

SOLANO COUNTY LOCAL RULES EFFECTIVE JANUARY 1, 2015

FILING INSTRUCTIONS FOR REPLACEMENT PAGES

The Solano County Superior Court is pleased to offer replacement pages for revised rules effective January 1, 2015. These replacement pages are intended for those who already have a complete set of local rules and wish to update just those portions of the rules that have changed.

If you do not have a complete set of rules, a complete copy is available for download and printing on our website at <http://www.solano.courts.ca.gov/LocalRulesofCourt.html>. Paper copies are also available for purchase at any clerk's office.

Please note that these replacement pages are designed to be printed double-sided. THESE INSTRUCTIONS ASSUME THAT YOUR REPLACEMENT PAGES ARE DOUBLE-SIDED.

<u>RULE</u>	<u>REMOVE OLD PAGES</u>	<u>INSERT NEW PAGES</u>
<i>Rule Adoption and Revision History; Local Rules Publication Information</i>	Rule Adoption and Revision History (front) ; Local Rules Publication Information (back)	Rule Adoption and Revision History (front); Local Rules Publication Information (back)
<i>Summary Table of Contents</i>	Page 1	Page 1
<i>Detailed Table of Contents</i>	Pages 1 through 9	Pages 1 through 9
<i>Rule 4</i>	Pages 4-1 through 4-19	Pages 4-1 through 4-28
<i>Subject Matter Index</i>	Pages 1 through 10	Pages 1 through 10
<i>Local Forms List</i>	Pages 1 through 8	Pages 1 through 8
<i>Page List</i>	January 2014 Page List	January 2015 Page List



Please recycle your discarded pages.

**Superior Court of California
County of Solano**

Hall of Justice
600 Union Avenue
Fairfield, CA 94533
(707) 207-7300

Law & Justice Center
530 Union Avenue
Fairfield, CA 94533
(707) 207-7300

Old Solano Courthouse
580 Texas Street
Fairfield, CA 94533
(707) 207-7300

Solano Justice Center
321 Tuolumne Street
Vallejo, CA 94590
(707) 561-7800

Local Rules of Court Adopted July 1, 1988

Revised January 1, 1991

Revised July 1, 1991

Revised July 1, 1992

Revised October 1, 1996

Revised January 1, 1998

Revised August 1, 2002

Revised October 1, 2002

Revised July 1, 2005

Revised January 1, 2007

Corrected April 2, 2007

Revised January 1, 2008

Revised July 1, 2008

Revised January 1, 2009

Revised July 1, 2009

Revised January 1, 2010

Revised July 1, 2010

Revised January 1, 2011

Revised July 1, 2011

Revised January 1, 2012

Revised July 1, 2012

Revised January 1, 2013

Revised July 1, 2013

Revised July 1, 2014

Revised January 1, 2015

Brian Taylor, Court Executive Officer, is the official publisher of the local rules for the Superior Court of California County of Solano. Comments or suggestions concerning the local rules may be sent to the court at CourtOutreach@solano.courts.ca.gov.

The complete local rules, as well as individual rules and filing instructions for replacement pages, and local forms are available in .pdf format at the court's website, www.solano.courts.ca.gov, by clicking on the hyperlink marked "Local Rules of Court."

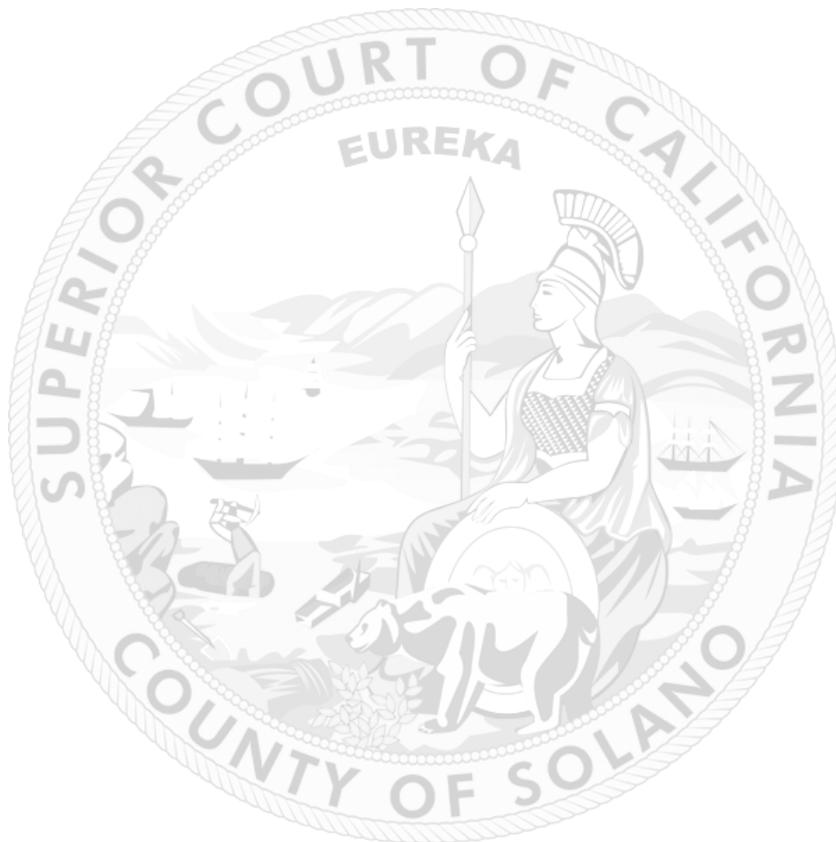
**Superior Court of California
County of Solano**

Local Rules of Court

Summary Table of Contents

Rule 1	General Provisions
Rule 2	Criminal and Traffic Infraction Cases
Rule 3	Civil Cases
Rule 4	Administration of Civil Litigation
Rule 5	Family Law
Rule 6	Juvenile Proceedings
Rule 7	Probate
Rule 8	Claims of Adults with Disabilities or Minors
Rule 9	Attorneys' Fees in Default Matters, Promissory Notes, Contracts, and Foreclosures
Rule 10	Administration
Rule 11	Jury Management (Reserved)
Rule 12	Mental Health Conservatorships (LPS) (Reserved)
Rule 13	Appeals
Rule 14	Unlawful Detainer
Rule 15	Guardianships and Conservatorships
Rule 16	Protective Orders
Rule 17	Miscellaneous

**Superior Court of California
County of Solano**



**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
<u>RULE 1</u>	<u>GENERAL PROVISIONS</u>	
Rule 1.1	Adoption of Local Rules (<i>Amended eff. 1/1/10</i>)	1-1
Rule 1.2	Divisions Of The Court; Assignment of Supervising Judges (<i>Amended eff. 7/1/14</i>).....	1-1
Rule 1.3	Direct Calendaring (<i>Amended eff. 1/1/10</i>)	1-1
Rule 1.4	Reassignment Upon Disqualification of Judicial Officer or for Other Cause (<i>Amended eff. 1/1/12</i>)	1-2
<u>RULE 2</u>	<u>CRIMINAL AND TRAFFIC INFRACTION CASES</u>	
	PART ONE: Rules Applicable to Misdemeanors and Felonies	
Rule 2.1	Application Of Rules (<i>Amended eff. 1/1/13</i>)	2-1
Rule 2.2	Direct Calendaring Of Criminal Cases (<i>Amended eff. 1/1/13</i>).....	2-1
Rule 2.3	Procedure (<i>Amended eff. 7/1/14</i>)	2-1
Rule 2.4*	Peremptory Challenge Of Judge Assigned For All Purposes [REPEALED] (<i>Repealed eff. 1/1/13</i>)	2-2
	PART TWO: Felony Criminal Cases	
Rules 2.50 – 2.99	[RESERVED]	2-3
	PART THREE: Misdemeanor Cases	
Rules 2.100 – 2.149	[RESERVED]	2-4
	PART FOUR: Traffic Infraction Cases	
Rules 2.150 – 2.199	[RESERVED]	2-5
<u>RULE 3</u>	<u>CIVIL CASES</u>	
Rule 3.1	Application Of Rules (<i>Amended eff. 7/1/11</i>)	3-1
Rule 3.2	Direct Calendaring Of Civil Cases; Assignments and Reassignments (<i>Amended eff. 1/1/12</i>)	3-1
Rule 3.3	Notification Of Plaintiff Of Assignment To One Judge For All Purposes (<i>Amended eff. 7/1/10</i>)	3-2
Rule 3.4*	Designation Of Court [REPEALED] (<i>Repealed eff. 7/1/11</i>).....	3-2
Rule 3.5	Calendaring of Hearings (<i>Eff. 7/1/11</i>).....	3-2
Rule 3.6	Deposit Of Jury Fees (<i>Amended eff. 7/1/13</i>).....	3-2
Rule 3.7	Forfeiture Of Jury Fees per CCP Section 631.3 (<i>Amended eff. 7/1/13</i>).....	3-3
Rule 3.8	Notification to Court of Drops, Continuances and Stipulations (<i>Amended eff. 1/1/10</i>)	3-3
Rule 3.9	Tentative Rulings (<i>Amended eff. 7/1/13</i>).....	3-4
Rule 3.10	Telephonic Appearances (<i>Eff. 7/1/14</i>)	3-5

* Denotes a rule that has been renumbered or repealed.

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
Rule 3.11	Failure To Notify Court When Attorney Cannot Be Present Shall Be Deemed Sufficient Cause To Order Off Calendar (<i>Amended eff. 1/1/10</i>)	3-5
Rule 3.12	Off Calendar (<i>Amended eff. 1/1/10</i>).....	3-5
Rule 3.13	Ex Parte Matters (<i>Amended eff. 7/1/13</i>).....	3-6
Rule 3.14*	Orders Regarding Orders To Show Cause, Temporary Restraining Orders, And Injunctions [REPEALED] (<i>Repealed eff. 7/1/10</i>)	3-6
Rule 3.15	Motions To Consolidate (<i>Amended eff. 7/1/10</i>).....	3-6
Rule 3.16	Motions Papers (<i>Amended eff. 7/1/10</i>).....	3-7
Rule 3.17	Mandate Actions Arising Under The California Environmental Quality Act (CEQA) (<i>Amended eff. 7/1/10</i>)	3-7
Rule 3.18	Filing Of Notices Of Unavailability (<i>Amended eff. 1/1/10</i>).....	3-11
 <u>RULE 4</u> <u>ADMINISTRATION OF CIVIL LITIGATION</u>		
Rule 4.1	Scope And Policy (<i>Amended eff. 7/1/11</i>).....	4-1
Rule 4.2	Case Designation (<i>Amended eff. 1/1/10</i>).....	4-2
Rule 4.3	Time Requirements For Complaint (<i>Amended eff. 7/1/11</i>).....	4-3
Rule 4.4	Time Requirements For Responsive Pleadings (<i>Amended eff. 7/1/11</i>).....	4-3
Rule 4.5	Time Requirements For Cross-Complaints (<i>Amended eff. 7/1/11</i>).....	4-3
Rule 4.6	Case Management Conferences (<i>Amended eff. 7/1/11</i>)	4-3
Rule 4.7	Diversion To Arbitration (<i>Amended eff. 1/1/12</i>).....	4-7
Rule 4.8	Mediation (<i>Amended eff. 1/1/12</i>).....	4-8
Rule 4.9	Mandatory Settlement Conferences (<i>Amended eff. 7/1/11</i>)	4-12
Rule 4.10	Trial Management Conferences (<i>Amended eff. 1/1/12</i>)	4-14
Rule 4.11	Dismissal Of Action Or Entry Of Judgment Following Settlement (<i>Amended eff. 7/1/11</i>)..	4-16
Rule 4.12	Miscellaneous (<i>Amended eff. 7/1/14</i>).....	4-16
Rule 4.13	Sanctions (<i>Amended eff. 1/1/10</i>).....	4-18
Rule 4.14	Electronic Filing and Service of Pleadings and Documents (<i>Eff. 7/1/10</i>)	4-19
<u>APPENDICES</u>		
2015-001-CV	Electronic Service of Documents in Complex Litigation	4-21
 <u>RULE 5</u> <u>FAMILY LAW</u>		
<u>PART ONE: Family Law Proceedings Generally</u>		
Rule 5.1	Matters Assigned to the Family Law Division; Applicability of Rule (<i>Eff. 7/1/14</i>)	5-1
Rule 5.2	Direct Calendaring (<i>Eff. 1/1/13</i>)	5-2
Rule 5.3	Preparation and Filing of Forms and Pleadings (<i>Eff. 1/1/13</i>)	5-2

* *Denotes a rule that has been renumbered or repealed.*

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
Rule 5.4	Applications for Emergency Orders (Ex Parte Orders) (<i>Amended eff. 7/1/14</i>).....	5-4
Rule 5.5	Law and Motion Hearings (Hearings Other Than Case Management Conferences, Status Conferences, Settlement Conferences, and Trials) (<i>Eff. 1/1/13</i>).....	5-5
Rule 5.6	Presence of Children in Courtroom (<i>Eff. 1/1/13</i>).....	5-8
Rule 5.7	Family Centered Case Resolution Process (CRC 5.83) (<i>Eff. 1/1/13</i>)	5-9
Rule 5.8	Status Conferences and Status Conference Reports (<i>Eff. 1/1/13</i>).....	5-10
Rule 5.9	Court Reporter Fees (<i>Eff. 1/1/13</i>)	5-11
PART TWO: Settlement Conferences and Trials		
Rule 5.10	Settlement Conferences (<i>Eff. 1/1/13</i>).....	5-12
Rule 5.11	Evidentiary Hearings and Trials (<i>Eff. 1/1/13</i>).....	5-16
Rule 5.12 – 5.19	[RESERVED]	5-17
PART THREE: Child Custody and Visitation		
Rule 5.20	Child Custody Recommending Counseling (<i>Eff. 1/1/13</i>)	5-18
Rule 5.21	Child Custody and Visitation Evaluations (<i>Eff. 1/1/13</i>)	5-20
Rule 5.22 – 5.29	[RESERVED]	5-22
PART FOUR: Support, Property Division, Attorney Fees, Costs, and Sanctions		
Rule 5.30	Calculation of Temporary Spousal or Partner Support (<i>Eff. 1/1/13</i>)	5-23
Rule 5.31 – 5.39	[RESERVED]	5-23
PART FIVE: Judgments		
Rule 5.40	Calendaring Hearings for Default or Uncontested Judgments (<i>Eff. 1/1/13</i>)	5-24
Rule 5.41	Documents Needed for Judgments for Legal Separation or Dissolution of Marriage or Registered Domestic Partnership (<i>Eff. 1/1/13</i>)	5-24
Rule 5.42	Documents Needed for Judgment of Nullity (<i>Eff. 1/1/13</i>)	5-24
Rule 5.43	Documents Needed for Default or Uncontested Judgments for Establishment of Parental Relationship (UPA) or for Establishment of Custody and Support (<i>Eff. 1/1/13</i>).....	5-25
APPENDICES		
5-A	Documents Needed for Judgment of Nullity	5-26
5-B	Documents Needed for Default or Uncontested Judgments for Establishment of Parental Relationship (UPA) or for Establishment of Custody and Support per Family Code §3120.....	5-31
<u>RULE 6</u> <u>RULES APPLICABLE TO JUVENILE PROCEEDINGS</u>		
PART ONE: Rules for Juvenile Court in General		
Rule 6.1	Adoption, Construction, And Amendment Of Rules and Standing Orders (<i>Amended eff. 1/1/10</i>)	6-1
Rule 6.2	Juvenile Calendar (<i>Amended eff. 1/1/10</i>).....	6-1

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
Rule 6.3	Access To Courtroom By Non-Parties (<i>Amended eff. 1/1/10</i>).....	6-2
Rule 6.4	Confidentiality (<i>Amended eff. 1/1/10</i>)	6-2
Rule 6.5	Release Of Information Relating To Juveniles (<i>Amended eff. 1/1/10</i>)	6-2
Rule 6.6	Discovery (<i>Amended eff. 1/1/10</i>).....	6-3
Rule 6.7	Petitions, Pleadings & Motions (<i>Amended eff. 1/1/10</i>).....	6-4
Rule 6.8	Request For Transcripts by Non-Party (<i>Amended eff. 1/1/10</i>).....	6-5
Rule 6.9	Welfare And Institutions Code Section 241.1 Assessments (<i>Amended eff. 1/1/10</i>).....	6-5
Rule 6.10	Motion To Challenge Legal Sufficiency Of Petition (<i>Eff. 1/1/10</i>).....	6-5
Rules 6.11 through 6.29	[RESERVED]	6-7
PART TWO: Juvenile Dependency		
Rule 6.30	Appointed Counsel in Dependency Proceedings (<i>Amended eff. 1/1/10</i>)	6-8
Rule 6.31	Appointment of Private Counsel in Dependency Proceedings (<i>Amended eff. 1/1/10</i>).....	6-9
Rule 6.32	Procedures For Reviewing And Resolving Complaints Regarding Representation In Dependency Proceedings (<i>Amended eff. 1/1/10</i>)	6-9
Rule 6.33	Procedures For Informing The Court Of The Interests Of A Dependent Child [CRC 5.660] (<i>Amended eff. 1/1/10</i>)	6-11
Rule 6.34	Motion to Challenge Legal Sufficiency of Petition (<i>Amended eff. 1/1/10</i>).....	6-12
Rule 6.35	Access To Minors (<i>Amended eff. 1/1/10</i>)	6-13
Rule 6.36	Modifications of Orders (<i>Amended eff. 1/1/10</i>)	6-14
Rule 6.37	Court Appointed Special Advocate Program (CASA) (<i>Amended eff. 1/1/10</i>)	6-15
Rules 6.38 through 6.59	[RESERVED]	6-15
PART THREE: Juvenile Delinquency		
Rule 6.60	Return On Bench Warrant (<i>Amended eff. 1/1/10</i>).....	6-16
APPENDICES		
2002-01	Medical Authorization – Juvenile Hall.....	6-19
2002-02	Community School Programs.....	6-22
2002-05	Release of Records, Absent Parents	6-23
2002-07	Release of Records – Financial Hearing Officer	6-24
2011-001	Standing Order Authorizing Mental Health Evaluation and/or Treatment for Dependent Children or Minors Placed into Protective Custody by Child Welfare Services	6-26
2011-002	Order re: Release of Probation Files and Information Regarding Parents with Children Under the Jurisdiction of the Juvenile Court	6-28
2011-003	Standing Order to Facilitate Child Welfare Services Disaster Response Plan	6-31
2011-004	The Exchange of Information Pertaining to Juveniles Among Members of Multidisciplinary Team	6-33
2011-005	Exchange and Release of Information Between Child Welfare Services and the Solano County Court Investigator	6-35

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
2011-006	Exchange & Release of Juvenile Records to be Used in the Solano Countywide Foster Youth Services Program (Education Code § 488850 et seq., Welfare & Institutions Code § 827, Cal. Rules of Court, rule 5.552).....	6-38
2011-007	Release of School Records to Solano County Probation and Solano County Health and Social Services, Child Welfare Services Division (Education Code § 49077).....	6-42
2011-008	Toxicology Testing for Drug Exposed Children Subject to Juvenile Laws (Welfare & Institutions Code § 369, subd. (d))	6-43
2012-001	Standing Order Authorizing Medical Evaluation and Treatment for Minors Placed into Protective Custody and Temporarily Detained in Out-of-Placement By Child Welfare Services	6-45
2013-001	Standing Order re: Release of Juvenile Case File Information for W&I 601 and 602 Proceedings	6-49

RULE 7

PROBATE

PART ONE: Probate Proceedings Generally

Rule 7.1	Scope of Probate Rules; Direct Calendarings (<i>Amended eff. 1/1/12</i>)	7-1
Rule 7.2	Use of Judicial Council Forms; Format of Pleadings; Calendaring (<i>Amended eff. 1/1/12</i>) ..	7-1
Rule 7.3	Signatures and Verification of Pleadings (<i>Amended eff. 7/1/09</i>)	7-2
Rule 7.4	Bonding of Personal Representative (<i>Amended eff. 7/1/09</i>)	7-3
Rule 7.5	Declination of Nominated Executor (<i>Amended eff. 7/1/09</i>).....	7-3
Rule 7.6	Notices (<i>Amended eff. 7/1/09</i>)	7-3
Rule 7.7	Continuances (<i>Amended eff. 1/1/13</i>).....	7-4
Rule 7.8	Pregrants in Probate Matters (<i>Amended eff. 1/1/12</i>)	7-5
Rule 7.9	Appearances at Hearings (<i>Amended eff. 1/1/10</i>).....	7-5
Rule 7.10	Ex Parte Applications (<i>Amended eff. 7/1/13</i>).....	7-6

PART TWO: Probate Proceedings Other Than Trusts

Rule 7.11	Appointment of Special Administrator (<i>Amended eff. 7/1/09</i>)	7-8
Rule 7.12	Information to Be Contained in Petitions for Probate of Will and for Letters Testamentary; For Letters of Administration; or For Letters of Administration with Will Annexed (Probate Code Section 8000 et Seq.) (<i>Amended eff. 7/1/09</i>)	7-8
Rule 7.13	Preparation of Orders (<i>Amended eff. 7/1/09</i>)	7-9
Rule 7.14	Interest on Funeral and Interment Claims (<i>Amended eff. 7/1/09</i>).....	7-10
Rule 7.15	Real Estate in Inventory and Appraisal (<i>Amended eff. 7/1/09</i>).....	7-10
Rule 7.16	Cash Deposit (<i>Amended eff. 7/1/09</i>)	7-10
Rule 7.17	Second Deeds of Trust (<i>Amended eff. 7/1/09</i>)	7-11
Rule 7.18	Earnest Money Deposit by Overbidder (<i>Amended eff. 7/1/09</i>).....	7-11
Rule 7.19	Appearances of Counsel (<i>Amended eff. 7/1/09</i>).....	7-11
Rule 7.20	Conditional Sales of Real Property (<i>Amended eff. 7/1/09</i>)	7-11
Rule 7.21	Broker’s Commissioners (<i>Amended eff. 7/1/09</i>).....	7-12

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
Rule 7.22	Statutory Compensation for Personal Representative and Attorney Fees (<i>Amended eff. 7/1/09</i>)	7-12
Rule 7.23	Partial Allowance of Statutory Compensation or Attorney Fees (<i>Amended eff. 7/1/09</i>)	7-13
Rule 7.24	Apportionment of Statutory Compensation Between Two or More Personal Representatives (<i>Amended eff. 7/1/09</i>)	7-14
Rule 7.25	Extraordinary Compensation for Personal Representative; Extraordinary Attorney Fees (<i>Amended eff. 7/1/09</i>)	7-14
Rule 7.26	Distributive Contingencies (<i>Amended eff. 7/1/09</i>).....	7-15
Rule 7.27	Contents of Decree of Partial or Final Distribution (<i>Amended eff. 1/1/13</i>).....	7-15
Rule 7.28	Distributions to Trusts (<i>Amended eff. 1/1/10</i>).....	7-17
Rule 7.29	Joint Tenancy Assets (<i>Amended eff. 7/1/09</i>).....	7-17
Rule 7.30	Personal Representative Compensation and Attorney Fees in Connection With Termination of a Joint Tenancy or Handling of Other Nonprobate Assets (<i>Amended eff. 7/1/09</i>)	7-18
Rule 7.31	Court Investigator Fees for Investigation of Petition for Particular Transaction (<i>Amended eff. 7/1/09</i>)	7-18
Rule 7.32	Receipt or Waiver of Account Signed by Attorney in Fact (<i>Eff. 7/1/10</i>).....	7-18
Rule 7.33	Reimbursement of Expenses of Estate Administration (<i>Eff. 1/1/13</i>)	7-19
Rule 7.34 through 7.49	[RESERVED]	7-19
	PART THREE: Trusts	
Rule 7.50	Beneficiaries of Testamentary Trust to be Listed in Petition for Letters Testamentary (<i>Amended eff. 7/1/09</i>)	7-20
Rule 7.51	Trustee Fees (<i>Amended eff. 1/1/12</i>)	7-20
Rule 7.52	Information to be Included in Petitions Concerning Trusts (<i>Eff. 7/1/09</i>)	7-21
Rule 7.53	General Procedures for Special Needs Trusts (<i>Amended eff. 1/1/12</i>)	7-21
Rule 7.54	Accountings and Reports of Special Needs Trusts (<i>Eff. 7/1/09</i>).....	7-22
Rule 7.55	Compensation of Conservator from Trust (<i>Amended eff. 1/1/12</i>).....	7-23
Rule 7.56	Trust Accountings Filed with the Court (<i>Eff. 7/1/10</i>).....	7-23
<u>RULE 8</u>	<u>COMPROMISES OF CLAIMS</u>	
Rule 8.1	Contents of Petition for Compromise Of Claim Of a Person with a Disability or a Minor (<i>Amended eff. 7/1/14</i>)	8-1
Rule 8.2	Filing Petitions for Compromise of Claims (<i>Eff. 7/1/14</i>).....	8-1
Rule 8.3	Establishment of Special Needs Trusts (<i>Amended eff. 7/1/14</i>)	8-1
<u>RULE 9</u>	<u>ATTORNEY FEES IN DEFAULT MATTERS, PROMISSORY NOTES, CONTRACTS, AND FORECLOSURES</u>	
Rule 9.1	Attorney Fees - Unlimited Civil Matters (<i>Amended eff. 1/1/12</i>).....	9-1

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
Rule 9.2	Attorney Fees - Limited Civil Matters (<i>Amended eff. 1/1/12</i>)	9-2
Rule 9.3	Open Book Accounts - Unlimited And Limited Civil (<i>Amended eff. 1/1/12</i>).....	9-3
APPENDICES		
9-A	Example of Attorney Fee Calculation per Rule 9.1	9-4
<u>RULE 10</u>	<u>ADMINISTRATION</u>	
Rule 10.1	Executive Officer (<i>Amended eff. 1/1/10</i>)	10-1
Rule 10.2	Reservation Of Government Code 71620 Powers (<i>Amended eff. 1/1/10</i>).....	10-1
<u>RULE 11</u>	<u>JURY MANAGEMENT</u>	
Rule 11.1 through 11.99	[RESERVED]	11-1
<u>RULE 12</u>	<u>MENTAL HEALTH CONSERVATORSHIPS (LPS)</u>	
Rule 12.1 through 12.99	[RESERVED]	12-1
<u>RULE 13</u>	<u>APPEALS</u>	
Rule 13.1	Fee Waiver Applications for Matters Being Appealed to the Court of Appeal (<i>Eff. 1/1/10</i>)	13-1
<u>RULE 14</u>	<u>UNLAWFUL DETAINER</u>	
Rule 14.1	Telephonic Appearances (<i>Amended eff. 1/1/10</i>)	14-1
Rule 14.2	Trial Management (<i>Eff. 1/1/10</i>)	14-1
Rule 14.3	Attorney Fees in Default Matters (<i>Amended eff. 1/1/12</i>).....	14-1
<u>RULE 15</u>	<u>GUARDIANSHIPS AND CONSERVATORSHIPS</u>	
PART ONE: Guardianships		
Rule 15.1	Applicability of Guardianship Rules; Terminology; Direct Calendaring (<i>Amended eff. 1/1/13</i>)	15-1
Rule 15.2	Forms to be Filed at Commencement of Proceeding (<i>Amended eff. 1/1/13</i>)	15-1
Rule 15.3	Notice (<i>Amended eff. 1/1/13</i>).....	15-4
Rule 15.4	Appointment of Investigator (<i>Amended eff. 7/1/13</i>)	15-5
Rule 15.5	Court Investigator Fees (<i>Amended eff. 1/1/13</i>)	15-7
Rule 15.6	Temporary Guardianships (<i>Amended eff. 1/1/13</i>).....	15-9
Rule 15.7*	Ex Parte Applications for Temporary Guardianship or Other Temporary Orders [REPEALED] (<i>Repealed eff. 1/1/13</i>)	15-9

* Denotes a rule that has been renumbered or repealed.

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
Rule 15.8	Contested Guardianships (<i>Amended eff. 1/1/13</i>).....	15-10
Rule 15.9	Orders for Visitation in Guardianships (<i>Amended eff. 1/1/13</i>)	15-10
Rule 15.10	Guardianships of the Estate (<i>Amended eff. 1/1/13</i>).....	15-12
Rule 15.11	Guardianships of the Person (<i>Eff. 1/1/13</i>).....	15-13
Rule 15.12*	Allowance of Fees in Guardianship Proceedings [REPEALED] (<i>Repealed eff. 1/1/13</i>)	15-13
Rule 15.13*	Investments by Guardian of the Estate [REPEALED] (<i>Repealed eff. 1/1/13</i>)	15-14
Rule 15.14	Appointment of Counsel for Ward (<i>Eff. 7/1/09</i>).....	15-14
Rule 15.15	Termination of Guardianship (<i>Amended eff. 1/1/13</i>)	15-15
Rule 15.16	Sanctions (<i>Eff. 7/1/09</i>)	15-16
Rule 15.17*	Guardianships of the Person – Status Report [REPEALED] (<i>Repealed eff. 1/1/13</i>)	15-16
Rule 15.18 – 15.49	[RESERVED]	15-16
PART TWO: Conservatorships		
Rule 15.50	Conservatorship Matters to Which Rule 15 Applies (<i>Eff. 7/1/09</i>).....	15-17
Rule 15.51	Continuance of Hearing Where Conservatee Not Served with Citation (<i>Eff. 7/1/09</i>)	15-17
Rule 15.52	Additional Requirements for Proposed Conservators Prior to Issuance of Letters (<i>Amended eff. 7/1/11</i>)	15-17
Rule 15.53	Court Investigator (<i>Amended eff. 1/1/12</i>)	15-18
Rule 15.54	Court Investigator Fees (<i>Eff. 7/1/09</i>)	15-19
Rule 15.55	Appointment of Counsel for Conservatee (<i>Eff. 7/1/09</i>)	15-20
Rule 15.56	Ex Parte Applications for Temporary Conservatorships and Other Orders (<i>Eff. 7/1/09</i>) ...	15-21
Rule 15.57	Independent Exercise of Powers (<i>Eff. 7/1/09</i>)	15-24
Rule 15.58	Conservatorship Inventories and Appraisals (<i>Eff. 7/1/09</i>).....	15-24
Rule 15.59	Conservatorship Accountings (<i>Amended eff. 1/1/12</i>)	15-25
Rule 15.60	Allowance of Fees (<i>Amended eff. 1/1/12</i>).....	15-27
Rule 15.61	Orders for Support and Substituted Judgment (<i>Eff. 7/1/09</i>).....	15-28
Rule 15.62	Payments to Caregiver Spouse of Conservatee (<i>Eff. 7/1/09</i>).....	15-28
Rule 15.63	Termination of Conservatorship (<i>Eff. 7/1/09</i>).....	15-29
Rule 15.64	Conservatorships for Developmentally Disabled Individuals (<i>Eff. 7/1/09</i>)	15-29
Rule 15.65	Sanctions (<i>Eff. 7/1/09</i>)	15-30
Rule 15.66	Additional Provisions for Conservatorships of the Person (<i>Eff. 1/1/12</i>)	15-30
Rule 15.67 – 15.99	[RESERVED]	15-30
PART THREE: Miscellaneous		
15.100	Complaints Concerning Court Investigators (<i>Eff. 1/1/12</i>)	15-31

* Denotes a rule that has been renumbered or repealed.

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

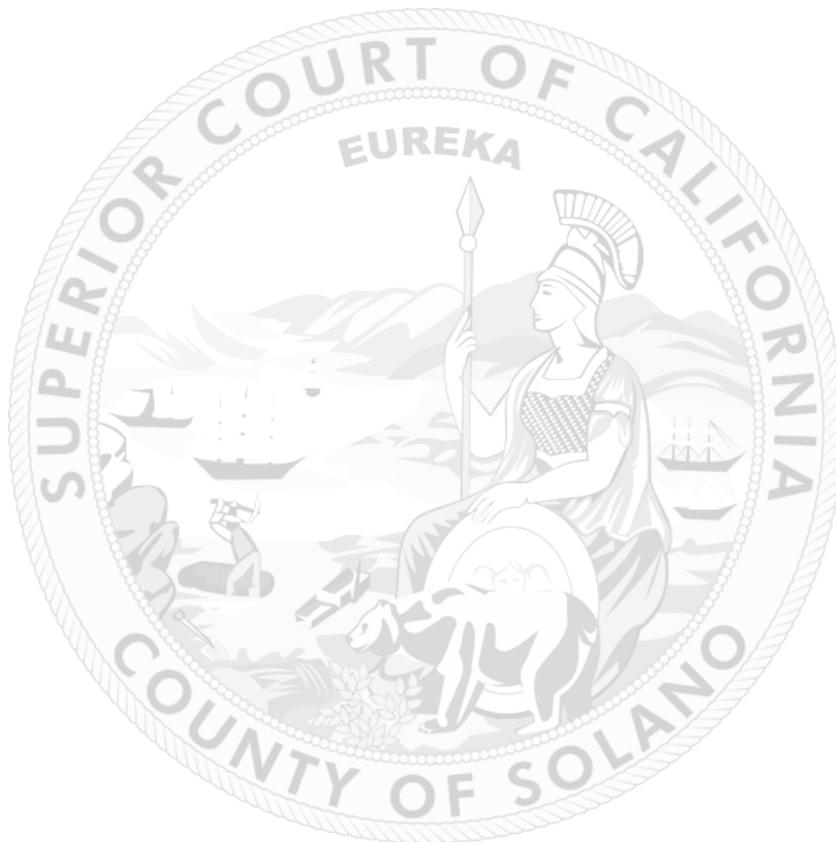
Number	Rule	Page
APPENDICES		
15-A	List of Service Addresses for Guardianships (<i>Amended eff. 1/1/13</i>)	15-32
<u>RULE 16</u> <u>PROTECTIVE ORDERS</u>		
16.1	Domestic Violence (Family Code § 6200 et seq.) (<i>Eff. 1/1/12</i>)	16-1
16.2	Civil Harassment (CCP § 527.6) (<i>Eff. 1/1/12</i>)	16-2
16.3	Workplace Violence (CCP § 527.8) (<i>Eff. 1/1/12</i>)	16-3
16.4	Postsecondary School Violence (CCP § 527.85) (<i>Eff. 1/1/12</i>)	16-4
16.5	Elder or Dependent Adult Abuse [RESERVED] (<i>Eff. 1/1/12</i>)	16-4
<u>RULE 17</u> <u>MISCELLANEOUS</u>		
17.1	Photography, Videotaping, and Electronic Recordings (<i>Eff. 1/1/12</i>)	17-1
17.2	Court Reporter Transcripts (<i>Eff. 1/1/13</i>)	17-2

SUBJECT MATTER INDEX

INDEX OF LOCAL FORMS – BY FORM NUMBER

INDEX OF LOCAL FORMS – ALPHABETICAL

**Superior Court of California
County of Solano**



**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

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. 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.

(Subd (a) amended effective July 1, 2011; 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 case disposition standards are as set forth in California Rules of Court, rule 3.714, subdivision (b).

(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; adopted effective January 1, 1998; previously amended effective July 1, 2005, January 1, 2009, and January 1, 2010.)

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

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 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.)

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

(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).

(Rule 4.3 amended effective July 1, 2011; 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.

(Rule 4.4 amended effective July 1, 2011; adopted effective January 1, 1998; previously amended effective October 1, 2002, 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.

(Rule 4.5 amended effective July 1, 2011; 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., 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

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

for notifying all defendants of the initial or any continued Case Management Conference dates.

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

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

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.)

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.

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

(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; 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.)

g. UPDATED CASE MANAGEMENT STATEMENTS FOR CONTINUED CASE MANAGEMENT CONFERENCES

Unless otherwise ordered by the court, an updated Case Management Statement shall be filed by each counsel no later than 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; 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; adopted effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009; amended effective January 1, 2010.)

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

4.7 DIVERSION TO ARBITRATION

a. ORDER TO NONBINDING ARBITRATION

- (1) The following matters shall be subject to judicial nonbinding arbitration:
 - (a) All nonexempt unlimited civil actions in which the amount in controversy does not exceed \$50,000.
 - (b) All nonexempt limited civil cases, except for small claims actions or any action maintained pursuant to Civil Code section 1781 or Code of Civil Procedure section 1161.
 - (c) Any matter in which the parties stipulate to arbitration, provided the stipulation is filed no later than the time the initial case management statement is filed, unless the court permits a later time.
- (2) Notwithstanding subsection (1) above, matters that have been referred to mandatory mediation per local rule 4.8 shall not be referred to arbitration.
- (3) As to those cases ordered to arbitration, judicial arbitration will proceed in accordance with the Judicial Arbitration rules for civil cases (California Rules of Court, rule 3.810 et seq.), except as otherwise stated in these rules.
(Subd (a) amended effective January 1, 2012; adopted effective January 1, 1998; previously amended effective October 1, 200, and January 1, 20102.)

b. SELECTION OF ARBITRATOR

- (1) If the parties have a preference for an arbitrator, counsel shall provide the name, address, and telephone number of the preferred arbitrator to the court's ADR Administrator within twenty (20) days of the referral to arbitration. The statement of preference is not binding on the court, but may be considered in selecting the arbitrator.
- (2) The court shall select the arbitrator from the court's list of arbitrators. The court shall notify the parties of the name, address, and telephone number of the arbitrator selected by the court within thirty (30) days of the referral to arbitration.
(Subd (b) amended effective January 1, 2012; adopted effective January 1, 1998; previously amended effective October 1, 2002, and January 1, 2010.)

(Rule 4.7 amended effective January 1, 2012; adopted effective January 1, 1998; previously amended effective October 1, 2002, and January 1, 2010.)

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

4.8 MEDIATION

- a. **ADOPTION OF CIVIL ACTION MEDIATION PROGRAM (CCP § 1775 ET SEQ.)**
Effective January 1, 2012, and per the authority in Code of Civil Procedure section 1775.2, subdivision (b), the court adopts the Civil Action Mediation Program set forth in Title 11.6 of the Code of Civil Procedure. Mediations conducted per the Civil Action Mediation Program (“the Mediation Program”) in Solano County shall be subject to all applicable statutes and California Rules of Court concerning the Civil Action Mediation Program (e.g. Cal. Rules of Court, rule 3.870 et seq.).
(Subd (a) adopted effective January 1, 2012; prior subd. (a) relettered as subd. (d) effective January 1, 2012.)
- b. **MATTERS TO WHICH MEDIATION PROGRAM APPLIES**
The following matters shall be subject to mandatory mediation:
(1) All nonexempt unlimited civil actions filed on or after January 1, 2012, in which the amount in controversy does not exceed \$50,000.
(2) All nonexempt limited civil cases filed on or after January 1, 2012, except for small claims actions.
(3) Any matter, regardless of filing date or the amount in controversy, in which the parties stipulate to mediation, provided the stipulation is filed at least ninety (90) days prior to trial, unless the court permits a later time.
(Subd (b) adopted effective January 1, 2012; prior subd. (b) repealed effective January 1, 2012.)
- c. **ORDER TO MEDIATION**
Cases shall be referred to mediation whenever the court determines from the facts as set forth in a Case Management Statement or as stated by counsel at any Case Management Conference, Trial Management Conference, or Mandatory Settlement Conference that the matter is subject to mandatory mediation per these rules and has not already been referred to mediation or any form of arbitration, unless good cause is found to not refer the matter.
(Subd (c) adopted effective January 1, 2012; prior subd. (c) repealed effective January 1, 2012.)

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

d. SELECTION OF MEDIATOR

- (1) If the parties have a preference for a mediator, counsel shall provide the name, address, and telephone number of the preferred mediator to the court's ADR Administrator within twenty (20) days of the referral to mediation. The statement of preference is not binding on the court, but may be considered in selecting the mediator.

(Subd. (1) amended and renumbered effective January 1, 2012.)

- (2) The court shall select the mediator from the court's list of mediators. The court shall notify the parties of the name, address, and telephone number of the mediator selected by the court within thirty (30) days of the referral to mediation.

(Subd. (2) amended and renumbered effective January 1, 2012.)

(Subd (d) amended and relettered effective January 1, 2012; adopted as subd. (a) effective July 1, 1998; previously amended effective July 1, 2005.)

e. APPEARANCE AT MEDIATION SESSIONS

- (1) For purposes of California Rules of Court 3.894, subsection (a), when a party is other than a natural person, it shall appear at the mediation sessions through a representative, other than the party's 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. Failure of the representative to appear at the mediation session may be cause for sanctions.

(Subd. (1) amended and renumbered effective January 1, 2012.)

- (2) "Full authority" to resolve the dispute means the person is empowered to make settlement decisions without telephone consultation with others.

(Subd. (2) adopted effective January 1, 2012.)

(Subd (e) amended and relettered effective January 1, 2012; adopted as subd. (b) effective July 1, 1998; previously amended effective July 1, 2005; prior subd. (e) relettered as subd. (j) effective January 1, 2012.)

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

- f. **RELATED, COORDINATED, AND CONSOLIDATED CASES**
Counsel in cases that have been related, coordinated, or consolidated shall inform the court of all pending mediation proceedings in the related, coordinated, or consolidated cases.
(Subd. (f) adopted effective January 1, 2012.)
- g. **INTERPRETERS**
Any party desiring to use an interpreter during mandatory mediation must notify the ADR Administrator, all other parties, and the mediator at least 10 days prior to the first mediation session at which the interpreter will be used. Unless otherwise ordered by the court, the party seeking the use of the interpreter shall make all arrangements directly with the interpreter and shall assume the costs of the service.
(Subd. (g) adopted effective January 1, 2012.)
- h. **EX PARTE COMMUNICATIONS**
Ex parte communications refers to communications with the mediator outside the presence of the opposing counsel or self-represented party. Ex parte communications with the mediator are not prohibited.
(Subd. (h) adopted effective January 1, 2012.)
- i. **CONFIDENTIALITY**
- (1) Mediations are confidential and subject to the confidentiality privilege set forth in Evidence Code sections 703.5 and 1115 through 1128. No communications or writings made in connection with the mediation may be disclosed to the assigned judge or to any other person not involved in the mediation, unless disclosure is agreed to by all parties or permitted by subsection (2), infra. The mediator shall require the parties and all persons attending the mediation to sign a confidentiality agreement at the first mediation session.
(Subd. (1) adopted effective January 1, 2012.)
- (2) The following disclosures are permitted:
- (a) A disclosure stipulated in writing by all parties and the mediator, or orally in compliance with Evidence Code section 1118;
- (b) A report to or inquiry by the ADR Administrator concerning a complaint against a mediator;
- (c) A disclosure made by any participant or the mediator in responding to an appropriate request for information made by persons authorized by the ADR Administrator to monitor or evaluate the

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

- court's mediation program;
- (d) A disclosure required by law;
 - (e) A settlement agreement signed by all parties waiving the confidentiality provision of Evidence Code section 1122 et seq., and containing a provision explicitly rendering the agreement enforceable per Code of Civil Procedure section 664.6; or,
 - (f) A disclosure made in connection with a request for sanctions for a party's noncompliance with mediation. This disclosure shall be limited to the minimum facts needed to support the motion.
- (Subd. (2) adopted effective January 1, 2012.)*

(Subd. (i) adopted effective January 1, 2012.)

j. 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 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 Administrator will notify the complainant in writing that the court has received the complaint.
- (4) The ADR 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 Administrator shall take the following steps:
 - (a) The ADR Administrator shall give notice of the complaint to the mediator and provide a reasonable opportunity to respond.
 - (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 Administrator or the Presiding Judge. The investigator shall provide his or her recommendation to the Presiding Judge or his or her designee.

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

- (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 Administrator, to the mediator.

(Subd (j) relettered effective January 1, 2012; adopted effective January 1, 2010, as subd. (e); previously amended effective July 1, 2011.)

k. **SANCTIONS**

Upon noticed motion and an opportunity to be heard, the court may impose sanctions for failure to meaningfully participate in the mediation process. Sanctions may include, but are not limited to, mediator's fees and attorney fees and costs. Willful failure to meaningfully participate includes, but is not limited to, the following:

- (1) Non-appearance at the time set for the mediation of any person necessary to proceed to a meaningful conclusion. Telephone calls to the mediator shall not constitute an appearance. However, upon agreement by all parties, a party may appear by telephone or other means of real-time electronic communication if he or she resides or has his or her primary place of business more than 500 miles from the mediation location.
- (2) Requests to continue the mediation session less than ten (10) days before the scheduled mediation session, unless good cause is shown.
- (3) Failure to complete mediation within the time fixed, unless good cause is shown.

(Subd. (k) adopted effective January 1, 2012.)

(Rule 4.8 amended effective January 1, 2012; adopted effective January 1, 1998; previously amended effective July 1, 2005, January 1, 2010, and July 1, 2011.)

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,

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

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.

(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 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; 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

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

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

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; 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 REPORTS

On a form designated by the court (local form no. 3006), each counsel shall complete, file and serve on all parties a completed Trial Management Conference Report at least five (5) court days before the date set for the Trial Management Conference. 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;
- (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

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

- 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 blanks and having made a decision as to all alternatives in the CACI 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 January 1, 2012; adopted as unlettered portion of Rule 4.12 effective January 1, 1998; previously amended effective July 1, 2005; amended

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

and relettered effective January 1, 2010; amended effective July 1, 2011.)

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 of 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 January 1, 2012; adopted as Rule 4.12 effective January 1, 1998; previously amended effective July 1, 2005; amended and renumbered effective January 1, 2010; amended effective July 1, 2011; former Rule 4.10, which concerned setting short causes for trial, repealed effective January 1, 2010.)

4.11 DISMISSAL OF ACTION OR ENTRY OF JUDGMENT FOLLOWING SETTLEMENT

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

(Rule 4.11 amended effective July 1, 2011; 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.)

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

- 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.)
- 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]**
(Subd (f) repealed effective July 1, 2011; adopted effective January 1, 1998; amended effective January 1, 2009.)
- g. **REMOVAL TO FEDERAL COURT [Repealed]**
(Subd (g) repealed effective July 1, 2011; 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.

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

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

i. BENCH COPIES OR CHAMBERS COPIES

At the discretion of the judicial officer assigned to the case, parties may be required to deposit an additional copy of specific documents directly with the assigned judicial department.

(Subd (i) adopted effective July 1, 2014.)

(Rule 4.12 amended effective July 1, 2014; previously amended effective July 1, 2011; adopted as Rule 4.14 effective January 1, 1998; previously amended effective January 1, 2009; amended and renumbered effective January 1, 2010.)

4.13 SANCTIONS

a. SANCTIONS GENERALLY

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.)

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

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 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 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

APPENDICES: Standing Orders for the Civil Division

<u>Standing Order</u>	<u>Title</u>
2015-001-CV	Amended Standing Order for Electronic Service of Documents in Complex Litigation

DEC - 5 2014

By A. Wojan
DEPUTY CLERK

1 **IN THE SUPERIOR COURT OF CALIFORNIA**

2 **IN AND FOR THE COUNTY OF SOLANO**

3
4 In re Complex Litigation

Standing Order No. 2015-001-CV

5 **AMENDED STANDING ORDER FOR**
6 **ELECTRONIC SERVICE OF**
7 **DOCUMENTS IN COMPLEX**
8 **LITIGATION**

9 **A. FINDINGS**

10 The court finds that entry of a standing order requiring mandatory electronic service
11 of all pleadings and documents in all cases that it identifies as “complex” per California
12 Rules of Court, rule 3.403 will benefit the court, attorneys, and litigants, and will further the
13 orderly conduct and management of complex litigation in this jurisdiction. The court further
14 finds that electronic service will not cause undue hardship or significant prejudice to any
15 party.

16 **B. ELECTRONIC SERVICE OF DOCUMENTS**

17 1. Effective January 1, 2015, the court orders that all documents shall be served
18 electronically as set forth in this order and in California Rules of Court, rule 2.251. This
19 standing order shall apply to all cases pending on January 1, 2015, and to all cases filed on
20 or after January 1, 2015. Unless otherwise agreed by the parties, this order does not apply to
21 any documents filed or served prior to January 1, 2015.

22 2. Original documents must be filed with the court as required by the Code of
23 Civil Procedure, the California Rules of Court, or the local rules of the Superior Court of
24 California, County of Solano. Nothing in this standing order shall be construed to require or
25 permit electronic filing of documents with the court.

1 3. Per California Rules of Court, rule 2.253(b)(1)(F), this standing order shall
2 apply only to cases designated as complex per California Rules of Court, rules 3.400
3 through 3.403.

4 4. This standing order shall apply to all attorneys in a complex matter. This
5 standing order shall apply to self-represented litigants only if they elect to participate in
6 electronic service. Unrepresented litigants who do not elect to participate in electronic
7 service shall serve and shall be served documents in the manner required by the Code of
8 Civil Procedure, the California Rules of Court, and/or the local rules of the Superior Court
9 of California, County of Solano.

10 5. The following documents shall not be served electronically:

11 a. Documents filed under seal or subject to a pending motion to seal, unless
12 electronic service is permitted or required by specific court order.

13 b. Documents directed to an unrepresented party who has not elected to
14 participate in electronic service.

15 c. A summons, complaint, or cross-complaint.

16 6. The documents enumerated in (B)(5), *supra*, shall be served pursuant to the
17 applicable provisions of the Code of Civil Procedure, California Rules of Court, and/or the
18 local rules of the Superior Court of California, County of Solano.

19 **C. DEFINITIONS**

20 1. The definitions in California Rules of Court, rule 2.250(b) shall apply to this
21 standing order.

22 2. The term “plaintiff” includes a cross-complainant or an intervenor.

23 3. The term “initial complaint” includes a cross-complaint or a complaint in
24 intervention.

1 4. The term “amended complaint” includes an amended cross-complaint or an
2 amended complaint in intervention.

3 **D. DESIGNATION OF ELECTRONIC SERVICE PROVIDER**

4 1. The court designates File & ServeXpress as the electronic service provider (“the
5 ESP”). File & ServeXpress shall serve as the ESP absent notice by the court that the ESP has
6 been changed or further court order. File & ServeXpress may be contacted by visiting
7 <http://www.fileandservexpress.com> or by calling 888-529-7587.

8 **E. NOTICE OF STANDING ORDER**

9 1. If a plaintiff designates the case as complex on the initial complaint, a copy of
10 this standing order shall be served on all defendants concurrently with the summons and
11 complaint. If a plaintiff does not designate the case as complex on the initial complaint but
12 designates it as complex on an amended complaint, a copy of this standing order shall be
13 served on all defendants concurrently with the amended complaint.

14 2. If a defendant designates the case as complex on the initial answer, a copy of
15 this standing order shall be served on all plaintiffs concurrently with the answer. If a defendant
16 does not designate the case as complex on the initial answer but designates it as complex on an
17 amended answer, a copy of this standing order shall be served on all plaintiffs concurrently
18 with the amended answer.

19 3. If neither party designates the case as complex but the court determines the case
20 is complex per California Rules of Court, rule 3.403(b), the plaintiff shall serve a copy of this
21 standing order on all defendants within 5 calendar days of being notified by the court of the
22 complex designation.

23 4. Any party that joins a new party into this action shall serve a copy of this
24 standing order on the new party at the time of initial service.
25

1 **F. REGISTRATION WITH ELECTRONIC SERVICE PROVIDER**

2 Upon the court designating a civil action as complex per California Rules of Court,
3 rules 3.402 and 3.403, the following registration procedures shall apply:

4 1. Within 15 days of the court's designation of the case as complex, the
5 plaintiff's attorney, or the plaintiff if self-represented, shall submit to the ESP and to the
6 court a complete and current list of the parties, party types, and counsel representing each
7 party. The list shall include the names of any lead and other associated attorneys, together
8 with addresses, telephone and facsimile numbers, and e-mail addresses. All lists shall be
9 sent to the following e-mail address: eservice@fileandservexpress.com. The ESP shall
10 promptly notify all Registered Users of any changes to this e-mail address.

11 2. If an unrepresented party affirmatively consents to electronic service, the
12 plaintiff's attorney, or the plaintiff if self-represented, shall submit to the ESP and to the
13 court the unrepresented party's address, telephone number, facsimile number, and e-mail
14 address in the same manner and within the same time limits as for attorneys.

15 3. All attorneys, and any unrepresented parties who consent to electronic
16 service, shall register with the ESP in the manner designated by the ESP.

17 4. Each attorney and unrepresented party registered with the ESP shall keep his or
18 her service information current and accurate with the ESP, all other attorneys and
19 unrepresented parties, and the court.

20 5. Each attorney and unrepresented party registered with the ESP shall be referred
21 to in this order as a "Registered User."

22 **G. ESTABLISHMENT AND STRUCTURE OF COMPLEX LITIGATION**

23 **WEBSITE**

24 1. For each complex litigation case subject to this standing order, the ESP shall
25 establish and maintain an Internet website ("the Website"). The ESP shall post to the Website

1 all documents submitted to the ESP by any Registered User and shall serve each document
2 pursuant to the service list provided to the ESP in accordance with the procedures herein.

3 2. Access to the Website will be limited to Registered Users and authorized court
4 personnel. The ESP will provide each Registered User and authorized court personnel with a
5 user name and password to access the Website and the documents served in this action. The
6 ESP personnel will perform all administrative functions for the Website, but all initial data,
7 additions, deletions or changes to the service list must be submitted by the attorneys and/or
8 parties.

9 3. All documents posted on the Website will be identified by: (1) the name of the
10 serving party or attorney; (2) the caption(s) of the case(s) to which the document belongs; (3)
11 the title of the document set forth on its caption; and (4) the identity of the party on whose
12 behalf the document is being served.

13 4. The Website shall contain an index of all served documents for the litigation
14 that will be searchable and sortable according to methods that provide useful access to the
15 documents.

16 **H. CONTENT AND FORMAT OF DOCUMENTS SERVED THROUGH THE ESP**

17 1. The document shall be served to the ESP either as a word-processing file or as a
18 scanned image of the document. Each document shall be titled so as to identify the type and
19 purpose of such document and the identity of the attorney or party who is serving such
20 document.

21 2. Every pleading, document and instrument served electronically shall bear a
22 facsimile or typographical signature of at least one of the serving attorneys and/or parties,
23 along with the typed name, address, telephone number and State Bar of California number,
24 where applicable, of such attorney or party. Typographical signatures shall be treated exactly
25 as personal signatures for purposes of electronically served documents under the Code of Civil

1 Procedure. The attorney and/or party serving any document requiring multiple signatures (e.g.,
2 stipulations, joint status reports) must list thereon all the names of other signatories by means
3 of a “_s/_” block for each. By submitting such a document, the serving party certifies that
4 each of the other signatories has expressly agreed to the form and substance of the document
5 and that the serving attorney or party has the actual authority to submit the document
6 electronically. The serving attorney or party must maintain any records evidencing this
7 occurrence for subsequent production to the court if so ordered or for inspection upon request
8 by any party.

9 3. A Registered User’s service of any document through the ESP shall be deemed
10 to include an implied warranty that to the best of the Registered User’s knowledge, the
11 transmitted document does not contain malware.

12 **I. PROCEDURE FOR SERVICE THROUGH THE ESP**

13 1. A document shall be served through electronic transmission to the ESP over the
14 Internet.

15 2. After the ESP receives a document, the ESP shall convert such document into
16 Adobe Portable Document Format (“PDF”) and post it to the Website within one (1) hour of
17 receipt.

18 3. Within one (1) hour of the time a document is posted to the Website, the ESP
19 will notify all Registered Users that a document has been posted to the Website. Registered
20 Users will also receive a courtesy e-mail notification of a filing with which they have been
21 served. The email shall contain a hyperlink to the document location(s) on the Website .

22 5. Each Registered User shall retain an original dated hard copy with hand written
23 signature of all documents served electronically by that Registered User. All such hard copies
24 shall be made available for inspection in the manner set forth in California Rules of Court,
25 rules 2.251(i) and 2.257(a).

1 **J. PROOFS OF SERVICE**

2 1. Written proofs of electronic service shall conform to Code of Civil Procedure
3 section 1013a and California Rules of Court, rule 2.251(i). The ESP's transaction receipt may
4 operate as the proof of service so long as it complies with California Rules of Court, rule
5 2.251(i), and California Code of Civil Procedure section 1013a.

6 3. A proof of service page may be attached to the last page of any electronically
7 served document. Neither a separate caption page nor a separate filing of the proof of service is
8 required so long as the proof of service page contains a caption referencing the case name and
9 action number, is attached as the last page of the electronically served document to which it
10 refers, and references the ESP's transaction receipt.

11 **K. EFFECT OF ELECTRONIC SERVICE**

12 1. Each document electronically served pursuant to this standing order shall be
13 presumed to have been served in compliance with the Code of Civil Procedure.

14 2. The effective date of service shall be governed by California Rules of Court,
15 rule 2.251(h).

16 **L. TECHNICAL PROBLEMS AND ERRORS**

17 1. If electronic service does not occur or is delayed because of (1) an error in
18 the transmission of the document to the ESP or served party which was unknown to the
19 sending party, (2) a failure to process the electronic document when received by the ESP,
20 (3) an erroneous exclusion from the service list, or (4) other technical problems experienced by
21 the ESP, the party or parties affected shall, absent extraordinary circumstances, be entitled to
22 an extension for any response or the period within which any right, duty, or other act must be
23 performed, provided the Registered User demonstrates that he or she attempted to file or
24 complete service on a particular day and time.

25

1 2. In the event the technical difficulties described above result in a Registered User
2 being unable to comply with a statutory, court-ordered, or mutually-agreed deadline, the
3 Registered User may obtain an ex parte court order granting an extension of time by following
4 the standard ex parte procedure in the California Rules of Court and the court's local rules.
5 Provided the technical problem has been resolved and the Website is operating normally,
6 notice of the ex parte application may be given through the ESP. In addition to the ex parte
7 application, the Registered User shall file and serve a declaration which describes the
8 attempt(s) made, provides the reason service did not occur or was delayed, states how and
9 when the non-service or delay in service was discovered, details the person's efforts made to
10 rectify the situation, and states with specificity the extension of time sought.

11 3. If the technical difficulties described above do not prevent a Registered User
12 from meeting a statutory, court-ordered, or mutually-agreed deadline, the Registered User may
13 file and serve a declaration which describes the attempt(s) made to serve the documents,
14 provides the reason(s) service did not occur or was delayed, states how and when the non-
15 service or delay in service was discovered, details the person's efforts made to rectify the
16 situation, and states with specificity the extension of time the party believes appropriate.

17 **M. ELECTRONIC SERVICE OF ORDERS AND OTHER PAPERS BY COURT**

18 The court may serve notices, orders, and other documents electronically subject to the
19 provisions of this order.

20 **N. MODIFICATIONS TO STANDING ORDER**

21 The court may, on a party's motion or on its own motion, order modifications to this
22 standing order in a specific case.

23 **It is so ordered.**

24 **Date:** 12-4-14



Scott L. Kays
Supervising Judge, Civil Division

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

<u>Rule</u>	<u>Rule Number</u>	<u>Page</u>
Access To Courtroom By Non-Parties (<i>Juvenile Proceedings</i>)	Rule 6.3	6-2
Access To Minors (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.35	6-13
Accountings and Reports of Special Needs Trusts (<i>Probate</i>)	Rule 7.54	7-22
Additional Requirements for Proposed Conservators Prior to Issuance of Letters (<i>Conservatorships</i>)	Rule 15.52	15-17
Administration	Rule 10	
Administration of Civil Litigation	Rule 4	
Adoption of Local Rules (<i>General Provisions</i>)	Rule 1.1	1-1
Adoption, Construction and Amendment of Rules and Standing Orders (<i>Juvenile Proceedings</i>)	Rule 6.1	6-1
Allowance of Fees (<i>Conservatorships</i>)	Rule 15.60	15-27
Appeals	Rule 13	
Appearances at Hearings (<i>Probate</i>)	Rule 7.9	7-5
Appearances of Counsel (<i>Probate</i>)	Rule 7.19	7-11
Appendices (<i>Attorney Fees in Default Matters, Promissory Notes, Contracts, and Foreclosures</i>)	Rule 9	9-4
Appendices (<i>Family Law</i>)	Rule 5	5-26
Appendices (<i>Guardianships and Conservatorships</i>)	Rule 15	15-32
Appendices (<i>Juvenile Proceedings</i>)	Rule 6	6-17
Applicability of Guardianship Rules; Terminology; Direct Calendaring (<i>Guardianships</i>)	Rule 15.1	15-1
Application of Rules (<i>Civil Cases</i>)	Rule 3.1	3-1
Application Of Rules (<i>Criminal and Traffic Infraction Cases</i>)	Rule 2.1	2-1
Applications for Emergency Orders (Ex Parte Orders) (<i>Family Law</i>)	Rule 5.4	5-4
Appointed Counsel in Dependency Proceedings (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.30	6-8
Appointment of Counsel for Conservatee (<i>Conservatorships</i>)	Rule 15.55	15-20
Appointment of Counsel for Ward (<i>Guardianships</i>)	Rule 15.14	15-14
Appointment Of Investigator (<i>Guardianships</i>)	Rule 15.4	15-5

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Appointment of Private Counsel in Dependency Proceedings (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.31	6-9
Appointment Of Special Administrator (<i>Probate</i>)	Rule 7.11	7-8
Apportionment of Statutory Compensation Between Two or More Personal Representatives (<i>Probate</i>)	Rule 7.24	7-14
Attorney Fees - Limited Civil Matters (<i>Attorney's Fees In Default Matters, Promissory Notes, Contracts, And Foreclosures</i>)	Rule 9.2	9-2
Attorney Fees - Unlimited Civil Matters (<i>Attorney's Fees In Default Matters, Promissory Notes, Contracts, And Foreclosures</i>)	Rule 9.1	9-1
Attorney Fees in Default Matters (<i>Unlawful Detainer</i>)	Rule 14.3	14-1
Attorney's Fees In Default Matters, Promissory Notes, Contracts, And Foreclosures	Rule 9	
Beneficiaries of Testamentary Trust to be Listed in Petition for Letters Testamentary (<i>Probate</i>)	Rule 7.50	7-20
Bonding Of Personal Representative (<i>Probate</i>)	Rule 7.4	7-3
Broker's Commissions (<i>Probate</i>)	Rule 7.21	7-12
Calculation of Temporary Spousal Or Partner Support (<i>Family Law</i>)	Rule 5.30	5-23
Calendaring Hearings for Default or Uncontested Judgments (<i>Family Law</i>)	Rule 5.40	5-24
Calendaring of Hearings (<i>Civil Cases</i>)	Rule 3.5	3-2
Case Designation (<i>Administration of Civil Litigation</i>)	Rule 4.2	4-2
Case Management Conferences (<i>Administration of Civil Litigation</i>)	Rule 4.6	4-3
Cash Deposit (<i>Probate</i>)	Rule 7.16	7-10
Child Custody and Visitation Evaluations (<i>Family Law</i>)	Rule 5.21	5-20
Child Custody Recommending Counseling (<i>Family Law</i>)	Rule 5.20	5-18
Civil Cases	Rule 3	
Civil Harassment (CCP § 527.6) (<i>Protective Orders</i>)	Rule 16.2	16-2
Compensation of Conservator from Trust (<i>Probate</i>)	Rule 7.55	7-23
Compromises of Claims	Rule 8	
Conditional Sales Of Real Property (<i>Probate</i>)	Rule 7.20	7-11

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Confidentiality (<i>Juvenile Proceedings</i>)	Rule 6.4	6-2
Conservatorship Accountings (<i>Conservatorships</i>)	Rule 15.59	15-25
Conservatorship Inventories and Appraisals (<i>Conservatorships</i>)	Rule 15.58	15-24
Conservatorship Matters to Which Rule 15 Applies (<i>Conservatorships</i>)	Rule 15.50	15-17
Conservatorships	Rule 15	
Conservatorships for Developmentally Disabled Individuals (<i>Conservatorships</i>)	Rule 15.64	15-29
Contents of Petition and Decree of Partial or Final Distribution (<i>Probate</i>)	Rule 7.27	7-15
Contents of Petition for Compromise Of Claim Of a Person with a Disability or a Minor (<i>Compromises of Claims</i>)	Rule 8.1	8-1
Contested Guardianships (<i>Guardianships</i>)	Rule 15.8	15-10
Continuance of Hearing Where Conservatee Not Served With Citation (<i>Conservatorships</i>)	Rule 15.51	15-17
Court Appointed Special Advocate Program (CASA) (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.37	6-15
Court Investigator (<i>Conservatorships</i>)	Rule 15.53	15-18
Court Investigator Fees (<i>Conservatorships</i>)	Rule 15.54	15-19
Court Investigator Fees (<i>Guardianships</i>)	Rule 15.5	15-7
Court Investigator Fees for Investigation of Petition for Particular Transaction (<i>Probate</i>)	Rule 7.31	7-18
Court Reporter Fee (<i>Family Law</i>)	Rule 5.9	5-11
Court Reporter Transcripts (<i>Miscellaneous</i>)	Rule 17.2	17-2
Criminal and Traffic Infraction Cases	Rule 2	
Declination of Nominated Executor (<i>Probate</i>)	Rule 7.5	7-3
Deposit of Jury Fees (<i>Civil Cases</i>)	Rule 3.6	3-2
Direct Calendaring (<i>Family Law</i>)	Rule 5.2	5-2
Direct Calendaring (<i>General Provisions</i>)	Rule 1.3	1-1
Direct Calendaring Of Civil Cases; Assignments and Reassignments (<i>Civil Cases</i>)	Rule 3.2	3-1

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Direct Calendaring Of Criminal Cases (<i>Criminal and Traffic Infraction Cases</i>)	Rule 2.2	2-1
Discovery (<i>Juvenile Proceedings</i>)	Rule 6.6	6-3
Dismissal Of Action Or Entry Of Judgment Following Settlement (<i>Administration of Civil Litigation</i>)	Rule 4.11	4-16
Distributions to Trusts (<i>Probate</i>)	Rule 7.28	7-17
Distributive Contingencies (<i>Probate</i>)	Rule 7.26	7-15
Diversion To Arbitration (<i>Administration of Civil Litigation</i>)	Rule 4.7	4-7
Divisions Of The Court; Assignment of Supervising Judges (<i>General Provisions</i>)	Rule 1.2	1-1
Documents Needed for Default or Uncontested Judgments for Establishment of Parental Relationship (UPA) or for Establishment of Custody and Support (<i>Family Law</i>)	Rule 5.43	5-25
Documents Needed for Judgment of Nullity (<i>Family Law</i>)	Rule 5.42	5-24
Documents Needed for Judgments for Legal Separation or Dissolution of Marriage or Registered Domestic Partnership (<i>Family Law</i>)	Rule 5.41	5-24
Domestic Violence (Family Code § 6200 et seq.) (<i>Protective Orders</i>)	Rule 16.1	16-1
Earnest Money Deposit by Overbidder (<i>Probate</i>)	Rule 7.18	7-11
Elder or Dependent Adult Abuse [Reserved] (<i>Protective Orders</i>)	Rule 16.5	16-4
Electronic Filing and Service of Pleadings and Documents (<i>Administration of Civil Litigation</i>)	Rule 4.14	4-19
Establishment of Special Needs Trusts (<i>Compromises of Claims</i>)	Rule 8.3	8-1
Evidentiary Hearings and Trials (<i>Family Law</i>)	Rule 5.11	5-16
Ex Parte Applications (<i>Probate</i>)	Rule 7.10	7-6
Ex Parte Applications for Temporary Conservatorship and Other Orders (<i>Conservatorships</i>)	Rule 15.56	15-21
Ex Parte Matters (<i>Civil Cases</i>)	Rule 3.13	3-6
Executive Officer (<i>Administration</i>)	Rule 10.1	10-1
Extraordinary Compensation for Personal Representative; Extraordinary Attorney Fees (<i>Probate</i>)	Rule 7.25	7-14

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Failure To Notify Court When Attorney Cannot Be Present Shall Be Deemed Sufficient Cause To Order Off Calendar (<i>Civil Cases</i>)	Rule 3.11	3-5
Family Centered Case Resolution Process (CRC 5.83) (<i>Family Law</i>)	Rule 5.7	5-9
Family Law	Rule 5	
Fee Waiver Applications for Matters Being Appealed to the Court of Appeal (<i>Appeals</i>)	Rule 13.1	13-1
Filing of Notices of Unavailability (<i>Civil Cases</i>)	Rule 3.18	3-11
Filing Petitions for Compromise of Claims (<i>Compromises of Claims</i>)	Rule 8.2	8-1
Forfeiture of Jury Fees (<i>Civil Cases</i>)	Rule 3.7	3-3
Forms to be Filed at Commencement of Proceeding (<i>Guardianships</i>)	Rule 15.2	15-1
General Procedures for Special Needs Trusts (<i>Probate</i>)	Rule 7.53	7-21
General Provisions	Rule 1	
Guardianships	Rule 15	
Guardianships of the Estate (<i>Guardianships</i>)	Rule 15.10	15-12
Guardianships of the Person (<i>Guardianships</i>)	Rule 15.11	15-13
Independent Exercise of Powers (<i>Conservatorships</i>)	Rule 15.57	15-24
Information to be Contained in Petitions For Probate Of Will And For Letters Testamentary; For Letters Of Administration; Or For Letters Of Administration With Will Annexed (Probate Code Section 8000 et seq.) (<i>Probate</i>)	Rule 7.12	7-8
Information to be Included in Petitions Concerning Trusts (<i>Probate</i>)	Rule 7.52	7-21
Interest on Funeral and Interment Claims (<i>Probate</i>)	Rule 7.14	7-10
Joint Tenancy Assets (<i>Probate</i>)	Rule 7.29	7-17
Jury Management	Rule 11	
Juvenile Calendar (<i>Juvenile Proceedings</i>)	Rule 6.2	6-1
Juvenile Proceedings	Rule 6	
Law and Motion Hearings (Hearings Other Than Case Management Conferences, Status Conferences, Settlement Conferences, and Trials (<i>Family Law</i>))	Rule 5.5	5-5

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Mandate Actions Arising Under the California Environmental Quality Act (CEQA) (<i>Civil Cases</i>)	Rule 3.17	3-7
Mandatory Settlement Conferences (<i>Administration of Civil Litigation</i>)	Rule 4.9	4-12
Matters Assigned to the Family Law Division; Applicability of Rule (<i>Family Law</i>)	Rule 5.1	5-1
Mediation (<i>Administration of Civil Litigation</i>)	Rule 4.8	4-8
Mental Health Conservatorships (LPS)	Rule 12	
Miscellaneous	Rule 17	
Miscellaneous (<i>Administration of Civil Litigation</i>)	Rule 4.12	4-16
Modifications Of Orders (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.36	6-14
Motion To Challenge Legal Sufficiency Of Petition (<i>Juvenile Proceedings</i>)	Rule 6.10	6-5
Motion To Challenge Legal Sufficiency Of Petition (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.34	6-12
Motions Papers (<i>Civil Cases</i>)	Rule 3.16	3-7
Motions to Consolidate (<i>Civil Cases</i>)	Rule 3.15	3-6
Notice (<i>Guardianships</i>)	Rule 15.3	15-4
Notices (<i>Probate</i>)	Rule 7.6	7-3
Notification Of Plaintiff Of Assignment To One Judge For All Purposes (<i>Civil Cases</i>)	Rule 3.3	3-2
Notification to Court of Continuances, Drops or Stipulations (<i>Probate</i>)	Rule 7.7	7-4
Notification to Court of Drops, Continuances and Stipulations (<i>Civil Cases</i>)	Rule 3.8	3-3
Off Calendar (<i>Civil Cases</i>)	Rule 3.12	3-5
Open Book Accounts - Unlimited And Limited Civil (<i>Attorney's Fees In Default Matters, Promissory Notes, Contracts, And Foreclosures</i>)	Rule 9.3	9-3
Orders for Support and Substituted Judgment (<i>Conservatorships</i>)	Rule 15.61	15-28
Orders for Visitation in Guardianships (<i>Guardianships</i>)	Rule 15.9	15-10
Partial Allowance of Statutory Compensation or Attorney Fees (<i>Probate</i>)	Rule 7.23	7-13
Payments to Caregiver Spouse of Conservatee (<i>Conservatorships</i>)	Rule 15.62	15-28

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Personal Representative Compensation and Attorney Fees in Connection with Termination of a Joint Tenancy or Handling of Other Nonprobate Assets (<i>Probate</i>)	Rule 7.30	7-18
Petitions, Pleadings & Motions (<i>Juvenile Proceedings</i>)	Rule 6.7	6-4
Photography, Videotaping, and Electronic Recordings (<i>Miscellaneous</i>)	Rule 17.1	17-1
Postsecondary School Violence (CCP § 527.85) (<i>Protective Orders</i>)	Rule 16.4	16-4
Pregrants in Probate Matters (<i>Probate</i>)	Rule 7.8	7-5
Preparation and Filing of Forms and Pleadings (<i>Family Law</i>)	Rule 5.3	5-2
Preparation of Orders (<i>Probate</i>)	Rule 7.13	7-9
Presence of Children in Courtroom (<i>Family Law</i>)	Rule 5.6	5-8
Probate	Rule 7	
Procedure (<i>Criminal and Traffic Infraction Cases</i>)	Rule 2.3	2-1
Procedures For Informing The Court Of The Interests Of A Dependent Child [CRC 5.660] (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.33	6-11
Procedures For Reviewing And Resolving Complaints Regarding Representation In Dependency Proceedings (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.32	6-9
Protective Orders	Rule 16	
Real Estate in Inventory and Appraisal (<i>Probate</i>)	Rule 7.15	7-10
Reassignment Upon Disqualification of Judicial Officer (<i>General Provisions</i>)	Rule 1.4	1-2
Receipt or Waiver of Account Signed by Attorney in Fact (<i>Probate</i>)	Rule 7.32	7-18
Release Of Information Relating To Juveniles (<i>Juvenile Proceedings</i>)	Rule 6.5	6-2
Request For Transcripts by Non-Party (<i>Juvenile Proceedings</i>)	Rule 6.8	6-5
Reservation of Government Code §71620 Powers (<i>Administration</i>)	Rule 10.2	10-1
Return On Bench Warrant (<i>Juvenile Proceedings – Delinquency</i>)	Rule 6.60	6-16
Sanctions (<i>Administration of Civil Litigation</i>)	Rule 4.13	4-18
Sanctions (<i>Conservatorships</i>)	Rule 15.65	15-30
Sanctions (<i>Guardianships</i>)	Rule 15.16	15-16

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Scope And Policy (<i>Administration of Civil Litigation</i>)	Rule 4.1	4-1
Scope of Probate Rules (<i>Probate</i>)	Rule 7.1	7-1
Second Deeds of Trust (<i>Probate</i>)	Rule 7.17	7-11
Settlement Conferences (<i>Family Law</i>)	Rule 5.10	5-12
Signatures and Verifications of Pleadings (<i>Probate</i>)	Rule 7.3	7-2
Standing Order 2002-01: Medical Authorization – Juvenile Hall (<i>Juvenile Proceedings</i>)	Rule 6	6-19
Standing Order 2002-02: Community School Programs (<i>Juvenile Proceedings</i>)	Rule 6	6-22
Standing Order 2002-05: Release of Records, Absent Parents (<i>Juvenile Proceedings</i>)	Rule 6	6-23
Standing Order 2002-07: Release of Records – Financial Hearing Officer (<i>Juvenile Proceedings</i>)	Rule 6	6-24
Standing Order 2011-01: Standing Order Authorizing Mental Health Evaluation and/or Treatment for Dependent Children or Minors Placed into Protective Custody by Child Welfare Services (<i>Juvenile Proceedings</i>)	Rule 6	6-37
Standing Order 2011-02: Order re: Release of Probation Files and Information Regarding Parents with Children Under the Jurisdiction of the Juvenile Court (<i>Juvenile Proceedings</i>)	Rule 6	6-39
Standing Order 2011-03: Standing Order to Facilitate Child Welfare Services Disaster Response Plan (<i>Juvenile Proceedings</i>)	Rule 6	6-42
Standing Order 2011-04: The Exchange of Information Pertaining to Juveniles Among Members of Multidisciplinary Team (<i>Juvenile Proceedings</i>)	Rule 6	6-44
Standing Order 2011-05: Exchange and Release of Information Between Child Welfare Services and the Solano County Court Investigator (<i>Juvenile Proceedings</i>)	Rule 6	6-46
Standing Order 2011-06: Exchange & Release of Juvenile Records to be Used in the Solano Countywide Foster Youth Services Program (Education Code § 488850 et seq., Welfare & Institutions Code § 827, Cal. Rules of Court, rule 5.552) (<i>Juvenile Proceedings</i>)	Rule 6	6-49

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Standing Order 2011-07: Release of School Records to Solano County Probation and Solano County Health and Social Services, Child Welfare Services Division (Education Code § 49077) (<i>Juvenile Proceedings</i>)	Rule 6	6-53
Standing Order 2011-08: Toxicology Testing for Drug Exposed Children Subject to Juvenile Laws (Welfare & Institutions Code § 369, subd. (d)) (<i>Juvenile Proceedings</i>)	Rule 6	6-54
Standing Order 2012-001: Standing Order Authorizing Medical Evaluation and Treatment for Minors Placed into Protective Custody and Temporarily Detained in Out-of-Placement by Child Welfare Services (<i>Juvenile Proceedings</i>)	Rule 6	6-56
Standing Order 2013-001: Standing Order re: Release of Juvenile Case File Information for W&I 601 and 602 Proceedings (<i>Juvenile Proceedings</i>)	Rule 6	6-60
Standing Order 2015-001-CV: Electronic Service of Documents in Complex Litigation (<i>Administration of Civil Litigation</i>)	Rule 4	6-21
Status Conferences And Status Conference Reports (<i>Family Law</i>)	Rule 5.8	5-10
Statutory Compensation for Personal Representative and Attorney Fees (<i>Probate</i>)	Rule 7.22	7-12
Telephonic Appearances (<i>Civil Cases</i>)	Rule 3.10	3-5
Telephonic Appearances (<i>Unlawful Detainer</i>)	Rule 14.1	14-1
Temporary Guardianships (<i>Guardianships</i>)	Rule 15.6	15-9
Tentative Rulings (<i>Civil Cases</i>)	Rule 3.9	3-4
Termination of Conservatorship (<i>Conservatorships</i>)	Rule 15.63	15-29
Termination of Guardianship (<i>Guardianships</i>)	Rule 15.15	15-15
Time Requirements For Complaint (<i>Administration of Civil Litigation</i>)	Rule 4.3	4-3
Time Requirements For Cross Complaints (<i>Administration of Civil Litigation</i>)	Rule 4.5	4-3
Time Requirements For Responsive Pleadings (<i>Administration of Civil Litigation</i>)	Rule 4.4	4-3
Trial Management (<i>Unlawful Detainer</i>)	Rule 14.2	14-1
Trial Management Conferences (<i>Administration of Civil Litigation</i>)	Rule 4.10	4-14
Trust Accountings Filed with the Court (<i>Probate</i>)	Rule 7.56	7-23

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Trustee Fees (<i>Probate</i>)	Rule 7.51	7-20
Unlawful Detainer	Rule 14	
Use Of Judicial Council Forms; Format Of Pleadings (<i>Probate</i>)	Rule 7.2	7-1
Welfare And Institutions Code Section 241.1 Assessments (<i>Juvenile Proceedings</i>)	Rule 6.9	6-5
Workplace Violence (CCP § 527.8) (<i>Protective Orders</i>)	Rule 16.3	16-3

**Superior Court of California
County of Solano**

Index of Local Forms – By Form Number

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
010	Family	Meet and Confer Orders	March 2008	Mandatory
165	Civil	Judgment (Default by Clerk)	September 1998	Optional
166	Civil	Judgment (Default by Court)	December 2007	Optional
168	Civil	Judgment (Trial)	October 2000	Optional
300	Family	Order After Hearing/Stipulation and Order	December 2006	Optional
303	Family	Stipulation & Order re: Partial Child Custody Evaluation	March 2000	Optional
304	Family	Parenting Orders Attachment	September 2007	Optional
306	Family	Supervised Visitation/Supervised Exchange Order	August 2002	Optional
309	Probate	Order Appointing Regional Center to Evaluate Proposed Ward or Conservatee	July 2008	Mandatory
314	Family	Time Sharing Arrangement Table	October 2007	Optional
320	Family	Order Appointing Counsel for Minors	November 2000	Optional
322	Family	Application and Order for Publication of Summons	September 2008	Mandatory
323	Family	Declaration in Support of Application for Order for Publication of Summons	September 2008	Mandatory
327	Family	Attachment to FL-327	March 2007	Mandatory

**Superior Court of California
County of Solano**

Index of Local Forms – By Form Number

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
345	Family	Order re: Testing for Alcohol or Illegal Use of Controlled Substances	July 2008	Mandatory
392	Family	Form of Papers	April 2007	N/A
397	Family	Attorney’s Declaration re Mediation Video	January 2007	Optional
399	Family	Notice of Continued Hearing	April 2007	Optional
545-CR	Criminal	Waiver of Rights (Felony)	July 2014	Optional
555-CR	Criminal	Waiver of Rights (Violation)	July 2014	Optional
890	Family	Status Conference Report – Family Law (Marriage/RDP)	July 2009	Mandatory (blue paper)
890-UPA	Family	Status Conference Report – Family Law (Uniform Parentage Act)	July 2009	Mandatory (blue paper)
910	Civil	Request for Extension of Time (re Proof of Service of Summons)	December 2000	Optional
920	Civil	Request for Extension of Time (re Filing Response)	December 2000	Optional
1070	Family	Declaration re Notice Upon Ex Parte Application for Orders	December 2006	Mandatory
1070-G	Probate	Declaration re Notice Upon Ex Parte Application for Orders (<i>Guardianship</i>)	July 2008	Mandatory
1320	Family	Declaration in Support of Request for Separate Mediation Sessions	June 1998	Optional
1325	Family	Request for Separate Mediation or Support Person	June 1998	Optional
3006	Civil	Trial Management Conference Report	January 2010	Optional
3455	Probate	Objection to Appointment of Guardian	January 2007	Mandatory

**Superior Court of California
County of Solano**

Index of Local Forms – By Form Number

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
3490	Probate	Confidential Court Investigators' Information and Referral Form (<i>Guardianship</i>)	January 2010	Mandatory
3500	Probate	Assessment and Order for Payment	January 2013	Mandatory
3500-P	Probate	Assessment and Order for Payment – Probate Code §3100 Petitions	July 2009	Mandatory
3510	Probate	Order Appointing Court Investigator (Guardianships)	July 2008	Mandatory
3515	Probate	Order Appointing Investigator and Notice of Investigation Costs	July 2009	Mandatory
3700	Probate	Declaration re: Venue (Guardianships)	July 2008	Optional
3705	Probate	Declaration of Due Diligence (Guardianships and Conservatorships)	July 2009	Optional
3710	Probate	Ex Parte Application to Waive or Shorten Notice of Hearing on Temporary Guardianship or Conservatorship; Order re: Notice	January 2013	Optional
3720	Probate	Petition for Visitation Orders	July 2009	Optional
3740	Probate	Application to Practice as Minor's Counsel (Guardianship)	July 2008	Mandatory
3800	Probate	Preliminary Inventory of Guardianship Estate	July 2008	Mandatory
4803-TR	Traffic	Notice of Rights	January 2015	Mandatory
4899-TR	Traffic	Election for Traffic School	January 2015	Mandatory
5000	Adoption	Confidential Court Investigator's Information and Referral Form (<i>Stepparent Adoption</i>)	August 2008	Mandatory

**Superior Court of California
County of Solano**

Index of Local Forms – By Form Number

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
5005	Adoption	Reference for Stepparent Adoption	August 2008	Mandatory
5006	Family Law	Declaration re: Notice Upon Application for Emergency Orders	July 2014	Optional
5010	Adoption	Consent of Child to be Adopted (<i>Stepparent Adoption</i>)	August 2008	Mandatory
5113	Family	Notice of Case Management Conferences and Assignment of Judicial Officer for All Purposes	July 2013	Mandatory
6011-JV	Juvenile	Request and Order for Appointment of CASA	January 2015	Mandatory
6025	Juvenile	Pre-Screen Financial Declaration – Juvenile Dependency	July 2013	Mandatory
7000	Small Claims	Judgment Debtor’s Statement re: Request to Enter Satisfaction of Judgment	November 2000	Optional
7020	Probate	Verification of Viewing of Conservatorship Video	July 2011	Mandatory
7023	Small Claims	Request for Dismissal	September 1999	Optional
7040	Civil	Judgment After Trial by Court (Unlawful Detainer)	May 2000	Optional
7060	Small Claims	Declaration re: Default in Payments & Order Setting Aside Order Providing Payment of Judgment in Installments	November 2000	Optional
7090	Small Claims	Amendment to Claim Prior to Judgment (<i>Small Claims</i>)	March 2000	Optional
7500	Probate	Placement and Level of Care Assessment for Conservatee (Probate Code §2352.5)	January 2010	Mandatory

**Superior Court of California
County of Solano**

Index of Local Forms – Alphabetical

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
7090	Small Claims	Amendment to Claim Prior to Judgment (<i>Small Claims</i>)	March 2000	Optional
322	Family	Application and Order for Publication of Summons	September 2008	Mandatory
3740	Probate	Application to Practice as Minor’s Counsel (Guardianship)	July 2008	Mandatory
3500	Probate	Assessment and Order for Payment	January 2013	Mandatory
3500-P	Probate	Assessment and Order for Payment – Probate Code §3100 Petitions	July 2009	Mandatory
327	Family	Attachment to FL-327	March 2007	Mandatory
397	Family	Attorney’s Declaration re Mediation Video	January 2007	Optional
3490	Probate	Confidential Court Investigators’ Information and Referral Form (<i>Guardianship</i>)	January 2010	Mandatory
5000	Adoption	Confidential Court Investigator’s Information and Referral Form (<i>Stepparent Adoption</i>)	August 2008	Mandatory
5010	Adoption	Consent of Child to be Adopted (<i>Stepparent Adoption</i>)	August 2008	Mandatory
323	Family	Declaration in Support of Application for Order for Publication of Summons	September 2008	Mandatory
1320	Family	Declaration in Support of Request for Separate Mediation Sessions	June 1998	Optional
3705	Probate	Declaration of Due Diligence (Guardianships and Conservatorships)	July 2009	Optional
5006	Family Law	Declaration re: Notice Upon Application for Emergency Orders	July 2014	Optional

**Superior Court of California
County of Solano**

Index of Local Forms – Alphabetical

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
1070-G	Probate	Declaration re Notice Upon Ex Parte Application for Orders (Guardianships)	July 2008	Mandatory
7060	Small Claims	Declaration re: Default in Payments & Order Setting Aside Order Providing Payment of Judgment in Installments	November 2000	Optional
3700	Probate	Declaration re: Venue (Guardianships)	July 2008	Optional
4899-TR	Traffic	Election for Traffic School	January 2015	Mandatory
3710	Probate	Ex Parte Application to Waive or Shorten Notice of Hearing on Temporary Guardianship or Conservatorship; Order re: Notice	January 2013	Optional
392	Family	Form of Papers	April 2007	N/A
165	Civil	Judgment (Default by Clerk)	September 1998	Optional
166	Civil	Judgment (Default by Court)	December 2007	Optional
168	Civil	Judgment (Trial)	October 2000	Optional
7040	Civil	Judgment After Trial by Court (Unlawful Detainer)	May 2000	Optional
7000	Small Claims	Judgment Debtor's Statement re: Request to Enter Satisfaction of Judgment	November 2000	Optional
010	Family	Meet and Confer Orders	March 2008	Mandatory
5113	Family	Notice of Case Management Conferences and Assignment of Judicial Officer for All Purposes	July 2013	Mandatory

**Superior Court of California
County of Solano**

Index of Local Forms – Alphabetical

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
399	Family	Notice of Continued Hearing	April 2007	Optional
4803-TR	Traffic	Notice of Rights	January 2015	Mandatory
3455	Probate	Objection to Appointment of Guardian	January 2007	Mandatory
300	Family	Order After Hearing/Stipulation and Order	December 2006	Optional
320	Family	Order Appointing Counsel for Minors	November 2000	Optional
3510	Probate	Order Appointing Court Investigator (Guardianships)	July 2008	Mandatory
3515	Probate	Order Appointing Investigator and Notice of Investigation Costs	July 2009	Mandatory
309	Probate	Order Appointing Regional Center to Evaluate Proposed Ward or Conservatee	July 2008	Mandatory
345	Family	Order re: Testing for Alcohol or Illegal Use of Controlled Substances	July 2008	Mandatory
304	Family	Parenting Orders Attachment	September 2007	Optional
3720	Probate	Petition for Visitation Orders	July 2009	Optional
7500	Probate	Placement and Level of Care Assessment for Conservatee (Probate Code §2352.5)	January 2010	Mandatory
3800	Probate	Preliminary Inventory of Guardianship Estate	July 2008	Mandatory
6025	Juvenile	Pre-Screen Financial Declaration – Juvenile Dependency	July 2013	Mandatory
5005	Adoption	Reference for Stepparent Adoption	August 2008	Mandatory

**Superior Court of California
County of Solano**

Index of Local Forms – Alphabetical

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
6011-JV	Juvenile	Request and Order for Appointment of CASA	January 2015	Mandatory
7023	Small Claims	Request for Dismissal	September 1999	Optional
920	Civil	Request for Extension of Time (re Filing Response)	December 2000	Optional
910	Civil	Request for Extension of Time (re Proof of Service of Summons)	December 2000	Optional
1325	Family	Request for Separate Mediation or Support Person	June 1998	Optional
890	Family	Status Conference Report – Family Law (Marriage/RDP)	July 2009	Mandatory (blue paper)
890-UPA	Family	Status Conference Report – Family Law (Uniform Parentage Act)	July 2009	Mandatory (blue paper)
303	Family	Stipulation & Order re: Partial Child Custody Evaluation	March 2000	Optional
306	Family	Supervised Visitation/Supervised Exchange Order	August 2002	Optional
314	Family	Time Sharing Arrangement Table	October 2007	Optional
3006	Civil	Trial Management Conference Report	January 2010	Optional
7020	Probate	Verification of Viewing of Conservatorship Video	July 2011	Mandatory
545-CR	Criminal	Waiver of Rights (Felony)	July 2014	Optional
555-CR	Criminal	Waiver of Rights (Violation)	July 2014	Optional

Superior Court of California, County of Solano

Local Rules Page List as of January 1, 2015

The chart below provides a complete list of all the pages and their revision dates as of January 1, 2015.

<u>Rule/Pages</u>	<u>Revision Date</u>	<u>Rule/Pages</u>	<u>Revision Date</u>
Rule Adoption and Revision History; Local Rules Publication Information Summary Table of Contents Detailed Table of Contents 1 – 9	January 2015	Rule 8 8-1	July 2014
Rule 1 1-1 – 1-2	July 2014	Rule 9 9-1 – 9-4	January 2012
Rule 2 2-1 – 2-2 2-3 – 2-5	July 2014 January 2013	Rule 10 10-1	January 2011
Rule 3 3-1 – 3-4 3-5 – 3-11	July 2013 July 2014	Rule 11 11-1	January 2011
Rule 4 4-1 – 4-28	January 2015	Rule 12 12-1	January 2013
Rule 5 5-1 – 5-12 5-13 – 5-33	July 2014 January 2013	Rule 13 13-1	January 2011
Rule 6 6-1 – 6-16 6-17 – 6-18 6-19 – 6-24 6-25 – 6-57	July 2012 July 2014 January 2013 July 2014	Rule 14 14-1 – 14-2	January 2012
Rule 7 7-1 – 7-2 7-3 – 7-8 7-9 – 7-16 7-17 – 7-24	January 2012 January 2013 January 2012 January 2013	Rule 15 15-1 – 15-34	January 2013
		Rule 16 16-1 – 16-4	January 2012
		Rule 17 17-1 – 17-2	January 2013
		Subject Matter Index 1 – 10	January 2015
		Index of Local Forms 1 – 8	January 2015
		Page List	January 2015