

# San Diego Superior Court Services Available During COVID-19

**Updated April 16, 2021** 



## **Court Services During COVID-19**

The COVID-19 pandemic resulted in proclamations of states of emergency by federal, state, and local officials. The associated health and safety concerns, along with public health orders, have caused substantial operational changes for the San Diego Superior Court.

On March 17, 2020, the San Diego Superior Court closed for all non-emergency services to mitigate the spread of COVID-19. The emergency closure was extended through April 30 and then again through May 22, though many additional services were added throughout the closure time period. Under the leadership of Presiding Judge Lorna Alksne, the San Diego Superior Court resumed most business operations on May 26, 2020, and continues to increase the services available to the public with the safety of all in mind.

The San Diego Superior Court is committed to protecting the health and safety of our community while performing our constitutional duties. The health and welfare of each judicial officer, employee, attorney, contractor, and member of the public that enters our facilities is paramount in the decisions that are made as the San Diego Superior Court provides services throughout the pandemic.

The San Diego Superior Court is closely monitoring federal, state, and local public health directives related to the COVID-19 pandemic, as well as Centers for Disease Control and Prevention (CDC) guidelines, and will continue to adjust procedures as needed. The available services detailed in this guide largely depend on policy-setting and guidance from the Judicial Council of California, and federal, state, and local officials. Information regarding public access, court facilities, and court services will be updated and further refined as plans are solidified.



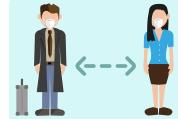
## **Safety Precautions**

The San Diego Superior Court is in compliance with relevant federal, state and local guidance related to COVID-19 safety precautions. In addition, the San Diego County Public Health Officer has provided the Superior Court guidance related to safety protocols. In response, the Superior Court has instituted a range of measures to comply with the current health directives issued by federal, state, and local officials. These measures include:

- Everyone entering the courthouses will have their temperature taken and be screened for symptoms, conducted by the Sheriff's Department in accordance with San Diego County public health orders.
- Strict social distancing is enforced between employee work stations.
- Floor stickers and signage provide visible markers of 6-foot distances for customer lines in business offices and lobbies. Plexiglas screens have been installed in business offices and other public areas.
- Each employee must wear a face covering in accordance with state and local health orders and whenever they are within six feet of another person who is not a member of their family or household. Court visitors are also required to wear

face coverings at all times when in court facilities.

 The public is required to wait outside the courthouses in a socially distanced queue. Court staff members will determine the needs of those in line. Individuals who cannot be assisted via leaving paperwork in the Court's drop boxes or information provided outside the courthouse, and



- who have essential business to conduct, are permitted to enter with masks and social distancing.
- Video-remote technology is in use in most courtrooms, with parties participating remotely.
- As many processes as possible have converted to online, telephone, or video services to the public.
- The number of persons in elevators at any one time is limited.
- The Court has implemented increased cleaning of all high-touch areas in the courthouses, including door handles and elevator buttons.
- Hand sanitizer is widely available in public spaces within the courthouses.
- Children's Waiting Rooms located within court facilities remain closed until further notice.

## **Jury Trials Resumed in February 2021**

The ongoing COVID-19 pandemic, several statewide and local emergency orders suspended jury trials in San Diego County throughout most of 2020. The San Diego Superior Court briefly was able to hold a few jury trials in the fall, but jury trials were again suspended in December and January. The Court resumed jury trials in February 2021. Several additional precautions have been built into welcoming prospective jurors. For example, significantly fewer jurors are being summoned and the Court will use telephone standby and a new online portal to assist in not calling in more people than necessary. Find additional details on the resumption of jury trials on page 22 of this guide.

## **Court Appearances**

Most hearings are currently conducted remotely via video or telephone conference. This is to protect the health and safety of the public, including court users, both in-custody and out-of-custody defendants, witnesses, court personnel, judicial officers, and litigants. Notices are mailed to participants and indicate how hearings will be conducted. In-person court appearances are allowed or required in certain circumstances. Learn more about case-specific court appearances further in this guide.



## **Public Access**



# Business Office Hours: 8:30 a.m. – 4 p.m.

(Drop boxes are available 8 a.m. - 5 p.m.)



# Phone Hours: 8:30 a.m. - 11:30 a.m.

(contact numbers listed at sdcourt.ca.gov)

Persons with Court business are able to access the following locations for certain in-person services:

- Central Courthouse: 1st through 4th Floors (Business Offices) and 14th Floor (Central Records)
- Hall of Justice: 1st and 2nd Floors (Business Offices)
- Kearny Mesa Traffic Court
- East County Regional Center: Ground and 1st Floors (Business Offices)
- North County Regional Center: South Building Lobby, North Building and Annex (Business Offices)
- South County Regional Center: 1st through 3rd Floors (Business Offices)
- Juvenile Court: 1st and 2nd Floors (Business Offices)

## Drop boxes are available for your convenience.

Come to the appropriate location to have your files time-stamped and dropped off for processing. No need to wait!



Central Courthouse Drop Boxes (located in the lobby)

- Family Law
- Probate

Hall of Justice Drop Boxes (located in the lobby)

Civil, including Small Claims

Kearny Mesa Traffic Facility Drop Box

Traffic Cases & Minor Offenses only

East County Regional Center Drop Boxes (located on the ground floor)

- Civil (Restraining Orders only)
- Family Law
- Juvenile Dependency
- Traffic & Minor Offenses

North County Regional Center Drop Boxes (located at the North & South buildings)

- Civil
- Family Law
- Juvenile Dependency & Adoptions
- Probate
- Traffic & Minor Offenses

South County Regional Center Drop Boxes (located on the first floor)

- Civil (Restraining Orders only)
- Family Law
- Traffic & Minor Offenses

Juvenile Court Drop Boxes

- Juvenile Cases only, including Adoptions
- Appeals for Juvenile Cases

## **Public Access**

## **Access to Court Records**

#### Research, including Background/Records Checks:

Dedicated phone lines have been established for researchers which has reduced wait times for the general public for research requests and other inquiries. Phone hours are 8:30-11:30 a.m.

- Phone number for researchers: 619-844-2024
- Phone numbers for public requests:
  - Central Division: 619-844-2400
  - North County Division: 760-201-8600
  - East County Division: 619-456-4100
  - South County Division: 619-746-6200
- Research may also be requested through the mail.



## **Copies of Court Records:**

The Court is working to develop an information technology solution to allow requests for copies (both certified and non-certified) to be made and paid for online. In the meantime, customers may <u>mail requests or come in person to the business offices</u>. Large copy requests may be required to be dropped off.

#### Research Kiosks:

- · Register of Actions kiosks (Civil, Probate, and Small Claims cases):
  - Hall of Justice Civil Business Office (2nd floor)
  - Central Courthouse Probate Business Office (3rd floor)
  - East County Family Business Office (1st floor)
  - North County Family/Civil Business Office, South Building (1st floor)
  - South County near the Family Business Office (3rd floor)
- Odyssey kiosks (Family and Traffic cases):
  - Central Courthouse Family Business Office (4th floor)
  - East County Ground Floor Lobby
  - North County Family/Civil Business Office, South Building (1st floor) Family cases only; and Traffic Annex Building Lobby - Traffic cases only
  - South County near the Family Business Office (3rd floor)
- Court Index kiosks
  - Hall of Justice Civil Business Office (2nd floor)
  - Central Courthouse Criminal Business Office (1st floor) and Family Business Office (4th floor)
  - East County Ground Floor Lobby
  - North County Family/Civil Business Office, South Building (1st floor)
  - South County 2nd and 3rd floors
- Older Records kiosks (Civil, Criminal, and Family cases)
  - Hall of Justice Civil Business Office (2nd floor)
  - Central Courthouse Older Records Office (14th floor) and Family Business Office (4th floor)
  - East County Ground Floor Lobby

## **Access to Exhibits**

To request access to exhibits for any Superior Court location, contact the Superior Court's Exhibits Department to **make an appointment**:

- Central Courthouse: 619-844-2574
- North County Regional Center: 760-201-8285
- East County Regional Center: 619-456-4240
- South County Regional Center: 619-746-6198
- Juvenile Court: 858-634-1608

More information by case type:

Civil

**Criminal** 

**Family** 

Juvenile

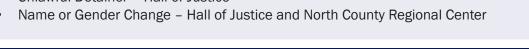
**Probate** 

Traffic & Minor Offenses

**Appeals** 

#### **Locations**

- Restraining Orders Hall of Justice, and the East County, North County, and South County **Regional Centers**
- Limited and Unlimited Hall of Justice and North County Regional Center
- Small Claims Hall of Justice
- Unlawful Detainer Hall of Justice



#### **DID YOU KNOW:**

- An **unlimited civil case** is a general civil case asking for money above \$25,000.
- A **limited civil case** is a general civil case asking for money up to \$25,000.
- A small claims case is a limited general civil case asking for \$10,000 or less.
- Unlawful detainer cases, also called evictions, are lawsuits in which a landlord tries to evict a tenant because, according to the landlord, the tenant no longer has the right to live on the property.

## **Restraining Orders**

Civil Restraining Order hearings are being held remotely at this time. Find more information about Civil Harassment virtual hearings on the Court's website at sdcourt.ca.gov/Civil.

Civil Temporary Restraining Orders (TROs) include Harassment, Elder Abuse, Workplace Violence, Private Postsecondary School Violence, Transitional Housing Misconduct, Gun Violence TROs, and Gun Violence **Emergency Protective Orders.** 

Civil TROs are accepted in person and can be filed in the Civil Division in the Hall of Justice and North County Regional Center and in Family Court at the East and South County Regional Centers.

#### Process to Request a TRO:

To have a Request for Temporary Restraining Order filed and heard by a judge on the same day, the petitioner must be in line with completed paperwork by 3 p.m., in accordance with Code of Civil Procedure § 527.6(e). ("Completed" is defined as meaning all names and information must be completed and match across all documents and be written in a clear, legible manner so that the Judicial Officer may consider the request.)

Code of Civil Procedure § 527.6(e) states: "A request for the issuance of a temporary restraining order without notice under this section shall be granted or denied on the same day that the petition is submitted to the court, unless the petition is filed too late in the day to permit effective review, in which case the order shall be granted or denied on the next day of judicial business in sufficient time for the order to be filed that day with the clerk of the court."

Once you obtain your initial Temporary Restraining Order, it is the responsibility of the petitioner to have the respondent personally served with all necessary documents as instructed by the clerk. Proof of service for the respondent must be filed with the Court prior to or at the time of the hearing on the restraining order. The party can be served by:

- The Sheriff's Department of the county where the respondent lives or works
- Anyone over the age of 18 years old and not a party named in the case

If you used someone over the age of 18, who is not a named party in the case, to serve the respondent, you are responsible for submitting your original Proof of Service to the Court.

If a restraining order was filed against you, you may respond by completing and filing the appropriate forms included in the response packets found on the Court's website at sdcourt.ca.gov/Civil.

## **Types of Restraining Orders**

#### **Civil Harassment:**

Under California law (<u>Code of Civil Procedure § 527.6</u>), a person who has suffered harassment may seek a temporary restraining order and an injunction prohibiting harassment.

Civil Harassment Restraining Orders differ from *Family Law Domestic Violence Restraining Orders* in that the person doing the harassing has no close family or domestic relationship with the victim. For example, a Civil Harassment Restraining Order applies to a neighbor, roommate, or stranger. A <u>Domestic Violence Restraining Order</u> is filed in the **Family Court** and applies to a current or former husband, wife, boyfriend, girlfriend, or certain other relatives.

You may seek protection if you are worried about your safety because you are being stalked, threatened, harassed, or sexually assaulted. Pursuant to <u>California Code of Civil Procedure § 527.6(b)</u>, the course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress and must actually cause substantial emotional distress to the victim. The restraining order can be used to prevent personal conduct by the harasser, order the harasser to stay away from the victim, the victim's family, the victim's home/work and/or children's school, and provide for other miscellaneous orders.

#### **Elder and Dependent Adult Abuse:**

An elder/dependent adult abuse restraining order applies to a person seeking a protective order who falls within the definition of elder or dependent adult. Under California law (Welfare & Institutions Code § 15657.03), a person who is 65 years of age or older (elder) OR a person who is between 18 and 64 years of age and who has mental or physical limitations that prevent them from carrying out their normal activities (dependent adult), who has been a victim of one or more of the following:

- Physical, financial, mental, or emotional abuse;
- Neglect, abandonment, abduction, or isolation;
- Treatment that has caused physical harm, pain, or mental suffering; OR
- Deprivation by a caregiver of goods or services needed to avoid harm or suffering.

### **Workplace Violence:**

A Workplace Violence TRO is filed by an EMPLOYER to protect an employee (or employees) from unlawful violence, or credible threats of violence, that have or reasonably could take place at the workplace.

#### **Private Postsecondary School Violence:**

A Private Postsecondary School Violence TRO is filed by a Chief Administrative Officer (or designee) of a private postsecondary school (i.e., private college or vocational school), to protect a current or potential student (or students) from unlawful violence, or credible threats of violence, that have or reasonably could take place at the school.

#### **Transitional Housing Misconduct:**

A Transitional Housing Misconduct TRO is filed by a program operator who is operating a transitional housing program to prohibit abuse or misconduct by a participant.

#### **Gun Violence:**

A Gun Violence Restraining Order requires that a person surrender, and prohibits him or her from possessing or purchasing firearms, ammunition, or magazines. Under California law (Pen. Code § 18100 et seq.), upon the showing that a person poses a significant danger, in the near future, of causing personal injury to the subject of the petition or another by having in their custody or control, owning, purchasing, possessing, or receiving a firearm, a law enforcement officer or immediate family member (as defined in Pen. Code § 422.4(b)(3)) may request an order requiring a person to surrender and prohibiting him or her from possessing or purchasing firearms, ammunition, or magazines. A Gun Violence TRO can be filed by an immediate family member as defined by Penal Code § 422.4(b)(3) or a law enforcement officer.

#### **Gun Violence Emergency Protective Order:**

A Gun Violence Emergency Protective Order (GV-EPO) is a type of restraining order that only law enforcement can ask for by calling a judge. Judges are available to issue GV-EPOs 24 hours a day. A police officer who answers an emergency call may ask a judge for a GV-EPO at any time of the day or night. After a law enforcement officer obtains a GV-EPO, either during business hours or after hours, and once it is served on the restrained person, he or she must file a copy of the GV-EPO form (JC Form #EPO-002) in the business office that processes civil harassment restraining orders at the division where the restrained person resides. A hearing will be scheduled 21 days after issuance of the GV-EPO to determine if a GV-EPO should be issued for one year.

Need help with filing a restraining order?
See the Self-Help Services available on the next page

## **Self-Help Services for Restraining Orders**

Assistance with petitions for civil harassment and elder abuse restraining orders is available in-person at courthouse walk-in clinics and remotely by phone and video, through the Legal Aid Society of San Diego (LASSD) and San Diego Volunteer Lawyer Program (SDVLP). Assistance is free and provided on a first-come, first-served basis.

#### Legal Aid Society of San Diego (LASSD)

- Hall of Justice, 2<sup>nd</sup> Floor, Room 251
- Clinic Walk-In Hours:
  - Monday Friday
  - 8:30 a.m. to 12:00 p.m.

- South County Regional Center, 1st Floor, Room 158
- Walk-In Hours:
  - Monday Friday
  - 8:30 a.m. to 12:00 p.m. and 12:30 to 4:00 p.m.

#### San Diego Volunteer Lawyer Program (SDVLP)

- North County Regional Center, South Building, 1<sup>st</sup> Floor
- Apply online by filling out the Restraining Order Screening Form at <u>sdvlp.org</u>
- Clinic Walk-In Hours:
  - Monday Friday
  - 8:30 a.m. to 12:00 p.m.
  - Closed 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays

- Phone Hours:
  - Monday Friday
  - 12:00 to 5:00 p.m.
- English: 619-235-5656, Ext. 118
- Spanish: 619-235-5656, Ext. 102

## **Limited & Unlimited Civil Cases**

Generally, a limited civil case is a general civil case asking for money up to \$25,000 and an unlimited civil case is a general civil case asking for money above \$25,000.

E-Filing is available for Civil matters. Find more details at <a href="mailto:sdcourt.ca.gov/Civil">sdcourt.ca.gov/Civil</a>.

#### In-person services currently available at the Hall of Justice:

The following filings are accepted at the counter:

- Temporary Restraining Orders (Civil Harassment, Elder Abuse, Workplace Violence, Emergency Protective Order, etc.) and related filings
- Claims of Right to Possession or Third Party Claims of Right to Possession
- Ex parte papers for Department 60 (Central Division only)
- Abatement Warrants
- Writ of Election
- All other documents to be time-stamped and dropped in a Drop Box

Viewing of case files, including copies and certifications Attorney Service messenger pick up and drop off in lockers



#### In-person services currently available at the North County Courthouse:

The following filings are accepted at the counter:

- Temporary Restraining Orders (Civil Harassment, Elder Abuse, Workplace Violence, Emergency Protective Order, etc.) and related filings
- Abatement Warrants
- All other documents to be time-stamped and dropped in a Drop Box

Viewing of case files, including copies and certifications

Attorney Service messengers pick up and drop off in lockers

## **Limited & Unlimited Civil Cases** continued

#### Process for Scheduling an Ex Parte Hearing

For cases assigned to a Civil Independent Calendar (IC) department, you must call the calendar clerk for the department in which your case is assigned. Please refer to the <u>Court's website for department calendar clerk phone numbers</u>. Independent Calendar departments include:

- Hall of Justice: Departments 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, and 75
- North County Regional Center: Departments N-27, N-28, N-29, and N-31

For Civil Independent Calendar departments, ex parte hearings will generally be held remotely/telephonically using CourtCall or MS Teams. When scheduling an ex parte, please inquire with the Independent Calendar Clerk on how to appear for your hearing. Once you receive confirmation from the Court that your ex parte date has been scheduled, you may contact CourtCall to make arrangements or visit the <a href="Civil Independent Calendar Virtual Hearings">Civil Independent Calendar Virtual Hearings</a> page on the Court's website for more information on howto appear via MS Teams.

For Non-Independent Calendar departments, you must call the Civil Business Office in the location to which your case is assigned. For Central, the phone number is 619-450-7275. For North County, the phone number is 760-201-8243. Ex parte hearings for cases assigned to the Central Division will be available only on Mondays, Wednesdays, and Fridays. Ex parte hearings for cases assigned to the North County Division will be available only on Tuesdays and Thursdays. Non-Independent Calendar departments are conducting ex parte hearings using MS Teams. Please visit the Court's COVID-19 information page for MS Teams links and phone numbers.

#### **Motions**

Effective December 4, 2020, reservations for most Civil Independent Calendar Department motions may be made using the Court's Reserve a Motion Date application which can be accessed from <a href="mailto:sdcourt.ca.gov/Civil">sdcourt.ca.gov/Civil</a> or using the "Reserve a Civil Motion Date" icon on the Court's homepage under Online Services.



#### **Informal Discovery**

If you want to have an informal discovery conference related to an ongoing discovery dispute either for a motion that was previously set on calendar, or for a new discovery dispute, you should contact the independent calendar clerk for the department to which your case is assigned to set an ex parte hearing to discuss your discovery matter and obtain a referral.

Please note: All informal discovery conference requests require approval from the independent calendar judge to whom your case is assigned. The independent calendar judge to whom your case is assigned can hear your informal discovery conference, or you may ask and/or be referred to one of the overflow Civil judges assigned to informal discovery conferences. The overflow judges who will be hearing the conferences are Hon. Kevin A. Enright and Hon. Robert Longstreth.

In preparation for an informal discovery conference, the parties shall each electronically file a brief no more than five pages in length, outlining the areas in dispute at least five days before the informal discovery conference. If the discovery dispute does not resolve informally, the parties' attorneys may stipulate to a dispositive hearing following the informal discovery conference by using the Stipulation for Discovery Determination Following Informal Discovery Conference Form (SDSC Form #CIV-405).

It is anticipated that this hearing will be scheduled promptly, thus resolving the discovery issue. If there is no stipulation and the discovery matter is not resolved, the case is referred back to the independent calendar department for a noticed motion hearing in due course.

Limited Civil matters in Central Department 61 and North County Department 3 are being heard remotely at this time. Find more information about limited civil virtual hearings at sdcourt.ca.gov/Civil.

## **Small Claims Cases**

A small claims case is a limited civil case asking for \$10,000 or less.

Small claims cases may be filed at the Hall of Justice, where the following services are available:

- The following filings are accepted at the counter:
  - Dismissals
  - Notice of Change of Address
  - Satisfaction of Judgment
- All other documents are to be time-stamped and dropped in the Drop Box
- Payment of Judgment to the Court
- Viewing of case files, including copies and certifications

All hearing dates in small claims cases that were scheduled during the Court's closure were vacated and are being re-scheduled by the Court. Parties will receive a notice from the Court with the date and time of the re-scheduled hearing, along with information regarding how to appear at the hearing. Small claims hearings (motions and trials) that were scheduled during the Court's COVID-19 closure are being re-scheduled.

Hearings for small claims matters that were filed on and after May 26, 2020, will be scheduled for future dates.

Small claims hearings are being held remotely at this time.

Find more information about small claims virtual hearings at <a href="mailto:sdcourt.ca.gov/Civil">sdcourt.ca.gov/Civil</a>.

The Small Claims Legal Advisory is preparing to expand its remote services to include live chat and video appointment offerings. In-person self-help services at court facilities will resume at a later date.

## **Self-Help Services for Small Claims cases**

The Small Claims Legal Advisory offers remote assistance by phone and email during the pandemic. <u>You are encouraged to seek assistance from the Small Claims Legal Advisory before filing paperwork and/or visiting the courthouse.</u> Services are provided at no cost.

#### **Small Claims Legal Advisory**

- Speak to an attorney or paralegal who can explain procedures and assist you with preparing your forms.
- SCLA will transmit your completed forms to you by email
- 858-634-1777
  - Phone Hours: Monday Friday
  - 8:30 a.m. 12:30 p.m.
  - 1:30 p.m. 4:30 p.m.
- Help is available in English & Spanish



## **Unlawful Detainer Cases**

Unlawful detainer cases, also called evictions, involve a lawsuit in which a landlord tries to evict a tenant because, according to the landlord, the tenant no longer has the right to live on the property.

Unlawful detainer cases may be filed at the Hall of Justice. All hearing dates in unlawful detainer cases that were scheduled during the Court's closure have been vacated and will be re-scheduled by the Court. Parties will receive a notice from the Court with the date and time of the re-scheduled hearing, along with information regarding how to appear at the hearing.

Due to the COVID-19 emergency, government directives and orders are rapidly changing. For the most current information regarding moratoriums on evictions enacted by local governments, please consult your city's website or the County of San Diego website if you live in an unincorporated area of the county.

## Self-Help Services for Unlawful Detainer (Landlord-Tenant) cases

Assistance with landlord-tenant matters is available in-person at courthouse walk-in clinics and remotely by phone and video, through the Legal Aid Society of San Diego (LASSD) and San Diego Volunteer Lawyer Program (SDVLP). Assistance is free and provided on a first-come, first-served basis.

## Legal Aid Society of San Diego (LASSD)

- Legal Aid assists tenants with answers and ex-parte requests to stay a lockout in landlord-tenant matters. They do not assist with requests for eviction.
- Hall of Justice, 2<sup>nd</sup> Floor, Room 251
- · Clinic Walk-In Hours:
  - Monday Friday
  - 8:30 a.m. to 3:30 p.m.

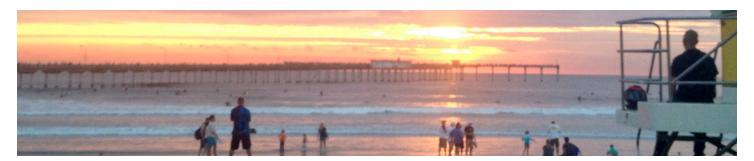
#### San Diego Volunteer Lawyer Program (SDVLP)

- North County Regional Center, South Building, 1<sup>st</sup> Floor
- Apply for assistance online by filling out the Landlord/Tenant Help Request Form at <u>sdvlp.org</u>
- Clinic Walk-In Hours:
  - Monday Friday
  - 8:30 a.m. to 12:00 p.m.
- Phone Hours:
  - Monday Friday
  - 12:00 to 5:00 p.m.
- English: 619-235-5656, Ext. 118
- Spanish: 619-235-5656, Ext. 102

Unlawful detainer motion hearings are being held remotely at this time.

Find more information about unlawful detainer remote hearings on the Court's website at <a href="mailto:sdcourt.ca.gov/Civil">sdcourt.ca.gov/Civil</a>.

In-person self-help services at court facilities will resume at a later date.



## **Name or Gender Changes**

Requests for change of name or gender can be filed at the Hall of Justice and the North County Regional Center.

## **Self-Help Services for Name or Gender Changes**

Court-based legal service provider Legal Aid of Society of San Diego offers remote assistance by phone and video conference during the pandemic. <u>You are encouraged to seek assistance from Legal Aid before visiting the courthouse.</u> Providers are attorneys and legal professionals who can explain procedures and prepare your forms. Services are provided at no cost.

## Legal Aid Society of San Diego (LASSD)

- Remote assistance is available by phone and video conference
- LASSD will prepare your forms and email them to you for filing
- 877-534-2524, Ext. 2844

## **Habeas Corpus**

Process for Bringing a Petition for Writ of Habeas Corpus regarding Quarantine Detention

To challenge an Order from the Public Health Officer to Isolate or Quarantine, a party must file a Petition for Writ of Habeas Corpus re Quarantine Detention (Form SDSC #CIV-401). All such Petitions will be filed and heard in the Central Division of the San Diego Superior Court, Presiding Department. The process is temporary, and has been implemented solely to address the current health and safety issues caused by the COVID-19 pandemic. For additional details, please refer to the Civil Habeas Corpus FAQ document found on the Court's website at sdcourt.ca.gov/coronavirus.



## **Criminal**

#### Locations

- Central Courthouse
- East County Regional Center
- North County Regional Center
- South County Regional Center



Most out-of-custody criminal hearings are being held remotely at this time, unless otherwise ordered by a judge.

There are several options for out-of-custody defendants to attend their arraignment and/or preliminary hearings:

- Attend virtually via video or telephone conference.
- Waive your personal appearance (<u>PC 977</u>) and allow your attorney to appear on your behalf.
- Use one of the "walk-up" courtrooms at your designated courthouse where you can use the Court's A/V system to appear virtually for your hearing.
- Attend the hearing in-person in the courtroom with the judge physically present.
   Please note: for this option, your attorney must also attend in-person with you.

Find more information about out-of-custody virtual hearings at <a href="mailto:sdcourt.ca.gov/Criminal">sdcourt.ca.gov/Criminal</a>.

Criminal Business Office services available:

- Fine payments
- Program reassignments/extensions
- Background/Records checks (for nonresearchers; limit one per visit)
- Copy requests (for non-researchers)
- · Verification of appearance
- Assist customers at the counter with inquiries
- Kiosk access to research cases
- Address warrants/license holds
- Order files upon request
- Accept felony motions and petitions\*
- · Proof of completion of court-ordered programs
- Motions to be filed and responsive pleadings\*
- Habeas corpus petitions and responsive pleadings
- Accept Petition for Dismissal and expungement filings (misdemeanor or felony)
- Accept probation and parole recalls and warrant requests
- Accept and process correspondence and mail
- Probation reports
- Misdemeanor motions and petitions\*
- Counter/fax arraignments

Please contact the Court if you have questions on a pending criminal matter.



<sup>\*</sup> Only select filings will be scheduled for hearings at this time. Anything else will be accepted and held until services are expanded.

## **Family & Family Support Division**

#### Locations

- · Central Courthouse
- East County Regional Center
- North County Regional Center
- · South County Regional Center



Family Business Office in-person services:

- Accept requests for Domestic Violence Temporary Restraining Orders (DVTRO), proof of service, and responses to temporary restraining orders (TROs)
- Accept emergency ex parte requests
- Cashier services payments/ purchase forms/copies
- Copy requests (25 pages or less; over 25 pages must use the drop box)
- Viewing physical case files or viewing imaged cases on the kiosks
- Attorney Services (limited to two transactions at a time)
- Elisor Appointments
- Hague Petitions
- Process Changes of Address
- Process Requests for Fee Waiver (time sensitive)
- Notice of Lodgment of Exhibits (within 10 days of hearing)
- Accept Trial Briefs
- Request for Orders
- Responsive Declaration to Request for Order
- Substitution of Attorney
- Withdrawal of Attorney
- Notice of Limited Scope of Attorney
- Purchase forms

E-Filing for Family Law matters is available. Documents may be filed electronically in actions for divorce, legal separation, annulment, parentage, child custody, visitation, support (child and spousal), and family-related issues. Find more information at the Family Law e-Filing link at <a href="mailto:sdcourt.ca.gov/Family">sdcourt.ca.gov/Family</a>.

Most Family Law hearings are being held remotely at this time.

Effective March 1, 2021, there is an in-person option for long cause trials in Departments 801 (Judge Kalemkiarian), 901 (Judge Mangione) and 604 (Judge Lewis Hoy). This option may be discussed and selected at the trial readiness conference.

Find more information about Family Law virtual hearings at <a href="mailto:sdcourt.ca.gov/Family">sdcourt.ca.gov/Family</a>.

#### Drop Box Only:

- New petitions
- Orders/Findings and Order After Hearing
- Income Withholding Order
- Qualified Domestic Relations Order
- Judgments
- Stipulations
- Declarations
- Declarations regarding Service of Declarations of Disclosure and Income & Expense Declaration
- Income & Expense Declaration
- Notice and Acknowledgment of Receipt
- Notice of Continuance
- Proof of Service of Summons
- Property Declaration
- Request for Dismissal
- Responses to Petitions
- Request for Joinder

- Restoration of Former Name
- Abstracts
- Application and Order for Posting/Publication Declaration/Order for Attorney Fees & Costs
- Earnings Assignment Order
- Peremptory Challenge
- Request to Continue a Request for Order
- Request to Enter Default
- Registration of out-ofstate custody order
- Transfers/change of venue
- · Writ of Execution
- <u>Family Law forms</u> not listed above

## **Family Court Services**

Services currently available:

- Conduct Lanterman Petris Short (LPS) mental health hearings by telephone
- Conduct child custody mediations and guardianship investigations by telephone

Drop Box only:

- Data sheets
- Separate interview requests
- Complaints
- Subpoenas

Prior to a Family Court Services session, parties are to review the orientation video available online at <a href="mailto:sdcourt.ca.gov/Family">sdcourt.ca.gov/Family</a> under the Custody & Visitation link and review the Family Court Services' Child Custody Recommending Counseling Information Sheet (FCS-022).

In-person interviews for minor marriage petitions from Juvenile are to be conducted at the Central Courthouse at a later date.

## **Requesting an Emergency Family Ex Parte Order**

If a person needs to request an emergency family ex parte order, they should submit their Ex Parte Application and Order – Family Law Form (SDSC Form #D-046) and supporting ex parte paperwork including a Request for Order Form (JC Form #FL-300), if applicable, and a Credit Card Payment Form (SDSC Form #ADM-253) to the Family Business Office at the appropriate location. Check payments will also be accepted, but there should be two separate checks submitted at time of filing the ex parte paperwork if accompanied by a Request for Order (one check for the Ex Parte Application and one check for the Request for Order and Court Reporter Fee).

Upon receipt of the paperwork, the clerk will set the matter for a hearing date and time. Paperwork received by noon will be scheduled for the following day. Notice must be provided by the moving party to the responding party in the case 24 hours prior to the scheduled hearing date and time. The documents must be served by 2 p.m. the court day prior to the hearing. Ex parte hearings will be set for 1:30 p.m. the following day (Monday through Friday) for each Department including the Family Support Division. Opposition paperwork may be filed at the designated Family Business Office at the appropriate location no later than 10 a.m. on the day of the designated hearing date. Parties will be instructed to return to the designated Family Business Office or courthouse lobby to pick up their paperwork after 3:30 p.m.

Effective September 14, ex parte hearings will be conducted via MS Teams. Please see the Court's website for MS Team information. No in-person hearings will be conducted.

## **Family Law Facilitator Services**

The Court's Family Law Facilitator's Office (FLF) helps unrepresented parents and parties who have questions about family law issues at no cost.

Services available in person at the courthouse locations:

Assist with forms to request domestic violence restraining orders

Services available remotely:

- Ex parte assistance: assist public with completing paperwork to request an emergency order
- Document review for litigants: FLF staff can provide a brief in-person review of completed paperwork before the documents are filed.
- Case Status Conferences are being conducted daily by telephone. These are handled by telephone and FLF staff will call between 8:30 a.m. -12 p.m. for the morning calendar and between 1:30 5 p.m. for the afternoon calendar.
- Workshops:
  - The Divorce Workshop is now posted online at <a href="mailto:sdcourt.ca.gov/Family">sdcourt.ca.gov/Family</a> under Self Help Services/
    Family Law Facilitator. For follow up questions, you can sign up for a video conference (Zoom) held on Mondays, Wednesdays, and Fridays.
  - Spanish divorce workshops are being conducted by video conference (Zoom) every Monday, scheduled through the Central Division only.
  - Guardianship workshops are being conducted by video conference (Zoom) twice weekly (Tuesdays and Thursdays).
  - Online Workshop Registration: iflow.sdcourt.ca.gov
- Answer questions received via email, phone and Google questionnaire, including ex parte requests, workshop follow-up, new petitions, responses, Requests for Orders, judgments, and more. These are all being handled by phone or a video conference (Zoom) appointment, if needed.
- Findings and Order After Hearing (FOAH) and judgments from virtual hearings are mailed to the parties after approval by the judge.
- Request help: via the Online Questionnaire: sdcourt.ca.gov/Family

## **Self-Help Services for Domestic Violence Restraining Orders**

Assistance with petitions for a domestic violence restraining order is available in-person at courthouse walk-in clinics and remotely by phone and video, through the San Diego Volunteer Lawyer Program (SDVLP) and Legal Aid Society of San Diego (LASSD). Services are free and provided on a first-come, first-served basis. *Please note: in-person services are subject to change.* 

## San Diego Volunteer Lawyer Program (SDVLP)

- Central Courthouse, 4th Floor, Room 417
- Apply online by filling out the Restraining Order Screening Form at sdvlp.org
- Clinic Walk-In Hours:
  - Monday Friday
  - Closed 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays
  - 8:30 a.m. to 12:00 p.m.
- · Phone Hours:
  - Monday Friday
  - 12:00 to 5:00 p.m.
- English: 619-235-5656, Ext. 118
- Spanish: 619-235-5656, Ext. 102

- North County Regional Center, South Building, 1st Floor
- Apply online by filling out the Restraining Order Screening Form at sdvlp.org
- Clinic Walk-In Hours:
  - Monday Friday: 8:30 a.m. to 12:00 p.m.
  - Closed 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays
- Phone Hours:
  - Monday Friday: 12:00 to 5:00 p.m.
- English: 619-235-5656, Ext. 118
- Spanish: 619-235-5656, Ext. 102
- East County Regional Center, 1<sup>st</sup> Floor by Family Court Services
- Apply online by filling out the Restraining Order Screening Form at sdvlp.org
- Clinic Walk-In Hours:
  - Monday Tuesday
  - 8:45 a.m. to 12:00 p.m.
  - Wednesday
  - 8:45 10 a.m.
- Phone Hours:
  - Monday Tuesday
  - 12:00 to 5:00 p.m.
- English & Spanish: 619-235-5656, Ext. 122

#### Legal Aid Society of San Diego (LASSD)

- South County Regional Center, 1<sup>st</sup> Floor, Room 158
- Clinic Walk-In Hours:
  - Monday Friday
  - 8:30 a.m. to 12:00 p.m.
  - 12:30 to 4:00 p.m.

## For those who have already filed a Domestic Violence Temporary Restraining Order, SDVLP holds weekly virtual workshops to prepare petitioners for their virtual court hearings. To obtain the link to the workshop, contact:

- English:
- 619-235-5656, Ext. 118
- Spanish:
- 619-235-5656, Ext. 102
- Apply for assistance online by filling out the Restraining Order Screening Form at <u>sdvlp.org</u>

#### **Center for Community Solutions (CCS)**

Remote assistance is available by phone and video conference. CCS will prepare your initial DVRO paperwork and email this paperwork to you, or to the courthouse, for pick up and filing

- CCS DVRO Clinic Helpline East San Diego County Residents
  - Clinic Phone Hours: Wednesday: 1 p.m. 5 p.m. and Thursday & Friday: 8:30 a.m. 5 p.m.
  - 619-314-5714
  - If they are busy with another caller, please leave your name, a safe contact number (please state if it is "safe" to leave a voicemail), and a brief message and they will return your call during the clinic phone hours above.
- CCS Legal Intake Line (Appointment-based services only)
  - 858-272-5777, Ext. 7100
  - Please leave your name, a safe contact number (please state if it is "safe" to leave a voicemail), and a brief message and they will return your call as quickly as possible during CCS Business Hours (Monday – Friday, 8:30 a.m. – 5:30 p.m.).

## **Juvenile**

#### **Locations**

- Juvenile Court
- East County Regional Center
- North County Regional Center



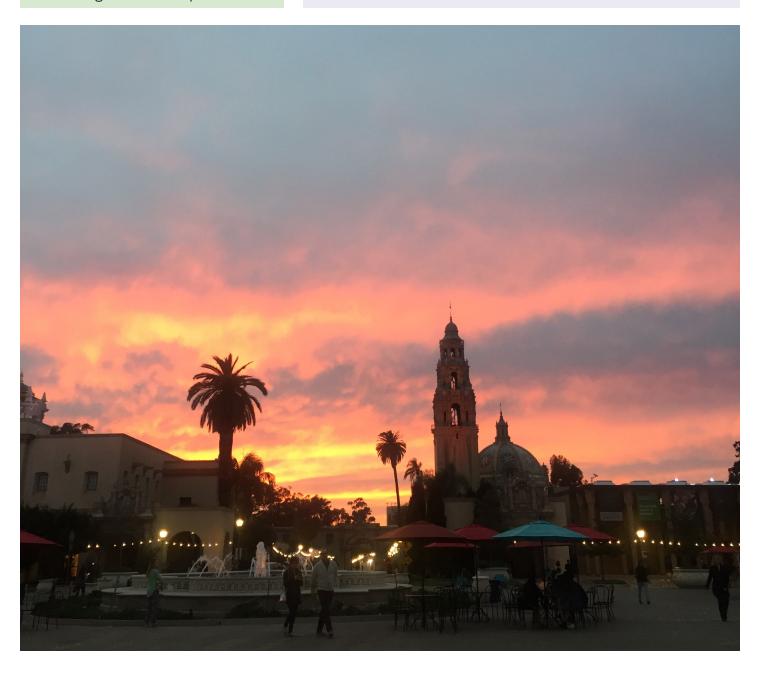
Most juvenile hearings are being held virtually via MS Teams. Select juvenile justice hearings are being conducted in person.

## Juvenile Business Office in-person services:

- · Accept Notices of Appeal
- Accept Notices of Intent
- Accept Petitions to View Records
- Adoptions (only at Juvenile Court and North County Regional Center)
- Background checks
- Copy requests
- Juvenile marriage requests

## Drop Box Only:

- Disclosure requests
- · Reports from social workers
- Emancipations
- Name change requests



## **Probate**

#### **Locations**

- Central Courthouse
- North County Regional Center



In-person services previously available, including in-person hearings and in-person investigations in guardianship and conservatorships, will resume at a later date.

Probate hearings are being conducted via Microsoft Teams. Visit <a href="mailto:sdcourt.ca.gov/Probate">sdcourt.ca.gov/Probate</a> for more information.

E-Filing for Probate matters is available. Find more information at the Probate e-Filing link at <a href="mailto:sdcourt.ca.gov/Probate">sdcourt.ca.gov/Probate</a>.

#### General services available:

- Remote investigations (telephone) in guardianship and conservatorship cases
- Setting ex parte matters per the standard department guidelines
- Examining and posting Probate Notes to the San Diego Superior Court website for matters with a future hearing date
- All regularly scheduled hearings (guardianships, conservatorships, decedent's estates, trusts, etc.)
- Effective Nov. 2, 2020, all Probate matters will be conducted via Microsoft Teams telephone/video conference. No personal appearances are allowed until further notice

#### Probate Business Office in-person services:

- Process copy requests and certifications. Exemplifications must be dropped in the Drop Box or mailed only
- Accept and file ex parte petitions/applications and set hearings
- Answer questions and provide forms over the counter
- All other items to be filed should be submitted via the Drop Box, mail or e-Filing

## **Self-Help Services for Guardianship and Conservatorship Cases**

Court-based legal service providers including the Family Law Facilitator (FLF) and Legal Aid Society of San Diego (LASSD) offer assistance in select probate matters. Providers are attorneys and legal professionals who can explain procedures and prepare your forms. Services are provided at no cost.

#### Family Law Facilitator - Guardianship Cases

Guardianship workshops are being conducted by video conference (Zoom) twice weekly (Tuesdays and Thursdays).

• Register Online: <u>iflow.sdcourt.ca.gov</u>

Register by Phone: 619-844-2869

#### Legal Aid Society of San Diego (LASSD) - Conservatorship Cases

- Central Courthouse (1100 Union Street, San Diego 92101), 5th floor, Room 541
- Clinic Walk-In Hours:
  - Tuesday/Thursday
  - 9:00 a.m. 3:00 p.m.

## **Legal Services for Probate Guardianship of the Person:**

If you are seeking or objecting to guardianship, seeking to terminate a guardianship, or seeking visitation or other orders in a guardianship, and are low income, you may qualify for assistance through the San Diego Volunteer Lawyer Program.

## San Diego Volunteer Lawyer Program (SDVLP)

Remote assistance is available by phone and video conference. SDVLP will prepare your forms and mail or email them to you to print at home, or SDVLP can e-file your forms with the court

- 619-235-5656, Ext. 111
- Apply for assistance online by filling out the Guardianship Legal Assistance Request Form at savlp.org

## **Traffic & Minor Offenses**

#### **Locations**

- Kearny Mesa Traffic Court
- East County Regional Center
- North County Regional Center
- South County Regional Center



## Financial Hardship and Inability to Pay

If you have a financial hardship and can show that you are unable to pay the full amount for the offenses on your traffic ticket, find more information on the options available to you on the Court's website at <a href="mailto:sdcourt.ca.gov/Traffic">sdcourt.ca.gov/Traffic</a>.

Most Traffic and Minor Offense hearings are being held remotely at this time, unless the defendant opts to appear in-person or otherwise ordered by the judge.

There are several options for traffic / minor offense defendants to attend their hearings:

- Attend virtually via video or telephone conference.
- Waive your personal appearance (PC 977) and allow your attorney to appear on your behalf.
- Use one of the Court's
   Audio/Visual Access Rooms
   provided for those who do not have access to a computer or a phone to appear virtually for your hearing.
- Attend the hearing in-person in the courtroom.

Find more information about virtual Traffic and Minor Offense hearings at <a href="mailto:sdcourt.ca.gov/Traffic">sdcourt.ca.gov/Traffic</a>.

# Online Services: sdcourt.ca.gov/Traffic

Pay your bail or fine online

Request a 30-day extension

Request traffic school

Set up a payment plan or make a payment



If you receive a "time out" error when trying to process a payment online and are using Google Chrome as your web browser, that may be the problem. Try using a different web browser and see if that corrects the issue. If the problem persists, you can mail your payment to the address indicated on your citation.

Services available in person at all Traffic Court locations (business offices/payment windows):

- Fine or bail payments (All payment types accepted. Non-cash payment types can also be dropped in the secure Drop Box)
- Program reassignments/extensions
- Background/Records checks
- Process copy requests
- Establish payment plans
- Issue verifications of appearance
- Assist customers at the counter with inquiries
- · Accept and process correspondence and mail
- Receive fax arraignments and recall warrants
- Order files upon request
- Accept guilty/not guilty plea at counter in the same manner as those mailed in or dropped
- · Process bail forfeitures

#### Drop Box options:

- Payments (check, money order, credit card; no cash)
- Proof of completion of court-ordered programs
- Proof of correction with payment of applicable fee (no cash)
- Motions to be filed, and responsive pleadings
- · Correspondence not mailed

## **Traffic & Minor Offenses**

## **Frequently Asked Questions**

## I had a court trial set during the Court's closure. When will my matter be heard?

Court trials originally scheduled for any date after March 16, 2020, have been rescheduled as virtual hearings. If you have not received a notice of rescheduled hearing, please contact the Court immediately.

## I previously "failed to appear" and now my case is in collections or my license is suspended. What are my options?

If you want to plead *guilty*, consider submitting completed MO-041 and ADM-283 forms to the Court. If these forms are received, the Court will release the hold on your license (if applicable) and you will be notified by mail of the Court's decision.

If you want to plead *not guilty*, consider submitting completed MO-012 and ADM-283 forms to the Court. Bail will not be required. If these forms are received, the Court will release the hold on your license (if applicable) and you will be notified by mail of a trial date.

## I have received a "Notice of Rescheduled Hearing/Appointment – Remote." How do I appear for my virtual hearing?

Prior to your hearing date, visit the Traffic page on the Court's website at <u>sdcourt.ca.gov/Traffic</u> for the most current instructions on how to appear for your hearing. The website also contains information on other services that are available, including options for resolving your case without a court appearance.

## I received a "Notice of Rescheduled Hearing/Appointment – Remote" and I am unable to participate because I don't have a computer, tablet or phone. What do I do?

If you are technologically unable to appear by either videoconference or teleconference (for example, lacking a working computer, tablet or phone), you may request a continuance of your hearing using the Motion for Continuance of Remote Hearing (SDSC #MO-063). This form must be received by the Court (by mail or express drop box) at least 48 hours before the scheduled hearing. If the motion is granted, the Court will continue your hearing and will notify you by mail of the new hearing date. You also now have the option to appear in-person for Traffic trials.

I was supposed to complete traffic school during the Court's closure. How can I get more time to complete it?

You will need to submit in writing a request for more time to complete traffic school.

## I was supposed to submit proof of completion of a court-ordered program during the Court's closure. What should I do?

The due dates for all proofs of completion due to the Court from March 17 – May 22, 2020, were extended to August 26, 2020. If you have proof of completion, please submit it immediately to the Court via mail or drop it off at the appropriate court location.

## I submitted documents during the closure. How do I know if the Court received them?

Most documents submitted during the closure have been processed. If you have not received written notification, contact the Court immediately.

## **Appeals**

#### Location

Central Courthouse



All Appeals documents can be filed at the Appeals Business Office in the Central Courthouse

Notices of Appeals can be filed at the Central Courthouse or can be dropped off at the courthouse where the case was originally heard and the documents will be routed to the Central Courthouse for processing.

E-Filing is available for Appeals matters in Unlimited Civil, Limited Civil (including Unlawful Detainer appeals), and Probate case types.

The Court of Appeal issued numerous Orders during the Court's closure, some of which may serve to extend time periods specified by the California Rules of Court. However, the deadline may not be extended:

- 4/16/20 Court of Appeal Misc. Order 041620 In Re: Extensions Due to Court Closure
- 4/15/20 Court of Appeal Implementation Order for the Renewed Order Pursuant to Rule 8.66 of the California Rules of Court
- 4/9/20 Court of Appeal Implementation Order for Order Authorizing Retroactive Application of Amended Rule 8.66 of the California Rules of Court

For the most up-to-date information, please refer to the orders posted on the Court of Appeals 4th District, Division 1's website at <a href="mailto:courts.ca.gov/4dca">courts.ca.gov/4dca</a>.

In-person hearings are not being scheduled yet. Appellate Division virtual oral arguments are being heard in misdemeanor, limited civil, traffic and infraction appeals cases. Find more information about virtual oral arguments being heard in the Appellate Division at <a href="mailto:sdcourt.ca.gov/Appeals">sdcourt.ca.gov/Appeals</a>.

For information about cases being hearing in the Court of Appeals, please visit courts.ca.gov/4dca.



## **Jury Duty**

#### Locations

- Central Courthouse / Hall of Justice
- East County Regional Center
- North County Regional Center
- South County Regional Center



The San Diego Superior Court resumed jury trials in both criminal and civil cases in February 2021.

Jury service is an important civic duty and it is only through the participation of the public that we can ensure justice is provided to all.

We are committed to the safety of our jurors. We are closely following the guidelines issued by the CDC, and state and local health authorities. In addition to the precautions we've taken for all members of the public coming into the courthouse, these extra steps are taken to safely bring jurors in for trials:

- We're using telephone standby to decrease the number of people coming to the courthouse in person. Call in the night before to find out if you have to report the next day. For the Central, North County and East County courthouses, standby begins on a Friday (call in on Thursday evening) and ends on a Thursday (last call in on Wednesday evening). For the South County courthouse, standby begins on a Monday (call in over the weekend) and ends on a Friday (last call in on Thursday evening).
- A new <u>online portal</u> allows potential jurors to register their phone number and email address so that we can send you an alert if it turns out you aren't needed to come into the courthouse. Once you receive your summons in the mail, visit <u>sdcourt.ca.gov/Jury</u> and click "<u>Online Jury Services</u>" to register.
- Concession sales in the courthouses may be limited or unavailable, so you may want to bring lunch or a few snacks with you when you report for jury service, but please do not bring in glass containers. Review all prohibited items listed at <a href="mailto:sdcourt.ca.gov/Jury">sdcourt.ca.gov/Jury</a>.
- Significantly fewer jurors are being summoned. Capacity in jury assembly rooms will be considerably limited and social distancing markers will be used to keep space between potential jurors.
- Juror interviews will take place in settings that permit 6 feet of distance between jurors or seated in the jury box with protective plastic panels.
- If you're selected to serve on a jury, you'll be spaced at least 6 feet apart in the courtroom or seated in the jury box with protective plastic panel installed between each of your fellow jurors and other courtroom participants.
- When it comes time to deliberate, you'll still be able to maintain at least 6 feet of space from others - you will go into another courtroom or a larger meeting room rather than the usual smaller jury deliberation rooms.



## **Jury Duty**

We are summoning significantly fewer jurors than in the past, so there won't be as many people coming into the courthouses.





It is more critical than ever that you report for jury duty as directed.

Learn more: sdcourt.ca.gov/Jury



## **How to Access a Virtual Hearing**

## If your hearing is scheduled via CourtCall:

- Select Civil matters are heard via CourtCall.
- Arrangements to appear by telephone or video must be made as soon as possible by contacting CourtCall by phone at 888-882-6878 or online at CourtCall.com.
- CourtCall charges a fee for making the arrangements. If you have obtained an approved Order on Court Fee Waiver (FW-003/FW-003-GC), CourtCall may not require a fee. It is your responsibility to inform CourtCall that you have an approved Order to avoid being charged.

### If your hearing is scheduled via Microsoft Teams:

- Using a desktop computer or laptop: click <u>here</u> to access a tip sheet on how to download Microsoft Teams to your computer or click <u>here</u> to view a stepby-step video.
- Using a smartphone mobile device or tablet: click here to access a tip sheet on how to download Microsoft Teams to your mobile device or click here to view a step-by-step video.

If you don't have a computer or smartphone, Microsoft Teams hearings can be accessed by calling the corresponding conference call phone number.

If you do not have a telephone and/or if your type of hearing will require video presence, the Court has established Audio/Visual Access Rooms in each courthouse. These rooms are designed to allow people who do not have access to a computer or smartphone to use the Court's equipment for their hearing. Please note that the Audio/Visual Access Rooms are limited in capacity and not entirely private.

## Case-specific instructions for virtual hearings:

## Civil - sdcourt.ca.gov/Civil

- <u>Civil Restraining Order Virtual Hearings</u>
   (excluding Domestic Violence Restraining Orders see Family)
- Limited Civil Virtual Hearings
- Civil Independent Calendar Virtual Hearings
- Small Claims Virtual Hearings
- Small Claims Trial de Novo Virtual Hearings (Small Claims Appeals)
- <u>Unlawful Detainer Virtual Hearings</u>

## Criminal - sdcourt.ca.gov/Criminal

- Contact your attorney for details on pending criminal cases
- Out-of-Custody Virtual Hearings
- Military Diversion Virtual Hearings

## Family - sdcourt.ca.gov/Family

<u>Family Law Virtual Hearings</u>

 (including Domestic Violence Restraining Orders)

#### Juvenile - sdcourt.ca.gov/Juvenile

Contact your attorney for details on pending juvenile cases

## Probate - sdcourt.ca.gov/Probate

• Probate Virtual Hearings

#### **Traffic - sdcourt.ca.gov/Traffic**

Traffic & Minor Offense Virtual Hearings

#### **Appeals - sdcourt.ca.gov/Appeals**

- Appellate Division Virtual Oral Arguments
- Appellate Division Traffic Virtual Arguments

