

DEPARTMENT EIGHT  
HONORABLE WENDY GETTY  
FAMILY LAW DIVISION  
600 UNION AVENUE  
FAIRFIELD, CA 94533

PHONE: (707) 207-7308

**TO PUT A MATTER ON CALENDAR:** The appropriate moving papers should be filed with the family law division. To reserve a motion date or status conference, or schedule a settlement conference after receiving permission to do so, contact the Family Law Calendar Division at (707) 207-7343.

**TO SCHEDULE AN EX PARTE HEARING:** All moving pleadings are to be brought to Department 8 no later than 1:30 p.m. each court day for screening. If approved at the screening for an ex parte hearing, a hearing date is assigned by the judicial assistant. Notice of the ex parte hearing must be given by the moving party to all other parties no later than 10:00 a.m. on the court day preceding the ex parte hearing. A declaration regarding notice of the ex parte hearing must be presented by the moving party at the hearing.

**RESTRAINING ORDERS:** Persons alleging abuse and seeking a restraining order may do so daily. Such requests must be filed with the family law clerk's office no later than 12:00 p.m. each weekday.

**REQUEST FOR TELEPHONIC APPEARANCE:** You must submit FL-679 to request a telephonic appearance at least twelve (12) court days prior to the court date. A copy of this request must be served on the opposing party on the same or next day. The opposing party may object to a request for telephonic appearance. If your request for telephonic appearance is approved, you must notify the opposing party and contact Court Call to set up the conference call. Court Call can be reached at (888) 882-6878. There is a charge for this service.

**CONTINUANCE REQUESTS:**

To continue a hearing date, the parties must submit a Stipulation and Order. No hearing date shall be continued to a future specified date unless the date for the continued hearing was previously reserved with the Family Law Calendar Division. If no date has been reserved, the continued hearing date will be the next regularly scheduled available court date. A request to continue a trial must be made by a written noticed motion.

**TRIALS:** Attorneys and parties must personally appear at all trial-setting conferences, all trial management conferences and at trial unless excused by the Court.

**COURT REPORTER FEES:** When a case is set for trial, court reporter fees (if a court reporter is not waived by both parties) are due by the date given. If these fees remain unpaid by the deadline, the hearing may be taken off calendar. Failure to pay by only one party may result in the party that has not paid being responsible for the total amount due from both parties.

**COURTROOM RULES:**

1. All attorneys and self-represented parties shall check in with the bailiff upon arrival.
2. Cell phones and pagers must be silenced. Any devices making noise that disrupt the proceedings will be confiscated by the bailiff.
3. No minor children are permitted in the courtroom absent the Court's express permission.
4. No shorts, tank tops, bare feet, hats, sunglasses or other unsuitable attire is permitted.
5. No food is allowed. Bottled water is permissible.
6. Persons disrupting the proceedings are subject to removal from the courtroom.
7. Do not speak to an in-custody defendant.
8. Do not approach the judge or the courtroom clerks (without permission).