

**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 documents may be filed in the Central Division located at 1100 Union Street, San Diego, California 92101, or the North County Division located at 325 S. Melrose Dr., Vista, California 92081.

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; Rev. 1/1/2016; Rev. 1/1/2017; Rev. 1/1/2021)

Rule 4.1.3

Viewing Records in the Probate Business Office

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

A. Cellular phone use is prohibited within the lobby.

B. Viewing Imaged Cases

1. 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.

2. If paying for copies printed from the kiosk with cash or check, the payment must be processed with the cashier to complete the transaction.

C. Viewing Non-Imaged Cases

1. Any person requesting to view a file is required to submit a valid government-issued photo identification card.

2. Files must be requested by case number, using form SDSC ADM-11.

3. If files or copies of wills are requested that are stored at the court's offsite storage facility, the offsite storage retrieval fee will be assessed per file or document requested. Refer to the court's Fee Schedule (SDSC Form #ADM-001) for the current fee amount.

4. A certified or informational copy of the death certificate must be submitted before a will is ordered from storage;

5. If copies are requested from non-imaged files, a maximum of 20 pages will be copied on the date of request. If the copy request exceeds 20 pages, the customer will be required to complete and submit form SDSC ADM-004 [Court Records Request] with payment at the time of request.

(Adopted 1/1/2014; Rev. 1/1/2015; Rev. 1/1/2016; Rev. 1/1/2017; Rev. 1/1/2018; Rev. 1/1/2020; Rev. 1/1/2021)