

DEPARTMENT SIXTEEN
JUDGE SCOTT L. KAYS

CIVIL DIVISION

600 UNION AVENUE
FAIRFIELD, CA 94533
PHONE: (707) 207-7316
FAX: (707) 436-2277

LAW AND MOTION matters are heard Tuesdays and Thursdays and may be scheduled by reserving a hearing date through the Civil Calendar Clerk at (707) 207-7332.

EX PARTE HEARINGS are heard Mondays through Thursdays at 8:15 a.m. and are scheduled directly by the department. Note that notice to the other parties must be given in accordance with California Rules of Court, rule 3.1203.

COURT CALL appearances may be made pursuant to California Rules of Court, rule 3.670. Schedule your appearance directly through Court Call at (888) 882-6878.

CONTINUANCE REQUESTS for hearings may be made in writing and must be agreed to by all parties. A request to continue a trial must be made by written noticed motion.

TENTATIVE RULINGS for law and motion and PREGRANTS for probate hearings are available after 2:00 p.m. the court day before a hearing. You may view the tentative rulings/pregrants at the Court's website or by calling the tentative ruling line at (707) 207-7331. Counsel and self-represented parties are required to comply with Local Rules of Court 3.14 - 3.17.

MANDATORY SETTLEMENT CONFERENCES – counsel and self-represented parties are required to comply with Local Rule of Court 4.11.

COURTROOM RULES:

- All attorneys and self-represented parties must check in with the bailiff upon arrival.
- All witnesses, jurors and prospective jurors should wait in the hall until called to the courtroom by the bailiff.
- Cell phones and pagers must be silenced.
- No shorts, tank tops, bare feet or other unsuitable attire.
- No food. Water, only, in re-closeable containers is allowed.