

**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/

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

California Constitution and State Codes

The California Constitution and State Codes can be found at:

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

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

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 Center Plaza Avenue, San Jose, CA 95113.....(408) 534-5600

Hall of Justice

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

Juvenile Delinquency 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	COURT COMMUNICATION REGARDING RESTRAINING ORDERS <u>SPECIAL CONSIDERATION IN DOMESTIC VIOLENCE CASES</u>	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; <u>AND</u> COSTS AND SANCTIONS	1/1/10
5	LAW AND MOTION	1/1/10
6	LONG CAUSE HEARINGS , SETTLEMENT CONFERENCES, SETTLEMENT OFFICER CONFERENCES, CASE MANAGEMENT CONFERENCES, AND TRIALS <u>AND LONG CAUSE HEARINGS</u>	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

GENERAL COURT AND ADMINISTRATION RULES

1	USE OF JUROR LISTS FOR TRIALS HELD IN PLACE OTHER THAN 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

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

APPELLATE RULES

1	RECORD ON APPEAL ON CIVIL CASES	1/1/10
2	RECORD ON APPEAL ON 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., Kloepfer 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