

DEPARTMENT TWENTY
COMMISSIONER HAET
FAMILY LAW DIVISION
600 UNION AVENUE
FAIRFIELD, CA 94533
PHONE: (707) 207-7320
FAX: (707) 561-7980

TO PUT A MATTER ON CALENDAR: The appropriate moving papers should be filed with the family law division. To schedule a trial or settlement conference after receiving permission to do so, or to reserve a motion date, contact the family law calendar division at (707) 207-7343.

TO SCHEDULE AN EX PARTE HEARING: To request an ex parte hearing, you should bring the appropriate moving papers to the department by 1pm, on weekdays. Your request will be reviewed and then a decision given. Ex parte requests follow the guidelines laid out in Solano County Local Rule 5.7.

TO OBTAIN APPROVAL FOR A TELEPHONIC APPEARANCE: You must submit FL-679, request for telephonic appearance at least 12 days prior to the court date. All instructions on the form should be followed, and it should be served on the opposing party in such a way that they receive it no later than one court day after the date it is filed with the family law division.

IF YOU HAVE BEEN APPROVED FOR TELEPHONIC APPEARANCE: You **must** contact Court Call at least 5 days before the hearing to set up the conference call, they can be reached at (888) 882-6878. There is a charge for this service.

TO CONTINUE OR TAKE A MATTER OFF CALENDAR:

For trials or settlement conferences you must submit an appropriate Stipulation and Order. Please be advised that if the request to continue a trial date is made within 14 days of the scheduled hearing date, then fees for court reporter fees will not be refunded and will have to be paid again for the new date, per Solano County Local Rule 5.19(c).

To continue another matter, you should contact the family law calendaring division at (707) 207-7343.

COURT REPORTER FEES: When a case is set for trial, court reporter fees (if a court reporter is not waived by both parties) are due by the date given. If these fees remain unpaid at that time, the hearing may be taken off calendar. Failure to pay by only one party may result in the party that has not paid being responsible for the total amount due from both parties.

STATUS CONFERENCES: Prior to attending a status conference, both parties should ensure they have submitted Solano County Local Form 890 – Status Conference Report, and served it on the opposing party (or counsel) per Solano County Local Rule 5.17(b). In dissolution and legal separation cases, both parties should also ensure that they have filed and served their Preliminary Declarations of Disclosure, and completed the Declaration Regarding Service of Declaration of Disclosure form, Judicial Council form FL-141.

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, hats, or other unsuitable attire.
5. No food. Water is allowed only in re-closeable containers.
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 (without permission).

