motions
- bail, forfeiture of .....10.01(d); see PeC 1304
  - continuances .....7.06, 10.08, 11.110; see PeC 1050
  - criminal cases .....10.06(c)(5)(a), 10.07(e)
  - discovery .....3.03(b)
  - ex parte motions .....9.05(A)
  - form .....10.01(d)(1), 10.07(d); see CRC 3.1112
  - in limine motions .....10.05(b), 27.02(a)(6)
  - motion to strike .....1.06, 10.05(b); see VC 41403(c)
  - notice of motion .....7.05, 7.07, 9.04(B), 9.05, 10.05(b), 10.07(b)(c); see CRC 3.1113(a)
  - peremptory challenges .....10.06(b)(5), 19.05(c); see CCP 170.6
  - post judgment motions .....9.28(d)
  - pre-trial motions .....19.00.1
  - probation, modification of .....10.11(a)
  - sanctions .....7.15
  - service .....10.07(b), 10.08(1)(F)
  - set aside information .....10.06(c)(5)(a), 10.07(a); see PeC 995
  - summary judgment/adjudication .....7.14, 11.112; see CRC 3.1350
  - suppression of evidence .....10.07(e), 12.13; see PeC 1538.5
- see Demurrers, Filings, Hearings
- Notice
- appearances .....10.03(b)(2), 10.10(a)(3)
  - bail .....10.01(c)-(e)
  - conferences .....9.11(A)(2), 9.12(A)(2)(C)(2), 9.13(A)
  - criminal cases .....10.05(i)(2), 10.11(a)(1)(d)(5)
  - generally .....7.15, 9.28(E), 18.00(c)
  - mediation .....9.07(A)(2)
  - notice of appeal .....14.04
  - probate cases .....11.113(b), 11.1401(3), 11.1601(b), 11.1701(b); see PC 2250, 2250.2, 2250.6
  - rulings .....7.20
  - writs .....14.05(a)(3)
- Orders
- accounts .....10.11(b)(1), 11.901
  - arbitration .....9.03(A)(3)
  - attorney fees .....11.1201(c), 25.03(b)-(d)
  - attorney substitution/withdrawal .....4.01
  - bail .....10.11(b)(2)
  - blocked accounts .....11.1901, 11.1902, 11.2002
  - confirmation of sale .....11.804, 11.808(c); see JCF DE260, DE265, GC060, GC065
  - conservator/guardian,
    - appointment of .....11.1601(b), 11.1702(b); see JCF GC140
  - continuing payments .....11.503
  - court orders .....5.00(h), 9.03(A)(3), 9.04(A)(B), 19.05(m)(2)(b), 9.07(A)-(C), 9.08(A), 9.15(D)(2)(3)(6)-(8),  
9.28(a), 11.1803(c), 11.1804(b), 19.00.1, 19.05(g)(j)(k)(m)(4)(a)(1)(n)(10); see PC 1880
  - discharge .....11.1101, 11.1109, 11.1809(d), 11.1812; see PC 12201, 12250, 12251
  - distributions .....11.404, 11.1101, 11.1103(a), 11.1812, 11.2002

- Orders (cont'd)
- entry of orders ..... 10.08(2)(B)
  - ex parte orders ..... 7.12, 11.113, 15.00(e), 15.03; see JCF DE275
  - evaluation ..... 19.05(h)
  - family allowance ..... 11.403; see PC 6540 et seq.
  - fees ..... 7.13(B)(1)(c)
  - form ..... 7.19
  - letters of conservatorship ..... 11.1701(b)
  - mediation ..... 9.15(D)(2)
  - minute orders ..... 2.04(a), 5.01
  - modification ..... 9.00(D), 11.405(d)
  - money, deposit into blocked
    - accounts ..... 11.306(c), 11.1702(a), 11.1804(b), 11.1901(c), 11.1902(d), 11.2003(b); see JCF MC355, MC356
  - notice ..... 11.505; see JCF DE200, GC021, GC022
  - nunc pro tunc orders ..... 11.504
  - orders after hearing ..... 7.19
  - pretrial orders ..... 9.15(D)
  - probate orders ..... 11.113; see CRC 7.204, 7.207, JCF GC330, GC335
  - proposed orders ..... 7.21, 9.14(B)(3), 15.03
  - restraining orders ..... 7.21, 8.02(d)(3); see JCF 1285.05, 1295.90-1296.29, 1296.61, JV250, CCP 527.6
  - shortening of time ..... 7.06(c), 10.07(b), 11.113(c), 11.505, 15.00(e); see PC 1203
  - trusts ..... 11.101, 11.103(b), 11.1705(a), 11.2002; see CRC 7.903
  - withdrawal of funds ..... 11.1902(c)
- Orders to show cause ..... 14.03, 14.05(a)(4), 15.01(c), 19.00.1, 26.01; see JCF 1285, 1285.40, 1285.60, 1296.15, 1296.20
- Parties ..... 7.13(B)(2)(a), 9.02(A)(B), 9.03(B), 9.04(B), 9.05(C), 9.07, 9.08(A), 9.09(A), 9.12(A), 9.13(B), 9.14(A)(B)(1), 9.15(A)(B)(D)(1)(6), 9.18(3)(6), 9.19(D), 9.24(b), 9.27, 9.28(a)(e), 10.01(d)(2)(4), 11.113(d), 11.1602(a), 18.00(b)(c), 19.04, 19.05(b)-(d)(h)(k)(4)(m)(2)(3)(b)(n), 19.06, 19.07, 19.08, 20.03, 20.05, 27.02(a)(3)(b); see PeC 1306
- Paso Robles branch ..... 2.08(d)(3), 16.09
- Personal injury cases ..... 25.00; see JCF 982.1(1)-(6)
- Personnel ..... 2.05, 2.06; see GC 71600 et seq.
- Petitions
- blocked accounts ..... 11.1901, 11.1902, 11.2002
  - confirmation of sale ..... 11.804, 11.806; see JCF DE260, DE065
  - conservators, powers for ..... 11.1704; see JCF GC334, GC335, PC 1890, 2356, 2356.5
  - evaluator withdrawal ..... 19.05(d)
  - ex parte applications ..... 11.1901(b), 11.1902(a); see JCF DE270, DE275
  - guardianship ..... 11.1602(a)
  - habeas corpus ..... 10.16
  - harassment ..... 7.21
  - notice ..... 11.1803; see JCF GC020
  - petition for allowance of fees/
    - commissions ..... 11.812, 11.1001, 11.1507; see PC 10160 et seq.
  - petition for appointment of
    - administrator ..... 11.308; see PC 8540 et seq.
  - petition for appointment of
    - conservator ..... 11.113(b), 11.1701, 11.1705(c), 11.1800, 11.1803(b), 11.1809(a); see GC110-GC150, GC310, PC 1721, 2340 et seq.
  - petition for appointment of
    - guardian ..... 11.113(b), 11.1601, 11.1705(c), 11.1800, 11.1809(a), 11.2002; see CRC 7.1012, JCF GC110, GC210, PC 1510, 1511, 1541, 1542, 2340 et seq.

## Petitions (cont'd)

- petition for appointment of trustee ..... 11.1502, 11.1705(c), 11.2002; see PC 17200, 15800 et seq.
- petition for authority to expend guardianship funds for support..... 11.1604
- petition for compensation..... 11.1002
- petition for marriage/nullity/ legal separation ..... 19.00.1
- petition for distribution ..... 11.404, 11.1002, 11.1101, 11.1102, 11.1401(1)(3), 11.2002; see CRC 7.701, PC 10830, 10832, 11700 et seq.
- petition for instructions ..... 11.402, 11.1501(c); see PC 1700 et seq.
- petition for letters..... 11.303, 11.601; see JCF DE150, GC250, GC350, PC 6400 et seq., 21114, 21115
- petition for name change..... 7.21
- petition for probate..... 11.304, 11.309(b); see JCF DE110, DE111, EC 1530
- petition for termination ..... 11.1806(a), 11.1813
- petitions for writs ..... 10.16
- petition to establish fact of death ..... 11.1201
- petition to set aside decedent's estate ..... 11.113(f), 11.1301-11.1303; see PC 6600-6613
- petition to withdraw funds ..... 11.1902(a), 11.1903
- spousal property petition..... 11.405, 11.1302(a); see PC 810 et seq., 3100 et seq.

Photographs/recordings/broadcasts . 10.09, 18.02; see CRC 1.150

## Pleadings

- answers ..... 9.03(B), 9.14(B)(3)
- complaints ..... 9.00(A)(B), 9.11, 9.12, 9.15(F), 10.05(a), 10.06(b)(3)-(5)(c)(1), 10.12(a)(2), 19.06(b)
- cross-complaints ..... 9.12(C), 9.18(4); see JCF 982.1(14)
- eminent domain proceedings ... 4.03(a)(b)(d)(e)
- exhibits ..... 5.00, 5.05
- filing ..... 4.03(b)(d)(e), 12.05; see CRC 2.100-2.119, 10.610
- form ..... 4.00, 4.03(a), 9.27; see CRC 2.100-2.119, JCF 982(a)(13), 982.1, 1201 et seq., MC020
- property identification..... 4.03
- referencing ..... 5.00(c), 7.01
- responsive pleadings ..... 4.03(a)(b), 9.12(B), 9.14; see JCF 982(a)(13), 982.1(15)(35)(95), 1285.40, 1296.20
- service ..... 4.03(b); see JCF 982(a)(4), 1283.5, DE125
- striking ..... 7.15(1)
- verification ..... 11.1101; see CCP 446, PC 1023

Policies and procedures..... 1.01, 2.05(b), 12.01

Pretrial conferences ..... 10.05(a)-(c)(e)(f), 10.10(b); see CRC 3.720

Pro per litigants ..... 7.13(A)(4), 14.04, 19.00, 19.06, 19.10

## Probate cases

- accounts ..... 11.901-11.904, 11.1002(g), 11.1105(b), 11.1401(2), 11.1704(c), 11.1705(a), 11.1806, 11.1807(b), 11.1809(c); see CRC 7.575, PC 1060 et seq., 2620, 10900
- ancillary probate..... 11.308(c); see PC 12510 et seq.
- appraisals ..... 11.813
- beneficiaries/heirs ..... 11.303(a), 11.306(b), 11.1814(b); see PC 17200 et seq.
- blocked accounts..... 11.1702(a), 11.1804, 11.1901, 11.1902, 11.2002
- conservatorships..... 11.103(b)(3), 11.601(b), 11.901, 11.1002(b), 11.1006, 11.1705, 11.1701-11.1705, 11.1705(a)(4), 11.1800-11.1813; see CRC 7.1010, 7.1059(a), 7.1060, JCF GC020-GC150, GC310, GC312, GC320, GC341, GC348, GC385, PC 1460, 1511, 2250, 2574(b), 2591, 2640, 2641, 2643, 2850, 10800, 16040(a)(b), 16045 et seq.



Probate cases (cont'd)

- court investigators ..... 11.105(b), 11.1602(a), 11.1701(b)(d)(e), 11.1705(a)(6), 11.1807(b), 11.1809; see JCF GC330, GC340, PC 1826
- creditors' claims ..... 11.701, 11.702; see JCF DE157, DE170-DE174, PC 9050
- decedent's estates ..... 11.113(f), 11.601(a), 11.901(d), 11.1001(c)(d), 11.1301-11.1303, 11.1602(a), 11.1704(a); see PC 6600-6613, 10810
- distributions ..... 11.404, 11.1002, 11.1101-11.1109, 11.2002; see PC 904, 911, 9202, 11700 et seq., 12000 et seq., 14000, WIC 14000 et seq., 14200 et seq., RTC 19513
- executor/administrator ..... 11.301-11.309, 11.402, 11.403(b); see PC 9611
- ex parte applications ..... 11.308(a), 11.403(a), 11.1201(b), 11.1800(c), 11.1902(a), 15.00(c), 15.01(d)
- family allowance ..... 11.403
- fees/costs/commissions ..... 11.805, 11.1001-11.1009, 11.1002(f)(g), 11.1705(a)(5)(6), 11.1810, 11.1901(c); see CRC 7.702, 7.703, PC 10160 et seq.
- fiduciaries ..... 11.1001(a), 11.1104, 11.1808(b); see PC 1064
- guardianships ..... 11.103(b)(3), 11.601(b), 11.901, 11.1001(a), 11.1002(b), 11.1006, 11.1103(c), 11.1601-11.1604, 11.1705(a)(4), 11.1800-11.1813; see CRC 7.1010, 7.1060, JCF GC020-GC250, JCF JV825, WIC 366.25, 366.26, CC 232, PC 1460, 1822, 2250, 2574(b), 2591, 2640, 2641, 2643, 3410-3413, 10800, 16040(a)(b), 16045 et seq.
- hearings ..... 18.00(b); see JCF DE120
- heirs/beneficiaries ..... 11.303(a), 11.306(b); see PC 17200 et seq.
- Independent Administration of Estates Act ..... 11.1401-11.1402; see JCF DE165, PC 10400 et seq.
- inventory and appraisal ..... 11.403(a), 11.601-11.604, 11.802, 11.813, 11.1805; see JCF DE160, DE161, GC040, GC041, PC 2610, 2613, 8800, 8804, 8850, 8852, 8900 et seq.
- joint tenancies ..... 11.1003, 11.1201; see PC 200-204
- letters ..... 11.303, 11.308, 11.601, 11.1601(b), 11.1702, 11.1803(c); see JCF DE150, GC150, GC250, GC350, PC 2614.5, 2615, 6400 et seq., 21114, 21115
- notices ..... 11.201-11.205, 11.308(b), 11.701, 11.801, 11.803, 11.1002(f)(i), 11.1401(1), 11.1803; see PC 1202, 1460, 1511, 1822, 6541(c), 9150(b), 10300, 10451, 17203
- personal representatives ..... 11.302, 11.307, 11.403(a)(d)(5), 11.601(a), 11.701-11.702, 11.805, 11.808, 11.901(c), 11.1102(e), 11.1105, 11.1109; see JCF DE147, PC 8404
- probate examiners ..... 11.1806(g), 11.1807
- sales ..... 11.103(b)(2), 11.801-11.813; see JCF DE260-DE275, GC060-GC075, PC 10150
- small estates ..... 11.1303; see PC 13100 et seq., 13500 et seq., 13200 et seq.
- surviving spouse ..... 11.308(b), 11.1302
- taxes ..... 11.604, 11.1002(h); see PC 8800(d), IRS 480, 6166
- trusts ..... 11.101, 11.103(b), 11.901(d), 11.902, 11.1102(c), 11.1006, 11.1105, 11.1501-11.1507, 11.1705, 11.1800, 11.1814; see 42 USC 1382, 1396, CRC 7.903, 7.1010, 7.1060, PC 1060-1064, 2580 et seq., 3100 et seq., 3600 et seq., 12001 et seq., 15603, 15660, 15682, 17000 et seq., 17200 et seq., 17300, 17303, 17351, 17352
- wards ..... 11.1601(b), 11.1803(c)
- wills ..... 11.304, 11.305, 11.1102(c), 11.1103(a), 11.1107, 11.1506(c); see JCF DE130-DE135, PC 6110 et seq., 8220 et seq.
- see Filings, Orders, Petitions

Promissory notes ..... 25.02(a)

Property

- personal property ..... 11/1302(a)
- real property ..... 2.06(c), 4.03, 11.802, 11.803, 11.808, 11.1302(a), 11.1303(b); see JCF DE260, DE265, DE305-DE315, GC060, GC065, PC 10309(a)(1)

Publication ..... 1.02

Readiness conferences ..... 10.05(b)(d)(g), 10.06(c)(4)-(6), 10.07(c)

Referees ..... 1.04(g)(4)(C), 2.03(a), 2.05(a)(2), 5.05, 11.603, 12.06, 12.08, 12.09, 15.01(b)

Reporting ..... 18.00, 18.01; see CRC 3.63, JCF 982(17)-(20)

Rules  
 amendment/peal of rules ..... 1.05  
 application of rules..... 1.00, 1.01, 1.04, 2.06(a), 7.00, 11.101, 16.00, 19.00, 27.00, 29.01-29.03; see CCP 575.1  
 arbitration ..... 26.04  
 Sanctions ..... 1.06, 7.15, 9.03, 9.15(B), 10.08(1)(E)(F)(5), 26.01, 27.04(b)(3); see CRC 2.30, CCP 128.5, 177.5, 575.2  
 San Luis Obispo branch ..... 2.08(d)(1), 16.09  
 Service  
 filing of service ..... 9.07(C)(3), 9.12, 9.13(B), 9.14(A), 9.15(B)(D)(1), 10.10(a)(3), 10.15(g), 11.104(a), 19.04, 19.06  
 motions ..... 10.07(b), 10.08(1)(F)  
 personal service..... 9.28(b)  
 pleadings ..... 4.03(b); see JCF 982(a)(4), 1283.5, DE125  
 proof of service ..... 5.03, 9.12(B), 11.1401(3), 19.02; see JCF 982(a)(23), 1296.40, GC030  
 Settlement negotiations ..... 2  
 Settlements ..... 9.07(B)(3), 9.09, 11.2001, 16.06(a)(2), 25.00(a)-(d); see CCP 664.6  
 Small claims cases ..... 9.28, 18.00(b), 26.00(c)(3)  
 Special Advocate Programs ..... 12.10  
 Stipulations  
 admissions ..... 27.02(a)(3)  
 arbitration ..... 9.09(A), 9.15(D)(3), 26.00(a)(1); see CRC 3.810  
 attorney substitution..... 4.01  
 continuances ..... 7.06(c), 10.08(4); see GC 68616(d)  
 criminal cases..... 10.05(a)(b)  
 defaults ..... 9.14(B)(3)  
 evaluations ..... 19.05(n)(10), 19.06  
 exhibits ..... 5.05  
 ex parte communication ..... 20.03, 20.05  
 expert witnesses ..... 9.15(D)(6)  
 extensions of time ..... 9.04(A), 9.14(A)  
 mediation ..... 9.15(D)(2)  
 summary jury trial..... 27.05  
 temporary judge ..... 19.00.1  
 testimony ..... 10.08(2)(D)  
 Summons ..... 9.12  
 Superior court ..... 1.03, 10.06(a)(b)(5)  
 Tentative rulings ..... 7.11.1; see CRC 3.1308(a)92)  
 Traffic cases ..... 2.04(a), 10.11(d), 10.12, 12.07  
 Traffic school ..... 10.12(a)(1); see CRC 4.104  
 Transfer of cases ..... 9.13, 10.10(a)(1)(3), 12.07  
 Trials  
 bifurcation ..... 9.15(D)(4)  
 chambers conferences ..... 27.01(a)  
 continuances ..... 10.08, 16.06(a)(2)  
 court trials ..... 10.05(e)  
 de novo ..... 18.00(b), 26.01  
 jury trials ..... 10.06(c)(4)(7), 10.10(b); see CCP 195 et seq., PeC 903.1 et seq.  
 long causes ..... 27.04  
 motions ..... 27.03  
 notice ..... 10.05(j)  
 setting ..... 5.03, 9.15(F), 9.19(D), 10.05(d)(e)(j), 10.06(c)(7), 10.07(d)(2), 10.08, 10.10(b), 16.06(a)(1), 27.03, 27.04(a); see PeC 1050  
 trailing ..... 10.08(6)  
 trial setting conferences ..... 10.05(a)(b), 10.06(c)(4), 10.07(c), 10.10(b)  
 see Briefs, Evidence, Family law cases, Juries

---

Uninsured motorist cases .....9.02, 9.18(17)  
Unlawful detainer.....25.00(b), 26.00(c)(4); see JCF 982(a)(11), 982.1(90)(95), FI128  
Venue .....9.27, 9.28(a), 19.01  
Waiver  
    accounting .....10.11(b)(1), 11.902, 11.1808; see PC 2628, 10954  
    bond .....11.306(b); see PC 8481(a)(2)  
    certification of interpreters.....28.00  
    fees/costs/commissions ..... 11.1002(e), 11.1810; see CRC 3.50-3.63, PC 1851.5  
    jury trial ..... 10.10(b), 16.06(a)(2)  
    notice ..... 10.07(b), 11.113(c), 11.1601(b), 15.00(b); see JCF DE166, GC211, PeC 1305(a)  
    refilling ..... 10.08(3)(H)  
    rights ..... 10.15(a)  
    rules ..... 9.04; see GC 68616  
    time requirements..... 10.10(b)  
Website .....5.02(c), 7.11.1, 11.306(c), 11.1804(b), 11.1901(c), 11.1902(d), 11.2003(b), 19.00  
Writs  
    alternative writs..... 14.05(a)(4)  
    extraordinary writs ..... 10.00(b)  
    generally ..... 7.16, 9.18(12), 10.16, 14.05, 15.01(a); see CCP 1068(b), 1085(b), 1103(b)  
    habeas corpus ..... 10.16, 13.00, 14.05, 19.00; see CRC 2.100-2.119, JCF MC275  
    mandate ..... 7.16, 10.16, 14.05, 15.01(a); see CCP 1085 et seq.  
    peremptory writs ..... 14.05(a)(3)  
    prohibition ..... 10.16, 14.05(a), 15.02(a)  
    review/certiorari ..... 10.16, 14.05(a)  
    see Habeas corpus, Mandamus