



**NOTICE TO ATTORNEYS
San Diego Superior Court
Probate Division**

July 10, 2009

To: Probate customers

Effective July 1, 2009, Probate Examiners will be accessible by e-mail to address pending matters on the probate calendar. We encourage you to use this method of communication.

Additionally, effective July 1, 2009, telephone hours to call an examiner will be 2:00 to 2:30 p.m.

Please read the e-mail parameters set forth below carefully.

PROBATE NOTES – E-MAIL PARAMETERS

The e-mail parameters set forth below allow a party to request a continuance, bring matters to the attention of the Examiner and to clarify probate notes. However, e-mails are not a substitute for filing a supplement or other document for purposes of clearing probate notes.

Two separate e-mail addresses have been set up, one for addressing Central probate notes and one for North probate notes:

The e-mail addresses are as follows:

CentralProbateExaminerNotes@sdcourt.ca.gov

NorthProbateExaminerNotes@sdcourt.ca.gov

San Diego Superior Court,
Probate Department
Interactive E-mail Parameters

- Purposes:
 - To alert the Examiner, who prepared the notes, that a document or documents were filed to clear the notes for matters in Probate Court if the hearing is within five court days and a defect remains uncleared;
 - To ask a question as to specific defects or issues;
 - To request a continuance (see guidelines below);
 - E-mail is not a substitute for a supplement or other document for purposes of clearing probate notes.

- E-mail messages requesting a continuance shall conform to the following:
 - Requesting party is the petitioner and there is no opposition – may be continued with no appearance required;
 - There is an objector or multiple petitions and petitioners – continuance requires the agreement of all parties; petitioner must make this representation via email, prior to continuance being granted;
 - Requests for a continuance shall contain “**continuance**” and the date of hearing in the subject line.

- E-mail messages addressing probate notes shall conform to the following:
 - May be sent only within two weeks of the hearing;
 - Five lines as to each defect or issue;
 - Limited to five defects;
 - Limited to one e-mail message per calendar matter per hearing date;
 - No attachments.

- E-mail inquiries can be made after reviewing the calendar notes and shall include the following information:
 - E-mail is to be directed to the following addresses:
CentralProbateExaminerNotes@sdcourt.ca.gov
NorthProbateExaminerNotes@sdcourt.ca.gov
 - The “subject line” of the e-mail must reference the Examiner’s name and the hearing date only, and if you are requesting a continuance indicate **Continuance** in the subject line.
 - General identifying information within the email message:
 - Department;
 - Case Number;
 - Case Name;
 - A reply telephone number for additional follow up.
 - Reference to the specific defect or issue; If the hearing is within five court days and a defect remains uncleared, information intended to advise the Examiner documents were filed that should clear probate notes. That message should include title of document(s) and date(s) of filing.

- Any e-mail communication with the court shall be simultaneously copied to all counsel and self-represented litigants. If an e-mail address is unavailable, a copy of the e-mail

must be delivered by facsimile transmission. If a facsimile number is also unavailable, then a copy of the e-mail must be sent the same day by U.S. Mail. The method of service on all counsel and pro pers shall be disclosed to the Examiners in the original e-mail.

- E-mail that does not comply with the above may not be reviewed.
- All e-mail correspondence must be received three days prior to the hearing date and will be addressed on a priority basis according to hearing date. Probate Staff will make every effort to respond within 48 hours.

Sample E-mail Message

TO: _____@sdcourt.ca.gov
SUBJECT: Examiner's Name, Hearing date 5/26/09 *If continuance requested indicate "Continuance"

MESSAGE:

FROM: _____
ATTORNEY FOR/SELF-REPRESENTED: _____
TELEPHONE #: (xxx) xxx-xxxx
DEPARTMENT: _____
CASE NUMBER: _____
CASE NAME: Estate of _____

1. Notice of Hearing was filed 5/19/09.
2. Can you clarify defect # 2? I believe page 2, line 6 of petition addresses this issue.

CC: Attorney John Doe via e-mail (____@____.com)
Attorney No. 2 via facsimile ((xxx) xxx-xxxx)
Jane Doe (in pro per) via U.S. Mail (physical address)