

**DIVISION IV  
PROBATE**

**CHAPTER 1  
DEPARTMENTAL ADMINISTRATION AND ORGANIZATION**

**Rule 4.1.1**

**Address, Phone and Hours for Probate Examining Division**

The addresses, phone numbers, hours and examiners' email addresses for the Probate Court can be found at the court's website, <http://www.sdcourt.ca.gov>.

(Adopted 1/1/1990; Rev. 1/1/1991; Rev. 7/1/1995; Rev. 1/1/2000; Rev. & Renum. 7/1/2001; Rev. 7/1/2003; Renum. 1/1/2006; Rev. 1/1/2009; Rev. 1/1/2011; Rev. 1/1/2013)

**Rule 4.1.2**

**Filing Location**

**A.** Probate matters shall be filed in the Probate department located in the Madge Bradley Building at 1409 Fourth Avenue, San Diego, CA 92101.

**B.** Documents may be filed electronically to initiate new cases or to file subsequent documents in cases that have been imaged by the court. If a case has been imaged by the court, the case title will be updated to reflect "[IMAGED]". Parties who wish to e-file must comply with the Electronic Filing Requirements posted on the Court's website.

(Adopted 1/1/1990; Rev. 1/1/2000; Renum. 7/1/2001; Rev. 1/1/2002; Renum. 1/1/2006; Rev. 1/1/2008; Rev. 1/1/2009; Rev 1/1/2010; Rev. & Renum. 1/1/2012; Rev. 1/1/2013; Rev. 1/1/2015)

**Rule 4.1.3**

**Viewing Paper and/or Electronic Files in the Probate Business Office.**

Files may be reviewed in the business office in accordance with the California Rules of Court 2.400 (a) and the following:

**A.** Any person requesting to view a file is required to submit a valid California driver's license or other photo identification card;

**B.** Cases must be requested by case number, using form SDSC ADM-11;

**C.** If requested in non-sequential order, a maximum of ten cases per day will be pulled by the clerk;

**D.** If requested in sequential order, a maximum of fifty cases per day will be pulled by the clerk;

**E.** No random searches will be accommodated.

**F.** Use of the Register of Actions Kiosk (ROAK) will be limited to 20 minutes if there are other members of the public waiting to use the terminal.

**G.** Cellular phone use is prohibited within the viewing room.

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