

**CHAPTER 4  
MISCELLANEOUS PROVISIONS**

**Rule 1.4.1**

**Records**

Nothing on file in any court may be taken out of the clerk's office or the civil business office unless it is going to a courtroom or chambers of a judge.

(Adopted 1/1/1998; Renum. 7/1/2001; Renum. 1/1/2006)

**Rule 1.4.2**

**Exhibits**

Evidence admitted in any case before any court will be only those items required in the case and will be retained by the court for the minimum time required by law, unless good cause is shown to retain the evidence. No exhibit will be received by any court if the exhibit poses a security, storage, safety, or health problem.

**A.** Exhibits which will not be received include but are not limited to:

1. Any type of explosive powder;
2. Explosive chemicals, toluene, ethane;
3. Explosive devices, such as grenades or pipe bombs;
4. Flammable liquids such as gasoline, kerosene, lighter fluid, paint thinner, ethyl-ether;
5. Canisters containing tear gas, mace;
6. Rags which have been soaked with flammable liquids;
7. Liquid drugs such as phencyclidine (PCP), methamphetamine, corrosive liquids, pyrrolidine, morpholine, or piperidine;
8. Samples of any bodily fluids, liquid or dried; and
9. Except in murder cases, foam-core boards or substantially similar material used for displaying exhibits such as, but not limited to, photographs, charts, drawings or maps.

**B.** No exhibits will be accepted by the exhibits custodian unless:

1. Containers with liquid substances are clearly marked and identified as to type and amount;
2. Containers of controlled substances are clearly marked, identified, weighed, and sealed;
3. Cash is specifically identified, whether individually or packaged, as to the total amount and number of each denomination;
4. Firearms are secured by a nylon tie or trigger guard; and
5. Hypodermic needles are placed in containers which will safeguard personnel.

Unless otherwise ordered, unidentified liquids, containers, controlled substances, or other suspect substances will be returned to the party offering them.

All exhibits must be individually tagged with the proper exhibit tag. Each exhibit tag must be properly completed and securely attached to the exhibit. Any exhibit improperly tagged, marked, weighed, or otherwise identified will not be accepted by any court. Original photographs must be substituted for any photographically enlarged exhibits. A court, in its discretion, may order a photograph substituted for large or bulky exhibits which might pose a storage problem. A court, in its discretion, may admit any exhibit in the interest of justice.

Only attorneys of record and court employees may view the exhibits. All other interested persons must obtain an order of the court. Viewing must take place in the presence of an exhibit custodian. Exhibits may not be altered or taken apart, except by court order. Special viewing equipment will not be permitted, except by court order.

Attorneys, investigators, law enforcement agencies, and other interested parties may seek temporary release of exhibits for copying or laboratory testing. A stipulation and court order is required in all instances, except a stipulation is not required in civil cases. The party seeking the release must present a certified copy of a signed stipulation and order to the exhibit custodian. The order must include the case number, names of the parties, name and telephone number of the person to whom the exhibits are to be released, a description of the exhibits, and the date the exhibits are to be returned.

Exhibits in a criminal matter may be released for use in a civil action brought by the victim of the crime. To obtain such exhibits, the party in the civil action must submit a stipulation signed by the prosecutor and criminal defense counsel (including appellate counsel if applicable), a declaration, and

certified copy of an order signed by the judge. The stipulation shall bear the criminal case caption and number, and reference the civil case by name and number.

Unless specifically ordered by the court, all exhibits marked, identified and/or admitted into evidence in a civil case must be retrieved by the offering party at the conclusion of trial. The party introducing the exhibit is responsible for maintaining and preserving that exhibit pending any post verdict proceedings and appeals, until there is a final disposition of the action or proceeding. All exhibit tags and other identifying markings or information concerning each exhibit must remain in place and not be disturbed. Each exhibit must remain intact and in the same condition as during trial. In the event further proceedings of any court having jurisdiction of the matter require the presence of any exhibit, the party introducing the exhibit must promptly deliver the exhibit to the court, with notice to all parties. (Adopted 1/1/1998; Renum. 7/1/2001; Rev. 7/1/2002; Renum. 1/1/2006; Rev. 1/1/2007; Rev. 1/1/2011)

### **Rule 1.4.3**

#### **Jury Lists**

The jury master list for the Central Division will be comprised of those jurors residing in any of the filing districts.

The jury master list for the East, North and South County Division will be comprised of those jurors residing in the filing district as determined by zip code that corresponds with the division in which the juror lives. The zip code list may be accessed via the court's Internet site at <http://www.sdcourt.ca.gov/pls/portal/docs/page/sdcourt/generalinformation/forms/adminforms/adm254.pdf>.

The jury master list will be drawn so that all eligible persons have an equal chance of being selected for the court division in which they reside regardless of their place of residence. The Jury Commissioner or his or her designee may grant a temporary excuse from jury service to a prospective juror who has served on a grand or trial jury in any state or federal court during the previous 36 months. A prospective juror who was summoned and appeared for jury service in any state or federal court during the previous 12 months will be temporarily excused from jury service, upon request.

(Adopted 1/1/2000; Renum. 7/1/2001; Rev. 1/1/2005; Rev. & Renum. 1/1/2006; Rev. 1/1/2007; Rev. 1/1/2008)

### **Rule 1.4.4**

#### **Appointment of Counsel Under the Servicemembers Civil Relief Act**

If the plaintiff or defendant in an action is in the military service, the Servicemembers Civil Relief Act ("the Act") may apply. (50 U.S.C. Appen. § 501 et seq.)

##### **A. If the defendant servicemember has not made an appearance:**

**1.** The court may not enter a default judgment or an order of default on the merits unless the court appoints an attorney for the defendant. Default means any order, ruling or decree which is adverse to the servicemember's interest. Actions taken by the appointed attorney do not bind the servicemember or waive any defenses (including lack of jurisdiction) unless the servicemember has authorized action.

**2.** The court must grant a 90-day or longer initial stay if there may be a defense to the proceeding which the servicemember cannot present without being present, or if after due diligence, counsel has been unable to contact the defendant or otherwise determine if a meritorious defense exists.

**3.** After the 90-day stay, the court must appoint an attorney to represent the servicemember in the action or proceeding if it refuses to grant an additional stay.

**4.** If the court does enter a default, plaintiff may be required to file a bond to indemnify the responding servicemember if the order is later set aside.

**5.** If the court enters a default judgment during a period of military service (or within 60 days after the end of service), the court must reopen the judgment to allow the servicemember to defend if:

**a.** The service member was materially affected due to military service in asserting a defense, and

**b.** The service member has a meritorious or legal defense to the action or some part of it, so long as the application is filed within 90 days after the end of military service.

##### **B. If the plaintiff or defendant servicemember has received notice of the proceeding:**

**1.** The court must grant a minimum 90-day stay of the proceedings if the servicemember communicates that military duty requirements materially affect the servicemember's ability to appear, stating a date when the servicemember will be available, and if the servicemember's commanding officer communicates that the servicemember's current military duties prevent an appearance and leave is not authorized at the time of the hearing.

**2.** The service member may apply for an additional stay in the same manner as the original request. If the court refuses to grant the additional stay, the court must appoint counsel to represent the servicemember in the proceeding.

**C. Miscellaneous.**

**1.** Appointments of counsel under the Act are pro bono.

**2.** Any individual holding a power of attorney from the servicemember may appear in court on his or her behalf to request a stay or additional stay.

**3.** A request for a stay does not constitute a general appearance for jurisdictional purposes or a waiver of substantive or procedural defenses.

(Adopted 1/1/1998; Rev. 1/1/2000; Renum. 7/1/2001; Rev. 1/1/2005; Renum. 1/1/2006; Rev. 1/1/2008; Rev. 1/1/2009; Renum. 1/1/2010)