

**Superior Court of California  
County of Solano**

**Rule 10 – Administration**

**10.1 EXECUTIVE OFFICER**

The Superior Court shall have an Executive Officer who shall act as Jury Commissioner pursuant to Government Code Section 69898, Section 195 of the Code of Civil Procedure and perform the duties prescribed in Rule 3.712 of the California Rules of Court.

*(Rule 10.1 adopted effective July 1, 1988.)*

**10.2 TRANSFER OF STAFF**

Pursuant to the authority contained in Government Code, Section 69898, the Court hereby transfers from the County Clerk to the Superior Court Executive Officer, under the direction of the Presiding Judge, the powers, duties and responsibilities of the County Clerk with respect to the employment and supervision of personnel whose principal activities are to serve the courts in the following capacities:

1 - Supervising Courtroom Clerk

8 - Courtroom Clerks

Nothing contained herein shall be construed to, in any way, affect the constitutional office of the Clerk of the Court exercised ex officio by the County Clerk, nor is this rule intended to diminish or in any impair the authority of the Office of the Clerk of the Superior Court.

*(Rule 10.2 adopted effective July 1, 1988.)*

**10.3. TRANSFER OF CLERK FUNCTIONS TO EXECUTIVE OFFICER**

Pursuant to the provisions of Government Code Section 69898, the Court hereby transfers from the County Clerk to the Superior Court Executive Officer, the powers, duties and responsibilities exercised or permitted to be exercised by the County Clerk of Solano County in connection with judicial actions, proceedings and records. The County Clerk is hereby relieved of any obligation otherwise imposed by law with respect to the following functions, powers, duties and responsibilities which shall be performed by the Court Executive Officer.

- (a) The filing, receipt, and processing of all documents, pleadings, records, minutes, orders, and exhibits relating to the court's civil, criminal, mental health, juvenile court, family law, probate, adoption, conservator/guardian, Welfare and Institution 300 calendar, appellate, and related Superior Court calendars.

**Superior Court of California  
County of Solano**

**Rule 10 – Administration**

- (b) Collection of fees and the processing of all documents, records, motions, and pleadings regarding any civil or criminal appeal or writ proceeding.
- (c) The preparation of courtroom calendars, dockets, minutes; the processing, filing, and entry of court orders, findings and judgment. The entry, service, posting and publication of notice of all orders, judgments, petitions, and court related documents. Calendar preparation and management of all programs for vertical case management, complex litigation, and automated case management and filing systems.
- (d) The issuance of process, notices and summons; entry of defaults; and acceptance for filing of confessions of judgment.
- (e) All clerk functions relating to the entry, issuance, processing, certification, and authentication of orders, judgments, decrees, abstracts of judgment, writs, writs of attachment, writs of execution, citations, summons, and subpoenas.
- (f) The preparation and maintenance of a register of action or its alternative, general indexes, plaintiff/defendant indexes in civil actions, defendant indexes in criminal actions, and judgment books.
- (g) The acceptance of papers for filing regarding any appeal, the filing of briefs on appeal, the collection of fees for appeals, and the preparation of clerk's transcripts on appeal.
- (h) All clerk functions for administering oaths to witnesses and impaneling juries.
- (i) The storage, archiving, microfilming, and destruction of all court documents, files records, and exhibits.
- (j) The functions relating to court interpreter services, court reporting services records management, central file room services, and archiving.
- (k) The collection, receipt, deposit, and accounting of all court filing fees, jury fees, bonds, undertakings, fines, forfeitures, and revenues relating to court activities.
- (l) The printing, inventory and sale of court forms and rules of court.
- (m) Assist in arranging for court accommodations, facilities, books, libraries, equipment and supplies.

**Superior Court of California  
County of Solano**

**Rule 10 – Administration**

- (n) Supervise and assign work to the staff that serves the judges in the execution of the court's business.
- (o) Provide necessary administrative direction in the dispatch of judicial business; manage all personnel functions, facilities, and procurement functions relating to the court, court filings, court records and exhibits, and record archiving and storage.
- (p) Provide administrative support to the Grand Jury in budgeting, supervision, staff support, facility management, procurement, and office operations.

*(Rule 10.3 adopted effective January 1, 1991.)*

**10.4. RESERVATION OF GOVERNMENT CODE 69898 POWERS**

The Court reserves the power to delegate to the Court Executive Officer any other functions, duties and responsibilities relating to the operation of the court not otherwise specifically set forth in this chapter, as provided for by Government Code 69898.

*(Rule 10.4 adopted effective January 1, 1991.)*

**10.5. TRANSFER OF FORMER COUNTY CLERK EMPLOYEES**

All former employees of the County Clerk whose primary job tasks support the functions of the Clerk of the Court in connection with judicial actions, proceedings, and records, shall be transferred to the supervision and control of the Executive Officer. Said employees shall maintain existing seniority status, salary, and benefits of County employment and shall have the rights, privileges and obligations of Superior Court employees pursuant to the Personnel Plan of Superior Court.

*(Rule 10.5 adopted effective January 1, 1991.)*

**10.6. TRANSFER OF REVENUES, FACILITIES AND EQUIPMENT**

Subsequent to appropriate action by the Solano County Board of Supervisors, all revenues, budgeted funds, facilities, fixed assets, and equipment relating to the functions of the Clerk of the Court, shall be transferred to the superior Court and made a part of the Superior Court budget.

*(Rule 10.6 adopted effective January 1, 1991.)*