

**SAN DIEGO SUPERIOR COURT
SOUTH COUNTY DIVISION**

South County Courtrooms

Criminal Courtrooms	
Department 16	Supervising Department
Department 3	Misdemeanor arraignment, readiness, miscellaneous matters
Department 12	Felony arraignment, probation revocations, felony ex parte walk-ins, post-sentencing misdemeanor miscellaneous matters
Department 14	Felony readiness, sentencing hearings
Department 7	Criminal trial department
Department 8	Criminal trial department
Department 9	Criminal trial department and Drug Court
Department 10	Criminal trial department
Department 15	Criminal trial department

Family Law Courtrooms	
Department 4	
Department 6	
Department 17	

Traffic Courtroom	
Department 5	

**CRIMINAL CALENDAR DEPARTMENTS – START TIME
AND SPECIALITY CALENDARS**

Department 3		
Daily	8:30 a.m. & 1:30 p.m.	
Fridays	8:30 a.m. & 1:30 p.m.	DV cases

Department 12		
Monday	8:30 a.m.	Prelims/Motions
Tuesday & Thursday	8:30 a.m.	Probation revocation (VOP) Calendar and misdemeanor miscellaneous matters
Wednesday	8:30 a.m.	VOP Evidentiary hearings, prelims/motions
Friday	8:30 a.m.	Misdemeanor DV Reviews
Monday-Friday	1:30 p.m.	Felony Arraignment and felony walk-ins

Department 14		
Daily	8:15 a.m.	Felony readiness calendar
Daily	1:30 p.m.	Sentencing calendar

Department 9		
Fridays	8:00 a.m.	Drug Court

Department 16		
Daily	8:30 a.m.	Preliminary Hearings, motions
Daily	1:30 p.m.	Arraignment on Information, trials
Daily	Stipulations, OTP's, dress-out orders, etc., can be submitted when court is in session. The judge will review those as soon as possible. For any request requiring a chambers, call (619) 746-6016 to see if the judge is available.	Exparte Requests
Specialty Calendars in Dept. 16		
1 st & 3 rd Monday	10:00 a.m.	Military Diversion Calendar
1 st & 3 rd Friday	9:30 a.m.	Behavioral Health Calendar

CALENDARING CRIMINAL CASES

Misdemeanors

Departments 3 and 12: To put a case on calendar, attorneys must use the Appointment Process:

Appointments will be scheduled for a future date between three (3) and five (5) court days from the date the request is made. All appointments should be made in person at the Attorney Window, although attorneys who are not local may call the Attorney Window Clerk.

The counter clerk will schedule appointments as follows:

Department 3 (Misdemeanor Pre-Disposition Cases):

- Monday, Wednesday, Friday at 8:30 a.m. – 5 attorney appointments.

Department 12 (Misdemeanor Post-Disposition Cases):

- Tuesday and Thursday at 8:00 a.m. – 2 attorney appointments.
- Monday, Tuesday and Thursday at 1:30 p.m. – 4 attorney appointments
- Wednesday and Friday at 1:30 p.m. – 2 attorney appointments

If an attorney is appearing on more than one misdemeanor case, and one of the cases is a pre-dispo case, then all cases will be scheduled in Department 3.

The attorney will be provided an appointment slip with instructions and will be verbally instructed on when and where to return to check-in for court on their appointment date. Attorneys must check-in at *Attorney Window* no later than 8:15 a.m. for Dept. 3 and 12 morning appointments; and 1:15 p.m. for afternoon appointments.

- After the attorney has checked in for court, he/she will report to Department 3 or Department 12, as appropriate.

No late check-ins will be allowed. Appointments must be rescheduled.

Felonies

Department 12: All motions and requests that do not require the filing of a formal, written motion (see SDRC 3.2.1) may be calendared using the “CALENDARING REQUEST” form, SDSC CRM-029. Examples include requests to adjust fines and fees, authorization to travel, modification of probation orders, etc. Make sure the reason for the request is clearly indicated on the form. The form should be submitted to the attorney window clerk.

Pro per defendants are permitted to “walk-in” for the afternoon calendar, so long as they check-in before noon.

Department 16: All motions and requests that do not require the filing of a formal, written motion (see SDRC 3.2.1) may be calendared using the “CALENDARING REQUEST” form, SDSC CRM-029. Make sure the reason for the request is clearly indicated on the form. The form should be submitted to the attorney window clerk. Attorneys wishing to file a formal, written motion must do so at the attorney window.
