

SAN DIEGO SUPERIOR COURT

NOTICE TO ATTORNEYS AND PARTIES FILING CASES **IN CIVIL, SMALL CLAIMS AND PROBATE**

The San Diego Superior Court is in the process of implementing a new statewide case management system (known as CCMS V3) for Civil, Small Claims, and Probate.

The system is currently operating in the Central Division Small Claims-Kearny Mesa, the Small Claims Appeals section of the Downtown Courthouse, North County Civil and Small Claims, and will go live in the Hall of Justice, Main Courthouse Downtown, East, South, and Probate locations by mid-May 2007.

Court users will see some significant changes in the foreseeable future, but one major change that will go into effect as each site implements the new system is a new case number.

The standardized statewide case number format is as follows:

37-YYYY-00000519-CC-CT-LLL

- ✓ 37 – 2 digit numeric court code, which is the court code that designates the case as originating in San Diego
- ✓ YYYY – 4 digit numeric code for the calendar year the case is initiated
- ✓ 00000519 – 8 digit numeric sequence number that identifies each case
- ✓ CC – Case category representing Civil Limited (CL), Civil Unlimited (CU), Small Claims (SC), and Probate (PR)
- ✓ CT – Case type representing the specific case type within the Case Category – such as Small Claims (SC), Breach of Contract (BC), Collections (CL), and Unlawful Detainer (UD)
- ✓ LLL – Location where the case is managed – Central (CTL), North (NC), East (EC) or South (SC)

The court requires all 21 digits when filing documents or corresponding with the court as the 8 digit case numbers will repeat at the beginning of each calendar year. The last 6 digits provide information that expedites document processing.

When conducting business with the Sheriff's Department, use only the first 14 digits (example: 37-2007-00000519).

Cases Filed Prior to Implementation of the New Case Management System in Each Site

Existing case numbers filed prior to implementation will remain and are referred to as a Legacy case number. A Legacy case number includes a 2 or 3 digit alpha code, followed by a 6 digit numeric sequence number as follows:

SC123130 or GIN032366

Filers will continue to use Legacy case numbers if previously assigned by the court for all court filings, correspondence, and filings with the Sheriff's Department and other applicable agencies.

Feb. 28, 2007