

# Summary of Proposed Revisions to Local Rules and Forms Effective July 1, 2025

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## RULE CHANGES

<u>RULE NUMBER</u>	<u>PROPOSED CHANGE</u>	<u>BRIEF DESCRIPTION</u>
<b><u>Rule 3—Civil</u></b>		
3.20	Adopt	Settlement Agreements and Stipulated Judgments
<b><u>Rule 17—Miscellaneous</u></b>		
17.8	Adopt	Courthouse Security Video
<b><u>Rule 18—Court Reporters and Electronic Recording</u></b>		
18.1(A)	Amend	Amend language at 18.1 (A)
18.3	Adopt	Electronic Recordings and Transcripts
<b><u>Rule 20—Electronic Filing, Service, and Evidence</u></b>		
20.2 (J)	Amend	Documents Exempt from E-Filing

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## FORM CHANGES

<u>FORM NUMBER</u>	<u>FORM NAME</u>	<u>PROPOSED CHANGE</u>	<u>BRIEF DESCRIPTION</u>
<b><u>0900-CV—Civil</u></b>	Notice of Assignment of Judge for all Purposes / Notice of Case Management Conference	Revised/updated	Updated form
<b><u>3012—Civil</u></b>	One Notice of Appearance	Adopted	Intended to be a companion form to Rule 3.20

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**Rule 3 – Civil Cases**

**3.1 APPLICATION OF RULES**

Rule 3 shall apply to all civil cases, limited and unlimited, filed in the Superior Court of California, County of Solano. Unless otherwise specified elsewhere in the local rules, Rule 3 shall not apply to matters filed under the California Family Code (including adoptions and petitions to terminate parental rights), small claims cases, unlawful detainer cases, probate cases, mental health cases, juvenile cases, or extraordinary writs.

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.

*(Rule 3.1 amended effective July 1, 2011; adopted effective January 1, 1998; previously amended effective October 1, 2002, January 1, 2009, and January 1, 2010.)*

**3.2 DIRECT CALENDARING OF CIVIL CASES; ASSIGNMENTS AND REASSIGNMENTS**

When a civil case is filed, or received and filed as a transfer from another county, the Clerk of the Court shall assign the case to one of the judges in the Civil Division of the court. The assignment to a judge shall be deemed to be for all purposes. The method of selection of the judge to be assigned to a case shall be subject to the approval of the Supervising Judge of the Civil Division and shall be designed to equally distribute the workload among the judges of the Civil Division and best serve the court.

When a judicial officer is disqualified in a civil matter, either on a peremptory challenge, for cause, or by the judicial officer’s own determination, the matter shall be reassigned per Rule 1.4. A matter reassigned to another judicial officer for any other reason shall likewise be for all purposes, unless otherwise ordered by the Presiding Judge or Supervising Judge of the Civil Division.

This rule does not apply to limited jurisdiction collection actions that qualify under California Rules of Court, rule 3.740, except that a judge may be assigned in those cases upon any of the following events: (1) The plaintiff’s failure to file proof of service or obtain order for publication of summons within 180 days of the filing of the complaint; (2) the plaintiff’s failure to obtain default judgment within 360 days of the filing of the complaint, if no responsive pleading has been filed; or (3) upon the filing of a responsive pleading by a defendant.

*(Rule 3.2 amended effective January 1, 2012; adopted effective January 1, 1998; previously amended effective January 1, 2009, and July 1, 2011.)*

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**3.3 NOTIFICATION OF PLAINTIFF OF ASSIGNMENT TO ONE JUDGE FOR ALL PURPOSES**

Upon the filing of the complaint, the Clerk of the Court shall notify plaintiff, plaintiff's attorney, or an agent of the plaintiff of the assignment to one judge for all purposes; and, if in person, the person receiving notice shall sign an acknowledgement of the notification on a form to be prepared by the Clerk of the Court indicating thereon that the notification is received on behalf of plaintiff. The clerk shall file the acknowledgement of the notification in the court file with an attached proof of personal service. If the notification of the plaintiff, his attorney or agent is not in person and acknowledged in writing, then the clerk shall mail a notice to plaintiff at his or her address of record by first class mail and file a proof of mailing in the court file.

Plaintiff shall promptly notify all parties in the case at the time the assignment is made and notify all parties who later enter the case and file with the court a proof of service of such notification of the assignment to a judge for all purposes within five (5) days after the notice is served.

*(Rule 3.3 amended effective July 1, 2010; adopted effective January 1, 1998.)*

**3.4 DESIGNATION OF COURT [Repealed]**

*(Rule 3.4 repealed effective July 1, 2011; adopted effective January 1, 1998; amended effective October 1, 2002, and July 1, 2010.)*

**3.5 CALENDARING OF HEARINGS**

With the exception of ex parte matters, all hearings shall be scheduled through the Civil Division calendar clerk.

*(Rule 3.5 adopted effective July 1, 2011.)*

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**3.6 DEPOSIT OF JURY FEES**

Advance jury fees in the amount of one hundred and fifty dollars (\$150.00) shall be deposited with the Clerk of the Court in compliance with Code of Civil Procedure section 631. Jury fees deposited after June 27, 2012, are nonrefundable.

*(Rule 3.6 amended effective July 1, 2013; adopted as Rule 3.10 effective January 1, 1998; previously amended effective October 1, 2002; previously amended and renumbered effective January 1, 2010; amended effective July 1, 2011, and January 1, 2013.)*

**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.

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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.)*

**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](http://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.

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*(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.)*

**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 July 1, 2017; 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, July 1, 2015, and January 1, 2016.)*

**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](http://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.)*

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**3.11 APPEARANCES BY PERSONS IN CUSTODY**

The court will not transfer or transport an inmate to court in connection with a civil complaint for damages, including a small claims action. Pursuant to Code of Civil Procedure section 116.540(f), a party incarcerated in a county jail, a Department of Corrections and Rehabilitation facility, or a Division of Juvenile Facilities facility is not required to personally appear, but may submit written declarations to serve as evidence supporting their claim. Such declarations must be filed at least five (5) court days in advance. An inmate wishing to make a telephonic appearance must make the request in writing at least five (5) court days in advance. If no declarations have been received by the court and no telephonic appearance has been scheduled, dismissal of the action or entry of a default judgment may be entered.

*(new Rule 3.11 adopted July 1, 2020.)*

**3.12 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 3.12 renumbered July 1, 2020; renumbered as 3.11 effective January 1, 2010; adopted as Rule 3.19 effective January 1, 1998.)*

**3.13 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 3.13 renumbered effective July 1, 2020; 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.)*

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**3.14 EX PARTE MATTERS**

Each civil department manages its own ex parte hearings and determines whether and how they are set. For purposes of this rule, the designated civil department is the department assigned to the case for all purposes, or, if the case has not yet been assigned to a department or judicial officer, the designated civil department is the department assigned by the Civil Division Supervising Judge.

Unless otherwise expressly authorized by law, a party requesting ex parte relief related to law and motion matters shall file the underlying motion prior to or contemporaneously with filing of the ex parte application. The ex parte application shall comply with, and is subject to, California Rules of Court, rules 3.1200 et seq.

If the department sets an ex parte hearing, the department shall provide the moving party with the ex parte hearing date and time. It is the moving party's obligation to comply with the noticing requirements in California Rules of Court, rules 3.1200 et seq.

An ex parte hearing shall be conducted only following the filing of the ex parte application and supporting paperwork, the filing of any underlying related motion, and payment of any applicable filing fees. Prior to the commencement of the hearing, the moving party shall file a declaration under penalty of perjury confirming that timely notice was provided to the opposing side, including the date, time, manner of notice, and name of any person so informed, and showing proof of service of any applicable papers.

A request to schedule an ex parte hearing may be summarily denied without hearing when the request fails to meet the criteria set forth in California Rules of Court, rules 3.1200-3.1207. Ex parte applications submitted to seek scheduling relief from court setting guides or caps, but which do not otherwise seek relief from the Code of Civil Procedure or California Rules of Court, may be summarily granted without a hearing.

*(Rule 3.14 amended effective January 1, 2025; Rule 3.13 amended effective July 1, 2018; 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; amended effective July 1, 2013; renumbered effective July 1, 2020.)*



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**3.15 INFORMAL DISCOVERY CONFERENCES (CCP § 2016.080) [REPEALED]**

*(Rule 3.15 repealed effective January 1, 2025; Rule 3.14 adopted effective July 1, 2018; former Rule 3.14 repealed effective July 1, 2011; Rule 3.15 renumbered effective July 1, 2020.)*

**3.16 MOTIONS TO CONSOLIDATE**

Motions to consolidate cases shall be heard in the department to which the case with the lowest file number is assigned.

In the event that cases are consolidated and unless otherwise ordered by the judicial officer hearing the consolidation motion, the pleadings filed thereafter shall be filed in the case file with the lowest file number and the consolidated case shall be assigned for all purposes

to the judge to which the case with the lowest file number is assigned.

*(Rule 3.16 renumbered effective July 1, 2020; Rule 3.15 amended effective July 1, 2010; adopted as Rule 3.26 effective January 1, 1998; renumbered as Rule 3.15 effective January 1, 2010.)*

**3.17 MOTIONS PAPERS**

Motions papers must be received within three court days of reserving a law and motion date. If papers are not received within three court days, the date reserved will be canceled.

*(Rule 3.17 renumbered effective July 1, 2020; Rule 3.16 amended effective July 1, 2010; adopted as Rule 3.27 effective October 1, 2002; renumbered as Rule 3.16 effective January 1, 2010.)*

**3.18 MANDATE ACTIONS ARISING UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

**a. WHERE FILED**

Mandamus actions challenging an agency decision under the California Environmental Quality Act (Public Resources Code §21000 et seq.) (“CEQA”) shall be filed in the office of the Civil Clerk of the Court. Each action shall be accompanied by an initial filing form designating the action as Environmental Law

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– CEQA (Public Resources Code § 21167.1), and shall be assigned to the designated CEQA department for all purposes.

*(Subd (a) amended effective July 1, 2010; adopted effective July 1, 2005.)*

**b. MEDIATION**

In accordance with Government Code section 66031, within five (5) days after the deadline for respondent or defendant to file a response to the action, plaintiff or

petitioner shall prepare and lodge with the designated CEQA department a notice form for the court's signature inviting mediation. The court shall then mail the notice of invitation to the parties.

*(Subd (b) amended and relettered effective July 1, 2010; adopted as subd (c) effective July 1, 2005; prior subd (b), concerning ordering the administrative record, repealed effective July 1, 2010.)*

**c. PREPARING THE ADMINISTRATIVE RECORD**

**(1) Preparation by the Public Agency**

- (a) Within twenty (20) calendar days after receipt of a request to prepare the administrative record, the public agency responsible for such preparation shall personally serve on petitioners a preliminary notification of the estimated cost of preparation, setting forth the agency's normal costs per page, other reasonable costs, if any, the agency anticipates, and the likely range of pages. This notice shall also state, to the extent then known, the location(s) of the documents anticipated to be incorporated into the administrative record, shall designate the contact person(s) responsible for identifying the agency personnel or other person(s) having custody of those documents, and shall provide a listing of dates and times when those documents will be made available to petitioners or any party for inspection during normal business hours as the record is being prepared. This notice shall be supplemented by the agency from time to time as additional documents are located or determined appropriate to be included in the record.

*(Subd (a) relettered effective January 1, 2010; adopted as Subd (d)(1) effective July 1, 2005.)*

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- (b) Upon receipt of this preliminary notification, petitioners may elect to prepare the record themselves provided they notify the agency within five (5) calendar days of such receipt. If petitioners so elect, then within forty (40) calendar days of service of the initial notice to prepare the administrative record, petitioners shall prepare and serve on all parties a detailed index listing the documents proposed by petitioners to constitute the record. Within seven (7) calendar days of this notification, the agency and/or other parties shall

prepare and serve the petitioners and all parties with a document notifying them of any document(s) or item(s) that such parties contend should be added to, or deleted from, the record. The agency shall promptly notify petitioners of any required photocopying procedures and/or conditions with which petitioners must comply in their preparation of the record.

*(Subd (b) relettered effective January 1, 2010; adopted as Subd (d)(2) effective July 1, 2005.)*

- (c) If petitioners do not so elect, then within forty (40) calendar days after service of the request to prepare the administrative record, the agency shall prepare and serve on the parties a detailed index listing the documents proposed by the agency to constitute the record and provide a supplemental estimated cost of preparation. Within seven (7) calendar days of receipt of this notification, petitioners and/or any other parties shall prepare and serve the agency and all parties with a document notifying the agency of any document(s) or item(s) that such parties contend should be added to, or deleted from, the record.

*(Subd (c) relettered effective January 1, 2010; adopted as Subd (d)(3) effective July 1, 2005.)*

*(Subd (1) amended effective January 1, 2010; adopted effective July 1, 2005.)*

**(2) Preparation by Petitioners**

- (a) Within twenty (20) calendar days after receipt of petitioners' notice of election to prepare the record themselves, the public agency responsible for certification of the record shall personally serve on petitioners a preliminary notification designating, to the extent then known, the location(s) of the documents anticipated to

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be incorporated into the administrative record, the contact person(s) responsible for identifying the agency personnel or other person(s) having custody of those documents, and the dates and times when those documents will be made available to petitioners or any party for their inspection and copying. This notice shall also state any required photocopying procedures and/or conditions with which petitioners must comply in their preparation of the record. This notice shall be supplemented by the agency as additional documents are located or determined appropriate to be included in the record.

*(Subd (a) adopted effective July 1, 2005.)*

- (b) Within forty (40) calendar days after service of petitioners' notice of election, petitioners shall prepare and serve on all parties a detailed index listing the documents proposed by petitioners to

constitute the record. Within seven (7) calendar days of this notification, the agency and/or other parties shall prepare and serve the petitioners and all parties with a document notifying them of any document(s) or item(s) that such parties contend should be added to, or deleted from, the record.

*(Subd (b) adopted effective July 1, 2005.)*

*(Subd (2) renumbered effective January 1, 2010; adopted as Subd (d)(4) effective July 1, 2005.)*

*(Subd (c) relettered effective July 1, 2010; adopted as subd (d) effective July 1, 2005; amended effective January 1, 2010.)*

**d. FORMAT OF ADMINISTRATIVE RECORD**

The format of the administrative record shall be governed by California Rules of Court, rules 3.1365 and either 3.1367 or 3.1368, as appropriate.

*(Subd (d) amended and relettered effective July 1, 2010; adopted as subd (e) effective July 1, 2005.)*

**e. LODGING THE ADMINISTRATIVE RECORD IN ELECTRONIC FORMAT**

Any party lodging the administrative record in an electronic format as permitted by

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California Rules of Court, rule 3.1365 et seq. shall simultaneously file a declaration with the court affirming under penalty of perjury that the medium in which the record is contained and lodged with the court is free of computer viruses or other malware.

*(Subd (e) amended and relettered effective July 1, 2010; adopted as subd (f) effective July 1, 2005.)*

**f. DISPUTES REGARDING THE CONTENTS OF THE ADMINISTRATIVE RECORD**

Once the record has been filed, any disputes about its accuracy or scope should be resolved by appropriate noticed motion. For example, if the agency has prepared the record, petitioners may contend that it omits important documents or that it contains inappropriate documents; if the petitioners have prepared the record, the agency may have similar contentions. A motion to supplement the certified record with additional documents and/or to exclude certain documents from the record

may be noticed by any party and should normally be filed concurrently with the filing of petitioners' opening memorandum of points and authorities in support of the writ. Opposition and reply memoranda on the motion should normally be filed with the opposition and memoranda, respectively, regarding the writ. The motion should normally be calendared for hearing concurrently with the hearing on the writ.

*(Subd (f) relettered effective July 1, 2010; adopted as subd (g) effective July 1, 2005.)*

**g. BRIEFING SCHEDULE AND LENGTH OF MEMORANDA**

Unless otherwise ordered by the court, the following briefing schedule shall be followed in all cases:

- (1) Petitioners shall file directly in the designated CEQA department and serve personally, by overnight mail or, if previously agreed, by fax or electronic service, an opening memorandum of points and authorities in support of the petition within thirty (30) days from the date the administrative record is served.
- (2) Respondent and Real Party in Interest shall file directly in the designated CEQA department and serve personally, by overnight mail, or if previously agreed, by fax or electronic service, opposition points and authorities, if any, within thirty (30) days following service of petitioners' memoranda of points and authorities.

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- (3) Petitioners shall have twenty (20) days from service of the opposition's points and authorities to file directly in the designated CEQA department and serve personally, by overnight mail, or if previously agreed, by fax or electronic service, a reply memorandum of points and authorities.
- (4) The parties may agree upon a shorter time frame for briefing by written stipulation filed with the court.

*(Subd (g) amended and relettered effective July 1, 2010; adopted as subd (i) effective July 1, 2005.)*

**h. TRIAL NOTEBOOK**

Petitioner shall prepare a trial notebook which shall be filed with the designated CEQA Department fourteen (14) days before the date of the hearing. The trial notebook shall consist of the petition, the answer(s), the briefs, any motions set to

be heard at trial, the statement of issues, and any other document(s) agreed upon by the parties or ordered by the court.

*(Subd (h) amended and relettered effective July 1, 2010; adopted as subd (j) effective July 1, 2005; previous subd (h), concerning notice of hearing, repealed effective July 1, 2010.)*

*(Rule 3.18 renumbered effective July 1, 2020; Rule 3.17 amended effective July 1, 2010; adopted as Rule 3.28 effective July 1, 2005; amended and renumbered as Rule 3.17 effective January 1, 2010.)*

**3.19 FILING OF NOTICES OF UNAVAILABILITY**

The court shall not accept for filing a "Notice of Unavailability of Counsel" or other document or pleading whose sole purpose is to advise the court and/or other parties of an attorney's or party's unavailability. (*Carl v. Superior Court of Orange County* (2007) 157 Cal.App.4th 73.)

*(Rule 3.19 renumbered effective July 1, 2020; Rule 3.18 renumbered effective January 1, 2010; adopted as Rule 3.29 effective January 1, 2009.)*

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**3.20 SETTLEMENT AGREEMENTS AND STIPULATED JUDGMENTS**

In any case where an action is resolved through settlement and one or more defendants has not appeared in the action, any settlement agreement or stipulation for judgment shall include or be accompanied by one of the following:

1. A fully completed *Notice of Appearance* form (Local Form 3012) signed by each defendant that has not previously appeared, or a pleading that contains the same information set forth on Local Form 3012; or
2. A statement within the settlement agreement or stipulation for judgment that states each of the appropriate defendant(s) is making a general appearance, provides a service address for each appearing defendant, includes a statement as to whether each appearing defendant will accept service via email, and if so, provides each consenting defendant's email address. Said settlement agreement or stipulation for judgment shall be signed by each defendant.

(Rule 3.20 adopted effective July 1, 2025.)

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**Rule 17 – Miscellaneous**

**17.1 PHOTOGRAPHY, VIDEOTAPING, AND ELECTRONIC RECORDINGS**

**a. PHOTOGRAPHY, VIDEOTAPING, AND ELECTRONIC RECORDINGS IN THE COURTHOUSE**

- (1) There is no constitutional right to photograph or otherwise electronically record open judicial proceedings. (*Marin Independent Journal v. Municipal Court* (1993) 12 Cal.App.4th 1712, 1718 ["Electronic recording of judicial proceedings is subject to the discretion of the court"], citing *Nixon v. Warner Communications, Inc.* (1978) 435 U.S. 589, 610.) A courthouse facility qualifies as a nonpublic forum. (*United States v. Grace* (1983) 461 U.S. 171, 178)
- (2) Consistent with case law and California Rules of Court, rule 1.150, photography, filming, videotaping, or electronic recording by the media and general public is not permitted in any part of any courthouse, including but not limited to, entrances, exits, stairways, hallways, elevators, offices, or any other public area within the courthouse, unless by written order of the Presiding Judge.
- (3) Videotaping, photographing, or electronic recording devices may be brought into the courthouse by the media or members of the public, but must be turned off while being transported in any area of the courthouse. Devices that include videotaping, photographing, digital image capture, or electronic recording capabilities—such as cell phones, personal digital assistants (PDAs), or watches—may be brought into the courthouse, provided that the image capturing and recording features are not used.
- (4) Any photography, videotaping, or electronic recording of a courtroom or courtroom proceeding through the courtroom's windows or doors is prohibited.

*(Subd. (a) adopted effective January 1, 2020.)*

**b. PHOTOGRAPHY, VIDEOTAPING, AND ELECTRONIC RECORDINGS IN COURTROOMS**

Photography, filming, videotaping, or electronic recording within a courtroom is governed by California Rules of Court, rule 1.150. All requests for any type of video, still photography or audio coverage, including pool cameras, must be made in compliance with California Rules of Court, rule 1.150, and submitted to the judicial officer assigned to hear the case on the designated Judicial Council forms.



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**Rule 17 – Miscellaneous**

*(Subd. (b) adopted effective January 1, 2012.)*

**c. VIOLATIONS**

Any violation of this rule or an order made under this rule is an unlawful interference with the proceedings of the court, and may be the basis for an order terminating media coverage, a citation for contempt of court, or an order imposing monetary or other sanctions as provided by law.

*(Subd. (c) adopted effective January 1, 2012.)  
(Rule 17.1 adopted effective January 1, 2012.)*

**17.2 EXPRESSIVE ACTIVITY**

**a. PURPOSE AND INTENT**

It is the purpose and intent of the Court in adopting this local rule to ensure the safe and orderly use of court facilities; to minimize activities which unreasonably disrupt, interrupt, or interfere with the orderly and peaceable conduct of court business in a neutral forum free of actual or perceived partiality, bias, prejudice, or favoritism; to provide for the fair and orderly conduct of hearings and trials; to promote the free flow of pedestrian and vehicular traffic on sidewalks and streets around court facilities; and to maintain proper judicial decorum.

The Court further adopts this local rule to facilitate safe, peaceful, and orderly public access to courthouses unhindered by threats, confrontation, interference, noise pollution, or harassment that may be directed at court users including but not limited to those court users waiting in line outside a courthouse.

The Court intends this local rule to be enforced in a content-neutral fashion. The rule regulates only conduct occurring in and around court facilities without regard to the content of any particular message, idea, or form of speech. The Court does not intend to ban all expressive activities from the environs surrounding court facilities and intends that this local rule be construed so as to provide for ample alternative channels for communication of information near but not within court facilities nor on courthouse grounds. *(See Comfort v. MacLaughlin (C.D. Cal. 2006) 473 F.Supp.2d 1026).*

*(Subd. (a) adopted effective January 1, 2018.)*

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**b. DEMONSTRATIONS, DISTRIBUTIONS, SOLICITATION, AND OTHER EXPRESSIVE ACTIVITY**

**(1) Definitions**

- (a) "Prohibited Activity" shall mean the acts of demonstrating, picketing, parading, proselytizing or preaching, posting written materials, distributing literature or other materials to the general public, soliciting sales or donations, engaging in commercial activity, or engaging in oral or demonstrative protest, education, or counseling, unless otherwise authorized by this local rule or the Court.
- (b) "Walkway" shall mean (a) the area of any corridor or sidewalk, or other path of pedestrian movement, directly from the edge of the public sidewalk nearest an entrance to any building containing a courtroom to that entrance; (b) the area of any corridor or sidewalk leading directly from any parking lot within a curtilage to an entrance to any building containing a courtroom; or (c) a corridor or passageway within a multi-purpose, commercial, or private building that leads directly to the part of the building containing a courtroom.
- (c) "Curtilage" shall mean the area between any building containing a courtroom and the nearest edge of the public sidewalk surrounding the building. It shall not include the area adjacent to that portion of a multi-purpose, commercial or private building that does not contain a courtroom.
- (d) "Courthouse" shall mean any building containing at least one courtroom. It shall also include that portion of a multi-purpose, commercial or private building that contains at least one courtroom.
- (e) "Courtroom" includes any space designated for judicial proceedings, whether permanently or temporarily.

**(2) Prohibitions**

- (a) No person shall engage in any prohibited activity within a courthouse.

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- (b) No person shall engage in any prohibited activity within the curtilage of a courthouse.
- (c) No person shall obstruct, harass, impede, or interfere with persons entering or leaving a courthouse, persons waiting in line to enter a courthouse, or persons inside a courthouse.
- (d) No person shall approach persons entering or leaving a courthouse, persons waiting in line to enter a courthouse, or persons inside a courthouse, for the purpose of engaging in any prohibited activity.
- (e) No person shall engage in any prohibited activity in or near a courthouse with the intent to interfere with, obstruct, or impede the administration of justice or with the intent to influence any judge, juror, witness, officer of the court, or court personnel in the discharge of his or her duty.
- (f) No person shall use amplification equipment to engage in prohibited activity in a manner that harasses or interferes with persons inside a courthouse, with persons entering or leaving a courthouse, or with persons waiting in line to enter a courthouse.
- (g) No person shall publish, post, or distribute any written material other than written material relating to official Court business published, posted or distributed by duly authorized Court personnel, inside any Court facility of this County, without the prior written approval of this Court.

**(3) Exclusions**

- (a) This local rule shall not apply to authorized court personnel or law enforcement officers in the performance of their official duties.
- (b) Subdivisions (a), (b), and (g) of Section (b)(2) above shall not apply to persons engaged in the stationary solicitation of sales as part of any commercial, primarily non-expressive activity  
  
(including but not limited to the sale of newspapers, reading materials, sundries, or food stuffs) expressly authorized by a

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written use permit, license, or agreement from the County or the Court or the Judicial Council or other owner of a building containing a courtroom authorizing that activity in a specific space not dedicated to court functions.

**(4) Severability Clause**

If any provision of this local rule or the application thereof to any person or circumstances is held invalid, the validity of the remainder of the local rule and the application of such provision to other persons and circumstances shall not be affected thereby.

**(5) Delegation**

To the extent the terms of this local rule do not accomplish its stated purpose at a courthouse, on delegation by the Presiding Judge, the Supervising Judge responsible for that courthouse or his or her designee is hereby authorized to issue an order to accomplish the stated purpose of this local rule.

*(Subd. (b) adopted effective January 1, 2018.)*

**c. COMPLIANCE WITH LAW ENFORCEMENT**

While on or in the premises of any courthouse, all persons shall comply with the lawful requests, directions, and orders of any law enforcement officers and their agents in the performance of their duties.

*(Subd. (c) adopted effective January 1, 2018.)*

**d. POSTING AND SERVICE OF LOCAL RULE**

This local rule shall be posted at each public entrance to a courthouse and at such other places that will reasonably provide notice of this local rule to persons entering such courthouse. The Sheriff of Solano County and his deputies and their agents are directed to serve a copy of this local rule personally on any person who appears to be in violation thereof, to advise such person of the apparent violation, and, if the apparent violation continues after such notice, to immediately notify the Court's Executive Officer, Presiding Judge, or Supervising Judge responsible for that courthouse, as may be available in that order, so that the Court can determine whether proceedings should be initiated to ensure compliance with the local rule.

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This local rule shall not preclude any law enforcement officer from taking appropriate steps to ensure the orderly and peaceable conduct of court business at a courthouse.

*(Subd. (d) adopted effective January 1, 2018.)*

**e. PENALTIES**

Violation of this local rule may result in the imposition of sanctions as permitted by law and/or prosecution for criminal violations.

*(Subd. (e) adopted effective January 1, 2018.)*

*(Rule 17.2 adopted effective January 1, 2018.)*

**17.3 LODGING OF DOCUMENTS**

**a. PROPOSED ORDERS**

**(1) Receipt of Proposed Orders**

For cases that are not kept in electronic form, proposed orders for a motion, application, or petition may be lodged with the court concurrently with the motion, application, or petition, or at any time thereafter.

For cases that are kept in electronic form, proposed orders for a motion, application, or petition may be lodged with the court up to a week prior to the scheduled hearing on the motion, application, or petition.

**(2) Destruction of Proposed Orders**

If a judicial officer adjudicates a motion, application, or petition at a hearing, a proposed order submitted in connection with that motion, application, or petition may be destroyed if it is not signed and filed within 30 days of the date of the hearing.

If a judicial officer takes a motion, application, or petition under submission, a proposed order submitted in connection with that motion, application, or petition may be removed and destroyed if the proposed

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order is not signed and filed within 30 days of the date the judicial officer files a ruling or decision on the submitted matter.

If a litigant or attorney submits a proposed order that is clearly intended to replace an existing lodged proposed order, the existing lodged proposed order may be immediately removed and destroyed.

*(Subd. (a) adopted eff. July 1, 2019.)*

*(Rule 17.3 adopted effective July 1, 2019.)*

**17.4 LODGING, STORAGE, AND RETURN OF TRIAL EXHIBITS [RESERVED]**

**17.5 PAYMENT WITH COIN**

The court is not required to accept coins as payment for fees or costs. (Gov. Code, § 68083.) However, the court may in its discretion elect to accept payment in coin in an amount up to \$10.00 (ten dollars). Coin equal to or in excess of the following amounts shall be wrapped in standard coin wrappers:

- (1) Fifty cents (\$0.50) in pennies.
- (2) Two dollars (\$2.00) in nickels.
- (3) Five dollars (\$5.00) in dimes.
- (4) Ten dollars (\$10.00) in quarters.

The person presenting wrapped coins for payment shall have their name and case number written on the wrapped coins. In the event the actual wrapped amount of coin is less than the amount stated on the wrapper, the person who tendered the coins for payment shall be liable to the court for the difference.

*(Rule 17.5 adopted effective July 1, 2019.)*

**17.6 APPOINTMENT OF ELISOR**

Where one party fails to execute a document necessary to carry out a court order, the Clerk of the Superior Court, or the Clerk's authorized representative or designee, may be appointed as elisor to sign the document.

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**a. REQUEST FOR APPOINTMENT OF ELISOR**

The motion or request for order must expressly identify the document(s) to be signed by the elisor. It must also include all the following information:

- (1) The title, filing date, form number if applicable, and page(s) and line(s) of the court order upon which the request to appoint an elisor is based.
- (2) A description of the good faith efforts to meet and confer to resolve the issue informally prior to filing the motion or request for order.
- (3) Specific facts establishing the necessity of the appointment of an elisor, including the reason, by a person with personal knowledge, why each document requires the elisor's signature.

**b. PROPOSED ORDER REQUIREMENTS**

- (1) The order shall designate "The Clerk of the Court or Clerk's Designee" as the elisor. The order shall not state a name or title of a specific court employee.
- (2) The order shall state the party's name for whom the elisor is being appointed.
- (3) The order shall state the capacity of the elisor who will be signing each document.
- (4) The order shall clearly identify each document to be signed. In the case of deeds, the type of deed shall be identified (e.g. grant deed, interspousal deed, et cetera.) In the case of escrow documents, each escrow document must be listed separately (e.g. Escrow Instruction Dated, Disclosure Regarding Real Estate Agency Relationship, Hazard report, et cetera).
- (5) Copies of all documents to be signed shall be attached to the proposed order. The original documents presented to the elisor for signing must be identical to the copies of the documents attached to the proposed order.

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**c. PROCEDURE UPON APPOINTMENT OF ELISOR**

- (1) If the Court grants the order, the party who sought the elisor's appointment must lodge the documents to be signed with the clerk's office, along with any applicable fees. The clerk's office will review the documents to be signed and will then route the documents to the Court Executive Office for signature and notarization, if appropriate. The appointed elisor has five (5) court days from the date they receive the documents from the clerk's office to complete the actual signing of the documents. Any exceptions to the five-day period shall be addressed on a case-by-case basis by the Court.
- (2) If a Court notary is not available to notarize the documents, the party must arrange for a notary public to be present when the elisor signs the documents, and must coordinate the notarization with executive office staff. The cost for the notary public furnished by the party shall be paid by the party.

*(Rule 17.6 adopted effective January 1, 2020; amended effective January 1, 2024.)*

**17.7 ELIMINATION OF BIAS COMMITTEE**

Pursuant to California Rules of Court, rule 10.20, a committee shall be established for the purpose of addressing and remedying actual or perceived bias in connection with judicial proceedings or court operations to ensure access to justice in a manner that is fair and impartial to all participants. Bias includes, but is not limited to: discrimination or harassment based upon race, gender, disability, national origin, religion, sexual orientation and any other protected class identified by state or federal law.

The purpose of the committee is to advance Standard of Judicial Administration 10.20 and to promote inclusion and equity in the justice system through education and activities designed to address explicit and implicit bias.

The Presiding Judge shall appoint the members of the Committee who shall serve for a 2 year term coterminous with the term of the Presiding Judge. Membership of the Committee should include a minimum of two (2) judicial officers, two (2) court employees, two (2) members of a local bar association and two (2) community representatives.

*(Rule 17.7 adopted effective July 1, 2022.)*



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**17.8 COURTHOUSE SECURITY VIDEO**

Courthouse security video is for the security of all courthouse users and courthouse facilities. Courthouse security video is not subject to public disclosure under the California Rules of Court. The release of courthouse security video requires a valid subpoena or court order and/or the approval of the Presiding Judge or Court Executive Officer.

*(Rule 17.8 adopted effective July 1, 2025.)*

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**APPENDIX**

Superior Court of California  
County of Solano

Rule 18 – Court Reporters and Electronic Recording

18.1 POLICY REGARDING ~~NORMAL AVAILABILITY AND UNAVAILABILITY OF~~  
COURT REPORTERS

A. POLICY REGARDING AVAILABILITY OF COURT REPORTERS ~~POLICY REGARDING~~  
~~AVAILABILITY OF COURT REPORTERS~~

~~Effective February 1, 2022,~~ Official court reporters are normally available in all felony and juvenile proceedings, civil commitment and contempt proceedings, LPS conservatorships and trials, habeas corpus evidentiary proceedings, grand jury proceedings when requested by the district attorney, Family Law proceedings pursuant to Family Code, §§ 3042, 3410, 7892 and 9005 and any other proceeding in which an official court reporter is mandated by law.

Official court reporters are not normally available in all other civil, family and probate matters including pretrial proceedings, proceedings related to restraining orders, and court and jury trials. Official court reporters are not normally available in all Department of Child Support Services proceedings.

Infractions, misdemeanor, small claims and limited civil proceedings will be reported electronically as authorized by statute.

B. REQUESTS FOR OFFICIAL COURT REPORTER IN PROCEEDING NOT NORMALLY  
~~REPORTED REQUESTS FOR OFFICIAL COURT REPORTER IN-~~  
~~PROCEEDING NOT NORMALLY REPORTED~~

A party who has received a ~~fee waiver~~ Fee Waiver pursuant to California Rules of Court Rule 3.55 may request an official court reporter pursuant to California Rules of Court Rule 2.956(b)(3) at least 10 calendar days prior to the hearing date by submitting Judicial Council Form FW-020, Request for Court Reporter by Party with Fee Waiver. The Court, for good cause, may shorten or waive the 10-day requirement. The clerk will notify the party as soon as possible if no official court reporter will be available.

Given the general unavailability of official court reporters, final notice of the availability of a court reporter may not be known until the day of the hearing.

The form shall be filed with the court or emailed to the Court Reporter Coordinator at [reporterrequest@solano.courts.ca.gov](mailto:reporterrequest@solano.courts.ca.gov). Any request submitted to the court shall additionally be immediately served on the opposing party. Untimely requests will not be processed.

Infractions, misdemeanor, small claims and limited civil proceedings will be reported electronically as authorized by statute.

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**C. PROCUREMENT OF PRIVATE REPORTER PRO TEMPORE ~~PROCUREMENT OF PRIVATE REPORTER PRO TEMPORE~~**

For matters in which the court does not normally provide an official court reporter, a party or parties may privately arrange for certified shorthand reporter services to serve as the official reporter pro tempore at the party's own expense pursuant to Government Code, section 68086 and California Rules of Court, rule 2.956.

There can only be one official record of court proceedings and only one reporter appointed by the court may report a court proceeding. (CCP, § 273; Govt. Code, §§ 66941, 70043, 70044.) When a party arranges for a reporter, the reporter must be appointed as an official reporter pro tempore before the hearing begins. Every reporter who is not otherwise on a court-approved list of reporters pro tempore shall complete and sign the Request for Appointment of Official Reporter Pro Tempore (Form 3021- CV).

The party arranging for an official reporter pro tempore is responsible for paying the reporter's fees although the parties may arrange to share the fees. If the parties are unable to agree on a reporter, the court will select the reporter to be used.

A reporter appointed as a Reporter Pro Tempore shall agree to the following:

- (1) The reporter has a valid, current California Certified Shorthand Reporter License and is in good standing with the Court Reporters' Board of California.
- (2) The reporter will provide current contact information to the court.
- (3) All fees for reporting services, including appearance, transcript and real-time fees, are the responsibility of the party or parties who arranged for the reporter's services and may not be charged to the court.
- (4) The reporter will comply with statutes and rules applicable to official reporters pro tempore, including the duty to timely prepare transcripts, including those for appeals, in the proper form.
- (5) The reporter will comply with the court's requirements regarding uploading electronic archiving of notes within 48 hours of the date of the proceedings except in extenuating circumstances as approved by the Court Reporter Coordinator.
- (6) The reporter will follow directions from the court and will be subject to the jurisdiction of the court to the same extent as an official reporter.

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(7) The reporter will be available for read back of notes taken during a jury trial within 1 hour of the court’s request.

(8) If providing real-time reporting, the court reporter will furnish the necessary equipment.

*(Rule 18.1 amended effective July 1, 2025; adopted effective July 1, 2022.)*

**18.2 COURT REPORTER TRANSCRIPTS**

**A. MINIMUM TRANSCRIPT FORMAT STANDARDS~~MINIMUM TRANSCRIPT FORMAT STANDARDS~~**

A licensed Court Reporter or Pro Tem Reporter employed by the Superior Court of California, County of Solano, shall comply with the following transcript format standards when producing a transcript from a court proceeding:

- (1) There shall be no fewer than 28 typed text lines per page;
- (2) A full line of text shall be no less than 64 characters;
- (3) Font shall be Courier, 12 pt;
- (4) Each question and answer shall begin on a separate line;
- (5) Text shall begin at the closest point to the left margin (left margin is defined as the first character of a line text);
- (6) Q and A symbols shall appear within the first 3 spaces from the left-hand margin;
- (7) Beginning text shall appear 2 spaces after Q and A;
- (8) Carry-over Q and A lines shall begin at the left-hand margin;
- (9) Colloquy and paragraphed material shall begin no more than 7 spaces from the left-hand margin with carry-over colloquy to the left-hand margin;
- (10) Speaker identification and Q shall be on the same line; and,

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(11) There shall be no blank lines on the first page of the appearance drop- in/beginning paragraphs.

Failure to comply with the standards, as noted above, constitutes grounds for corrective action, up to and including termination and filing a report with the Court Reporters Board of California.

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

**B. REQUESTS FOR TRANSCRIPTS ~~REQUESTS FOR TRANSCRIPTS~~**

**1. Forms to be Submitted**

Subject to the exceptions set forth below, all court reporter transcripts shall be requested by submitting a request for transcript form designated by the court. The form is available on the court’s website or in paper form at any clerk’s office.

The form is not required in the following circumstances:

- (a) In cases where automatic preparation of a transcript is mandated by law.
- (b) In civil cases where the transcript is being requested in connection with an appeal. All appellate transcript designations shall be done as directed by the applicable Judicial Council form(s) and California Rules of Court.

**2. Cost of Transcripts**

Except as otherwise provided by law or by California Rules of Court, the party requesting a transcript is responsible for the costs associated with the preparation and printing of all transcripts requested by that party. If the proceeding has not previously been transcribed, a party’s transcript request shall automatically include preparation of one original transcript plus one copy. The original transcript shall be retained by the court.

- ~~1. The party requesting a transcript is responsible for the costs associated with the preparation and~~

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~~printing of all transcripts requested by that party.~~

- ~~2. If the proceeding has not previously been transcribed, a party's transcript request shall automatically include preparation of one original transcript plus one copy. The original transcript shall be retained by the court.~~

A party who believes he or she is unable to afford some or all of his or her transcription costs may contact the Court Reporters Board of California concerning his or her eligibility for assistance from the Transcript Reimbursement Fund.

**3. Transcripts Requested by Non-Parties in Juvenile Matters**

Any non-party requesting a reporter's transcript of a juvenile proceeding must file a *Petition for Disclosure* (Judicial Council form no. 570).

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

*(Rule 18.2 amended effective July 1, 2022; adopted as Rule 18.2 effective January 1, 2013.)*

**18.3 ELECTRONIC RECORDINGS AND TRANSCRIPTS**

**A. ELECTRONIC RECORDING AS THE OFFICIAL RECORD**

~~Pursuant to Government Code section 69957 or by order of the Court, court proceedings may be electronically recorded when a court reporter is not available. The electronic recording serves as the official record of the proceedings in these instances. In cases where an electronic recording serves as the official record, a party may request a copy by completing an Electronic Recording Request Form and submitting the form to the clerk's office. Pursuant to Government Code section 70631, a fee will be charged for each shared link or CD requested. The fee for the electronic recording shall be waived for a party with an approved fee waiver on file.~~

*(Subd. (a) adopted effective July 1, 2025.)*

**B. PREPARATION OF TRANSCRIPT OF ELECTRONIC RECORDING**

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**1. Transcripts Generally**

Pursuant to California Rule of Court 2.952, unless otherwise ordered by the court, the cost for preparing a transcript of an electronic recording shall be borne by the requesting party.

**2. TRANSCRIPTS FOR APPEALS**

Unless otherwise ordered by the court, the cost of preparing a transcript of an electronic recording for purposes of appeal shall be borne by the requesting party.

*(Subd. (b) adopted effective July 1, 2025.)*

**C. OFFICIAL ELECTRONIC RECORDING IN LIEU OF TRANSCRIPT FOR APPEALS**

Pursuant to California Rule of Court 8.835, unless otherwise ordered by the court, the original of an official electronic recording of the trial court proceedings, or a copy made by the court, may be transmitted to the appropriate appellate court as the record of those oral proceedings without being transcribed. Such an official electronic recording satisfies any requirement for a reporter’s transcript of these proceedings.

*(Subd. (c) adopted effective July 1, 2025.)*

*(Rule 18.3 adopted effective July 1, 2025.)*



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**APPENDIX**

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**Rule 20 – Electronic Filing, Service, and Evidence**

**20.1 SCOPE AND POLICY**

This rule governs permissive and mandatory electronic filing and service of documents in the Superior Court of California, County of Solano as authorized by California Code of Civil Procedure section 1010.6 and California Rules of Court, rule 2.250 et seq. and 5.552. Unless this rule provides otherwise, parties filing and serving documents electronically shall comply with all requirements for electronic filing and service as set forth in the applicable statutes and rules.

*(Rule 20.1 adopted effective January 1, 2025.)*

**20.2 CIVIL CASES**

**a. ELECTRONIC FILING AND SERVICE**

Electronic filing and service is mandatory for attorneys in civil, family, and probate cases. Self-represented parties, non-parties, and government entities are exempt from the mandatory electronic filing and service requirements but are encouraged to participate. All documents shall be filed and served electronically, except when personal service is required by statute or rule and excluding ex parte applications.

*(Subd (a) adopted effective January 1, 2025.)*

**b. REQUEST FOR EXEMPTION OR SIGNIFICANT PREJUDICE**

Any attorney representing a party may request to be excused from the mandatory electronic filing and service requirement by showing undue hardship or significant prejudice. An attorney requesting to be excused shall file with the Clerk of the Court and service on all parties a Request for Exemption from Mandatory Electronic Filing and Service (Judicial Council Form EFS-007) with a Proposed Order (Judicial Council Form EFS-008).

An attorney who requests an exemption shall be served with documents in paper form until the Court rules on the request.

Undue hardship or significant prejudice does not include the inability to pay fees for electronic filing.

Self-represented parties, non-parties, and attorneys excused from electronic filing must be served as required by statute or rule of court.

*(Subd (b) adopted effective January 1, 2025.)*

**c. ELECTRONIC FILING SERVICE PROVIDER (EFSP)**

All documents electronically filed, whether mandatory, permissive, by court order, or by stipulation of parties, must be electronically filed using the court's electronic service provider(s) and must comply with the court's electronic filing requirements. All requirements, FAQs, and a list of service providers

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is available on the court's website.

*(Subd (c) adopted effective January 1, 2025.)*

**d. FEES**

Electronic filing service providers (EFSP) may charge reasonable fees in addition to any filing fees required by the court. A party who has received a fee waiver is not required to pay filing fees, but may be subject to EFSP processing fees for electronic filing and service.

*(Subd (d) adopted effective January 1, 2025.)*

**e. EFFECTIVE DATE AND TIME OF ELECTRONIC FILING**

Documents received by the court for electronic filing at or prior to 11:59 p.m. on any court day, which otherwise satisfy all requirements for filing, will be deemed filed on that court day as provided in California Rules of Court 2.253(b)(6) and 2.259. The court will issue a confirmation that the document has been received and filed in accordance with California Rule of Court 2.259. The confirmation shall serve as proof that the document(s) has been filed.

*(Subd (e) adopted effective January 1, 2025.)*

**f. REDACTION OF CONFIDENTIAL INFORMATION**

Per California Rules of Court, rule 1.201, the responsibility for redacting personal identifiers and privileged or confidential information rests solely with counsel and the parties. The clerk will not review pleadings of other documents for compliance with the law. The court may impose sanctions for violation of these requirements.

*(Subd (f) adopted effective January 1, 2025.)*

**g. COURTESY COPIES**

The court may order the delivery of paper courtesy copies of electronically filed documents.

*(Subd (g) adopted effective January 1, 2025.)*

**h. ELECTRONIC SIGNATURES**

California Rules of Court, rule 2.257, should be followed regarding signatures on electronically filed documents.

*(Subd (h) adopted effective January 1, 2025.)*

**i. FILING DOCUMENTS INTENDED FOR MULTIPLE CASES**

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**Rule 20 – Electronic Filing, Service, and Evidence**

Any party seeking to file a single document into multiple cases must e-file that document separately into each case. The clerk’s office will not place a document from one case into another on behalf of the party.

*(Subd (i) adopted effective January 1, 2025.)*

**j. DOCUMENTS EXEMPT FROM E-FILING**

Absent any statute or California Rule of Court to the contrary, the following documents are exempt from e-filing:

- Any order with an original judicial officer’s signature;
- ~~Domestic Violence Restraining Orders;~~
- Civil Harassment Restraining Orders;
- Workplace Violence Restraining Orders;
- ~~Gun Violence Restraining Orders;~~
- Notice of ~~Defendant’s~~ Deposit of Jury Fees (CCP Section 631(b));
- Family Law Request for Entry of Default;
- Family Law Judgment and Notice of Entry of Judgment;
- Original Will and Codicil;
- ~~Probate Letters and Bonds;~~
- Copy Requests;
- Exhibits to be lodged for Hearings or Trials;
- Subpoenaed Documents;
- Sealed Records;
- ~~Notice of Appeal (subsequent filings may be filed electronically);~~
- Request for Administrative Records;
- Any paper document ordered by the court to be filed in the clerk’s office.

*(Subd (j) [amended effective July 1, 2025](#); adopted effective January 1, 2025.)*

**k. ELECTRONIC SERVICE OF DOCUMENTS IN COMPLEX LITIGATION**

See Rule 4.15.

*(Subd (k) adopted effective January 1, 2025.)*

*(Rule 20.2 [amended effective July 1, 2025](#); adopted effective January 1, 2025.)*



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SOLANO**

**CIVIL DIVISION**

OLD SOLANO COURTHOUSE  
580 Texas Street  
Fairfield, CA 94533  
(707) 207-7330

HALL OF JUSTICE  
600 Union Avenue  
Fairfield, CA 94533  
(707) 207-7330

Plaintiff(s):

Case No.

Defendant(s):

**NOTICE OF ASSIGNMENT OF JUDGE  
FOR ALL PURPOSES**

**NOTICE OF CASE MANAGEMENT  
CONFERENCE ONE**

**This matter has been assigned to the following judge for all purposes:**

Name:

Location:

**This matter has been set for a Case Management Conference One as follows:**

Date:

Time:

Plaintiff and any Defendants served with the summons and complaint **MUST APPEAR** at this hearing unless otherwise instructed by the court. Parties with attorneys may appear through counsel.

**This notice contains important information regarding the case management process. The court expects all attorneys and parties without attorneys to read this notice and to comply with the instructions.**



If you are the **PLAINTIFF**, you must do the following:

1. Serve your summons, complaint, and a copy of this *Notice of Case Management Conference One and Notice of Assignment of Judge for All Purposes ("Notice of CMC One")* on all defendants within sixty (60) days of the date you filed your complaint with the court.
2. File a proof of service of summons showing service has been completed for each defendant.
3. Comply with the meet and confer obligations in California Rules of Court, rule 3.724 at least thirty (30) days prior to the Case Management Conference One.
4. File a *Case Management Statement* (Judicial Council form CM-110) with the court and have it served on all attorneys (or parties representing themselves) at least fifteen (15) days before the Case Management Conference One.
5. Review and comply with local and statewide rules regarding civil litigation. They are available at:

<http://www.courts.ca.gov/rules.htm>

<http://www.solano.courts.ca.gov/LocalRulesofCourt.html>

**NOTICE OF ASSIGNMENT OF JUDGE AND CMC ONE**



If you are the **DEFENDANT**, you must do the following:

1. File and serve any responsive pleadings within thirty (30) days after the complaint is served on you, if you have not already done so. This deadline cannot be extended unless authorized by law.



*Appearing at the Case Management Conference One does not excuse a defendant from this requirement.*

2. File a proof of service showing all plaintiffs have been served with a copy of your responsive pleadings.
3. Comply with the meet and confer obligations in California Rules of Court, rule 3.724 at least thirty (30) days prior to the Case Management Conference One.
4. File a *Case Management Statement* (Judicial Council form CM-110) with the court and have it served on all attorneys (or parties representing themselves) at least fifteen (15) days before the Case Management Conference One.
5. Review and comply with local and statewide rules regarding civil litigation. They are available at:

<http://www.courts.ca.gov/rules.htm>  
<http://www.solano.courts.ca.gov/LocalRulesofCourt.html>



If you are the **DEFENDANT** and you have filed or will file a **CROSS-COMPLAINT**, you must do the following:

1. Serve a copy of this *Notice of CMC One* on each cross-defendant with the cross-complaint.
2. Ensure that any cross-complaint served after Case Management Conference One has been held has a *Notice of Case Management Conference Two* served with it.



If you are demanding a **JURY TRIAL**, you must do the following:

1. Ensure that jury fees are paid as required by law. If you believe you cannot afford the jury fee, you can ask the court to waive them. Ask the Civil Clerk's office for more information.



*At least one party demanding a jury on each side of a civil case must pay a nonrefundable fee of \$150.00 on or before the initial case management conference or as otherwise provided by statute.*



### **WHAT TO EXPECT AT CASE MANAGEMENT CONFERENCE ONE AND AFTER:**

1. At any Case Management Conference, counsel shall be completely aware of all procedural, factual, and legal aspects of the case. They shall also have full authority to discuss and resolve any issues that arise at the conference, including settlement of the case. ***This applies equally to both attorneys of record and specially-appearing counsel.***
2. The court will set the date, time, and place for any future case management conferences. The court will also make orders about what the court expects counsel and self-represented parties will accomplish prior to those case management conferences.
3. Each attorney of record and self-represented party shall complete, file, and serve a *Case Management Statement* (Judicial Council form CM-110) at least fifteen (15) days before each future case management conference hearing, unless the court excuses that requirement.

The court may impose sanctions pursuant to Solano County Local Rules, rule 4.6, if a Case Management Statement is not timely filed and/or served or is not fully completed, or if the requirements of Rule 4.6 are not met, or if an attorney or self-represented party fails to appear at the conference without good cause.

**AFFIDAVIT OF SERVICE**

I, the undersigned, declare under penalty of perjury that I am employed as a deputy clerk of the above-entitled court, that I am not a party to the above-entitled action, and that I served this *Notice Of Assignment Of Judge For All Purposes & Notice Of Case Management Conference One* as follows:

**ELECTRONIC SERVICE:** I served the notice electronically on (date) \_\_\_\_\_  
at (time) \_\_\_\_\_ on the person(s) named below:

Name:

Email address:

Name:

Email address:

See next page for additional service

**PERSONAL SERVICE:** I served the notice personally on (date) \_\_\_\_\_  
at (time) \_\_\_\_\_ on the person(s) named below:

Name:

Name:

See next page for additional service

**MAILED SERVICE:** I caused to be placed a true copy of this notice in an envelope which was then sealed and postage fully prepaid on the date shown below; that I am readily familiar with the business practice for collection and processing of correspondence for mailing with the United States Postal Service; that the above stated document will be deposited in the Superior Court of California, County of Solano's outgoing mailbox for collection by county mail carriers on the date indicated. Said envelope was addressed to the attorneys for the parties, or the parties, as shown below:

See next page for additional service

Date:

Clerk of the Court  
Superior Court of California, County of Solano

By: \_\_\_\_\_

Deputy Clerk

**AFFIDAVIT OF SERVICE**

Additional Service Addresses:



ATTORNEY OR PARTY WITHOUT ATTORNEY: _____ STATE BAR NO.: _____ NAME: FIRM NAME: STREET ADDRESS: CITY: _____ STATE: _____ ZIP CODE: _____ TELEPHONE NO.: _____ FAX NO.: _____ E-MAIL ADDRESS: ATTORNEY FOR ( <i>name</i> ): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SOLANO</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF: DEFENDANT:	
<b>NOTICE OF APPEARANCE</b>	CASE NUMBER:

1. Defendant, \_\_\_\_\_, hereby enters a general appearance in this proceeding.

2. Defendant may be served at the following address:

3. Electronic service:

Defendant consents to electronic service of notices and documents in the above-captioned action. Defendant's email address is:

Defendant does not consent to electronic service of notices and documents in the above-captioned action.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

\_\_\_\_\_  
 (TYPE OR PRINT NAME OF DEFENDANT)



\_\_\_\_\_  
 (SIGNATURE OF DEFENDANT)