DAVID W. SLAYTON
EXECUTIVE OFFICER / CLERK OF COURT

111 NORTH HILL STREET
LOS ANGELES, CA 90012-3014

Superior Court of California
County of Los Angeles

September 15, 2026

PROPOSED REVISIONS TO
LOCAL COURT RULES

Pursuant to California Rules of Court, Rule 10.613(g), the following proposed amendments to the Local Rules are hereby distributed for comment. The affected rules are:

- Probate Division – Rules 1.7, 2.1, 2.3, 2.13, 4.125
  Amend rule to update references to the Probate Division and Mental Health Departments, revise department numbers to reflect the Stanley Mosk Courthouse renumbering, and remove Rule 2.3(b)(6) as outdated and no longer applicable.

- Rules 2.8, 2.9, 3.5 | Stanley Mosk Department Renumbering – Writs and Receivers
  Amend rules to update department numbers, hearing days and times, and division of cases.

- Rule 2.31 Civil Trust Funds
  Propose a new rule to establish procedures for the deposit and disbursement of civil trust funds.

- Rule 3.3 Assignment of Cases for All Purposes
  Amend rule to specify the decision-maker for Notices of Related Cases that include at least one civil case and at least one probate and/or family law case.

- Rule 3.6 Captions on Amended Complaints and Cross-Complaints
  Propose a new rule requiring that the caption on the first page of any amended complaint or amended cross-complaint contain the name of each party.

- Rule 3.12 Tentative Rulings
  Propose a new rule to address tentative rulings.

- Rule 3.221 Judgment Debtor Proceedings
  Amend rule to align with Code of Civil Procedure section 708.150.

- Rule 3.233 Surplus Funds from Trustee's Sale
  Propose a new rule to address surplus funds from trustee's sales.

- Rule 4.7 Electronic Filing
  Amend rule to reflect current electronic filing processes.

- Rule 4.14 Continuance of Non-Trial Matters
  Amend rule to address conversion of General Order 2020-GEN-001-00 into the Local Rules.

- Rule 5.25 Declaration/Statement of Provider of Supervised Visitation
  Amend rule to update supervised visitation forms and provider requirements for consistency with the Family Code.

- Rule 7.1 Jurisdiction
  Amend rule to update references to Rule 8.34, which has been repealed and incorporated into Rule 2.30.

- Rule 8.2 Filing and Transfer of Cases
  Amend rule to add subdivision (c) establishing mandatory electronic filing of search warrant applications and returns through the eSW Portal.

- Appellate Division – Rules 9.1, 9.2, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 9.12
  Amend rules to update statutory citations, department references, and other administrative procedures.

The proposed amendments were reviewed and approved by both the Superior Court of Los Angeles County's Rules Committee and Executive Committee. Comments must be submitted via email at localrulescomments@lacourt.ca.gov no later than 4:00 p.m. on **October 30, 2026**.

View SCLAC Local Rules at http://www.lacourt.ca.gov.

1.7 EXECUTIVE COMMITTEE

(a) Powers.

(1) General Authority. There shall be an Executive Committee of the judges of the court. Unless otherwise ordered by the judges or provided by law, the California Rules of Court, or these Local Rules, the Executive Committee has authority to act for and on behalf of the judges on any matters affecting the court as to which the judges have the power to act, other than the adoption of amendments to the Local Rules.

(2) Temporary Suspension. In addition, except for rules contained in Chapter One, the Executive Committee at the request of the Presiding Judge may temporarily suspend any of these Local Rules as may be necessary to permit the Presiding Judge to carry out the Presiding Judge's responsibilities under California Rules of Court, rule 10.603, to deal with budgetary shortfalls or other emergency situations, provided a formal amendment is promptly submitted to the judges for their consideration without unreasonable delay. Any temporary suspension will remain in effect only as long as is reasonably necessary for the formal amendment to be considered and become effective.

(3) Vacancy in Office of Presiding Judge. The Executive Committee shall declare a vacancy in the office of Presiding Judge following the resignation, assignment to another court, removal, or death of the Presiding Judge.

(b) Membership and Representation.

(1) The Executive Committee shall be comprised of 22 voting members.

(2) Eighteen members shall be elected by the judges for a term of one year.

a) One member shall be elected by and from among the judges assigned to each of the 11 outlying districts.

b) Seven members shall be elected by and from among the judges assigned to the Central District.

(3) The Presiding Judge and Assistant Presiding Judge are voting members.

(4) Two commissioners shall be elected by the court's commissioners as voting members. Commissioner members are not permitted to vote on matters concerning commissioners.

(c) Meetings.

(1) Timing and Procedure. The committee should meet at least once each calendar month and a majority of the members of the committee will constitute a quorum. The Presiding Judge or the Presiding Judge's designee shall act as chair. Meetings must be open to any judge or commissioner of the court, except under unanimous vote of the members present. A non-member of the committee may be heard only by the consent of the committee.

(2) Proxy Voting. Before or during a meeting, a voting member of the committee who cannot attend all or a portion of a meeting may designate any judicial officer to attend and exercise that member's vote in the member's absence by notifying the chair and requesting that the designation be recorded in the minutes.

(3) Remote Appearance. The chair may permit members to attend, vote, and participate remotely by means that reasonably permit participation in matters before the committee.

(4) Minutes. Minutes of each meeting must be kept and a copy made available in an electronic portal accessible to judicial officers in a timely manner.

(5) Request by Non-Member. Any judge, not a member of the committee, who desires the committee to consider any matter, shall submit a written request to the chair not less than three court days prior to the meeting of the committee.

(d) Eligibility. A judge may run to be, and may serve as, a representative of a district on the Executive Committee only if the judge is assigned to the district. A judge may vote for an Executive

Committee representative only for the district in which the judge is assigned at the time the judge submits the vote. A judge who has been an elected member of the Executive Committee during any two of the three years preceding the election is not eligible for election by that judge's district.

The limitation on eligibility contained in this section does not apply to a judge who has been elected to fill an unexpired term on the Executive Committee of less than nine months.

(e) Nomination. A judge may self-nominate or nominate another judge for election to the Executive Committee by submitting that nomination to the Presiding Judge between noon on the first Monday in November and noon on the third Wednesday in November. If nominated, the nominee must submit acceptance of the nomination to the Presiding Judge by the deadline.

(f) Distribution of Ballots. On the first Wednesday following Thanksgiving, the Presiding Judge shall cause electronic ballots to be distributed to the members of each district containing the names of the nominated judges for the district. If more than one judge is nominated, each district ballot must randomly list the names of the judges who have been nominated for election as Executive Committee representative.

(g) Voting by Judges.

(1) Each eligible judge, in a district other than the Central District, may vote for one nominee.

(2) Each eligible judge in the Central District may vote for up to seven of the nominees.

(3) Ballots must be submitted electronically no later than noon on the second Wednesday after Thanksgiving.

(h) Count of Vote. The Canvassing Committee shall meet at noon on the second Wednesday after Thanksgiving to review the tabulation of the votes received.

(i) Election. The judge who receives a majority of the votes cast by judges in a district, other than the Central District, is elected the representative of that district on the Executive Committee. The seven candidates who receive the highest number of votes cast are elected as representatives of the Central District on the Executive Committee.

(j) Failure to Elect. In any district other than the Central District, if no nominee receives a majority vote, the Canvassing Committee shall give the Presiding Judge the names of the two judges receiving the highest and second highest number of votes from the district. In case of a tie vote in a two person contest, the committee shall give the Presiding Judge the names of the judges who received the tie vote.

(k) Second Ballot. On or before the third Monday after Thanksgiving, the Presiding Judge shall cause to be electronically distributed to the members of each district with representative positions remaining unfilled a second ballot containing only the names of the judges who are on the list of remaining candidates for unfilled positions in the district(s) as determined pursuant to subdivision (j). The names shall appear in random order. Judges eligible to vote may vote for one nominee. Ballots must be submitted electronically no later than noon on the fourth Monday after Thanksgiving, at which time the Canvassing Committee shall review the tabulation of the votes.

(l) Certification. The Canvassing Committee shall certify to the Presiding Judge the names of the individuals who are elected.

(m) Vacancies. A vacancy on the Executive Committee occurs if a member is assigned to another department outside the boundaries of the district the member was elected to represent. The Executive Committee may declare that a vacancy on the Executive Committee exists for other causes including, but not limited to, extended illness, leave, or assignment to another court.

A vacancy on the Executive Committee will be filled by a vote of the district from which the member was originally elected. The election must be held and completed within 40 days after the vacancy is declared by the Executive Committee. The voting shall conform to the procedures set forth

in this section except that (1) the Presiding Judge shall electronically distribute the ballots to the members of the district within ten days following the date the vacancy is declared; (2) the electronic ballot must be submitted before the 20th day; (3) if no judge receives a majority vote, a second ballot shall be electronically distributed before the 30th day, and within ten days thereafter the electronic ballots shall be submitted to the senior judge at which time the Canvassing Committee shall review the tabulation of the votes and certify to the Presiding Judge the name of the judge elected.

(n) *Ex officio* Members. The Presiding Judge of the Juvenile Court, the Supervising Judge of the Criminal Division, the Supervising Judge of the Civil Division, the Supervising Judge of the Family Law Division, the Supervising Judge of the Probate ~~and Mental Health~~ Division, and the Presiding Judge of the Appellate Division are *ex officio* members of the Executive Committee. An *ex officio* member may vote only when serving as chair of the committee as the Presiding Judge's designee, and then only when a vote is required to break a tie.

(o) Commissioner Members. The two commissioner members will be elected at-large to one year terms by the commissioners of the court in the same manner as other Executive Committee members are elected as set forth above.

(p) Cumulative Voting Not Permitted. Cumulative voting is not permitted for election of Executive Committee members.

(Rule 1.7 [*7/1/2011, 7/1/2012, 7/1/2022, 7/1/2024*] amended and effective _____)

2.1 PRINCIPAL DIVISIONS OF THE COURT

Subject to the authority of the Presiding Judge to apportion the work of the court, the following are the principal divisions of the court:

(a) Civil Division. All departments within the court designated by the Presiding Judge to hear civil cases constitute the Civil Division of the Superior Court of Los Angeles County. Included within the Civil Division are all small claims courts.

(b) Probate **Division** and Mental Health ~~Division~~**Departments**. All departments within the court designated by the Presiding Judge to hear probate cases constitute the Probate Division of the Superior Court of Los Angeles County. The mental health departments are included within the Probate Division.

(c) Family Law Division. All departments within the court designated by the Presiding Judge to hear family law cases constitute the Family Law Division of the Superior Court of Los Angeles County.

(d) Juvenile Division. All departments within the court designated by the Presiding Judge to hear juvenile court cases constitute the Juvenile Division of the Superior Court of Los Angeles County.

(e) Criminal Division. All departments within the court designated by the Presiding Judge to hear criminal cases constitute the Criminal Division of the Superior Court of Los Angeles County. Included within the Criminal Division are all traffic courts.

(f) Appellate Division. The department designated by the Presiding Judge to hear appeals and writ petitions in limited civil and criminal cases constitutes the Appellate Division of the Superior Court of Los Angeles County.

(g) Authority of Supervising Judges. The ~~S~~**s**upervising ~~J~~**j**udge of each of the principal divisions of the court is the head of that division. Subject to the approval of the Executive Committee and the Presiding Judge, the ~~S~~**s**upervising ~~J~~**j**udge of each division has the authority to establish uniform policy and procedures applicable to all courts in that division.

(h) Courts of Divisional and District Supervising Judges. Subject to the authority of the Presiding Judge to assign judges to specific departments, the ~~S~~**s**upervising ~~J~~**j**udges of the principal divisions of the court are assigned as follows:

(1) Civil Division	Department ~~1~~**534**, Central District
(2) Probate ~~and Mental Health~~ Division	Department ~~79~~**217**, Central District
(3) Family Law Division	Department ~~2~~**215**, Central District
(4) Juvenile Division	Department 400, Central District
(5) Criminal Division	Department 100, Central District

As provided for in Local Rule 1.7(~~m~~n), the divisional ~~S~~supervising ~~J~~judges are members *ex officio* of the court's Executive Committee.

Unless the Presiding Judge otherwise orders, district ~~S~~supervising ~~J~~judges select the department within that district in which they will preside. Unless the Presiding Judge or the district ~~S~~supervising ~~J~~judge otherwise order, site judges select the department in the courthouse in which they will preside.

(Rule 2.1 [*7/1/2011, 5/17/2013, 1/1/2018, 7/1/2020, 7/1/2026*] amended and effective _____)

2.3 FILING AND TRANSFER OF ACTIONS

(a) Filing of Actions.

(1) Mandatory and Optional Filing.

(A) *Mandatory Filing*: Every unlimited civil tort action for bodily injury, wrongful death, or damage to personal property (hereinafter referred to as "Personal Injury Action") must be filed in the judicial district where the incident arose. The filing court locator on the Superior Court of Los Angeles County website (www.LACourt.ca.gov) should be used to determine the appropriate filing location.
https://www.lacourt.ca.gov/pages/lp/online-services/tp/os-court-forms-and-filing/cp/os-filing-court-locator?CT=CI

A "Personal Injury Action" is an unlimited civil case described on the Civil Case Cover Sheet Addendum and Statement of Location (LACIV 109) as Motor Vehicle-Personal Injury/Property Damage/Wrongful Death; Personal Injury/Property Damage/Wrongful Death-Uninsured Motorist; Product Liability (other than asbestos or toxic/environmental); Medical Malpractice-Physicians & Surgeons; Other Professional Health Care Malpractice; Premises Liability; Intentional Bodily Injury/Property Damage/Wrongful Death; or Other Personal Injury/Property Damage/Wrongful Death. An action for intentional infliction of emotional distress, defamation, civil rights/discrimination, or malpractice (other than medical malpractice), is not included in this definition. An action for injury to real property is not included in this definition.

Every asbestos-related case must be filed in the Central District.

Every class action must be filed in the Central District.

All Proceedings under the Probate Code. All Conservatorship, Guardianship, Probate, and Trust proceedings must be filed in the Central District except in the following cases which may be filed in the North District: Conservatorship and Guardianship when the petitioner or proposed conservatee/ward reside in the North District, Decedent's Estates when the decedent resided or the Petitioner resides in the North District, or Trust where the trustee's principal place of administration is the North District.

Every appeal under Labor Code section 98.2 must be filed in the district where the office of the Labor Commissioner rendering the decision appealed from is located.

Every proceeding seeking a writ of prohibition or mandate (except as provided in subsection (B) below) must be filed in the Central District.

Every petition seeking freedom from parental custody and control must be filed at the Edmund D. Edelman Children's Court.

Every petition for adoption must be filed at the Edmund D. Edelman Children's Court.

Every petition for consent to adoption outside California must be filed at the Edmund D. Edelman Children's Court.

Every parentage petition for surrogacy must be filed in the Central District.

(B) *Optional Filing*: Except as set forth in subsection (A) above, (Mandatory Filing), or in subsection (C) (Northeast District), or (D) (Northwest District) below, an unlimited civil or Family Code action may be filed in the Central District or may be filed in a district other than the Central District, as determined by the description of the case below, in the following cases:

Civil harassment, where one or more of the parties litigant reside, or in any district necessary to ensure the safety of the requesting party;

Contract, where performance is required by an express provision or where defendant resides;

Elder or Dependent Adult Abuse restraining orders, when a general civil complaint has not been filed, where one or more of the parties reside(s) or in any district necessary to ensure the safety of the requesting party;
Eminent domain or inverse condemnation, where the property is located;
Employment cases, where the contract of employment was performed or where the employer resides or does business;
Family law (all matters under the Family Code), where one or more of the parties litigant reside or in the case of restraining orders, in any district necessary to ensure the safety of the requesting party (see also subsection (a)(1)(D) below);
Forcible entry, where the property is located;
Gun violence restraining order, where one or more of the parties reside(s) or in any district necessary to ensure the safety of the requesting party;
Habeas corpus, no prior or pending action, where the person is held;
Mandate, where the defendant functions wholly therein;
Name change, where the petitioner resides;
Prohibition, where the defendant functions wholly therein;
Real property, where the property is located;
Receivership, where the defendant functions wholly therein;
Review, where the defendant functions wholly therein;
Small claims appeal, where the original small claims court is located;
Title to real property, where the property is located;
Tort, (excluding Personal Injury Actions), where the cause of action arose;
Transferred action, where the lower court is located;
Unlawful detainer, where the property is located.

(C) *Northeast District*: When an unlimited civil action could be properly filed in the Northeast District or Central District as an optional filing under Rule 2.3(a)(1)(B) above, an unlimited civil action filed in the Northeast District must be filed in the Alhambra courthouse.

(D) *Certain Family Law Matters in Northwest District*: Family law matters which under these rules could be filed in Central or the Northwest District in the following zip codes must be filed in Central or the North Valley District: 91301, 91302, 91303, 91304, 91306, 91307, 91326, 91361, and 91367. This subpart does not affect family law matters arising out of those portions of zip codes 91301 and 91302 located within the West District.

(E) *Civil Case Cover Sheet Addendum Required for All New Civil Case Filings*: In addition to the Civil Case Cover Sheet required by the California Rules of Court, a civil action or proceeding presented for filing in any district, other than electronically filed family law cases initiated by the district attorney, must be accompanied by the Civil Case Cover Sheet Addendum and Statement of Location (form LACIV 109), signed by counsel for plaintiff or the self-represented plaintiff. A copy of the completed form must be served with the summons and complaint or petition.

(2) Mandatory Filing of Small Claims, Limited Collections, Limited Unlawful Detainer, and Other Limited Civil Actions.

(A) Small claims, collections, and unlawful detainer. Every small claims action must be filed in one of the courthouses listed in Appendix 2.B. Every limited collections case (as defined in California Rules of Court, rule 3.740) must be filed in one of the courthouses listed in Appendix 2.C. Every limited unlawful detainer case must be filed in one of courthouses listed in Appendix 2.D. The location in which to file is determined according to the following method.

First: By determining what city or community contains the location that determines the proper venue for the trial of the case as specified in Code of Civil Procedure sections 392 through 395, 760.050 or 872.110, or in Civil Code sections 1812.10 or 2984.4.

Second: By then determining the proper postal zip code that the United States Postal Service has assigned to the location determining venue as described above.

Third: By then referring to the charts set forth in Appendices 2.B, 2.C, and 2.D to determine which courthouse serves the zip code and community area that determines the proper venue for trial. A case must be filed in, and will be assigned to, the courthouse serving the zip code and community area that would be a proper place for trial determined according to the foregoing method.

(B) Other limited civil actions. All other limited civil actions must be filed in the Central District.

(3) Mandatory Filing of Criminal and Traffic Cases. Every indictment by the Grand Jury must be filed in Department 100 in the Central District. Every criminal complaint must be filed within the judicial district, as delineated on the Maps of Superior Court Districts (Appendix 2.A), where the offense is alleged to have occurred. Within a judicial district, criminal complaints must be filed at the courthouse handling criminal matters which serves the city or unincorporated area where the offense is alleged to have occurred. Where more than one offense is alleged to have been committed, and the offenses were committed in different districts, the complaint may be filed in any district where one of the offenses was allegedly committed. The Supervising Judge of the Criminal Division, by written order, may require, and, upon a showing of good cause, permit, a case or a class of cases to be filed in a district or at a courthouse other than in accordance with this rule.

(b) Transfer of Actions to Another District.

(1) Whenever, in the opinion of the Presiding Judge, the calendar in any district, including the Central District, has become so congested as to jeopardize the right of a party to a speedy trial or to materially interfere with the proper handling of the judicial business in the district, or for the convenience of witnesses or to otherwise promote the ends of justice, the Presiding Judge may order the transfer of one or more cases pending in that district to another district, or may order that a case which by this Chapter is to be filed in that district must be filed in a different district.

(2) The Supervising Judge of the Civil Division may, for the convenience of witnesses or to promote the ends of justice, transfer a civil case from one district to another. Except for proceedings concerning transfer of a Personal Injury Action, as defined in subsection (a)(1)(A), motions to transfer a civil action from one district to another, including motions based upon a failure to file the case in accordance with the requirements set forth in this Chapter must be made in Department ~~1~~ **534** in the Central District. Proceedings concerning transfer of a Personal Injury Action shall be determined in the Central District or in the North District in one of the departments designated to hear those matters ("Personal Injury Court").

(3) The Supervising Judge of the Criminal Division may, for the convenience of witnesses or to promote the ends of justice, transfer a criminal case from one district to another. Motions to transfer a criminal action from one district to another, including motions based upon a failure to file the case in accordance with the requirements set forth in this Chapter, must be made in Department 100 in the Central District.

(4) The Supervising Judge of the Family Law Division may, for the convenience of witnesses or to promote the ends of justice, transfer a family law case from one district to another. Motions to transfer a family law action from one district to another, including motions based upon a failure to file the case in accordance with the requirements set forth in this Chapter, must be made in Department ~~2~~**215** in the Central District.

(5) The Presiding Judge of the Juvenile Court may, for the convenience of witnesses or to promote the ends of justice, transfer a juvenile case from one district to another. Motions to transfer a juvenile case from one district to another, including motions based upon a failure to file the case in accordance with the requirements set forth in this Chapter, must be made in Department 400 in the Central District.

~~(6) The Supervising Judge of the Probate Division may, for the convenience of witnesses or to promote the ends of justice, transfer a probate case between the Central and North Districts, or provide that a probate or mental health proceeding be heard in a district other than the Central District. Motions to transfer a probate case between the two districts, including motions based upon a failure to file the case in accordance with the requirements set forth in this Chapter must be made in Department 5 in the Central District.~~

(Rule 2.3 [*7/1/2011*, *5/17/2013*, *7/1/2014, 7/1/2015, 1/1/2016, 7/1/2016, 7/1/2017, 7/1/2018, 7/1/2022, 1/1/2023, 7/1/2023, 1/1/2026*] amended and effective _____)

2.13 ASSIGNMENT OF MATTERS - PROBATE DIVISION AND MENTAL HEALTH ~~MATTERS~~**DEPARTMENTS**

Subject to the authority of the Presiding Judge to apportion the work of the court, the following actions, proceedings, and procedures are assigned in the CENTRAL DISTRICT as follows. These assignments do not apply to matters heard in the other districts.

(a) Probate.

Any matter arising under the Probate Code, and any other action, proceeding, or procedure which by statute is to be heard by a judge hearing probate matters, is assigned to the Probate Division. (See, e.g., proceedings to establish record of birth, death or marriage under Health & Safety Code, § 10550, *et seq*.)

A petition for compromise of a minor's or disabled person's claim when no civil case has been filed is assigned to the Probate Division. When a civil settlement or judgment includes a special needs trust for the benefit of a minor or an incompetent person under Probate Code section 3602 or 3611, the terms of the trust shall be reviewed and approved by the Probate Division pursuant to Local Rules 4.115 - 4.117.

Any proceeding to make a withdrawal from an account blocked for the benefit of a minor or an incapacitated person is assigned to the Probate Division.

An application for appointment of general guardianship is heard in the Probate Division. An application for a guardian *ad litem* is heard in the division hearing the matter.

(b) Mental Health ~~Matters~~.

Accounting of LPS conservatorship	Mental Health Departments
Appeal of medication capacity findings and order (*de novo* hearing) (Welf. & Inst. Code, § 5334(e)(1))	Mental Health Departments
Community Assistance, Recovery, and Empowerment (CARE) Act proceedings (Welf. & Inst. Code, §§ 5970-5987)	Mental Health Departments
Developmental disability commitment (*In Re Hop;* Welf. & Inst. Code, § 6500)	Mental Health Departments
ECT capacity hearing (Welf. & Inst. Code, §§ 5326.7, 5326.75)	Mental Health Departments
Ex parte petition for temporary LPS conservatorship by County Mental Health Director/Public Guardian	Mental Health Departments
In Re Roger S. pre-commitment hearing	Mental Health Departments
LPS conservatorship (Welf. & Inst. Code, § 5350)	Mental Health Departments
Mentally disordered person dangerous to others proceeding (Welf. & Inst. Code, § 5300)	Mental Health Departments
Site-based certification review hearing (*Doe vs. Gallinot*; Welf. & Inst. Code, § 5256)	Mental Health Departments
Site-based medication capacity hearing (Welf. & Inst. Code, § 5332)	Mental Health Departments

(c) Criminally-Related Proceedings.

Commitment, judicial review	Mental Health Departments
Continued involuntary treatment, mentally disordered offenders (Pen. Code, § 2972)	Mental Health Departments
Extension of commitment and re-commitment to California Youth Authority (Welf. & Inst. Code, § 1800)	Mental Health Departments
Firearm return and restoration of right to own (Welf. & Inst. Code, §§ 8100, 8103)	Mental Health Departments
Mental competence trial and hearing	Mental Health Departments
Mentally disordered sex offenders proceeding (former Welf. & Inst. Code, § 6300)	Mental Health Departments
Petition to extend commitment and re-commitment of defendant found not guilty by reason of insanity (Pen. Code, § 1026.5(b))	Mental Health Departments
Petition to release following restoration to sanity (Pen. Code, § 1026.2)	Mental Health Departments
Qawi petition	Mental Health Departments
Sexually violent predator, after probable cause hearing, and pre-trial matter	Department 56S, Clara Shortridge Foltz Criminal Justice Center
Sexually violent predator, petition prior to probable cause hearing	Mental Health Departments
Sexually violent predator, probable cause hearing	Department 56, for assignment to a criminal court
Sexually violent predator trial	Department 100, for assignment to a trial court

(Rule 2.13 [as Rule 2.7 *7/1/2011*, *12/21/2011*, *1/1/2012*, *7/1/2012*, *5/17/2013*, *7/1/2014, 7/1/2015, 1/1/2017, 7/1/2017, 7/1/2018, 1/1/2019, 1/1/2020, 7/1/2021, 7/1/2025*] amended and effective _____)

4.125 ETHICAL GUIDELINES AND COMPLAINT PROCESS

(a) Court-Appointed Counsel serve at the pleasure of the court. They are appointed to assist the court in the resolution of the matter to be decided by representing the interests of the client. Court-Appointed Counsel must, if practical, afford the client an opportunity to address the court directly.

(b) Court-Appointed Counsel must represent the client in accordance with applicable laws and with due diligence, including appearing at scheduled proceedings, timely communicating with the client regarding developments in the case, preparing and timely submitting reports that are complete, thorough and clear, and discharging the representation in compliance with ethical requirements and cost effectiveness.

(c) Complaints regarding Court-Appointed Counsel must be in writing, be submitted timely, cite specific facts to support allegations of misconduct or bias, and include the name and mailing address of the complaining party or the party's representative.

(d) Complaints regarding Court-Appointed Counsel must be submitted to the judicial officer assigned to the case. Complaints regarding Court-Appointed Counsel's service or performance on the panel shall be submitted to the Supervising Judge of the Probate ~~and Mental Health d~~Division.

(e) Appointment to the Court-Appointed Counsel panel is a privilege. Counsel may be removed with or without cause.

(Rule 4.125 [*7/1/2011, 7/1/2019, 1/1/2022*] amended and effective _____)

2.8 ASSIGNMENT OF MATTERS IN CENTRAL DISTRICT – CIVIL DIVISION

Subject to the authority of the Presiding Judge to apportion the work of the court, the following actions, proceedings, and procedures are assigned in the CENTRAL DISTRICT (Stanley Mosk Courthouse) as follows. These assignments do not apply to matters heard in the other districts or in the Complex Litigation departments.

(a) Writs of Attachment and Possession, Unlimited Civil Cases

Application for pre-judgment writ of attachment and writ of possession matter, whenever made	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Application for post-judgment writ of attachment and writ of possession matter	Department where case is assigned

(b) Injunctive Relief, Unlimited Civil Cases

Ex parte application for a temporary restraining order, or an application for an order to show cause re preliminary injunction, made after the first scheduled date for an initial status conference or case management conference	Department where case is assigned
Ex parte application for a temporary restraining order, or an application for an order to show cause re preliminary injunction, made before the first scheduled date for an initial status conference or case management conference in the court assigned for all purposes.	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Ex parte application for an order shortening time for hearing on a motion for a preliminary injunction, made after the first scheduled date for an initial status conference or case management conference	Department where case is assigned
Ex parte application for an order shortening time for hearing on a motion for a preliminary injunction, made before the first scheduled date for an initial status conference or case management conference in the court assigned for all purposes. If the application for shortened time is granted, the motion for preliminary injunction shall be heard in the pertinent writs and receivers department	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Ex parte application or noticed motion for injunctive relief in a Personal Injury Action, whenever made	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Noticed motion for a preliminary injunction, whenever made	Department where case is assigned
Noticed motion or *ex parte* application to dissolve or modify a preliminary injunction, made after the first scheduled date for an initial status conference or case management conference	Department where case is assigned

(c) Receivers, Unlimited Civil

Ex parte application or noticed motion for appointment of a receiver and all matters pertaining to the receivership, made post-judgment	Department where case is assigned
Ex parte application or noticed motion for appointment of a receiver and all matters pertaining to the receivership, whenever made pre-judgment	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Ex parte application or noticed motion for appointment of a receiver in a Personal Injury Action, whenever made	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9

(d) Special Proceedings, Unlimited Civil

Cemetery, petition to replat or vacate (Health & Saf. Code, §§ 8701-8715)	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
CEQA, petition for writ of mandate (Pub. Res. Code, § 21000 *et seq*.), including all requests for a temporary restraining order, preliminary injunction, or other provisional remedy	Judge to whom the case is assigned for all purposes by Department ~~1~~**534** as master calendar court *See* Local Rule 3.232
Common interest development, petition to reduce votes required to amend declaration of covenants and restrictions (Civ. Code, § 4275)	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Contempt, direct	Department where case is assigned *See* Local Rule 3.11
Contempt, indirect	Department where case is assigned *See* Local Rule 3.11
Corporations, involuntary winding up of corporation after a decree or stipulation of winding up (Corp. Code, § 1805)	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Corporations, petition to obtain order of involuntary dissolution (Corp. Code, § 1804), and petition to fix value of shares (Corp. Code, § 2000) (*See* below for general partnership, limited liability company, and limited partnership)	Department where case is assigned
Corporations, petition to take jurisdiction over voluntary winding up (Corp. Code, § 1904)	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Director, petition to appoint provisional director (Corp. Code, §§ 308 and 1802)	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Director, petition to determine election (Corp. Code, §§ 709, 5617, 7616, and 9418)	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
General partnership, application for judicial supervision of winding up (Corp. Code, § 16803)	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
General partnership, petition to obtain order of dissolution (Corp. Code, §16801)	Department where case is assigned
Insurance company, insolvency proceedings	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Late claim proceeding (Gov. Code, § 946.6), where the underlying case has been filed and is pending	Department where case is assigned

Late claim proceeding (Gov. Code, § 946.6), where the underlying case has not been filed	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Law practice, assumption of jurisdiction over (Bus. & Prof. Code, §§ 6126.3, 6180.2, and 6190)	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Limited liability company, petition to obtain order of dissolution (Corp. Code, § 17707.03), and petition to fix value of shares (Corp. Code, § 17707.03)	Department where case is assigned
Limited liability company, winding up after order of dissolution (Corp. Code, §17707.04)	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Limited partnership, petition to dissociate limited or general partner, and petition to dissolve limited partnership (Corp. Code, §§ 15906.1, 15906.03, 15908.02)	Department where case is assigned
Limited partnership, winding up after order of dissolution (Corp. Code, §15908.03)	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Mandate, petition for writ of (except where assigned to the Appellate Division by these rules)	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Prohibition, petition for writ of (except where assigned to the Appellate Division by these rules)	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Public Records Act proceeding, and reverse Public Records Act proceeding	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Quo Warranto, petition for writ of	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Review, petition for writ of (except where assigned to the Appellate Division by these rules)	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Other special proceedings not listed above	Department where case is assigned

(e) Supplemental and Miscellaneous Proceedings

Eminent Domain for all purposes, including post-judgment motion to enforce the judgment and application to withdraw funds on deposit after the case has been closed	Department where case is assigned
Enforcement of judgment proceedings, including: - Application for post-judgment examination hearing; - Charging order; - Claim of exemption hearing; - Court order for sale for real property pursuant to writ of execution; - Debtor examination hearing (unlimited civil); - Hearing on third party claim pursuant to writ of execution; - Motion for appointment of a receiver after judgment; - Motion for assignment order; - Third party examination hearing; and - Any other proceeding under Code of Civil Procedure sections 680.010 – 720.800	Department where case is assigned

Escheat, hearing on petition for relief	Department where case is assigned
Gender change for adult, petition and hearing - with issuance of new birth certificate (*See also* name change for adult)	Courtroom(s) assigned to the Assistant Supervising Judge(s) of the Civil Division at the Stanley Mosk Courthouse
Gender change for minor, petition and hearing - with issuance of new birth certificate (including optional name change)	Courtroom(s) assigned to the Assistant Supervising Judge(s) of the Civil Division at the Stanley Mosk Courthouse
Guardian *ad litem* appointment	Department where case is assigned
Name change, petition and hearing (*See also* gender change for minor)	Courtroom(s) assigned to the Assistant Supervising Judge(s) of the Civil Division at the Stanley Mosk Courthouse
Name change for adult, petition and hearing - with recognition of change of gender and issuance of new birth certificate	Courtroom(s) assigned to the Assistant Supervising Judge(s) of the Civil Division at the Stanley Mosk Courthouse
Newspaper, petition to establish standing	Department where case is assigned
Publication of summons, application and order for	Department where case is assigned
Service on Secretary of State of summons on corporation, application and order for (Corp. Code, §1702)	Department where case is assigned
Voter information, petition to declare confidential (Elec. Code, §2166)	Department ~~1~~534

(f) Limited Civil and Small Claims Cases and Proceedings
(Including Small Claims Appeals and Unlawful Detainer Cases)

Appeal of administrative hearing (including parking appeal)	Department 25 or 26 Spring Street Courthouse
Assignment orders, application for	Department 25 or 26 Spring Street Courthouse
Claim of exemption hearing	Department 25 or 26 Spring Street Courthouse
Claim of exemption hearing (unlawful detainer)	Department where case is assigned
Dissolve or modify preliminary injunction, motion to	Department where case is assigned
Ex parte application (limited civil)	Department 25 or 26 Spring Street Courthouse
Ex parte application (unlawful detainer)	Department where case is assigned
Law and motion (limited civil)	Department 25 or 26 Spring Street

	Courthouse
Minor's compromise hearing	Department 25 or 26 Spring Street Courthouse
Non-unlawful detainer default prove-up	Department 25 or 26 Spring Street Courthouse
Post-judgment debtor and third party examination	Department 25 or 26 Spring Street Courthouse
Publication of summons, application and order for	Department 25 or 26 Spring Street Courthouse
Receiver, post-judgment application for appointment of	Department 25 or 26 Spring Street Courthouse
Receiver, pre-judgment, application for appointment of	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Service on Secretary of State of summons on corporation, application and order for (Corp. Code, §1702)	Department 25 or 26 Spring Street Courthouse
Small claims trial and appeal	Department ~~90~~**541** and Department ~~1A~~**548**
Third party examination hearing	Department 25 or 26 Spring Street Courthouse
Third party examination hearing (unlawful detainer)	Department where case is assigned
Unlawful detainer law and motion	Department where case is assigned
Waiver of court fees and costs, limited, application for	Department where case is assigned
Waiver of court fees and costs, small claims, application for	Department ~~1A~~**548** or ~~90~~**541**
Writ of attachment proceeding	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9
Writ of possession proceeding	Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** *See* Local Rule 2.9

Rule 2.8 [as Rule 2.7 *7/1/2011, 12/21/2011, 1/1/2012, 7/1/2012, 5/17/2013, 7/1/2014, 7/1/2015, 1/1/2017, 7/1/2017, 7/1/2018, 1/1/2019, 1/1/2020, 7/1/2020, 1/1/2021, 1/1/2022, 1/1/2024, 7/1/2025, 7/1/2026*] amended and effective _____)

2.9 ASSIGNMENT OF PROCEEDINGS TO WRITS AND RECEIVERS DEPARTMENTS – CENTRAL DISTRICT

Subject to the authority of the Presiding Judge to apportion the work of the court, the following actions, proceedings, and procedures are assigned in the CENTRAL DISTRICT (Stanley Mosk Courthouse) as follows. These assignments do not apply to matters heard in the other districts or in the Complex Litigation departments.

Matters assigned to Department ~~82~~**833**, ~~85~~**834**, or ~~86~~**836** (the "writs and receivers departments") for all purposes pursuant to Local Rule 2.8 will be assigned by the clerk at the time of filing, using a random system to ensure that no party or person can control or determine the department to which a case will be assigned.

Certain applications/motions (provisional remedies) in cases assigned for all purposes to an unlimited civil court in the Stanley Mosk Courthouse are heard in a writs and receivers department pursuant to Local Rule 2.8. The provisional remedy matter will be heard in Department ~~85 if the case number ends in 1, 2, or 3, in Department 86 if the case number ends in 4, 5, 6, or 7, and in Department 82 if the case number ends in 8, 9, or 0~~**833 if the case number ends in 00 through 32, in Department 834 if the case number ends in 33 through 65, and in Department 836 if the case number ends in 66 through 99**. Where two or more cases have been ordered related pursuant to Local Rule 3.3(f), the writs and receivers department assigned to the lowest numbered case will hear the provisional remedy matters for the related cases.

(Rule 2.9 [as Rule 2.7 *7/1/2011, 12/21/2011, 1/1/2012, 7/1/2012, 5/17/2013, 7/1/2014, 7/1/2015, 1/1/2017, 7/1/2017, 7/1/2018, 1/1/2019, 1/1/2020, 1/1/2024, 7/1/2026*] amended and effective _____)

3.5 TIME FOR HEARINGS

Time of Hearing. In the Central District, except as stated below, unlimited civil law and motion matters, including *ex parte* applications, will be heard by the all-purpose assignment court, Specialized Civil Court, and master calendar court judges in their respective departments at 8:30 a.m. each day.

(a) Writs and Receivers Departments. Noticed motions and other noticed proceedings are heard in Departments ~~82~~**833**, ~~85~~**834**, and ~~86~~**836** ("writs and receivers departments") on the following calendar days and times: (a) Department ~~82~~**833** (~~Tuesday~~**Wednesday at** 9:30 a.m. and ~~Thursday 1:30 p.m.~~**Friday at 9:30 a.m.**), (b) Department ~~85~~**834** (Tuesday ~~1:30 p.m.~~**at 9:30 a.m.** and Thursday **at** 9:30 a.m.)**,** and (c) Department ~~86~~**836** (~~Wednesday 9:30 a.m.~~**Tuesday at 1:30 p.m.** and ~~Friday~~**Thursday at** 1:30 p.m.)**.** *Ex parte* applications are heard daily in the writs and receivers departments at 8:30 a.m.

(b) Limited Unlawful Detainers and Limited Civil. *Ex parte* applications are heard at 1:30 p.m.

(c) Supplemental and Miscellaneous Proceedings in the Central District. To determine the days, times, and places for supplemental and miscellaneous proceedings in the Central District, counsel should check the court's website at www.LACourt.ca.gov.

(d) Districts Other Than Central District. To determine the days, times, and places for matters heard in districts other than the Central District, counsel should consult with the office of the supervising judge of the district.

(Rule 3.5 [*7/1/2011, 5/17/2013, 7/1/2014, 1/1/2018, 1/1/2019, 7/1/2019, 1/1/2024, 1/1/2026, 7/1/2026*] amended and effective _____)

2.31 CIVIL TRUST FUNDS

(a) Deposit in Accounts. The clerk of the court shall cause civil trust funds received by the court to be deposited in a non-interest-bearing account unless a statute requires the funds to be deposited in an interest-bearing trust account. If a statute does not require the funds to be deposited in an interest-bearing trust account, the funds will be deposited in an interest-bearing trust account only if a judicial officer expressly so orders in a specific case.

(b) Court Order for Disbursement. Upon receipt of an order to disburse civil trust funds that were deposited in an interest-bearing account, the clerk of the court, through the Revenue Management Division, shall request that the County of Los Angeles calculate the interest earned on the principal as of the date of disbursement, and thereafter cause such interest to be disbursed to the appropriate individual(s) and/or entity(ies) in the same proportion as the principal was allocated.

(c) Party Request for Additional Disbursement. If the clerk of the court disbursed only the principal of civil trust funds that the court held in an interest-bearing account, upon a request by any litigant receiving such funds, the clerk of the court, through the Revenue Management Division, may request the County of Los Angeles to calculate the amount of interest and thereafter cause such interest to be disbursed to the appropriate individual(s) and/or entity(ies) in the same proportion as the principal was allocated.

(Rule 2.31 new and effective _____)

3.3 ASSIGNMENT OF CASES FOR ALL PURPOSES

(a) Proportionate Assignment. A *pro rata* share of all cases filed in or transferred to any district shall be assigned for all purposes to each judge assigned to hear cases for all purposes in that district.

(b) Regulation of Case Assignment. The clerk must take all reasonably appropriate steps, including a system of random use of case numbers, to ensure that neither any party nor any counsel will be able to anticipate a case assignment. The name of the judge to whom the case is assigned will be designated by the clerk on the summons and the complaint.

(c) Notice of Case Assignment. At the time that a civil case is filed, the clerk must provide a Notice of Case Assignment, which must indicate the name of the judge to whom the case has been assigned. Each plaintiff (and cross-complainant) must serve a copy of the notice, with the complaint (and cross-complaint), and give notice of any date set for a case management or status conference.

(d) Improper Refiling. A party must not dismiss and then refile a case for the purpose of obtaining a different judge. Whenever a case is dismissed by a party or by the court prior to judgment and a new action is later filed containing the same or essentially the same claims and the same or essentially the same parties, the new action will be assigned, unless the supervising judge for good cause orders otherwise, to the judge to whom the first case had been assigned. When multiple cases involving the same or essentially the same claims, and the same or essentially the same parties, are filed on the same date, the cases shall be assigned to the judge to whom the low numbered case (or first filed case) has been assigned, whether or not that case has been dismissed.

(e) Duty of Counsel. Every counsel in the second action referred to in subdivision (d) above must immediately bring the fact of the dismissal and refiling to the attention of the court. Counsel for plaintiff or cross-complainant (if the earlier action is renewed in a cross-complaint) must do so at the time that **the** pleading is filed. Counsel for all other parties must do so upon their first appearance, or as soon thereafter as they discover the facts. The notice must be given in a "Notice of Related Case" as provided in California Rules of Court, rule 3.300.

(f) Related Cases. (Cal. Rules of Court, rule 3.300.)

(1) Where one of the cases listed in a Notice of Related Cases has been assigned to a Complex Litigation department, the judge in the Complex Litigation department shall determine whether the cases will be ordered related and assigned to the Complex Litigation department;

(2) Where the cases listed in a Notice of Related Cases ~~contains a~~**include at least one civil case and at least one** probate **and/**or family law case, **the Supervising Judge of the Civil Division**~~Department 1 shall~~ **must** determine whether the cases ~~shall~~**should** be ordered related and, if so, to which **judge or** department they ~~shall~~**should** be assigned~~ if the cases are all pending in the Central District or pending in two different districts. If the cases are all pending in one district that is other than the Central District, the supervising judge of that district shall determine whether the cases shall be ordered related and, if so, to which department they shall be assigned~~. In addition to filing the Notice of Related Cases in the departments of all pending cases, a copy of the Notice of Related Cases must be ~~filed in~~**submitted to the Supervising Judge of the Civil Division in** Department ~~1~~**534 through the department's resource account at SMCDept534@lacourt.ca.gov** ~~for matters to be~~

~~determined in Department 1, and in the courtroom of the supervising judge of a district if the matter is to be determined by the supervising judge of that district~~**or to such other department to which the Supervising Judge of the Civil Division is assigned**;

(3) In the event that the judge designated under California Rules of Court, rule 3.300(h)(1)(A)(B)(C) to make the decision~~,~~ does not order related any of the cases set forth in the Notice of Related Cases, any party may file a motion to have the cases related. Department ~~1~~**534** shall hear the motion~~,~~ if the cases are all pending in the Central District or are pending in two or more different districts. If the cases are all pending in one district that is other than the Central District, the motion shall be heard by the supervising judge of that district. The motion must be served on each party in every case listed in the Notice of Related Cases, with proof of service attached; and

(4) Complex cases. Under California Rules of Court, rule 3.300(h)(3), the provisions in (3) of this subdivision do not apply in cases that have been designated as complex by the parties or determined to be complex by the court.

(g) Consolidation of Cases.

(1) Cases may not be consolidated unless they are in the same department. A motion to consolidate two or more cases may be noticed and heard after the cases, initially filed in different departments, have been related into a single department, or if the cases were already assigned to that department.

(2) Upon consolidation of cases, the first filed case will be the lead case, unless otherwise ordered by the court. After consolidation, all future papers to be filed in the consolidated case must be filed only in the case designated as the lead case.

(3) Before consolidation of a limited case with an unlimited case, the limited case must be reclassified as an unlimited case and the reclassification fee paid.

(h) Coordination of Non-Complex Cases. A civil case which is not complex as defined by Standard 3.10 of the Standards of Judicial Administration may be transferred to the court from a superior court in another county, if it involves a common question of fact or law within the meaning of Code of Civil Procedure section 403. The coordination motion shall be made in compliance with the procedures established by California Rules of Court, rule 3.500. Coordination motions seeking to transfer a case or cases to the Central District shall be filed and heard in Department ~~1~~**534**. Coordination motions seeking to transfer a case or cases to a district other than the Central District shall be heard by the supervising judge in that district.

(i) Assignment for All Purposes. Cases are assigned for all purposes, including trial. Except as the Presiding Judge may otherwise direct, each judge shall schedule, hear**,** and decide all matters for each case assigned.

(j) Effect of Judge Unavailability. Whenever a judge is unavailable to perform that judge's duties, the cases previously assigned to that judge shall be reassigned to another judge as the supervising judge determines.

(k) Complex Litigation.

(1) The Complex Litigation Program of the Superior Court of Los Angeles County will consist of the departments designated by order of the Presiding Judge. Complex cases must be filed in the districts designated according to Local Rule 2.3. Complex cases must be designated or counter-designated in the civil cover sheet as provided by California Rules of Court, rules 3.401-3.402.

(2) Except as provided in subsection (8) below concerning class actions, the Assistant Supervising Judge, Civil/Complex, (or the Assistant Supervising Judge's designee) (collectively, "Assistant Supervising Judge Civil/Complex") will review all cases in which a plaintiff/petitioner or a defendant/respondent has designated or counter-designated the case as complex and all cases that are designated on the civil cover sheet as "provisionally" complex (*see* California Rules of Court, rule 3.400(c)). This review will be conducted as soon as feasible after the case is filed, but before the case is assigned to a judge. The Assistant Supervising Judge, Civil/Complex will determine (with or without a hearing) whether to designate the case as complex pursuant to California Rules of Court, rule 3.403. If the matter is designated as complex and if any party has not yet paid the complex case fee required by Government Code section 70616(a), the court shall order payment of that fee. If the case is designated complex, the Assistant Supervising Judge, Civil/Complex will assign the case to a judge in the Complex Litigation Program. If the case is not designated complex, the Supervising Judge, Civil will assign the case.

(3) The judge who manages the complex case should do so with due consideration of Standard 3.10 of the Judicial Administration Standards and the case management concepts set forth in the Deskbook on Complex Civil Litigation published by the Judicial Council of California.

(4) If a party wishes to seek a designation that a case is a complex case, the party may seek to transfer the case to the Complex Litigation Program in the following manner. The party must complete the Complex Civil Case Questionnaire designated by the Assistant Supervising Judge, Civil/Complex. The Questionnaire must be filed in the court in which the case is pending. A courtesy copy of the Questionnaire must be provided to the Assistant Supervising Judge, Civil/Complex, who shall determine, with or without a hearing, but with notice to the assigned judge, whether the case should be assigned to the Complex Litigation Program in light of the caseload of the Program, the relative complexity of the case compared with cases then assigned to the Program, and the length of time the case has been pending.

(5) Nothing in this rule will be construed to alter the continuing power of a judge assigned to a case to decide at a later date that the case is complex or that a case previously declared to be complex is not. (*See* Cal. Rules of Court, rule 3.403(b).)

(6) If the judge to whom a case is assigned determines that a case is a complex case, the judge may seek to transfer the case to the Complex Litigation Program in the following manner. The judge or the party, on order of the court, shall complete the Complex Civil Case Questionnaire designated by the Assistant Supervising Judge, Civil/Complex. The Questionnaire must be filed in the court in which the case is pending. A courtesy copy of the Questionnaire must be provided to the Assistant Supervising Judge, Civil/Complex, who shall determine, with or without a hearing, but with notice to the assigned judge, whether the case should be assigned to the Complex Litigation Program

in light of the caseload of the Program, the relative complexity of the case compared with cases then assigned to the Program, and the length of time the case has been pending.

(7) A decision by the assigned judge to deem the case complex does not cause the case to transfer into the Complex Litigation Program. Only the Assistant Supervising Judge, Civil/Complex decides if a case will transfer into the Complex Litigation Program.

(8) Recognizing that class actions are defined as provisionally complex pursuant to California Rules of Court, rule 3.400(c), considering the factors which make a case complex enumerated in California Rules of Court, rule 3.400(b), and consistent with the policy to determine as soon as reasonably practicable whether a case is complex under California Rules of Court, rule 3.403, all class actions are presumed to be complex and at filing are assigned to the Complex Litigation Program of the court. Pursuant to Government Code ~~S~~section 70616(a), the complex case fee and first appearance fee must be paid at the time of the filing of the first paper in a class action proceeding. If class action claims are added to the case after the original filing of the complaint, and a party wants the case transferred to the Complex Litigation Program, the party must follow the procedure provided in subsection (4).

(Rule 3.3 [*7/1/2011*, *1/1/2012*, *7/1/2012*, *1/1/2013*, *5/17/2013, 1/1/2015, 1/1/2020, 7/1/2020, 7/1/2022, 1/1/2026, 7/1/2026*] amended and effective _____)

3.6 CAPTIONS ON AMENDED COMPLAINTS AND CROSS-COMPLAINTS

The format of the case caption beginning on the first page of any amended complaint or amended cross-complaint, proposed or otherwise, must contain the name of each party to the amended pleading.

(Rule 3.6 new and effective _____)

3.12 TENTATIVE RULINGS

(a) No Notice of Intent to Appear. In accordance with California Rules of Court, rule 3.1308, no notice of intent to appear is required to appear for oral argument, regardless of when the tentative ruling is issued.

(b) Availability of Tentative Ruling. If the court issues a tentative ruling, it will be made available as follows:

(1) By 11:59 p.m. of the day before the hearing, by posting on the court's website (available at www.LACourt.ca.gov, under the Access a Case, Tentative Rulings tab) or by the electronic service provider ordered by the court in the particular case; or

(2) On the day of the hearing, by any method the court deems reasonable.

(Rule 3.12 new and effective _____)

3.221 JUDGMENT DEBTOR PROCEEDINGS

(a) Application. **When a judgment creditor applies to the court for an order to appear for an examination proceeding pursuant to Code of Civil Procedure sections 708.110 *et seq*.:**

~~(1) A natural person must be named on the order to appear for examination proceedings on behalf of a corporation, company, partnership or other business entity, unless the court otherwise orders for good cause shown in a written declaration.~~

~~(2)~~ The clerk will give notice of the date and time for hearing.

(~~3~~**2**) A copy of the judgment must be provided with the application.

(~~4~~**3**) The application must be filed in the district in which the judgment was entered. If the courthouse where judgment was entered provides for judgment debtor's proceedings, the application for a debtor's proceeding must be filed in that courthouse. If not, the application must be filed in the courthouse where the district's supervising judge is located.

(b) Proof of Service.

(1) After service of the notice and application, proof of service of an order issued pursuant to Code of Civil Procedure sections 708.110, 708.120, or 708.130 must be filed directly with the clerk in the assigned department no later than 4:00 p.m., three court days before the hearing date, unless otherwise ordered by the court.

(2) Failure to file proofs of service will result in the proceeding being taken off calendar without costs awarded to the applicant. No further hearing will be scheduled earlier than 120 days from the date of the originally scheduled hearing, except for good cause shown in a written declaration.

(c) Failure to Appear at Hearing by Applicant.

(1) If the applicant fails to appear, and the person, firm, entity or corporation named in the order appears, the proceeding will be taken off calendar without costs awarded to the applicant.

(2) No further hearing will be scheduled earlier than 120 days from the date of the originally scheduled hearing, except for good cause shown in a written declaration.

(d) Failure to Appear at Hearing by Person Ordered to Appear. If a person ordered to appear fails to appear at the time and place specified in the order, and the proceeding has not been dismissed or taken off calendar, the applicant may request that the court issue an arrest warrant for the non-appearing person.

(1) On the first failure to appear, except for good cause shown, the court shall issue and hold the arrest warrant to the next available date and order the applicant to give written notice to the non-appearing person informing the non-appearing person that an arrest warrant will issue if the non-appearing person does not appear for examination on the continued date.

(2) The applicant must pay forthwith the service fee required by Government Code section 26744 (applies when the warrant is issued and not held).

(e) Continuance. No continuance will be granted unless both the applicant and the person to be examined appear on the date of the examination or the applicant appears with a valid proof of service for the non-appearing person.

(f) Claims of Non-Service. If the person ordered to appear denies service of the order for appearance, the court shall conduct a hearing solely to determine if proper service was made. The court may continue the examination to permit any person to present evidence in support or in opposition to the claim of non-service. If the court determines that service was not made, it may dismiss the proceeding without costs awarded to the applicant.

(g) Claims That Statements in the Application Are Untrue. When the truth of material facts set forth in the application filed in support of an order issued pursuant to Code of Civil Procedure sections 708.110, 708.120, or 708.130 is disputed by the person, firm, or corporation to whom the order was directed, the court shall conduct a hearing. If the court finds that material facts set forth in the application are untrue, the court shall dismiss the proceeding without costs awarded to the applicant.

(Rule 3.221 [*7/1/2011, 7/1/2022*] amended and effective _____)

3.233 SURPLUS FUNDS FROM TRUSTEE'S SALE

(a) Use of Mandatory Form. When a trustee files a declaration of unresolved claims and deposits with the clerk of the court the surplus funds that cannot be distributed pursuant to Civil Code section 2924j, the trustee must file and submit a Petition and Declaration Regarding Unresolved Claims and Deposit of Undistributed Surplus Proceeds of Trustee's Sale (Judicial Council form CIV-170).

(b) Rejection for Insufficient Written Claims. If a trustee files a Petition and Declaration Regarding Unresolved Claims and Deposit of Undistributed Surplus Proceeds of Trustee's Sale (Judicial Council form CIV-170) stating that no written claims from potential claimants have been received, the clerk of the court shall reject the Petition and Declaration and refrain from accepting the deposit of the surplus funds. If the clerk of the court has inadvertently accepted deposit of the surplus funds, the clerk shall return the deposited funds to the trustee for disposition pursuant to law.

(c) Remaining Surplus Funds after Disbursement. If the court has held a hearing and ordered disbursement of some portion of surplus funds but there remain surplus funds on deposit with the court for which there are no claims within the time period prescribed by statute, the clerk of the court will dispose of the remaining surplus funds pursuant to the Unclaimed Property Law, Code of Civil Procedure section 1500 *et seq*., by causing the remaining surplus funds to be forwarded to the State Controller's Office.

(Rule 3.233 new and effective _____)

4.7 ELECTRONIC FILING

Pursuant to Government Code section 68150, trial court records may be created, maintained, and preserved in electronic format. Any document the court receives electronically must be clerically processed and must satisfy all legal filing requirements to effectively be filed as an official court record. (Cal. Rules of Court, rules 2.100 *et seq.*, 2.253(b)(6).)

(a) Mandatory Electronic Filing. ~~Pursuant to the operative General Order re Mandatory Electronic Filing for Probate Records ("General Order"), represented parties in Probate actions must file documents electronically, unless the court exempts parties from doing so.~~**The Superior Court of Los Angeles County mandates electronic filing of all documents in probate cases by litigants represented by attorneys unless the court exempts parties from doing so.** The electronic filing of documents must be ~~a~~effected using an approved electronic service provider. Electronic service provider information is available on the court's website at www.LACourt.ca.gov. **The following definitions apply:**

(1) Bookmark. A bookmark is a PDF document navigational tool that allows the reader to quickly locate and navigate to a designated point of interest within a document.

(2) Electronic Envelope. An electronic envelope is a transaction through an electronic filing service provider for submission of documents to the court for processing which may contain one or more PDF documents attached (and proposed orders in Word).

(3) Electronic Filing. Electronic Filing (e-filing) is the electronic transmission to a court of a document in electronic form. (Cal. Rules of Court, rule 2.250(b)(7).)

(4) Electronic Filing Service Provider. An electronic filing service provider is a person or entity that receives an electronic filing from a party or other person for retransmission to the court. In the submission of filings, the electronic filing service provider does so on behalf of the electronic filer and not as an agent of the court. (Cal. Rules of Court, rule 2.250(b)(8).)

(5) Electronic Signature. For purposes of these Local Rules and in conformity for Code of Civil Procedure sections 17(b)(3), 34, and 1010.6(b)(1), Government Code section 68150, subdivision (g), and California Rules of Court, rule 2.257(a), the term "Electronic Signature" is defined as an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the document.

(6) Hyperlink. A hyperlink is an electronic link providing direct access from one distinctively marked place in a hypertext or hypermedia document to another in the same or different document.

(7) Portable Document Format (PDF). PDF is a digital document format that preserves all font, formatting, colors, and graphics or the original source document, regardless of the application platform used.

(b) ~~Exemptions from Mandatory Electronic Filing. Self-represented litigants are exempt from mandatory electronic filing requirements. Although not required, self-represented litigants are encouraged to participate in electronic filing and service. In addition, represented parties may apply for exemption from electronic filing requirements as set forth in the operative General Order.~~

~~(c)~~ **Documents** Exempt **from Electronic** Filing~~s~~. The following ~~filings~~**documents** may not be filed electronically:

(1) ~~p~~**P**eremptory challenges, or challenges for cause of a judicial officer **pursuant to Code of Civil Procedure sections 170.6 or 170.3**;

(2) ~~t~~**T**estamentary instruments (wills and codicils), original trust documents, and bond/undertaking documents;

(3) ~~t~~**T**rial and hearing exhibits.

(c) Litigants Exempt from Mandatory Electronic Filing. Self-represented litigants are exempt from mandatory electronic filing requirements. Although not required, self-represented litigants are encouraged to participate in electronic filing and service. In addition, represented parties may apply for exemption from electronic filing requirements and be permitted to file documents by conventional means if the party shows undue hardship or significant prejudice.

(d) ~~Lodgments. Documents attached to a Notice of Lodgment may be lodged and served conventionally in paper form. The actual document entitled "Notice of Lodgment" shall be filed electronically.~~ **Electronic Filing System Working Procedures. Electronic filing services providers must obtain and manage registration information for persons and entities electronically filing with the court. Such providers shall ensure that electronic filing service is accessible to individuals with disabilities and clearly state on their website that an individual with a disability may request accommodation.**

(e) Confirmation of Receipt. The court shall promptly send confirmation of receipt of the document indicating the date and time of receipt. If a document received by the court complies with the filing requirements and all required fees have been paid, the court shall promptly notify

the party or person who submitted the document. The electronic filing service provider shall ensure any notification from the court regarding the status of an electronic submission is forwarded to the party or person on whose behalf the electronic filing service provider electronically submitted the document to the court.

(~~e~~**f**) Technical Requirements.

(1) Documents must be electronically ~~filed~~**submitted** in PDF~~,~~ text searchable format **when technologically feasible without impairment of the document's image. Proposed orders must be in both PDF and Word versions. The Word version must be submitted as a separate document in the same electronic envelope/transaction. (Cal. Rules of Court, rule 3.1312.)**~~.~~

(2) ~~Declarations, proofs of service, and exhibits to documents must be text searchable when technologically feasible without impairment of the document's image and must be bookmarked within the document~~**The table of contents for any document submitted must be bookmarked**.

(3) Electronic documents, including but not limited to declarations, proofs of service, exhibits, attachments, and attachments to Probate Accountings must be bookmarked within the document pursuant to California Rules of Court, rule 3.1110(f). Electronic bookmarks must include links to the first page of each bookmarked item (e.g., exhibits, declarations, deposition excerpts) and with bookmark titles that identify the bookmark item and briefly describe the item.

(4) Exhibits or attachments to primary documents must be bookmarked. Examples include, but are not limited to, the following:

(A) Depositions;

(B) Declarations;

(C) Exhibits (including exhibits to declarations);

(D) Transcripts (including excepts within transcripts);

(E) Points and Authorities;

(F) Citations; and

(G) Supporting Briefs.

(5) Use of hyperlinks within documents (including exhibits and attachments) is strongly encouraged.

(~~3~~**6**) ~~Each~~**Accompanying** document**s** must be electronically ~~filed~~**submitted** as a separate **digital document in** PDF ~~document~~**format**.

(47) Multiple documents relating to one case ~~may~~**can** be uploaded **and submitted** in one **electronic** envelope.~~ transaction; and~~

(~~5~~**8**) Writs and abstracts must be submitted ~~as~~**in** a separate electronic envelope.

(9) Sealed Documents. If a judicial officer orders documents to be filed under seal, those documents must be filed electronically (unless exempted under subdivision c); the burden of accurately designating the documents as sealed at the time of electronic submission is the submitting party's responsibility.

(10) Redaction. Pursuant to California Rules of Court, rule 1.201, it is the submitting party's responsibility to redact confidential information (such as using initials for names of minors, using the last four digits of a social security number, and using the year for date of birth) so that the information shall not be publicly displayed.

(g) Timing for Electronic Filing. Any document received electronically before midnight on a court day shall be deemed to have been effectively filed on that court day if accepted for filing. Any document received on a non-court day is deemed to have been effectively filed on the next court day if accepted for filing. (Cal. Rules of Court, rule 2.253(b)(6); Code Civ. Proc., § 1010.6(b)(3).) This Rule does not affect the timing requirements for any documents that must be filed by a designated time on the due date.

Notwithstanding any other provision of this Local Rule, if a digital document is not filed in due course because of (1) an interruption in service; (2) a transmission error that is not the fault of the transmitter; or (3) a processing failure that occurs after receipt, the court may order, either on its own motion or by noticed motion submitted with a declaration for court consideration, that the document be deemed filed and/or that the document's filing date conform to the attempted transmission date.

(h) Timing for Exempted Filing. All filings exempt from mandatory filing requirements under subdivisions (b) and (c) must be filed at the clerk's filing window no later than 4:30 p.m. The clerk's office will open to the public at 8:30 a.m. for filing documents and other official public services, and close at 4:30 p.m. each court day. Except as directed by the court, the clerk may not allow the public to enter the offices for the purpose of filing papers or obtaining other official services after 4:30 p.m. Persons in the clerk's office at 4:30 p.m. may complete their filing.

(i) Lodged Materials. All separate exhibits (i.e., deposition transcripts, bulky items, etc.) not attached to filed papers and presented for motions and trials must be lodged with the court in time for the hearing, or at such other time as the court orders. All lodged exhibits will be

returned to counsel for preservation after the hearing unless ordered by the court. A party must either submit a self-addressed stamped envelope with lodged material or submit an attorney-service pick-up slip where the attorney service has been instructed by counsel to pick up the lodged material without reminder from the clerk. The actual "Notice of Lodgment" document shall be electronically filed.

(j) Waiver of Fees and Costs for Electronically Filed Documents. Requests to waive court fees and costs pursuant to Code of Civil Procedure section 1010.6 (b)(6) and California Rules of Court, rule 2.252(f), may be electronically submitted in any authorized action or proceeding. Fees and costs associated with electronic filing must be waived for any litigant who has received a granted fee waiver. (Cal. Rules of Court, rules 2.253(b), 2.258(b); Code Civ. Proc., § 1010.6(d)(2).)

(k) Electronic Signatures. An electronic signature shall have the same legal effect as an original signature. All electronic filings must comply with California Rules of Court, rule 2.257, and Code of Civil Procedure section 1010.6(b)(1).

When a document requires the signature under penalty of perjury of any person, the document shall be deemed to have been signed by that person if filed electronically (a) if the person has signed a printed form of the document before, or on the same day as, the date of filing or (b) if the person has signed the document using a computer or other technology. Letters submitted electronically require a wet signature.

(l) Time for Filing of *Ex Parte* Applications. *Ex parte* applications subject to mandatory electronic filing, including all documents in support thereof, must be electronically filed no later than 10:00 a.m. on the date before the *ex parte* hearing. Any written opposition to an *ex parte* application must be electronically filed by 8:30 a.m. on the day of the *ex parte* hearing. A printed courtesy copy of any opposition to an *ex parte* application must be provided to the court on the day of the *ex parte* hearing.

(Rule 4.7 [*1/1/2023, 1/1/2026*] amended and effective _____)

4.14 CONTINUANCE OF NON-TRIAL MATTERS

(a) Request to Continue Petition Hearing Date.

(1.) Use of local form ~~LASC~~ PRO 080. A party requesting a continuance of a hearing on a petition may file form PRO 080 for each hearing sought to be continued. This form may be used only to request a continuance of the petition hearing date.

(A) Usage. The PRO 080 form may only be used to request a continuance of a petition hearing date at least five court days before the hearing date. It may not be used to request the continuance of an order to show cause, trial, settlement conference, or motion.

(B2.) Timing. If the request is made fewer than five court days before the hearing, the requesting party must file an *ex parte* application, or may appear at the scheduled hearing and request a continuance.

(C3.) Required Signatures. If the petition is contested, all respondents, competing petitioners, and persons who have appeared in the case must sign the continuance request. A contested petition is one in which an objection, opposition, will contest, competing petition, or other filing seeking to deny or alter the relief requested in the petition has been filed. If the request does not contain all required signatures, a party seeking a continuance must file an *ex parte* application or appear at the scheduled hearing to request a continuance. Only the party requesting a continuance need sign the request if the petition is uncontested.

(D) Results. If the request to continue is granted, the original hearing date will be taken off calendar and the new hearing date will be the operative date. If the request to continue is granted and the requested continuance dates are not available on the court's calendar, a date after the requested dates will be set by the court. If the request to continue is denied, the original hearing date will remain on calendar. The party requesting the continuance should attend the hearing at the date, time, and location set.

(E4.) Service of Order. The party who sought the continuance must serve a copy of the court order ruling on the request on all parties who received notice of the filing of the petition, who have appeared at any hearing on the petition, who have filed documents related to the petition, or who have filed a request for ~~S~~special ~~N~~notice.

(2) Use of Email to Request a Continuance. A party may arrange for a requested continuance date for a petition by sending an email, at least two court days prior to the hearing date, to the probate attorney or probate examiner whose email address appears at the end of the

Probate Notes. The party requesting the continuance must copy all counsel and any self-represented litigants on the email requesting the continuance and indicate dates that are agreeable to all parties who have appeared in the proceeding. The hearing date will remain on calendar, but the Probate Notes will indicate that counsel and/or any self-represented litigant has requested a continuance date for the hearing.

(b) Matters Not Ready for Hearing. If there has been no prior continuance, the court will usually continue for at least four weeks a matter that is not ready for hearing. A matter will be considered not ready for hearing when the Probate Notes state that there are unresolved procedural or factual issues, other than issues designated as "JTD" for the court to determine.

If there are unresolved procedural or factual issues appearing in the Probate Notes on the second continued date, the court may place the matter off calendar, deny it without prejudice, or grant an oral motion for continuance.

(c) Continuance Pursuant to Stipulation. Matters will not be continued by stipulation of counsel without recommendation of the ~~P~~probate ~~A~~attorney or order of the court.

(d) Notice of Continued Matter. If a petition was properly noticed, new notice of the continued date is not required unless specifically ordered by the court. This rule does not apply to notice by citation.

(Rule 4.14 [*7/1/2011, 1/1/2023*] amended and effective _____)

5.25 DECLARATION/STATEMENT OF PROVIDER OF SUPERVISED VISITATION

(a) Pursuant to Penal Code section 11166.5(d), all **"professional** providers**"** of supervised visitation ~~who receive payment for their~~ services **as defined in Family Code section 3200.5(c)(2) shall fulfill the qualifications and requirements of California Standards of Judicial Administration, standard 5.20 applicable to "professional providers" and** ~~must~~ complete and file a declaration/statement as provided on ~~court Form H272~~**Judicial Council of California Form FL-324(P) in advance of providing supervised visitation services in the matter**. The provider ~~must~~**shall** attach a copy of proof of attendance at a training program to the form.

(b) All "nonprofessional providers" of supervised visitation services as defined in Family Code section 3200.5(c)(1) shall fulfill the qualifications and requirements of California Standards of Judicial Administration, standard 5.20 applicable to "nonprofessional providers" and complete and file a declaration/statement as provided on Judicial Council of California Form FL-324(NP) in advance of providing supervised visitation services in the matter.

(Rule 5.25 [*7/1/2011*] amended and effective _____)

7.1 JURISDICTION

(a) Jurisdiction. Three classes of children come within the jurisdiction of the Juvenile Division: dependent children, status offenders, and youthful offenders. (Welf. & Inst. Code, §§ 300, 601, 602, and Cal. Rules of Court, rule 5.501 *et seq.*)

(b) Coordination of Custody Proceedings. Local Rule ~~8.34~~**2.30** governs the coordination of multiple proceedings involving the same child(ren). Counsel must be familiar with Local Rule ~~8.34~~**2.30** and Welfare and Institutions Code section 304, which gives the juvenile court jurisdiction during the pendency of a dependency action over all issues in proceedings under the Family Law and Probate codes that affect the custody of child(ren).

(1) Identification. The dependency court hearing a matter should determine at the earliest possible time whether a related family law or probate case is pending in another court. If there is a related dependency, family law or probate matter pending, the clerk in Department 400 of the dependency court must be immediately notified. Notification procedures are set forth in the dependency court's "Notification to Family Law/Probate Court of Active Dependency Case" procedure dated February 6, 2002, which is available at the court's website, at www.LACourt.ca.gov, or from the juvenile court clerk's office.

(2) Coordination of Multiple Dependency Proceedings Involving Members of the Same Family. All attorneys and self-represented parties (collectively defined in Local Rule 1.1 as "counsel") must investigate the existence of any open, closed, or reactivated dependency cases that involve the parents, guardians, or other members of the same family. If counsel learns of a pending or closed case in another dependency department that involves members of the same family, the attorney or party must notify the judges presiding over the cases, who will advise the Supervising Judge of the Dependency Court. After consultation with those judges, the Supervising Judge of the Dependency Court will determine how, and in what department(s), the matters will be heard, transferred, consolidated, or coordinated.

(c) Welfare and Institutions Code Section 241.1 Joint Assessments Policy. Welfare and Institutions Code section 241.1 mandates a joint assessment by the Department of Children and Family Services ("DCFS") and the Probation Department for a child who appears to come within the description of both Welfare and Institutions Code sections 300 and 601 or 602. A referral for a joint assessment will be conducted pursuant to the Memorandum of Understanding between the juvenile court, DCFS, Probation Department and the Department of Mental Health. A copy of the Memorandum may be obtained from the court's website, at www.LACourt.ca.gov, or from the juvenile court clerk's office.

(Rule 7.1 [*7/1/2011, 1/1/2020, 1/1/2026*] amended and effective _____)

8.2 FILING AND TRANSFER OF CASES

(a) Filing of Cases. Indictments, criminal complaints, and informations ~~must~~**shall** be filed in accordance with Local Rule 2.3(a)(3).

(b) Transfer of Cases. Whenever the Presiding Judge or the ~~S~~**s**upervising ~~J~~**j**udge determines that the calendar in any district, including the Central District, has become so congested as to jeopardize the right of a party to a speedy trial or to interfere with the proper handling of the judicial business in that district, for security or calendar administration reasons, or in the interests of justice, the Presiding Judge or the ~~S~~**s**upervising ~~J~~**j**udge may order the transfer of one or more pending criminal matters to another district for trial or hearing, or, Local Rule 2.3(a)(3) notwithstanding, may order the filing of cases in a different district.

(c) Mandatory Electronic Filing of Search Warrant Applications and Returns. All search warrant applications, including supporting affidavits, and returns submitted for judicial review or filing with the Superior Court of Los Angeles County shall be transmitted exclusively through the electronic Search Warrant (eSW) Portal. Law enforcement agencies with access to the court's Justice Partner Portal (JPP) can access the eSW Portal using the same credentials. Agencies that do not have access to JPP may contact the court at eSearchWarrant@LACourt.ca.gov to obtain access to the eSW Portal.

(1) Review of Search Warrant Applications.

(A) Magistrates are available 8:30 a.m. – 4:30 p.m. to review non-exigent search warrant applications via the eSW Portal. Magistrates are available 24 hours a day, 7 days a week, to review exigent search warrant applications via the eSW Portal. Peace officers shall clearly indicate exigency in the eSW Portal at submission, as exigent warrants are prioritized.

(B) Peace officers may track the status of their search warrant application and retrieve signed search warrants directly from the eSW Portal and will be notified electronically when a search warrant is approved or rejected.

(C) If a magistrate rejects a search warrant application, the peace officer may contact the District Attorney's Command Center or their legal counsel for guidance.

(2) Search Warrant Returns. Search warrant returns shall be submitted electronically via the eSW Portal. Returns that include a request for sealing will be reviewed and, if approved, signed by a magistrate. All other returns will be processed through the eSW system.

(A) Sealing. If a search warrant application or return has confidential information requiring sealing, the peace officer shall request that the court seal the document at the time of submission.

(B) Electronic Signature. All signatures on search warrant applications through the eSW Portal shall comply with California Rules of Court, rule 2.257, requirements for electronic signatures.

(C) Technical Failure. In the unlikely event of a technical failure that prevents submission of a search warrant application or return through the eSW Portal: during regular business hours, search warrants and returns shall be submitted through the agency's jurisdictional courthouse; during off hours, only exigent search warrants shall be submitted through the D.A. Command Center. The court will notify users of all scheduled outages for routine maintenance.

(Rule 8.2 [*7/1/2011, 1/1/2016, 7/1/2022*] amended and effective _____)

9.1 GENERAL PROVISION

(a) Assignment of Judges.

(1) Appellate Division. Four judges are assigned to the Appellate Division by the ~~Chairperson of the Judicial Council~~**Chief Justice of the California Supreme Court**. The Appellate Division is in Room 607 in the Stanley Mosk Courthouse.

(2) Department ~~70~~**615A**. Each judge assigned to the Appellate Division is also assigned individually on a rotating basis to Department ~~70~~**615A** of the Central District, Room ~~607~~**615A** of the Stanley Mosk Courthouse. The judge in Department ~~70~~**615A** hears and decides petitions for writ of habeas corpus filed in conjunction with an appeal pending in the Appellate Division. This assigned judge's decision on the petition for writ of habeas corpus is not subject to review by the Appellate Division.

(b) Appellate Jurisdiction.

(1) Appeals. The Appellate Division has jurisdiction over all appeals arising from all misdemeanor, infraction**,** and limited civil cases in the County (except small claims appeals and parking citation appeals) and over all motions**, applications, requests,** and petitions for stay orders in connection with such appeals. (Code Civ. Proc., § 77(e).)

(2) Decisions. A panel of three judges participates in each matter before the court. The concurrence of at least two judges is required for a decision in any case**, except for those matters that may be decided by the Presiding Judge of the Appellate Division**. (Code Civ. Proc., § 77(a), (b) and (d).)

(c) Writ Jurisdiction.

(1) Writs. The Appellate Division has jurisdiction over all petitions for writs of mandate, prohibition, and review (certiorari) in any misdemeanor, infraction, or limited civil case **and jurisdiction over small claims writs under Code of Civil Procedure sections 116.798(a)(1) and (c)**. (Code Civ. Proc., §§ 1068(b), 1085(b) and 1103(b).)

(2) Decision. A panel of three judges participates in each petition for writs of mandate, prohibition, and review (certiorari) in any misdemeanor, infraction, or limited civil case. The concurrence of at least two judges is required for a decision in any petition for a writ. (Code Civ. Proc., § 77~~(a), (b) and~~ (d).)

(Rule 9.1 [*7/1/2011, 7/1/2014, 7/1/2025*] amended and effective _____)

9.2 ELECTRONIC FILING

Pursuant to Government Code section 68150, trial court records may be created, maintained, and preserved in electronic format. Any document the court receives electronically must be clerically processed and must satisfy all legal filing requirements to effectively be filed as an official court record. (Cal. Rules of Court, rules 2.100 *et seq*., 2.253(b)(6).)

(a) Mandatory Electronic Filing. The Superior Court of Los Angeles County mandates that all documents filed in Appellate Division cases by litigants represented by attorneys be submitted to the court by electronic filing unless the court exempts the parties from doing so. The electronic filing of documents must be effected using an approved electronic filing service provider. Instructions on electronic filing are available on the court's website at www.LACourt.ca.gov.

(b) Exempt Filings. A challenge for cause of a judicial officer may not be electronically filed.

(c) Litigants Exempt from Mandatory Electronic Filing. Self-represented litigants are exempt from mandatory electronic filing requirements. Although not required, self-represented litigants are encouraged to participate in electronic filing and service. In addition, represented parties may apply for exemption from electronic filing requirements and be permitted to file documents by conventional means if the party shows undue hardship or significant prejudice by submitting Judicial Council Form, EFS-007 Request for Exemption From Mandatory Electronic Filing and Service.

(d) Technical Requirements.

(1) Documents must be electronically submitted in PDF text searchable format when technologically feasible without impairment of the document's image.

(2) Declarations, proofs of service, and exhibits to documents must be bookmarked within the document.

(3) Use of hyperlinks within documents (including exhibits and attachments) is strongly encouraged.

(4) Multiple documents relating to one case can be uploaded and submitted in one electronic envelope.

(5) Each document must be electronically filed as a separate PDF document.

(e) Timing for Electronic Filing. Any document received electronically before midnight on a court day shall be deemed to have been effectively filed on that court day if accepted for filing. Any document received on a non-court day is deemed to have been effectively filed on the next court day if accepted for filing. (Cal. Rules of Court, rule 2.253(b)(6); Code Civ. Proc., § 1010.6(~~b~~a)(~~3~~4).) This Rule does not affect the timing requirements for any documents that must be filed by a designated time on the due date.

Notwithstanding any other provision of this Local Rule, if a digital document is not filed in due course because of (1) an interruption in service, (2) a transmission error that is not the fault of the transmitter, or (3) a processing failure that occurs after receipt, the court may order, either on its own motion or by noticed motion submitted with a declaration for court consideration, that the document be deemed filed and/or that the document's filing date conform to the attempted transmission date.

(f) Timing for Exempted Filing. All filings exempt from mandatory filing requirements under subdivisions (b) and (c) must be filed at the Appellate Division clerk's office filing window no later

than 4:30 p.m. The clerk's office will open to the public at 8:30 a.m. for filing documents and other official public services, and close at 4:30 p.m. each court day. Except as directed by the court, the clerk may not allow the public to enter the office for the purpose of filing papers or obtaining other official services after 4:30 p.m. Persons in the clerk's office at 4:30 p.m. may complete their filing.

(g) Waiver of Fees and Costs for Electronically Filed Documents. Requests to waive court fees and costs pursuant to Code of Civil Procedure section 1010.6(~~b~~**e**)(6) and California Rules of Court, rule 2.252(f), may be electronically submitted in any authorized action or proceeding~~s~~. Fees and costs associated with electronic filing must be waived for any litigant who has received a granted fee waiver. (Cal. Rules of Court, rules 2.253(b)**(5)**, 2.258(b); Code Civ. Proc., § 1010.6(~~d~~**g**)(2).)

(h) Electronic Filing Fees. The clerk of the court shall reimburse, upon the submission of appropriate supporting documentation confirming payment, all electronic filing fees required for the case and paid by PACE appointees, including but not limited to, the following fees (1) Electronic Filing Service Provider convenience fee, (2) court transaction fee, and (3) credit card transaction fee.

(i) Transmittal of Exhibits. Electronically transmitted exhibits must comply with California Rules of Court, rules 8.843(d)(2), 8.8~~8~~45, and 8.870(d)(2).

(Rule 9.2 [*7/1/2025, 1/1/2026*] amended and effective _____)

9.4 STAY ORDERS IN PENDING APPEALS

(a) Notice. Applications for stay orders must comply with Local Rule 9.10.

(b) Civil Appeals.

(1) Before Filing Notice of Appeal. Applications for stay orders before notice of appeal has been filed must be filed in the trial court. (Code Civ. Proc., § 918.)

(2) After Filing Notice of Appeal.

(A) Applications for stay orders pending appeal after notice of appeal has been filed must be filed in the Appellate Division. Applications and response to applications must be filed and served pursuant to Local Rule 9.10. (*See* Cal. Rules of Court, rule 8.~~705~~**806**(a).)

(B) Applications for stay orders are ruled upon, without hearing, by the court, which may request opposition papers be filed before ruling.

(C) In unlawful detainer actions, the applicant must seek a stay from the trial court before seeking relief in the Appellate Division. (Code Civ. Proc., § 1176.)

(3) Supersedeas.

(A) Filing. Petitions for writ of supersedeas must be filed in the Appellate Division and must comply with California Rules of Court, rule 8.824. (*See* Local Rule 9.12(d) for direction regarding requesting electronic recording.)

(B) Service. Petitions for writ of supersedeas must be served in accordance with California Rules of Court, rule 8.824, and must be accompanied by proof of service at the time of filing. Petitions and opposition to petitions must be filed and served pursuant to Local Rule 9.10.

(C) Decision. Petitions for writ of supersedeas are ruled upon without hearing by the court, which may request that opposition papers be filed before ruling on the petition. In appropriate cases, the court may set the matter for oral argument.

(D) Showing required.

(i) Civil cases. A petition may be granted only on a showing of exceptional circumstances.

(ii) Unlawful detainer. Petitions must meet the requirements of Code of Civil Procedure section 1176.

(E) *Ex parte* proceedings.

(i) Pending the court's ruling on a *supersedeas* petition, an application for temporary stay may be granted *ex parte* upon a showing of good cause and upon the giving of notice to the opposing party in accordance with California Rules of Court, rule 3.1200 *et seq*.

(ii) The *ex parte* application is to be electronically filed at or before 8:30 a.m., parties exempt from electronic filing must file the *ex parte* application in the Appellate Division, Room 607, Stanley Mosk Courthouse, at 8:30 a.m., Monday through Friday. Applications are ruled upon without a hearing by the court.

(c) Criminal Appeals.

(1) Stay of Execution.

(A) An application for stay of execution must first be made in the trial court, and, if denied, may then be made in the Appellate Division. (*See* Pen. Code, § 1467; Cal. Rules of Court, rule 8.854(b).)

(B) Applications for stay orders must be filed in the Appellate Division and served on opposing counsel in accord with Local Rule 9.10.

(C) The court rules upon application for stays without a hearing.

(2) Request for Bail Reduction on Appeal.

(A) An application for bail reduction must first be made in the trial court, and if denied, may then be made in the Appellate Division. (Pen. Code, § 1272.)

(B) The court rules upon applications for bail reduction without hearing.

(d) Bonds on Appeal. All proceedings concerning bonds on appeal must be brought in the trial court.

(Rule 9.4 [as Rule 9.3 *7/1/2011, 7/1/2025*] amended and effective _____)

9.5 APPOINTED COUNSEL IN MISDEMEANOR APPEALS

(a) Right to Counsel. A defendant appealing a misdemeanor conviction, who had appointed counsel at trial or who has otherwise met the standards for appointed counsel, is entitled to appointed counsel on appeal. (Cal. Rules of Court, rule 8.851(a).)

(b) Applications for Appointed Counsel.

(1) Filing. A party meeting the standards may apply for appointment of counsel in the Appellate Division. The application must comply with California Rules of Court, rule 8.851(b).

(2) Indigency. If a defendant was not represented by appointed counsel in the trial court, the application for appointed counsel must include a declaration of indigency. (Cal. Judicial Council Form MC-210.) All applications for appointment of counsel are decided without a hearing. (Cal. Rules of Court, rule 8.851~~(b)(2)~~; Local Rule 9.10(e).)

(3) List of Attorneys. Appointments are made by the Appellate Division from the list of attorneys maintained by the Appellate Division.

(Rule 9.5 [as Rule 9.4 *7/1/2011, 7/1/2014, 7/1/2025*] amended and effective _____)

9.6 RECORD ON APPEAL

(a) Civil Appeals.

(1) Contents. The record on appeal includes those items specified by California Rules of Court, rule 8.830.

(2) Designation of the Record. The parties must comply with the California Rules of Court governing the method and time limits for designating the record on appeal and are responsible for assuring that the required record is paid for, prepared, and transmitted to the Appellate Division. (Cal. Rules of Court, rules 8.831, 8.832(b),(c), 8.834, 8.835, 8.836, and 8.837.)

(3) Appendixes. If a party elects to proceed by way of an appendix, the contents of the appendix must comply with the provisions outlined in California Rules of Court, rule 8.845.

(4) Form of Appendix. All appendixes for a civil appeal must comply with California Rules of Court, rule 8.838.

(5) Burden of Providing the Record. Appellant has the burden of ensuring that the Appellate Division has an adequate record for review. Any party who desires the court to review testimony must provide either a reporter's transcript, official electronic recording, an agreed statement, or a statement on appeal. (Cal. Rules of Court, rules 8.834, 8.835, 8.836 and 8.837.) Any party desiring the court to review exhibits must cause the exhibits to be transmitted to the Appellate Division. (Cal. Rules of Court, rule 8.843.)

(b) Misdemeanor and Infraction Appeals.

(1) Contents. The record on appeal includes those items specified by California Rules of Court, rule 8.860 and 8.910.

(2) Clerk's Transcript. The clerk's transcript, consisting of the items specified by California Rules of Court, rule 8.861 and rule 8.912, is prepared immediately after the notice of appeal is filed without request or payment by the appellant. (Cal. Rules of Court, rules 8.862(a) and 8.913.)

(3) Reporter's Transcript, Official Electronic Recording, or Statement. Appellant has the burden of ensuring that the Appellate Division has an adequate record for review of the issues being raised on appeal. If this includes a record of the oral trial proceedings, the appellant must timely file in the trial court a notice of election to proceed on appeal with either the reporter's transcript, official electronic recording, transcript of official recording, or a statement on appeal. (Cal. Rules of Court, rules 8.835, 8.864, 8.915 and 8.917.) Thereafter, appellant must comply with the California Rules of Court to ~~i~~ensure the timely preparation and transmittal of record of the oral proceedings to the Appellate Division. (Cal. Rules of Court, rules 8.864(a), ~~(d),~~ 8.866(a), 8.869, 8.915, and 8.916.)

(4) Exhibits. Any party who wants the Appellate Division to consider exhibits that were admitted, refused, or lodged in the trial court, must comply with California Rules of Court, rule 8.870 or 8.921.

(c) Official Electronic Recording. When the trial court proceedings were officially recorded under Government Code section 69957(a) for a limited civil, misdemeanor or infraction case, and the electronic recording was prepared in compliance with applicable rules regarding electronic recording

of court proceedings, the court will provide a written transcript of the electronic recording, pursuant to California Rules of Court, rules 2.952, 8.835, 8.867, 8.868, 8.917, and 8.920 as the official record of the oral proceedings to all parties without fee.

For a misdemeanor criminal case, the court will provide a written transcript of the recording of the trial court proceedings, pursuant to California Rules of Court rules 8.864(a) and 8.868(b) as the official record of the oral proceedings, to all parties, without fee.

(Rule 9.6 [as Rule 9.5 *7/1/2011, 7/1/2019, 7/1/2021, 1/1/2022, 1/1/2023, 7/1/2025*] amended and effective _____)

9.7 BRIEFS

(a) Time for Filing.

(1) Order for Filing. After the record on appeal has been filed, the Appellate Division will issue a notice setting the briefing schedule. (Cal. Rules of Court, rules 8.881, 8.925~~5~~**6**.)

(2) Failure to Comply. The failure of the appellant in a civil, misdemeanor, or an infraction appeal to timely file an opening brief will result in a clerk's notice of default, and the failure to cure the default may result in dismissal of the appeal. **If the appellant is the defendant and represented by appointed counsel, the court may relieve that appointed counsel and appoint new counsel.** The failure of the respondent in a civil case to file its brief may result in the appeal being decided on the appellant's brief and any oral argument by appellant. The failure of the defendant, who is the respondent in a misdemeanor or infraction appeal, to timely file its brief, will result in a clerk's notice of default, and the failure to cure the default will result in the appeal being decided on the appellant's brief and any oral argument by appellant. (Cal. Rules of Court, rules **8.**882~~, subd.~~ (c), & 8.927(b).)

(b) Content and Format. All briefs filed in a civil or misdemeanor appeal must comply with California Rules of Court, rule 8.883, and in an infraction appeal with rule 8.928. No attachments, including exhibits, are permitted. In any case in which the official electronic recording is used as the official record on appeal, each brief must support any reference to a matter in the record by a citation to the time stamp where, in the electronic recording, the matter appears.

(c) Length. Unless permission is obtained from the Presiding Judge of the Appellate Division, briefs in a civil or misdemeanor appeal shall not exceed 6,800 words, including footnotes, if produced by a computer, or 20 pages if produced by a typewriter; and in an infraction appeal must not exceed 5,100 words, including footnotes, if produced by a computer, or 15 pages if produced by a typewriter. Noncompliant briefs are subject to sanctions. (Cal. Rules of Court, rules 8.883(b), (d), 8.928(b), (d).)

Permission must be obtained by application in accordance with Local Rule 9.10.

(d) Service. A copy of all briefs must be served on opposing counsel and the trial court. (See Cal. Rules of Court, rules 8.25, 8.883~~2~~(e), and 8.927(c).)

(e) Extension of Time. An application for extension of time to file a brief must be filed in the Appellate Division in accordance with Local Rule 9.10 before the brief is due and must be supported by good cause. (Cal. Rules of Court, rules 8.810, 8.811, 8.882(b)(3).)

(f) *Wende* Briefs. *People v. Wende* shall be cited on the cover, or the first page if there is no cover, of any brief requesting the Appellate Division to review the record on appeal to determine if there are any arguable issues that may require briefing. (*People v. Wende* (1979) 25 Cal.3d 436.)

(Rule 9.7 [as Rule 9.6 *7/1/2011, 7/1/2015, 7/1/2019, 1/1/2023, 7/1/2025*] amended and effective _____)

9.8 ORAL ARGUMENT

(a) Date and Time.

(1) Date. The parties will receive at least 20 days' notice of the date for the oral argument. For good cause, the ~~p~~**P**residing ~~j~~**J**udge of the Appellate Division may shorten the notice period. The clerk must notify the parties by telephone or other expeditious method of the shortened notice period. (Cal. Rules of Court, rules 8.885(c), 8.929(c).)

(2) Time. By order of the ~~p~~**P**residing ~~j~~**J**udge **of the Appellate Division** or the panel of the division hearing the appeal, any appeal may be placed on the calendar for oral argument at any session. (Cal. Rules of Court, rules 8.885(a), 8.929(a).) As a general rule, appeals will be scheduled for oral argument as follows:

(A) Criminal matters: 9:00 a.m.

(B) Civil matters: 1:30 p.m.

(b) Failure to Appear. If a party fails to appear at oral argument when the case is called, the case will be deemed submitted. A motion to vacate an order taking a cause under submission must comply with Local Rule 9.10(b).

(c) Continuances. Continuances will only be granted upon a showing of good cause. Continuances by stipulation are subject to the approval of the ~~p~~**P**residing ~~j~~**J**udge **of the Appellate Division**. Written applications for continuance must comply with Local Rule 9.10, and shall be ruled upon, without hearing, by the court.

(d) Amount of Time to Argue. Each side is permitted ten minutes to argue in a civil or misdemeanor appeal and five minutes in an infraction appeal. (Cal. Rules of Court, rules 8.885(~~d~~**e**)(2), 8.929(~~d~~**e**)(2).)

(e) Tentative Rulings. Tentative rulings are issued in most cases, indicating the court's initial proposed views or questions concerning a case. The court is not bound by a tentative ruling, whether

or not a party has submitted the case based on the stated tentative ruling. Tentative rulings will be available: (1) on the afternoon before calendar (a) on the court's website at www.LACourt.ca.gov, select Appellate ~~Division,~~**under Type of Cases, and Access** Tentative Rulings, or (b) by telephone; and (2) will be posted outside the courtroom on the day of the hearing.

(f) Supplemental Briefing. Supplemental briefing will be permitted when the court intends to decide a case upon the basis of an issue not briefed or proposed by any party. (Gov. Code, § 68081.)

(Rule 9.8 [as Rule 9.7 *7/1/2011, 7/1/2019, 1/1/2020, 7/1/2025, 1/1/2026*] amended and effective _____)

9.9 JUDGMENT

(a) Time for Decision. The court shall decide a case within 90 days after submission. (Cal. Const., art. ~~6~~**VI**, § 19.)

(b) Opinion. The court will generally file a~~n~~ **written** opinion on each appeal but is not required to do so. (*See* Cal. Rules of Court, rule 8.887(a).)

(c) Publication. An opinion is published in whole or in part in the Official Reports when a majority of the judges in the Appellate Division who participated in the opinion certifies that the opinion meets one or more of the standards set forth in California Rules of Court, rule 8.1~~0~~**1**05(c), and the Court of Appeal does not order the case transferred to it for hearing and decision. (Cal. Rules of Court, rule~~s~~ 8.1008**8**~~5(c), 8.1002~~.)

(Rule 9.9 [as Rule 9.8 *7/1/2011, 7/1/2025*] amended and effective _____)

9.10 APPLICATIONS AND MOTIONS

(a) Routine Applications. Applications, as defined by California Rules of Court, rule 8.806, shall be served on opposing counsel and filed in the Appellate Division. Applications must be supported by a declaration under penalty of perjury. (Cal. Rules of Court, rules 8.806(a), (b), 8.810.)

(b) Motions. Written motions must be served on all parties and must be filed in the Appellate Division in connection with all matters or where a party is in default. (Cal. Rules of Court, rules 8.808, 8.812.)

(c) Motions to Withdraw as Counsel. Motions to withdraw as counsel of record must comply with the requirements of Code of Civil Procedure sections 284 and 285, and California Rules of Court, rule 8.814.

(d) Motions Before Record Filed. Civil motions filed before the Appellate Division has received the record on appeal must be accompanied by documents sufficient to permit review.

(e) Ruling on ~~Applications and~~ Motions. The court will rule on ~~applications and~~ motions made pursuant to this rule after an opposition has been filed or the time to file an opposition has expired. Rulings are made without hearing. The court may, however, on the request of a party or on its own motion, place a matter on calendar for hearing. (Cal. Rules of Court, rule 8.808(a), (b).)

(f) Abandonment. A civil appeal may be abandoned by filing a written abandonment in the Appellate Division. (Cal. Rules of Court, rule 8.825(b).) In order to abandon a misdemeanor or infraction appeal, a written abandonment, signed by the appellant or the appellant's attorney, must be filed in the Appellate Division. (Cal. Rules of Court, rule 8.855(a), (b)(1) and rule 8.904(a), (b)(1).)

(Rule 9.10 [as Rule 9.9 *7/1/2011, 7/1/2022, 7/1/2026*] amended and effective _____)

9.12 WRITS

(a) Form and Notice. A writ petition must comply with all applicable statutes and the California Rules of Court. (*See* Code Civ. Proc., §§ 1067-1108; Cal. Rules of Court, rules 8.930-8.936.) Only writs pursuant to Local Rule 9.1 shall be filed in the Appellate ~~d~~**D**ivision.

(b) Writs Involving Felony Matters Prior to the Defendant Being Held to Answer. In felony cases where the ruling, order or other matter arose prior to the completion of the preliminary hearing, petitions for writs of mandate, prohibition, review (certiorari), habeas corpus or any other petition for extraordinary relief, must be filed in Department 100 in the Central District. (*See* Local Rule 8.33(a)(2).) ~~Subdivisions (c), (c)(2)(a), (c)(3), and (d) of this rule apply to petitions filed in Department 100.~~

(c) Filing and Service of Writs.

(1) Filing.

(A) Where Filed. The original petition with proof of service must be electronically filed. If exempt from electronically filing, the original petition with proof of service must be filed in the clerk's office of the Appellate Division, Room 607 of the Stanley Mosk Courthouse.

(B) When Filed. A writ petition generally must be filed within the statutory period for an appeal.

(2) Filing Fees.

(A) Criminal Cases. No filing fees are required in a criminal case.

(B) Civil Cases. The filing fee for a civil writ petition is the same as that in the schedule for the filing of civil cases.

(3) Service. The petition must be served on all parties and the trial court before filing.

(d) Official Electronic Recording. The court permits the original of an official electronic recording, or a copy made by the court, to be transmitted for use as a supporting document to the Petition for Writ proceedings as specified in California Rules of Court**, rule** 8.931(b)(1)(D), when the proceedings were officially recorded under Government Code section 69957(a) for a limited civil, misdemeanor or infraction case, and the electronic recording was prepared in compliance with applicable rules regarding electronic recording of court proceedings. Upon request, the court will provide access to the electronic recording of the oral proceedings without fee. Information for ordering the electronic recording is available on the court's website at www.LACourt.ca.gov **under the Online Services, Transcripts and Recordings, Access My Transcript or Recording**.

(e) Writ Proceedings and Decisions. The court may:

(1) Continue the matter and request supplementary documents or preliminary opposition;

(2) Summarily deny the petition without hearing;

(3) Notify the parties of the court's intent to issue the peremptory writ in the first instance (*Palma v. U.S. Industrial Fasteners, Inc.* (1984) 36 Cal.3d 171.); or

(4) Issue an alternative writ or order to show cause and set the matter for a hearing, after which, a decision will be made. If an alternative writ is issued, a certified copy of the writ or order shall be promptly sent to the parties. (Cal. Rules of Court, rule 8.934(a).)

(f) Habeas Corpus Filed in Conjunction with an Appeal Pending in the Appellate Division.

(1) The petition must be verified.

(2) The petition must be served on the trial judge and on the People before filing.

(3) The petition must be filed in Department ~~70~~**615A**, Room 607, of the Stanley Mosk Courthouse.

(4) No filing fee is required.

(Rule 9.12 [as Rule 9.11 *7/1/2011, 1/1/2016, 7/1/2021, 1/1/2022, 1/1/2023, 7/1/2025, 1/1/2026*] amended and effective _____)