

# **INVITATION TO COMMENT**

The Superior Court of California, County of Solano, invites comments on proposed revisions to the Court's local rules and forms, effective July 1, 2011.

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**DEADLINE FOR COMMENT: 5:00 p.m. on Tuesday, May 10, 2011**

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**Rule 3 – Civil Cases**

**3.1 APPLICATION OF RULES**

Rule 3 ~~These rules shall~~ apply to all civil cases, limited and unlimited, filed in the Superior Court of California, County of Solano. ~~Unless otherwise specified elsewhere in the local rules, Rule 3 shall not apply to, and may apply to other matters as provided elsewhere in the rules. For the purposes of these rules the term “civil cases” does not include criminal cases, traffic infraction cases,~~ matters filed under the California Family Code ~~(including adoptions and petitions to terminate parental rights)~~, small claims cases, unlawful detainer cases, probate cases, mental health cases, ~~adoption cases,~~ juvenile cases, ~~or~~ and extraordinary writs.

Any reference in these rules to “attorney” or “counsel” shall apply equally to any person representing himself or herself in a case subject to these rules.

*(Rule 3.1 amended effective July 1, 2011-January 1, 2010; adopted effective January 1, 1998; previously amended effective October 1, 2002, ~~and~~ January 1, 2009, and January 1, 2010.)*

**3.2 DIRECT CALENDARING OF CIVIL CASES**

When a civil case is filed, or received and filed as a transfer from another county, the Clerk of the Court shall assign the case to one of the judges in the Civil Division of the court, ~~and shall notify the plaintiff.~~ The assignment to a judge shall be deemed to be for all purposes. The method of selection of the judge to be assigned to a case shall be subject to the approval of the Supervising Judge of the Civil Division and shall be designed to equally distribute the workload among the judges of the Civil Division and best serve the court.

This rule does not apply to limited jurisdiction collection actions that qualify under California Rules of Court, rule 3.740, except that a judge may be assigned in those cases upon any of the following events: (1) The plaintiff's failure to file proof of service or obtain order for publication of summons within 180 days of the filing of the complaint; (2) the plaintiff's failure to obtain default judgment within 360 days of the filing of the complaint, if no responsive pleading has been filed; or (3) upon the filing of a responsive pleading by a defendant.

*(Rule 3.2 amended effective July 1, 2011-January 1, 2009; adopted effective January 1, 1998; previously amended effective January 1, 2009.)*

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**3.3 NOTIFICATION OF PLAINTIFF OF ASSIGNMENT TO ONE JUDGE FOR ALL PURPOSES**

Upon the filing of the complaint, the Clerk of the Court shall notify plaintiff, plaintiff's attorney, or an agent of the plaintiff of the assignment to one judge for all purposes; and, if in person, the person receiving notice shall sign an acknowledgement of the notification on a form to be prepared by the Clerk of the Court indicating thereon that the notification is received on behalf of plaintiff. The clerk shall file the acknowledgement of the notification in the court file with an attached proof of personal service. If the notification of the plaintiff, his attorney or agent is not in person and acknowledged in writing, then the clerk shall mail a notice to plaintiff at his or her address of record by first class mail and file a proof of mailing in the court file.

Plaintiff shall promptly notify all parties in the case at the time the assignment is made and notify all parties who later enter the case and file with the court a proof of service of such notification of the assignment to a judge for all purposes within five (5) days after the notice is served.

*(Rule 3.3 amended effective July 1, 2010; adopted effective January 1, 1998.)*

**3.4 DESIGNATION OF COURT [Repealed]**

~~All pleadings in civil cases shall designate whether the case is an unlimited or limited civil action. If the case is a limited civil action, the pleadings shall designate the proper judicial district.~~

*(Rule 3.4 amended effective July 1, 2010; adopted effective January 1, 1998; amended effective October 1, 2002.)*

**3.5 [RESERVED] CALENDARING OF HEARINGS**

With the exception of ex parte matters, all hearings shall be scheduled through the Civil Division calendar clerk.

*(Rule 3.5 adopted effective July 1, 2011.)*

~~**3.5 PEREMPTORY CHALLENGE OF JUDGE ASSIGNED FOR ALL PURPOSES  
[REPEALED]**~~

~~*(Rule 3.5 repealed effective July 1, 2010; adopted as Rule 3.7 effective January 1, 1998; renumbered as Rule 3.5 effective January 1, 2010.)*~~

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3.6 DEPOSIT OF JURY FEES

~~Pursuant to Code of Civil Procedure section 631, advance~~ Advance jury fees in the amount of one hundred and fifty dollars (\$150.00) shall be deposited with the Clerk of the Court in compliance with Code of Civil Procedure section 631. ~~at least twenty-five (25) calendar days prior to the date initially set for trial. The court may deem that the demanding party has waived jury if there is not compliance with the deposit of jury fees provided for in this paragraph.~~

*(Rule 3.6 amended ~~and renumbered~~ effective July 1, 2011-January 1, 2010; adopted as Rule 3.10 effective January 1, 1998; previously amended effective October 1, 2002; previously amended and renumbered effective January 1, 2010.)*

3.7 FORFEITURE OF JURY FEES PER CCP SECTION 631.3

a. ~~WAIVER OF JURY TRIAL~~

~~If, after jury fees have been deposited, a party waives jury, such waiver must be of record at least seven (7) calendar days prior to the assigned date of trial, otherwise said jury fee deposit shall be forfeited.~~

~~(Subd (a) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 3.11 effective January 1, 1998.)~~

b. ~~CONTINUANCE OF JURY TRIAL DATE~~

~~Whenever a continuance of jury trial is obtained within seven (7) calendar days prior to the assigned date of trial, the jury fee deposit shall be forfeited.~~

~~(Subd (b) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 3.11 effective January 1, 1998.)~~

c. ~~SETTLEMENT OF CASE SET FOR TRIAL~~

~~If a case assigned for trial is settled, but written dismissal or notice of settlement is not filed at least seven (7) calendar days prior to the assigned date of trial, the jury fee deposit shall be forfeited.~~

~~(Subd (c) relettered effective January 1, 2010; adopted as unlettered portion of Rule 3.11 effective January 1, 1998.)~~

d. ~~CCP SECTION 631.3~~

For purposes of Rule 3.6 ~~Rule 3.11~~ and per Code of Civil Procedure section 631.3, it is deemed necessary for the court to have at least five court ~~seven (7) calendar~~ days notice of waiver of jury, continuance or settlement of the case in order to notify the jurors that

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the trial will not proceed at the time set. Failure to notify the court in writing of a waiver of jury, continuance of a jury trial date, or settlement of a case set for trial less than five court days prior to the assigned date of trial shall result in the forfeiture of the jury fee deposit.

*(Subd (d) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 3.11 effective January 1, 1998.)*

*(Rule 3.7 amended ~~and renumbered~~ effective ~~July 1, 2011~~ January 1, 2010; adopted as Rule 3.11 effective January 1, 1998; amended and renumbered effective January 1, 2010.)*

**3.8 NOTIFICATION TO COURT OF DROPS, CONTINUANCES AND STIPULATIONS**

When a matter is to be dropped, continued or stipulated to, counsel for the moving party shall promptly notify the department of the court to which the matter is assigned. No matters will be continued after announcement of a tentative ruling thereon, except by order of the court for good cause.

No matter shall be continued unless the department of the court to which the matter is assigned approves of the continuance date. Any continuance requested within forty-eight (48) hours of the hearing date shall be directed to the department in which the hearing is scheduled for approval.

In the absence of a showing of good cause by counsel, no matter shall be continued on the law and motion calendar pursuant to stipulation of counsel, or otherwise, more than twice.

*(Rule 3.8 amended and renumbered effective January 1, 2010; adopted as Rule 3.13 effective January 1, 1998; former Rule 3.8, which concerned the court case number, repealed effective January 1, 2010.)*

**3.9 TENTATIVE RULINGS**

**a. AVAILABILITY OF TENTATIVE RULINGS**

A tentative ruling on a civil matter will be available on the court day immediately preceding the scheduled hearing on that matter by telephoning ~~a tape-recorded message at~~ (707) 207-7331 or by signing onto the court's web site at [www.solano.courts.ca.gov](http://www.solano.courts.ca.gov) and ~~selecting clicking~~ "Tentative Rulings and Probate ~~Pregrants Exam Notes~~" after 2:00 p.m. Thus, for example, for a matter on a Monday calendar, one may call the recorded message or check the court's web

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site after 2:00 p.m. on the preceding Friday afternoon. Tentative rulings will not be posted for unlawful detainer matters.

*(Subd (a) amended and relettered effective January 1, 2010; adopted as Rule 3.14 effective January 1, 1998; previously amended effective October 1, 2002.)*

**b. NOTIFICATION OF INTENT TO APPEAR AT HEARING**

The tentative ruling shall become the ruling of the court unless a party desiring to be heard so advises the judicial assistant of the department hearing the matter at the telephone number indicated in the tentative ruling no later than 4:30 p.m. on the court day preceding the hearing, and further advises that such party has notified all other parties of its intention to appear and argue.

*(Subd (b) amended effective July 1, 2010; adopted as Rule 3.15 effective January 1, 1998; relettered as subd (b) effective January 1, 2010.)*

**c. ARGUMENT ON TENTATIVE RULING**

Where an appearance has been requested or invited by the court, limited argument will be entertained, not to exceed 20 minutes per case. Appearances may be made telephonically, in accordance with California Rules of Court, rule 3.670 and Solano County Local Rules, rule 4.124.14(h), unless the court orders a personal appearance.

*(Subd (c) amended effective July 1, 2011; relettered effective January 1, 2010; adopted as Rule 3.16 effective January 1, 1998; previously amended effective January 1, 2009; relettered effective January 1, 2010.)*

*(Rule 3.9 amended effective July 1, 2011~~2010~~; adopted as Rule 3.14 effective January 1, 1998; previously amended effective October 1, 2002; amended and renumbered as Rule 3.9 effective January 1, 2010; amended effective July 1, 2010.)*

**3.10 [RESERVED]**

~~**3.10—ORDERS AFTER HEARING [REPEALED]**~~

~~*(Rule 3.10 repealed effective July 1, 2010; adopted as Rule 3.17 effective January 1, 1998; amended and renumbered as Rule 3.10 effective January 1, 2010.)*~~

**3.11 FAILURE TO NOTIFY COURT WHEN ATTORNEY CANNOT BE PRESENT SHALL BE DEEMED SUFFICIENT CAUSE TO ORDER OFF CALENDAR**

If an attorney cannot be present on time at the call of the matter on calendar, he or she must, prior to the call, inform the courtroom clerk of that department of the reason for and extent of such delay. Failure to appear or furnish such information shall be deemed

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sufficient cause for ordering the matter off calendar or for proceeding to hear the matter in the absence of counsel, as the court, in its discretion, may determine.

*(Rule 3.11 renumbered effective January 1, 2010; adopted as Rule 3.19 effective January 1, 1998.)*

**3.12 OFF CALENDAR**

A law and motion matter that has gone off calendar may be restored thereto only upon notice, excepting in an extraordinary situation, to be determined by the court in its discretion.

*(Rule renumbered effective January 1, 2010; adopted as Rule 3.20 effective January 1, 1998; former Rule 3.12, which concerned the California Rules of Court, repealed effective January 1, 2010.)*

**3.13 EX PARTE MATTERS**

Ex parte matters will be heard daily, ~~but~~ only upon appointment scheduled directly with the designated department. through the judge's assistant. Said application shall comply with California Rules of Court 3.1200-3.1207, and shall be heard only upon presentation of a receipt demonstrating payment of the requisite filing fees. All other hearings shall be scheduled through master calendar, telephone (707) 207-7332.

*(Rule 3.13 amended effective July 1, ~~2011~~2010; adopted as Rule 3.21 effective January 1, 1998; previously amended effective July 1, 2005; previously amended effective July 1, 2009; renumbered as Rule 3.13 effective January 1, 2010; amended effective July 1, 2010.)*

**3.14 ORDERS REGARDING ORDERS TO SHOW CAUSE, TEMPORARY RESTRAINING ORDERS, AND INJUNCTIONS [Repealed]**

~~All written orders, including orders to show cause, temporary restraining orders and injunctions, signed by a judge shall be filed forthwith. An endorsed filed copy of such order shall be served upon each party to be notified thereof. Except as otherwise directed by the court for good cause shown, the proof of such service of orders to show cause and temporary restraining orders shall be filed before 3:00 p.m. of the third court day prior to the hearing.~~

*(Rule 3.14 repealed effective July 1, 2010; renumbered effective January 1, 2010; adopted as Rule 3.25 effective January 1, 1998; renumbered effective January 1, 2010.)*

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**3.15 MOTIONS TO CONSOLIDATE**

Motions to consolidate cases shall be heard in the department to which the case with the lowest file number is assigned.

In the event that cases are consolidated and unless otherwise ordered by the judicial officer hearing the consolidation motion, the pleadings filed thereafter shall be filed in the case file with the lowest file number and the consolidated case shall be assigned for all purposes to the judge to which the case with the lowest file number is assigned.

*(Rule 3.15 amended effective July 1, 2010; adopted as Rule 3.26 effective January 1, 1998; renumbered as Rule 3.15 effective January 1, 2010.)*

**3.16 MOTIONS PAPERS**

Motions papers must be received within three court days of reserving a law and motion date. If papers are not received within three court days, the date reserved will be canceled.

*(Rule 3.16 amended effective July 1, 2010; adopted as Rule 3.27 effective October 1, 2002; renumbered as Rule 3.16 effective January 1, 2010.)*

**3.17 MANDATE ACTIONS ARISING UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

a. **WHERE FILED**

Mandamus actions challenging an agency decision under the California Environmental Quality Act (Public Resources Code §21000 et seq.) (“CEQA”) shall be filed in the office of the Civil Clerk of the Court. Each action shall be accompanied by an initial filing form designating the action as Environmental Law – CEQA (Public Resources Code § 21167.1), and shall be assigned to the designated CEQA department for all purposes.

*(Subd (a) amended effective July 1, 2010; adopted effective July 1, 2005.)*

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**b. MEDIATION**

In accordance with Government Code section 66031, within five (5) days after the deadline for respondent or defendant to file a response to the action, plaintiff or petitioner shall prepare and lodge with the designated CEQA department a notice form for the court's signature inviting mediation. The court shall then mail the notice of invitation to the parties.

*(Subd (b) amended and relettered effective July 1, 2010; adopted as subd (c) effective July 1, 2005; prior subd (b), concerning ordering the administrative record, repealed effective July 1, 2010.)*

**c. PREPARING THE ADMINISTRATIVE RECORD**

**(1) Preparation by the Public Agency**

- (a) Within twenty (20) calendar days after receipt of a request to prepare the administrative record, the public agency responsible for such preparation shall personally serve on petitioners a preliminary notification of the estimated cost of preparation, setting forth the agency's normal costs per page, other reasonable costs, if any, the agency anticipates, and the likely range of pages. This notice shall also state, to the extent then known, the location(s) of the documents anticipated to be incorporated into the administrative record, shall designate the contact person(s) responsible for identifying the agency personnel or other person(s) having custody of those documents, and shall provide a listing of dates and times when those documents will be made available to petitioners or any party for inspection during normal business hours as the record is being prepared. This notice shall be supplemented by the agency from time to time as additional documents are located or determined appropriate to be included in the record.

*(Subd (a) relettered effective January 1, 2010; adopted as Subd (d)(1) effective July 1, 2005.)*

- (b) Upon receipt of this preliminary notification, petitioners may elect to prepare the record themselves provided they notify the agency within five (5) calendar days of such receipt. If petitioners so elect, then within forty (40) calendar days of service of the initial notice to prepare the administrative record, petitioners shall prepare and serve on all parties a detailed index listing the documents proposed by petitioners to constitute the record. Within

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seven (7) calendar days of this notification, the agency and/or other parties shall prepare and serve the petitioners and all parties with a document notifying them of any document(s) or item(s) that such parties contend should be added to, or deleted from, the record. The agency shall promptly notify petitioners of any required photocopying procedures and/or conditions with which petitioners must comply in their preparation of the record.

*(Subd (b) relettered effective January 1, 2010; adopted as Subd (d)(2) effective July 1, 2005.)*

- (c) If petitioners do not so elect, then within forty (40) calendar days after service of the request to prepare the administrative record, the agency shall prepare and serve on the parties a detailed index listing the documents proposed by the agency to constitute the record and provide a supplemental estimated cost of preparation. Within seven (7) calendar days of receipt of this notification, petitioners and/or any other parties shall prepare and serve the agency and all parties with a document notifying the agency of any document(s) or item(s) that such parties contend should be added to, or deleted from, the record.

*(Subd (c) relettered effective January 1, 2010; adopted as Subd (d)(3) effective July 1, 2005.)*

*(Subd (1) amended effective January 1, 2010; adopted effective July 1, 2005.)*

**(2) Preparation by Petitioners**

- (a) Within twenty (20) calendar days after receipt of petitioners' notice of election to prepare the record themselves, the public agency responsible for certification of the record shall personally serve on petitioners a preliminary notification designating, to the extent then known, the location(s) of the documents anticipated to be incorporated into the administrative record, the contact person(s) responsible for identifying the agency personnel or other person(s) having custody of those documents, and the dates and times when those documents will be made available to petitioners or any party for their inspection and copying. This notice shall also state any required photocopying procedures and/or conditions with which petitioners must comply in their preparation of the record. This notice shall be supplemented by the agency as

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additional documents are located or determined appropriate to be included in the record.

*(Subd (a) adopted effective July 1, 2005.)*

- (b) Within forty (40) calendar days after service of petitioners' notice of election, petitioners shall prepare and serve on all parties a detailed index listing the documents proposed by petitioners to constitute the record. Within seven (7) calendar days of this notification, the agency and/or other parties shall prepare and serve the petitioners and all parties with a document notifying them of any document(s) or item(s) that such parties contend should be added to, or deleted from, the record.

*(Subd (b) adopted effective July 1, 2005.)*

*(Subd (2) renumbered effective January 1, 2010; adopted as Subd (d)(4) effective July 1, 2005.)*

*(Subd (c) relettered effective July 1, 2010; adopted as subd (d) effective July 1, 2005; amended effective January 1, 2010.)*

**d. FORMAT OF ADMINISTRATIVE RECORD**

The format of the administrative record shall be governed by California Rules of Court, rules 3.1365 and either 3.1367 or 3.1368, as appropriate.

*(Subd (d) amended and relettered effective July 1, 2010; adopted as subd (e) effective July 1, 2005.)*

**e. LODGING THE ADMINISTRATIVE RECORD IN ELECTRONIC FORMAT**

Any party lodging the administrative record in an electronic format as permitted by California Rules of Court, rule 3.1365 et seq. shall simultaneously file a declaration with the court affirming under penalty of perjury that the medium in which the record is contained and lodged with the court is free of computer viruses or other malware.

*(Subd (e) amended and relettered effective July 1, 2010; adopted as subd (f) effective July 1, 2005.)*

**f. DISPUTES REGARDING THE CONTENTS OF THE ADMINISTRATIVE RECORD**

Once the record has been filed, any disputes about its accuracy or scope should be resolved by appropriate noticed motion. For example, if the agency has prepared the record, petitioners may contend that it omits important documents or that it contains inappropriate documents; if the petitioners have prepared the record, the agency may have similar contentions. A motion to supplement the certified

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record with additional documents and/or to exclude certain documents from the record may be noticed by any party and should normally be filed concurrently with the filing of petitioners' opening memorandum of points and authorities in support of the writ. Opposition and reply memoranda on the motion should normally be filed with the opposition and memoranda, respectively, regarding the writ. The motion should normally be calendared for hearing concurrently with the hearing on the writ.

*(Subd (f) relettered effective July 1, 2010; adopted as subd (g) effective July 1, 2005.)*

**g. BRIEFING SCHEDULE AND LENGTH OF MEMORANDA**

Unless otherwise ordered by the court, the following briefing schedule shall be followed in all cases:

(1) Petitioners shall file directly in the designated CEQA department and serve personally, by overnight mail or, if previously agreed, by fax or electronic service, an opening memorandum of points and authorities in support of the petition within thirty (30) days from the date the administrative record is served.

*(Subd (1) amended effective July 1, 2010; adopted effective July 1, 2005.)*

(2) Respondent and Real Party in Interest shall file directly in the designated CEQA department and serve personally, by overnight mail, or if previously agreed, by fax or electronic service, opposition points and authorities, if any, within thirty (30) days following service of petitioners' memoranda of points and authorities.

*(Subd (2) amended effective July 1, 2010; adopted effective July 1, 2005.)*

(3) Petitioners shall have twenty (20) days from service of the opposition's points and authorities to file directly in the designated CEQA department and serve personally, by overnight mail, or if previously agreed, by fax or electronic service, a reply memorandum of points and authorities.

*(Subd (3) amended effective July 1, 2010; adopted effective July 1, 2005.)*

(4) The parties may agree upon a shorter time frame for briefing by written stipulation filed with the court.

*(Subd (4) adopted effective July 1, 2005.)*

*(Subd (g) amended and relettered effective July 1, 2010; adopted as subd (i) effective July 1, 2005.)*

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**h. TRIAL NOTEBOOK**

Petitioner shall prepare a trial notebook which shall be filed with the designated CEQA Department fourteen (14) days before the date of the hearing. The trial notebook shall consist of the petition, the answer(s), the briefs, any motions set to be heard at trial, the statement of issues, and any other document(s) agreed upon by the parties or ordered by the court.

*(Subd (h) amended and relettered effective July 1, 2010; adopted as subd (j) effective July 1, 2005; previous subd (h), concerning notice of hearing, repealed effective July 1, 2010.)*

*(Rule 3.17 amended effective July 1, 2010; adopted as Rule 3.28 effective July 1, 2005; amended and renumbered as Rule 3.17 effective January 1, 2010.)*

**3.18 FILING OF NOTICES OF UNAVAILABILITY**

The court shall not accept for filing a "Notice of Unavailability of Counsel" or other document or pleading whose sole purpose is to advise the court and/or other parties of an attorney's or party's unavailability. (*Carl v. Superior Court of Orange County* (2007) 157 Cal.App.4th 73.)

*(Rule 3.18 renumbered effective January 1, 2010; adopted as Rule 3.29 effective January 1, 2009.)*

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**Rule 4 – Administration of Civil Litigation**

**4.1 SCOPE AND POLICY**

**a. SCOPE OF RULE 4**

Rule 4 is intended to implement the Trial Court Delay Reduction Act (Government Code Section 68600 et seq.) and shall apply to all general civil actions, ~~filed on or after July 1, 1992, and all civil actions filed before July 1, 1992, in which an at-issue memorandum is filed, or in which the court orders that the action is at issue.~~ The term “general civil action” shall have the same meaning as set forth in California Rules of Court, rule 1.6, subdivision (4).

Rule 4 shall not apply to uninsured motorist cases, coordinated cases, or collections cases unless and until they become subject to the Trial Court Delay Reduction Act per California Rule of Court, rule 3.712.

~~Except as may be provided elsewhere in these rules, the term “civil actions” as used in Rule 4 does not include matters filed under the California Family Code, small claims cases, unlawful detainer cases, matters filed under the Probate Code, mental health cases, adoption cases, juvenile cases, and extraordinary writs.~~

~~(Subd (a) amended effective July 1, 2011~~January 1, 2010~~; adopted effective January 1, 1998; previously amended effective July 1, 2005, and January 1, 2010.)~~

**b. POLICY AND CASE DISPOSITION STANDARDS**

It is the policy of this court that all civil cases shall be resolved as expeditiously as possible, consistent with the obligation of the courts to give full and careful consideration to the issues presented, and consistent with the right of the parties to adequately prepare and present their cases to the court. Furthermore, it is the policy of the court that all actions subject to these rules shall be actively managed, supervised and controlled by the court from the time of filing of the first document invoking the court’s jurisdiction through final disposition. This court’s~~The~~ case disposition standards are as set forth in California Rules of Court, rule 3.714, subdivision (b). ~~as follows:~~

~~(1) — The case disposition time standards for unlimited actions are as follows: 75% of all cases shall be concluded within one year of the filing of the initial pleading, 85% of all cases shall be concluded within eighteen (18) months of the filing of the initial pleading, and 100% within twenty-four (24) months.~~

~~(2) — The case disposition time standards for limited actions are as follows: 90% of all cases shall be concluded within one year of the filing of the initial pleading, 98% of all cases shall be concluded within eighteen (18)~~

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~~months of the filing of the initial pleading, and 100% within twenty-four (24) months.~~

*(Subd (b) amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective July 1, 2005.)*

**c. APPLICABILITY OF RULE 4 TO OTHER RULES**

Notwithstanding Rule 4.1, subsection (a), any rule within Rule 4 may be made expressly applicable to other proceedings through the enactment of or amendment to a local rule governing that proceeding.

*(Subd (c) amended effective January 1, 2010; adopted effective January 1, 2009.)*

*(Rule 4.1 amended effective ~~July 1, 2011~~January 1, 2010; adopted effective January 1, 1998; previously amended effective July 1, 2005, ~~and~~ January 1, 2009, and January 1, 2010.)*

**4.2 CASE DESIGNATION**

**a. DEFAULT DESIGNATION OF CASE; TIMING OF DESIGNATION**

All civil cases subject to these rules shall be classified as TRACK A cases unless, on good cause shown, the court designates the case as a TRACK B case or TRACK C (complex) litigation. The determination as to whether a case is designated as a TRACK B or TRACK C case under these rules shall be at the sole discretion of the court. The designation may be made by the court at any case management conference, trial management conference, mandatory settlement conference, or any hearing noticed by the court or counsel.

*(Subd (a) amended and lettered effective January 1, 2010; adopted as unlettered portion of Rule 4.2 effective January 1, 1998; previously amended effective July 1, 2005.)*

**b. TRACK A CASES**

TRACK A cases are cases that are to be resolved within twelve (12) months of the date that the complaint was filed.

*(Subd (b) amended and lettered effective January 1, 2010; adopted as unlettered portion of Rule 4.2 effective January 1, 1998; previously amended effective July 1, 2005.)*

**c. TRACK B AND TRACK C CASES**

TRACK B and TRACK C cases are those which generally involve multiple parties, complex issues, difficult legal questions, unusual proof problems, or other circumstances which result in a case not being adequately prepared for trial within twelve (12) months of its filing even with due diligence being exercised by all

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parties. It is the policy of the court to conclude all TRACK B cases within eighteen (18) months and TRACK C cases within twenty-four (24) months of the filing of the initial pleading.

*(Subd (c) amended and lettered effective January 1, 2010; adopted as unlettered portion of Rule 4.2 effective January 1, 1998; previously amended effective July 1, 2005.)*

**d. REDESIGNATION OF CASE**

Following the designation by the court of the case as TRACK A, TRACK B, or TRACK C, the court, on its own motion or on the motion of any party, may order the case redesignated.

*(Subd (d) amended and lettered effective January 1, 2010; adopted as unlettered portion of Rule 4.2 effective January 1, 1998; previously amended effective July 1, 2005.)*

*(Rule 4.2 amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective July 1, 2005.)*

**4.3 TIME REQUIREMENTS FOR COMPLAINT**

Time requirements for service of the complaint shall be as specified by California Rules of Court, rules 3.110 and 3.740, subdivision (c).

~~a. **SERVICE OF COMPLAINT**~~

~~Within sixty (60) calendar days of filing, the complaint must be served and a proof of service as to each named defendant filed with the court unless a Request for Extension of Time is filed with the court stating facts establishing good cause as to why service has not or should not be made upon all parties within the time provided in this rule. If the complaint is amended to add a defendant, the added defendant must be served and proof of service must be filed within thirty (30) days after the filing of the amended complaint unless a Request for Extension of Time is filed with the court stating facts establishing good cause as to why service has not or should not be made upon all parties within the time provided in this rule. The 60-day service requirement shall not apply to limited jurisdiction collection actions, as set forth in California Rules of Court, rule 3.740. As to those cases, the proof of service must be filed with the court, or order of publication obtained, within 180 days of the filing of the complaint.~~

~~*(Subd (a) amended effective January 1, 2009; adopted effective January 1, 1998; previously amended effective October 1, 2002.)*~~

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~~b. **REQUEST FOR EXTENSION OF TIME**~~

~~Upon filing the Request for Extension of Time, the court may:~~

~~(1) Grant an extension of time to a specified date;~~

~~(2) Deny the request; or,~~

~~(3) Conduct a hearing to determine the setting of the date for compliance with these rules.~~

~~*(Subd (b) amended effective January 1, 2009; adopted effective January 1, 1998; previously amended effective October 1, 2002.)*~~

~~e. **SANCTIONS**~~

~~Upon failure to serve the complaint and file proof of service or dismissal as to each named defendant, or to file a Request for Extension as required by these rules, the court may impose sanctions at Case Management Conference One or Case Management Conference Two after notice and an opportunity to be heard has been provided to the party or attorney subject to sanctions.~~

~~*(Subd (e) amended effective January 1, 2009; adopted effective January 1, 1998; previously amended effective October 1, 2002.)*~~

~~*(Rule 4.3 amended effective July 1, 2011; amended effective January 1, 2009; adopted effective January 1, 1998; previously amended effective October 1, 2002, and January 1, 2009.)*~~

**4.4 TIME REQUIREMENTS FOR RESPONSIVE PLEADINGS**

Time requirements for service of responsive pleadings shall be as specified by California Rules of Court, rules 3.110, 3.740, subdivision (c), and 3.1320.

~~a. **SERVICE OF RESPONSE**~~

~~Within the time required by law, each party served shall file and serve a responsive pleading unless a Request for Extension of Time to Respond is filed stating facts establishing good cause as to why a responsive pleading has not or cannot, with due diligence, be filed.~~

~~*(Subd (a) amended effective January 1, 2009; adopted effective January 1, 1998; previously amended effective October 1, 2002.)*~~

~~b. **REQUEST FOR EXTENSION OF TIME TO RESPOND**~~

~~Upon filing of the Request for Extension of Time to Respond, the court may:~~

~~(1) Grant an extension of time for the filing of a response to a specified date;~~

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~~(2) — Deny the request; or,~~

~~(3) — Set and conduct a hearing to set a date for compliance with this rule.~~

~~A party may not extend the time for filing responsive pleadings, including responses to amended pleadings, by stipulation with any other party except to the extent authorized by Government Code section 68616.~~

~~In the event the court denies the Request for Extension of Time to Respond the court will set a date for the filing of a response. No default shall be entered by the clerk prior to the day following the date set for filing a response.~~

~~(Subd (b) amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective October 1, 2002, and January 1, 2009.)~~

~~e. — **SANCTIONS**~~

~~Upon failure to file and serve a responsive pleading by each served defendant or cross-defendant, or to file a Request for Extension of Time to Respond as required by these rules, the court may impose sanctions at Case Management Conference One or Case Management Conference Two after notice and an opportunity to be heard has been provided to the party or attorney subject to sanctions.~~

~~(Subd (c) amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective October 1, 2002, and January 1, 2009.)~~

~~d. — **ENTRY OF DEFAULT**~~

~~If a served party fails to file a responsive pleading, the serving party shall file a request for entry of default within ten (10) days after the last day for filing the responsive pleading. The serving party shall obtain a default judgment within forty five (45) days after the entry of default. These requirements shall not apply to limited jurisdiction collection actions, as set forth in California Rules of Court, rule 3.740. As to those cases, default judgment must be obtained within 360 days of the filing of the complaint.~~

~~(Subd (d) amended effective January 1, 2009; adopted effective January 1, 1998; previously amended effective October 1, 2002.)~~

~~e. — **DEMURRER OR MOTION AS A RESPONSE**~~

~~If the responsive pleading is a demurrer, motion to strike, motion to quash service of process, motion for a change of venue, or a motion to stay or dismiss the case on *forum non conveniens* grounds, and the demurrer is overruled or the motion denied, the court shall fix the time by which a further responsive pleading shall be~~

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~~filed. This time will normally not be more than ten (10) days following the date of the ruling on the demurrer or motion.~~

~~If a demurrer is sustained with leave to amend, the court shall fix the time, normally not more than ten (10) days following the ruling, for filing an amended complaint and shall fix a time for the filing of pleadings responsive to such amended complaint or cross-complaint.~~

~~(Subd (e) amended effective January 1, 2009; adopted effective January 1, 1998; previously amended effective October 1, 2002.)~~

~~(Rule 4.4 amended effective July 1, 2011 amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective October 1, 2002, and January 1, 2009, and January 1, 2010.)~~

**4.5 TIME REQUIREMENTS FOR CROSS-COMPLAINTS**

~~Time requirements for service of cross-complaints shall be as specified by California Rules of Court, rules 3.110 and 3.1320.~~

~~a. **FILING OF CROSS-COMPLAINT**~~

~~A party shall file a cross-complaint against any of the parties who filed the complaint or cross-complaint against that party at the time the answer to the complaint or cross-complaint is filed and must be accompanied by a proof of service. If the cross-complaint adds new parties, the cross-complaint must be served on all parties and proof of service must be filed within thirty (30) days of filing unless a Request for Extension of Time is filed with the court stating facts establishing good cause as to why service has not or should not be made upon all parties within the time provided in this rule.~~

~~(Subd (a) amended effective October 1, 2002; adopted effective January 1, 1998.)~~

~~b. **THIRD PARTY CROSS-COMPLAINTS**~~

~~A party shall file a cross-complaint against any third party at the time the answer to the complaint or cross-complaint is filed. A party shall obtain leave of court to file any cross-complaint after the party files an answer to either a complaint or cross-complaint.~~

~~(Subd (b) amended effective October 1, 2002; adopted effective January 1, 1998.)~~

~~c. **RESPONDING TO CROSS-COMPLAINTS**~~

~~The time for the filing of responsive pleadings to the cross-complaint shall be in accordance with Rule 4.4 of these rules.~~

~~(Subd (c) relettered effective January 1, 2010; adopted as portion of Subd (b) effective January 1, 1998.)~~

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*(Rule 4.5 ~~repealed effective July 1, 2011; amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective October 1, 2002, and January 1, 2010.~~)*

**4.6 CASE MANAGEMENT CONFERENCES**

**a. SCHEDULING OF CASE MANAGEMENT CONFERENCE ONE**

In all cases ~~subject to the case management rules in California Rules of Court, rule 3.720 et seq., except those designated as “uninsured motorist” and those limited jurisdiction cases designated as “collections,”~~ the Clerk of the Court will schedule the first Case Management Conference approximately 120 days from the date of filing of the complaint. At the time of filing of the complaint, the Clerk of the Court shall provide the plaintiff with a Notice of Case Management Conference One, which shall indicate the date, time, and place that counsel, and any party not represented by counsel, shall appear for Case Management Conference One, and shall state the obligations of counsel, or any parties not represented by counsel, in regard to Case Management Conference One and Case Management Conference Two. Plaintiff is responsible for notifying all defendants of the initial or any continued Case Management Conference dates.

*(Subd (a) ~~amended effective July 1, 2011~~ ~~amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 4.6 effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009; amended and relettered effective January 1, 2010.~~)*

**b. CASE MANAGEMENT CONFERENCES IN “UNINSURED MOTORIST” CASES**

~~The plaintiff may designate a case as an “uninsured motorist case” by filing and serving a declaration without demonstrating that the designation is appropriate. An action for personal injury or property damage against an uninsured defendant may be designated as an “uninsured motorist case” upon application of the plaintiff filed concurrently with the petition or within thirty (30) days of the commencement of the action. Upon the filing of such an application, the court will set the first Case Management Conference approximately 180 days from the date of the designation.~~

~~If the declaration is filed with the complaint, the Clerk of the Court will schedule the first Case Management Conference approximately 180 days from the date of filing of the complaint. If the plaintiff files the declaration at a later time, the provisions of Rule 4.14(f) apply.~~

*(Subd (b) ~~amended effective July 1, 2011; relettered effective January 1, 2010; adopted as Subd (a) of Rule 4.6 effective January 1, 1998; previously amended~~)*

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*effective October 1, 2002, July 1, 2005, and January 1, 2009; relettered effective January 1, 2010.*)

**c. CASE MANAGEMENT CONFERENCES IN LIMITED JURISDICTION “COLLECTION” CASES**

The plaintiff may designate a limited jurisdiction case as a “collection” case by filing a Civil Case Cover Sheet describing the case as a “collections” matter. No case management conference will be scheduled unless and until a responsive pleading has been filed.

*(Subd (c) relettered effective January 1, 2010; adopted as Subd (b) of Rule 4.6 effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009.)*

**d. SERVICE OF NOTICE OF CASE MANAGEMENT CONFERENCE**

**(1) Service of Notice with Complaint**

The plaintiff shall serve the Notice of Case Management Conference on all defendants with the complaint.

*(Subd (1) renumbered effective January 1, 2010; previously adopted as portion of Subd (f) effective January 1, 1998.)*

**(2) Service of Notice with Cross-Complaint**

Any plaintiff and any defendant serving a cross-complaint shall serve a copy of the Notice of Case Management Conference One provided by the Clerk, which sets the date and place for Case Management One, on each cross-defendant with the cross-complaint. In the event that any cross-complaint is served after Case Management Conference One has been held, the cross-complainant, at the time of service of the cross-complaint, shall serve each cross-defendant with Notice of Case Management Conference Two, which shall contain the date, time and place of Case Management Conference Two and explain the obligations of the parties in regard to case management conferences under these rules.

*(Subd (2) renumbered effective January 1, 2010; previously adopted as portion of Subd (f) effective January 1, 1998.)*

*(Subd (d) amended and relettered effective January 1, 2010; adopted as Subd (f) of Rule 4.6 effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009; former Subd (d) repealed effective January 1, 2010.)*

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- e. **TELEPHONIC APPEARANCE AT CASE MANAGEMENT CONFERENCES**  
Litigants wishing to appear at a case management conference by telephone per California Rules of Court, rule 3.670, shall do so through CourtCall LLC, a private telephonic appearance provider with whom the court has contracted, or any other telephonic appearance provider as designated by the court. The telephone number of CourtCall is (888) 88-COURT or (310) 342-0888. Counsel wishing to avail themselves of this service shall note and follow the rules and schedule of the individual department concerning the use of CourtCall, and shall be solely responsible for all fees and costs charged by CourtCall for this service.  
*(Subd (e) amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009.)*
- f. **CASE MANAGEMENT CONFERENCE SETTING**
- (1) For all cases subject to Rule 4.6, subdivision (a), Case Management Conference One shall be set during the calendar week that is 120 calendar days after the filing of the complaint, on the day of week and at the time designated by the judge to whom the case is assigned for all purposes. Case management conferences for other cases shall be set in a similar manner per the timelines applicable to those cases.  
*(Subd (1) amended effective July 1, 2011; adopted effective January 1, 1998.)*
- (2) At Case Management Conference One, the court shall refer the matter to arbitration or mediation, if deemed appropriate by the court, continue the matter for further Case Management Conference One or set the matter for a Case Management Conference Two.  
*(Subd (2) adopted effective January 1, 1998.)*
- (3) The court may, in its discretion, require additional case management conferences and additional Case Management Statements.  
*(Subd (3) adopted effective January 1, 2010; previously adopted as portion of Subd (h).)*
- (Subd (f) amended effective July 1, 2011; ~~amended and relettered effective January 1, 2010~~; adopted as Subd (g) effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009; amended and relettered effective January 1, 2010.)*

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g. **UPDATED CASE MANAGEMENT STATEMENTS FOR CONTINUED CASE MANAGEMENT CONFERENCES**

Unless otherwise ordered by the court, an~~An~~ updated Case Management Statement shall be filed by each counsel no later than ~~by~~ the fifteenth (15th) calendar day before each continued Case Management Conference or any review set by the court.

*(Subd (g) amended effective July 1, 2011 and ~~relettered effective January 1, 2010~~; adopted as Subd (h) effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009; amended and relettered effective January 1, 2010.)*

h. **SANCTIONS**

Pursuant to Code of Civil Procedure section 575.2, the court may impose sanctions in the event that any of the following occur:

- (1) A Case Management Statement is not timely filed and/or served;
- (2) A Case Management Statement is not fully completed;
- (3) The attorney who appears at a case management conference is not completely aware of all procedural, factual, and legal aspects of the case and does not have full authority to discuss and resolve any issues that arise at the conference, including the settlement of the case. This rule applies equally to counsel of record and special appearance counsel;
- (4) Counsel and self-represented parties fail to meet and confer as required per California Rules of Court, rule 3.724 prior to the Case Management Conference concerning all issues before the court.

*(Subd (h) amended and relettered effective January 1, 2010; adopted as Subd (i) effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009.)*

*(Rule 4.6 amended effective July 1, 2011; ~~amended effective January 1, 2010~~; adopted effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009; amended effective January 1, 2010.)*

**4.7 DIVERSION TO ARBITRATION**

a. **ORDER TO NONBINDING ARBITRATION**

All cases may be ordered to nonbinding arbitration where the court determines from the facts as set forth in a Case Management Statement or as stated by

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counsel at any Case Management Conference, Trial Management Conference, or Mandatory Settlement Conference that:

- (1) The parties stipulate to arbitration;
- (2) The plaintiff requests arbitration;
- (3) The amount in controversy does not exceed \$50,000 as to any plaintiff; or,
- (4) Arbitration might reasonably lead to the resolution of the case.

As to those cases ordered to arbitration, judicial arbitration will proceed in accordance with the Judicial Arbitration Rules for civil cases (Rule 3.810 et seq. of the California Rules of Court), except as otherwise stated in these rules.

*(Subd (a) amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective October 1, 2002.)*

**b. TIME LIMITS AND SELECTION OF ARBITRATOR**

Upon ordering the matter to nonbinding arbitration, the court will direct that the arbitration be concluded within ninety (90) days, unless the court determines in its discretion that a longer timeframe is appropriate. Counsel will be directed to notify the Civil Division Court Services Program Manager in writing within ten (10) days of the name, address and telephone number of the arbitrator agreed upon, and if agreement is not possible, then within ten (10) days each counsel shall submit two (2) names each, from the court's list of arbitrators, to the court to the attention of the Civil Division Court Services Program Manager, from which the court shall promptly select an arbitrator and the court shall notify the parties of the name, address, and telephone number of the arbitrator selected by the court.

*(Subd (b) amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective October 1, 2002.)*

**c. REQUEST FOR TRIAL DE NOVO**

The case shall not be recalendared for further hearing unless a request for trial de novo is timely filed, except upon order of the court. If a request for trial de novo is not timely filed, the clerk shall, upon the expiration of the time for filing, forthwith enter the award as a judgment.

*(Subd (c) amended effective October 1, 2002; adopted effective January 1, 1998.)*

**d. FEES FOR ARBITRATION**

The parties to the action shall pay to the arbitrator their proportionate share of the fee set by the arbitrator, within thirty (30) days after the filing of the arbitrator's

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award. In the event that the parties settle the case after the arbitrator has expended any time on the case, the parties shall notify the arbitrator that the case has settled and shall pay their proportionate share of the arbitrator's fees within thirty (30) days after the notice to the arbitrator of the settlement.

*(Subd (d) amended effective October 1, 2002; adopted effective January 1, 1998.)*

*(Rule 4.7 amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective October 1, 2002.)*

**4.8 MEDIATION**

**a. TIME LIMITS AND SELECTION OF MEDIATOR**

Within twenty (20) days of the referral to mediation, the parties shall provide the assigned court with written notification of their mutual choice of mediator, or their individual nominees. If the parties are unable to agree upon a mediator within the 20 days, they shall promptly notify the court, and a mediator will thereupon be appointed by the court.

*(Subd (a) amended effective July 1, 2005; adopted effective July 1, 1998.)*

**b. APPEARANCE AT MEDIATION SESSIONS**

Each party shall personally appear at the first mediation session and at any subsequent session unless excused by the mediator. When the party is other than a natural person, it shall appear by a representative, other than its attorney, with full authority to resolve the dispute or, in the case of a governmental entity that requires an agreement to be approved by an elected official or legislative body, by a representative with authority to recommend such agreement. Each party is entitled to have counsel present at all mediation sessions that concern it, and such counsel and an insurance representative of a covered party also shall be present or available at such sessions, unless excused by the mediator.

*(Subd (b) amended effective July 1, 2005; adopted effective July 1, 1998.)*

**c. FILING OF STATEMENT BY MEDIATOR**

Within ten (10) days of the conclusion of the mediation, the mediator shall file a statement on Judicial Council Form ADR-100, advising the court whether the mediation ended in full agreement or non-agreement as to the entire case or as to particular parties in the case.

*(Subd (c) amended effective July 1, 2005; adopted effective July 1, 1998.)*

**d. FEES FOR MEDIATION**

The parties to the action shall pay to the mediator their proportionate share of the fee set by the mediator, within thirty (30) days after the last mediation session. In

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the event that the parties settle the case after the mediation, the parties shall notify the mediator that the case has settled and shall pay their proportionate share of the mediator's fees within thirty (30) days after the notice to the mediator of the settlement.

*(Subd (d) amended effective July 1, 2005; adopted effective July 1, 1998.)*

e. **MEDIATION COMPLAINT PROCEDURE**

Per California Rules of Court, rule 3.868, the court adopts the following mediator complaint procedure:

- (1) Complaints are only accepted from a party to the action or the party's attorney.
- (2) The complainant must register his or her complaint in writing with the ~~ADR Mediation~~-Administrator. The written complaint must include the following information:
  - (a) The names of the parties in the case and their attorneys;
  - (b) The case number;
  - (c) The most recent court date;
  - (d) The name(s) of any mediation personnel (i.e. mediators or mediation clerks) with whom the complainant had contact; and,
  - (e) A statement explaining the reasons for the complaint.
- (3) Upon receiving the complaint, the ~~ADR Mediation~~-Administrator will notify the complainant in writing that the court has received the complaint.
- (4) The ~~ADR Mediation~~-Administrator shall review the complaint and determine whether the complaint can be informally resolved or closed, or whether the complaint warrants investigation. If the complaint warrants an investigation, the ~~ADR Mediation~~-Administrator shall take the following steps:
  - (a) The ~~ADR Mediation~~-Administrator shall give notice of the complaint to the mediator and provide a reasonable opportunity to respond.

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- (b) The complaint shall be investigated and a recommendation made concerning court action. The investigation shall be conducted by an investigator designated by the ~~ADR Mediation~~ Administrator or the Presiding Judge. The investigator shall provide his or her recommendation to the Presiding Judge or his or her designee.
- (c) The final decision shall be made by the Presiding Judge or his or her designee. Notice of the final action taken shall be sent by the court to the complainant and, if the complaint was not resolved during the preliminary review by the ~~ADR Mediation~~ Administrator, to the mediator.

*(Subd (e) amended effective July 1, 2011; adopted effective January 1, 2010.)*

*(Rule 4.8 amended effective July 1, 2011~~January 1, 2010~~; adopted effective January 1, 1998; previously amended effective July 1, 2005, and January 1, 2010.)*

**4.9 MANDATORY SETTLEMENT CONFERENCES**

**a. REQUIRED PARTICIPANTS**

The lead trial counsel, parties, and persons with full settlement authority shall personally attend the Mandatory Settlement Conference unless excused by the court for good cause. In the case of an insured principal, the authorized representative of the insured's insurance company must be present in lieu of the client, and must have full settlement authority. For purposes of these rules, "full settlement authority" means persons physically present in the courthouse who are empowered to make settlement decisions without telephone consultation with others. In no event will an independent adjuster satisfy the above requirement. In any professional negligence case in which the defendant retains the right to refuse settlement, participation of that defendant in the settlement conference is mandatory.

*(Subd (a) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 4.11 effective January 1, 1998; previously amended effective July 1, 2005.)*

**b. MEET AND CONFER REQUIREMENTS**

No later than ten (10) calendar days before the date set for the mandatory settlement conference, trial counsel and all persons with ultimate authority to settle the case shall meet in person or, if all parties agree, by telephone to discuss settlement of the case.

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*(Subd (b) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 4.11 effective January 1, 1998; previously amended effective July 1, 2005.)*

c. **ADDITIONAL REQUIREMENTS FOR MANDATORY SETTLEMENT CONFERENCE STATEMENTS**

~~All settlement conference statements filed and served per California Rules of Court, rule 3.1380, subdivision (c), shall contain No later than five (5) calendar days before the date set for the settlement conference, each party shall file and serve on all other parties a settlement conference statement. Said statement shall comply in all respects with California Rules of Court, rule 3.1380, subdivision (c), and shall also contain~~ the following additional information:

- (1) A statement of the factual and legal contentions in dispute;
- (2) A list of all special damages claimed;
- (3) Copies of pertinent medical reports;
- (4) Other reports by experts;
- (5) Pictorial or documentary evidence anticipated to be presented at trial;
- (6) An estimate of the lowest and highest possible award by a trier of fact;
- (7) The highest previous offer and the lowest previous demand;
- (8) The date when the last face to face or telephonic settlement discussion was held between all parties;
- (9) A statement as to any special problems relating to settlement, such as lack of or disputed insurance coverage; and,
- (10) A statement regarding the party's position regarding settlement of the case.

*(Subd (c) amended effective July 1, 2011 and relettered effective January 1, 2010; adopted as unlettered portion of Rule 4.11 effective January 1, 1998; previously amended effective July 1, 2005; amended and relettered effective January 1, 2010.)*

d. **SANCTIONS**

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Failure of any attorney, adjustor, and/or party to prepare for, appear at, or meaningfully participate in a settlement conference, unless good cause is shown for any such failure, is an unlawful interference with the proceedings of the court, and the court may impose sanctions, including but not limited to, any or all of the following: monetary sanctions to be paid to the court; monetary sanctions to be paid to other parties which may include, among other things, costs, actual expenses, and counsel fees; and the court may order an appropriate change in the calendar status of the action.

*(Subd (d) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 4.11 effective January 1, 1998; previously amended effective July 1, 2005.)*

*(Rule 4.9 amended ~~effective July 1, 2011 and renumbered effective January 1, 2010~~; adopted as Rule 4.11 effective January 1, 1998; previously amended effective July 1, 2005; ~~amended and renumbered effective January 1, 2010~~; former Rule 4.9, which concerned other settings of cases, repealed effective January 1, 2010.)*

**4.10 TRIAL MANAGEMENT CONFERENCES**

**a. REQUIRED PARTICIPANTS**

The lead trial counsel shall, unless excused by the court, appear at the Trial Management Conference prepared to respond to any questions the court may pose about the case.

*(Subd (a) relettered effective January 1, 2010; adopted as unlettered portion of Rule 4.12 effective January 1, 1998; previously amended effective July 1, 2005.)*

**b. TRIAL MANAGEMENT CONFERENCE STATEMENTS**

On a form ~~designated to be provided~~ by the court (local form no. 3006), each counsel shall complete, file and serve on all parties a completed Trial Management Conference Report ~~five (5) court days by the seventh (7th) calendar day~~ before the date set for the Trial Management Conference. ~~The form provided by the court may be modified as deemed appropriate by the court.~~ At a minimum, the report shall include the following:

- (1) A statement of the nature of the case, with a summary of each party's allegations and supporting facts. Include an agreed-upon statement of the case to be read to the jury panel, if a jury has been requested by any party;
- (2) If there have been developments since the trial setting affecting the estimated length of trial, an explanation as to what those developments are and how the estimated length of trial should be changed as a result;

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- (3) The names of any non-expert witnesses who may be called at trial, except for impeachment or rebuttal. State concisely the anticipated testimony of each non-expert witness and the time estimate for testimony, including direct and cross-examination;
- (4) The names and expertise of any expert witnesses who may be called at trial, except for impeachment or rebuttal. State concisely the anticipated testimony of each expert witness and the time estimate for testimony, including direct and cross-examination. In addition, attach any narrative reports provided by the expert witness;
- (5) A list of all witnesses who are unavailable and whose testimony will be presented by deposition, along with the facts supporting that unavailability;
- (6) A list of all documents, exhibits, blowups, and/or photographs that the party expects to offer at trial, except for impeachment or rebuttal. Documents shall be identified by page number or Bates-stamp number as applicable (e.g. “Jane Doe’s Medical Records, pages 1 through 326”). Photos shall be separately identified;
- (7) A specific list in column form of all portions of depositions, answers to interrogatories and responses to request for admissions that the party expects to offer at trial, except for impeachment or rebuttal. All portions of depositions shall be identified by page and line number(s), while responses to written discovery must be identified by the manner of discovery request and the response number (e.g. “Response to Plaintiff’s Special Interrogatories, Set One, Interrogatory Number 4”; “Amended Response to Defendant’s Request for Admissions, Set Three, Request Number 7”);
- (8) A specific list of all anticipated evidentiary disputes with citation to authority;
- (9) A specific list of all anticipated non-evidentiary disputes with citation to authority;
- (10) All requested jury instructions and verdict forms in compliance with the California Rules of Court. Each instruction shall be typed in full and numbered consecutively, with the submitting attorney having filled in all

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blanks and having made a decision as to all alternatives in the CACIBAH instructions. Two copies of the requested jury instructions shall be submitted to the court. One copy shall have citations to authority and boxes for the court's use regarding whether the instruction is given, refused, or withdrawn, and one copy shall be presented without citations to authority and boxes regarding given, refused, or withdrawn.

- (11) Copies of all in limine motions that the party expects to submit at trial. Each in limine motion provided shall be numbered consecutively by the party. (Note that any in limine motions not included will not be considered by the court, unless good cause is presented to the trial court).
- (12) All stipulations requested or proposed at trial; and,
- (13) A statement as to whether there are any witnesses that need an interpreter. State the name of the interpreter and the language that must be interpreted. (If an interpreter is needed, it is the obligation of the party calling the witness to make arrangements for an interpreter.)

*(Subd (b) amended effective July 1, 2011 and ~~relettered effective January 1, 2010~~; adopted as unlettered portion of Rule 4.12 effective January 1, 1998; previously amended effective July 1, 2005; amended and relettered effective January 1, 2010.)*

**c. EXCLUSION OF EVIDENCE AND TESTIMONY AT TRIAL**

The testimony of witnesses who are not listed in the Trial Management Conference Report, or documents, or other exhibits, portions of depositions, answers to interrogatories or responses to requests for admissions, which are not listed in the Trial Management Conference Report, shall not be admitted at the trial. However, the trial judge, in his or her sole discretion and upon a showing a good cause, may permit the testimony of witnesses who are not listed in the Trial Management Conference Report and may allow the admission of exhibits or portions of discovery which are not listed in the Trial Management Conference Report.

*(Subd (c) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 4.12 effective January 1, 1998; previously amended effective July 1, 2005.)*

*(Rule 4.10 amended effective July 1, 2011 and ~~renumbered effective January 1, 2010~~; adopted as Rule 4.12 effective January 1, 1998; previously amended effective July 1, 2005; amended and renumbered effective January 1, 2010; former Rule 4.10, which concerned setting short causes for trial, repealed effective January 1, 2010.)*

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**4.11 DISMISSAL OF ACTION OR ENTRY OF JUDGMENT FOLLOWING SETTLEMENT**

Dismissals shall be governed by California Rules of Court, rule 3.1385.

~~Following settlement of the action, the court will, by order, set a date by which the action shall be dismissed or judgment entered. In the event the parties do not comply with the court's order in this regard, the court, on its own motion, may dismiss the action or enter judgment effective as of the date set for dismissal or entry of judgment by the court.~~

~~(Rule 4.11 amended effective July 1, 2011; renumbered effective January 1, 2010; adopted as Rule 4.13 effective January 1, 1998; renumbered effective January 1, 2010.)~~

**4.12 MISCELLANEOUS**

**a. REQUEST FOR EXTENSION OF TIME**

Any request for extension of time under these rules shall be filed with due diligence and, in addition to being signed by counsel shall be endorsed by the party acknowledging that the extension of time being requested by counsel is concurred in by the party. The request shall be made on the form provided by the court.

*(Subd (a) amended effective January 1, 2009; adopted effective January 1, 1998.)*

**b. KNOWLEDGE OF CASE**

Counsel and parties attending any hearing or conference set pursuant to these rules shall have sufficient knowledge of the case to inform the court as to all matters that are pertinent and relevant to the issues to be heard and have authority to enter into binding stipulations regarding any matters before the court. This rule shall apply equally to attorneys of record and specially appearing counsel.

*(Subd (b) amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective January 1, 2009.)*

**c. REFERENCE TO “ATTORNEY” OR “COUNSEL”**

Any reference in these rules to “attorney” or “counsel” shall apply equally to any person representing himself or herself in a case subject to these rules.

*(Subd (c) amended effective January 1, 2009; adopted effective January 1, 1998.)*

**d. REMOVAL FROM CIVIL ACTIVE LIST**

A case shall not be removed from the civil active list except by order of the court.

*(Subd (d) amended effective January 1, 2009; adopted effective January 1, 1998.)*

**Superior Court of California  
County of Solano**

**Rule 4 – Administration of Civil Litigation**

e. **EXCUSE FROM RULE REQUIREMENT**

Any requirement of these rules may be excused by the court upon a showing of good cause.

*(Subd (e) amended effective January 1, 2009; adopted effective January 1, 1998.)*

f. **UNINSURED MOTORIST CASE [Repealed]**

~~An action for personal injury or property damage against an uninsured defendant may be designated by “uninsured motorist case” upon application of the plaintiff filed within thirty (30) days of the commencement of the action. Upon the filing of such an application, the court will set a hearing date six (6) months from the date of the designation. At the hearing, the action will be dismissed, without prejudice, unless the court, for good cause, extends the time for resolution of the case.~~

~~*(Subd (f) repealed effective July 1, 2011; amended effective January 1, 2009; adopted effective January 1, 1998; amended effective January 1, 2009.)*~~

g. **REMOVAL TO FEDERAL COURT [Repealed]**

~~An action removed to Federal Court will be set for hearing six months from the notice of removal at which time the action will be dismissed, without prejudice, unless the court, for good cause, extends the time.~~

~~*(Subd (g) repealed effective July 1, 2011; amended effective January 1, 2009; adopted effective January 1, 1998; amended effective January 1, 2009.)*~~

h. **TELEPHONIC APPEARANCES**

Litigants wishing to appear by telephone per California Rules of Court, rule 3.670, shall do so through CourtCall LLC, a private telephonic appearance provider with whom the court has contracted, unless the court has designated a different provider. The telephone number of CourtCall is (888) 88-COURT or (310) 342-0888. Counsel wishing to avail themselves of this service shall note and follow the rules and schedule of the individual department concerning the use of CourtCall, and shall be solely responsible for all fees and costs charged by CourtCall for this service.

*(Subd (h) amended effective January 1, 2010; adopted effective January 1, 2009.)*

*(Rule 4.12 amended and renumbered effective January 1, 2010; adopted as Rule 4.14 effective January 1, 1998; previously amended effective January 1, 2009.)*

**4.13 SANCTIONS**

a. **SANCTIONS GENERALLY**

**Superior Court of California  
County of Solano**

**Rule 4 – Administration of Civil Litigation**

Upon the motion of a party or on the court's own motion, the court may impose sanctions for non-compliance with these rules. Sanctions will not be imposed without prior notice to, and an opportunity to be heard by, the party or attorney against whom the sanction or penalty is sought to be imposed. Available sanctions include, but are not limited to:

- (1) Monetary sanctions;
- (2) Evidentiary sanctions prohibiting the introduction of designated matters into evidence;
- (3) Striking out all or any part of any pleading;
- (4) Dismissal of an action, proceeding, or any part thereof;
- (5) Entering judgment by default against a party; and,
- (6) Contempt sanctions.

*(Subd (a) amended and relettered effective January 1, 2010; adopted as unlettered part of Rule 4.15 effective January 1, 1998.)*

**b. ATTORNEY FEES AND COSTS**

In addition to any sanction, the court may order a party or his or her counsel to pay to a party moving for compliance with these rules the reasonable expenses in making the motion, including reasonable attorney fees.

*(Subd (b) amended and relettered effective January 1, 2010; adopted as unlettered part of Rule 4.15 effective January 1, 1998.)*

**c. SANCTIONS RELATED TO REQUESTS TO EXTEND TIME FOR FILING**

Monetary sanctions and, in the court's discretion, more severe sanctions, will be imposed upon counsel or his or her party who in bad faith or without good cause request an extension of time for the filing of any pleading or document as required by these rules.

*(Subd (c) relettered effective January 1, 2010; adopted as unlettered part of Rule 4.15 effective January 1, 1998.)*

**d. SANCTIONS AGAINST ATTORNEYS**

If the court determines that the failure to comply with the rules is the responsibility of a party's attorney or counsel, the penalty shall be imposed on the

**Superior Court of California  
County of Solano**

**Rule 4 – Administration of Civil Litigation**

attorney or counsel personally and shall not adversely affect the party's cause of action or defense thereto.

*(Subd (d) adopted effective January 1, 2010.)*

*(Rule 4.13 amended and renumbered effective January 1, 2010; adopted as Rule 4.15 effective January 1, 1998.)*

**4.14 ELECTRONIC FILING AND SERVICE OF PLEADINGS AND DOCUMENTS**

The court does not permit electronic filing as defined in California Rules of Court, rule 2.250. However, nothing in this rule shall be construed as prohibiting or otherwise limiting service of documents electronically as provided elsewhere in the California Rules of Court.

*(Rule 4.14 adopted effective July 1, 2010; previous Rule 4.14 renumbered as Rule 4.12 effective January 1, 2010.)*

**Superior Court of California  
County of Solano**

**Rule 6 – Juvenile Proceedings**

**APPENDIX – Standing Orders of the Juvenile Court**

<b><u>Standing Order</u></b>	<b><u>Title</u></b>
2002-01	Medical Authorization – Juvenile Hall
2002-02	Community School Programs
2002-03	Records – Family Law
2002-04	Records – Multi-Disciplinary Teams <u>[VACATED]</u> <u>[Vacated effective July 1, 2011; see Standing Order 2011-004]</u>
2002-05	Release of Records, Absent Parents
2002-06	Release of Records – Guardianship Proceedings <u>[AMENDED]</u> <u>[Amended effective July 1, 2011; see Standing Order 2011-005]</u>
2002-07	Release of Records – Financial Hearing Officer
2002-09	Release of Records – Foster Youth Services Program <u>[VACATED]</u> <u>[Vacated effective July 1, 2011; see Standing Order 2011-006]</u>
2002-10	Release of School Records – Probation <u>[AMENDED]</u> <u>[Amended effective July 1, 2011; see Standing Order 2011-007]</u>
2002-11	Toxicology Testing <u>[AMENDED]</u> <u>[Amended effective July 1, 2011; see Standing Order 2011-008]</u>
2004-01	Sealing File upon Successful Completion of Deferred Entry of Judgment <u>[VACATED]</u> <u>[Vacated effective January 1, 2011]</u>
2004-02	Notice of Change of Address DCSS <u>[VACATED]</u> <u>[Vacated effective January 1, 2011]</u>
2010-001	Release of Juvenile Case File Information for W&I 601 and 602 Proceedings
<u>2011-001</u>	<u>Standing Order Authorizing Mental Health Evaluation and/or Treatment for Dependent Children or Minors Placed into Protective Custody by Child Welfare Services</u>
<u>2011-002</u>	<u>Order re: Release of Probation Files and Information Regarding Parents with Children Under the Jurisdiction of the Juvenile Court</u>
<u>2011-003</u>	<u>Standing Order to Facilitate Child Welfare Services Disaster Response Plan</u>

**Superior Court of California  
County of Solano**

**Rule 6 – Juvenile Proceedings**

**APPENDIX – Standing Orders of the Juvenile Court**

<b><u>Standing Order</u></b>	<b><u>Title</u></b>
<u>2011-004</u>	<u>The Exchange of Information Pertaining to Juveniles Among Members of Multidisciplinary Teams</u>
<u>2011-005</u>	<u>Exchange and Release of Information Between Child Welfare Services and the Solano County Court Investigator</u>
<u>2011-006</u>	<u>Exchange &amp; Release of Juvenile Records to be Used in the Solano Countywide Foster Youth Services Program (Education Code § 488850 et seq., Welfare &amp; Institutions Code § 827, Cal. Rules of Court, rule 5.552)</u>
<u>2011-007</u>	<u>Release of School Records to Solano County Probation and Solano County Health and Social Services, Child Welfare Services Division (Education Code § 49077)</u>
<u>2011-008</u>	<u>Toxicology Testing for Drug Exposed Children Subject to Juvenile Laws (Welfare &amp; Institutions Code § 369, subd. (d))</u>

1  
2 IN THE SUPERIOR COURT OF SOLANO, STATE OF CALIFORNIA

FILED  
SOLANO COUNTY COURTS  
02 AUG -2 PM 4:01

3 IN SESSION AS A JUVENILE COURT

4 CHARLES D. RAMEY  
By J. O. Breta  
DEPUTY CLERK

5 IN THE MATTER OF: )

6 THE EXCHANGE OF INFORMATION )  
7 PERTAINING TO JUVENILES AMONG )  
8 MEMBERS OF MULTIDISCIPLINARY )  
9 TEAMS, )  
10

STANDING ORDER

2002-4

11  
12 The Juvenile Standing Order Misc J 630 issued on May 26, 2002, is hereby vacated and  
13 reissued *nunc pro tunc* as Standing Order 2002-4 effective August 1, 2002.

14 Pursuant to the provisions of Welfare and Institutions Code section 18986.40, the Solano  
15 County Probation Department and the Solano County Department of Health and Social Services,  
16 Division of Mental Health, have adopted a Memorandum of Understanding (MOU) establishing  
17 a multidisciplinary team (MDT) to provide services to minors coming within the jurisdiction of  
18 the juvenile court.

19 The MOU specifies the type of information that may be shared, and sets forth a process  
20 which ensures the maximum protection of privacy and confidentiality rights by requiring each  
21 team member to maintain the same confidentiality obligations, and be subject to the same  
22 penalties as the persons disclosing confidential information.

23 Pursuant to the establishment of the MDT, and to further the treatment plans and the  
24 delivery of services through the coordination of care to minors falling under the jurisdiction of  
25 the Juvenile Court and their families, the Court makes the following orders:

1. The MDT shall make all reasonable efforts to obtain the consent of the parent or legal guardian authorizing the release of medical, mental health, social service and educational records, covering multiple service providers, in order to permit the release of records and information to the MDT.
2. In the event that parental consent cannot be obtained despite reasonable efforts, each member of the MDT is hereby authorized to share medical, mental health, social service and education information regarding the minor in order to provide services to the minor, pursuant to the terms of the MOU.
3. Notwithstanding the above, in the event that consent cannot be obtained due to the refusal of the parent or legal guardian to provide such consent, no confidential information may be shared among members of the MDT.
4. No information shared among members of the MDT may be disclosed to anyone other than members of the MDT and collateral service providers as defined by Welfare and Institutions Code section 1986.40.

IT IS SO ORDERED

Dated: 8/2/02

  
DAVID EDWIN POWER  
JUDGE OF THE SUPERIOR COURT, JUVENILE DIVISION

IN THE SUPERIOR COURT OF SOLANO, STATE OF CALIFORNIA 2 PM 4: 04

IN SESSION AS A JUVENILE COURT

CHARLES D. RAMEY

By *[Signature]*  
DEPUTY CLERK

IN THE MATTER OF:

RELEASE OF CHILD WELFARE	)	STANDING ORDER
RECORDS TO THE COURT	)	
INVESTIGATOR IN GUARDIANSHIP	)	2002-6
PROCEEDINGS	)	

The Juvenile Standing Order Misc J 501 issued on October 10, 2000, is hereby vacated and reissued *nunc pro tunc* as Standing Order 2002-6 effective August 1, 2002.

In order for the Solano County Superior Court to fully evaluate and consider the establishment or continuance of guardianships over minors who come before the Superior Court, it is necessary for the Court to receive a complete investigative report of the minors' circumstances.

The preparation of a full and complete investigative report to the Solano County Superior Court regarding these minors would serve the best interests of these minors and the interests of justice. These interests outweigh the public interest of maintaining the confidentiality of records of public assistance provided to such minors.

Therefore, pursuant to Welfare and Institutions Code sections 827 and 10850, each and every Solano County Superior Court Investigator, upon showing proof of employment and assignment to investigate the guardianship matter under the jurisdiction of the Solano County Superior Court, shall be given access by the Solano County Health and Social Services Department to the following information pertaining to the minor, the minor's guardian or prospective guardian:

Standing Order 2002- 6  
Re: Release of Child Welfare Records  
To the Court Investigator

1. Any and all records maintained by the Solano County Health and Social Services, Child Welfare Division, including but not limited to referrals, emergency response investigative reports, court reports, evaluations, etc., pertaining to the minor, the guardian or prospective guardian.
2. Any reports, recommendations, assessments prepared by a multi-disciplinary team convened for the purpose of assessing and making recommendations regarding a family or family group which includes the minor who is the subject of the guardianship investigation.
3. Any and all school records pertaining to the minor who is the subject of the guardianship investigation.
4. Any and all health records pertaining to the minor who is the subject of the guardianship investigation.
5. Any and all mental health records pertaining to the minor who is the subject of the guardianship investigation.
6. Any and all substance abuse records pertaining to the minor who is the subject of the guardianship investigation.

The Solano County Superior Court Investigator shall maintain the confidentiality of the Records reviewed, inspected or copied for the purpose of the preparation of the investigative report to the Court. Any information obtained from these records shall not be disseminated except in the guardianship proceedings. Any copies or records obtained by the Court Investigator shall be destroyed upon establishment or termination of the guardianship.

Dated: 8/20/02

  
DAVID EDWIN POWER  
JUDGE OF THE SUPERIOR COURT, JUVENILE DIVISION

IN THE SUPERIOR COURT OF SOLANO COUNTY, STATE OF CALIFORNIA: 03

IN SESSION AS A JUVENILE COURT

CHARLES D. RAMEY

By Patsy Worcester  
DEPUTY CLERK

IN THE MATTER OF:

STANDING ORDER

RELEASE OF JUVENILE RECORDS TO BE  
USED IN THE SOLANO COUNTYWIDE  
FOSTER YOUTH SERVICES PROGRAM

2002-9

Juvenile Court Standing Order Misc J 535 issued March 6, 2001, is vacated and reissued nunc pro tunc as Standing Order 2002- 9 effective August 1, 2002.

WHEREAS, the Solano County Office of Education Foster Youth Services Program (the Program) is intended to make foster youth services more readily available to foster children and youth that are under the jurisdiction of the County of Solano; and,

WHEREAS, in order to develop a database of foster children and youth under the jurisdiction of the County of Solano, determine the services required and provide such services, the Program has a need to access certain records and information regarding the foster children and youth under the jurisdiction of the County of Solano; and

WHEREAS, it is recognized that such records and information may be confidential and may be released by court order; and

WHEREAS, it is the intent of the court to allow access to and use of such records to the extent necessary for the purposes of the Program and the delivery of services to the foster children and youth of this community;

IT IS ORDERED AS FOLLOWS:

1. Records and information regarding foster children and youth under the

Standing Order 2002-9

Re: Release of Records to Solano Countywide Foster  
Youth Services Program

VACATED  
Standing Order No. 2011-006

1 jurisdiction of the County of Solano and maintained by any agency for the purpose of the  
2 delivery of services to the foster children under the jurisdiction of the County of Solano shall be  
3 released to the representatives of the Program.

4 2. The records or information required for the Program may be transmitted  
5 electronically if the Solano County Office of Education establishes a method of transmission that  
6 assures the confidentiality of the information.

7 3. Any person or agency receiving the records and information referred to in this  
8 order or allowed access to the records and information maintained by the Program shall maintain  
9 the confidentiality of these records and information and shall use such records and information  
10 only to the extent necessary for the purposes of the Program or for the delivery of services to the  
11 foster child or youth.

12 4. The Solano County Office of Education shall be responsible to assure that all  
13 persons and agencies involved in the Program are provided with a copy of this Order.

14 Dated: 8/2/02

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16   
17 DAVID EDWIN POWER  
18 Judge of the Superior Court, Juvenile Division  
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VACATED Order No. 2011-006  
See Standing

IN THE SUPERIOR COURT OF SOLANO, STATE OF CALIFORNIA

FILED  
SOLANO COUNTY COURTS

IN SESSION AS A JUVENILE COURT 02 AUG -2 PM 4:09

CHARLES D. RAMEY  
By: *Patricia Worcester*  
DEPUTY CLERK

IN THE MATTER OF: )

RELEASE OF SCHOOL RECORDS TO )  
SOLANO COUNTY PROBATION )  
(Education Code section 49077) )

STANDING ORDER

2002- 10

The Juvenile Standing Order Misc J 38 issued on September 19, 1984, is hereby vacated and reissued *nunc pro tunc* as Standing Order 2002- 10 effective August 1, 2002.

Having found that it is necessary to have access to any and all student information for Juvenile Court purposes in making detention, dispositional and placement decisions regarding wards of the court and dependent children of the court, the court hereby orders as follows:

That all school personnel are hereby ordered to provide any student information to any member of the Solano County Probation Department upon request in order that said members of said department may perform the investigative and supervisory functions mandated by the above-entitled court.

This order shall remain in full force and effect until modified or rescinded by the above-entitled court.

Dated: 8/2/02

*David Edwin Power*  
\_\_\_\_\_  
DAVID EDWIN POWER  
JUDGE OF THE SUPERIOR COURT, JUVENILE DIVISION

1 IN THE SUPERIOR COURT OF SOLANO COUNTY, STATE OF CALIFORNIA

FILED  
SOLANO COUNTY COURTS

2 IN SESSION AS A JUVENILE COURT

02 AUG -2 PM 4: 07

CHARLES D. RAMEY

By Patsy Worcester  
DEPUTY CLERK

3  
4 IN THE MATTER OF:

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6 TOXICOLOGY TESTING FOR DRUG EXPOSED  
7 CHILDREN SUBJECT TO JUVENILE LAWS.  
(Welfare and Institutions Code Section 369(d))

STANDING ORDER

2002- 11

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10 The Juvenile Court Standing Order Misc J 505 issued on October 19, 2000, is hereby  
11 vacated and reissued *nunc pro tunc* as Standing Order 2002- 11 effective August 1, 2002.

12 THE JUVENILE COURT OF THE COUNTY OF SOLANO finds that when children are  
13 taken into protective custody by law enforcement officials or Solano County Health and Social  
14 Services Child Welfare Division social workers due to alleged child endangerment through the  
15 children's presence at an illegal manufacturing and/or distribution cite for methamphetamine or  
16 other illegal substance, it is important to determine the extent of each child's toxic exposure to  
17 the chemicals used in the production of the methamphetamine or illegal drug or to the  
18 methamphetamine or illegal drug itself to ensure that each child's medical needs are met.

19 THEREFORE, IT IS ORDERED that:

20 1. When a child is placed into protective custody by Solano County law enforcement  
21 officials or Child Welfare Services Division, due to alleged child endangerment through  
22 exposure or suspected exposure to the manufacture, production or use of methamphetamine or  
23 other illegal substance, or the chemicals involved in the manufacture or production of  
24 methamphetamine or other illegal substance; that child shall be immediately tested by trained  
25 medical personnel to assess the minor for the ingestion or assimilation of chemicals and drugs.  
26 Follow-up medical treatment and care shall be obtained as directed by the medical personnel.

27 2. The testing shall consist of the analysis of urine, blood, or hair; with the least

AMENDED  
Standing Order No. 2011-008

1 invasive testing method to be used to secure medically accurate and timely results.

2 3. Parental consent to such testing shall be sought and such efforts shall be  
3 documented in the case records. However, if no parent or guardian is available, capable or  
4 willing to authorize such medical procedures, a Solano County Child Welfare Division social  
5 worker may authorize such testing due to the emergency nature of the need for medical  
6 assessment and treatment, pursuant to Welfare and Institutions Code section 369(d).

7 4. All of the results and documentation of the medical testing conducted pursuant to  
8 this order shall be deemed confidential; however, such information may be released to law  
9 enforcement officials, the Solano County Health and Social Services Child Welfare Division, the  
10 child's counsel and the child's parents and their counsel.

11 Dated: 8/2/02

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13   
14 DAVID EDWIN POWER  
15 JUDGE OF THE SUPERIOR COURT, JUVENILE DIVISION

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**AMENDED**  
**See Standing Order No. 2011-008**

1  
2 IN THE SUPERIOR COURT OF SOLANO COUNTY, STATE OF CALIFORNIA  
3 JUVENILE COURT DIVISION  
4

5 In the Matter of ) STANDING ORDER  
6 )  
7 STANDING ORDER AUTHORIZING ) 2011-001  
8 MENTAL HEALTH EVALUATION )  
9 AND/OR TREATMENT FOR )  
DEPENDENT CHILDREN OR MINORS )  
PLACED INTO PROTECTIVE CUSTODY )  
BY CHILD WELFARE SERVICES )  
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11 To expedite the assessment and treatment of mental health needs of minors  
12 who are in need of crisis mental health services after being taken into protective  
13 custody and prior to any juvenile court intervention, it is hereby ordered that the Child  
14 Welfare Services Division of Solano County Health and Social Services, may  
15 authorize mental health treatment for minors as specified in this order. Nothing in this  
16 Standing Order shall allow Child Welfare Services to consent to placement of a minor  
17 in an inpatient psychiatric facility, or to the prescription or administration of  
18 psychotropic medications for a minor, absent the written consent of the minor's parent  
19 or guardian when permitted by law, or a specific order of this Court.

20 This authority is given in all cases in which the minor's parent or guardian is  
21 unavailable, unable or unwilling to execute such documents.

22 At the time a minor is taken into protective custody, all reasonable efforts shall  
23 be made to obtain the consent of the parent or legal guardian for ongoing mental  
24 health care while the minor is detained. Child Welfare Services shall maintain records  
25 of its efforts to obtain consent for treatment. If consent cannot be obtained with

1 reasonable efforts, Child Welfare Services is authorized to consent on behalf of the  
2 minor to any routine, ongoing or emergency mental health care which will protect and  
3 promote the minor's mental well being. Child Welfare Services shall have the  
4 authority to execute any documents required by the treating provider which are  
5 consistent with the scope of this order, including specific consents required by the  
6 provider for:

- 7 (1) assessment;
- 8 (2) treatment;
- 9 (3) sharing of information;
- 10 (4) determination and eligibility; and
- 11 (5) provision of payment of services.

12  
13 Dated:

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14 PRESIDING JUDGE OF THE  
15 JUVENILE COURT  
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1  
2 IN THE SUPERIOR COURT OF SOLANO COUNTY, STATE OF CALIFORNIA  
3 JUVENILE COURT DIVISION  
4

5  
6 In the Matter of ) STANDING ORDER  
7 ORDER RE: RELEASE OF PROBATION ) 2011-002  
8 FILES AND INFORMATION REGARDING )  
9 PARENTS WITH CHILDREN UNDER )  
10 THE JURISDICTION OF THE JUVENILE )  
11 COURT )

12 Pursuant to the provisions of California Penal Code section 1203.10 and the  
13 holdings in *McGuire v. Superior Court* (1993) 12 Cal.App.4th 1685 and *People v.*  
14 *Gayton* (2006) 137 Cal.App.4th 96, the Court finds good cause to issue the following  
15 order regarding access to Probation Department files regarding adults who have  
16 children under the jurisdiction of the Solano County Juvenile Court. ON GOOD  
17 CAUSE APPEARING, IT IS ORDERED THAT:

18 1. The Solano County Department of Health and Social Services, Child  
19 Welfare Services Division, is authorized to obtain verbal information from the Probation  
20 Department and/or view the Probation Department's file concerning the parent, and  
21 may make photocopies of documents contained in the file that are relevant to the  
22 pending juvenile court proceeding as determined by the reviewing Child Welfare  
23 Services worker.  
24  
25

1           2.     A separate court order upon motion and a showing of good cause must  
2 be obtained for disclosure of documents in the Probation Department's file which  
3 contain:

4           (a)     information regarding victims that is not already included in a probation  
5 report,

6           (b)     statements made in confidence to a probation officer by a non-party to the  
7 pending proceeding,

8           (c)     medical and mental health records, including psychological/psychiatric  
9 evaluations, and

10          (d)     medical records concerning the defendant. For purposes of this Standing  
11 Order, the Probation Department File means the physical file maintained in the  
12 Probation Department and any notes maintained in the automated case management  
13 system.

14          3.     All file reviews shall be conducted in the presence of a probation officer,  
15 by appointment made at least 48 hours in advance, at the Probation Department office  
16 or at another mutually agreeable location.

17          4.     No original documents may be removed from the Probation Department's  
18 file by Child Welfare Services Division staff.

19          5.     The use of the information contained in the Probation Department's file is  
20 limited to the Juvenile Court proceedings involving the parent's minor child(ren). No  
21 information obtained pursuant to this Standing Order shall be used for any other  
22 purpose without further Court orders.

23          6.     The Probation Department may, in its sole discretion, require proof that  
24 the person requesting to obtain information or view and copy a Probation Department  
25 file is an authorized representative of the Department of Health and Social Services,

1 Child Welfare Services Division and that there are pending Juvenile Court proceedings  
2 involving the individual(s) minor child(ren).

3  
4 Dated:

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6 PRESIDING JUDGE OF THE  
7 JUVENILE COURT  
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1 IN THE SUPERIOR COURT OF SOLANO COUNTY, STATE OF CALIFORNIA  
2 JUVENILE COURT DIVISION

3  
4 In re: )  
5 )  
6 STANDING ORDER TO FACILITATE ) STANDING ORDER  
CHILD WELFARE SERVICES DISASTER ) 2011-003  
7 RESPONSE PLAN )  
8 )  
9

10 It is ordered that in the event that Solano County is declared a disaster area by  
11 the Governor of the State of California and the Presiding Judge of the Juvenile Court or  
12 his designee is not available to conduct regular court business; Solano County Child  
13 Welfare Services is authorized to take the action listed below pursuant to this standing  
14 order to ensure the safety and protection of the children within Solano County:

- 15 1. **Authorization to Place in Temporary Custody:** Child Welfare Services  
16 may place into temporary protective custody any minor in need of  
17 services.
- 18 2. **Personal Identification of Minor Children:** Child Welfare Services may  
19 release a minor's personal identifying information, including but not  
20 limited to name, age, gender, birth date and photograph to assist in  
21 locating or placing a minor.
- 22 3. **Placement of Minor Children:** Child Welfare Services may place minors  
23 in emergency housing in or outside of the county and state and may  
24 temporarily place minors with relatives and non-relatives who have not  
25 been live-scanned.

1           4.     **Authorization to Consent to Medical Care:** Child Welfare Services may  
2           give consent for medical treatment for any minor in the temporary  
3           physical custody and control of Child Welfare Services, even if the minor  
4           is not currently under the supervision of the Juvenile Court.

5           This standing order shall cease to be effective when the Presiding Judge of the  
6     Juvenile Court or his designee is again available to conduct regular court business and  
7     issues an order terminating the applicability of the standing order to the declared  
8     disaster or the declaration of disaster has been rescinded.

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10    Dated:

\_\_\_\_\_  
PRESIDING JUDGE OF THE  
JUVENILE COURT

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1  
2 IN THE SUPERIOR COURT OF SOLANO COUNTY, STATE OF CALIFORNIA  
3 JUVENILE COURT DIVISION  
4

5 In the Matter of ) STANDING ORDER  
6 THE EXCHANGE OF INFORMATION ) 2011-004  
7 PERTAINING TO JUVENILES AMONG )  
8 MEMBERS OF MULTIDISCIPLINARY )  
TEAMS. )

9  
10 The Juvenile Standing order Misc. 2002-4 issued on August 1, 2002, is hereby  
11 vacated and reissued *nun pro tunc* as Standing Order 2011-004 effective July 1, 2011.

12 Pursuant to the provisions of Welfare and Institutions Code section 18986.40, the  
13 Solano County Probation Department and the Solano County Department of Health and  
14 Social Services, Division of Mental Health, have adopted a Memorandum of  
15 Understanding (MOU) establishing a multidisciplinary team (MDT) to provide services to  
16 minors coming within the jurisdiction of the juvenile court.

17 The MOU specifies the type of information that may be shared, and sets forth a  
18 process which ensures the maximum protection of privacy and confidentiality rights by  
19 requiring each team member to maintain the same confidentiality obligations, and be  
20 subject to the same penalties as the persons disclosing confidential information.

21 Pursuant to the establishment of the MDT, and to further the treatment plans and  
22 the delivery of services through the coordination of care to minors falling under the  
23 jurisdiction of the Juvenile Court and their families, the Court makes the following  
24 orders:  
25

1           1.       Each member of the MDT is hereby authorized to share medical, mental  
2 health, social service and education information regarding the minor in order to provide  
3 services to the minor, pursuant to the terms of the MOU.

4           2.       No information shared among members of the MDT may be disclosed to  
5 anyone other than members of the MDT and collateral service providers as defined by  
6 Welfare and Institutions Code section 18986.40.

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8 Dated:

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PRESIDING JUDGE OF THE  
JUVENILE COURT

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4 IN THE SUPERIOR COURT OF SOLANO COUNTY, STATE OF CALIFORNIA  
5 JUVENILE COURT DIVISION  
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7 In the Matter of ) STANDING ORDER  
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9 EXCHANGE AND RELEASE OF ) 2011-005  
10 INFORMATION BETWEEN CHILD )  
11 WELFARE SERVICES AND THE )  
12 SOLANO COUNTY COURT )  
13 INVESTIGATOR )

14 The Juvenile Court Standing order 2002-6 effective August 1, 2002, is amended  
15 effective July 1, 2011, as follows:

16 In order for the Solano County Superior Court to fully evaluate and consider the  
17 establishment or continuance of guardianships over minors who come before the  
18 Probate Court and to make custodial and placement decisions regarding minors who  
19 come before the juvenile court, it is necessary for the Presiding Court to receive a  
20 comprehensive investigative report of each minor's circumstances.

21 In order for the Presiding Court to have complete and accurate information, it is  
22 necessary for the Solano County Court Investigators and the Solano County  
23 Department of Health and Social Services, Child Welfare Services division, to receive  
24 any and all information regarding the custody and care of minor children who have  
25 come before the Probate Court or the attention of the Solano County Child Welfare  
Services.

Therefore, pursuant to Welfare and Institutions Code sections 827, 827.10 and

1 10850, each and every Solano County Superior Court Investigator or Child Welfare  
2 Services worker, upon verification of employment and assignment to investigate the  
3 guardianship or dependency matter under the jurisdiction of the Solano County Superior  
4 Court, shall be given access to information pertaining to the minor, minor's family of  
5 origin, the minor's guardian or prospective guardian as follows:

6 1. Any and all records maintained by the Solano County Health and Social  
7 Services, Child Welfare Division, including but not limited to referrals, emergency  
8 response investigative reports, court reports, evaluation, etc., pertaining to the minor,  
9 the guardian or prospective guardian.

10 2. Any reports, recommendations, assessments prepared by a multi-  
11 disciplinary team convened for the purpose of assessing and making recommendations  
12 regarding a family or family group which includes the minor who is the subject of the  
13 guardianship investigation.

14 3. Any and all school records pertaining to the minor who is the subject of the  
15 guardianship investigation.

16 4. Any and all health records pertaining to the minor who is the subject of the  
17 guardianship investigation.

18 5. Any and all mental health records pertaining to the minor who is the  
19 subject of the guardianship investigation.

20 6. Any and all substance abuse records pertaining to the minor who is the  
21 subject of the guardianship investigation.

22 7. Any and all court documents contained in a Solano County Superior Court  
23 Probate Guardianship file on a minor who is subject to the jurisdiction every  
24 representative of the Solano County Superior Court Dependency action Department of  
25 Health and Social Services, Child Welfare Services Division, upon showing proof of

1 employment and verification of an open juvenile dependency case, shall be entitled to  
2 receive copies of all court documents, including any Court Investigator's reports  
3 submitted on behalf of the minor, regarding a guardianship of any minor child regarding  
4 whom a Juvenile Dependency case has been filed.

5           8. Each party shall maintain the confidentiality of the records reviewed,  
6 inspected or copied pursuant to this order. Any information obtained from these  
7 records shall not be disseminated except in the court proceedings for which they were  
8 obtained. Any copies or records obtained by the Court Investigator shall be destroyed  
9 upon termination of the proceedings for which they were obtained. .

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11 Dated:

12 \_\_\_\_\_  
13 PRESIDING JUDGE OF THE  
14 JUVENILE COURT  
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3 IN THE SUPERIOR COURT OF SOLANO COUNTY, STATE OF CALIFORNIA  
4 JUVENILE COURT DIVISION  
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6 In the Matter of ) STANDING ORDER  
7 )  
8 EXCHANGE & RELEASE OF JUVENILE ) 2011-006  
9 RECORDS TO BE USED IN THE )  
10 SOLANO COUNTYWIDE FOSTER )  
11 YOUTH SERVICES PROGRAM )  
(Education Code section 488850 et seq, )  
Welfare & Institutions Code 827, )  
California Rules of Court, rule 5.552) )  
12

13 Juvenile Court Standing Order 2002-9 issued on August 1, 2002, is hereby  
14 vacated and reissued as Standing Order No. 2011-006 effective July 1, 2011.

15 WHEREAS, the Solano County Office of Education Foster Youth Services  
16 Program (FYS) is intended to make foster youth educational services more readily  
17 available to foster children and youth that are under the jurisdiction of the County of  
18 Solano in compliance with the requirements established under AB 490; and

19 WHEREAS, in order to develop a database of foster children and youth under  
20 the jurisdiction of the County of Solano, determine the educational services required  
21 and provide such services, FYS has a need to access certain records and information  
22 regarding the foster children and youth under the jurisdiction of the County of Solano;  
23 and

24 WHEREAS, it is recognized that such records and information may be  
25 confidential and may be released by court order; and

1           WHEREAS, it is the intent of the court to allow access to and use of such  
2 records to the extent necessary for the purposes of FYS and the delivery of  
3 educational services to the foster children and youth of this community;

4           IT IS ORDERED AS FOLLOWS:

5           1.       Educational records and any other records necessary to ensure that the  
6 educational needs of children and youth taken into protective custody by Child Welfare  
7 Services or who come under the jurisdiction of the juvenile court; may be exchanged  
8 between schools, school districts, community colleges, community college districts,  
9 Solano County Office of Education and Child Welfare Services.

10          2.       Records and information regarding foster children and youth under the  
11 jurisdiction of the County of Solano and maintained by any agency for the purpose of  
12 the delivery of educational services to the foster children under the jurisdiction of the  
13 County of Solano shall be released to the representatives of FYS.

14          3.       The records subject to this Order shall consist of health and education  
15 records as described in Welfare and Institutions Code section 16010(a).

16          4.       Copies of this Order shall be distributed to:

17               a.       County of Solano, Health and Social Services Department, Child  
18 Welfare Services, Mental Health, and Public Health,

19               b.       County of Solano, Probation Department,

20               c.       County of Solano, Office of Education,

21               d.       All school districts in the County of Solano,

22               e.       All Directors of Special Education Local Plan Areas (SELPAs) in  
23 the County of Solano,

24               f.       All private and charter schools in the County of Solano,

25               g.       Any community college district or community college.

1           h       All other educational institutions serving foster youth in the County,  
2 of Solano County,

3           i.       All foster care providers and foster family agencies in the County  
4 of Solano County,

5           j.       All Regional Centers for the Developmentally Disabled in the  
6 County of Solano County,

7           k.       CASA of Solano County,

8           l.       All attorneys representing clients in Juvenile Court matters;

9           m.       ICWA Tribal Advocates,

10          n.       All out-of-county Foster Youth Services Coordinators; and

11          o.       All out-of-county providers who serve Solano County wards and  
12 dependents.

13          5.       FYS representative may share information with the persons and agencies  
14 listed in the preceding paragraph if: (1) such disclosure will be in the best interest of the  
15 minor whose records are sought and (2) the information contained in those records is  
16 necessary and relevant to the provision of services to the foster youth.

17          6.       The records or information subject to this order may be transmitted  
18 electronically if the transmitting party establishes a method of transmission that  
19 ensures the confidentiality of the record or information.

20          7.       Any person or agency receiving the records and information referred to in  
21 this order or allowed access to the records and information maintained by FYS shall  
22 maintain the confidentiality of these records and information and shall use such records  
23 and information only to the extent necessary for the purposes of FYS or for the delivery  
24 of educational services to the foster child or youth.

1           8.     The Solano County Office of Education shall be responsible to ensure  
2 that all persons and agencies involved with FYS are provided with a copy of this Order.

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4 Dated:

5 \_\_\_\_\_  
6 PRESIDING JUDGE OF THE  
7 JUVENILE COURT  
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2 IN THE SUPERIOR COURT OF SOLANO COUNTY, STATE OF CALIFORNIA  
3 JUVENILE COURT DIVISION

4 In the Matter of ) STANDING ORDER  
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6 ) 2011-007  
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RELEASE OF SCHOOL RECORDS TO )  
SOLANO COUNTY PROBATION AND )  
SOLANO COUNTY HEALTH AND )  
SOCIAL SERVICES, CHILD WELFARE )  
SERVICES DIVISION )  
(Education Code section 49077)

Juvenile Court Standing Order 2002-10 issued August 1, 2002 is amended and reissued as Juvenile Court Standing Order 2011-007, effective July 1, 2011.

Having found that it is necessary to have access to any and all student information for Juvenile Court purposes in making pre-detention, detention, dispositional and placement decisions regarding wards and dependent children of the court, the Court hereby orders that:

1. The Solano County Probation Department or the Solano County Department of Health and Social Services, Child Welfare Services division employee is authorized to access student education records pertaining to a minor who has been taken into protective custody, detained by the juvenile authorities or the Court or declared a juvenile court ward or dependent in order for the department to(s) perform the investigative and supervisory functions mandated by the above-entitled court .
2. This order shall remain in full force and effect until modified or rescinded by the above-entitled court.

Dated:

\_\_\_\_\_  
PRESIDING JUDGE OF THE  
JUVENILE COURT

1  
2 IN THE SUPERIOR COURT OF SOLANO COUNTY, STATE OF CALIFORNIA  
3 JUVENILE COURT DIVISION  
4

5 In the Matter of ) STANDING ORDER  
6 TOXICOLOGY TESTING FOR DRUG )  
7 EXPOSED CHILDREN SUBJECT TO ) 2011-008  
8 JUVENILE LAWS )  
9 (Welfare & Institutions Code section )  
369(d) )  
\_\_\_\_\_ )

10  
11 Juvenile Court Standing Order 2002-11 issued August 1, 2002 is amended and  
12 reissued as Juvenile Court Standing Order 2011-008, effective July 1, 2011.

13 The Juvenile Court of the County of Solano finds that when children are taken  
14 into protective custody by law enforcement officials or Solano County Health and Social  
15 Services Child Welfare Division social workers due to alleged child endangerment  
16 through the child's exposure to the illegal manufacturing, distribution or use of  
17 methamphetamine or other illegal substance, it is important to determine the extent of  
18 each child's toxic exposure to the chemicals used in the production of the  
19 methamphetamine or illegal drug or to the methamphetamine or illegal drug itself to  
20 ensure that each child's medical needs are met.

21 THEREFORE, IT IS ORDERED that

22 1. When a child is placed into protective custody by Solano County law  
23 enforcement officials or Child Welfare Services Division, due to alleged child  
24 endangerment through exposure or suspected exposure to the manufacture, production  
25 or use of methamphetamine or other illegal substance, or the chemicals involved in the

1 manufacture or production of methamphetamine or other illegal substance; at the  
2 discretion of Solano County Health and Social Services, Child Welfare Division that  
3 child may be immediately tested by trained medical personnel to assess the minor for  
4 the ingestion or assimilation of chemicals and drugs. Follow-up medical treatment and  
5 care shall be obtained as directed by the medical personnel.

6 2. The testing may consist of the analysis of urine, blood, or hair, with the  
7 least invasive testing method to be used to secure medically accurate and timely  
8 results.

9 3. Parental consent to such testing shall be sought and such efforts shall be  
10 documented in the case records. However, if no parent or guardian is available,  
11 capable or willing to authorize such medical procedures, a Solano County Child Welfare  
12 division social worker may authorize such testing due to the emergency nature of the  
13 need for medical assessment and treatment, pursuant to Welfare and Institutions Code  
14 section 369(d).

15 4. All of the results and documentation of the medical testing conducted  
16 pursuant to this order shall be deemed confidential; however, such information may be  
17 released to law enforcement officials, the Solano County Health and Social Services  
18 Child Welfare Division, the child's counsel and the child's parents and their counsel.

19  
20 Dated:

21 \_\_\_\_\_  
22 PRESIDING JUDGE OF THE  
23 JUVENILE COURT  
24  
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**Superior Court of California  
County of Solano**

**Rule 9 – Attorney Fees in Default Matters,  
Promissory Notes, Contracts, and Foreclosures**

**9.1 ATTORNEY FEES - UNLIMITED CIVIL MATTERS**

- a.     **RECOVERY OF “REASONABLE” ATTORNEY FEES IN DEFAULT CASES**  
Except in open book accounts, whenever the obligation sued upon provides for the recovery of “reasonable” attorney fees and the matter is heard as an unlimited civil matter, the fees in each default case shall be fixed pursuant to the schedule set forth in subsection (d).  
*(Subd (a) amended effective January 1, 2009; adopted effective May 13, 1988.)*
- b.     **ATTORNEY FEES IN JUDGMENTS ISSUED BY THE CLERK OF THE COURT**  
Except in open book accounts, in unlimited civil matters where the Clerk of the Court may issue a Judgment, attorney fees shall be calculated using the schedule set forth in subsection (d).  
*(Subd (b) amended effective January 1, 2009; adopted effective May 13, 1988.)*
- c.     **REQUEST FOR FEES IN EXCESS OF SCHEDULED FEES**  
Any attorney seeking fees in excess of those provided for in subsection (d) shall be required to apply for a hearing on the Default Calendar and supply an affidavit in accordance with Code of Civil Procedure section 585.  
*(Subd (c) amended effective January 1, 2009; adopted effective May 13, 1988.)*
- d.     **SCHEDULE OF ATTORNEY FEES**  
Attorney fees shall be calculated using the following formula:
- 25% of the first \$1,000 (with a minimum of \$150)  
20% of the next \$4,000  
15% of the next \$5,000  
10% of the next \$10,000  
5% of the next \$30,000  
2% over \$50,000
- An example of this calculation appears in Appendix A to Rule 9.  
*(Subd (d) amended effective January 1, 2010; adopted effective May 13, 1988.)*
- e.     **ATTORNEY FEES IN UNLAWFUL DETAINER ACTIONS**  
The fee schedule set forth in Rule 9.1 shall not apply to unlawful detainer actions, which are governed by Rule 14.2.  
*(Subd (e) adopted effective January 1, 2010.)*

**Superior Court of California  
County of Solano**

**Rule 9 – Attorney Fees in Default Matters,  
Promissory Notes, Contracts, and Foreclosures**

*(Rule 9.1 amended effective January 1, 2010; adopted effective May 13, 1988; amended effective January 1, 2009.)*

**9.2 ATTORNEY FEES - LIMITED CIVIL MATTERS**

a. **ATTORNEY FEES FOR DEFAULT LIMITED CIVIL MATTERS (CCP §585(a))**  
Except for open book accounts, attorney fees in default limited civil matters shall be calculated per the schedule set forth in subsection (c), subject to any limitations set forth elsewhere in Rule 9.

*(Subd (a) amended effective January 1, 2009; adopted effective May 13, 1988.)*

b. **REQUEST FOR FEES IN EXCESS OF SCHEDULED FEES**  
Any attorney seeking fees in excess of those provided for by the schedule in subsection (c) is required to apply for a hearing on the Default Calendar or supply an affidavit in accordance with Code of Civil Procedure section 585(d).

*(Subd (b) amended effective January 1, 2009; adopted effective May 13, 1988.)*

c. **SCHEDULE OF ATTORNEY FEES**

<b><u>Amount (Principal Only)</u></b>	<b><u>Fees</u></b>
\$1.00 to \$600.00	\$150.00
\$600.00 to \$1,000.00	\$150.00 plus 25% of amount over \$600.00
\$1,000.00 to \$10,000.00	\$250.00 plus 15% of amount over \$1,000.00
\$10,000.00 to \$25,000.00	\$1,600.00 plus 10% of amount over \$10,000.00

*(Subd (c) amended effective January 1, 2009; adopted effective May 13, 1988.)*

d. **ATTORNEY FEES IN UNLAWFUL DETAINER ACTIONS**  
The fee schedule set forth in Rule 9.2 shall not apply to unlawful detainer actions, which are governed by Rule 14.3.

*(Subd (d) amended effective January 1, 2010; adopted effective May 13, 1988.)*

*(Rule 9.2 amended effective July 1, 2011; amended effective January 1, 2010; adopted effective January 1, 2009; previously adopted as unlettered portion of Rule 9.1 effective May 13, 1988; previously amended effective January 1, 2010.)*

**Superior Court of California  
County of Solano**

**Rule 9 – Attorney Fees in Default Matters,  
Promissory Notes, Contracts, and Foreclosures**

**9.3 OPEN BOOK ACCOUNTS - UNLIMITED AND LIMITED CIVIL**

a. **ATTORNEY FEES IN OPEN BOOK ACCOUNTS**

Subject to subsection (b), attorney fees in all open book accounts shall be calculated pursuant to the following schedule:

<b><u>Amount (Principal Only)</u></b>	<b><u>Fees</u></b>
\$1.00 to \$600.00	\$150.00
\$600.00 to \$1,000.00	\$150.00 plus 25% of amount over \$600.00
\$1,000.00 to \$10,000.00	\$250.00 plus 15% of amount over \$1,000.00
\$10,000.00 to \$25,000.00	\$1,600.00 plus 10% of amount over \$10,000.00

b. **MAXIMUM ALLOWABLE ATTORNEY FEES IN OPEN BOOK ACCOUNTS**

Per Civil Code section 1717.5, the maximum fee allowable in open book accounts shall be the lesser of the following:

- (1) 25% (Twenty-five percent) of the principal obligation owing under the contract; or,
- (2) The following amount:
  - (a) \$800.00 based upon an obligation owing by a natural person for goods, moneys, or services which were primarily for personal, family, or household purposes.
  - (b) \$1,000.00 for all other book accounts.

*(Rule 9.3 amended effective July 1, 2011; adopted effective January 1, 2009.)*

**Superior Court of California  
County of Solano**

**Rule 9 – Attorney Fees in Default Matters,  
Promissory Notes, Contracts, and Foreclosures**

**APPENDIX A**

**Example of Attorney Fee Calculation per Rule 9.1:**

**Demand of Complaint - \$54,000.00**

1. 25% of the first \$1,000 = \$250.00 (the minimum fee of \$150 would apply if the amount of the demand was under \$1,000)  
Subtract \$1,000 from the total demand of the complaint - \$54,000 - \$1,000 = \$53,000
2. 20% of the next \$4,000 = \$800  
Subtract \$4,000 from the remaining balance - \$53,000 - \$4,000 = \$49,000
3. 15% of the next \$5,000 = \$750  
Subtract \$5,000 from the remaining balance - \$49,000 - \$5,000 = \$44,000
4. 10% of the next \$10,000 = \$1,000  
Subtract \$10,000 from the remaining balance - \$44,000 - \$10,000 = \$34,000
5. 5% of the next \$30,000 = \$1,500  
Subtract \$30,000 from the remaining balance - \$34,000 - \$30,000 = \$4,000
6. 2% over \$50,000 (this percent should be calculated on any remaining amount, in this instance \$4,000) – 2% of \$4,000 = \$80

**Total attorney's fees: \$4,380**

**Superior Court of California  
County of Solano**

**Rule 15 – Guardianships and Conservatorships**

**PART TWO: Conservatorships**

**15.50 CONSERVATORSHIP MATTERS TO WHICH RULE 15 APPLIES**

Unless otherwise stated in an individual rule, Rule 15 shall apply to all conservatorship matters brought pursuant to the Probate Code. It does not apply to LPS conservatorships brought pursuant to Welfare & Institutions Code section 5000 et seq.

*(Rule 15.50 adopted effective July 1, 2009.)*

**15.51 CONTINUANCE OF HEARING WHERE CONSERVATEE NOT SERVED WITH CITATION**

If the proposed conservatee has not been served with the citation as required by Probate Code section 1824, the petitioner shall notify the court and all persons entitled to notice at least 15 days prior to the hearing and request a new hearing date. The original citation shall be filed showing no service and an amended citation shall be issued with the new hearing date. The petitioner shall also serve a notice to all interested persons of the new hearing date.

*(Rule 15.51 adopted effective July 1, 2009; previously adopted as portion of Rule 7.69 effective July 1, 1988.)*

**15.52 ADDITIONAL REQUIREMENTS FOR PROPOSED CONSERVATORS  
~~INFORMATION TO BE PROVIDED~~ PRIOR TO ISSUANCE OF LETTERS**

a. Pursuant to Probate Code section 1834, subsection (b), Solano County requires that a conservator provide the court with the conservator's Social Security number and driver's license numbers. A conservator shall be deemed to have complied with this requirement by submitting a fully completed and signed Confidential Conservator Screening Form (Judicial Council form GC-314) to the Court Investigators Office as part of the initial conservatorship investigation process.

This requirement shall not apply to the Public Guardian.

(Subd. (a) relettered and amended effective July 1, 2011.)

b. All proposed conservators shall view the video *With Heart: Understanding Conservatorships*, prior to the initial hearing on the petition, and shall file an affidavit under penalty of perjury stating they have complied with this requirement. This requirement shall not apply to the Public Guardian.

(Subd. (b) adopted effective July 1, 2011.)

**Superior Court of California  
County of Solano**

**Rule 15 – Guardianships and Conservatorships**

**PART TWO: Conservatorships**

*(Rule 15.52 ~~amended~~~~adopted~~ effective July 1, ~~2011~~~~2009~~; previously adopted as portion of Rule 7.69 effective July 1, 1988; adopted effective July 1, 2009.)*

**15.53 COURT INVESTIGATOR**

a. **AUTOMATIC APPOINTMENT OF COURT INVESTIGATOR**

The court automatically appoints the court investigator to conduct investigations into probate conservatorships and proposed probate conservatorships.  
*(Subd (a) adopted effective July 1, 2009.)*

b. **SERVICE OF DOCUMENTS ON COURT INVESTIGATOR UPON COMMENCEMENT OF THE PROCEEDING**

Immediately upon the filing of a Petition for Appointment of Temporary Conservator or Petition for Appointment of Probate Conservator, the petitioner or the petitioner's attorney must submit the following documents to the Court Investigators Office:

- (1) Notice of Hearing – Guardianship or Conservatorship (Judicial Council form GC-020);
- (2) A copy of the Petition for Appointment of Probate Conservator (Judicial Council form GC-311);
- (3) A copy of the Petition for Appointment of Temporary Conservator (Judicial Council form GC-111), if one was filed; and,
- (4) The Confidential Conservator Screening Form (Judicial Council form GC-314).

The documents shall be delivered or mailed to:

Court Investigators Office  
Superior Court of California, County of Solano  
600 Union Avenue  
Fairfield, California 94533

*(Subd (b) adopted effective July 1, 2009.)*

<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SOLANO</b> <b>COURT INVESTIGATORS OFFICE</b> <b>PO Caller 5000</b> <b>Fairfield, CA 94533</b> <b>(707) 207-7390</b>	FOR COURT USE ONLY
<input type="checkbox"/> <b>GUARDIANSHIP</b> <input type="checkbox"/> <b>CONSERVATORSHIP OF:</b> (Name):	CASE NUMBER:
<p style="text-align: center;"><b>ASSESSMENT AND ORDER FOR PAYMENT OF COURT INVESTIGATOR FEES</b></p> <input type="checkbox"/> <b>Guardianship of</b> <input type="checkbox"/> <b>Person</b> <input type="checkbox"/> <b>Estate</b> <input type="checkbox"/> <b>Conservatorship of</b> <input type="checkbox"/> <b>Person</b> <input type="checkbox"/> <b>Estate</b> <input type="checkbox"/> <b>Limited</b>	HEARING DATE:  ACCOUNT NUMBER:

I, \_\_\_\_\_, declare as follows:

1. I performed an investigation or review in the above-entitled matter by order of this court. A written report of the undersigned investigator's findings and conclusions was filed with the court on \_\_\_\_\_.
2. The investigation or review was for:
3. The charge for completion of this type of investigation or review and report, as determined by the Superior Court of California, County of Solano, is \$\_\_\_\_\_. This charge is now due and payable pursuant to Probate Code section \_\_\_\_\_. Pursuant to Probate Code section \_\_\_\_\_, the individuals named in the Order below are responsible for payment of these charges.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_  
\_\_\_\_\_  
Superior Court Investigator

**ORDER**

To:

The court finds that pursuant to Probate Code section \_\_\_\_\_, an assessment in the amount of \$\_\_\_\_\_ is due and payable for the above-referenced investigation completed by the Court Investigators Office.

- The person named above is ordered to pay the amount of \$\_\_\_\_\_ within 45 days of the date this order is mailed by the Court Investigators Office. **Instructions for payment are on Page 2.**
- The persons named above are each ordered to pay the amount of \$\_\_\_\_\_ within 45 days of the date this order is mailed by the Court Investigators Office. **Instructions for payment are on Page 2.**

**Failure to pay the assessed court investigator fees as ordered may result in sanctions or any other remedy available to the court by law.**

Date: \_\_\_\_\_  
\_\_\_\_\_  
Judge or Commissioner of the Superior Court

**ASSESSMENT AND ORDER FOR PAYMENT OF COURT INVESTIGATOR FEES**

**INSTRUCTIONS FOR PAYMENT**

The Superior Court accepts payments made by cash, checks, money orders, and credit cards.

Please make checks and money orders payable to **Superior Court of California**.

Payments by credit card are to be made through the Family Law Clerk's Office, but may be subject to an additional fee.

All payments may be made in person at the Family Law Clerk's Office, or may be mailed to:

Court Investigators Office  
Superior Court of California, County of Solano  
PO Caller 5000  
Fairfield, CA 94533

If you believe you cannot afford to pay the fee in one payment, please contact the Court Investigators Office regarding a payment plan.

**Notice Regarding Returned Checks**  
(Civil Code § 1719)

If a person or entity gives the court a check for payment and that check is later returned for insufficient funds, that person shall be liable to the court for the amount of the check and a service charge of twenty-five dollars (\$25).

	FOR COURT USE ONLY
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SOLANO</b> STREET ADDRESS: <b>600 Union Avenue</b> MAILING ADDRESS: <b>P.O. Caller 5000</b> CITY AND ZIP CODE: <b>Fairfield, CA 94533</b>	
<b>CONSERVATORSHIP OF</b> (Name):	HEARING DATE:
<b>ASSESSMENT AND ORDER FOR PAYMENT</b> Conservatorship of <input type="checkbox"/> Person <input type="checkbox"/> Estate <input type="checkbox"/> Limited	CASE NUMBER:  ACCOUNT NUMBER:

I, \_\_\_\_\_, declare as follows:

1. I performed an investigation in the above-entitled matter by order of this court. A written report of the undersigned investigator's findings and conclusions was filed with the court on \_\_\_\_\_.
2. An investigation fee is now due and payable pursuant to Probate Code section 1851.5 as follows:
  - a.  The investigation was for a temporary conservatorship pursuant to Probate Code section 2250.6. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of a temporary conservatorship investigation and report is \$400.00.
  - b.  The investigation was for a general conservatorship only pursuant to Probate Code section 1826. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of a conservatorship investigation and report is \$500.00.
  - c.  The investigation was for a general conservatorship following a temporary conservatorship investigation pursuant to Probate Code section 1826. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of a general conservatorship investigation and report is \$350.00.
  - d.  The investigation was for a six month review of the conservatorship pursuant to Probate Code sections 1850 and 1851. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of an investigation and report for this review is \$300.00.
  - e.  The investigation was for a status review of the conservatorship pursuant to Probate Code sections 1850 and 1851. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of an investigation and report for this review is \$300.00.
  - f.  The investigation was for the first annual review of the conservatorship of the person and the estate, including a review of any related accountings, pursuant to Probate Code sections 1850 and 1851. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of an investigation and report for this review is \$500.00.
  - g.  The investigation was for a biennial review of the conservatorship of the person and the estate, including a review of any related accountings, pursuant to Probate Code sections 1850 and 1851. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of an investigation and report for this review is \$500.00.

**ASSESSMENT AND ORDER FOR PAYMENT – CONSERVATORSHIP**

<b>CONSERVATORSHIP OF:</b>	<b>CASE NUMBER:</b>
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- h.  The investigation was for an annual or biennial review of the conservatorship of the person and the estate, where the accounting has been waived. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of an investigation and report for this review is \$300.00.
- i.  The investigation was for a review of the conservatorship of the person only. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of an investigation and report for this review is \$300.00.
- j.  The investigation was for a review of the conservatorship of the estate only, including a review of any related accountings. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of an investigation and report for this review is \$300.00.
- k.  The investigation was for a final accounting of the conservatorship. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of an investigation and report for this review is \$300.00.
- l.  The investigation was for a supplemental report. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of a supplemental report is \$200.00.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_, Superior Court Investigator

<b>ORDER</b>
<p><b>TO:</b></p> <p>The court finds that pursuant to Probate Code section 1851.5, an assessment in the amount of \$350.00 is due and payable for the above-referenced investigation completed by the Court Investigators Office. The person named above is ordered to pay the amount of \$200.00 within 60 days of the date this order is mailed by the Court Investigators Office.</p> <p><b>Failure to pay the assessed court investigator fees as ordered may result in sanctions or any other remedy available to the court by law.</b></p> <p>Date: _____</p> <p style="text-align: right;">_____ Judge or Commissioner of the Superior Court</p>

**Instructions for Payment**

The Court Investigators Office accepts cash, checks and money orders. Please make checks and money orders payable to Superior Court of California. Payments by credit card may be made through the Family Law Clerk's Office, but may be subject to an additional fee. Payments may be made in person at the Family Law Clerk's Office or may be mailed to:

Court Investigators Office  
Superior Court of California, County of Solano  
600 Union Avenue  
Fairfield, CA 94533

If you believe you cannot afford to pay the fee in one payment, please contact the Court Investigators Office regarding a payment plan.

**ASSESSMENT AND ORDER FOR PAYMENT – CONSERVATORSHIP**

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<b>GUARDIANSHIP OF</b> (Name):	HEARING DATE:
<b>ASSESSMENT AND ORDER FOR PAYMENT</b> Guardianship of <input type="checkbox"/> Person <input type="checkbox"/> Estate	CASE NUMBER:  ACCOUNT NUMBER:

I, \_\_\_\_\_, declare as follows:

1. I performed an investigation in the above-entitled matter by order of this court. A written report of the undersigned investigator's findings and conclusions was filed with the court on \_\_\_\_\_.
2. An investigation fee is now due and payable pursuant to Probate Code section 1513.1 as follows:
  - a.  The investigation was for an uncontested guardianship of the person  and the estate. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of an uncontested guardianship investigation and report is \$450.00.
  - b.  The investigation was for a contested guardianship of the person  and the estate. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of a contested guardianship investigation and report is \$500.00.
  - c.  The investigation was for an uncontested guardianship of the estate only. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of an investigation and report concerning guardianship of the estate only is \$250.00.
  - d.  The investigation was for a contested guardianship of the estate only. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of an investigation and report concerning guardianship of the estate only is \$350.00.
  - e.  The investigation was for a review of a guardianship of the estate only, including a review of any accountings. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of an investigation and report for this review is \$350.00.
  - f.  The investigation was for a review of a guardianship of the estate only where all assets are being held in blocked accounts. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of an investigation and report for this review is \$200.00.
  - g.  The investigation was pursuant to an uncontested petition to terminate the guardianship. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of an investigation and report concerning an uncontested termination of the guardianship is \$400.00.
  - h.  The investigation was pursuant to a contested petition to terminate the guardianship. Per the fee schedule adopted by the Superior Court of California, County of Solano, the charge for completion of an investigation and report concerning a contested termination of the guardianship is \$500.00.

**ASSESSMENT AND ORDER FOR PAYMENT – GUARDIANSHIP**

<b>GUARDIANSHIP OF:</b>	<b>CASE NUMBER:</b>
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3. Pursuant to Probate Code section 1513.1, the following individual(s) are responsible for payment of the charges described above:

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_  
 \_\_\_\_\_, Superior Court Investigator

**ORDER**

**TO:**  
 The court finds that pursuant to Probate Code section 1513.1, an assessment in the amount of \$200.00 is due and payable for the above-referenced investigation completed by the Court Investigators Office.

- The person named above is ordered to pay the amount of \$200.00 within 30 days of the date this order is mailed by the Court Investigators Office.
- The persons named above are each ordered to pay \$0.00 within 30 days of the date this order is mailed by the Court Investigators Office.

**Failure to pay the assessed court investigator fees as ordered may result in sanctions or any other remedy available to the court by law.**

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Judge or Commissioner of the Superior Court

**Instructions for Payment**

The Court Investigators Office accepts cash, checks and money orders. Please make checks and money orders payable to Superior Court of California. Payments by credit card may be made through the Family Law Clerk's Office, but may be subject to an additional fee. Payments may be made in person at the Family Law Clerk's Office or may be mailed to:

Court Investigators Office  
 Superior Court of California, County of Solano  
 600 Union Avenue  
 Fairfield, CA 94533

If you believe you cannot afford to pay the fee in one payment, please contact the Court Investigators Office regarding a payment plan.

ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name, State Bar number, and address</i> ):  TELEPHONE NO.: _____ FAX NO. ( <i>Optional</i> ): _____ E-MAIL ADDRESS ( <i>Optional</i> ): _____ ATTORNEY FOR ( <i>Name</i> ): _____	FOR COURT USE ONLY
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SOLANO</b> STREET ADDRESS: <b>600 Union Avenue</b> <b>321 Tuolumne Street</b> MAILING ADDRESS: <b>P.O. Caller 5000</b> <b>321 Tuolumne Street</b> CITY AND ZIP CODE: <b>Fairfield, CA 94533</b> <b>Vallejo, CA 94590</b>	
<b>IN RE THE CONSERVATORSHIP OF:</b>	
<b>VERIFICATION OF VIEWING OF CONSERVATORSHIP VIDEO</b>	CASE NUMBER:

### Instructions

Before you may be appointed as a conservator, you must watch a video called *With Heart: Understanding Conservatorships*. This video discusses the duties and responsibilities of a conservator.

The video is available to you in two ways:

- You may make an appointment with the Court Investigators Office to view it at the courthouse.
- You may view the video online at <http://www.saclaw.lib.ca.us/pages/conservatorship-video.aspx>

Once you have watched the video, you must fill out, sign, and file this form with the court.

I have petitioned the court to be appointed the conservator of the person and/or estate of  
(*name*): \_\_\_\_\_.

I viewed the court's videotape presentation on the duties and responsibilities of the conservator on  
(*date*) \_\_\_\_\_ at the following location:

Court Investigators Office

On-line viewing located at <http://www.saclaw.lib.ca.us/pages/conservatorship-video.aspx>

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
(*Type or print name*)

\_\_\_\_\_  
(*Signature of Declarant*)

## Response Form

I am commenting on the proposed revisions to the local rules or forms as follows:

- Agree with proposed changes
- Agree with proposed changes with modifications (*please explain below*)
- Do not agree with proposed changes (*please explain below*)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP code: \_\_\_\_\_

**To SUBMIT COMMENTS:**

Comments may be written on this form, prepared in a letter format, or e-mailed. If you are not commenting directly on this form, please include the information requested above. Questions may be directed to the Executive Office at (707) 207-7475.

E-mail: CourtOutreach@solano.courts.ca.gov

Mail: Superior Court of California, County of Solano  
Executive Office  
600 Union Avenue  
Fairfield, CA 94533

FAX: (707) 426-1631

<b>DEADLINE FOR COMMENT: 5:00 p.m. on Tuesday, May 10, 2011</b>
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