

**SUPERIOR COURT OF THE STATE OF CALIFORNIA  
COUNTY OF SANTA CLARA**

**FOREWORD**

**State Rules**

The California Rules of Court are adopted by the Judicial Council of California for all Superior Courts. The California Rules of Court can be found at:

[www.courtinfo.ca.gov/rules/](http://www.courtinfo.ca.gov/rules/)

**Local Rules**

The following Local Rules of Court supplement the California Rules of Court and apply in Santa Clara County only. If there is a conflict between the Local Rules and the California Rules of Court, the California Rules of Court apply. The following Local Rules can also be found at:

[www.sccsuperiorcourt.org/rules/rules.htm](http://www.sccsuperiorcourt.org/rules/rules.htm)

**California Constitution and State Codes**

The California Constitution and State Codes can be found at:

[www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

**State Legal Forms**

State legal forms are approved by the Judicial Council for all Superior Courts. State legal forms can be found at:

[www.courtinfo.ca.gov/forms](http://www.courtinfo.ca.gov/forms)

**Local Legal Forms**

Local legal forms are designed for use in Santa Clara County only, and can be found at:

[www.sccsuperiorcourt.org/forms.htm](http://www.sccsuperiorcourt.org/forms.htm)

Parties and attorneys must comply and be familiar with these Local Rules, which are designed to help the Court and parties resolve cases promptly and efficiently.

The Superior Court

January 1, 2010

**SUPERIOR COURT OF THE STATE OF CALIFORNIA  
COUNTY OF SANTA CLARA**

**COURTHOUSE LOCATIONS AND TELEPHONE NUMBERS**

**Administration**

111 West St. John Street, San Jose, CA 95113.....(408) 882-2700

**Downtown Superior Court**

191 North First Street, San Jose, CA 95113.....(408) 882-2100

**Old County Courthouse**

161 North First Street, San Jose, CA 95113.....(408) 882-2100

**Family Court**

170 Park Avenue, San Jose, CA 95113.....(408) 534-5600

**Hall of Justice**

190 West Hedding Street, San Jose, CA 95110.....(408) 808-6600

**Juvenile Justice Court**

840 Guadalupe Parkway, San Jose, CA 95110.....(408) 808-6200

**Terraine Courthouse**

115 Terraine Street, San Jose, CA 95113.....(408) 491-4700

**Notre Dame Courthouse**

99 Notre Dame Avenue, San Jose, CA 95113.....(408) 882-2900

**Ruff Drive Courthouse**

935 Ruff Drive, San Jose, CA 95110.....(408) 808-3100

**South County Courthouse**

301 Diana Avenue, Morgan Hill, CA 95037 .....(408) 695-5000

**Los Gatos Courthouse**

14205 Capri Dive, Los Gatos, CA 95030.....(408) 370-4440

**Santa Clara Courthouse**

1095 Homestead Road, Santa Clara, CA 95050.....(408) 556-3000

**Sunnyvale Courthouse**

605 West El Camino Real, Sunnyvale, CA 94087 .....(408) 481-3500

**Palo Alto Courthouse**

270 Grant Avenue, Palo Alto, CA 94306 .....(650) 462-3800

**Mailing address for all Judicial Officers**

Superior Court of California  
County of Santa Clara  
191 North First Street  
San Jose, CA 95113

**SUPERIOR COURT FOR THE STATE OF CALIFORNIA  
COUNTY OF SANTA CLARA**

**LOCAL RULES OF COURT**

**SUMMARY**

**ORDER**        STANDING ORDER RE SANTA CLARA COUNTY  
                  BAR ASSOCIATION CODE OF PROFESSIONALISM

**CIVIL RULES**

1	DIFFERENTIAL CIVIL CASE MANAGEMENT SYSTEM	1/1/10
2	ALTERNATIVE DISPUTE RESOLUTION (ADR)	7/1/09
3	JUDGES ADR PROGRAM	1/1/08
4	CIVIL EARLY SETTLEMENT CONFERENCE PROGRAM	7/1/08
5	RULES GOVERNING ALL TYPES OF ADR EXCEPT JUDICIAL ARBITRATION	7/1/02
6	JUDICIAL ARBITRATION	7/1/02
7	PRETRIAL MOTIONS AND EX-PARTE PROCEEDINGS	1/1/10
8	TRIAL SETTING, MANDATORY SETTLEMENT CONFERENCES AND TRIAL	7/1/07
9	PROPOSED ORDERS	1/1/10
10	SANCTIONS	7/1/02
11	TELEPHONIC APPEARANCES	7/1/08
12	UNLAWFUL DETAINER CASES	7/1/09
13	SCHEDULE OF REASONABLE ATTORNEY'S FEES	7/1/06
14	JURY FEES	7/1/02
15	FACSIMILE FILING	7/1/07
16	ELECTRONIC FILING AND SERVICE	7/1/07
17	APPLICATION FOR ORDERS FOR PAYMENT OF MONEY	7/1/02
18	INTERPRETERS	7/1/02
19	SMALL CLAIMS ACTIONS	1/1/09

**CRIMINAL RULES**

1	GENERAL	1/1/10
2	CONTINUANCES	7/1/02
3	APPEARANCES	7/1/02
4	DOCUMENTS PRESENTED FOR FILING	7/1/02
5	LAW AND MOTION	7/1/08
6	PROPOSED ORDERS	1/1/10
7	WRITS	1/1/06
8	SUBPOENAS DUCES TECUM	7/1/05
9	REQUEST FOR COPY/TRANSCRIPT OF ELECTRONIC SOUND RECORDING FOR RECORD ON APPEAL, WRITS, OR OTHER HEARINGS FOR MISDEMEANORS OR INFRACTIONS	1/1/08
10	TRIAL JURORS	7/1/02
11	SPECIAL CONSIDERATION IN DOMESTIC VIOLENCE CASES	1/1/10
12	TRAFFIC DIVISION – TRIAL BY DECLARATION	1/1/08

**SUPERIOR COURT FOR THE STATE OF CALIFORNIA  
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**LOCAL RULES OF COURT**

**FAMILY RULES**

1	GENERAL INFORMATION	1/1/10
2	CUSTODY AND VISITATION	1/1/10
3	CHILD AND SPOUSAL OR PARTNER SUPPORT	1/1/10
4	ATTORNEY'S FEES AND COSTS	1/1/10
5	LAW AND MOTION	1/1/10
	SETTLEMENT CONFERENCES, SETTLEMENT OFFICER CONFERENCES, CASE MANAGEMENT CONFERENCES, AND TRIALS AND LONG CAUSE HEARINGS	1/1/10
7	FAMILY LAW FACILITATOR	1/1/10
8	DEFAULT OF UNCONTESTED JUDGMENT	1/1/09
	DISCRETIONARY POLICY STATEMENTS	1/1/05
9	APPOINTMENT OF COUNSEL TO REPRESENT A CHILD	7/1/09

**JUVENILE RULES**

1	GENERAL PROVISIONS	1/1/10
2	RULES RELATING TO DEPENDENCY	1/1/09
3	RELATIONSHIPS AMONG DIFFERENT DIVISIONS OF THE COURT	1/1/10

**PROBATE RULES**

1	ADMINISTRATION AND GENERAL POLICIES	1/1/10
2	NOTICES, PETITIONS, DECLARATIONS, AND ORDERS	1/1/10
3	APPOINTMENT OF EXECUTORS AND ADMINISTRATORS	1/1/08
4	BONDS	1/1/10
5	THE INDEPENDENT ADMINISTRATION OF ESTATES ACT	1/1/04
6	FAMILY ALLOWANCE	
7	SALE UNDER COURT SUPERVISION	7/1/07
8	PETITION FOR INSTRUCTIONS AND OTHER INSTRUCTIONS	
9	ACCOUNTS, REPORTS, FEES, COMMISSIONS AND DISTRIBUTION	1/1/10
10	SPOUSAL OR REGISTERED DOMESTIC PARTER PROPERTY PETITIONS	1/1/05
11	CONSERVATORSHIPS	1/1/09
12	GUARDIANSHIPS	1/1/09
13	GUARDIAN AD LITEM AND COMPROMISES OF CLAIMS OF MINORS AND INCOMPETENT PERSONS	7/1/06
14	COMPENSATION OF REFEREES	7/1/02
15	MINOR'S EMANCIPATION	7/1/02
16	REMOVAL OF TRUSTEE	1/1/08
17	NAME CHANGE	1/1/08

**SUPERIOR COURT FOR THE STATE OF CALIFORNIA  
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**LOCAL RULES OF COURT**

**GENERAL COURT AND ADMINISTRATION RULES**

- |   |   |        |
|---|---|--------|
| 1 | USE OF JUROR LISTS FOR TRIALS HELD IN PLACE OTHER THAN<br>COUNTY SEAT | 1/1/07 |
| 2 | MEDIA IN THE COURT  | 7/1/08 |
| 3 | ACCESS AND FAIRNESS   | 1/1/04 |
| 4 | TEMPORARY JUDGES  | 1/1/07 |

**APPELLATE RULES**

- |   |                                    |        |
|---|------------------------------------|--------|
| 1 | RECORD ON APPEAL IN CIVIL CASES    | 1/1/10 |
| 2 | RECORD ON APPEAL IN CRIMINAL CASES | 1/1/10 |
| 3 | RECORD ON APPEAL IN TRAFFIC CASES  | 1/1/10 |

**SUPERIOR COURT FOR THE STATE OF CALIFORNIA  
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**LOCAL RULES**

**GLOSSARY OF ABBREVIATIONS**

**By Division**

**CIVIL**

ADR = Alternate Dispute Resolution  
CMC = Case Management Conference  
CRC = California Rules of Court

**CRIMINAL**

CCP = Code of Civil Procedure  
FAR = Felony Advanced Resolution  
MTC = Master Trial Calendar  
NCR = Narcotics Case Review

**FAMILY**

APJ = All-Purpose Judge  
CASA = Court Appointed Child Advocate  
CLETS = California Law Enforcement Telecommunications System  
(a Protective Order in Criminal Proceeding or Criminal Protective Order)  
CMC = Case Management Conference  
CP = Custodial Parent  
CRC = California Rules of Court  
CSC = Custody Settlement Conference  
DCSS = Department of Child Support Services  
ENE = Early Neutral Evaluation  
EPRO = Emergency Protective Restraining Order  
FC = Family Code  
FCS = Family Court Services  
FCSO = Family Court Settlement Officer  
JCC = Judicial Custody Conference  
MSC = Mandatory Settlement Conference  
NCP = Non-Custodial Parent  
OSC = Order to Show Cause  
SOC = Settlement Officer Conference  
TRO = Temporary Restraining Order  
UFC = Unified Family Court  
UIFSA = Uniform Interstate Family Support Act

**SUPERIOR COURT FOR THE STATE OF CALIFORNIA  
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**LOCAL RULES**

**GLOSSARY OF ABBREVIATIONS**

**By Division**

**JUVENILE**

APD	=	Adult Probation Department
APO	=	Adult Probation Officer
CASA	=	Court Appointed Child Advocate
CDCA	=	Court Designated Child Advocate
CLETS	=	California Law Enforcement Telecommunications System (a Protective Order in Criminal Proceeding or Criminal Protective Order)
DFCS	=	Department of Family and Children's Services
DOB	=	Date of Birth
FCS	=	Family Court Services
JPD	=	Juvenile Probation Department
MCLE	=	Minimum Continuing Legal Education
PCI	=	Probate Court Investigator
USC	=	United States Code
VOMP	=	Victim-Offender Mediation Program
W&I	=	Welfare and Institutions Code

**PROBATE**

CCR	=	California Code of Regulations
CPS	=	Child Protective Services
GSC	=	Guardianship Settlement Conference
HIPAA	=	Health Insurance Portability and Accountability Act.
IAEA	=	Independent Administration of Estate Act
LPS	=	Lanterman-Petris-Short
PPC	=	Private Professional Conservator
UCCJEA	=	Uniform Child Custody Jurisdiction and Enforcement Act

**GENERAL COURT AND ADMINISTRATION**

PIO	=	Public Information Officer
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**STANDING ORDER**

**RE SANTA CLARA COUNTY BAR ASSOCIATION**

**CODE OF PROFESSIONALISM**

Good cause therefore appearing, upon consideration by and with the approval of the Judges of the Santa Clara Superior Court, it is hereby ORDERED that the Code of Professionalism adopted by the Santa Clara County Bar Association in June 1992 will serve as a guide to the Judges of the Santa Clara Superior Court in the exercise of their individual discretion when adjudicating disputes among attorneys. While the Code does not have the force of law or regulation with respect to the conduct of attorneys, it reflects the view of the members of the Santa Clara County Bar Association regarding appropriate attorney behavior. As such it is helpful in giving Judges guidance about the expectations of attorneys concerning acceptable behavior. Cf., Kloefer v. Commission on Judicial Performance (1989), 49 Cal.3d 826, 83 fn. 6.

It is further ORDERED that notice of this standing order shall be published to all attorneys practicing before this Court by appending a copy of this order to the Local Rules of Court.

Dated: September 30, 1992

/s/ Leonard Edwards  
Presiding Judge