

**DIVISION VII
APPELLATE**

**CHAPTER 1
APPELLATE DIVISION GENERAL POLICIES AND PROCEDURES**

Rule 7.1.1

Policy

The business of the Appellate Division of the San Diego Superior Court will be conducted in conformity with the applicable provisions of article VI, sections 4, 10 and 11 of the California Constitution, titles 8 and 10 of the California Rules of Court, applicable statutes and case law.

(Adopted 1/1/2000; Renum. 7/1/2001; Renum. 1/1/2006; Rev. 1/1/2009)

Rule 7.1.2

Filing of Appellate Briefs

A. Briefs filed in the Appellate Division must not be bound on the left margin.

B. In addition to fully complying with the contents, form, filing and service requirements for briefs as stated in the California Rules of Court, rules 8.882, 8.883, 8.927, and 8.928, all original briefs submitted for filing in misdemeanor, non-traffic infraction, and limited civil appeals must be accompanied by four copies, and all original briefs submitted for filing in traffic infraction appeals must be accompanied by only one copy.

C. Failure of an appellant to file a timely opening brief or to otherwise fully comply with the applicable California Rules of Court may result in dismissal of the appeal.

(Adopted 1/1/2009; Rev. 1/1/2010; Rev. 1/1/2014; Rev. 1/1/2015)

Rule 7.1.3

Record Election Options

A. Record of Written Documents from Trial Court Proceedings

This court does not permit the use of the original trial court file as the record of the written documents from the trial court proceedings. A clerk's transcript is required. Parties also have the option of proceeding by agreed statement in limited civil appeals. (Cal. Rules of Court, rules 8.830(a)(1), 8.860(a)(1), 8.910(a)(1).)

B. Record of Oral Trial Court Proceedings

This court does not permit the use of electronic recordings as the record of oral trial court proceedings. Transcripts of such recordings are required. (Cal. Rules of Court, rules 8.830(a)(2), 8.860(a)(2), 8.910(a)(2).)

C. Appellate Division's Use of Electronic Recordings

The Appellate Division may review the electronic recording of trial court proceedings when the Presiding Judge of the Appellate Division determines that this procedure would save court time and resources or in the event a transcript of all or a portion of the trial court proceedings is unavailable during appellate review of the appeal. The Appellate Division may order those proceedings or a portion of those proceedings transcribed or may order the use of the electronic recording as the record of such oral proceedings in lieu of a transcript and provide the parties with a copy of the transcript or an electronic copy of the recording.

(Adopted 1/1/2010; Rev. 1/1/2014; Rev. 1/1/2016)

Rule 7.1.4

Reserved for future use.

(Adopted 1/1/2010; Del. 1/1/2015)

Rule 7.1.5

Trial Court May Order Transcript

The trial court judicial officer may order that a transcript be prepared as the record of the oral proceedings in lieu of reviewing a proposed statement on appeal. (Cal. Rules of Court, rules 8.837(d)(6)(B), 8.869(d)(6)(B), 8.916(d)(6)(B).)

(Adopted 1/1/2015; Rev. 1/1/2016)

Rule 7.1.6

Sufficient Completeness of the Record / Time for Preparation of Transcript

A. On a case-by-case basis, the Appellate Division on its own motion may determine what portions of the normal contents of the reporter's transcript are required for proper determination of the appeal and/or whether a form of the record other than a reporter's transcript constitutes a record of sufficient completeness for proper determination of the appeal. (Cal. Rules of Court, rules 8.865(b), 8.918(b).)

B. On a case-by-case basis, the Appellate Division may on its own motion revise the timeline for the preparation of a reporter's transcript or a transcript of an electronic recording. (Cal. Rules of Court, rules 8.866(a)(1), 8.868(e)(1), 8.919(a)(1).)
(Adopted 1/1/2015)

Rule 7.1.7

Binding of Clerk's Transcript

Clerk's transcripts must not be bound on the left margin. (Cal. Rules of Court, rule 8.838(c)(1).)
(Adopted 1/1/2015)

CHAPTER 2 WRIT PROCEDURES, POLICIES, AND PROTOCOL IN MISDEMEANOR, INFRACTION, OR LIMITED CIVIL CASES

Rule 7.2.1

Application of the California Rules of Court

For all petitions for extraordinary relief in limited civil, misdemeanor, and infraction cases which name San Diego Superior Court as respondent, wherever the San Diego Superior Court Rules do not provide specific guidance regarding the proper writ petition procedures, the provisions of the California Rules of Court, Title 8, Division 2, Chapter 6, Writ Proceedings, will apply.
(Adopted 1/1/2000; Renum. 7/1/2001; Renum. 1/1/2006; Rev. 1/1/2009)

Rule 7.2.2

Filing Requirements

A. All such petitions must be filed in the Central Division in Room 3005 on the third floor of the Courthouse at 220 West Broadway, San Diego, California. No such petitions will be accepted for filing anywhere else. Unless otherwise ordered, any subsequent pleadings and papers in the same matter must be filed in the same office.

B. All such petitions will be assigned civil case numbers.

C. No filing fee will be required when a petition arises from a criminal case.

D. The petitioner or counsel for the petitioner is required to submit one original and four copies of the petition. Each copy of the petition must include all supporting documents specified in California Rules of Court, rule 8.931(b). This court has not adopted a local rule permitting the use of electronic recordings of oral proceedings. Transcripts of such recordings are required if they are available.

E. A person who is not represented by an attorney should file the writ petition on Judicial Council form APP-151, Petition for Writ (Misdemeanor, Infraction or Limited Civil Case). (Cal. Rules of Court, rule 8.931(a); see also Judicial Council Form APP-150 INFO, Information on Writ Proceedings in Misdemeanor, Infraction and Limited Civil Cases available on the California Courts website at <http://www.courts.ca.gov>.) (Adopted 1/1/2000; Rev. 1/1/2001; Renum. 7/1/2001; Renum. 1/1/2006; Rev. 1/1/2009; Rev. 1/1/2010; Rev. 1/1/2015)

Rule 7.2.3

Request for Stay

If a stay of the trial court proceeding is requested in the writ petition, the petition must so state prominently on the title page. The petition must set forth all time constraints which are relevant to the request for stay.
(Adopted 1/1/2000; Renum. 7/1/2001; Renum. 1/1/2006; Rev. 1/1/2009)

Rule 7.2.4

Unlawful Detainer Writ Relief

In addition to complying with all applicable California Rules of Court, statutes and case law, a petition for an extraordinary writ under California Code of Civil Procedure section 1176, subdivision (a) should indicate the date(s) the request(s) to stay the judgment pending the appeal was presented to the trial court and include a copy of the trial court's order or a record of the trial court's ruling on the stay request.
(Adopted 1/1/2015; Rev. 1/1/2016)

