

DEPARTMENT TWENTY-FOUR  
COMMISSIONER RAYMOND C. WIESER, JR.  
CRIMINAL DIVISION  
321 TUOLUMNE STREET  
VALLEJO CA 94590  
PHONE: (707) 561-7824  
FAX: (707) 648-8171

TO PUT A MATTER ON CALENDAR: All calendaring requests and most filing of motions and other documents should be made through the criminal clerk's office. The Calendaring Clerk for Department 24 can be reached at (707) 561-7937 (call this number 1<sup>st</sup>) or 707-561-7904. Appointments for in-camera hearings, and any other unusual court dates please contact the Judicial Assistant for Department Twenty-Four at (707) 561-7824.

COURTROOM RULES:

1. All electronic devices must be turned off and put away. Any devices making noise that disrupt the proceedings will be confiscated by the bailiff.
2. No shorts, tank tops, bare feet, sunglasses, or other unsuitable attire, and no chewing gum.
3. No food. Water is allowed only in re-closeable containers.
4. Anyone disrupting the proceedings will be removed from the courtroom.
5. Do not speak to any defendants who are in custody.
6. All attorneys and self-represented parties should check in with the bailiff upon arrival. All other parties, do not approach the judge, courtroom clerks, attorney's or bailiff.
7. All witnesses, jurors and prospective jurors should wait in the hall until called in by the bailiff, unless instructed otherwise by court personnel
8. All attorneys should not congregate in front of the jury box.

DEPARTMENT SEVEN  
JUDGE DWIGHT ELY, ON ASSIGNMENT  
CIVIL DIVISION  
321 TUOLUMNE STREET  
VALLEJO CA 94590  
PHONE: (707) 561-7807  
FAX: (707) 553-5088

TO PUT A MATTER ON CALENDAR: All regularly scheduled motion dates should be reserved with the civil calendaring department at (707) 561-7332.

TO SCHEDULE AN EX PARTE HEARING: Ex parte hearings are heard every day at 8:00. To schedule an ex parte hearing call the Judicial Assistant at (707) 561-7807. **Please request your ex parte hearing at least 24 hours prior to your deadline to give notice to the other parties.** Notice to other parties must be given in accordance with California Rules of Court, rule 3.670.

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. Drinks are allowed only in re-closeable containers.
6. Anyone disrupting the proceedings will be removed from the courtroom.
7. Do not approach the judge or the courtroom clerks.