

DEPARTMENT TWELVE  
JUDGE ALLAN P. CARTER  
CRIMINAL DIVISION  
321 TUOLUMNE STREET  
VALLEJO CA 94590  
PHONE: (707) 561-7812  
FAX: (707) 648-8171

TO PUT A MATTER ON CALENDAR: All regularly scheduled motion dates should be reserved with the criminal calendaring department at (707) 561-7880. For filing of untimely motions, appointments for indicated sentence conferences, and any other unusual court dates please contact the Judicial Assistant for Department Twelve at (707) 561-7812.

COURTROOM RULES:

1. All attorneys and self-represented parties should check in with the bailiff upon arrival.
2. All witnesses, jurors and prospective jurors should wait in the hall until called in by the bailiff, unless instructed otherwise by court personnel.
3. Cell phones and pagers must be silenced! Any devices making noise that disrupt the proceedings will be confiscated by the bailiff.
4. No shorts, tank tops, bare feet, or other unsuitable attire.
5. No food or drinks allowed.
6. Anyone disrupting the proceedings will be removed from the courtroom.
7. Do not speak to any defendants who are in custody.
8. Do not approach the judge or the courtroom clerks.