

SOLANO COUNTY LOCAL RULES EFFECTIVE JULY 1, 2017

FILING INSTRUCTIONS FOR REPLACEMENT PAGES

The Solano County Superior Court is pleased to offer replacement pages for revised rules effective July 1, 2017. These replacement pages are intended for those who already have a complete set of local rules and wish to update just those portions of the rules that have changed.

If you do not have a complete set of rules, a complete copy is available for download and printing on the court's website at <http://www.solano.courts.ca.gov/LocalRulesofCourt.html>. Paper copies are also available for purchase at any clerk's office.

Please note that these replacement pages are designed to be printed double-sided. THESE INSTRUCTIONS ASSUME THAT YOUR REPLACEMENT PAGES ARE DOUBLE-SIDED.

<u>RULE</u>	<u>REMOVE OLD PAGES</u>	<u>INSERT NEW PAGES</u>
<i>Rule Adoption and Revision History; Local Rules Publication Information</i>	Rule Adoption and Revision History (front) ; Local Rules Publication Information (back)	Same
<i>Summary and Detailed Table of Contents</i>	Summary and Pages 1 through 9	Same
<i>Rule 3</i>	Pages 3-3 to 3-6	Same
<i>Rule 4</i>	Pages 4-3 to 4-6, 4-17 to 4-20	Same
<i>Rule 5</i>	Pages 5-5 to 5-8	Same
<i>Subject Matter Index</i>	Pages 1 through 10	Same
<i>Page List</i>	January 2017 Page List	July 2017 Page List



Please recycle your discarded pages.

**Superior Court of California
County of Solano**

Hall of Justice
600 Union Avenue
Fairfield, CA 94533
(707) 207-7300

Law & Justice Center
530 Union Avenue
Fairfield, CA 94533
(707) 207-7300

Old Solano Courthouse
580 Texas Street
Fairfield, CA 94533
(707) 207-7300

Solano Justice Center
321 Tuolumne Street
Vallejo, CA 94590
(707) 561-7800

Local Rules of Court Adopted July 1, 1988

Revised January 1, 1991
Revised July 1, 1991
Revised July 1, 1992
Revised October 1, 1996
Revised January 1, 1998
Revised August 1, 2002
Revised October 1, 2002
Revised July 1, 2005
Revised January 1, 2007
Corrected April 2, 2007
Revised January 1, 2008
Revised July 1, 2008
Revised January 1, 2009
Revised July 1, 2009
Revised January 1, 2010

Revised July 1, 2010
Revised January 1, 2011
Revised July 1, 2011
Revised January 1, 2012
Revised July 1, 2012
Revised January 1, 2013
Revised July 1, 2013
Revised July 1, 2014
Revised January 1, 2015
Revised July 1, 2015
Revised January 1, 2016
Revised July 1, 2016
Revised January 1, 2017
Revised July 1, 2017

Brian Taylor, Court Executive Officer, is the official publisher of the local rules for the Superior Court of California County of Solano. Comments or suggestions concerning the local rules may be sent to the court at CourtOutreach@solano.courts.ca.gov.

The complete local rules, as well as individual rules and filing instructions for replacement pages, and local forms are available in .pdf format at the court's website, www.solano.courts.ca.gov, by clicking on the hyperlink marked "Local Rules of Court."

**Superior Court of California
County of Solano**

Local Rules of Court

Summary Table of Contents

Rule 1	General Provisions
Rule 2	Criminal and Traffic Infraction Cases
Rule 3	Civil Cases
Rule 4	Administration of Civil Litigation
Rule 5	Family Law
Rule 6	Juvenile Proceedings
Rule 7	Probate
Rule 8	Claims of Adults with Disabilities or Minors
Rule 9	Attorneys' Fees in Default Matters, Promissory Notes, Contracts, and Foreclosures
Rule 10	Administration
Rule 11	Jury Management (Reserved)
Rule 12	Mental Health Conservatorships (LPS) (Reserved)
Rule 13	Appeals
Rule 14	Unlawful Detainer
Rule 15	Guardianships and Conservatorships
Rule 16	Protective Orders
Rule 17	Miscellaneous

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
<u>RULE 1</u>	<u>GENERAL PROVISIONS</u>	
Rule 1.1	Adoption of Local Rules (<i>Amended eff. 1/1/10</i>)	1-1
Rule 1.2	Divisions Of The Court; Assignment of Supervising Judges (<i>Amended eff. 7/1/14</i>).....	1-1
Rule 1.3	Direct Calendaring (<i>Amended eff. 1/1/10</i>)	1-1
Rule 1.4	Reassignment Upon Disqualification of Judicial Officer or for Other Cause (<i>Amended eff. 1/1/12</i>)	1-2
<u>RULE 2</u>	<u>CRIMINAL AND TRAFFIC INFRACTION CASES</u>	
	PART ONE: Rules Applicable to Misdemeanors and Felonies	
Rule 2.1	Application Of Rules (<i>Amended eff. 1/1/13</i>)	2-1
Rule 2.2	Direct Calendaring Of Criminal Cases (<i>Amended eff. 1/1/13</i>).....	2-1
Rule 2.3	Procedure (<i>Amended eff. 7/1/14</i>)	2-1
Rule 2.4*	Peremptory Challenge Of Judge Assigned For All Purposes [REPEALED] (<i>Repealed eff. 1/1/13</i>)	2-2
	PART TWO: Felony Criminal Cases	
Rules 2.50 – 2.99	[RESERVED]	2-3
	PART THREE: Misdemeanor Cases	
Rules 2.100 – 2.149	[RESERVED]	2-4
	PART FOUR: Traffic Infraction Cases	
Rules 2.150 – 2.199	[RESERVED]	2-5
<u>RULE 3</u>	<u>CIVIL CASES</u>	
Rule 3.1	Application Of Rules (<i>Amended eff. 7/1/11</i>)	3-1
Rule 3.2	Direct Calendaring Of Civil Cases; Assignments and Reassignments (<i>Amended eff. 1/1/12</i>)	3-1
Rule 3.3	Notification Of Plaintiff Of Assignment To One Judge For All Purposes (<i>Amended eff. 7/1/10</i>)	3-2
Rule 3.4*	Designation Of Court [REPEALED] (<i>Repealed eff. 7/1/11</i>).....	3-2
Rule 3.5	Calendaring of Hearings (<i>Eff. 7/1/11</i>).....	3-2
Rule 3.6	Deposit Of Jury Fees (<i>Amended eff. 7/1/13</i>).....	3-2
Rule 3.7	Forfeiture Of Jury Fees per CCP Section 631.3 (<i>Amended eff. 7/1/13</i>).....	3-3
Rule 3.8	Notification to Court of Drops, Continuances and Stipulations (<i>Amended eff. 1/1/10</i>)	3-3
Rule 3.9	Tentative Rulings (<i>Amended eff. 7/1/17</i>).....	3-4
Rule 3.10	Telephonic Appearances (<i>Amended eff. 7/1/17</i>).....	3-5

* Denotes a rule that has been renumbered or repealed.

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
Rule 3.11	Failure To Notify Court When Attorney Cannot Be Present Shall Be Deemed Sufficient Cause To Order Off Calendar (<i>Amended eff. 1/1/10</i>)	3-5
Rule 3.12	Off Calendar (<i>Amended eff. 1/1/10</i>).....	3-6
Rule 3.13	Ex Parte Matters (<i>Amended eff. 7/1/13</i>).....	3-6
Rule 3.14*	Orders Regarding Orders To Show Cause, Temporary Restraining Orders, And Injunctions [REPEALED] (<i>Repealed eff. 7/1/10</i>)	3-6
Rule 3.15	Motions To Consolidate (<i>Amended eff. 7/1/10</i>).....	3-7
Rule 3.16	Motions Papers (<i>Amended eff. 7/1/10</i>).....	3-7
Rule 3.17	Mandate Actions Arising Under The California Environmental Quality Act (CEQA) (<i>Amended eff. 7/1/10</i>)	3-7
Rule 3.18	Filing Of Notices Of Unavailability (<i>Amended eff. 1/1/10</i>).....	3-12
 <u>RULE 4</u> <u>ADMINISTRATION OF CIVIL LITIGATION</u>		
Rule 4.1	Scope And Policy (<i>Amended eff. 7/1/11</i>).....	4-1
Rule 4.2	Case Designation (<i>Amended eff. 1/1/10</i>).....	4-2
Rule 4.3	Time Requirements For Complaint (<i>Amended eff. 7/1/11</i>).....	4-3
Rule 4.4	Time Requirements For Responsive Pleadings (<i>Amended eff. 7/1/11</i>).....	4-3
Rule 4.5	Time Requirements For Cross-Complaints (<i>Amended eff. 7/1/11</i>).....	4-3
Rule 4.6	Case Management Conferences (<i>Amended eff. 7/1/11</i>)	4-3
Rule 4.7	Diversion To Arbitration (<i>Amended eff. 1/1/12</i>).....	4-7
Rule 4.8	Mediation (<i>Amended eff. 1/1/12</i>).....	4-8
Rule 4.9	Mandatory Settlement Conferences (<i>Amended eff. 7/1/11</i>)	4-12
Rule 4.10	Trial Management Conferences (<i>Amended eff. 1/1/12</i>)	4-14
Rule 4.11	Dismissal Of Action Or Entry Of Judgment Following Settlement (<i>Amended eff. 7/1/11</i>) ..	4-16
Rule 4.12	Miscellaneous (<i>Amended eff. 7/1/17</i>).....	4-16
Rule 4.13	Sanctions (<i>Amended eff. 1/1/10</i>).....	4-18
Rule 4.14	Electronic Filing and Service of Pleadings and Documents (<i>Eff. 7/1/10</i>)	4-19
<u>APPENDIX</u>		
2015-001-CV	Electronic Service of Documents in Complex Litigation	4-21
 <u>RULE 5</u> <u>FAMILY LAW</u>		
<u>PART ONE: Family Law Proceedings Generally</u>		
Rule 5.1	Matters Assigned to the Family Law Division; Applicability of Rule (<i>Eff. 7/1/14</i>)	5-1
Rule 5.2	Direct Calendaring (<i>Eff. 1/1/13</i>)	5-2
Rule 5.3	Preparation and Filing of Forms and Pleadings (<i>Eff. 1/1/13</i>)	5-2

* Denotes a rule that has been renumbered or repealed.

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
Rule 5.4	Applications for Emergency Orders (Ex Parte Orders) (<i>Amended eff. 1/1/17</i>).....	5-4
Rule 5.5	Law and Motion Hearings (Hearings Other Than Case Management Conferences, Status Conferences, Settlement Conferences, and Trials) (<i>Amended eff. 7/1/17</i>).....	5-5
Rule 5.6	Presence of Children in Courtroom (<i>Eff. 1/1/13</i>).....	5-8
Rule 5.7	Family Centered Case Resolution Process (CRC 5.83) (<i>Eff. 1/1/13</i>)	5-8
Rule 5.8	Status Conferences and Status Conference Reports (<i>Eff. 1/1/13</i>).....	5-9
Rule 5.9	Court Reporter Fees (<i>Eff. 1/1/13</i>)	5-11
PART TWO: Settlement Conferences and Trials		
Rule 5.10	Settlement Conferences (<i>Eff. 1/1/13</i>).....	5-12
Rule 5.11	Evidentiary Hearings and Trials (<i>Eff. 1/1/13</i>).....	5-16
Rule 5.12 – 5.19	[RESERVED]	5-17
PART THREE: Child Custody and Visitation		
Rule 5.20	Child Custody Recommending Counseling (<i>Eff. 1/1/13</i>)	5-18
Rule 5.21	Child Custody and Visitation Evaluations (<i>Eff. 1/1/13</i>)	5-20
Rule 5.22 – 5.29	[RESERVED]	5-22
PART FOUR: Support, Property Division, Attorney Fees, Costs, and Sanctions		
Rule 5.30	Calculation of Temporary Spousal or Partner Support (<i>Eff. 1/1/13</i>)	5-23
Rule 5.31 – 5.39	[RESERVED]	5-23
PART FIVE: Judgments		
Rule 5.40	Calendaring Hearings for Default or Uncontested Judgments (<i>Eff. 1/1/13</i>)	5-24
Rule 5.41	Documents Needed for Judgments for Legal Separation or Dissolution of Marriage or Registered Domestic Partnership (<i>Eff. 1/1/13</i>)	5-24
Rule 5.42	Documents Needed for Judgment of Nullity (<i>Eff. 1/1/13</i>)	5-24
Rule 5.43	Documents Needed for Default or Uncontested Judgments for Establishment of Parental Relationship (UPA) or for Establishment of Custody and Support (<i>Eff. 1/1/13</i>).....	5-25
APPENDIX		
5-A	Documents Needed for Judgment of Nullity	5-26
5-B	Documents Needed for Default or Uncontested Judgments for Establishment of Parental Relationship (UPA) or for Establishment of Custody and Support per Family Code §3120.....	5-31
2015-001-FL	Standing Order Incorporating Solano County DCSS Additional Orders Into All Solano County DCSS Judgments And Orders.....	5-35

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
<u>RULE 6</u>	<u>RULES APPLICABLE TO JUVENILE PROCEEDINGS</u>	
	PART ONE: Rules for Juvenile Court in General	
Rule 6.1	Adoption, Construction, And Amendment Of Rules and Standing Orders (<i>Amended eff. 1/1/10</i>)	6-1
Rule 6.2	Juvenile Calendar (<i>Amended eff. 1/1/10</i>).....	6-1
Rule 6.3	Access To Courtroom By Non-Parties (<i>Amended eff. 1/1/10</i>).....	6-2
Rule 6.4	Confidentiality (<i>Amended eff. 1/1/10</i>)	6-2
Rule 6.5	Release Of Information Relating To Juveniles (<i>Amended eff. 1/1/10</i>)	6-2
Rule 6.6	Discovery (<i>Amended eff. 1/1/10</i>)	6-3
Rule 6.7	Petitions, Pleadings & Motions (<i>Amended eff. 1/1/10</i>).....	6-4
Rule 6.8	Request For Transcripts by Non-Party (<i>Amended eff. 1/1/10</i>).....	6-5
Rule 6.9	Welfare And Institutions Code Section 241.1 Assessments (<i>Amended eff. 1/1/10</i>).....	6-5
Rule 6.10	Motion To Challenge Legal Sufficiency Of Petition (<i>Eff. 1/1/10</i>).....	6-5
Rules 6.11 through 6.29	[RESERVED]	6-7
	PART TWO: Juvenile Dependency	
Rule 6.30	Appointed Counsel in Dependency Proceedings (<i>Amended eff. 1/1/10</i>)	6-8
Rule 6.31	Appointment of Private Counsel in Dependency Proceedings (<i>Amended eff. 1/1/10</i>).....	6-9
Rule 6.32	Procedures For Reviewing And Resolving Complaints Regarding Representation In Dependency Proceedings (<i>Amended eff. 1/1/10</i>)	6-9
Rule 6.33	Procedures For Informing The Court Of The Interests Of A Dependent Child [CRC 5.660] (<i>Amended eff. 1/1/10</i>)	6-11
Rule 6.34	Motion to Challenge Legal Sufficiency of Petition (<i>Amended eff. 1/1/10</i>).....	6-12
Rule 6.35	Access To Minors (<i>Amended eff. 1/1/10</i>)	6-13
Rule 6.36	Modifications of Orders (<i>Amended eff. 1/1/10</i>)	6-14
Rule 6.37	Court Appointed Special Advocate Program (CASA) (<i>Amended eff. 1/1/10</i>)	6-15
Rules 6.38 through 6.59	[RESERVED]	6-15
	PART THREE: Juvenile Delinquency	
Rule 6.60	Return On Bench Warrant (<i>Amended eff. 1/1/10</i>).....	6-16
	APPENDIX	
2002-01	Medical Authorization – Juvenile Hall	6-19
2002-05	Release of Records, Absent Parents	6-22
2002-07	Release of Records – Financial Hearing Officer	6-23
2011-001	Standing Order Authorizing Mental Health Evaluation and/or Treatment for Dependent Children or Minors Placed into Protective Custody by Child Welfare Services	6-25

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
2011-002	Order re: Release of Probation Files and Information Regarding Parents with Children Under the Jurisdiction of the Juvenile Court	6-27
2011-003	Standing Order to Facilitate Child Welfare Services Disaster Response Plan	6-30
2011-004	The Exchange of Information Pertaining to Juveniles Among Members of Multidisciplinary Team	6-32
2011-005	Exchange and Release of Information Between Child Welfare Services and the Solano County Court Investigator	6-34
2011-006	Exchange & Release of Juvenile Records to be Used in the Solano Countywide Foster Youth Services Program (Education Code § 488850 et seq., Welfare & Institutions Code § 827, Cal. Rules of Court, rule 5.552).....	6-37
2011-007	Release of School Records to Solano County Probation and Solano County Health and Social Services, Child Welfare Services Division (Education Code § 49077).....	6-41
2011-008	Toxicology Testing for Drug Exposed Children Subject to Juvenile Laws (Welfare & Institutions Code § 369, subd. (d))	6-42
2012-001	Standing Order Authorizing Medical Evaluation and Treatment for Minors Placed into Protective Custody and Temporarily Detained in Out-of-Placement By Child Welfare Services	6-44
2016-001-JV	Standing Order re: Release of Juvenile Case File Information for W&I 601 and 602 Proceedings	6-48
2016-002-JV	Designation of Chief Probation Officer/Designee as Representative of Court for Purposes of Referring Students to the Community School Programs.....	6-57
 <u>RULE 7</u> <u>PROBATE</u>		
PART ONE: Probate Proceedings Generally		
Rule 7.1	Scope of Probate Rules; Direct Calendarings (<i>Amended eff. 1/1/12</i>)	7-1
Rule 7.2	Use of Judicial Council Forms; Format of Pleadings; Calendarings (<i>Amended eff. 1/1/12</i>).	7-1
Rule 7.3	Signatures and Verification of Pleadings (<i>Amended eff. 7/1/09</i>).....	7-2
Rule 7.4	Bonding of Personal Representative (<i>Amended eff. 7/1/09</i>)	7-3
Rule 7.5	Declination of Nominated Executor (<i>Amended eff. 7/1/09</i>).....	7-3
Rule 7.6	Notices (<i>Amended eff. 7/1/09</i>)	7-3
Rule 7.7	Continuances (<i>Amended eff. 1/1/13</i>).....	7-4
Rule 7.8	Pregrants in Probate Matters (<i>Amended eff. 1/1/16</i>)	7-5
Rule 7.9	Appearances at Hearings (<i>Amended eff. 1/1/10</i>).....	7-5
Rule 7.10	Ex Parte Applications (<i>Amended eff. 7/1/13</i>).....	7-6
PART TWO: Probate Proceedings Other Than Trusts		
Rule 7.11	Appointment of Special Administrator (<i>Amended eff. 7/1/09</i>)	7-8
Rule 7.12	Information to Be Contained in Petitions for Probate of Will and for Letters Testamentary; For Letters of Administration; or For Letters of Administration with Will Annexed (Probate Code Section 8000 et Seq.) (<i>Amended eff. 7/1/09</i>)	7-8
Rule 7.13	Preparation of Orders (<i>Amended eff. 7/1/09</i>).....	7-9

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
Rule 7.14	Interest on Funeral and Interment Claims (<i>Amended eff. 7/1/09</i>).....	7-10
Rule 7.15	Real Estate in Inventory and Appraisal (<i>Amended eff. 7/1/09</i>).....	7-10
Rule 7.16	Cash Deposit (<i>Amended eff. 7/1/09</i>).....	7-10
Rule 7.17	Second Deeds of Trust (<i>Amended eff. 7/1/09</i>).....	7-11
Rule 7.18	Earnest Money Deposit by Overbidder (<i>Amended eff. 7/1/09</i>).....	7-11
Rule 7.19	Appearances of Counsel (<i>Amended eff. 7/1/09</i>).....	7-11
Rule 7.20	Conditional Sales of Real Property (<i>Amended eff. 7/1/09</i>).....	7-11
Rule 7.21	Broker’s Commissioners (<i>Amended eff. 7/1/09</i>).....	7-12
Rule 7.22	Statutory Compensation for Personal Representative and Attorney Fees (<i>Amended eff. 7/1/09</i>).....	7-12
Rule 7.23	Partial Allowance of Statutory Compensation or Attorney Fees (<i>Amended eff. 7/1/09</i>)	7-13
Rule 7.24	Apportionment of Statutory Compensation Between Two or More Personal Representatives (<i>Amended eff. 7/1/09</i>).....	7-14
Rule 7.25	Extraordinary Compensation for Personal Representative; Extraordinary Attorney Fees (<i>Amended eff. 7/1/09</i>).....	7-14
Rule 7.26	Distributive Contingencies (<i>Amended eff. 7/1/09</i>).....	7-15
Rule 7.27	Contents of Decree of Partial or Final Distribution (<i>Amended eff. 1/1/13</i>).....	7-15
Rule 7.28	Distributions to Trusts (<i>Amended eff. 1/1/10</i>).....	7-17
Rule 7.29	Joint Tenancy Assets (<i>Amended eff. 7/1/09</i>).....	7-17
Rule 7.30	Personal Representative Compensation and Attorney Fees in Connection With Termination of a Joint Tenancy or Handling of Other Nonprobate Assets (<i>Amended eff. 7/1/09</i>).....	7-18
Rule 7.31	Court Investigator Fees for Investigation of Petition for Particular Transaction (<i>Amended eff. 7/1/09</i>).....	7-18
Rule 7.32	Receipt or Waiver of Account Signed by Attorney in Fact (<i>Eff. 7/1/10</i>).....	7-18
Rule 7.33	Reimbursement of Expenses of Estate Administration (<i>Eff. 1/1/13</i>).....	7-19
Rule 7.34 through 7.49	[RESERVED].....	7-19
PART THREE: Trusts		
Rule 7.50	Beneficiaries of Testamentary Trust to be Listed in Petition for Letters Testamentary (<i>Amended eff. 7/1/09</i>).....	7-20
Rule 7.51	Trustee Fees (<i>Amended eff. 1/1/12</i>).....	7-20
Rule 7.52	Information to be Included in Petitions Concerning Trusts (<i>Eff. 7/1/09</i>).....	7-21
Rule 7.53	General Procedures for Special Needs Trusts (<i>Amended eff. 1/1/12</i>).....	7-21
Rule 7.54	Accountings and Reports of Special Needs Trusts (<i>Eff. 7/1/09</i>).....	7-22
Rule 7.55	Compensation of Conservator from Trust (<i>Amended eff. 1/1/12</i>).....	7-23
Rule 7.56	Trust Accountings Filed with the Court (<i>Eff. 7/1/10</i>).....	7-23

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
<u>RULE 8</u> <u>COMPROMISES OF CLAIMS</u>		
Rule 8.1	Contents of Petition for Compromise Of Claim Of a Person with a Disability or a Minor (Amended eff. 7/1/14)	8-1
Rule 8.2	Filing Petitions for Compromise of Claims (Eff. 7/1/14).....	8-1
Rule 8.3	Establishment of Special Needs Trusts (Amended eff. 7/1/14)	8-1
<u>RULE 9</u> <u>ATTORNEY FEES IN DEFAULT MATTERS, PROMISSORY NOTES, CONTRACTS, AND FORECLOSURES</u>		
Rule 9.1	Attorney Fees - Unlimited Civil Matters (Amended eff.1/1/12).....	9-1
Rule 9.2	Attorney Fees - Limited Civil Matters (Amended eff. 1/1/12)	9-2
Rule 9.3	Open Book Accounts - Unlimited And Limited Civil (Amended eff. 7/1/16).....	9-3
<u>APPENDIX</u>		
9-A	Example of Attorney Fee Calculation per Rule 9.1	9-4
<u>RULE 10</u> <u>ADMINISTRATION</u>		
Rule 10.1	Executive Officer (Amended eff. 1/1/10)	10-1
Rule 10.2	Reservation Of Government Code 71620 Powers (Amended eff. 1/1/10).....	10-1
<u>RULE 11</u> <u>JURY MANAGEMENT</u>		
Rule 11.1 through 11.99	[RESERVED]	11-1
<u>RULE 12</u> <u>MENTAL HEALTH CONSERVATORSHIPS (LPS)</u>		
Rule 12.1 through 12.99	[RESERVED]	12-1
<u>RULE 13</u> <u>APPEALS</u>		
Rule 13.1	Fee Waiver Applications for Matters Being Appealed to the Court of Appeal (Eff. 1/1/10)	13-1
<u>RULE 14</u> <u>UNLAWFUL DETAINER</u>		
Rule 14.1	Telephonic Appearances (Amended eff. 1/1/10).....	14-1
Rule 14.2	Trial Management (Eff. 1/1/10)	14-1
Rule 14.3	Attorney Fees in Default Matters (Amended eff. 1/1/12).....	14-1

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
<u>RULE 15</u>	<u>GUARDIANSHIPS AND CONSERVATORSHIPS</u>	
	PART ONE: Guardianships	
Rule 15.1	Applicability of Guardianship Rules; Terminology; Direct Calendaring (<i>Amended eff. 1/1/13</i>)	15-1
Rule 15.2	Forms to be Filed at Commencement of Proceeding (<i>Amended eff. 1/1/13</i>)	15-1
Rule 15.3	Notice (<i>Amended eff. 1/1/13</i>).....	15-4
Rule 15.4	Appointment of Investigator (<i>Amended eff. 7/1/13</i>)	15-5
Rule 15.5	Court Investigator Fees (<i>Amended eff. 1/1/13</i>)	15-8
Rule 15.6	Temporary Guardianships (<i>Amended eff. 1/1/16</i>).....	15-9
Rule 15.7*	Ex Parte Applications for Temporary Guardianship or Other Temporary Orders [REPEALED] (<i>Repealed eff. 1/1/13</i>)	15-10
Rule 15.8	Contested Guardianships (<i>Amended eff. 1/1/13</i>).....	15-10
Rule 15.9	Orders for Visitation in Guardianships (<i>Amended eff. 1/1/13</i>)	15-11
Rule 15.10	Guardianships of the Estate (<i>Amended eff. 1/1/13</i>).....	15-12
Rule 15.11	Guardianships of the Person (<i>Eff. 1/1/13</i>).....	15-13
Rule 15.12*	Allowance of Fees in Guardianship Proceedings [REPEALED] (<i>Repealed eff. 1/1/13</i>)	15-14
Rule 15.13*	Investments by Guardian of the Estate [REPEALED] (<i>Repealed eff. 1/1/13</i>)	15-14
Rule 15.14	Appointment of Counsel for Ward (<i>Eff. 7/1/09</i>).....	15-14
Rule 15.15	Termination of Guardianship (<i>Amended eff. 1/1/13</i>)	15-15
Rule 15.16	Sanctions (<i>Eff. 7/1/09</i>)	15-16
Rule 15.17*	Guardianships of the Person – Status Report [REPEALED] (<i>Repealed eff. 1/1/13</i>)	15-16
Rule 15.18 – 15.49	[RESERVED]	15-16
	PART TWO: Conservatorships	
Rule 15.50	Conservatorship Matters to Which Rule 15 Applies (<i>Eff. 7/1/09</i>).....	15-17
Rule 15.51	Continuance of Hearing Where Conservatee Not Served with Citation (<i>Eff. 7/1/09</i>)	15-17
Rule 15.52	Additional Requirements for Proposed Conservators Prior to Issuance of Letters (<i>Amended eff. 7/1/11</i>)	15-17
Rule 15.53	Court Investigator (<i>Amended eff. 7/1/16</i>)	15-18
Rule 15.54	Court Investigator Fees (<i>Eff. 7/1/09</i>)	15-20
Rule 15.55	Appointment of Counsel for Conservatee (<i>Eff. 7/1/09</i>)	15-21
Rule 15.56	Ex Parte Applications for Temporary Conservatorships and Other Orders (<i>Eff. 7/1/09</i>) ...	15-22
Rule 15.57	Independent Exercise of Powers (<i>Eff. 7/1/09</i>)	15-24
Rule 15.58	Conservatorship Inventories and Appraisals (<i>Eff. 7/1/09</i>).....	15-24
Rule 15.59	Conservatorship Accountings (<i>Amended eff. 1/1/12</i>)	15-25
Rule 15.60	Allowance of Fees (<i>Amended eff. 1/1/12</i>).....	15-27

* Denotes a rule that has been renumbered or repealed.

**Superior Court of California
County of Solano
Local Rules – Detailed Table of Contents**

Number	Rule	Page
Rule 15.61	Orders for Support and Substituted Judgment (<i>Eff. 7/1/09</i>).....	15-28
Rule 15.62	Payments to Caregiver Spouse of Conservatee (<i>Eff. 7/1/09</i>).....	15-28
Rule 15.63	Termination of Conservatorship (<i>Eff. 7/1/09</i>).....	15-29
Rule 15.64	Conservatorships for Developmentally Disabled Individuals (<i>Eff. 7/1/09</i>).....	15-30
Rule 15.65	Sanctions (<i>Eff. 7/1/09</i>).....	15-30
Rule 15.66	Additional Provisions for Conservatorships of the Person (<i>Eff. 1/1/12</i>).....	15-30
Rule 15.67 – 15.99	[RESERVED]	15-30
PART THREE: Miscellaneous		
15.100	Complaints Concerning Court Investigators (<i>Eff. 1/1/12</i>)	15-31
APPENDIX		
15-A	List of Service Addresses for Guardianships (<i>Amended eff. 1/1/13</i>)	15-32
<u>RULE 16</u>	<u>PROTECTIVE ORDERS</u>	
16.1	Domestic Violence (Family Code § 6200 et seq.) (<i>Eff. 1/1/12</i>).....	16-1
16.2	Civil Harassment (CCP § 527.6) (<i>Eff. 1/1/12</i>).....	16-2
16.3	Workplace Violence (CCP § 527.8) (<i>Eff. 1/1/12</i>)	16-3
16.4	Postsecondary School Violence (CCP § 527.85) (<i>Eff. 1/1/12</i>)	16-4
16.5	Elder or Dependent Adult Abuse [RESERVED] (<i>Eff. 1/1/12</i>).....	16-4
<u>RULE 17</u>	<u>MISCELLANEOUS</u>	
17.1	Photography, Videotaping, and Electronic Recordings (<i>Eff. 1/1/12</i>)	17-1
17.2	Court Reporter Transcripts (<i>Amended eff. 1/1/17</i>)	17-2
APPENDIX		
M-1-2016	Weapons in the Courthouse (<i>Eff. 7/1/16</i>).....	17-5
SUBJECT MATTER INDEX		
INDEX OF LOCAL FORMS – BY FORM NUMBER		
INDEX OF LOCAL FORMS – ALPHABETICAL		

**Superior Court of California
County of Solano**

Rule 3 – Civil Cases

3.7 FORFEITURE OF JURY FEES PER CCP SECTION 631.3

For purposes of Rule 3.6 and per Code of Civil Procedure section 631.3, it is deemed necessary for the court to have at least five court days notice of waiver of jury, continuance or settlement of the case in order to notify the jurors that the trial will not proceed at the time set. Failure to notify the court in writing of a waiver of jury, continuance of a jury trial date, or settlement of a case set for trial at least five court days prior to the assigned date of trial shall result in the forfeiture of the jury fee deposit.

Because jury fees deposited after June 27, 2012, are nonrefundable, this local rule shall apply only to cases where jury fees were deposited on or before June 27, 2012.

(Rule 3.7 amended effective July 1, 2013; adopted as Rule 3.11 effective January 1, 1998; amended and renumbered effective January 1, 2010; amended effective July 1, 2011, and January 1, 2013.)

3.8 NOTIFICATION TO COURT OF DROPS, CONTINUANCES AND STIPULATIONS

When a matter is to be dropped, continued or stipulated to, counsel for the moving party shall promptly notify the department of the court to which the matter is assigned. No matters will be continued after announcement of a tentative ruling thereon, except by order of the court for good cause.

No matter shall be continued unless the department of the court to which the matter is assigned approves of the continuance date. Any continuance requested within forty-eight (48) hours of the hearing date shall be directed to the department in which the hearing is scheduled for approval.

In the absence of a showing of good cause by counsel, no matter shall be continued on the law and motion calendar pursuant to stipulation of counsel, or otherwise, more than twice.

(Rule 3.8 amended and renumbered effective January 1, 2010; adopted as Rule 3.13 effective January 1, 1998; former Rule 3.8, which concerned the court case number, repealed effective January 1, 2010.)

**Superior Court of California
County of Solano**

Rule 3 – Civil Cases

3.9 TENTATIVE RULINGS

a. **AVAILABILITY OF TENTATIVE RULINGS**

Per California Rules of Court, rule 3.1308, the court has adopted a tentative rulings procedure for civil law and motion. A tentative ruling on a civil matter will be available after 2:00 p.m. on the court day immediately preceding the scheduled hearing on that matter by signing onto the court’s web site at www.solano.courts.ca.gov and selecting “Tentative Rulings,” or by telephoning (707) 207-7331. Tentative rulings will not be posted for unlawful detainer matters. *(Subd (a) amended effective July 1, 2015; adopted as Rule 3.14 effective January 1, 1998; previously amended effective October 1, 2002; amended and relettered effective January 1, 2010; previously amended effective July 1, 2011, January 1, 2012, and July 1, 2013.)*

b. **NOTIFICATION OF INTENT TO APPEAR AT HEARING**

The tentative ruling shall become the ruling of the court unless a party desiring to be heard notifies the court and all other parties of the party’s intention to appear.

The party desiring to be heard shall advise the court of his or her intention to appear by doing either of the following no later than 4:30 p.m. on the court day preceding the hearing:

- (1) Submitting a *Request for Oral Argument* through the court’s website; or,
- (2) Telephoning the department hearing the matter at the telephone number indicated in the tentative ruling.

In either case, the party giving notice of his or her intention to appear shall advise the court that the party has notified all other parties of the party’s intention to appear and argue.

(Subd (b) amended effective July 1, 2017; adopted as Rule 3.15 effective January 1, 1998; relettered as subd (b) effective January 1, 2010; previously amended effective July 1, 2010 and January 1, 2016.)

c. **ARGUMENT ON TENTATIVE RULING**

Where an appearance has been requested or invited by the court, limited argument will be entertained, not to exceed 20 minutes per case. Appearances may be made telephonically, in accordance with California Rules of Court, rule 3.670 and Solano County Local Rules, rule 4.12(h), unless the court orders a personal appearance. *(Subd (c) amended effective July 1, 2011; adopted as Rule 3.16 effective January 1, 1998; previously amended effective January 1, 2009; relettered effective January 1, 2010.)*

**Superior Court of California
County of Solano**

Rule 3 – Civil Cases

d. NOTICE OF TENTATIVE RULINGS SYSTEM TO BE INCLUDED IN NOTICE OF MOTION

All motions shall include notice of this local rule in substantially the following form: “Notice: The Superior Court in and for Solano County has adopted a tentative rulings system that is described in the court’s local Rule 3.9. Failure to comply with Rule 3.9 may seriously affect parties’ rights in this case.”

(Subd. (d) adopted effective January 1, 2012.)

(Rule 3.9 amended effective January 1, 2016; adopted as Rule 3.14 effective January 1, 1998; previously amended effective October 1, 2002; amended and renumbered as Rule 3.9 effective January 1, 2010; amended effective July 1, 2010, July 1, 2011, January 1, 2012, July 1, 2013, and July 1, 2015.)

3.10 TELEPHONIC APPEARANCES

Litigants or counsel wishing to appear by telephone per California Rules of Court, rule 3.670 shall refer to the Court’s website at www.solano.courts.ca.gov and follow the procedures as set forth on the website. Litigants or counsel wishing to appear telephonically shall be responsible for all fees and costs charged by the service provider.

(Rule 3.10 amended effective July 1, 2017; adopted effective July 1, 2014.)

3.11 FAILURE TO NOTIFY COURT WHEN ATTORNEY CANNOT BE PRESENT SHALL BE DEEMED SUFFICIENT CAUSE TO ORDER OFF CALENDAR

If an attorney cannot be present on time at the call of the matter on calendar, he or she must, prior to the call, inform the courtroom clerk of that department of the reason for and extent of such delay. Failure to appear or furnish such information shall be deemed sufficient cause for ordering the matter off calendar or for proceeding to hear the matter in the absence of counsel, as the court, in its discretion, may determine.

(Rule 3.11 renumbered effective January 1, 2010; adopted as Rule 3.19 effective January 1, 1998.)

**Superior Court of California
County of Solano**

Rule 3 – Civil Cases

3.12 OFF CALENDAR

A law and motion matter that has gone off calendar may be restored thereto only upon notice, excepting in an extraordinary situation, to be determined by the court in its discretion.

(Rule 3.12 renumbered effective January 1, 2010; adopted as Rule 3.20 effective January 1, 1998; former Rule 3.12, which concerned the California Rules of Court, repealed effective January 1, 2010.)

3.13 EX PARTE MATTERS

Ex parte matters will be heard daily only upon appointment scheduled directly with the designated department. The date and time of the ex parte hearing must be confirmed with the designated department prior to the moving party giving notice of the hearing. For purposes of this rule, the designated department is the department already assigned to the case, or, if the case has not yet been assigned to a department or judicial officer, the designated department is the department assigned by the Supervising Judge.

The ex parte application shall comply with California Rules of Court 3.1200-3.1207, and shall be heard only upon presentation of a receipt demonstrating payment of the requisite filing fees.

On the day of the ex parte appearance, the moving party shall file the original motion with the clerk and pay the applicable filing fees. The party shall provide the judicial officer with a copy of the receipt showing the payment of fees to the court at the time of the ex parte appearance; otherwise, the hearing shall not take place.

(Rule 3.13 amended effective July 1, 2013; adopted as Rule 3.21 effective January 1, 1998; previously amended effective July 1, 2005; previously amended effective July 1, 2009; renumbered as Rule 3.13 effective January 1, 2010; amended effective July 1, 2010; amended effective July 1, 2011.)

3.14 ORDERS REGARDING ORDERS TO SHOW CAUSE, TEMPORARY RESTRAINING ORDERS, AND INJUNCTIONS [Repealed]

(Rule 3.14 repealed effective July 1, 2011; adopted as Rule 3.25 effective January 1, 1998; renumbered effective January 1, 2010.)

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

(Rule 4.2 amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective July 1, 2005.)

4.3 TIME REQUIREMENTS FOR COMPLAINT

Time requirements for service of the complaint shall be as specified by California Rules of Court, rules 3.110 and 3.740, subdivision (c).

(Rule 4.3 amended effective July 1, 2011; adopted effective January 1, 1998; previously amended effective October 1, 2002, and January 1, 2009.)

4.4 TIME REQUIREMENTS FOR RESPONSIVE PLEADINGS

Time requirements for service of responsive pleadings shall be as specified by California Rules of Court, rules 3.110, 3.740, subdivision (c), and 3.1320.

(Rule 4.4 amended effective July 1, 2011; adopted effective January 1, 1998; previously amended effective October 1, 2002, January 1, 2009, and January 1, 2010.)

4.5 TIME REQUIREMENTS FOR CROSS-COMPLAINTS

Time requirements for service of cross-complaints shall be as specified by California Rules of Court, rules 3.110 and 3.1320.

(Rule 4.5 amended effective July 1, 2011; adopted effective January 1, 1998; previously amended effective October 1, 2002, and January 1, 2010.)

4.6 CASE MANAGEMENT CONFERENCES

a. SCHEDULING OF CASE MANAGEMENT CONFERENCE ONE

In all cases subject to the case management rules in California Rules of Court, rule 3.720 et seq., the Clerk of the Court will schedule the first Case Management Conference approximately 120 days from the date of filing of the complaint. At the time of filing of the complaint, the Clerk of the Court shall provide the plaintiff with a Notice of Case Management Conference One, which shall indicate the date, time, and place that counsel, and any party not represented by counsel, shall appear for Case Management Conference One, and shall state the obligations of counsel, or any parties not represented by counsel, in regard to Case Management Conference One and Case Management Conference Two. Plaintiff is responsible

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

for notifying all defendants of the initial or any continued Case Management Conference dates.

(Subd (a) amended effective July 1, 2011; adopted as unlettered portion of Rule 4.6 effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009; amended and relettered effective January 1, 2010.)

b. CASE MANAGEMENT CONFERENCES IN “UNINSURED MOTORIST” CASES

An action for personal injury or property damage against an uninsured defendant may be designated as an “uninsured motorist case” upon application of the plaintiff filed concurrently with the petition or within thirty (30) days of the commencement of the action. Upon the filing of such an application, the court will set the first Case Management Conference approximately 180 days from the date of the designation. *(Subd (b) amended effective July 1, 2011; adopted as Subd (a) of Rule 4.6 effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009; relettered effective January 1, 2010.)*

c. CASE MANAGEMENT CONFERENCES IN LIMITED JURISDICTION “COLLECTION” CASES

The plaintiff may designate a limited jurisdiction case as a “collection” case by filing a Civil Case Cover Sheet describing the case as a “collections” matter. No case management conference will be scheduled unless and until a responsive pleading has been filed.

(Subd (c) relettered effective January 1, 2010; adopted as Subd (b) of Rule 4.6 effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009.)

d. SERVICE OF NOTICE OF CASE MANAGEMENT CONFERENCE

(1) Service of Notice with Complaint

The plaintiff shall serve the Notice of Case Management Conference on all defendants with the complaint.

(Subd (1) renumbered effective January 1, 2010; previously adopted as portion of Subd (f) effective January 1, 1998.)

(2) Service of Notice with Cross-Complaint

Any plaintiff and any defendant serving a cross-complaint shall serve a copy of the Notice of Case Management Conference One provided by the Clerk, which sets the date and place for Case Management One, on each cross-defendant with the cross-complaint. In the event that any cross-complaint is served after Case Management Conference One has been held, the cross-

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

complainant, at the time of service of the cross-complaint, shall serve each cross-defendant with Notice of Case Management Conference Two, which shall contain the date, time and place of Case Management Conference Two and explain the obligations of the parties in regard to case management conferences under these rules.

(Subd (2) renumbered effective January 1, 2010; previously adopted as portion of Subd (f) effective January 1, 1998.)

(Subd (d) amended and relettered effective January 1, 2010; adopted as Subd (f) of Rule 4.6 effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009; former Subd (d) repealed effective January 1, 2010.)

e. TELEPHONIC APPEARANCE AT CASE MANAGEMENT CONFERENCES

Litigants or counsel wishing to appear by telephone per California Rules of Court, rule 3.670 shall refer to the Court's website at www.solano.courts.ca.gov and follow the procedures as set forth on the website. Litigants or counsel wishing to appear telephonically shall be responsible for all fees and costs charged by the service provider.

(Subd (e) amended effective July 1, 2017; adopted effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, January 1, 2009, and January 1, 2010.)

f. CASE MANAGEMENT CONFERENCE SETTING

(1) For all cases subject to Rule 4.6, subdivision (a), Case Management Conference One shall be set during the calendar week that is 120 calendar days after the filing of the complaint, on the day of week and at the time designated by the judge to whom the case is assigned for all purposes. Case management conferences for other cases shall be set in a similar manner per the timelines applicable to those cases.

(Subd (1) amended effective July 1, 2011; adopted effective January 1, 1998.)

(2) At Case Management Conference One, the court shall refer the matter to arbitration or mediation, if deemed appropriate by the court, continue the matter for further Case Management Conference One or set the matter for a Case Management Conference Two.

(Subd (2) adopted effective January 1, 1998.)

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

- (3) The court may, in its discretion, require additional case management conferences and additional Case Management Statements.
(Subd (3) adopted effective January 1, 2010; previously adopted as portion of Subd (h).)

(Subd (f) amended effective July 1, 2011; adopted as Subd (g) effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009; amended and relettered effective January 1, 2010.)

g. UPDATED CASE MANAGEMENT STATEMENTS FOR CONTINUED CASE MANAGEMENT CONFERENCES

Unless otherwise ordered by the court, an updated Case Management Statement shall be filed by each counsel no later than the fifteenth (15th) calendar day before each continued Case Management Conference or any review set by the court.

(Subd (g) amended effective July 1, 2011; adopted as Subd (h) effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009; amended and relettered effective January 1, 2010.)

h. SANCTIONS

Pursuant to Code of Civil Procedure section 575.2, the court may impose sanctions in the event that any of the following occur:

- (1) A Case Management Statement is not timely filed and/or served;
- (2) A Case Management Statement is not fully completed;
- (3) The attorney who appears at a case management conference is not completely aware of all procedural, factual, and legal aspects of the case and does not have full authority to discuss and resolve any issues that arise at the conference, including the settlement of the case. This rule applies equally to counsel of record and special appearance counsel;
- (4) Counsel and self-represented parties fail to meet and confer as required per California Rules of Court, rule 3.724 prior to the Case Management Conference concerning all issues before the court.

(Subd (h) amended and relettered effective January 1, 2010; adopted as Subd (i) effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009.)

(Rule 4.6 amended effective July 1, 2011; adopted effective January 1, 1998; previously amended effective October 1, 2002, July 1, 2005, and January 1, 2009; amended effective January 1, 2010.)

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

- b. **KNOWLEDGE OF CASE**
Counsel and parties attending any hearing or conference set pursuant to these rules shall have sufficient knowledge of the case to inform the court as to all matters that are pertinent and relevant to the issues to be heard and have authority to enter into binding stipulations regarding any matters before the court. This rule shall apply equally to attorneys of record and specially appearing counsel.
(Subd (b) amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective January 1, 2009.)
- c. **REFERENCE TO “ATTORNEY” OR “COUNSEL”**
Any reference in these rules to “attorney” or “counsel” shall apply equally to any person representing himself or herself in a case subject to these rules.
(Subd (c) amended effective January 1, 2009; adopted effective January 1, 1998.)
- d. **REMOVAL FROM CIVIL ACTIVE LIST**
A case shall not be removed from the civil active list except by order of the court.
(Subd (d) amended effective January 1, 2009; adopted effective January 1, 1998.)
- e. **EXCUSE FROM RULE REQUIREMENT**
Any requirement of these rules may be excused by the court upon a showing of good cause.
(Subd (e) amended effective January 1, 2009; adopted effective January 1, 1998.)
- f. **UNINSURED MOTORIST CASE [Repealed]**
(Subd (f) repealed effective July 1, 2011; adopted effective January 1, 1998; amended effective January 1, 2009.)
- g. **REMOVAL TO FEDERAL COURT [Repealed]**
(Subd (g) repealed effective July 1, 2011; adopted effective January 1, 1998; amended effective January 1, 2009.)
- h. **TELEPHONIC APPEARANCES**
Litigants or counsel wishing to appear by telephone per California Rules of Court, rule 3.670 shall refer to the Court’s website at www.solano.courts.ca.gov and follow the procedures as set forth on the website. Litigants or counsel wishing to appear telephonically shall be responsible for all fees and costs charged by the service provider.
(Subd (h) amended effective July 1, 2017; adopted effective January 1, 2009; previously amended effective January 1, 2010.)

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

i. BENCH COPIES OR CHAMBERS COPIES

At the discretion of the judicial officer assigned to the case, parties may be required to deposit an additional copy of specific documents directly with the assigned judicial department.

(Subd (i) adopted effective July 1, 2014.)

(Rule 4.12 amended effective July 1, 2014; previously amended effective July 1, 2011; adopted as Rule 4.14 effective January 1, 1998; previously amended effective January 1, 2009; amended and renumbered effective January 1, 2010.)

4.13 SANCTIONS

a. SANCTIONS GENERALLY

Upon the motion of a party or on the court's own motion, the court may impose sanctions for non-compliance with these rules. Sanctions will not be imposed without prior notice to, and an opportunity to be heard by, the party or attorney against whom the sanction or penalty is sought to be imposed. Available sanctions include, but are not limited to:

- (1) Monetary sanctions;
- (2) Evidentiary sanctions prohibiting the introduction of designated matters into evidence;
- (3) Striking out all or any part of any pleading;
- (4) Dismissal of an action, proceeding, or any part thereof;
- (5) Entering judgment by default against a party; and,
- (6) Contempt sanctions.

(Subd (a) amended and relettered effective January 1, 2010; adopted as unlettered part of Rule 4.15 effective January 1, 1998.)

b. ATTORNEY FEES AND COSTS

In addition to any sanction, the court may order a party or his or her counsel to pay to a party moving for compliance with these rules the reasonable expenses in making the motion, including reasonable attorney fees.

(Subd (b) amended and relettered effective January 1, 2010; adopted as unlettered part of Rule 4.15 effective January 1, 1998.)

c. SANCTIONS RELATED TO REQUESTS TO EXTEND TIME FOR FILING

Monetary sanctions and, in the court's discretion, more severe sanctions, will be imposed upon counsel or his or her party who in bad faith or without good cause request an extension of time for the filing of any pleading or document as required by these rules.

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

(Subd (c) relettered effective January 1, 2010; adopted as unlettered part of Rule 4.15 effective January 1, 1998.)

d. SANCTIONS AGAINST ATTORNEYS

If the court determines that the failure to comply with the rules is the responsibility of a party's attorney or counsel, the penalty shall be imposed on the attorney or counsel personally and shall not adversely affect the party's cause of action or defense thereto.

(Subd (d) adopted effective January 1, 2010.)

(Rule 4.13 amended and renumbered effective January 1, 2010; adopted as Rule 4.15 effective January 1, 1998.)

4.14 ELECTRONIC FILING AND SERVICE OF PLEADINGS AND DOCUMENTS

The court does not permit electronic filing as defined in California Rules of Court, rule 2.250. However, nothing in this rule shall be construed as prohibiting or otherwise limiting service of documents electronically as provided elsewhere in the California Rules of Court.

(Rule 4.14 adopted effective July 1, 2010; previous Rule 4.14 renumbered as Rule 4.12 effective January 1, 2010.)

**Superior Court of California
County of Solano**

**Rule 4 – Administration of Civil Litigation
(Trial Court Delay Reduction Act)**

APPENDIX

<u>Standing Order</u>	<u>Title</u>
2015-001-CV	Amended Standing Order for Electronic Service of Documents in Complex Litigation

**Superior Court of California
County of Solano**

**Rule 5 – Family Law
PART ONE: Family Law Proceedings Generally**

for this purpose, or a declaration in compliance with California Rules of Court, rule 5.151(e)(2).

(Subd (c) amended effective January 1, 2017; adopted effective January 1, 2013; previously amended July 1, 2014 and January 1, 2016.)

(Rule 5.4 amended effective January 1, 2017; adopted effective January 1, 2013, previously amended July 1, 2014 and January 1, 2016.)

5.5 LAW AND MOTION HEARINGS (HEARINGS OTHER THAN CASE MANAGEMENT CONFERENCES, STATUS CONFERENCES, SETTLEMENT CONFERENCES, AND TRIALS)

a. SETTING AN INITIAL HEARING

When an initial hearing is set pursuant to a *Request for Order* or other paper seeking relief, the matter shall be set on the assigned judicial officer's law and motion calendar. The clerk shall provide the time and date for all initial hearings. All matters set on an initial hearing calendar are limited to 20 minutes of hearing time. *(Subd (a) adopted effective January 1, 2013.)*

b. VACATING A SCHEDULED HEARING

(1) By the Moving Party

If the moving party's *Request for Order* or other papers seeking relief have not been served on the responding party, the moving party may take the matter off calendar by giving notice to the court, which may be done by telephone to the appropriate department. Notice does not need to be given to the responding party.

If the pleadings have been served on the responding party but no responsive pleadings have been filed, the moving party may take the matter off calendar but must give notice to both the court and the responding party so as to avoid unnecessary review by the court and appearances by the party. Notice to the court may be given by telephone to the appropriate department.

(Subd (1) adopted effective January 1, 2013.)

(2) By Stipulation

If responsive pleadings have been filed, the moving party may not take the matter off calendar without written stipulation or written or oral confirmation by the responding party. Confirmation may be by telephone to the appropriate department.

**Superior Court of California
County of Solano**

**Rule 5 – Family Law
PART ONE: Family Law Proceedings Generally**

If both parties agree no hearing is needed, both parties shall so inform the department to which a matter has been assigned as soon as practicable.

A failure to appear without prior notification to the court may result in the imposition of sanctions against one or both parties and/or attorneys, in the court's discretion.

(Subd (2) adopted effective January 1, 2013.)

(Subd (b) adopted effective January 1, 2013.)

c. REISSUANCE OF A REQUEST FOR ORDER

If the moving party did not serve the responding party before the date set for the hearing, a new hearing date may be obtained from the calendar clerk and a *Request for Order* may be reissued. The request to reissue the *Request for Order* must be submitted to the court at least two court days before the scheduled hearing date; otherwise, the party must appear at the hearing and request the reissuance in open court.

If a moving party does not obtain a reissuance prior to the hearing and fails to appear at the scheduled hearing to request a reissuance, the court may take the matter off calendar.

If the moving party served the responding party but the service was untimely, the moving party must attend the scheduled hearing. The responding party shall be entitled to a continuance and the court may reissue the *Request for Order*. Any

temporary orders previously made may be extended upon a showing of good cause.
(Subd (c) adopted effective January 1, 2013.)

d. DAY OF HEARING PROCEDURES

(1) Duty to Appear and to Advise Court of Settled Issues and Remaining Contested Issues

All parties and their attorneys shall be punctual for all court appearances and shall check in with the courtroom clerk or bailiff upon arrival.

The parties or the attorneys for the parties shall be prepared to advise the court as to what issues have been settled by agreement and what issues remain contested.

(Subd (1) adopted effective January 1, 2013.)

**Superior Court of California
County of Solano**

**Rule 5 – Family Law
PART ONE: Family Law Proceedings Generally**

(2) Failure to Appear by Moving Party

If the moving party or attorney fails to appear when the matter is called, the court may continue or remove the matter from the calendar at its discretion. If the responding party appears, the court may award attorney fees and costs to the appearing party if as a result of the moving party's nonappearance unnecessary fees are incurred.

If the responding party appears and has filed and served a responsive pleading seeking appropriate affirmative relief, the court may continue the matter or rule on the affirmative relief requested, at its discretion.

(Subd (2) adopted effective January 1, 2013.)

(Subd (d) adopted effective January 1, 2013.)

e. TELEPHONIC APPEARANCES

A party, an attorney, or a representative of a local child support agency or government agency who wishes to appear by telephone at a hearing must file a request with the court clerk at least 2 court days prior to the date of the hearing. The request shall be made on a *Request for Telephone Appearance* (Judicial Council form FL-679). The request must be served on all other parties, their attorneys, and the local child support agency through a means calculated to ensure delivery by the close of business on the next court day.

If the court permits the appearance by telephone, and unless the court specifically directs otherwise, counsel or litigants wishing to appear by telephone shall refer to the Court's website at www.solano.courts.ca.gov and follow the procedures as set forth on the website. Counsel or litigants wishing to appear telephonically shall be responsible for all fees and costs charged by the service provider.

Absent prior court order, requests for telephonic appearances in trials, contempt hearings, orders of examination, and any other matters in which the person has been subpoenaed to appear will not be permitted. Rules for ex parte requests and orders shortening time shall apply.

(Subd (e) amended effective July 1, 2017; adopted effective January 1, 2013.)

(Rule 5.5 adopted effective January 1, 2013.)

**Superior Court of California
County of Solano**

**Rule 5 – Family Law
PART ONE: Family Law Proceedings Generally**

5.6 PRESENCE OF CHILDREN IN COURTROOM

Unless a child whose custody or visitation is at issue has been given court permission to address the court or testify per Family Code section 3042, that child shall not be present in the assigned courtroom while the matter is being heard, unless the judicial officer has specifically given permission for the child to be present.

In the event a party or minor’s counsel wants the child to be present, that party or minor’s counsel may disclose to the court that the child is in the courthouse and request that the child be permitted into the courtroom.

(Rule 5.6 adopted effective January 1, 2013.)

5.7 FAMILY CENTERED CASE RESOLUTION PROCESS (CRC 5.83)

a. **APPLICABILITY**

The Family Centered Case Resolution process (“the FCCR process”) shall apply to dissolution, legal separation, nullity, and parentage cases filed on or after January 1, 2013. A judicial officer may, in his or her sole discretion, elect to place an individual case other than a dissolution, legal separation, nullity, or parentage case in the FCCR process.

(Subd (a) adopted effective January 1, 2013.)

b. **CASE MANAGEMENT CONFERENCES**

At the time a dissolution, nullity, legal separation, or parentage case is filed, the case shall be automatically set for three case management conferences at six months, twelve months, and eighteen months.

If a *Request for Order* is set for hearing at a point in time close to a scheduled case management conference, the judicial officer may elect to conduct the case management conference concurrently with the hearing on the *Request for Order*.

Nothing in this rule prohibits a party from requesting a status conference earlier than a mandated case management conference. Nothing in this rule prohibits the setting of status conferences in addition to the three mandated case management conferences.

(Subd (b) adopted effective January 1, 2013.)

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

<u>Rule</u>	<u>Rule Number</u>	<u>Page</u>
Access To Courtroom By Non-Parties (<i>Juvenile Proceedings</i>)	Rule 6.3	6-2
Access To Minors (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.35	6-13
Accountings and Reports of Special Needs Trusts (<i>Probate</i>)	Rule 7.54	7-22
Additional Requirements for Proposed Conservators Prior to Issuance of Letters (<i>Conservatorships</i>)	Rule 15.52	15-17
Administration	Rule 10	
Administration of Civil Litigation	Rule 4	
Adoption of Local Rules (<i>General Provisions</i>)	Rule 1.1	1-1
Adoption, Construction and Amendment of Rules and Standing Orders (<i>Juvenile Proceedings</i>)	Rule 6.1	6-1
Allowance of Fees (<i>Conservatorships</i>)	Rule 15.60	15-27
Appeals	Rule 13	
Appearances at Hearings (<i>Probate</i>)	Rule 7.9	7-5
Appearances of Counsel (<i>Probate</i>)	Rule 7.19	7-11
Appendices (<i>Attorney Fees in Default Matters, Promissory Notes, Contracts, and Foreclosures</i>)	Rule 9	9-4
Appendices (<i>Family Law</i>)	Rule 5	5-26
Appendices (<i>Guardianships and Conservatorships</i>)	Rule 15	15-32
Appendices (<i>Juvenile Proceedings</i>)	Rule 6	6-17
Applicability of Guardianship Rules; Terminology; Direct Calendaring (<i>Guardianships</i>)	Rule 15.1	15-1
Application of Rules (<i>Civil Cases</i>)	Rule 3.1	3-1
Application Of Rules (<i>Criminal and Traffic Infraction Cases</i>)	Rule 2.1	2-1
Applications for Emergency Orders (Ex Parte Orders) (<i>Family Law</i>)	Rule 5.4	5-4
Appointed Counsel in Dependency Proceedings (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.30	6-8
Appointment of Counsel for Conservatee (<i>Conservatorships</i>)	Rule 15.55	15-21
Appointment of Counsel for Ward (<i>Guardianships</i>)	Rule 15.14	15-14
Appointment Of Investigator (<i>Guardianships</i>)	Rule 15.4	15-5

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Appointment of Private Counsel in Dependency Proceedings (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.31	6-9
Appointment Of Special Administrator (<i>Probate</i>)	Rule 7.11	7-8
Apportionment of Statutory Compensation Between Two or More Personal Representatives (<i>Probate</i>)	Rule 7.24	7-14
Attorney Fees - Limited Civil Matters (<i>Attorney's Fees In Default Matters, Promissory Notes, Contracts, And Foreclosures</i>)	Rule 9.2	9-2
Attorney Fees - Unlimited Civil Matters (<i>Attorney's Fees In Default Matters, Promissory Notes, Contracts, And Foreclosures</i>)	Rule 9.1	9-1
Attorney Fees in Default Matters (<i>Unlawful Detainer</i>)	Rule 14.3	14-1
Attorney's Fees In Default Matters, Promissory Notes, Contracts, And Foreclosures	Rule 9	
Beneficiaries of Testamentary Trust to be Listed in Petition for Letters Testamentary (<i>Probate</i>)	Rule 7.50	7-20
Bonding Of Personal Representative (<i>Probate</i>)	Rule 7.4	7-3
Broker's Commissions (<i>Probate</i>)	Rule 7.21	7-12
Calculation of Temporary Spousal Or Partner Support (<i>Family Law</i>)	Rule 5.30	5-23
Calendaring Hearings for Default or Uncontested Judgments (<i>Family Law</i>)	Rule 5.40	5-24
Calendaring of Hearings (<i>Civil Cases</i>)	Rule 3.5	3-2
Case Designation (<i>Administration of Civil Litigation</i>)	Rule 4.2	4-2
Case Management Conferences (<i>Administration of Civil Litigation</i>)	Rule 4.6	4-3
Cash Deposit (<i>Probate</i>)	Rule 7.16	7-10
Child Custody and Visitation Evaluations (<i>Family Law</i>)	Rule 5.21	5-20
Child Custody Recommending Counseling (<i>Family Law</i>)	Rule 5.20	5-18
Civil Cases	Rule 3	
Civil Harassment (CCP § 527.6) (<i>Protective Orders</i>)	Rule 16.2	16-2
Compensation of Conservator from Trust (<i>Probate</i>)	Rule 7.55	7-23
Compromises of Claims	Rule 8	
Conditional Sales Of Real Property (<i>Probate</i>)	Rule 7.20	7-11

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Confidentiality (<i>Juvenile Proceedings</i>)	Rule 6.4	6-2
Conservatorship Accountings (<i>Conservatorships</i>)	Rule 15.59	15-25
Conservatorship Inventories and Appraisals (<i>Conservatorships</i>)	Rule 15.58	15-24
Conservatorship Matters to Which Rule 15 Applies (<i>Conservatorships</i>)	Rule 15.50	15-17
Conservatorships	Rule 15	
Conservatorships for Developmentally Disabled Individuals (<i>Conservatorships</i>)	Rule 15.64	15-30
Contents of Petition and Decree of Partial or Final Distribution (<i>Probate</i>)	Rule 7.27	7-15
Contents of Petition for Compromise Of Claim Of a Person with a Disability or a Minor (<i>Compromises of Claims</i>)	Rule 8.1	8-1
Contested Guardianships (<i>Guardianships</i>)	Rule 15.8	15-10
Continuance of Hearing Where Conservatee Not Served With Citation (<i>Conservatorships</i>)	Rule 15.51	15-17
Court Appointed Special Advocate Program (CASA) (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.37	6-15
Court Investigator (<i>Conservatorships</i>)	Rule 15.53	15-18
Court Investigator Fees (<i>Conservatorships</i>)	Rule 15.54	15-20
Court Investigator Fees (<i>Guardianships</i>)	Rule 15.5	15-8
Court Investigator Fees for Investigation of Petition for Particular Transaction (<i>Probate</i>)	Rule 7.31	7-18
Court Reporter Fee (<i>Family Law</i>)	Rule 5.9	5-11
Court Reporter Transcripts (<i>Miscellaneous</i>)	Rule 17.2	17-2
Criminal and Traffic Infraction Cases	Rule 2	
Declination of Nominated Executor (<i>Probate</i>)	Rule 7.5	7-3
Deposit of Jury Fees (<i>Civil Cases</i>)	Rule 3.6	3-2
Direct Calendaring (<i>Family Law</i>)	Rule 5.2	5-2
Direct Calendaring (<i>General Provisions</i>)	Rule 1.3	1-1
Direct Calendaring Of Civil Cases; Assignments and Reassignments (<i>Civil Cases</i>)	Rule 3.2	3-1

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Direct Calendaring Of Criminal Cases (<i>Criminal and Traffic Infraction Cases</i>)	Rule 2.2	2-1
Discovery (<i>Juvenile Proceedings</i>)	Rule 6.6	6-3
Dismissal Of Action Or Entry Of Judgment Following Settlement (<i>Administration of Civil Litigation</i>)	Rule 4.11	4-16
Distributions to Trusts (<i>Probate</i>)	Rule 7.28	7-17
Distributive Contingencies (<i>Probate</i>)	Rule 7.26	7-15
Diversion To Arbitration (<i>Administration of Civil Litigation</i>)	Rule 4.7	4-7
Divisions Of The Court; Assignment of Supervising Judges (<i>General Provisions</i>)	Rule 1.2	1-1
Documents Needed for Default or Uncontested Judgments for Establishment of Parental Relationship (UPA) or for Establishment of Custody and Support (<i>Family Law</i>)	Rule 5.43	5-25
Documents Needed for Judgment of Nullity (<i>Family Law</i>)	Rule 5.42	5-24
Documents Needed for Judgments for Legal Separation or Dissolution of Marriage or Registered Domestic Partnership (<i>Family Law</i>)	Rule 5.41	5-24
Domestic Violence (Family Code § 6200 et seq.) (<i>Protective Orders</i>)	Rule 16.1	16-1
Earnest Money Deposit by Overbidder (<i>Probate</i>)	Rule 7.18	7-11
Elder or Dependent Adult Abuse [Reserved] (<i>Protective Orders</i>)	Rule 16.5	16-4
Electronic Filing and Service of Pleadings and Documents (<i>Administration of Civil Litigation</i>)	Rule 4.14	4-19
Establishment of Special Needs Trusts (<i>Compromises of Claims</i>)	Rule 8.3	8-1
Evidentiary Hearings and Trials (<i>Family Law</i>)	Rule 5.11	5-16
Ex Parte Applications (<i>Probate</i>)	Rule 7.10	7-6
Ex Parte Applications for Temporary Conservatorship and Other Orders (<i>Conservatorships</i>)	Rule 15.56	15-22
Ex Parte Matters (<i>Civil Cases</i>)	Rule 3.13	3-6
Executive Officer (<i>Administration</i>)	Rule 10.1	10-1
Extraordinary Compensation for Personal Representative; Extraordinary Attorney Fees (<i>Probate</i>)	Rule 7.25	7-14

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Failure To Notify Court When Attorney Cannot Be Present Shall Be Deemed Sufficient Cause To Order Off Calendar (<i>Civil Cases</i>)	Rule 3.11	3-5
Family Centered Case Resolution Process (CRC 5.83) (<i>Family Law</i>)	Rule 5.7	5-8
Family Law	Rule 5	
Fee Waiver Applications for Matters Being Appealed to the Court of Appeal (<i>Appeals</i>)	Rule 13.1	13-1
Filing of Notices of Unavailability (<i>Civil Cases</i>)	Rule 3.18	3-12
Filing Petitions for Compromise of Claims (<i>Compromises of Claims</i>)	Rule 8.2	8-1
Forfeiture of Jury Fees (<i>Civil Cases</i>)	Rule 3.7	3-3
Forms to be Filed at Commencement of Proceeding (<i>Guardianships</i>)	Rule 15.2	15-1
General Procedures for Special Needs Trusts (<i>Probate</i>)	Rule 7.53	7-21
General Provisions	Rule 1	
Guardianships	Rule 15	
Guardianships of the Estate (<i>Guardianships</i>)	Rule 15.10	15-12
Guardianships of the Person (<i>Guardianships</i>)	Rule 15.11	15-13
Independent Exercise of Powers (<i>Conservatorships</i>)	Rule 15.57	15-24
Information to be Contained in Petitions For Probate Of Will And For Letters Testamentary; For Letters Of Administration; Or For Letters Of Administration With Will Annexed (Probate Code Section 8000 et seq.) (<i>Probate</i>)	Rule 7.12	7-8
Information to be Included in Petitions Concerning Trusts (<i>Probate</i>)	Rule 7.52	7-21
Interest on Funeral and Interment Claims (<i>Probate</i>)	Rule 7.14	7-10
Joint Tenancy Assets (<i>Probate</i>)	Rule 7.29	7-17
Jury Management	Rule 11	
Juvenile Calendar (<i>Juvenile Proceedings</i>)	Rule 6.2	6-1
Juvenile Proceedings	Rule 6	
Law and Motion Hearings (Hearings Other Than Case Management Conferences, Status Conferences, Settlement Conferences, and Trials) (<i>Family Law</i>)	Rule 5.5	5-5

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Mandate Actions Arising Under the California Environmental Quality Act (CEQA) (<i>Civil Cases</i>)	Rule 3.17	3-7
Mandatory Settlement Conferences (<i>Administration of Civil Litigation</i>)	Rule 4.9	4-12
Matters Assigned to the Family Law Division; Applicability of Rule (<i>Family Law</i>)	Rule 5.1	5-1
Mediation (<i>Administration of Civil Litigation</i>)	Rule 4.8	4-8
Mental Health Conservatorships (LPS)	Rule 12	
Miscellaneous	Rule 17	
Miscellaneous (<i>Administration of Civil Litigation</i>)	Rule 4.12	4-16
Modifications Of Orders (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.36	6-14
Motion To Challenge Legal Sufficiency Of Petition (<i>Juvenile Proceedings</i>)	Rule 6.10	6-5
Motion To Challenge Legal Sufficiency Of Petition (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.34	6-12
Motions Papers (<i>Civil Cases</i>)	Rule 3.16	3-7
Motions to Consolidate (<i>Civil Cases</i>)	Rule 3.15	3-7
Notice (<i>Guardianships</i>)	Rule 15.3	15-4
Notices (<i>Probate</i>)	Rule 7.6	7-3
Notification Of Plaintiff Of Assignment To One Judge For All Purposes (<i>Civil Cases</i>)	Rule 3.3	3-2
Notification to Court of Continuances, Drops or Stipulations (<i>Probate</i>)	Rule 7.7	7-4
Notification to Court of Drops, Continuances and Stipulations (<i>Civil Cases</i>)	Rule 3.8	3-3
Off Calendar (<i>Civil Cases</i>)	Rule 3.12	3-6
Open Book Accounts - Unlimited And Limited Civil (<i>Attorney's Fees In Default Matters, Promissory Notes, Contracts, And Foreclosures</i>)	Rule 9.3	9-3
Orders for Support and Substituted Judgment (<i>Conservatorships</i>)	Rule 15.61	15-28
Orders for Visitation in Guardianships (<i>Guardianships</i>)	Rule 15.9	15-11
Partial Allowance of Statutory Compensation or Attorney Fees (<i>Probate</i>)	Rule 7.23	7-13
Payments to Caregiver Spouse of Conservatee (<i>Conservatorships</i>)	Rule 15.62	15-28

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Personal Representative Compensation and Attorney Fees in Connection with Termination of a Joint Tenancy or Handling of Other Nonprobate Assets (<i>Probate</i>)	Rule 7.30	7-18
Petitions, Pleadings & Motions (<i>Juvenile Proceedings</i>)	Rule 6.7	6-4
Photography, Videotaping, and Electronic Recordings (<i>Miscellaneous</i>)	Rule 17.1	17-1
Postsecondary School Violence (CCP § 527.85) (<i>Protective Orders</i>)	Rule 16.4	16-4
Pregrants in Probate Matters (<i>Probate</i>)	Rule 7.8	7-5
Preparation and Filing of Forms and Pleadings (<i>Family Law</i>)	Rule 5.3	5-2
Preparation of Orders (<i>Probate</i>)	Rule 7.13	7-9
Presence of Children in Courtroom (<i>Family Law</i>)	Rule 5.6	5-8
Probate	Rule 7	
Procedure (<i>Criminal and Traffic Infraction Cases</i>)	Rule 2.3	2-1
Procedures For Informing The Court Of The Interests Of A Dependent Child [CRC 5.660] (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.33	6-11
Procedures For Reviewing And Resolving Complaints Regarding Representation In Dependency Proceedings (<i>Juvenile Proceedings – Dependency</i>)	Rule 6.32	6-9
Protective Orders	Rule 16	
Real Estate in Inventory and Appraisal (<i>Probate</i>)	Rule 7.15	7-10
Reassignment Upon Disqualification of Judicial Officer (<i>General Provisions</i>)	Rule 1.4	1-2
Receipt or Waiver of Account Signed by Attorney in Fact (<i>Probate</i>)	Rule 7.32	7-18
Release Of Information Relating To Juveniles (<i>Juvenile Proceedings</i>)	Rule 6.5	6-2
Request For Transcripts by Non-Party (<i>Juvenile Proceedings</i>)	Rule 6.8	6-5
Reservation of Government Code §71620 Powers (<i>Administration</i>)	Rule 10.2	10-1
Return On Bench Warrant (<i>Juvenile Proceedings – Delinquency</i>)	Rule 6.60	6-16
Sanctions (<i>Administration of Civil Litigation</i>)	Rule 4.13	4-18
Sanctions (<i>Conservatorships</i>)	Rule 15.65	15-30
Sanctions (<i>Guardianships</i>)	Rule 15.16	15-16

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Scope And Policy (<i>Administration of Civil Litigation</i>)	Rule 4.1	4-1
Scope of Probate Rules (<i>Probate</i>)	Rule 7.1	7-1
Second Deeds of Trust (<i>Probate</i>)	Rule 7.17	7-11
Settlement Conferences (<i>Family Law</i>)	Rule 5.10	5-12
Signatures and Verifications of Pleadings (<i>Probate</i>)	Rule 7.3	7-2
Standing Order 2002-01: Medical Authorization – Juvenile Hall (<i>Juvenile Proceedings</i>)	Rule 6	6-19
Standing Order 2002-05: Release of Records, Absent Parents (<i>Juvenile Proceedings</i>)	Rule 6	6-22
Standing Order 2002-07: Release of Records – Financial Hearing Officer (<i>Juvenile Proceedings</i>)	Rule 6	6-23
Standing Order 2011-01: Standing Order Authorizing Mental Health Evaluation and/or Treatment for Dependent Children or Minors Placed into Protective Custody by Child Welfare Services (<i>Juvenile Proceedings</i>)	Rule 6	6-25
Standing Order 2011-02: Order re: Release of Probation Files and Information Regarding Parents with Children Under the Jurisdiction of the Juvenile Court (<i>Juvenile Proceedings</i>)	Rule 6	6-27
Standing Order 2011-03: Standing Order to Facilitate Child Welfare Services Disaster Response Plan (<i>Juvenile Proceedings</i>)	Rule 6	6-30
Standing Order 2011-04: The Exchange of Information Pertaining to Juveniles Among Members of Multidisciplinary Team (<i>Juvenile Proceedings</i>)	Rule 6	6-32
Standing Order 2011-05: Exchange and Release of Information Between Child Welfare Services and the Solano County Court Investigator (<i>Juvenile Proceedings</i>)	Rule 6	6-34
Standing Order 2011-06: Exchange & Release of Juvenile Records to be Used in the Solano Countywide Foster Youth Services Program (Education Code § 488850 et seq., Welfare & Institutions Code § 827, Cal. Rules of Court, rule 5.552) (<i>Juvenile Proceedings</i>)	Rule 6	6-37
Standing Order 2011-07: Release of School Records to Solano County Probation and Solano County Health and Social Services, Child Welfare Services Division (Education Code § 49077) (<i>Juvenile Proceedings</i>)	Rule 6	6-41

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Standing Order 2011-08: Toxicology Testing for Drug Exposed Children Subject to Juvenile Laws (Welfare & Institutions Code § 369, subd. (d)) (<i>Juvenile Proceedings</i>)	Rule 6	6-42
Standing Order 2012-001: Standing Order Authorizing Medical Evaluation and Treatment for Minors Placed into Protective Custody and Temporarily Detained in Out-of-Placement by Child Welfare Services (<i>Juvenile Proceedings</i>)	Rule 6	6-44
Standing Order 2015-001-CV: Electronic Service of Documents in Complex Litigation (<i>Administration of Civil Litigation</i>)	Rule 4	4-21
Standing Order 2015-001-FL: Standing Order Incorporating Solano County DCSS Additional Orders Into All Solano County DCSS Judgments And Orders (<i>Family Law</i>)	Rule 5	5-35
Standing Order 2016-001-JV: Standing Order re: Release of Juvenile Case File Information for W&I 601 and 602 Proceedings (<i>Juvenile Proceedings</i>)	Rule 6	6-48
Standing Order 2016-002-JV: Designation of Chief Probation Officer/Designee as Representative of Court for Purposes of Referring Studings to the Community School Programs (<i>Juvenile Proceedings</i>)	Rule 6	6-57
Standing Order M-1-2016: Weapons in the Courthouse (<i>Miscellaneous</i>)	Rule 17	17-5
Status Conferences And Status Conference Reports (<i>Family Law</i>)	Rule 5.8	5-9
Statutory Compensation for Personal Representative and Attorney Fees (<i>Probate</i>)	Rule 7.22	7-12
Telephonic Appearances (<i>Civil Cases</i>)	Rule 3.10	3-5
Telephonic Appearances (<i>Unlawful Detainer</i>)	Rule 14.1	14-1
Temporary Guardianships (<i>Guardianships</i>)	Rule 15.6	15-9
Tentative Rulings (<i>Civil Cases</i>)	Rule 3.9	3-4
Termination of Conservatorship (<i>Conservatorships</i>)	Rule 15.63	15-29
Termination of Guardianship (<i>Guardianships</i>)	Rule 15.15	15-15
Time Requirements For Complaint (<i>Administration of Civil Litigation</i>)	Rule 4.3	4-3
Time Requirements For Cross Complaints (<i>Administration of Civil Litigation</i>)	Rule 4.5	4-3

**Superior Court of California
County of Solano**

**Local Rules
Subject Matter Index**

Time Requirements For Responsive Pleadings (<i>Administration of Civil Litigation</i>)	Rule 4.4	4-3
Trial Management (<i>Unlawful Detainer</i>)	Rule 14.2	14-1
Trial Management Conferences (<i>Administration of Civil Litigation</i>)	Rule 4.10	4-14
Trust Accountings Filed with the Court (<i>Probate</i>)	Rule 7.56	7-23
Trustee Fees (<i>Probate</i>)	Rule 7.51	7-20
Unlawful Detainer	Rule 14	
Use Of Judicial Council Forms; Format Of Pleadings (<i>Probate</i>)	Rule 7.2	7-1
Welfare And Institutions Code Section 241.1 Assessments (<i>Juvenile Proceedings</i>)	Rule 6.9	6-5
Workplace Violence (CCP § 527.8) (<i>Protective Orders</i>)	Rule 16.3	16-3

**Superior Court of California
County of Solano**

Index of Local Forms – By Form Number

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
010	Family	Meet and Confer Orders	March 2008	Mandatory
145-CR	Criminal	Waiver of Constitutional Rights in Support of Defendant’s Motion to Change Plea (Misdemeanor)	July 2015	Optional
165	Civil	Judgment (Default by Clerk)	September 1998	Optional
166	Civil	Judgment (Default by Court)	December 2007	Optional
168	Civil	Judgment (Trial)	October 2000	Optional
258(a)-CR	Criminal	Waiver and Plea to Driving Under the Influence (No Priors)	July 2015	Optional
258(b)-CR	Criminal	Waiver and Plea to Driving Under the Influence (One Prior)	July 2015	Optional
258(c)-CR	Criminal	Waiver and Plea to Driving Under the Influence (Two Priors)	July 2015	Optional
300	Family	Order After Hearing/Stipulation and Order	December 2006	Optional
303	Family	Stipulation & Order re: Partial Child Custody Evaluation	March 2000	Optional
304	Family	Parenting Orders Attachment	September 2007	Optional
306	Family	Supervised Visitation/Supervised Exchange Order	August 2002	Optional
309	Probate	Order Appointing Regional Center to Evaluate Proposed Ward or Conservatee	July 2008	Mandatory
314	Family	Time Sharing Arrangement Table	October 2007	Optional

**Superior Court of California
County of Solano**

Index of Local Forms – By Form Number

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
320	Family	Order Appointing Counsel for Minors	November 2000	Optional
322	Family	Application and Order for Publication of Summons	September 2008	Mandatory
323	Family	Declaration in Support of Application for Order for Publication of Summons	September 2008	Mandatory
327	Family	Attachment to FL-327	March 2007	Mandatory
333-INT	All	Request for Interpreter	July 2015	Mandatory
345	Family	Order re: Testing for Alcohol or Illegal Use of Controlled Substances	July 2008	Mandatory
392	Family	Form of Papers	April 2007	N/A
397	Family	Attorney’s Declaration re Mediation Video	January 2007	Optional
399	Family	Notice of Continued Hearing	April 2007	Optional
545-CR	Criminal	Waiver of Rights (Felony)	July 2014	Optional
555-CR	Criminal	Waiver of Rights (Violation)	July 2014	Optional
890	Family	Status Conference Report – Family Law (Marriage/RDP)	July 2009	Mandatory (blue paper)
890-UPA	Family	Status Conference Report – Family Law (Uniform Parentage Act)	July 2009	Mandatory (blue paper)
900-CV	Civil	Notice Of Case Management Conference One And Notice Of Assignment Of Judge For All Purposes	January 2017	Mandatory
910	Civil	Request for Extension of Time (re Proof of Service of Summons)	December 2000	Optional
920	Civil	Request for Extension of Time (re Filing Response)	December 2000	Optional

**Superior Court of California
County of Solano**

Index of Local Forms – By Form Number

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
1070	Family	Declaration re Notice Upon Ex Parte Application for Orders	December 2006	Mandatory
1070-G	Probate	Declaration re Notice Upon Ex Parte Application for Orders (Guardianship)	July 2008	Mandatory
1320	Family	Declaration in Support of Request for Separate Mediation Sessions	June 1998	Optional
1325	Family	Request for Separate Mediation or Support Person	June 1998	Optional
3006-CV	Civil	Trial Management Conference Report	July 2015	Optional
3015-CV	Civil	Response to Petition: re Disposition of Weapons; Notice of Hearing	July 2015	Optional
3455	Probate	Objection to Appointment of Guardian	January 2007	Mandatory
3490	Probate	Confidential Court Investigators' Information and Referral Form (Guardianship)	January 2010	Mandatory
3500	Probate	Assessment and Order for Payment	January 2013	Mandatory
3500-P	Probate	Assessment and Order for Payment – Probate Code §3100 Petitions	July 2009	Mandatory
3510	Probate	Order Appointing Court Investigator (Guardianships)	July 2008	Mandatory
3515	Probate	Order Appointing Investigator and Notice of Investigation Costs	July 2009	Mandatory
3700	Probate	Declaration re: Venue (Guardianships)	July 2008	Optional
3705	Probate	Declaration of Due Diligence (Guardianships and Conservatorships)	July 2009	Optional

**Superior Court of California
County of Solano**

Index of Local Forms – By Form Number

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
3710	Probate	Ex Parte Application to Waive or Shorten Notice of Hearing on Temporary Guardianship or Conservatorship; Order re: Notice	January 2013	Optional
3720	Probate	Petition for Visitation Orders	July 2009	Optional
3740	Probate	Application to Practice as Minor’s Counsel (Guardianship)	July 2008	Mandatory
3800	Probate	Preliminary Inventory of Guardianship Estate	July 2008	Mandatory
4803-TR	Traffic	Notice of Rights	January 2015	Mandatory
4899-TR	Traffic	Election for Traffic School	January 2015	Mandatory
5000	Adoption	Confidential Court Investigator’s Information and Referral Form (<i>Stepparent Adoption</i>)	August 2008	Mandatory
5005	Adoption	Reference for Stepparent Adoption	August 2008	Mandatory
5006	Family Law	Declaration re: Notice Upon Application for Emergency Orders	July 2014	Optional
5010	Adoption	Consent of Child to be Adopted (<i>Stepparent Adoption</i>)	August 2008	Mandatory
5113	Family	Notice of Case Management Conferences and Assignment of Judicial Officer for All Purposes	July 2013	Mandatory
6011-JV	Juvenile	Request and Order for Appointment of CASA	January 2015	Mandatory
6025	Juvenile	Pre-Screen Financial Declaration – Juvenile Dependency	July 2013	Mandatory
7000	Small Claims	Judgment Debtor’s Statement re: Request to Enter Satisfaction of Judgment	November 2000	Optional

**Superior Court of California
County of Solano**

Index of Local Forms – By Form Number

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
7009-PR	Probate	Objection To Appointment Of Guardian	January 2017	Optional
7010-PR	Probate	Objections to a Guardianship	January 2017	Optional
7020	Probate	Verification of Viewing of Conservatorship Video	July 2011	Mandatory
7023	Small Claims	Request for Dismissal	September 1999	Optional
7040	Civil	Judgment After Trial by Court (Unlawful Detainer)	May 2000	Optional
7060	Small Claims	Declaration re: Default in Payments & Order Setting Aside Order Providing Payment of Judgment in Installments	November 2000	Optional
7090	Small Claims	Amendment to Claim Prior to Judgment (<i>Small Claims</i>)	March 2000	Optional
7500	Probate	Placement and Level of Care Assessment for Conservatee (Probate Code §2352.5)	January 2010	Mandatory

**Superior Court of California
County of Solano**

Index of Local Forms – Alphabetical

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
7090	Small Claims	Amendment to Claim Prior to Judgment (<i>Small Claims</i>)	March 2000	Optional
322	Family	Application and Order for Publication of Summons	September 2008	Mandatory
3740	Probate	Application to Practice as Minor’s Counsel (Guardianship)	July 2008	Mandatory
3500	Probate	Assessment and Order for Payment	January 2013	Mandatory
3500-P	Probate	Assessment and Order for Payment – Probate Code §3100 Petitions	July 2009	Mandatory
327	Family	Attachment to FL-327	March 2007	Mandatory
397	Family	Attorney’s Declaration re Mediation Video	January 2007	Optional
3490	Probate	Confidential Court Investigators’ Information and Referral Form (<i>Guardianship</i>)	January 2010	Mandatory
5000	Adoption	Confidential Court Investigator’s Information and Referral Form (<i>Stepparent Adoption</i>)	August 2008	Mandatory
5010	Adoption	Consent of Child to be Adopted (<i>Stepparent Adoption</i>)	August 2008	Mandatory
323	Family	Declaration in Support of Application for Order for Publication of Summons	September 2008	Mandatory
1320	Family	Declaration in Support of Request for Separate Mediation Sessions	June 1998	Optional
3705	Probate	Declaration of Due Diligence (Guardianships and Conservatorships)	July 2009	Optional
5006	Family Law	Declaration re: Notice Upon Application for Emergency Orders	July 2014	Optional

**Superior Court of California
County of Solano**

Index of Local Forms – Alphabetical

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
1070-G	Probate	Declaration re Notice Upon Ex Parte Application for Orders (Guardianships)	July 2008	Mandatory
7060	Small Claims	Declaration re: Default in Payments & Order Setting Aside Order Providing Payment of Judgment in Installments	November 2000	Optional
3700	Probate	Declaration re: Venue (Guardianships)	July 2008	Optional
4899-TR	Traffic	Election for Traffic School	January 2015	Mandatory
3710	Probate	Ex Parte Application to Waive or Shorten Notice of Hearing on Temporary Guardianship or Conservatorship; Order re: Notice	January 2013	Optional
392	Family	Form of Papers	April 2007	N/A
165	Civil	Judgment (Default by Clerk)	September 1998	Optional
166	Civil	Judgment (Default by Court)	December 2007	Optional
168	Civil	Judgment (Trial)	October 2000	Optional
7040	Civil	Judgment After Trial by Court (Unlawful Detainer)	May 2000	Optional
7000	Small Claims	Judgment Debtor's Statement re: Request to Enter Satisfaction of Judgment	November 2000	Optional
010	Family	Meet and Confer Orders	March 2008	Mandatory
900-CV	Civil	Notice Of Case Management Conference One And Notice Of Assignment Of Judge For All Purposes	January 2017	Mandatory

**Superior Court of California
County of Solano**

Index of Local Forms – Alphabetical

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
5113	Family	Notice of Case Management Conferences and Assignment of Judicial Officer for All Purposes	July 2013	Mandatory
399	Family	Notice of Continued Hearing	April 2007	Optional
4803-TR	Traffic	Notice of Rights	January 2015	Mandatory
7009-PR	Probate	Objection To Appointment Of Guardian	January 2017	Optional
7010-PR	Probate	Objections to a Guardianship	January 2017	Optional
300	Family	Order After Hearing/Stipulation and Order	December 2006	Optional
320	Family	Order Appointing Counsel for Minors	November 2000	Optional
3510	Probate	Order Appointing Court Investigator (Guardianships)	July 2008	Mandatory
3515	Probate	Order Appointing Investigator and Notice of Investigation Costs	July 2009	Mandatory
309	Probate	Order Appointing Regional Center to Evaluate Proposed Ward or Conservatee	July 2008	Mandatory
345	Family	Order re: Testing for Alcohol or Illegal Use of Controlled Substances	July 2008	Mandatory
304	Family	Parenting Orders Attachment	September 2007	Optional
3720	Probate	Petition for Visitation Orders	July 2009	Optional
7500	Probate	Placement and Level of Care Assessment for Conservatee (Probate Code §2352.5)	January 2010	Mandatory
3800	Probate	Preliminary Inventory of Guardianship Estate	July 2008	Mandatory

**Superior Court of California
County of Solano**

Index of Local Forms – Alphabetical

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
6025	Juvenile	Pre-Screen Financial Declaration – Juvenile Dependency	July 2013	Mandatory
5005	Adoption	Reference for Stepparent Adoption	August 2008	Mandatory
6011-JV	Juvenile	Request and Order for Appointment of CASA	January 2015	Mandatory
333-INT	All	Request for Interpreter	July 2015	Mandatory
7023	Small Claims	Request for Dismissal	September 1999	Optional
920	Civil	Request for Extension of Time (re Filing Response)	December 2000	Optional
910	Civil	Request for Extension of Time (re Proof of Service of Summons)	December 2000	Optional
1325	Family	Request for Separate Mediation or Support Person	June 1998	Optional
3015-CV	Civil	Response to Petition: re Disposition of Weapons; Notice of Hearing	July 2015	Optional
890	Family	Status Conference Report – Family Law (Marriage/RDP)	July 2009	Mandatory (blue paper)
890-UPA	Family	Status Conference Report – Family Law (Uniform Parentage Act)	July 2009	Mandatory (blue paper)
303	Family	Stipulation & Order re: Partial Child Custody Evaluation	March 2000	Optional
306	Family	Supervised Visitation/Supervised Exchange Order	August 2002	Optional
314	Family	Time Sharing Arrangement Table	October 2007	Optional
3006-CV	Civil	Trial Management Conference Report	July 2015	Optional
7020	Probate	Verification of Viewing of Conservatorship Video	July 2011	Mandatory

**Superior Court of California
County of Solano**

Index of Local Forms – Alphabetical

<u>FORM NUMBER</u>	<u>DIVISION</u>	<u>FORM NAME</u>	<u>REVISION DATE</u>	<u>MANDATORY OR OPTIONAL</u>
258(a)-CR	Criminal	Waiver and Plea to Driving Under the Influence (No Priors)	July 2015	Optional
258(b)-CR	Criminal	Waiver and Plea to Driving Under the Influence (One Prior)	July 2015	Optional
258(c)-CR	Criminal	Waiver and Plea to Driving Under the Influence (Two Priors)	July 2015	Optional
145-CR	Criminal	Waiver of Constitutional Rights in Support of Defendant's Motion to Change Plea (Misdemeanor)	July 2015	Optional
545-CR	Criminal	Waiver of Rights (Felony)	July 2014	Optional
555-CR	Criminal	Waiver of Rights (Violation)	July 2014	Optional

Superior Court of California, County of Solano

Local Rules Page List as of July 1, 2017

The chart below provides a complete list of all the pages and their revision dates as of July 1, 2017.

<u>Rule/Pages</u>	<u>Revision Date</u>	<u>Rule/Pages</u>	<u>Revision Date</u>
Rule Adoption and Revision History; Local Rules Publication Information Summary Table of Contents Detailed Table of Contents	July 2017	Rule 7	
1 – 9		7-1 – 7-2	January 2012
Rule 1	July 2017	7-3 – 7-4	January 2013
1-1 – 1-2	July 2014	7-5 – 7-8	January 2016
Rule 2		7-9 – 7-16	January 2012
2-1 – 2-2	July 2014	7-17 – 7-24	January 2013
2-3 – 2-5	January 2013	Rule 8	
Rule 3		8-1	July 2014
3-1 – 3-2	July 2013	Rule 9	
3-3 – 3-6	July 2017	9-1 – 9-2	January 2012
3-7 – 3-12	January 2016	9-3 – 9-4	July 2016
Rule 4		Rule 10	
4-1 – 4-2	January 2015	10-1	January 2011
4-3 – 4-6	July 2017	Rule 11	
4-7 – 4-16	January 2015	11-1	January 2011
4-17 – 4-20	July 2017	Rule 12	
4-21 – 4-28	January 2015	12-1	January 2013
Rule 5		Rule 13	
5-1 – 5-2	July 2014	13-1	January 2011
5-3 – 5-4	January 2017	Rule 14	
5-5 – 5-8	July 2017	14-1 – 14-2	January 2012
5-9 – 5-12	January 2017	Rule 15	
5-13 – 5-32	January 2013	15-1 – 15-2	January 2013
5-33 – 5-36	January 2016	15-3 – 15-16	January 2016
Rule 6		15-17 – 15-30	July 2016
6-1 – 6-16	July 2012	15-31 – 15-34	January 2013
6-17 – 6-67	July 2016	Rule 16	
		16-1 – 16-4	January 2012
		Rule 17	
		17-1 – 17-6	January 2017
		Subject Matter Index	
		1 – 10	July 2017
		Index of Local Forms	
		1 – 10	July 2017
		Page List	July 2017