

EMERGENCY LOCAL RULES: CIVIL
(Ninth Amended)

The Court adopts the following as Emergency Local Rules (“Rules”) intended to address the impact of the COVID-19 pandemic, under the authority granted the Court by the March 23, 2020, and March 30, 2020, Orders of the Chief Justice of the California Supreme Court, as Chair of the Judicial Council (“Orders”) and by the Emergency Rules in Response to the COVID-19 Pandemic issued by the Judicial Council on April 6, 2020 (“Judicial Council Emergency Rules”) and as amended thereafter. These Rules are effective November 17, 2021, subject to the limitations imposed by the Orders. These Rules supersede all prior Emergency and Supplemental Emergency Local Rules – Civil, except where expressly stated otherwise. These Rules shall remain in effect until either rescinded by this Court or by withdrawal or change to the Orders or to the Judicial Council Emergency Rules.

1. **Application.** These Rules shall apply only to Civil cases.
2. **In-Person Hearings and Remote Hearing Availability.** All Civil departments are open for in-person appearances. Litigants and attorneys will also have the option of appearing remotely and are encouraged to do so. Each Civil department will post the remote access service (Zoom or CourtCall) available for each daily calendar on the [Civil Department](#) webpage.
3. **Filing of Papers.**
 - a. *Acceptance of Filings.* The Court will permit filings each day via drop box, excluding weekends and Court holidays. A drop box will be provided at the Main Street entrance to the Wakefield Taylor Building, at 725 Court St., Martinez. **The clerk’s office is open but for safety the Court encourages parties to use the drop box.** Courier services will be permitted to file in-person at this location between 8:00 A.M. – 12:00 P.M. only, and thereafter should use the drop box.

b. *Procedure for obtaining Civil Restraining Orders.*

- i. Completed paperwork for all Civil Restraining Orders will be accepted in person in Department 57, Room 102, Wakefield Taylor Building, 725 Court St., Martinez, each court day between 9:00 AM and 10:30 AM. Paperwork submitted after 10:30 A.M. will be processed the next Court day. Packets including all necessary forms for Civil Harassment Restraining Orders and Elder or Dependent Abuse Restraining Orders are available through these links:

<http://www.cc-courts.org/forms/packets/CV644-CivilHarassmentPacket-A-B-C.pdf>

http://www.cc-courts.org/forms/local/Packet_EA.pdf

- ii. The completed Requests for Restraining Orders will then be reviewed by a judicial officer. Same day orders will be issued, filed with the Court and a hearing date will be assigned.

c. *Procedure for Civil Ex Parte matters.*

- i. Parties may submit *ex parte* matters as they would have prior to the Court's emergency. The prior limitation in these Rules requiring that *ex parte* applications "truly present special issues that require immediate Court attention" shall no longer apply. When possible, parties shall participate in a meaningful meet and confer process before any *ex parte* matter is submitted to the Court.
- ii. At the time a party seeking an *Ex Parte* Order gives notice to all parties pursuant to the requirements of Rule 3.1203 of the California Rules of Court, such party shall also notify all parties of the existence and substance of these Emergency Local Rules.
- iii. All moving and opposition papers, along with proposed orders, shall be delivered to the department to which the case

is assigned during *ex parte* hours at 11:00 a.m. Monday through Friday, excluding Court holidays, in the Wakefield Taylor Courthouse at 725 Court St., in Martinez. If the assigned department is not available, the matter will be heard or assigned by the Supervising Judge of the Civil Division. If the complaint or petition has not yet been filed when notice is given, the notice should state that the appearance will take place in the Department of the Supervising Judge of the Civil Division.

All such submissions shall include any necessary filing fee, as well as copies of any papers submitted and a self-addressed stamped envelope so that an endorsed filed copy can be returned to the parties.

- iv. Except for Unlimited Civil Discovery applications, hearings on *ex parte* matters will be conducted at 11:00 AM on the same day that the moving papers are submitted to the Court. The courtrooms will be open for in-person hearings, but parties are encouraged to appear remotely through CourtCall.

Instructions for setting an appearance through CourtCall are found at this link:

<http://www.cc-courts.org/civil/court-call.aspx>

d. *Procedures for Unlawful Detainer matters.*

- i. Mandatory Cover Sheet. Parties shall use the mandatory form cover sheet (UD-101) issued by the Judicial Council pursuant to Code of Civil Procedure section 1179.01.5(c)(4). This cover sheet shall be in addition to other cover sheets that may be required by statute or rule, as set forth in Code of Civil Procedure section 1179.01 *et seq.*
- ii. Drop Box. Use of the drop box for all unlawful detainer filings is encouraged.

iii. In-Person Unlawful Detainer Filings.

1. **Filing Limit. No more than five (5) unlawful detainer cases may be filed in-person in a single transaction at any clerk's window.** (By way of non-exclusive example, a single "case" would include all filings to initiate a new complaint, and would also include all filings required to obtain default and default judgment in a single matter.) Thereafter, parties must return to the back of the line or use the drop box.
2. **Filing Locations/Times.**

Pittsburg and Richmond: Unlawful detainer filings will be accepted at the clerk's office windows during normal business hours.

Martinez: Filings will be accepted at the main clerk's window on the first floor of the Wakefield Taylor Courthouse at 725 Court St., in Martinez. Courier services will be permitted to file in-person at this location only between 8:00 A.M. – 12:00 P.M., and thereafter should use the drop box.

e. *All other Civil filings.*

- i. Drop Box. All other Civil filings will be accepted via a drop box at the Main Street entrance to the Wakefield Taylor Building, 725 Court St., Martinez, each court day between 8:00 AM and 4:00 PM. All such submissions shall include any necessary filing fee, as well as copies of any papers submitted and a self-addressed stamped envelope so that endorsed filed copies can be returned by mail. **Filings will also be accepted at the clerk's office, though there may be extended wait periods; the Court encourages parties to use the drop box.**

- ii. Complex Cases. Filings in Complex cases shall be governed by the separate Emergency Local Rules – Complex Cases.

4. **Hearings and Trials.**

- a. *Normal Hearing Schedule*. The Civil department has resumed a normal hearing schedule and will hear matters in person or remotely as set forth in these Rules.
- b. *Small Claims Hearings*. Small claims hearings are normally conducted in-person. Parties seeking to appear remotely shall follow the procedures outlined on the [Small Claims](#) webpage.
- c. *Civil Restraining Order Hearings*
 - i. Definitions. For purposes of these Rules, Civil Restraining Orders are defined to include the following:
 1. Requests for Civil Harassment Restraining Orders pursuant to CCP §527.6,
 2. Requests for Workplace Violence Restraining Orders pursuant to CCP §527.8,
 3. Requests for Elder or Dependent Abuse Restraining Orders pursuant to Welfare and Institutions Code §15657.03
 4. Petitions for Gun Violence Restraining Orders pursuant to Penal Code § 18100 et seq.
 - ii. Restraining Order hearings are normally conducted in-person. Parties seeking to appear remotely shall follow the procedures outlined on the [Restraining Order](#) webpage.
- d. *Unlawful Detainer Hearings and Trials*. Unlawful detainer hearings are normally conducted in-person. Parties seeking to appear remotely shall follow the procedures outlined on the [Unlawful Detainer](#) webpage.

- e. *Traffic*. Please see the [Traffic](#) page for information on traffic hearings.
- f. *Filing Deadlines for Rescheduled Hearings*. For hearings reset by these Rules, the statutory deadlines for papers not yet filed shall be based on the new hearing date.
- g. *Tentative Rulings*. The Court's existing tentative ruling procedure remains in effect during the emergency.

5. Remote Appearances and CourtCall; Public Access

- a. Except as may be provided above concerning unlawful detainer matters, civil harassment matters, small claims matters, unlimited civil discovery matters and Orders of Examination, the Court will continue to offer remote access for hearings as described above. As permitted by these Rules, the Orders, or the Judicial Council Emergency Rules, remote conduct of a proceeding may include: the electronic exchange and authentication of documentary evidence; e-filing and e-service; the use of remote interpreting; and the use of remote reporting and electronic recording to make the official record of an action or proceeding.
- b. Parties are not required to obtain prior Court permission to appear by CourtCall for any law and motion hearing. Parties are, however, required to notify the Court and all other parties of any telephonic appearance in a law and motion matter no later than 4:00 P.M. the Court day before the appearance.
- c. Parties with fee waivers may participate by informing CourtCall of their fee waiver as provided in Rule 3.670(1) of the California Rules of Court. Be prepared to provide CourtCall with a copy of the fee waiver order.

- d. A dedicated call-in number will be provided on the Court's website to enable the public to hear any matter not otherwise closed to the public. The public line will be muted.

(Emergency Local Rules - Civil, eff. 4/6/20; amended and renamed eff. 4/24/20; amended eff. 5/1/20; amended eff. 5/22/2020; amended eff. 6/29/2020; amended eff. 7/29/20; amended eff. 9/2/20; amended eff. 10/30/20; amended eff. 6/1/21; amended eff. 11/17/21)