

**CHAPTER 5  
REQUEST FOR ORDER (RFO)**

**Rule 5.5.1**

**Hearings on Request for Order**

**A. Hearing Time Limits**

1. All RFOs must indicate a time limit beneath the case number on the first page of the RFO form. “Time limit” means the time needed for the entire hearing.
2. Failure to indicate a time limit will result in a default hearing time limit of 20 minutes.
3. If the time limit is reached before the hearing is completed, the court may continue the matter to a future date.
4. Failure to adhere to the time limit constitutes good cause for imposing sanctions.

**B. Hearing Assignments**

1. RFOs limited to 40 minutes or less are set on the short cause calendar of the judicial officer assigned to the case.
2. RFOs with limits of more than 40 minutes but less than a single court day may be heard by the judicial officer assigned to the case, another judicial officer in the family law department, or any trial department.
3. **Long-Cause Hearing.** RFOs longer than a single court day may be heard by the judicial officer assigned to the case, another judicial officer in the family law department, or any trial department, and are subject to the California Rules of Court regarding long-cause hearings.

**C. Continuance of Hearing Date**

1. Continuances are disfavored and will be granted only for good cause shown.
2. If an RFO has been timely served, either party may request a continuance of the hearing. The party asking for the continuance must complete and submit the *Request to Continue Hearing* (form FL-306) and an *Order on Request to Continue Hearing* (form FL-307) pursuant to the California Rules of Court.
3. An *unopposed* request for a continuance may be made by either party. The request must be made at least two court days before the hearing either by:
  - a. Filing a stipulation stating good cause and signed by all parties with a completed *Request to Continue Hearing* (form FL-306) and an *Order on Request to Continue Hearing* (form FL-307); or
  - b. Completing the online webform, *Notice of Continuance Request/Settlement* and submitting a completed *Request to Continue Hearing* (form FL-306) and *Order on Request to Continue Hearing* (form FL-307) to the court no later than the date of the hearing. Self-represented litigants without internet access must timely make their request to the courtroom clerk by telephone.
4. A continuance of an RFO that includes any temporary emergency order is governed by the California Rules of Court.

**D. Calendar Calls.** Requests for calendar priority should be made prior to the calendar call. Parties or counsel unable to appear at the calendar call must notify the opposing party at the earliest reasonable time.

**E. Extra Copies of Pleadings.** Parties should always bring an extra copy of all court conformed relevant pleadings and exhibits to the hearing in case the court file is incomplete.

**F. Page Limits and Late Filed Papers.** The court, in its discretion, may refuse to consider declarations which exceed the mandatory page limits and/or late filed papers.  
(Adopted 1/1/2005; Renum. 1/1/2006; Rev. & Renum. 1/1/2008; Rev. 1/1/2009; Rev. 1/1/2010; Rev. 1/1/2011; Rev. 1/1/2012; Rev. & Renum. 1/1/2013; Rev. 1/1/2014; Rev. & Renum. 1/1/2015; Rev. 1/1/2016; Rev. 1/1/2017; Rev. 1/1/2018; Rev. 1/1/2019)

**Rule 5.5.2**

**Proposed Orders Entered at Hearing**

**A.** Parties are encouraged to submit proposed orders at the time of the hearing, including but not limited to, income withholding orders.

**B.** In the event the court does not sign or issue a written order immediately following the hearing, the procedures set forth in the California Rules of Court shall be followed regarding the preparation, service and submission of orders after hearing.

(Rev. & Renum. 1/1/2017; Rev. 1/1/2018; Del. 1/1/2019; Adopted 1/1/2020)

**Rule 5.5.3**

**Related RFO.**

**A. Reasonably Related Issues**

1. Subject to calendar availability, a party may request that an RFO with issues reasonably related to the issues raised by a scheduled RFO be set on the same date and time only if the related RFO meets the standard statutory time requirements for filing and service.

2. The first page of the related RFO must state “Related RFO.”

(Adopted 1/1/2005; Renum. 1/1/2006; Rev. 1/1/2007; Rev. & Renum. 1/1/2008; Rev. 1/1/2011; Rev. 1/1/2012; Rev. & Renum. 1/1/2013; Rev. 1/1/2014; Renum. 1/1/2015; Rev. 1/1/2016; Rev. & Renum. 1/1/2017)

#### **Rule 5.5.4**

##### **RFO Procedures**

**A. Tabbing.** Imaged cases should not include tabbing. For non-imaged cases, the court encourages the tabbing of documents with specific colored post-its placed at the bottom of the face or first page of the document prior to filing. The following colors should be used:

1. RFO – Red
2. Response to RFO - Blue
3. Reply to Response to RFO – Yellow
4. Income and Expense Declaration - Green

**B. FCS Screening Form.** When filing an RFO regarding custody or visitation, the moving party must also file the *Family Court Services Screening Form* (form SDSC FCS-046).

**C. FCS Data Sheet.** When filing an RFO regarding custody or visitation, each party must submit a *Family Court Services Data Sheet* (form SDSC FCS-002), directly to FCS prior to their scheduled FCS appointment. (Adopted 1/1/2005; Renum. 1/1/2006; Rev. & Renum. 1/1/2008; Rev 1/1/2012; Rev. 1/1/2013; Rev. 1/1/2014; Rev. & Renum. 1/1/2015; Rev. 1/1/2016; Renum. 1/1/2017; Rev. 1/1/2018)

#### **Rule 5.5.5**

##### **Exhibits**

**A. Identification of Exhibits.** All exhibits must be filed or lodged with the court. The petitioner's exhibits must be numbered and the respondent's exhibits must be lettered.

##### **B. Filed and Lodged Exhibits**

1. Exhibits that do not exceed 10 pages may be filed rather than lodged.
2. For imaged cases, the court's copy of exhibits filed in paper format must not include overhanging tabs or dividers. Copies for counsel, the judicial officer and witnesses should have tabs/dividers and should be BATES stamped or numbered consecutively.
3. Exhibits that exceed 10 pages, exclusive of tabs/dividers, should be lodged.
4. Compact Discs (CDs), Digital Video Discs (DVDs) and/or other types of recorded or digital storage devices that require the use of any equipment to hear or view the exhibit must be lodged.

##### **C. Lodging Procedures**

1. A *Notice of Intent to Lodge Documents* (form SDSC D-235 or in pleading format) listing the name or description of the exhibit must be filed and timely served with the moving, opposition and reply papers.
2. The documents themselves must be lodged with the court no sooner than 10 court days and no later than five court days prior to the hearing, absent a court order.
3. Lodged documents will be stamped "received" by the court.
4. Lodged documents must be tabbed to correlate to the notice of intent to lodge documents and BATES stamped or numbered consecutively throughout the entirety of the lodgment.
5. A conformed copy of the notice of intent to lodge documents must be the face page of the lodged documents.

**D. Recorded or Digital Exhibits Offered as Evidence.** A party who intends to offer into evidence an electronic or digital sound or sound-and-video recording must strictly comply with the provisions of California Rules of Court, rule 2.1040.

**E. Service of Lodged Exhibits.** The time frame for lodging documents with the court does not affect the statutory time for service of the notice of lodgment and the exhibits themselves which must be done with the moving, opposition, or reply papers. This includes transcripts of electronic or digital exhibits to be offered as evidence and/or a duplicate of the electronic or digital recording as set forth in California Rules of Court, rule 2.1040.

##### **F. Return and Party Retention of Lodged Documents.**

1. The court will return lodged documents only in accordance with the California Rules of Court. Otherwise, all lodged documents must be retrieved within five court days following the hearing or trial, unless the court provides otherwise. Any lodged documents not timely retrieved may be discarded without further notice.
2. All returned lodged documents must be retained by the party until the applicable appeal period has expired and must be re-lodged for subsequent hearings.

**G.** This rule does not apply to the lodgment of Assisted Reproduction Agreements for Gestational Carriers.

**H.** The above procedures do not apply to pleadings, declarations, and Judicial Council forms, which must be filed with the court. (Adopted 1/1/2005; Renum. 1/1/2006; Rev. & Renum. 1/1/2008; Rev. 1/1/2012; Rev. 1/1/2013; Rev. 1/1/2014; Rev. & Renum. 1/1/2015; Rev. 1/1/2016; Rev. & Renum. 1/1/2017; Rev. 1/1/2018; Rev. 1/1/2019; Rev. 1/1/2020)