



Superior Court of California County of Mendocino

Proposed Changes to Local Rules and Local Fees

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Summary of Proposed Changes to Local Rules for July 1, 2023

Summary of Changes	
Rule:	Changes:
1.7	Wording amended.
1.10	Wording amended.
1.13	Wording amended.
1.16	New rule.
1.17	New rule.
1.18	New rule.
1.19	Renumbered. Former rule 1.16.
1.20	Renumbered. Former rule 1.17.
1.21	Renumbered. Former rule 1.18.
1.22	Renumbered. Former rule 1.19.
1.23	Renumbered. Former rule 1.20. Rule reference updated.
1.24	Renumbered. Former rule 1.21.
1.25	Renumbered. Former rule 1.22.
1.26	Renumbered. Former rule 1.23.
1.27	Renumbered. Former rule 1.24.
1.28	Renumbered. Former rule 1.25.
1.29	Renumbered. Former rule 1.26.
1.30	Renumbered. Former rule 1.27.
1.31	Renumbered. Former rule 1.28.
1.32	Renumbered. Former rule 1.29.
1.33	Renumbered. Former rule 1.30.
1.34	Renumbered. Former rule 1.31.
1.35	Renumbered. Former rule 1.32. Wording amended.
1.36	Renumbered. Former rule 1.33.
1.37	Renumbered. Former rule 1.34.
1.38	Renumbered. Former rule 1.35.
1.39	Renumbered. Former rule 1.36.
1.40	Renumbered. Former rule 1.37.
1.41	Renumbered. Former rule 1.38.
1.42	Renumbered. Former rule 1.39.
1.43	Renumbered. Former rule 1.40.
2.7	Wording amended.
4.11	Wording amended.
7.2	Wording amended.
7.3	Wording amended.

Summary of Changes	
Rule:	Changes:
Forms	
MMC-140	Rule Reference Updates.
MMC-322	Updated wording.
MMC-323	New form.
MMC-324	New form.
MMC-325	New form.
MMC-326	New form.
MMC-327	New form.

Chapter 1: General Court Rules

General Rules

1.1 Citation

These rules will be known and cited as the “Local Rules of the Superior Court of California, County of Mendocino,” and always be supplementary to and subject to statutes, the California Rules of Court, and any rules adopted by the Judicial Council of California and will be construed and applied so they do not conflict with such rules and statutes.

(Effective 1/1/99; amended 7/1/08; renumbered 7/1/19)

1.2 Failure to Comply with Local Rules or Orders of the Court

In the event of any failure to comply with the local rules, the California Rules of Court, or any order of the court related thereto, the court may impose upon the offending party, attorney, or both, sanctions which may include, but are not limited to, requiring the filing of an attorney’s compliance statement, attorney’s case schedule, monetary sanctions, attorney’s fees, expenses, striking pleadings, entering the default of any party, dismissal of the action, and/or contempt, and any other sanctions authorized by Government Code § 68609(d) and any other statute.

(Effective 1/1/99; amended 1/1/03; renumbered & amended 7/1/08; renumbered 1/1/10; renumbered 7/1/19)

1.3 Administration of the Courts

- a. **Location.** Sessions of the court will be held in Ukiah and Fort Bragg, California.
- b. **Sessions of the Court.** Court sessions are established to provide the most efficient operation of the court for the benefit of the public. Calendared matters or court sessions may change at the court’s discretion.
- c. **Complaints Regarding: Bias or Sexual Harassment.** Court employees and judicial officers will not engage in any conduct or activity that causes or contributes to bias or sexual harassment in the court system. Any person who observes or believes he or she has been subjected to bias or sexual harassment must immediately report the incident to Court Administration.
- d. **Emergencies and Evacuations.** The Mendocino County Sheriff’s Department will be responsible for the welfare and security of all occupants and visitors in the courthouse facilities. All judicial officers and staff must follow the directions of the Sheriff’s Department in the event of an emergency and/or evacuation.

The Sheriff’s Department will have all the authority to order an evacuation as authorized under Penal Code § 409.5.

(Effective 7/1/19; amended 7/1/21)

1.4 Courtroom Conduct

- a. **Attorney Conduct.** Attorneys appearing in court will be respectful of the court, its judicial officers, and staff. Further, attorneys will behave in a polite and professional manner toward opposing counsel, opposing parties, witnesses, and members of the court staff. Attorneys must be familiar with the rules and guidelines set forth in these local rules as well as other applicable statutes and rules of conduct, ethics, and professionalism. Finally, attorneys will make reasonable efforts to advise clients, witnesses, and others accompanying them of these rules.
- b. **Additional Persons in the Courtroom.** Persons in the courtroom will not talk to court staff when court is in session unless they are asked to do so by a judge or staff member. They will not converse with anyone in a manner that is distracting to the proceedings before the court. They will not eat or drink in the courtroom. They will not visibly or audibly display approval, disapproval, agreement, or disagreement with any testimony, ruling or statement of the court, parties, or witnesses.
- c. **Attire.** No person will appear in court unless properly attired and will not appear in court barefoot, with a bare midriff or wearing sunglasses, hats, shorts, tank tops or any clothing that displays inappropriate words or pictures. Attorneys will wear business attire.

This rule does not limit the power of any judicial officer to further prescribe appropriate attire in the courtroom.

- d. **Court Telephones and Cellular Phone.** No one other than a judicial officer or court staff will use a courtroom telephone without the express permission of the court.

Cellular phones will not be used to place calls in the courtroom at any time. All ring tones, alerts, and alarms must be silenced when in the courtroom.

(Effective 7/1/19)

1.5 Communications to Court or Jury

- a. Counsel will instruct their staff, clients, witnesses, and other related persons not to have communication with court staff pertaining to the pending litigation unless it is on the record with all parties present.
- b. Counsel will instruct their clients, witnesses, and others associated with the case to have no communication whatsoever with any juror or alternate juror.

(Effective 1/1/99; renumbered 7/1/08; renumbered 1/1/19; renumbered & amended 7/1/19)

1.6 Case Initiation and Assignment

- a. **Civil Case Initiation**

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1. The following civil case types may be filed and heard in the Ukiah or the Ten Mile court locations:
 - a. Limited and unlimited civil proceedings
 - b. Probate proceedings
 - c. Family law proceedings

2. The following case types must be filed and heard only in the Ukiah court location:
 - a. Conservatorships under the Lanterman-Petris-Short Act (LPS cases)
 - b. Qui Tam actions under the False Claims Act (Government Code §§ 12650-12656)
 - c. Proceedings under Public Resources Code § 21000 et.seq. for issues under the California Environmental Quality Act (CEQA cases)

b. Case Assignment

1. The court may order the transfer of a case from one branch of the court to the other for a limited purpose (i.e., a particular hearing, for mediation, etc.), or for all purposes.
2. Jury trials set in Ten Mile will not be transferred to Ukiah absent a written motion with appropriate notice and hearing before the court. A stipulation to transfer will not be effective without approval of the presiding judge.

(Effective 1/1/18; renumbered 1/1/19; renumbered & amended 7/1/19; amended 7/1/21)

1.7 Filing of Documents

a. Electronic Filing

1. **Transmission of Electronically Filed Documents through Electronic Filing Service Providers (EFSP):** The court does not authorize any direct electronically filed transmissions to the court of any document. Electronic filing of documents must be done through one of the court's authorized EFSPs. The court's electronic filing procedures and requirements, including identification of its EFSPs, are available on the court's website and at the clerk's office. An EFSP may require payment of a convenience fee and/or transaction fee and/or impose other reasonable requirements as conditions for processing the electronic filing of a document. The court may also charge a technology fee, up to \$2.00 per transaction, to defray the cost of technology needed to support the e-filing program.
2. **Exemptions from Mandatory Electronic Filing Requirements.** Pursuant to Code of Civil Procedure § 1010.6(d)(4) and California Rules of Court rule

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2.253(b)(1), self-represented litigants are exempt from mandatory electronic filing requirements but are permitted and encouraged to electronically file documents if they choose.

A party that is subject to mandatory electronic filing may seek to be excused from such requirement by submitting Judicial Council form [EFS-007 Request for Exemption from Mandatory Electronic Filing and Service](#) and obtaining a court order granting the request.

3. **Case Types Subject to Mandatory Electronic Filing.** Except for self-represented parties, the court requires electronic filing of court documents in the following case types:
- a. All documents in felony, misdemeanor, and infraction criminal actions for cases heard in criminal court, except pre-filing criminal documents (e.g. search warrants, affidavits, etc.)
 - b. All civil limited actions
 - c. All unlawful detainer actions
 - d. All civil unlimited actions, including class actions, coordinated actions, and cases designated as complex pursuant to CRC 3.400 et seq.
 - e. All family law actions
 - f. All probate actions
 - g. All juvenile delinquency and juvenile dependency actions
 - h. All appellate division matters
 - i. All mental health actions

Pursuant to California Rules of Court rule 2.252(e), an electronic filer may file an electronic copy of a document if the original document is then filed with the court within 10 business days if the proceeding requires that the original document be filed.

4. **Electronic Document Format Requirements.** Electronic documents must be submitted in searchable PDF format with searchable PDF/A as the preferred format. PDF/A is a format which excludes features that give rise to concerns about the ability to archive documents. New scanners allow users to directly create a PDF/A. Filers with older scanners can use a conversion tool (such as Acrobat 9) to convert scanned documents to PDF/A.

The court requires that Judicial Council form [EFS-020 Proposed Order \(Cover Sheet\)](#) be attached to all proposed orders submitted in all case types.

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5. **Exhibits.** Exhibits must be filed five (5) business days before the hearing and must be served on all parties.

E-filed exhibits must be submitted in the format required in 1.7(a)(4) along with local form [MEX-170 Exhibit Cover Sheet](#). Transcripts for audio exhibits must be included with the initial filing of the audio exhibit.

Exhibits filed with the court in other electronic formats (flash drive, CD, etc.) must be in the format required in 1.7(a)(4) and filed with local form [MEX-175 Electronic Media Exhibit Cover Sheet](#). They must be clearly labeled with the following: the case name, the case number, and the hearing date, time, and department. Transcripts for audio exhibits must be included with the initial filing of the audio exhibit.

6. **Documents Not Authorized to be Filed Electronically.**

- a. In all actions: *ex parte* applications and all other *ex parte* filings, orders of examination; administrative records; documents responsive to subpoenas duces tecum; bonds and undertakings; out-of-state commissions; out-of-state judgments, subpoenas for out-of-state actions.
- b. In all actions: motions and/or declarations for disqualification of a judge pursuant to Code of Civil Procedure § 170.1 or 170.3 and peremptory challenges pursuant to Code of Civil Procedure § 170.6.
- c. In all actions: documents from health care providers and/or mental health professionals ordered by the court.
- d. In all actions: documents submitted to the court by the California Department of Corrections and Rehabilitation (CDCR), Department of State Hospitals (DSH), State Adoptions and other licensed adoption agencies.
- e. In probate actions: original wills; original codicils; documents lodged pursuant to Probate Code § 2620; letters of administration; letters of testamentary; certified copies of death certificates; letters of conservatorship or temporary conservatorship; letters of guardianship or temporary guardianship.
- f. In civil actions: mandatory settlement conference statements.
- g. In criminal actions: the complaint and/or original charging documents and all documents filed before the complaint or original charging document.
- h. In juvenile actions: request for disclosure of juvenile records.

7. **E-filing Deadline for Cases on Calendar the Next Day in Criminal, Juvenile Delinquency, and Juvenile Dependency Cases.** E-filing parties and their counsel must comply with all filing deadlines in State law, California Rules of

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Court, and these local rules. In addition, if parties or their counsel are filing criminal, juvenile delinquency, or juvenile dependency documents on the day before a matter is on calendar, the documents must be e-filed no later than 3:00 pm.

8. **E-filing Deadline for Cases on Calendar in Civil, Family Law, and Probate Cases.** Documents in civil, family law, and probate cases must be e-filed no later than two (2) full business days prior to the court hearing.
 9. **Return of E-filed documents.** Documents that have been e-filed will be processed and returned by the clerk's office within two (2) business days.
 10. **Matters Requiring Immediate Judicial Attention:** Matters requiring judicial attention within one (1) business day must be filed in-person at the clerk's office and must not be e-filed.
- b. **Tribal Court Protective Orders.** Tribal Court Protective Orders that are entitled to be registered under Family Code § 6404 may be filed directly with the clerk's office by email at tribal.orders@mendocino.courts.ca.gov pursuant to California Rules of Court rules 2.300 – 2.305, and 5.386.
 - c. **Conforming Copies.** The clerk will conform three (3) copies of any document at the time of filing.
 - d. **Drop Box – Ukiah.** Self-represented litigants filing civil, family law, and probate pleadings in Ukiah may place their documents into a drop box in lieu of standing in line at the clerk's window. Matters requiring immediate judicial attention (i.e. requests for temporary orders, requests for restraining orders based on domestic violence or civil harassment, *ex parte* filings, etc.) should not be deposited in the drop box.

Self-represented parties may place their pleadings in the drop box located on the main floor of the Ukiah courthouse throughout the business day. Documents date and time stamped on or before 5:00 p.m. will be filed as of the date received. Documents *not* date and time stamped will be filed the next business day regardless of when the documents were placed in the drop box. The clerk will conform three (3) copies of each document and place the conformed copies in either the public pick-up basket located in room 107 or return by regular mail if a self-addressed stamped envelope is provided. A self-addressed envelope of sufficient size, with sufficient postage affixed, is required for mailing of file documents to the filing party. Filed documents that do not have return envelopes with sufficient postage will be retained in the clerk's office for 30 days from the date of filing. If unclaimed, the documents will be destroyed.

If a courtesy copy is required for the filing and has not been provided, the clerk will retain one (1) conformed copy as the courtesy copy.

Incomplete documents, documents without the appropriate filing fees (if applicable), or documents submitted in error will be returned to the filing party unprocessed. Filing parties assume the risk for documents deposited in the drop box in lieu of being filed directly with the clerk.

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When placing documents in the drop box, filing parties will:

1. Use the electronic time stamp located on top of the drop box to stamp documents with the date and time on the back of the last page.
2. Ensure that documents are in order and securely clipped together or placed in an envelope.
3. Securely affix checks or money orders, with the appropriate fees, to the front of the documents. Do NOT attach cash to documents deposited in the drop box.

e. **“Courtesy Copies” for Specified Court Hearings**

The court encourages litigants or their counsel to email courtesy copies of filed documents to the court and all parties to the matter. The use of a file hosting service such as “Dropbox” will be permitted provided there is no cost to the court or other litigants. Electronic delivery of courtesy copies is encouraged.

Electronic delivery of courtesy copies is not a substitute for filing and service as required by the Code of Civil Procedures, the Penal Code, and the California Rules of Court. All departments will accept electronic delivery of courtesy copies.

Generic email addresses have been established for courtesy copies. Emails with attached copies are to be sent to each department as follows:

DepartmentA@mendocino.courts.ca.gov
DepartmentB@mendocino.courts.ca.gov
DepartmentC@mendocino.courts.ca.gov
DepartmentCS@mendocino.courts.ca.gov (Child Support cases only)
DepartmentE@mendocino.courts.ca.gov
DepartmentF@mendocino.courts.ca.gov
DepartmentG@mendocino.courts.ca.gov
DepartmentH@mendocino.courts.ca.gov
DepartmentTM@mendocino.courts.ca.gov

Emailed courtesy copies must conform to the following specifications:

1. All courtesy copies must be exact electronic copies of the documents as filed with the court
2. Only documents in PDF format will be accepted
3. The transmitting email and attached courtesy copies must be copied to all parties who have provided an email address
4. Emailed documents must have a file name in the following uniform format:

[case number].[short title of document].[date of hearing].pdf

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For example, 1234567.OppositiontoDemurrer.010116.pdf

5. The combined size of the email and all attachments cannot exceed 25 megabytes (MB)
6. The court will not read or consider any text included in the email.

(Effective 7/1/21; amended 1/1/22; amended 1/1/23; amended 7/1/23)

1.8 Application for Waiver of Court Fees

- a. Pursuant to California Rules of Court rule 3.50, parties may file an application for a fee waiver if they meet the standards of eligibility set forth in Government Code §§ 68632 and 68633.
 - b. Applicants for a waiver of court fees must file a completed Judicial Council of California form [FW-001 Request to Waive Court Fee](#) along with a prepared [FW-003 Order on Court Fee Waiver](#).
- c. Clerks are authorized to grant initial fee waiver applications that meet the standards noted in section (a) of this local rule.

(Effective 1/1/20; amended 7/1/22; amended 1/1/23)

1.9 Remote Proceedings

- a. Effective January 1, 2022, pursuant to the newly enacted Code of Civil Procedure § 367.75, remote proceedings requirements differ between criminal and civil proceedings. Civil cases defined in California Rules of Court rule 1.6 include all cases except criminal cases and petitions for habeas corpus. For remote proceedings requirements in criminal cases, see local rule 1.10. For remote proceedings requirements in civil cases, see local rule 1.11. For remote proceeding requirements in juvenile dependency cases, see local rule 1.11 and 1.12.
- b. “Remote appearances” means the appearance at a court hearing using remote technology by a party, defendant, attorney, witness, victim, or others (social workers, tribal representatives, CASA, other experts.). Information on remote appearances can be found on the Remote Appearance page of the court’s public website.
- c. “Remote proceeding” means a proceeding conducted in whole or in part using remote technology.
- d. “Remote technology” means technology that provides for the transmission of video and audio signals or audio signals alone, including, but not limited to, a computer, tablet, telephone, cellphone, or other electronic communication device.
- e. **Telephonic Appearance Requirements.** Telephonic appearances require sufficient connectivity and an indoor location with limited background noise and distraction. It is the sole responsibility of the party appearing by telephone to ensure the above criteria are

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met. The court may continue the hearing and require an in-person appearance if clear communication is not possible by phone or if there is a distraction or disturbance that interferes with the hearing.

- f. **Video Appearance Requirements.** Video appearances require sufficient internet speed and connectivity to stream video, a device capable of capturing and displaying a clear audio and visual stream, and an indoor location with limited background noise and distraction. It is the sole responsibility of the party appearing by video to ensure the above criteria are met. The court may continue the hearing and require an in-person appearance if clear communication is not possible by video or if there is a distraction or disturbance that interferes with the hearing. See the Remote Appearance page on the court's website for technical requirements and other instructions.
- g. **Court's Discretion to Require In-Person Appearances.** Nothing limits the court's ability to order personal appearance instead of a remote appearance. The court retains full discretion to conclude a remote appearance and reschedule the hearing for another date and time due to delay or other concern due to disruption, noise, misconduct, a communication problem, a technical problem, other issue, or in the interest of justice.

If the court determines on a hearing-by-hearing basis that an in-person appearance would materially assist in the determination of the proceeding or in the effective management or resolution of the case, the court may order an in-person appearance.

- h. **Appearance in Person after Requesting a Remote Appearance.** In civil and juvenile dependency proceedings, a party that has given notice that it intends to appear remotely may instead choose to appear in person. If the proceeding is an evidentiary hearing or trial, the party must provide reasonable notice of the in-person appearance to the court and the other parties who have appeared in the case.
- i. **General Rules and Requirements.** Participants must:
 1. Ensure that they have sufficient battery power for the entire hearing. Access to charging equipment is recommended. Parties must also ensure that they have access to a sufficiently strong internet connection for the duration of the hearing. If appearing by telephone, a land line is preferred, but if using a cellular phone, the cellular connection must be strong enough to enable the court and other parties to hear the entire duration of the call.
 2. Eliminate ambient or distracting noises and ensure consistent lighting during the hearing.
 3. Connect to the court session at least five (5) minutes before the scheduled court appearance.
 4. Mute their device and not speak until it is clear that it is their turn to speak, or their case is called.

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5. Speak directly into the microphone on the device used to connect to the court session. Participants must identify themselves each time they speak, speak slowly, and avoid interrupting others.
6. Participate with the same degree of courtesy, decorum, use of appropriate language, and courtroom etiquette as required for an in-person appearance. If appearing by video, participants must dress appropriately in the same manner as they would for an in-person court appearance.
7. Not record or broadcast the remote appearance in compliance with California Rules of Court rule 1.150. Existing rules and procedures regarding the making of the record via court reporter or electronic device, or for obtaining a transcript after the hearing apply to video appearances. A violation of this local rule may result in the imposition of sanctions set forth in California Rules of Court rule 1.150(f).
8. Offer any exhibits that the parties wish to present via e-filing five (5) business days before the hearing. E-filed exhibits must be served on all parties. Self-represented litigants who are not e-filing their documents must serve their exhibits on the opposing party and file exhibits with the clerk's office two (2) business days before the hearing.

E-filed exhibits must be submitted in standard format required in 1.7(a)(4) with local form [MEX-170 Exhibit Cover Sheet](#). Transcripts for audio exhibits must be included with the initial filing of the audio exhibit.

Exhibits filed in other electronic format (flash drive, CD, etc.) must be in in standard format required in 1.7(a)(4) and filed with local form [MEX-175 Electronic Media Exhibit Cover Sheet](#). They must be clearly labeled with the following: the case name, the case number, and the hearing date, time, and department. Transcripts for audio exhibits must be included with the initial filing of the audio exhibit.

(Effective 7/1/21; amended 1/1/22; amended 1/5/22; amended 1/1/23)

1.10 Remote Proceedings in Criminal Matters

- a. Remote appearances in criminal matters are authorized as defined in Penal Code § 977.
- b. **Out of Custody Defendants.** Out-of-custody defendants requesting to appear remotely for the initial court appearance, arraignment, plea, and all other proceedings, ~~except jury or court trials,~~ must obtain written authorization from the court. Defendants must file local form [MCR-115 Request for Remote Appearance in a Criminal Proceeding](#) with the clerk no later than noon two (2) business days prior to the hearing to request a remote appearance. Such requests must be approved by the judge hearing the matter. Defendants must contact the court by 1:00 pm the business day before the hearing to find out whether the request is granted or denied. If the request has been denied or if the court clerk has not received the judge's ruling, the defendant must appear in person.

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Out of custody defendants must appear in person for any evidentiary hearing, court trial, or jury trial.

- c. **In Custody Defendants.** In-custody defendants in felony cases will appear remotely from the institution where they are incarcerated for the initial court appearance, arraignment, plea, and all other proceedings, except preliminary hearings, jury trials, or court trials, unless they have been ordered to appear in person by the court.
- d. The District Attorney’s Office, Probation Department, expert witnesses, and law enforcement officers may appear remotely for pretrial and post-judgment proceedings.

(Effective 1/5/22; amended 7/1/22; amended 1/1/23; amended 7/1/23)

1.11 Remote Proceedings in Civil and Family Law Matters

- a. Remote appearances are authorized in all civil proceedings pursuant to Code of Civil Procedure § 367.75. This rule applies to civil cases as defined in California Rules of Court rule 3.672(c)(1) and includes petitions for restraining orders. See Rule 1.9 for general information and requirements for remote proceedings.
- b. **Remote Proceedings other than Evidentiary Hearings or Trials.**

1. Required Notice

- a. **Time of Notice for a Hearing with at Least Three (3) Business Days’ Notice.** A party choosing to appear remotely in a proceeding set to occur within three (3) business days must provide notice of the party’s intent to appear remotely within two (2) business days before the proceeding.

The party choosing remote appearance must file with the court a Judicial Council form [RA-010 Notice of Remote Appearance](#) and serve notice on all other parties or persons entitled to receive notice. Service must be by any means authorized by law to ensure delivery at least two (2) business days prior to the proceeding, including email service, if parties or their counsel have consented to such service.

If after receiving notice from a party choosing remote appearance, a person who has not given notice also decides to appear remotely may do so by notifying the court and all others who have appeared in the action by no later than noon one (1) business day before the proceeding.

- b. **Time of Notice for a Hearing with Less Than Three (3) Business Days’ Notice.** A party choosing to appear remotely in a proceeding occurring in less than three (3) business days must provide notice as follows:

The party choosing remote appearance must notify the court and all persons entitled to receive notice by serving and filing a Judicial Council form [RA-010 Notice of Remote Appearance](#) along with the application or pleadings for the proceeding.

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Any party other than the applicant or moving party that chooses to appear remotely must provide notice of their intent to the court and all other parties that have appeared in the action no later than noon the business day before the proceeding. If the notice is oral, it must be given in person or by telephone. If notice is in writing, it must be filed with the court on Judicial Council form [RA-010 Notice of Remote Appearance](#) and served on all other parties or persons entitled to receive notice. Service must be by any means authorized by law to ensure delivery no later than noon on the business day prior to the proceeding. Service by email is authorized if parties or their counsel have consented to such service.

The parties filing the notice must provide a courtesy copy of this form to the department hearing the case pursuant to local rule 1.7(e).

c. **Remote proceedings for Evidentiary Hearings or Trials.**

1. **Court's Notice of Remote Proceeding.** Lanterman-Petris-Short conservatorship hearings and trials are typically calendared as remote proceedings:

A party may file Judicial Council form [RA-015 Opposition to Remote Proceedings at Evidentiary Hearing or Trial](#) to request that the court disallow remote appearance for a such a hearing or trial.

2. **Party's Notice of Remote Proceeding.** This rule applies except in juvenile dependency proceedings; hearings and trials in which the court has determined that remote appearances are suitable in (c)(1) above; or if the court has granted special permission to a party upon a finding of good cause, unforeseen circumstances or that the remote appearance would promote access to justice.

- a. **Time of Notice for Hearing or Trial with At Least 15 Business Days' Notice.** A party choosing to appear remotely at an evidentiary hearing or trial set to occur at least 15 business days later must provide notice of the party's intent to appear remotely.

The party choosing remote appearance must file with the court Judicial Council form [RA-010 Notice of Remote Appearance](#) and serve notice on all other parties or persons entitled to receive notice at least 10 business days before the hearing or trial. Service must be by any means authorized by law, including email service, if parties or their counsel have consented to such service.

If after receiving notice from a party choosing remote appearance, a person who has not given notice also decides to appear remotely may do so by filing with the court Judicial Council form [RA-010 Notice of Remote Appearance](#) and serving all others who have appeared in the action by no later than five (5) business day before the evidentiary hearing or trial.

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b. **Time of Notice for Hearing or Trial Held in Less Than 15 Business Days.** A party choosing to appear remotely at an evidentiary hearing or trial set to occur in less than 15 business days, including hearings on restraining orders and protective orders, must provide notice of the party's intent to appear remotely.

- i. If the hearing or trial is set to occur with at least three (3) business days' notice, the party choosing remote appearance must file with the court Judicial Council form [RA-010 Notice of Remote Appearance](#) and serve notice on all other parties or persons entitled to receive notice. Service must be by any means authorized by law to ensure delivery at least two (2) business days prior to the proceeding, including email service, if parties or their counsel have consented to such service.

If after receiving notice from a party choosing remote appearance, a person who has not given notice also decides to appear remotely may do so by notifying the court and all others who have appeared in the action by no later than noon the business day before the proceeding.

- ii. If the hearing or trial is set to occur in less than three (3) business days, the party choosing remote appearance must notify the court and all persons entitled to receive notice by serving and filing Judicial Council form [RA-010 Notice of Remote Appearance](#) along with the application or pleadings for the proceeding; or,

Any party other than the applicant or moving party that chooses to appear remotely must provide notice of their intent to the court and all other parties that have appeared in the action no later than noon the business day before the proceeding. If the notice is oral, it must be given in person or by telephone. If notice is in writing, it must be filed with the court on Judicial Council form [RA-010 Notice of Remote Appearance](#) and served on all other parties or persons entitled to receive notice. Service must be by any means authorized by law to ensure delivery no later than noon the business day prior to the proceeding. Service by email is authorized if parties or their counsel have consented to such service.

The parties filing the notice must provide a courtesy copy of this form to the department hearing the case pursuant to local rule 1.7(e).

3. **Opposition to Remote Proceedings.** In response to a notice of a remote proceeding for an evidentiary hearing or trial, a party may make a showing to the court as to why a remote appearance should not be allowed by filing on the court Judicial Council form [RA-015 Opposition to Remote Proceedings at Evidentiary Hearing or Trial](#) and serving on all parties to the action at least five (5) business days before the hearing or trial for which the party receives at least 15 days'

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notice; or by noon the business day before the hearing or trial for which the party receives less than 15 days' notice.

The parties filing the opposition must provide a courtesy copy of this form to the department hearing the case, pursuant to local rule 1.7(e).

4. **Court Determination on Opposition.** The court will consider the following factors to determine whether a proceeding or parts of a proceeding will be conducted remotely over opposition:
 - a. an in-person appearance would materially assist in the determination of the hearing or trial, or in the effective resolution of case.
 - b. the quality of the audibility of the hearing may inhibit a court reporter's ability to accurately prepare a transcript of the hearing.
 - c. the quality of the technology or audibility of the hearing prevents an attorney from providing effective representation to the client.
 - d. the quality of the technology and audibility of the hearing inhibits a court interpreter's ability to provide language access to a limited English party.
 - e. any limited access to technology or transportation asserted by a party.

(Effective 1/5/22; amended 7/1/22; amended 1/1/23)

1.12 Remote Proceedings in Juvenile Dependency Matters

- a. Remote appearances are authorized in juvenile dependency proceedings pursuant to Code of Civil Procedure § 367.75. California Rules of Court rule 3.672(i) and local rule 1.11 apply in juvenile dependency matters. See local rule 1.9 for general information and requirements for remote proceedings.
- b. **Contested Hearings.** Any party who intends to call a witness at a contested hearing (excluding detention hearings) who is not a person identified in California Rule of Court 5.530 and have that person testify via remote technology, must give notice to the court and the other parties of such intention on Judicial Council form [RA-025 Request to Appear Remotely – Juvenile Dependency](#) at least 10 calendar days in advance of the hearing.

Any party may oppose the request to appear remotely by filing with the court Judicial Council form [RA-030 Request to Compel Physical Presence – Juvenile Dependency](#) no later than the close of business three (3) business days before the proceeding.

A courtesy copy of the opposition must be provided to the department hearing the case pursuant to local rule 1.7(e).

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- c. **Determination of requests and oppositions.** The court may or may not grant the request for a witness to testify via remote technology regardless of whether all parties have given consent to the witness's remote appearance.

The court may deny a request to appear remotely if the court determines that an in-person appearance is necessary because:

1. the court cannot ensure that the remote appearance will have the privacy and security necessary to preserve the confidentiality of the proceeding.
 2. giving testimony via remote technology may cause undue prejudice to one or more parties or prevent the court from making credibility determinations.
 3. for any other reason identified by the court.
- d. **Requirement for Attorneys to Appear in Court.** Any attorney asking for a contested hearing may be required to appear in court to conduct the hearing. Attorneys are encouraged to appear in court for such proceedings to ensure an accurate record of the proceedings.

(Effective 1/5/22; amended 3/4/22; amended 7/1/22; amended 1/1/23)

1.13 *Ex Parte*/Emergency Orders Applications

- a. **Time of *Ex Parte*/Emergency Orders Review.** Contact the clerk's office, either by phone or in person, to reserve a date for review of an *ex parte*/emergency order application.
- b. **Filing of *Ex Parte*/Emergency Orders Application.** All applications for *ex parte*/emergency orders must be filed in person in the clerk's office in the branch of the court at which the *ex parte*/emergency order application has been reserved for review no later than 10:00 a.m. on the day of the scheduled review.
- c. **Notice of *Ex Parte*/Emergency Orders Application and Review**
1. Notice of intent to file an *ex parte*/emergency orders application must be given to the opposing party or attorney no later than 10:00 a.m. one (1) business day before the application is scheduled to be reviewed by the court.
 2. ***Ex Parte* Applications and Notice**
 - a. Copies of an *ex parte*/emergency order application, including all declarations, attachments, and other supporting documents must be delivered to opposing parties or counsel by hand, fax, e-mail, text message, or direct messaging through social media no later than 10:00 a.m. one (1) business day before the *ex parte* application is scheduled to be reviewed by the court. Documents being served via first class mail must be mailed at least five (5) business days before the *ex parte* hearing.

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- b. Prior to a review of an *ex parte* application for a court order, local form [MMC-121 Declaration re: Notice upon Ex Parte Application for Orders](#) must be completed and filed in the clerk's office showing that the opposing party received notification of the request for *ex parte* orders.
- c. Notice regarding restraining orders may be waived if the court finds that:
 - i. giving notice to the opposing party is impossible
 - ii. notice would frustrate the purpose of the order; or,
 - iii. immediate or irreparable harm could be suffered if notice were given.

The party who requests the *ex parte* application without notice has the burden of presenting evidence which establishes a legal basis for waiver of notice.

d. **Opposition to an *Ex Parte* Application for Orders**

1. ***Ex Parte* Applications other than Restraining Orders.** Any opposition to an *ex parte* application must be served on the opposing party and filed in person with the clerk in the branch of the court where the *ex parte* request has been reserved no later than 10:00 a.m. on the day of the scheduled review.
2. **Restraining Order *Ex Parte* Applications.** Any opposition to an *ex parte* application for restraining order matter must be served on the opposing party and e-mailed to the court at exparte@mendocino.courts.ca.gov or filed in-person with the clerk in the branch of the court at which the *ex parte* application has been reserved no later than 10:00 a.m. on the day of the scheduled review.

e. **Judicial Review.** The court will review requests for *ex parte* orders each day between 10:00 a.m. and 12:30 p.m.

1. **Orders Issued without Oral Argument.** If the court determines there is sufficient information to rule on *ex parte*/emergency orders without oral argument, the court's order will be issued no later than 1:30 p.m. and available on the court's website under [Ex Parte Decisions](#).
2. **Oral Argument.** The court may request oral argument prior to ruling on the *ex parte*/emergency order. The clerk will notify the parties via email (preferred) or phone that oral argument will be heard and will advise the parties of the time and location for appearance. Parties or attorneys may appear at oral argument in person or remotely pursuant to local rule 1.9 and 1.11.
3. **Return of Orders.** A self-addressed envelope of sufficient size, with sufficient postage affixed, is required for mailing of a file endorsed order to parties. If a return envelope with sufficient postage is not provided, the order will be retained

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in the clerk’s office for 30 days from the date of issuance. If unclaimed, the file endorsed copies will be destroyed.

- f. **Failure to Appear at a Hearing.** Failure of the requesting party to appear at a hearing will result in request for the order being dismissed without prejudice and temporary restraining orders will expire.
- g. **Requests to Set Aside or Modify *Ex Parte*/Emergency Orders:** A request to set aside or modify an *ex parte*/emergency order may be filed prior to the scheduled hearing date only if the standards and procedures set forth in this rule are followed.
- h. **Additional *Ex Parte* Rules Pertaining to Family Law ~~and Guardianships~~.** See local rule 4.7 for information on family law *ex parte* requests ~~and local rule 6.14 for information on guardianship *ex parte* requests.~~

(Effective 7/1/21; renumbered 1/5/22; amended 1/1/23; amended 7/1/23)

1.14 Obtaining Certified Copies of Exhibits

At the conclusion of a trial/hearing and before the exhibits and other materials are returned to the offering party, parties may request certified copies of the exhibits. Copies will be provided at the expense of the requesting party.

(Effective 7/1/11; renumbered 1/1/18; renumbered 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 7/1/21; renumbered 1/5/22)

1.15 Return of Exhibits; Civil, Family Law, and Probate

Unless otherwise ordered, all exhibits and materials offered into evidence or otherwise presented at trials/hearings, including transcripts of depositions and administrative records, will be returned at the conclusion of the matter to the offering party. The custodial party must sign for all exhibits and materials returned by the clerk and must maintain all exhibits and other materials in the same condition as received until 60 days after a final judgment or dismissal of the entire case is entered.

(Effective 7/1/11; renumbered 1/1/18; renumbered 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 7/1/21; renumbered 1/5/22; amended 1/1/23)

1.16 Order to Show Cause Regarding Dismissal of Pending Civil or Family Law Actions

In accordance with Code of Civil Procedure and California Rules of Court, the court may, on its own motion, provide notice to parties in a civil or family law action of the court’s intention to dismiss the action. The court will set a hearing on the dismissal and provide notice to all parties at least 20 calendar days before the hearing date. Orders to show cause regarding dismissal can be set for hearing for any of the following reasons:

- a. **Dismissal for Delay of Prosecution - No Proof of Service – Two (2) Years:** Cases in which the filing party has not provided proof of service and the action has not been brought to trial or conditionally settled within two (2) years after the date the action was initiated.

- b. **Dismissal for Delay of Prosecution – Proof of Service Provided – Three (3) Years:** Cases in which the filing party has provided the court with proof of service, but the action has not been brought to trial or conditionally settled within three (3) years after the date the action was initiated.
- c. **Dismissal – No Proof of Service - Mandatory Time for Service of Summons – Three (3) Years:** Cases in which service of the summons and complaint have not been made timely.
- d. **Dismissal – Proof of Service Provided - Mandatory Time for Bringing an Action to Trial/New Trial – Five (5) Years:** Cases in which the action has not been brought to trial or new trial within five (5) years of the date the action was commenced.

(Effective 7/1/23)

1.17 Dismissal of Civil or Family Law Actions: No Proof of Services of Summons

If a plaintiff or petitioner in a civil or family law action fails to file proof of service of summons within three (3) years of the date the action was originally filed, the court will issue an order of dismissal on its own motion.

(Effective 7/1/23)

1.18 Transfer of Cases: All Case Types

All documents in cases that are ordered transferred to the jurisdiction of another county will be sent to the receiving county on a device used to store electronic media (e.g. thumb drive). The device will be accompanied by any required filing fees or fee waiver forms, local form MMC-### Notice of Transfer and Acknowledgement of Receipt, and local form MMC-322 Clerk’s Certification of Entire Case File.

(Effective 7/1/23)

1.161.19 Payment in Coin

Pursuant to Government Code § 68083.5, the court will not accept coins as payment of any bail, fine, or filing fee.

(Effective 7/1/05; amended 7/1/08; renumbered 7/1/11; renumbered & amended 1/1/18; renumbered 1/1/19; renumbered 7/1/19; renumbered 1/1/20; renumbered 7/1/21; renumbered 1/5/22; amended 7/1/22; renumbered 7/1/23)

1.171.20 Assistance for Self-Represented Litigants

Self-represented litigants can visit the Self-Help Center for assistance with legal information and court procedures. The Self-Help Center aids in several areas of law that are regularly updated on the court website. Included in the Self-Help Center’s services are the statutorily required services of:

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- a. **Family Law Facilitator:** The Family Law Facilitator performs all duties permitted by the Family Law Facilitator Act, Family Code § 10000 *et seq.* The Facilitator will be available during office hours and during Case Management Conferences to aid self-represented litigants.
- b. **Small Claims Advisor:** Small claims advisory services required by Code of Civil Procedure §§ 116.260 and 116.940.

Please see the court website for the Self-Help Center available services, hours, and location.

[Self-Help | Superior Court of California | County of Mendocino](#)

(Effective 1/1/17 renumbered 1/1/19; amended 1/1/22; renumbered & amended 1/1/23; renumbered 7/1/23)

Jury Rules

1.181.21 Prior Jury Service

A prospective juror who has served on a grand jury, trial jury, or was summoned and appeared for jury service in any state or federal court during the 12 months preceding the appearance date on the summons, or any longer period as the court determines appropriate, will be excused from service on request.

(Effective 1/1/99; renumbered 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 7/1/21; renumbered 1/5/22; renumbered 1/1/23; renumbered 7/1/23)

1.191.22 Failure to Appear for Jury Duty when Summoned

Any prospective trial juror who fails to appear or fails to contact the jury commissioner to be excused from attendance when they have been summoned for service may be compelled to appear at an order to show cause hearing to explain to the judge why the juror disregarded the jury summons. Without good cause or a willingness to serve, the court may find the prospective juror in contempt of court and sanction the juror.

(Effective 1/1/99; renumbered 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 7/1/21; renumbered 1/5/22; renumbered & amended 1/1/23; renumbered 7/1/23)

Court Reporter Rules

1.201.23 Provision of Court Reporters

An official court reporter will be provided for the following court proceedings:

- a. Felony criminal proceedings (including preliminary hearings, other pretrial motions, and court or jury trials),
- b. Juvenile proceedings,

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- c. Family Law proceedings,
- d. Any court proceeding when ordered by the court; and
- e. Any other proceeding when a party requests a court reporter in accordance with local rule 1.221.

(Effective 1/1/99; amended 7/1/09; amended 1/1/12; amended 7/1/12; amended 1/1/13; renumbered & amended 1/1/19; amended & renumbered 7/1/19; renumbered & amended 1/1/20; renumbered 7/1/21; renumbered 1/5/22; amended 7/1/22; renumbered & amended 1/1/23; renumbered & amended 7/1/23)

1.221.24 Requests for Court Reporter

- a. If a party in a civil or probate case wants to request the presence of an official court reporter, the party must file a written request not less than 72 hours before a hearing date. The written request for court reporter must be filed with the clerk on local form [MMC-140 Request for a Court Reporter](#) and must include the \$30 fee covering the first hour of official court reporter services. Should the proceedings last longer than one (1) hour, the requesting party will be responsible for a fee equal to the actual cost of providing that service for each one-half day on the first and each succeeding hearing day those services are provided.
- b. The court will notify the requesting party as soon as possible if an official court reporter is not available on the hearing date. Any party may thereafter arrange for a certified shorthand reporter to serve as an official pro tem reporter, at that party's expense, pursuant to California Rules of Court rule 2.956(c). If an official court reporter or pro tem reporter is not available on the hearing date, the requesting party may request a continuance of the hearing or waive the request for court reporter.
- c. In accordance with Government Code § 68630(a) and California Rules of Court rule 3.55, the court will provide to a fee waiver litigant an official court reporter or a certified shorthand reporter serving as an official pro tem reporter in civil or probate matters if a request is made pursuant to section (a) of this local rule.

(Effective 1/1/99; renumbered 1/1/07; amended 1/1/07; amended 7/1/08; amended 1/1/07; amended 1/1/09; amended 1/1/12; amended 7/1/12; renumbered & amended 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered & amended 7/1/21; renumbered 1/5/22; renumbered & amended 1/1/23; renumbered 7/1/23)

1.221.25 Use of Electronic Recording

Pursuant to Government Code § 69957, electronic recording may be used in the following types of proceedings, when an official reporter is unavailable: infractions, misdemeanors, limited jurisdiction civil matters, and small claims.

(Effective 1/1/13; renumbered 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 7/1/21; renumbered 1/5/22; renumbered 1/1/23; renumbered 7/1/23)

1.231.26 Electronic Filing of Court Ordered Transcripts

Staff reporters and pro tem court reporters must file transcripts electronically with the court. Electronic transcripts must conform to the following specifications:

- a. Electronic transcripts must have a file name in the following uniform format:

[year, month, day of proceeding; case name; type of proceeding]

Examples: Criminal case: Smith-John 20170817

Civil case: Smith-Jones 20170817

Juvenile or other confidential case: In the matter of JS 20170817

- b. There will be a notification placed in the court file indicating the title of the transcript.
- c. Court reporters must initiate email notifications to all parties and the court when transcripts are uploaded to the data repository.
- d. The date and time a transcript is uploaded will constitute the filing date of the transcript

(Effective 1/1/18; renumbered 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 7/1/21; renumbered 1/5/22; renumbered & amended 1/1/23; renumbered 7/1/23)

Interpreter Rules

1.241.27 Requests for Interpreters

- a. Parties who require an interpreter must notify the court at the first court appearance and must also file local form [MMC-110 Request for Interpreter](#) with the clerk at least 10 business days before the date of the trial, hearing, or other appearance for which the interpreter is required.

For criminal and juvenile matters, the court will provide certified, registered, or provisionally qualified interpreters. The court will diligently attempt to secure a qualified interpreter pursuant to the priorities and provisions set forth in Evidence Code § 756.

- b. **Responsibility for Notice:** The party needing the services of an interpreter is responsible for providing notice to the court.

The court will not grant continuances in proceedings where the court has obtained the services of court interpreters without a showing of good cause. Parties and counsel seeking continuance of proceedings with court interpreters must request continuances three (3) business days' prior to the date of the proceeding by submitting to the court local form [MMC-110 Request for Court Interpreter](#) advising the court that the interpreter will not be needed. Absent a showing of good cause and proper notice to the court, the judge may order that the cost of the interpreter be paid by the requesting party.

(Effective 1/1/99; renumbered 1/1/19; renumbered & amended 7/1/19; renumbered & amended 1/1/20; amended 1/1/21; renumbered & amended 7/1/21; renumbered 1/5/22; amended 1/1/23; renumbered 7/1/23)

Attorney Fees

1.251.28 Court Appointed Attorneys: Standards of Experience, Allowable Fees, and Expenses

The following sets forth the process by which attorneys may submit billings pertaining to court appointments and fees allowable for such appointments.

a. **Standard Billing Process**

1. The court will allow attorney's fees and costs for services rendered and expenditures made by counsel properly appointed while matters are pending before the court. Appointment orders must be made before an attorney may begin billing for services and other costs pertaining to the appointment.
2. Application for the payment of fees and costs in misdemeanor or delinquency proceedings will ordinarily be made at the time of the final court disposition of the proceeding in which court appointed counsel served. In no event will the application be presented more than 60 days after the disposition of the case. The court reserves the right to reject any invoice presented for payment more than 60 days after the disposition of the case.
3. Pretrial interim application for fees may be made in cases involving the death penalty or life without the possibility of parole, or in exceptionally complex or lengthy cases upon request by appointed counsel. No pretrial interim authorization for fees will exceed the sum of \$3,000 per month, plus expenses, for lead counsel and \$1,500 per month, plus expenses, for associate counsel.
4. If an attorney believes that the case is of such a special or unusual nature that it is not possible to render services in accordance with the maximum fee schedule, he/she must file a declaration explaining why an exception to the maximum fee is sought. Upon review of such written declaration, a reasonable fee exceeding the limits set forth in this schedule may be established by the judge presiding in the case.
5. Except as set forth in paragraph (f) below, attorneys will not receive extra compensation for normal operating expenses such as mileage, photocopies, and long-distance phone calls; extra compensation will be allowed for such expenses as fees for investigators and expert witnesses in accordance with these rules.
6. If an appointed attorney must appear in the court of another county on a case transferred from this court, the attorney will be entitled to reasonable travel and lodging expenses necessarily incurred in connection with his/her appearance in the court of the other county. The attorney will be reimbursed for necessary mileage and lodging at the rate allowed by the Judicial Council of California. Attorneys will not seek payment of fees for travel time.
7. Application for fees and costs must be completed on local form [MMC-131 Claim Form](#) itemizing the legal services rendered, the amount of time for such services,

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and any expenses incurred. Application for fees and costs must be submitted to the court for subsequent approval by the judge presiding in the case.

8. Any requests for reimbursement of travel or lodging must be made by written declaration. All requests for such reimbursement must include itemized expenses with all applicable receipts attached. Travel expenses must be pre-approved by the judge presiding in the case.
- b. **Criminal and Juvenile (Welfare & Institutions § 602) Attorney Appointments:** Once approved by the judge presiding in the case, indigent defense costs in all criminal and juvenile (W&I § 602) matters are submitted to the County of Mendocino for payment, including all costs pertaining to the Office of the Public Defender and the Office of the Alternate Defender.
1. **Criminal and Juvenile Case Classifications**
 - a. **Class 1:** All homicides, whether capital or non-capital, and all offenses having a maximum sentence of life without possibility of parole, or in the discretion of the court, an aggregate state prison sentence of 25 years or more.
 - b. **Class 2:** All crimes for which the upper term of punishment is four (4) years or more, but less than Class 1.
 - c. **Class 3:** All other felonies, misdemeanors, and all juvenile matters.
 2. **Minimum Experience Requirements for Attorneys Appointed in Criminal and Juvenile (W&I § 602) Matters**
 - a. **Class 1:** Certified criminal law specialist or equivalent.
 - b. **Class 2:** Five (5) years' experience as an attorney, with a substantial part of such experience in criminal law.
 - c. **Class 3:** An attorney may be eligible for this class by providing oral or written proof of relevant experience and upon authorization of the judge presiding in the case.
 3. **Fee Schedule:** All criminal and juvenile (W&I § 602) attorneys must agree to handle all cases to which they are appointed at the rates established by the court. The court will periodically review and adjust rates as necessary.
 - a. **Class 1:** The rate will be \$120.00 per hour, unless otherwise determined on a case-by-case basis.
 - b. **Class 2:** The rate will be \$95.00 per hour.
 - c. **Class 3:** The rate will be \$80.00 per hour.

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- c. **Civil, Family Law, and Probate Attorney Appointments:** Costs pertaining to appointment of attorneys in civil, family law (typically minor's counsel pursuant to Family Code § 3150), and probate matters are submitted to the court for payment.

An attorney may be eligible for appointment in one of these case types by providing written proof of experience required by California Rules of Court rule 5.242 and upon authorization by the judge presiding in the case. The fee for such appointments will be \$75.00 per hour.

- d. **Guardianship and Conservatorship Proceedings.** Attorneys for guardians or conservators are compensated according to the work performed. The size of the estate corpus and the responsibility assumed by the attorney are only two (2) of the factors considered in arriving at the value of the services. Application for the attorney's fees must be accompanied by a complete statement of the facts upon which the application is based, a detailed statement of the amount of time devoted to each component of the services, and the specific amount requested for each service.
- e. **Order for Payment.** Before any order for the payment of fees is made by the court, the attorney must provide proof of service that all parties entitled to notice have been given notice of the fee application.

(Effective 1/1/99; amended 7/1/99; amended 1/1/09; amended 1/1/10; renumbered & amended 1/1/19; renumbered & amended 7/1/19; renumbered & amended 1/1/20; renumbered 1/1/21; renumbered 7/1/21; renumbered 1/5/22; amended 7/1/22; amended 1/1/2; renumbered 7/1/233)

1.261.29 Attorney's Fees and Representative's Fees for Extraordinary Services in Probate Proceedings or in any Probate Matter Where a Statutory Fee is not Established

- a. The court will take into consideration the statutory fee and whether it constitutes adequate compensation for all services rendered by the attorney or representative.
- b. Notwithstanding the principle stated in paragraph (a), extraordinary compensation will be paid when requested for the following services:
1. Preparation of fiduciary tax returns and resolution of problems arising from the audit of such returns. Payments made to accountants or to other tax preparers for such services and charged to the estate must be set forth in the request for extraordinary compensation.
 2. Sales of property without a broker.
- c. Subject to the principle stated in paragraph (a), compensation for extraordinary services will be considered in the following situations:
1. Litigation on behalf of the estate.
 2. Operating or selling a business.
 3. Sales of estate property.

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4. Performance of any act resulting in extraordinary benefit to the estate or requiring an extraordinary expenditure of time.
- d. Application for compensation of extraordinary services will not be considered unless the title of the petition and the notice of hearing include a reference to the request. The prayer must set forth the specific amount of the request.
- e. The application for compensation of extraordinary services or any other services for which a fee is requested other than ordinary services must specify:
 1. Date services rendered.
 2. Detailed description of services rendered.
 3. Hours spent on ordinary services.
 4. Hours spent on extraordinary services.
 5. Hourly rate; and
 6. Total amount requested

(Effective 1/1/99; renumbered 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 1/1/21; renumbered 7/1/21; renumbered 1/5/22; renumbered 7/1/23)

Guardian and Conservator Fees

1.271.30 Fees and Commission Fixed by Court Prior to Payment

There is no authority for the payment of any fees or commissions in decedent’s estates, guardianships, or conservatorships in advance of a court order authorizing the same. Representatives will be surcharged interest to the date of any order authorizing such payment unless in the case of a decedent’s estate the written consent of the residuary beneficiaries is filed with the court and the amounts paid are reasonable and proper.

(Effective 1/1/99; renumbered 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 1/1/21; renumbered 7/1/21; renumbered 1/5/22; renumbered 7/1/23)

1.281.31 Guardians and Conservators Fees

Factors to be considered in determining the compensation allowable to guardians and conservators are:

- a. The gross income and assets of the estate.
- b. The success or failure of administration of the guardian or conservator.
- c. Any unusual skill or experience which the guardian or conservator in question may have brought to the work.

- d. The fidelity or disloyalty displayed by the guardian or conservator.
- e. The amount of risk and responsibility assumed by the guardian or conservator in carrying out such duties.
- f. The time expended by the guardian or conservator in carrying out such duties.
- g. The custom in the community as to charges exacted by trust companies and banks.
- h. The character of the work done during administration whether routine or involving skill and judgment.
- i. Any estimate which the guardian or conservator has given of the value of the guardian or conservator's own services (*Estate of Nazro*, (1971) 15 Cal.App.3rd218).

(Effective 1/1/99; renumbered 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 1/1/21; renumbered 7/1/21; renumbered 1/5/22; amended 1/1/23; renumbered 7/1/23)

Investigation and Expert Fees

1.291.32 Investigation Fees and Expenses

- a. **Ancillary Funding Requests.** All ancillary funding requests for investigation fees and expenses must be made in writing by the assigned counsel and submitted to the court for review and authorization by the presiding judge or his/her designee.
- b. **Order of Appointment.** Orders appointing an investigator must provide a blank space for the judge to insert a dollar limit for the services to be provided.
- c. **Maximum Amount of Fees in Initial Application**
 1. **Cases Other Than Capital or Life Sentence Cases:** The initial application must not exceed the sum of \$3,000. Additional applications may be made upon a showing that further investigation is necessary in an amount not to exceed \$2,000 per application.
 2. **Capital and Life Sentence Cases:** The initial application for capital and life sentence cases must not exceed \$5,000. Additional application may be made upon a showing that further investigation is necessary in an amount not to exceed \$3,000 per application.
 3. **All Cases:** In no event will the court grant fees or expenses not reasonably justified by the nature of the case as supported by written declaration by the assigned counsel. The declaration must specify the nature and purpose of the proposed investigation and must contain an estimate of the fees and expenses involved. The court will consider payment for reasonable time spent in writing reports.

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- d. **Further Authorization of Fees.** If the authorization is reached, further judicial authorization must be obtained before additional billings may be submitted. Requests for additional investigative time must be accompanied by a detailed statement of the work performed up to that time. This detailed statement will not be treated as a request for payment unless the court has granted authorization for such billings.
- e. **License.** Upon request, investigators will provide the court with a copy of a valid investigator's license.
- f. **Hourly Rates.** Investigator fees will be paid at \$65.00 per hour. Reimbursement for copies of discovery and motions is not permitted.

The court will not approve payment for excessive time spent in conference with attorneys, experts, or the defendant. The billing must set forth a detailed explanation of the need for such conference time before the court will consider payment.

(Effective 7/1/19; renumbered 1/1/20; renumbered 1/1/21; renumbered 7/1/21; renumbered 1/5/22; amended 7/1/22; renumbered 7/1/23)

1.301.33 Fees in Guardianship or Conservatorship Investigations

Guardianship and conservatorship investigator fees will be reimbursed as follows, subject to review by the court:

- a. Conservatorship investigation or review: \$400
- b. Guardianship investigations: \$500
- c. Guardianship reviews: \$200

(Effective 7/1/16; renumbered 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 1/1/21; renumbered 7/1/21; renumbered 1/5/22; renumbered 7/1/23)

1.311.34 Non-Psychiatric Expert Fees and Expenses

- a. **Ancillary Funding Requests.** All ancillary funding requests for investigation fees and expenses must be made in writing by the assigned counsel and submitted to the court for review and authorization by the presiding judge or his/her designee.
- b. **Amount of Fees:** In no event will the court grant fees or expenses not reasonably justified by the nature of the case as supported by the written declaration. The written declaration must specify:
 - 1. The nature, purpose, and materiality of the proposed expert services.
 - 2. The name of the expert to be retained.
 - 3. A brief statement of the experts' qualifications.

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4. The proposed expert’s hourly fees for court work and courtroom testimony.
 5. An estimate of the fees and expenses involved; and
 6. A detailed explanation of any unusual or extraordinary requests.
- c. **Order for Fees and Expenses:** The order for expert fees and expenses must be on a form approved by this court.
- d. **Maximum Rates for Expert Services and Testimony:** Claims for expert services authorized pursuant to this rule will not exceed the amounts approved by the court.

(Effective 1/1/99; renumbered 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 1/1/21; renumbered 7/1/21; renumbered 1/5/22)

Claim for Payment

1.321.35 Claim for Payment

- a. **Submission of Claim for Payment.** Claimants, including attorneys, investigators, experts, expert witnesses, and others must submit billings when work on the case has been concluded, unless the time worked spans more than one (1) fiscal year. In such instances, claimants must submit billings for the work performed in the first fiscal year no later than July 15th. In all other instances, billings must be presented within 30 days of the conclusion of the case. In cases involving many hours of work, the court may authorize, in advance, interim billings. When interim billings are authorized, each bill must identify the time-period that it covers and be identified by a progress payment number (e.g. “Interim Billing No. 3”).
- b. **Request for Payment.** The request for claimant fees and expenses must be in the form approved by this court. All claims for payment must include in the caption a cumulative total of all payments to date (if any). Subsequent claims must not include any expenses incurred prior to the date the last claim was submitted.

Claims for fees and expenses must be made on local form [MMC-131 Claim Form](#) and must include a copy of the court order appointing the claimant and awarding fees, as well as a detailed accounting of all claimed fees and expenses. Claim forms and attachments must be submitted to the Accounting Department, which will submit the claim to a judge to review and authorize the claim. Once approved, the claim will be processed by the court or the County of Mendocino.

- c. **Claims Requirements.** All claims must contain a detailed statement of services rendered. Time must be billed in increments of 1/10 hour. Each claim must clearly identify the work performed and the name of the person who performed it.

The following types of services must be separately identified:

- Travel time.
- Time spent interviewing witnesses, defendants, or parties.

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- Time spent in conference with attorneys, other experts, or defendants.
- Time spent reviewing reports or other documents.
- Time spent in measuring, diagramming, or photographing scenes, locations, persons, and objects.
- Time spent researching public records or in obtaining documents or other information.

~~Travel time will not be compensated unless the travel exceeds 50 miles round trip.~~

Mileage reimbursement will be based on the current mileage rate used by the Judicial Council of California. Mileage claims must be supported by MapQuest or other similar mapping program documentation.

- d. **Requests for Extraordinary Costs.** In no event will the court grant extraordinary fees or expenses not reasonably justified by the nature of the case, as supported by written declaration. The declaration must specify the nature and purpose of the proposed services and contain an estimate of the fees and expenses involved. Unusual or extraordinary requests must be justified in detail.

The court will NOT authorize payment without specific prior approval for:

- Clerical work
- Courtroom observation
- Travel costs (e.g. meals, lodging, airfare, travel time)
- Copies of discovery or motions
- Other unusual services

- e. **Claims Confidentiality.** Claimant billings will be treated as confidential in all criminal and juvenile cases.
- f. **Disclosure of Other Compensation for Services on Court Appointed Cases.** A claimant must disclose fully, in writing, any payment or other compensation received from any source other than the court for services rendered in connection with any case in which the claimant has been appointed.

(Effective 7/1/19; renumbered & amended 1/1/20; renumbered 1/1/21; renumbered 7/1/21; renumbered 1/5/22; amended 1/1/23; renumbered & amended 7/1/23)

Media

1.331.36 Media Coverage

No filming, photography or electronic recording is permitted in the courthouses unless expressly authorized by the court or consistent with California Rules of Court rule 1.150 and these local rules.

(Effective 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 1/1/21; renumbered 7/1/21; renumbered 1/5/22; renumbered 7/1/23)

1.341.37 Requests for Photography, Videotaping or Audio Recording

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Requests for any type of video, still photography or audio coverage, including pool cameras, in a courtroom for a specific court proceeding must be made in compliance with California Rules of Court rule 1.150(e)(1). Requests must be submitted on Judicial Council form [MC-500 Media Request to Photograph, Record, or Broadcast](#) and accompanied by the MC-510 [Order on Media Request to Permit Coverage](#) to Court Administration in Room 303 at the Ukiah courthouse or via email to court.administration@mendocino.courts.ca.gov.

*(Effective 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 1/1/21; renumbered & amended 7/1/21; renumbered 1/5/22; amended 1/1/23; **renumbered 7/1/23**)*

1.351.38 Use of Handheld Electronic Devices, Photography, Videotaping and Audio Recording Devices

The following limitations apply to the use of handheld electronic devices, photography, videotaping, or audio recording, unless an exception is expressly permitted by written judicial order or as permitted by local rule 1.34:

- a. Videotaping, photographing, or electronic recording by the media and/or the public is not permitted in any part of the courthouse, including but not limited to, lobby areas, halls, stairs, elevators, clerks' windows, or meeting rooms.
- b. Video equipment, photography equipment, and electronic recording devices must be turned off while transporting them in any area of the court.
- c. All audible electronic devices must be turned off when they are in the courtrooms.
- d. Any photography of the interior of a courtroom through the glass door windows or from the doorway of a courtroom is prohibited, even if an exception is granted for courthouse areas outside the courtroom.
- e. When audio and/or video recording is not permitted by a judicial officer, electronic recording devices may be taken into the courtroom only if they are turned off and remain inside an enclosed case.
- f. Attorneys, parties, experts, and witnesses involved in a proceeding may use their electronic devices to perform court related functions (e.g. legal research) while in the courtroom.

*(Effective 1/1/19; renumbered & amended 7/1/19; renumbered & amended 1/1/20; renumbered 1/1/21; renumbered & amended 7/1/21; renumbered 1/5/22; **renumbered 7/1/23**)*

1.361.39 Prohibited Coverage

In accordance with California Rule of Court rule 1.150(e)(6) and these local rules, the media and public are prohibited from audio or video recording and photography of any of the following:

- a. A proceeding closed to the public (i.e. juvenile cases).
- b. Jurors or spectators.

- c. Jury selection.
- d. Conferences between an attorney and client/witness, interpreter, and party/witness.
- e. Conferences between attorneys.
- f. Conferences between counsel and a judicial officer at the bench (“sidebars”).
- g. Proceedings held in chambers.

(Effective 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 1/1/21; renumbered 7/1/21; renumbered 1/5/22; renumbered 7/1/23)

1.371.40 Areas in Court Facilities Where Media Activities are Authorized

Photos, news conferences, and on-camera statements to members of the media or the public are allowed only in areas specified for that purpose. Requests for media photos and interviews must be made to the presiding judge.

The media must not impede access to the courthouse for court staff, visitors, and other members of the public.

(Effective 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 1/1/21; renumbered 7/1/21; renumbered 1/5/22; renumbered 7/1/23)

1.381.41 Ceremonial Events

Unless the court orders otherwise, these rules do not prohibit photography or recording of ceremonial events held by the court, a governmental agency or bar association; mock trial competitions; weddings; adoptions; or other events held in a courtroom when court is not in session.

(Effective 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 1/1/21; renumbered 7/1/21; renumbered 1/5/22; renumbered 7/1/23)

1.391.42 Body Worn Cameras

Law enforcement officers with body worn cameras will not activate the recording functions of the camera in the courthouse unless they are involved in a law enforcement incident that may result in an arrest.

(Effective 1/1/19; renumbered & amended 7/1/19; renumbered 1/1/20; renumbered 1/1/21; renumbered 7/1/21; renumbered 1/5/22; renumbered 7/1/23)

Court Security

1.401.43 Court Security

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- a. The courthouses in Ukiah and Fort Bragg require perimeter screening before entering either facility. Upon entering these facilities, all members of the public, attorneys, court staff, county staff, and off-duty peace officers will be subject to search using a walk-through metal detector, x-ray screening of all non-food items, and visual inspection of food containers. At the direction of court security personnel, persons entering the facility may be required to submit to additional metal detection scanning with a handheld device.
- b. Court employee work areas are restricted to court personnel and judicial officers. County employees who may be delivering mail or performing other services, and vendors performing services authorized by the court will be permitted into these restricted areas.

County employees whose duty stations are located in the courthouse facility must adhere to these court security rules and may not possess weapons or dangerous items or materials in any court facility except as specified below.

- c. On duty peace officers, including probation officers, either in uniform or, if not in uniform, presenting picture identification to security staff, who are attending law enforcement business at the courthouse facility, may be admitted without being searched. Security personnel may verify the identity of any officer by requesting proper identification. If the identity of an officer cannot be verified through identification carried by the officer or through reasonable efforts by security personnel, this exemption will not apply.

Area tribal police officers may enter the courthouse carrying their duty weapons if they are in uniform, on duty, and are able to present a valid police department identification card.

Peace officers, including probation officers and tribal police officers, appearing on personal matters may not bring weapons into any court facility pursuant to Penal Code § 171(b)(2)(B).

- d. Weapons or dangerous items or materials cannot be brought into a courthouse facility, unless in the possession of an on-duty peace officer as described in (c) above. Weapons or dangerous materials will be authorized to enter the courthouse when they are to be used as evidence in court, are properly secured to prevent accidental discharge or release, and are being delivered to court by someone authorized by state law to do so.

Weapons, dangerous items, or materials include:

1. Items prohibited by Penal Code § 171b, including firearms, knives, tear gas weapons, laser or stun guns, instruments that expel metallic projectiles, spot markers, and paint guns.
2. Items prohibited by Penal Code § 1202, including undetectable and disguised firearms, metal knuckles, hand grenades, clubs, and blackjacks.
3. Any explosive or incendiary device, or any toxic, radioactive, or flammable material.

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4. Any item that could be used to stab, cut or to commit mayhem, such as pointed scissors, letter openers, pocketknives, glass bottles, screwdrivers, awls, saw blades, and stakes.
5. Any item which could be used as a club, such as a hammer.

The following items are excluded from the definition of weapons or dangerous items or materials.

1. Food, beverages, and non-sharp utensils carried into a court facility by court or county employees assigned to work within the courthouse facility, or by jurors displaying valid juror identification.
 2. Tools and flammable materials required for authorized facility maintenance or construction that are in approved containers and are being transported by someone authorized to do so within the facility.
- e. Tampering with security equipment or attempting to bypass the security screening is a violation of this local rule and punishable through contempt proceedings.

(Effective 1/1/20; renumbered 1/1/21; renumbered 7/1/21; renumbered 1/5/22; amended 1/1/23; renumbered 7/1/23)

Chapter 2: Civil Court Rules

2.1 Case Management Conferences

Case Management Conferences will be conducted for unlimited civil matters in accordance with California Rules of Court rule 3.722 – 3.730. The court does not conduct Case Management Conferences for limited civil matters until the complaint has been answered.

All new complaints or other initial pleadings filed in an unlimited civil matter and submitted pursuant to local rule 1.7 must include local form [MCV-101 Notice of Case Management Conference](#) with the case name and number completed. The clerk will set a case management conference date and return the form to the e-filer. For new filings submitted by any non-e-filing means, the clerk will prepare and deliver local form [MCV-101 Notice of Case Management Conference](#) to the filing party at the time that the complaint or other initial pleading is filed. The party filing the initial pleading must serve a copy of the completed Notice of Case Management Conference on all parties named in the pleading, together with the summons, complaint, or other initial pleading.

The clerk will serve notice of a scheduled Case Management Conference for a limited civil matter on all parties when the complaint or other initial pleading has been answered.

(Effective 1/1/13; renumbered 1/1/19; amended 1/1/21; amended 1/1/22; amended 1/1/23)

2.2 Continuances

- a. Parties may continue a civil hearing or trial date to a date approved by the clerk one (1) time by stipulation and payment of applicable fees.
- b. Additional continuances may be obtained by written stipulation of the parties with approval of the court. Parties must submit a fully executed stipulation and proposed order demonstrating good cause for the continuance before the scheduled hearing/trial date.
- c. A party who announces in open court that a law and motion hearing has been continued by stipulation must file and serve written notice on all parties of the continued hearing date.
- d. A party seeking a continuance of any motion or trial without a stipulation of the parties must do so by noticed motion, *ex parte* application, or oral motion in open court showing good cause for the continuance.
- e. For proceedings in which any party has requested a court interpreter, the party seeking the continuance shall give five (5) business days' notice prior to the date of the proceeding and serve such notice on the court and opposing party. Upon receipt of such notice and within three (3) business days prior to the date of the proceeding, the party requesting the interpreter must comply with the interpreter cancellation notification process specified in local rule 1.24(b).

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(Effective 1/1/99; amended 1/1/03; amended 7/1/08; amended 7/1/12; renumbered & amended 1/1/13; renumbered 1/1/19; amended 1/1/21; amended 7/1/22)

2.3 The Pretrial Conference

- a. A pretrial conference may be held in any long cause matter on the civil active list whether scheduled for jury trial or court trial. The pretrial conference must be attended by counsel who will try the case and all unrepresented parties.
- b. **Pretrial Statement Required**
 1. Pursuant to the order setting the action for pretrial conference, counsel must file a Joint Pretrial Statement or separate Pretrial Statement no less than five (5) business days before the scheduled pretrial conference. Pretrial statements will not exceed 10 pages.
 2. Counsel and unrepresented parties must meet in good faith to prepare the pretrial statement(s) to narrow down the legal and factual issues which the court will have to try, arrive at stipulations, and attempt settlement of the action at least 15 days prior to the pretrial conference.
 3. **Form and Contents of Pretrial Statement.** The pretrial statement must include the name of the parties submitting the statement, set forth the nature of the action, and include the following items in the following order:
 - a. **Jurisdiction and Venue:** List of jurisdiction or venue disputes including the supporting legal and factual issues.
 - b. **Substance of the Action:** Description of the claims, defenses, and issues to be decided in impartial and non-argumentative language suitable for reading to the jury at trial.
 - c. **Undisputed Facts:** Statement of the agreed upon undisputed facts to be incorporated into the trial record without supporting testimony and exhibits.
 - d. **Disputed Facts:** Statement of all disputed factual issues.
 - e. **Disputed Evidence:** Summary of anticipated disputes concerning admissibility of evidence.
 - f. **Relief Sought:** Statement of the relief claimed, including an itemization of monetary damages sought.
 - g. **Abandoned Issues:** Statement of abandoned issues raised in the original pleadings (i.e. causes of action, affirmative defenses).
 - h. **Previous Motions:** List of all filed motions in the proceeding and the disposition of each.

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- i. **Witnesses:** List of all witnesses likely to be called at trial, in person or by deposition, with a description of the substance of the testimony to be given after each name. Impeachment or rebuttal witnesses are excluded from this list.
- j. **Exhibits, Schedules, and Summaries:** List of all documents and items to be offered as exhibits at trial including a description of its substance, purpose, and identity of the sponsoring witness after each exhibit. Only listed exhibits will be permitted at trial except as otherwise provided in the pretrial order. Impeachment or rebuttal exhibits are excluded from this list.
- k. **Discovery Documents:** List of all answers to interrogatories and responses to requests for admission that are to be offered at trial.
- l. **Discovery or Motions:** Requests for additional discovery or pretrial motions.
- m. **Stipulations:** List of stipulations requested or offered for pretrial or trial purposes.
- n. **Amendments and Dismissals:** List of amended pleadings, dismissals, additions or substitutions of parties, or dispositions as to defaulting parties.
- o. **Settlement:** A statement summarizing the status of settlement negotiations indicating whether further negotiations or settlement conferences might be productive.
- p. **Agreed Statement:** Indication if an agreed upon statement of facts, in whole or in part, is feasible and desired.
- q. **Bifurcation, Separate Trial of Issues:** Statement of whether bifurcation or a separate trial of specific issues is feasible and desired.
- r. **Appointment and Limitation of Experts:** Indication if an impartial expert witness appointed by the court is required and whether limitation of expert witnesses is feasible and desired.
- s. **Estimate of Trial Time:** Estimate of the number of court days expected for the presentation of each party's case. Counsel are expected to reduce the time required for trial by all feasible means, including stipulation, agreed statement of facts, expedited means of presenting testimony and exhibits, and avoidance of cumulative proof.
- t. **Attorney's Fees:** List of attorney's fees requested, the legal and factual basis for the request, and the time and manner for the fees to be ascertained.

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- u. **Miscellaneous:** Any other comments, suggestions, or information that might aid in the determination of the action.

- c. **Additional Requirements for Pretrial Conference.** Unless otherwise ordered, parties must file with the court and serve on opposing parties' copies of the following:
 - 1. **Trial Briefs.** On or before the date of the pretrial conference. No later than the Friday before trial in the event that no pretrial conference is scheduled.
 - 2. **Motions in Limine Pursuant to Local Rule 2.4(a).** No less than five (5) business days before the pretrial conference.
 - 3. **Jury Voir Dire Questions Pursuant to California Rules of Court rule 3.1549.** No less than five (5) business days before the pretrial conference.
 - 4. **Proposed Jury Instructions Pursuant to California Rules of Court rules 2.1055 and 2.1058.** No less than five (5) business days before the pretrial conference.
 - 5. **Proposed General or Special Verdict Forms.** No less than five (5) business days before the pretrial conference.
 - 6. **List of Exhibits Pursuant to Local Rule 2.5.** On or before the date of the pretrial conference

(Effective 1/1/13; renumbered 1/1/19; amended 1/2/21)

2.4 Motions

- a. **Motions in Limine:** Unless otherwise ordered, each party must file and serve all motions in limine on significant disputed issues of law and foreseeable procedural or evidentiary issues no less than five (5) business days before the date of the pretrial conference. Written opposition to a motion in limine, if any, must be filed and served at least one (1) business day prior to the pretrial conference. Counsel and self-represented litigants must be prepared to argue motions in limine at the pretrial conference.

- b. **Meet and Confer prior to Filing Motion.** Prior to filing any motion, the moving party must make a reasonable, good faith attempt to resolve the matter. A declaration of facts supporting the party's attempt to meet and confer or explaining why such an attempt would not be reasonable must be filed with the motion. If resolution is not possible, the moving party must attempt to coordinate a hearing date with the opposing party or parties.

- c. **Motions to Compel Entry of Judgment.** Motions to compel entry of judgment pursuant to Code of Civil Procedure § 664.6 will be heard in the department of the judge before whom the parties stipulated.

- d. **Reporting of Law & Motion Matters.** This court does not regularly provide for reporting of hearings in civil or probate matters. Any party who wishes to obtain an

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official verbatim transcript of a law and motion hearing must follow the procedure set forth in local rule 1.20.

(Effective 1/1/21; amended 7/1/22)

2.5 Exhibits

- a. **Meet and Confer re Trial Exhibits:** Before the Pretrial Conference, parties must meet and discuss documentary evidence, including any deposition excerpts, discovery responses, summaries, charts, or other physical evidence each party may offer at trial. The parties must attempt to resolve any objections that may arise. Any unresolved evidentiary issues must be brought to the court's attention at the pretrial conference.
- b. **Pre-Marking Exhibits for use at Trial:** Parties are encouraged to pre-mark exhibits for use at trial. The clerk will be available to pre-mark exhibits at the pretrial conference and before court starts on each day of trial. Please do not ask the clerk to pre-mark exhibits while court is in session.
- c. **Exhibit List:** Each party will provide the clerk with a list of exhibits including a brief description of each item that the party expects to offer at trial.
- d. **Copies of Exhibits:** Parties must bring extra copies of documentary exhibits for opposing counsel and the court. To assist in keeping track of trial exhibits, parties may stipulate to show witnesses copies instead of marked trial exhibits.
- e. **Trial Binders:** Trial binders containing multiple exhibits will not be marked with evidence tags. Each exhibit must be separately marked for identification.
- f. **Post-Trial Return of Exhibits:** Unless otherwise ordered, all exhibits will be returned to the custody of the offering party at the conclusion of trial. Prior to exhibits being returned, parties may request that the clerk provide a certified copy of any exhibits at the requesting party's expense.

(Effective 1/1/13; renumbered 1/1/19; renumbered 1/1/20; renumbered & amended 1/1/21)

2.6 Tentative Rulings

- a. Tentative rulings are issued at the court's discretion.
- b. **Tentative Rulings available on the Court's Website.** Civil and probate tentative rulings for matters set on the law and motion calendar are issued no later than 3:00 p.m. the business day before the scheduled hearing. Tentative rulings are available on the court's website.
- c. **Oral Argument**
 1. The court may request oral argument in its tentative ruling and may specify the issues on which the court wants to hear argument.

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2. If not requested by the court, oral argument will be permitted only if a party notifies the court and all other parties by 4:00 p.m. the business day before the hearing of the party's intent to appear. Notification to the court should be sent via email to tr@mendocino.courts.ca.gov.
3. Oral argument will be heard each Friday on the law and motion calendar.
- d. The tentative ruling will become the ruling of the court if the court has not requested oral argument and notice of intent to appear has not been given. The prevailing party must prepare and submit a proposed order unless a proposed order consistent with the tentative decision has previously been lodged with the court.

(Effective 7/1/12; renumbered 1/1/13; amended 1/1/13; renumbered 1/1/19; renumbered & amended 1/1/21; renumbered & amended 7/1/21; amended 1/1/23)

2.7 Mandatory Settlement Conference

- a. **Settlement Conference Statement.** A detailed Settlement Conference Statement must be submitted pursuant to California Rules of Court rule 3.3180 (c).
- b. Parties claiming damages in a personal injury action must bring all reports and records of all examining doctors to the settlement conference. A list of all special damages claimed, with supporting evidence, must be available for examination by the settlement conference judge. The special damages for each plaintiff should be up to date, listed separately, totaled, and categorized as health care (including medical, hospital, ambulance, and drugs) and loss of earnings, if any. Opposing parties must bring copies of all reports and records of all examining doctors who examined the plaintiff, employed by them or their insurance carrier if any, for consideration by the settlement conference judge.
- c. All parties will organize, in advance, and bring to the conference such medical reports and records, any depositions (with relevant pages and lines pre-marked), photographs, books, records, diagrams, maps, bills, contracts, memoranda, and all other documents pertinent to settlement of the case for examination by the settlement conference judge.
- d. All parties will set forth the date, amount, and terms of the highest offer and the lowest demand by each party, as well as the insurance coverage limits available to each party defendant or plaintiff.
- e. All parties must ascertain whether there are claims or liens which may affect a settlement. A written request to attend the settlement conference must be sent to such claimants, lienholders or their representatives and a copy of the request must be brought to the settlement conference.
- f. **Duties of Party at Conference.** All parties attending a mandatory settlement conference must be thoroughly familiar with the relevant evidence available to him/her pertaining to all issues and be prepared to discuss all aspects of the case. Additionally, the attorney for each party requesting a jury trial in a case where the right is not guaranteed by law or in a case in which special verdicts or findings of the jury will be required, must present any

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special verdict form or interrogatories which will be required for the resolution of the case by the jury.

- g. Appearance at Mandatory Settlement Conference.** All persons whose consent is required to settle a case, including but not limited to named parties, corporate officer(s) or insurance representatives, must personally attend the mandatory settlement conference unless excused by the court.

1. **Remote Appearance.** Any party who wishes to appear via ~~video or~~ telephone contact the settlement conference official to arrange the telephonic appearance. Video appearances at mandatory settlement conferences is not allowed—must follow the procedures set forth in local rule 1.9 and 1.11.
2. The court, in its discretion, may require the personal attendance of a party at the mandatory settlement conference even if travel more than 150 miles is required.

(Effective 1/1/21; renumbered & amended 7/1/21; amended 7/1/22; amended 7/1/23)

2.8 Attorney as Witness in Jury Trial

An attorney testifying on the merits of the case as a witness on behalf of his client will not argue the case to the jury unless by permission of the court.

(Effective 1/1/13; renumbered 1/1/19; renumbered 1/1/20; renumbered 1/1/21; renumbered 7/1/21)

2.9 Submission and Lodging of Administrative Records

In all matters in which an Administrative Record is lodged with the court, the record must be submitted on a USB flash drive. The USB flash drive must be clearly labeled “ADMINISTRATIVE RECORD” and must include the case name, case number, and the name of the party submitting the record.

Once submitted, the clerk will indicate the date the record was lodged on the label of the USB flash drive, enter the lodging of the record in the court’s case management system, and store the USB flash drive until after the termination of all required appeal periods.

(Effective 1/1/23)

Chapter 4: Family Court Rules

4.1 Scope

Family law matters include all matters related to the Family Law Act, Uniform Parentage Act, the Domestic Violence Prevention Act, the Uniform Child Custody Jurisdiction Act, and the Domestic Partnership Act.

Guardianship proceedings under the Probate Code will be treated as Family Law matters subject to the rules set forth in this chapter.

Title IV-D actions heard by the Child Support Commissioner will be treated as Family Law matters subject to the rules set forth in this chapter.

(Effective 1/1/17; renumbered 1/1/19)

4.2 Family Law Facilitator Complaint Procedure

Members of the public who are dissatisfied with services provided by the Family Law Facilitator may submit a complaint to the Court Executive Officer. All complaints must be in writing using local form [MFL-270 Client Complaint Form](#) and submitted to the Court Executive Officer at 100 North State Street, Room 303, Ukiah, CA 95482. Complaints may be hand delivered, mailed, or emailed to court.administration@mendocino.courts.ca.gov. The Court Executive Officer or designee will investigate such complaints and respond in writing to the complainant.

(Effective 7/1/19; amended 7/1/21; amended 1/1/22; renumbered & amended 1/1/23)

4.3 Family Law Facilitator Disqualification Procedure

As required by California Rules of Court rule 5.430(f), the family law facilitator must disqualify themselves from assisting parties if they deem that they are biased against one (1) or more parties in a family law matter. The court will contact neighboring courts to seek assistance of a family law facilitator on behalf of the parties.

(Effective 7/1/19; amended 1/1/22; renumbered & amended 1/1/23)

4.4 Family Law Case Management

The court will actively manage dissolution, legal separation, nullity, and parentage cases to reduce unnecessary delay and expense, encourage reasonable preparation, and facilitate early settlement.

- a. **Scheduling of Family Law Case Management Conferences:** An initial Family Law Case Management Conference will be scheduled by the clerk within 180 days of the filing of a new petition for dissolution, legal separation, nullity, parentage, or custody and support. All new filings submitted pursuant to local rule 1.7 must include local form [MFL-250 Notice of Family Law Case Management Conference](#) with the case name and case number completed. The clerk will set a case management hearing date and return the form to the e-filer. For new filings submitted by any non-e-filing means, the clerk

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will prepare and deliver local form [MFL-250 Notice of Family Law Case Management Conference](#) to the filing party when the petition is filed.

- b. **Petitioner Must Promptly Serve Notice of Family Law Case Management Conference:** A copy of the Notice of Family Law Case Management Conference must be served on the responding party, together with the summons and petition, and proof of service must be promptly filed with the court. The summons, petition, and notice of case management conference should be served within 60 days of case initiation (California Rules of Court rule 5.83(c)(4)(A)).
- c. **Family Law Case Status Reports:** Each party must file and serve local form [MFL-251 Family Law Case Status Report](#) at least five (5) business days prior to the Family Law Case Management Conference.
- d. **Appearance at Family Law Case Management Conference:** Either the party or, if represented, the party's attorney, should appear at the Family Law Case Management Conference. At each conference, the court will review the status of the case, discovery issues, settlement options, alternative dispute resolution, and unresolved issues. The court may make any orders at the Family Law Case Management Conference which it deems necessary, consistent with Family Code §§ 2450-2451 or 2032(d).

(Effective 1/1/17; renumbered 1/1/19; renumbered & amended 7/1/19; amended 7/1/21; amended 1/1/22; renumbered & amended 1/1/23)

4.5 Requests for Orders

- a. **Calendaring Request for Orders for Hearing:** Request for Orders regarding custody and visitation of children, child support, spousal support, property control, and other issues will initially be calendared for hearing on the law and motion calendar. Matters heard on the law and motion calendar will be limited to a maximum of 30 minutes. If the parties or counsel believe that the matter will exceed 30 minutes, the matter may be continued by stipulation for an evidentiary hearing or may remain on the law and motion calendar for the purpose of setting and/or requesting temporary orders prior to the evidentiary hearing.
- b. **Meet and Confer Requirement:** Prior to the hearing on any Request for Order, the parties and, if represented, the parties' counsel, must meet and confer in a good faith effort to resolve all issues. All relevant documents must be exchanged prior to or at the meet and confer session in the absence of good cause to the contrary. A failure to meet and confer may result in the matter being dropped from the calendar or continued to allow the parties to meet and confer. Failure to meet and confer in good faith will be considered by the court in connection with any request for award of attorney's fees or sanctions pursuant to Family Code § 271.
- c. **Unservd Request for Order:** If a Request for Order has not been timely served, the moving party must submit a completed Judicial Council form [FL-306 Request to Continue Hearing \(and Extend Temporary Emergency \(Ex Parte\) Orders\)](#). The court will not hear a Request for Order unless 1) a proof of service demonstrating timely service has been filed by the moving party; or 2) the opposing party personally appears and waives

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any defect in service on the record in open court. Even when the opposing party appears, however, the court will not hear a Request for Order unless a valid proof of service of summons and petition has been filed.

d. Evidence Required for Hearings Involving Financial Issues

1. **Income and Expense Declaration:** A current Judicial Council form [FL-150 Income and Expense Declaration](#) must be filed with both the moving and responsive papers for any hearing involving financial issues, including support and attorney fees and costs. An Income and Expense Declaration is current if it has been completed within three months of the hearing and providing no facts have changed. Supplemental, updated, or responsive Income and Expense Declarations must be served at least five (5) business days before the hearing. All portions of the form must be completed. Insertion of the word “unknown” does not constitute compliance with this rule. The gross income of all persons living with the party must be provided on the Income and Expense Declaration. All cash, funds on deposit, stocks, bonds, and other easily sold assets must be fully disclosed.

To verify current income, parties must serve copies of the following documents with their Income and Expense Declaration if they are not otherwise required to be attached to the Income and Expense Declaration. Documents that are required by this rule to be served with the Income and Expense Declaration may be lodged with the court at the time of the hearing.

- a. **For salaried employees:** The prior calendar year W-2 and all pay stubs for the last two (2) months showing all forms of year-to-date earned income.
- b. **For self-employed individuals, including independent contractors:** A schedule reflecting all compensation received year-to-date and the last two (2) filed IRS 1040 Schedule C or C-EZ; profit-and-loss statements and balance sheets for the two (2) prior calendar years and the current year-to-date.
- c. **For employees who are shareholders in a closely held corporation:** The prior calendar year W-2; all pay stubs for the last two (2) months showing all forms of year-to-date income; all IRS K-1s for two (2) prior years; the last filed IRS Schedule E (Part II); profit and loss statements and balance sheets for the two (2) prior calendar years and the current year-to-date.
- d. **For partnership income:** A schedule reflecting all compensation received year-to-date, all IRS K-1s for the two (2) prior years; the last filed IRS Schedule E (Part II); profit and loss statements and the balance sheets for the two (2) prior calendar years and the current year-to-date.

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- e. **For rental income:** The last filed IRS Schedule E (Part I); summaries of all rental receipts, deposits, disbursements, and expenses for the prior calendar year and for all periods year-to-date.
 - f. **For dividend income, interest income, trust income, or other earned income:** The prior calendar year IRS 1099s; the last filed IRS Schedule B; an itemized summary of all funds on deposit, shares of stock, bonds, or other income-producing assets owned, and the rate of return currently being paid thereon; and any income derived there from during the prior calendar year, and year-to-date.
2. **Disclosure of Income Tax Returns:** Parties must bring a copy of their most recent federal tax return to the hearing. In addition, when child, family, or spousal support is requested, a party may require the opposing party to provide copies of both state and federal income tax returns pursuant to Family Code § 3552. A request for tax returns must be made no later than 10:00 a.m. five (5) business days before the hearing. Copies of the tax returns including all schedules, W-2s, 1099s, and K-1s must be provided to the requesting party or counsel the earlier of five (5) court days after the request or 10:00 a.m. two (2) business days before the hearing. Tax returns served pursuant to this rule must not be filed with the court except as provided in Family Code § 3552.
3. **Child and Temporary Spousal Support Guidelines:** The court uses the DissoMaster™ computer program to calculate guideline child support (except in Department of Child Support Services enforcement actions) and temporary spousal support. In calculating temporary spousal support, the court uses the “Santa Clara” formula as contained with the DissoMaster™ computer program.
4. **Deviations from Guideline Child Support or Temporary Spousal Support:** Unless otherwise allowed by the court, if a party contends that the amount of support as calculated under the guideline formula is inappropriate, that party must file a declaration stating the amount of support alleged to be proper and the factual and legal bases justifying a deviation from guideline support. In its discretion, for good cause shown, the court may deviate from the amount of guideline support resulting from the computer calculation.
5. **Request for Attorney Fees**
- a. **Attorney Declaration:** Any request for attorney fees or costs in excess of \$2,000 must be accompanied by a factual declaration completed by the attorney. The declaration must state the attorney’s hourly rate, the amount of fees due and payable, how fees requested were or will be spent, and identification of a source for payment of the fees. The declaration must also state such facts as may be relevant to the court’s determination of the reasonableness of the fees.
 - b. **Bifurcation Re: Fees and Costs:** Where counsel requests fees pursuant to Family Code § 271, the court will defer any decision until all other

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issues have been determined and will not receive an attorney's declaration relating thereto until commencing consideration of the attorney fee issue.

6. **Request for Expert Fees:** Any request for expert fees must be accompanied by a factual declaration completed by the expert. The declaration must state the expert's hourly rate, the scope of the expert's task, and an estimate of the number of hours required to complete the task.
7. **Request for Modification of Prior Support Orders:** The supporting declaration submitted in support of any request for modification of a prior child or spousal support order must include specific facts demonstrating a change of circumstances.

e. Continuances

1. **Stipulated Continuances:** After the Request for Order has been served, three (3) continuances (not counting continuances necessitated by the court due to overbookings for mediation or the lack of an interpreter) may be obtained by stipulation upon payment of the continuance fee.
2. **Continuances for Good Cause:** Other than as allowed in paragraph (e)(1), continuances must be obtained by appearance and order of the court upon good cause shown. Continuances of "special set" matters are discouraged. If the matter has settled, the parties must either appear in court and announce the settlement on the record or provide the court with a written settlement agreement or stipulation at, or prior to, the hearing. In the absence of a settlement or good cause shown, a "special set" matter generally will not be continued but will be dropped from calendar without prejudice.

f. Hearings on Request for Orders

1. **Personal or Remote Appearance Required:** A party, or his or her attorney, must appear personally or remotely at the hearing on a Request for Order. Any party who wishes to appear remotely must follow the procedures set forth in local rule 1.9 and 1.11.
2. **Late Appearance:** If for any reason an attorney or party is unable to be present at the time the matter is called for hearing, he or she must immediately notify the clerk and the opposing party, by telephone, of the reasons for and the extent of the delay.
3. **Failure to Appear:** Failure of the moving party, or his or her attorney, to appear without notice to the responding party will in most cases result in the matter being dropped from the calendar. However, if a party who has filed a response to a Request for Order re custody and visitation appears and asks to go forward, the court may either continue the matter and award attorney's fees to the responding party or may enter an order on the pleading and testimony of the responding party. If the responding party fails to appear without notice to the moving party,

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the court will either continue the matter and award attorney's fees or may enter an order on the pleadings and testimony of the moving party.

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4.6 Ex Parte/Emergency Family Law Orders

- a. Information concerning general procedures for filing *ex parte*/Emergency Order applications can be found in local rule 1.13.

- b. **Ex Parte/Emergency Orders Disfavored Except Upon Strong Showing of Potential Harm.** It is the policy of this court not to grant *ex parte*/emergency orders on the following subjects without a very strong factual showing of grave danger, emergency, or severe detriment to a party or a child prior to the time the issues can be properly set for a noticed hearing with the parties present and afforded an opportunity to be heard:
 - 1. Establishing or modifying child custody and visitation orders
 - 2. Temporary use or possession of personal property
 - 3. Temporary financial orders, including but not limited to temporary spousal support or child support
 - 4. Removal of one party from the family home

- c. **Declarations in Support of Ex Parte/Emergency Orders**
 - 1. All declarations must be based upon personal knowledge of the declarant. The court, in its discretion, may decide not to consider the merits of an unsubstantiated declaration which is based on hearsay, and which is not subject to any recognized hearsay exception in deciding whether or not to grant *ex parte*/emergency relief.
 - 2. All declarations in support of *ex parte*/emergency relief must specifically describe the dates of incidents, provide a detailed factual description of what happened, and identify the specific harm which has been threatened or actually caused. Conclusions, feelings, wishes, or fears will not support a request for *ex parte*/emergency relief.
 - 3. The court must have accurate, complete information before deciding whether to issue an *ex parte*/emergency order. Accordingly, parties and attorneys must fully disclose relevant facts in preparing declarations in support of *ex parte*/emergency orders. **YOU MUST DISCLOSE WHETHER THE REQUESTED EX PARTE/EMERGENCY ORDER WILL RESULT IN A CHANGE OF THE STATUS QUO.**

- d. **Notice to Opposing Party**

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1. Prior to review of an *ex parte* application for a court order, a declaration regarding notice must be completed and filed with the court clerk showing that the opposing party received notification of the request for *ex parte* orders as follows:
 - a. For an *ex parte* request for Domestic Violence Restraining Order, local form [MMC-121 Declaration re: Notice upon Ex Parte Application for Orders](#) must be filed.
 - b. For a request for temporary emergency court orders (TECO), Judicial Council form [FL-303 Declaration regarding Notice and Service of Request for Temporary Emergency \(Ex Parte\) Orders](#) must be filed.

(Effective 7/1/21; amended 7/1/22; renumbered & amended 1/1/23)

4.7 Supervised Visitation

If necessary to ensure the physical or emotional security of a child, the court may order that visitation between a parent and a child be supervised. Supervised visits may be conducted in person or remotely via telephone or video.

The court may also order a parent to use the services of a professional supervisor who charges a fee for their services. The court will allocate the cost of supervision between the parents at the time of referral for paid supervised visitation.

(Effective 7/1/21; renumbered 1/1/23)

4.8 Child Custody and Visitation

a. Mediation

1. **Participation in Mediation Generally Required:** In all proceedings involving a contested issue regarding custody or visitation of a child, the parties must attend mediation prior to a hearing or trial. Mediation sessions occur in a variety of ways: in-person, by telephone or video. Failure to attend a scheduled mediation without good cause may result in sanctions against the party who fails to attend. Sanctions may include, but are not limited to, monetary sanctions, denial of relief sought, dismissal of Request for Order, entry of substantive orders, or contempt.
2. **Appearance for Mediation.**
 - a. Complete and return local form [MFL-230 Family Mediation Intake Form](#) by fax, email, or days prior to the mediation session.
 - b. Follow the procedures set forth in local rule 1.9 and 1.11.
3. **Non-Recommendation of Confidential Mediation:** Mediation sessions are confidential. The mediator conducting a confidential mediation will not make a report or recommendation regarding the child except as follows:

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- a. **Child at Risk:** As a mandated reporter, the mediator will make a report to Child Welfare Services if the mediator believes that a child is at risk of abuse or neglect.
 - b. **Threats of Death or Bodily Injury:** The mediator is required to report threats of death or great bodily harm made to a party, any other person, or to the mediator.
 - c. **Minor's Attorney:** The mediator may request that the court consider appointing counsel to represent the child(ren).
 - d. **Child Custody Evaluator:** The mediator may request a child custody evaluator.
4. **Children May Not Participate in Mediation Without Prior Authorization:** A child who is of sufficient age to express a meaningful preference may participate in mediation with the consent of all parties and the prior authorization of the mediator. Parties must not bring a child to court with the expectation that the child will be allowed to participate in mediation prior to obtaining the consent of the other party and the mediator.
5. **Mediator May Not be a Witness:** The mediator may not be called as a witness at any court hearing regarding any matter discussed during confidential mediation.
6. **Parties Do Not Reach Agreement:** If the parties do not reach agreement on some or all of the issues presented, the mediator will schedule a court hearing date and notify the parties and their attorneys.
7. **Ex Parte Communication:** Except as provided in Family Code § 216, there must be no *ex parte* communication between the attorney for any party (including minor's counsel) and the mediator, except to schedule appointments. No attorney or party will provide the mediator with documents relevant to the case without first giving copies to the other parties or attorneys.
8. **Interpreters:** The court will attempt to obtain the services of a certified interpreter for mediation if such is required by one or more of the parties. If a certified interpreter is not available, a neutral person fluent in English and the party's native language may interpret for the party in mediation after signing a confidentiality agreement. In no case may a child of the parties serve as an interpreter.
9. **Mediation Complaints:** A party or attorney who wishes to lodge a complaint about a mediator must complete local form [MFL-270 Client Complaint Form](#) and deliver to the Court Executive Officer at the earliest opportunity. The Court Executive Officer or designee will investigate the complaint which will include consultation with the mediator. Within 30 days of receiving the complaint, the complainant will be informed in writing of the court's findings and decision, which will be final.

- b. **Co-Parenting Workshop:** In an action for dissolution of marriage or legal separation involving children, and in any action to determine parentage or for modification of custody and visitation, each parent is required to attend a Co-parenting Workshop.

A list of approved classes is available on the court website and from the mediator.

Parties should complete their Co-parenting Workshop as soon as practicable. If in-person classes are offered, parties will not participate in the same class.

Parties must submit a certificate of completion from the Co-parenting Workshop to the court. The completion or failure to complete the workshop will be considered by the court in any custody/visitation hearings.

c. **Appointment of Counsel for the Child**

1. **Generally:** Pursuant to Family Code § 3151, the court may appoint counsel to represent the best interests of the child.
2. **Compensation:** When the court appoints counsel to represent a child, counsel will receive a reasonable sum for compensation and expenses. Compensation and expenses will be determined by the court and paid by the parents in such proportion as the court deems just, or by the court pursuant to Family Code § 3153. Counsel must utilize the billing procedures set forth in local rule 1.25.
3. **Complaints:** A parent's complaint about court appointed counsel for a child must be made in writing to the family law judge. A copy of the complaint must be provided to all parties. The court will determine what action, if any, to take, including whether the complaint should be referred to the appropriate professional licensing board. The court will explain its decision in a written ruling or on the record in open court. If a child complains about his or her court-appointed attorney, the court may follow the procedures set forth above or hold a confidential hearing provided that a confidential verbatim transcript of said hearing is prepared.

d. **Child's Participation in Custody Proceedings**

1. **Court to Determine Nature of Child's Participation Prior to Custody Proceeding:** Pursuant to Family Code § 3042 and California Rules of Court rule 5.250, the court will determine whether participation in a custody proceeding is in a child's best interest and how the child's input will be received. Accordingly:
 - a. No party or attorney, including court-appointed counsel for a child, will bring a child to court with the expectation that the child will participate in a custody proceeding *unless* the court has previously entered an oral or written order authorizing the child's participation.

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- b. Parties, counsel, or a mediator who have information that a child wishes to address the court must inform the court and all other parties at the earliest opportunity.

3. Procedure for Obtaining Court Order Re Child's Participation in Custody Proceeding

- a. Parties or counsel may request a court order regarding a child's participation in a custody proceeding by any of the following methods:
 - i. If the child is at least 14 years of age:
 - a. The child or child's attorney may ask the judge orally in open court or in writing for an opportunity to address the court regarding custody and visitation issues. If the request is in writing and has not been served on all parties, the court must ensure that the written request is served on the parties or their attorney[s], and that the parties have an opportunity to respond before ruling on the child's request.
 - b. The parties may submit a stipulation signed by all parties or their attorney[s], including the child or child's counsel, setting forth the method by which the child will participate in the custody proceeding and requesting that the court adopt the stipulation as the court order. The court may set a hearing to determine if the stipulation is in the child's best interest.
 - ii. If the child is under 14 years of age:
 - a. The parties may submit a stipulation signed by all parties or their attorney[s], including the child's counsel, setting forth the method by which a child will participate in the custody proceeding and requesting that the court adopt the stipulation as the court order. The court may set a hearing to determine if the stipulation is in the child's best interest.
 - b. Parties or their counsel may file a noticed Request for Order or an *ex parte* application for a court order determining whether a child may participate in a custody proceeding and the method of such participation.
 - c. At the time a custody matter is set for a trial or an evidentiary hearing, parties or their counsel may make an oral motion requesting a child participate in the trial or evidentiary hearing. The court may take any of the following actions in response to the oral motion:

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1. After considering argument by all parties, issue an oral ruling on the motion,
 2. Continue the matter for hearing,
 3. Appoint counsel for the child and continue the matter for hearing, or
 4. Take such other steps as the court deems proper.
- b. A mediator who has information that a child wishes to address the court must promptly inform the court and all parties or their attorney[s] using any method reasonably calculated to provide such notice. Upon receiving such information from the mediator, the court may:
- i. set the matter for hearing,
 - ii. appoint counsel for the child, or
 - iii. take such other steps as the court deems proper.
4. **Evidentiary Issues**
- a. If the court decides that a child may be called as a witness in a custody proceeding, the court must rule upon the issues set forth in California Rules of Court rule 2.50(d)(3)-(6).
 - b. If the parties stipulate or the court orders that a child's input may be received by way of a child interview (California Rules of Court rule 2.50(d)(1)(E)), the stipulation and order will provide that the court may receive in evidence a written summary of the child interview or hear the testimony of the professional who conducted the child interview, including statements made by the child during the interview. All other objections to the written summary or testimony are preserved.

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4.9 Default or Uncontested Judgments

- a. **By Affidavit or Declaration:** To obtain a Judgment of Dissolution or Legal Separation by Declaration (non-appearance) pursuant to Family Code § 2336, the following completed forms must be submitted to the clerk:
 1. Declaration for Default or Uncontested Dissolution, signed by one of the parties. In the absence of an agreement between the parties, the relief sought in the declaration must agree with relief sought in the petition. If either party is receiving public assistance, that fact must be stated.
 2. Current Income and Expense Declaration if (1) support is to be ordered, (2) there are minor children and child support is not reserved, or (3) the marriage has existed for 10 years or more, unless parties have otherwise agreed in a Marital Settlement Agreement or stipulation.

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3. Request to Enter Default or Appearance, Stipulation and Waiver, whichever applies.
 4. Original and two (2) copies of Judgment.
 5. Original and two (2) copies of Notice of Entry of Judgment.
 6. Two (2) pre-addressed, stamped envelopes with proper postage for the parties, with the return address of Superior Court of California, County of Mendocino.
- b. **Acknowledgment of Receipt of Proof of Service:** No default will be entered without filing a Proof of Service of Summons with the clerk. Unless the court orders otherwise, a default will not be entered based on a Notice and Acknowledgment of Receipt signed by a person other than the party to whom it is directed.
- c. **Child Support, Spousal Support, or Attorney Fees Awards:** No award of child support, spousal support, or attorney fees will be granted unless there is either an attached written agreement between the parties settling those issues, or there is sufficient information on which the court may base an order, including a fully completed and executed Income and Expense Declaration (with information on both parties where available and a support calculation, if applicable. If either party is receiving public assistance, the signature of an attorney in the Department of Child Support Services consenting to the child support provision must be affixed to the judgment. The judgment must contain a provision for medical support pursuant to Family Code § 3750-3753.
- d. **Community and/or Separate Property and Debts:** No division of community property (assets or debts) or confirmation of separate property will be ordered unless there is either an attached written agreement between the parties settling those issues, or there is a completed Property Declaration attached to and served with the Request to Enter Default.
- e. **Custody and Visitation:** Where the judgment is taken by default and either supervised visitation or denial of visitation is requested, unless a written agreement of the parties concerning custody and visitation is submitted with the judgment, a factual declaration under penalty of perjury must be submitted with the judgment. The declaration must be mailed to the defaulting party with the Request to Enter Default, and proof of mailing must be filed with the court. The declaration must include the following:
1. **Where a party is seeking to deny visitation between the child and the defaulting party:** The specific reasons visitation should be denied; the date upon the last visitation between the child and the defaulting party occurred; and a statement that the whereabouts of the defaulting party is unknown, or, it known, the defaulting party's address.
 2. **Where a party is seeking supervised visitation between a child and the defaulting party:** The reasons such visitation should be supervised; when and where supervised visitation should occur; the name and address of the person or agency who/which will perform the supervision; and the method by which the supervisor is to be compensated.

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3. **Other information:** The date upon which the parties separated, the identity of the primary caretaker of the child during the last six (6) months, and the extent of contact between the child and the non-caretaker parent during that time.
- f. If the court, in its discretion, requires additional information in order to enter a default or uncontested judgment, the party or parties will be noticed of date and time to appear.

(Effective 1/1/17; renumbered 1/1/19; renumbered 7/1/19; renumbered 1/1/23)

4.10 Family Law Trials

- a. **Trial Setting:** At any time after a response to the petition has been filed, either party may request that a trial date be set by filing local form [MFL-143 Request for Trial – Family Law](#) or by orally requesting a trial date at any Family Law Case Management Conference.
- b. **Mandatory Settlement Conference:** All family law trials estimated to take more than one day will be set for a mandatory settlement conference with either a judicial officer or a family law attorney serving as a settlement conference official. Any other family law matter may be set for a mandatory settlement conference at the request of the parties or in the discretion of the court. Mandatory settlement conferences must be conducted in compliance with local rule 4.11.
- c. **Parties to Exchange Information and Trial Briefs Prior to Trial:** The parties must exchange evidentiary documents, motions in limine, trial briefs and other documents expected to be used at trial in accordance with the rules governing civil trials set forth in local rules 2.1 through 2.6.
- d. **Continuances:** Continuances of Family Law trials are governed by local rule 4.5(e).
- e. **Return of Exhibits:** All exhibits and other materials offered in evidence or otherwise presented at trials/hearings, including transcripts of depositions and administrative records, will be returned at the conclusion of the matter to the custody of the offering party, unless otherwise ordered.

The custodial party must sign for all exhibits and other materials from the court clerk and must maintain all exhibits and other materials in the same condition as received from the clerk until 60 days after a final judgment or dismissal of the entire case is entered.

(Effective 1/1/17; amended 7/1/18; renumbered & amended 1/1/19; renumbered & amended 7/1/19; amended 1/1/20; amended 7/1/21; renumbered & amended 1/1/23)

4.11 Mandatory Settlement Conferences

- a. ~~**Discovery:** Discovery must be completed no later than five (5) business days prior to the settlement conference, except upon order of the court for good cause shown.~~

~~b.~~a. **Settlement Conference Statements**

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1. **Time for Lodging and Service.** At least five (5) calendar days before the settlement conference, each party must prepare, lodge with the court, and service on the other party, a Settlement Conference Statement as set forth below. If service is by mail, an additional five (5) calendar days' notice is required.

2. **Contents**
 - a. **Income and Expenses:** In all cases where support or attorney fees is in issue, a current Judicial Council Income and Expense Declaration must be prepared, signed, and dated. In addition, all income and other financial information as required by local rule 4.5(d) must be attached.

 - b. **Assets and Liabilities:** In all cases where property issues (characterization, division, and/or valuation) are unresolved, each party must prepare a comprehensive inventory of all assets (real and personal) and liabilities claimed by the community property and/or community debt. This inventory can either be typed on applicable Judicial Council forms or may be prepared in any form which contains substantially the same information as set forth on the Judicial Council forms.

The parties must attach to their Settlement Conference Statements copies of the completed inventory assets and liabilities forms indicating their claim to values and proposal for division of property.

In all cases where the characterization of real or personal property of the parties (whether community or separate) or reimbursement for contributions to the community from a separate property source is in issue, the parties must set forth all of the facts upon which their claims are based and cite appropriate legal authorities for each of those claims.

- c. **Contentions about Child and Spousal Support:** Both parties must specify their contentions as to the amount of child support and amount and duration of spousal support. Include calculations showing guideline child support. If any child is a recipient of public assistance, and the Department of Child Support Services is the assignee of the support, the statement must show that the Department of Child Support Services has been notified of the time and date of the Settlement Conference and has been provided copies of all pertinent, current financial documents (*i.e.* Income and Expense Declarations, support calculations, etc.).

- d. **Contentions about Attorney Fees, Accountant Fees, Expert Fees, and Costs:** Both parties must include in their statement their position regarding requests for attorney and accountant fees, other expert fees, and court costs. Where appropriate, such requests must be supported by adequate documentation.

(Effective 1/1/17; renumbered & amended 1/1/19; renumbered & amended 7/1/19; renumbered & amended 1/1/23; amended 7/1/23)

4.12 Transportation of Prisoners to Family Law Hearings

- a. Except as provided for by law, when the parental or marital rights of any inmate of the Mendocino County Jail are subject to adjudication, the inmate may request to be transported to court by submitting local form [MMC-122 Request to be Transported Pursuant to Penal Code § 2625](#).
- b. Persons incarcerated in State Prison, CRC, or the Division of Juvenile Justice, whose parental rights are subject to adjudication, may request to be transported to court by submitting a completed Judicial Council form [JV-450 Order for Prisoner's Appearance at Hearing Affecting Prisoner's Parental Rights](#).

(Effective 7/1/09; amended 1/1/10; amended 1/1/17; renumbered & amended 1/1/19; renumbered 7/1/19; renumbered & amended 1/1/23)

4.13 Petition for Temporary Legal Guardianship of a Child

Petitions for temporary legal guardianship of a child must be served upon the proposed ward, if age 12 or older, the parent or parents of the proposed ward, and any person having a valid visitation order with the proposed ward at least five (5) business days prior to the hearing.

(Effective 1/1/23)

Chapter 7: Traffic Court Rules

7.1 Traffic Filings

The traffic division of the clerk's office is responsible for all traffic and non-traffic infractions.

(Effective 1/1/99; renumbered 1/1/19)

7.2 Adjudication of Miscellaneous Infraction Matters

- a. Staff in the clerk's office have the authority to take the following actions, at the request of defendants charged with infraction violations, whether or not cases have been transferred to collections:
 1. Advise defendants of their right to plead not guilty and appear for trial without posting bail and grant bail waivers to defendants who plead not guilty and schedule appearances in contested traffic court
 2. Accept the posting and forfeiting of bail on infraction violations
 3. Allow defendants to convert previously ordered community service to fine/bail one time only
 4. Allow defendants to convert fines to community service and arrange to perform community service through Mendo-Lake Alternative Services (MLAS)
 5. In limited circumstances and if the defendant lives within California but outside of Mendocino County, upon payment of an administrative fee to MLAS, authorize a defendant to perform community service that is overseen by a community service agency in the county in which the work is to be performed
 6. Grant request for a ~~6090~~-day extension of time from the original due date on the citation or courtesy notice, whichever date is later, to pay or to provide proof of completion of community service, traffic violator school or correction of correctable offense(s)
 7. Accept requests to stay execution of court orders pending the outcome of infraction appeals
 8. For defendants who previously signed up for traffic violator school and upon payment of \$25 court costs, accept late completion of traffic violator school within 60 days of the date a conviction abstract was sent to the Department of Motor Vehicles (DMV)
 9. For defendants who did not previously sign up for traffic violator school and upon payment of traffic violator school fee and \$25 court costs, accept late completion of traffic violator school within 60 days of the date a conviction abstract was sent to the DMV

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10. Refer defendants for arraignment, upon request of defendants or their counsel
 11. Allow defendants to withdraw not guilty plea, enter a plea of guilty and vacate court trial
 12. Allow defendants to file declarations to request fine reductions, based on a defendant's ability to pay the bail, fines, fess, penalties, or other assessments, even after cases have been referred to collections
 13. For offenses designated as potentially eligible for correction or those offenses specified in Vehicle Code § 40303.5, grant an automatic reduction of the violation amount to \$25 and dismiss the charge if proof of correction is provided in a form authorized by the law
 14. For violations of Vehicle Code § 12500 or 12951, grant an automatic reduction of the charge amount to \$25 and dismiss the charge if proof of valid driver's license is provided
 15. For violations of Vehicle Code § 4000(a), grant an automatic reduction of the charge amount to \$25 and dismiss the charge if proof of current registration is provided
 16. For violations of Vehicle Code § 16028, grant an automatic reduction of the charge amount to \$25 and dismiss the charge if proof of current auto insurance or insurance at the time of the offense is provided
 17. For violations of Vehicle Code § 40610, grant an automatic reduction of the violation amount to \$25 and dismiss the charge if proof of correction of mechanical violations is provided
- b. The court will not authorize clerks to grant any of the following requests:
1. Reset contested court trial within 10 calendar days of the scheduled court hearing date
 2. Reset second or subsequent date for court trial
 3. Dismissal of charges following a period of "no further violations"
 4. Remand to county jail in lieu of payment of bail or fines and fees
 5. Accept proof of correction and give refund following bail forfeiture or payment in full of fines and fees
 6. Grant subsequent extension, following an initial ~~60~~90-day extension of time to pay or to provide proof of completion of community service or traffic violator school, or proof of correction of correctable offense(s)

Superior Court of California, County of Mendocino

7. Grant subsequent extension, following an extension granted by a judicial officer, of time to pay or to provide proof of completion of community service or traffic violator school or to provide proof of correction of correctable offense(s)
8. Submit an amended abstract to the DMV upon submission of a late traffic violator school certificate if submission is 61 days or greater from the date a conviction abstract was sent to the DMV
9. Grant traffic violator school or community service following a defendant's failure to appear for a contested traffic trial, where case has been sentenced in *absentia*
10. Grant out of state community service

(Effective 1/1/2020; amended 1/1/21; amended 1/1/23; amended 7/1/23)

7.3 Traffic Violator School

The court may accept a Certificate of Completion of Traffic Violator School to satisfy the requirements to submit a confidential conviction to the DMV to mask the reportable violation(s) from a traffic defendant's public driving record.

In addition to the eligibility criteria established pursuant to California Rules of Court rule 4.104, traffic violator school may be authorized by the clerk without further referral to a judicial officer if the defendant has not attended traffic violator school for an eligible violation that occurred fewer than 18 months prior to the current violation.

An administrative fee must be paid to the court prior to a defendant participating in traffic violator school.

(Effective 1/1/99; renumbered & amended 1/1/07; renumbered 1/1/10; amended 1/1/12; renumbered 1/1/19; amended 1/1/20; amended 7/1/23)

7.4 Trial by Written Declaration

The court adopts the trial by written declaration process defined in Vehicle Code § 40902. Defendants may plead not guilty and submit a completed Judicial Counsel form [TR-205 Request for Trial by Written Declaration](#) and any witness statements or other evidence with the full amount of the bail as shown on the defendant's courtesy notice at the time of filing. The court will subpoena the citing officer to submit an officer's statement. The court will rule on the evidence provided and will notify the defendant of the ruling by mail. If the charges are dismissed or if the defendant is found not guilty, the full amount of the bail will be promptly refunded by the court.

(Effective 7/1/12; renumbered 1/1/19; amended 1/1/20; amended 1/1/23)

UPDATED FORMS

ATTORNEY OR PARTY WITHOUT ATTORNEY <i>(Name, State Bar Number and Address)</i>		<i>For Court Use Only</i>
TELEPHONE NO.:	FAX NO. <i>(Optional)</i> :	
E-MAIL ADDRESS		
ATTORNEY FOR <i>(Name)</i> :		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO		
<input type="checkbox"/> UKIAH Courthouse 100 North State Street Ukiah, CA 95482	<input type="checkbox"/> TEN MILE Branch Court 700 South Franklin Street Fort Bragg, CA	
CASE NAME:		CASE NUMBER:
REQUEST FOR COURT REPORTER		

Date of Hearing:	
Time of Hearing:	
Location of Hearing:	
Party Requesting:	

Pursuant to local rule 1.4624(a) and California Rules of Court rule 2.956(b)(3), an Official Court Reporter is hereby requested for the above-referenced proceeding.

Pursuant to local rule 1.4624(b), I understand that it will be my responsibility to provide and to pay for the services of a private court reporter at this proceeding if the services of an official court reporter are not available. In the event a court reporter is not available, pursuant to local rule 1.4624(b), I further understand that I may request a continuance of the hearing or waive the request for court reporter.

Dated

Signature

Superior Court of California
County of Mendocino

JEANINE NADEL
Presiding Judge

KEITH FAULDER
Assistant Presiding Judge

KIM TURNER
Court Executive Officer

CERTIFICATE OF CLERK

Certification of Entire Case File for Transfer

Case ~~number~~Name: _____

Superior Court of California, County of Mendocino Case name: _____

The Superior Court of California, County of Mendocino, does not maintain a physical file of ~~court case~~ documents. All documents submitted to the Superior Court of California, County of Mendocino are scanned and electronically maintained.

I hereby certify that the following documents contained on the attached electronic media device (i.e. USB drive) constitutes the entirety of, ~~as attached and included in this transfer, were printed directly from the electronic record, and represent all submitted documents and pleadings and were uploaded to the electronic media device directly from the electronically maintained case as referenced above. filed into the above referenced matter. I further certify that said documents submitted per the transfer order dated _____ are true and correct copies of all of the original documents on file with the Superior Court of California, County of Mendocino.~~

Dated: _____

Kim Turner,
Clerk of the Court ~~and Court Executive Officer~~

By: _____
Deputy Clerk of the Court

<u>SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO</u>		<i>For Court Use Only</i>
<input type="checkbox"/> <u>UKIAH Courthouse</u> <u>100 North State Street</u> <u>Ukiah, CA 95482</u>	<input type="checkbox"/> <u>TEN MILE Branch Court</u> <u>700 South Franklin Street</u> <u>Fort Bragg, CA</u>	
<u>In the matter of:</u> _____ _____ DOB: _____ _____ a minor		
<u>Notice of Order for Transfer</u> <u>(Juvenile Dependency)</u>		<u>CASE NUMBER:</u> _____

TO: COURT CLERK:

You are hereby notified that the jurisdiction of the above-entitled minor(s) has been ordered transferred to the venue of the Juvenile Division of the Superior Court of California, in and for the County of _____.

You are further noticed that the above-entitled matter **has been set for hearing in the _____ County Superior Court on _____ at _____** re: Receipt of Transfer In and _____.

Pursuant to W&I § 752, CRC 5.610(h)(3), and Mendocino County Superior Court Local Rule 1.18, all documents comprising of the above-entitled case, including the *Juvenile Court Transfer-Out Order*, were uploaded to an electronic media device and sent to the _____ County Superior Court, Juvenile Dependency Division, via the U.S. Postal Service.

I declare, under penalty of perjury, that the forgoing is true and correct and that a copy of this notice was delivered by interoffice mail and/or U.S. Postal Service to the parties listed below:

Mendocino County Counsel – via e-mail to:

cocosupport@mendocinocounty.org and cococps attys@mendocinocounty.org

Mendocino County HHSA – via e-mail to fcslegal@mendocinocounty.org

_____, **Counsel for Minor** – via e-mail to _____

_____, **Counsel for Mother** – via e-mail to _____

_____, **Counsel for Father** – via e-mail to _____

Dated

Signature

ACKNOWLEDGEMENT OF RECEIPT OF TRANSFERRED CASE

Please complete this form and return it to:

Superior Court of California
County of Mendocino
Juvenile Division
100 North State Street, Room 107
Ukiah, CA 95482

<p><u>In the matter of:</u></p> <p>_____</p> <p>_____ DOB: _____</p> <p>_____ <u>a minor</u></p>	<p><i>For Use by Transferring Court</i></p>
<p><u>MENDOCINO COUNTY CASE NUMBER:</u></p> <p>_____</p>	

The Superior Court of California, County of _____ acknowledges receipt of the electronic media device containing all documents in the above-entitled case.

The matter has been assigned the following case number: _____

Dated: _____

Signed: _____

Print name: _____

<p><i>Seal of Receiving Court</i></p>

ACKNOWLEDGEMENT OF RECEIPT OF TRANSFERRED CASE

Please complete this form and return it to:

Superior Court of California
County of Mendocino
Juvenile Division
100 North State Street, Room 107
Ukiah, CA 95482

<p><u>In the matter of:</u></p> <p>_____</p> <p>_____ DOB: _____</p> <p>_____ <u>a minor</u></p>	<p><i>For Use by Transferring Court</i></p>
<p><u>MENDOCINO COUNTY CASE NUMBER:</u></p> <p>_____</p>	

The Superior Court of California, County of _____ acknowledges receipt of the electronic media device containing all documents in the above-entitled case.

The matter has been assigned the following case number: _____

Dated: _____

Signed: _____

Print name: _____

<p><i>Seal of Receiving Court</i></p>

ACKNOWLEDGEMENT OF RECEIPT OF TRANSFERRED CASE

Please complete this form and return it to:

Superior Court of California
County of Mendocino
Juvenile Division
100 North State Street, Room 107
Ukiah, CA 95482

<p><u>In the matter of:</u></p> <p>_____</p> <p>_____ DOB: _____</p> <p>_____ <u>a minor</u></p>	<p><i>For Use by Transferring Court</i></p>
<p><u>MENDOCINO COUNTY CASE NUMBER:</u></p> <p>_____</p>	

The Superior Court of California, County of _____ acknowledges receipt of the electronic media device containing all documents in the above-entitled case.

The matter has been assigned the following case number: _____

Dated: _____

Signed: _____

Print name: _____

<p><i>Seal of Receiving Court</i></p>

ACKNOWLEDGEMENT OF RECEIPT OF TRANSFERRED CASE

Please complete this form and return it to:

Superior Court of California
County of Mendocino
Juvenile Division
100 North State Street, Room 107
Ukiah, CA 95482

<p><u>In the matter of:</u></p> <p>_____</p> <p>_____ DOB: _____</p> <p>_____ <u>a minor</u></p>	<p><i>For Use by Transferring Court</i></p>
<p><u>MENDOCINO COUNTY CASE NUMBER:</u></p> <p>_____</p>	

The Superior Court of California, County of _____ acknowledges receipt of the electronic media device containing all documents in the above-entitled case.

The matter has been assigned the following case number: _____

Dated: _____

Signed: _____

Print name: _____

<p><i>Seal of Receiving Court</i></p>

<u>SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO</u>		<i>For Court Use Only</i>
<input type="checkbox"/> <u>UKIAH Courthouse</u> <u>100 North State Street</u> <u>Ukiah, CA 95482</u>	<input type="checkbox"/> <u>TEN MILE Branch Court</u> <u>700 South Franklin Street</u> <u>Fort Bragg, CA 95437</u>	
In the matter of: _____ DOB: _____ a minor		
<u>Notice of Transfer of Case</u>		<u>CASE NUMBER:</u> _____

TO: COURT CLERK:

You are hereby notified that the jurisdiction of the above-entitled minor(s) has been ordered transferred to the venue of the Superior Court of California, County of _____.

Pursuant to CCP § 399 and Mendocino County Superior Court Local Rule 1.18, all documents comprising of the above-entitled case, including the applicable order for transfer, were uploaded to an electronic media device and sent to the _____ County Superior Court, via the U.S. Postal Service.

I declare, under penalty of perjury, that the forgoing is true and correct and that a copy of this notice was delivered by interoffice mail and/or U.S. Postal Service to the parties listed below:

Plaintiff – address of Plaintiff/Petitioner

Respondent – address of Defendant/Respondent

Dated

Signature

ACKNOWLEDGEMENT OF RECEIPT OF TRANSFERRED CASE

Please complete this form and return it to:

Superior Court of California
County of Mendocino
Civil Division
100 North State Street, Room 107
Ukiah, CA 95482

<p><u>In the matter of:</u></p> <p>_____</p> <p>_____ DOB: _____</p> <p>_____ <u>a minor</u></p>	<p><i>For Use by Transferring Court</i></p>
<p><u>MENDOCINO COUNTY CASE NUMBER:</u></p> <p>_____</p>	

The Superior Court of California, County of _____ acknowledges receipt of the electronic media device containing all documents in the above-entitled case.

The matter has been assigned the following case number: _____

Dated: _____

Signed: _____

Print name: _____

<p><i>Seal of Receiving Court</i></p>
