DEPARTMENT SEVEN

JUDGE TIM P. KAM

CRIMINAL DIVISION

321 TUOLUMNE STREET
VALLEJO CA 94590
PHONE: (707) 561-7807
FAX: (707) 648-8171

TO PUT A MATTER ON CALENDAR:
All regularly scheduled hearing dates should be reserved with the criminal calendaring department at (707) 561-7880, including returns on bench warrants. For filing of **untimely motions** or appointments for **indicated sentence** conference dates please contact the Judicial Assistant for Department Seven at (707) 561-7807. When in doubt, please contact the calendaring department first.

TRIAL MANAGEMENT CONFERENCES:
Trial management conference packets should be submitted to the department at least 48 hours before the conference. Packets should include proposed jury instructions, witness lists, and motions in limine.

WHEN SUBMITTING DOCUMENTS FOR SIGNATURE BY THE JUDGE:
If you want your endorsed copies mailed back please include a SASE. Endorsed copies with no SASE provided will be sent the attorney drop box (Vallejo or Fairfield) nearest the submitting office's address as listed on the documents.

WHEN SUBMITTING DOCUMENTS TO BE FILED AND SEALED BY THE CLERK:
Please include a letter-sized manila envelope with the face page(s) of the documents to be sealed attached to the front. The documents need not be 2-hole punched but the envelope should be.

COURTROOM RULES:

1. All attorneys and self-represented parties should check in with the bailiff upon arrival.
2. All witnesses, jurors and prospective jurors should wait in the hall until called in by the bailiff, unless instructed otherwise by court personnel.
3. Cell phones and pagers must be silenced! Any devices making noise that disrupt the proceedings will be confiscated by the bailiff.
4. No shorts, tank tops, bare feet, or other unsuitable attire.
5. No food. Water is allowed only in re-closeable containers.
6. Anyone disrupting the proceedings will be removed from the courtroom.
7. Do not speak to any defendants who are in custody.
8. Do not approach the judge or the courtroom clerks.