

**CHAPTER 5  
MISCELLANEOUS PROVISIONS**

**Rule 2.5.1**

**Public Inspection and Copying of Files**

**A.** Civil files may be reviewed in the civil business office of each division in accordance with the California Rules of Court and the following:

1. Any person requesting to view a file may be required to submit a valid California driver's license or other photo identification card;
2. Cases must be requested by case number;
3. If requested in nonsequential order, a maximum of 10 cases per day will be pulled by the clerk;
4. If requested in sequential order, a maximum of 50 cases per day will be pulled by the clerk (if the requested case(s) is in an electronic format, the customer will be directed to the kiosk for viewing);
5. Unlawful detainer case files may be requested by case number no sooner than 60 days following the date the complaint is filed pursuant to Code of Civil Procedure section 1161.2; and
6. No random searches will be accommodated.

**B.** Imaged files may be viewed at the public kiosks at each Civil Business Office or remotely through the court's website at <http://www.sdcourt.ca.gov>.

**C.** Persons requesting to copy documents in a case file must comply with the General Order of the Presiding Department: In Re Prohibiting The Use of Cameras and Other Digital Image-Capturing Devices in Courthouse.

**D.** If a party has a current fee waiver granted, the clerk will provide a maximum of one complete non-duplicative copy of the party's case. If additional filings are processed in the case file, after a copy of the entire case file is made, the party with the fee waiver is entitled to one non-duplicative copy of the additional filings added. The filing of subsequent fee waivers does not entitle a party to an additional copy of the party's entire case file.

(Adopted 1/1/1998; Rev. 1/1/2000; Renum. 7/1/2001; Rev. 1/1/2004; Renum. 1/1/2006; Rev. & Renum. 1/1/2010; Rev. 1/1/2015; Rev. 1/1/2018; Rev. 1/1/2021)

**Rule 2.5.2**

**Fax Filings**

**A. Agency Fax Filings.** The court will accept for filing all documents submitted by fax filing agencies, except those specified in the California Rules of Court.

**B. Direct Fax Filings - Limited Civil Cases.** Any document not required to be accompanied by a fee may be filed directly by fax. Direct fax filing numbers may be obtained by contacting the appropriate business office.

The business office will not provide conformed copies unless a request is submitted to the court with a self-addressed, stamped envelope, and payment of \$.50 per page of the faxed document.

**C. Confirmation Fee.** Confirmation of the receipt of documents for filing, beyond that given by the standard confirmation option of the facsimile machines, must be given upon payment of the fee adopted by the court (\$3.50).

**D. Facsimile Filing Usage Fee.** The court shall charge a facsimile usage fee of \$.50 per page, including the cover sheet and all tab pages.

(Adopted 1/1/1998; Rev. 1/1/2000; Renum. 7/1/2001; Rev. 1/1/2005; Renum. 1/1/2006; Rev. & Renum. 1/1/2010; Rev. 1/1/2016)

**Rule 2.5.3**

**Procedure Upon Death of Plaintiff**

Within 10 calendar days of receiving notice of the death of a plaintiff, counsel for the plaintiff must file with the court and serve upon all other parties in the action, a Notice of Death of the Plaintiff.

Upon receipt of a Notice of Death of the Plaintiff, the court will suspend future consideration of the case for 90 calendar days. The case will be placed on a dismissal calendar to be heard 90 days after the notice is filed unless:

- A.** The original case is consolidated with a new wrongful death action;
- B.** Good cause is shown upon written noticed motion to extend the time for dismissal; or
- C.** Plaintiff's counsel moves to have the original action restored to active status.

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

#### **Rule 2.5.4**

##### **Receivers**

The court may appoint a receiver pursuant to statute or in conformance with equity practice. Appointment of a receiver may be made either by order after a show cause hearing, by order after a noticed motion for appointment of a receiver, or by ex parte order for appointment of a receiver.

Ex parte appointment of a receiver is a drastic remedy used only with extreme caution in cases of great emergency when it is shown that the party seeking appointment of a receiver will suffer irreparable harm before a noticed hearing can be held and that no less drastic remedy, such as a temporary restraining order, will prevent the threatened harm. Appointment of a receiver ex parte is contingent upon the filing of an applicant's bond (Code Civ. Proc., § 566) and a receiver's bond (Code Civ. Proc., § 567). The receiver's bond will be fixed in an amount sufficient to cover the value of transferable personal property and cash which the receiver may possess at any time during the expected period of the receivership. Confirmation of the ex parte appointment of a receiver must be done in conformance with the provisions of the California Rules of Court.

The proposed order appointing a receiver must set forth the powers of the receiver and must designate as precisely as possible what real and personal property will be subject to the receivership estate. The powers of the receiver are limited to those designated by statute and set out in the appointing order. If there is any doubt as to the receiver's authority to take certain action, he or she should petition the court for instructions. The proposed order will also specify the rate of compensation of the receiver.

Employment of counsel by the receiver requires the approval of the court. In this regard, the application must comply with the provisions of the California Rules of Court, rule 3.1180. In addition, the application and the proposed order must set forth the attorney's hourly rate and a good faith estimate of the number of hours the attorney will expend on behalf of the receivership estate.

If the receiver intends to employ a property management company, the proposed order must specify its rate of compensation. If the proposed property management company is affiliated with the receiver, full disclosure of the affiliation must be made to the parties and the court.

Any money collected by the receiver and not expended pursuant to the receiver's duties must be held in the receivership estate until court approval of the receiver's final report and discharge of the receiver, except as otherwise ordered by the court.

The receiver is an agent of the court, not of any party to the litigation. The receiver is neutral, acts for the benefit of all who may have an interest in the receivership property, and holds assets for the court, not the plaintiff.

Accountings filed in receivership proceedings must set forth the beginning and ending dates of the accounting period and contain a summary of income, expenses, and capital outlays on a month-by-month basis. Receiver's fees and administrative expenses, including fees and costs of property managers, accountants and/or attorneys previously authorized by the court must be included in the summary, but separately stated. The summary must be supported by appropriate itemized schedules and evidentiary foundation.

This rule is not an exhaustive treatment of receivership law and procedure. For applicable law, also see Code of Civil Procedure sections 564-570 and the California Rules of Court, rules 3.1175-3.1184. (Adopted 1/1/1998; Renum. 7/1/2001; Rev. 1/1/2005; Renum. 1/1/2006; Rev. 1/1/2008; Rev. & Renum. 1/1/2010; Rev. 1/1/2016)

#### **Rule 2.5.5**

##### **Confidentiality Agreements, Protective Orders, Sealed Documents**

It is the policy of the court that confidentiality agreements and protective orders are disfavored and should be recognized and approved by the court only when there is a genuine trade secret or privilege to be protected.

**A.** Requests to approve a confidentiality agreement that involves documents submitted to or filed with the court must be made pursuant to rules 2.550–2.585 of the California Rules of Court.

**B.** To the extent any request to seal court records falls outside the scope of rules 2.550–2.585 of the California Rules of Court and is not covered by a specific statute, rules 2.550–2.585 must be followed as closely as is practicable. (Adopted 1/1/1998; Rev. 1/1/2000; Renum. 7/1/2001; Rev. & Renum. 1/1/2006; Renum. 1/1/2010; Rev. 1/1/2014)

#### **Rule 2.5.6**

##### **Exhibits: Permissible Filings Defined**

###### **A. Permissible Exhibit.**

Absent leave of court, the only acceptable means to file an exhibit in support of a motion or at trial is by e-filing, if available, or a paper filing. Exhibits must be legible and complete, and not require use of another resource to hear

or view the exhibit. Compact Discs (CD's), Digital Video Discs (DVD's) and/or other types of digital storage devices are specifically prohibited and are not allowed to be submitted as an exhibit to be filed.

**B. Recorded or Digital Evidence.**

A party who would like to offer into evidence an electronic sound or sound-and-video recording, or any other type of digital file, in a motion or pleading that is filed with the court must lodge the recorded or digital evidence and file a transcript of the relevant portions sought to be considered by the court as an exhibit. The lodged material must be accompanied by an original notice of lodgment that includes: 1) a numbered listing of all of the items lodged, 2) a brief description of all lodged items, and 3) a copy of the notice of lodgment with the means of return in accordance with California Rules of Court, rule 3.1302(b). (Adopted 1/1/2017; Rev. 1/1/2018)

**Rule 2.5.7**

**Depositions**

No deposition may be noticed for taking before the court, or in any room or quarters under the control of the court, without the express approval in writing of the presiding judge.

Any deposition transcript returned to the court may be opened by the clerk at the request of either party, and the clerk will note thereon at whose request it was opened, and file the deposition transcript on the day it was received by the clerk.

(Adopted 1/1/1998; Renum. 7/1/2001; Renum. 1/1/2006; Renum. 1/1/2010)

**Rule 2.5.8**

**Telephonic Appearances**

In accordance with the provisions of California Rules of Court, rule 3.670(o), the court designates CourtCall, LLC, as the provider that must be used for telephonic court appearances. A party that intends to appear telephonically for a hearing listed in the rule must provide notice as specified in California Rules of Court, rule 3.670(h). The party must also arrange the appearance with CourtCall, including following any notice requirements and payment of fees as required by CourtCall. Information on arranging an appearance and payment of fees may be obtained directly from CourtCall at (888) 882-6878.

The court may deny a request to appear telephonically and require the parties to appear in person pursuant to California Rules of Court, rule 3.670(h).

(Adopted 1/1/1998; Rev. 1/1/1999; Rev. 1/1/2000; Renum. 7/1/2001; Rev. 1/1/2003; Renum. 1/1/2006; Rev. 1/1/2009; Renum. 1/1/2010; Rev. 1/1/2014)

**Rule 2.5.9**

**Reserved for future use.**

(Del. 1/1/2010)

**Rule 2.5.10**

**Default Attorney Fee Schedule**

Whenever the obligation sued upon provides for the recovery of a reasonable attorney fee, the fee in each default case may be fixed pursuant to the following schedule:

<b>PRINCIPAL AMOUNT</b>	<b>FEES ALLOWED</b>
\$0 to \$300	\$100
301 to 400	125
401 to 500	150
501 to 700	175
701 to 900	200
901 to 1,000	250
1,001 to 1,500	300
1,501 to 2,000	375
2,001 to 2,500	450
2,501 to 3,000	525
3,001 to 3,500	600
3,501 to 4,000	675
4,001 to 4,500	750

4,501 to 5,000	825
5,001 to 6,000	900
6,001 to 7,000	1,000
7,001 to 8,000	1,100
8,001 to 9,000	1,200
9,001 to 10,000	1,300
10,001 to 12,500	1,400
12,501 to 15,000	1,500
15,001 to 17,500	1,600
17,501 to 20,000	1,700
20,001 to 22,500	1,800
22,501 to 25,000	1,900

Over 25,000	Add 2% of the next 25,000
Over 50,000	Add 1% of the next 50,000
Over 100,000	Add .5%

In any case where an attorney claims he or she is entitled to a fee in excess of any of the above amounts, the attorney may apply to the court therefor and present proof to support the claim. The court will determine the reasonable fee amount according to proof.

In contested matters, the court will determine the reasonable attorney fees as proved by the prevailing party after trial in accordance with Code of Civil Procedure section 1021 et seq., Civil Code sections 1717 and 1717.5, and the California Rules of Court, rule 3.1702.

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

**Rule 2.5.11**

**Elisors**

Where one of the parties will not or cannot execute a document necessary to carry out a court order, the clerk of the court, or his or her authorized representative or designee may be appointed as an elisor to sign the document. An application for appointment of an elisor may be made ex parte. When applying for an appointment of an elisor, the application and proposed order must designate “The Clerk of the Court or Clerk’s Designee” as the elisor and specifically name the parties for whom the elisor is being appointed and in what capacity they are to sign the document. The application must not set forth a specific court employee. The order must expressly identify the document(s) being signed and a copy of the document must be attached to the proposed order. The original document, presented for signature by the elisor, must match the copy of the document attached to the proposed order. The declaration supporting the application must include specific facts establishing the necessity for the appointment of the elisor. If the elisor is signing documents requiring notarization, the applicant must arrange for a notary public to be present when the elisor signs the document(s).

(Adopted 1/1/1999; Rev. 1/1/2000; Renum. 7/1/2001; Rev. 1/1/2005; Renum. 1/1/2006; Renum. 1/1/2010; Rev.1/1/2015; Rev. 1/1/2021)

**Rule 2.5.12**

**Sanctions**

**A.** If any counsel, a party represented by counsel, or a party in pro per, fails to comply with any of the requirements of Division II of the San Diego Superior Court Rules, the court, on motion of a party or on its own motion, may strike all or any part of any pleadings of that party; or dismiss the action or proceeding or any part thereof; or enter a judgment by default against that party; or impose other penalties of a lesser nature or otherwise provided by law; and may order that party or his or her counsel to pay to the moving party the reasonable expenses in making the motion, including reasonable attorney fees.

**B.** If a failure to comply with the rules in Division II is the responsibility of counsel and not of the party, any penalty must be imposed on counsel and must not adversely affect the party’s cause of action or defense thereto.

(Adopted 7/1/2002; Rev. 1/1/2005; Renum. 1/1/2006; Renum. 1/1/2010)