

SUPERIOR COURT OF CALIFORNIA  
COUNTY OF LOS ANGELES

**CHAPTER TWO DISTRIBUTION OF COURT BUSINESS AND GENERAL**

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**CHAPTER TWO**

**DISTRIBUTION OF COURT BUSINESS  
AND GENERAL PROVISIONS**

**DISTRIBUTION OF COURT BUSINESS**

2.1 PRINCIPAL DIVISIONS OF THE COURT

Subject to the authority of the Presiding Judge to apportion the work of the court, the following are the principal divisions of the court:

(a) Civil Division. All departments within the court designated by the Presiding Judge to hear civil cases constitute the Civil Division of the Los Angeles Superior Court. Included within the Civil Division are all small claims courts.

(b) Probate Division. All departments within the court designated by the Presiding Judge to hear probate cases constitute the Probate Division of the Los Angeles Superior Court. The mental health courts are included within the Probate Division.

(c) Family Law Division. All departments within the court designated by the Presiding Judge to hear family law cases constitute the Family Law Division of the Los Angeles Superior Court.

(d) Juvenile Division. All departments within the court designated by the Presiding Judge to hear juvenile court cases constitute the Juvenile Division of the Los Angeles Superior Court.

(e) Criminal Division. All departments within the court designated by the Presiding Judge to hear criminal cases constitute the Criminal Division of the Los Angeles Superior Court. Included within the Criminal Division are all traffic courts.

(f) Appellate Division. The department designated by the Presiding Judge to hear appeals and writ petitions in limited civil and criminal cases constitutes the Appellate Division of the Los Angeles Superior Court.

(g) Authority of Supervising Judges. The supervising judge of each of the principal divisions of the court is the head of that division. Subject to the approval of the Executive Committee and the Presiding Judge, the supervising judge of each division has the authority to establish uniform policy and procedures applicable to all courts in that division.

(h) Courts of Divisional and District Supervising Judges. Subject to the authority of the Presiding Judge to assign judges to specific departments, the supervising judges of the principal divisions of the court are assigned as follows:

- |  |                                  |
|--|----------------------------------|
| (1) Civil Division                     | Department 1, Central District   |
| (2) Probate and Mental Health Division | Department 79, Central District  |
| (3) Family Law Division                | Department 2, Central District   |
| (4) Juvenile Division                  | Department 400, Central District |
| (5) Criminal Division                  | Department 100, Central District |

As provided for in Local Rule 1.7(m), the divisional supervising judges are members *ex officio* of the court's Executive Committee.

Unless the Presiding Judge otherwise orders, district supervising judges select the department within that district in which they will preside. Unless the Presiding Judge or the district

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supervising judge otherwise order, site judges select the department in the courthouse in which they will preside.

(Rule 2.1 [7/1/2011, 5/17/2013] amended and effective January 1, 2018)

2.2 DISTRICTS AND COURT SESSION LOCATIONS

(a) Districts. For administrative convenience, the court is divided into 12 geographic districts as follows:

- Central District
- East District
- North District
- North Central District
- North Valley District
- Northeast District
- Northwest District
- South District
- South Central District
- Southeast District
- Southwest District
- West District

The boundaries of each district are as specified in the Maps of Superior Court Districts that are attached to these Local Rules as Appendix 2.A.

(b) Location of Court Sessions. Sessions of the court will be held within districts at the following court location:

- Central District, (including outlying centrally administered juvenile courthouses):
  - Stanley Mosk (County) Courthouse, 111 North Hill Street, Los Angeles 90012
  - Spring Street Courthouse, 312 North Spring Street, Los Angeles 90012
  - Clara Shortridge Foltz Criminal Justice Center, 210 West Temple Street, Los Angeles 90012
  - Edmund J. Edelman Children's Court, 201 Centre Plaza Drive, Monterey Park 91754
  - Mental Health Courthouse, 1150 North San Fernando Road, Los Angeles 90065
  - Metropolitan Courthouse, 1945 South Hill Street, Los Angeles 90007
  - East Los Angeles Courthouse, 4848 East Civic Center Way, Los Angeles 90022
  - Eastlake Juvenile Courthouse, 1601 Eastlake Avenue, Los Angeles 90033
  - Central Arraignment Courts, 429 Bauchet Street, Los Angeles 90012
  - Central Civil West Courthouse, 600 South Commonwealth Avenue, Los Angeles 90005
  - Hollywood Courthouse, 5925 Hollywood Boulevard, Los Angeles 90028
  - Inglewood Juvenile Courthouse, 110 Regent Street, Inglewood 90301
  - Los Padrinos Juvenile Courthouse, 7281 East Quill Drive, Downey 90242
  - Sylmar Juvenile Courthouse, 16350 Filbert Street, Sylmar 91342
  - Alfred J. McCourtney Juvenile Justice Center, 1040 W. Ave. J, Lancaster 93534;

East District, in:

- Pomona Courthouse South, 400 Civic Center Plaza, Pomona 91766
- El Monte Courthouse, 11234 East Valley Boulevard, El Monte 91731
- West Covina Courthouse, 1427 West Covina Parkway, West Covina 91790;

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North District, in:

Michael D. Antonovich Antelope Valley Courthouse, 42011 4th Street West, Lancaster 93534;

North Central District, in:

Burbank Courthouse, 300 East Olive Avenue, Burbank 91502

Glendale Courthouse, 600 East Broadway, Glendale 91206;

Northeast District, in:

Pasadena Courthouse, 300 East Walnut Street, Pasadena 91101

Alhambra Courthouse, 150 West Commonwealth, Alhambra 91801;

North Valley District, in:

San Fernando Courthouse, 900 Third Street, San Fernando 91340

Chatsworth Courthouse, 9425 Penfield Avenue, Chatsworth 91311

Santa Clarita Courthouse, 23747 West Valencia Boulevard, Santa Clarita 91355;

Northwest District, in:

Van Nuys Courthouse East, 6230 Sylmar Avenue, Van Nuys 91401

Van Nuys Courthouse West, 14400 Erwin Street Mall, Van Nuys 91401;

South District, in:

Long Beach Courthouse, 415 West Ocean Boulevard, Long Beach 90802

Catalina Courthouse, 215 Summer Avenue, P.O. Box 677, Avalon 90704;

South Central District, in:

Compton Courthouse, 200 West Compton Boulevard, Compton 90220;

Southeast District, in:

Norwalk Courthouse, 12720 Norwalk Boulevard, Norwalk 90650

Bellflower Courthouse, 10025 East Flower Street, Bellflower 90706

Downey Courthouse, 7500 East Imperial Highway, Downey 90242;

Southwest District, in:

Torrance Courthouse, 825 Maple Avenue, Torrance 90503

Torrance Annex, 3221 Torrance Boulevard, Torrance 90503

Inglewood Courthouse, One Regent Street, Inglewood 90301;

West District, in:

Santa Monica Courthouse, 1725 Main Street, Santa Monica 90401

Beverly Hills Courthouse, 9355 Burton Way, Beverly Hills 90210

LA Airport Courthouse, 11701 South La Cienega Boulevard, Los Angeles 90045

(Rule 2.2 [7/1/2011, 5/17/2013] amended and effective January 1, 2019)

## 2.3 FILING AND TRANSFER OF ACTIONS

(a) Filing of Actions.

(1) Mandatory and Optional Filing.

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(A) *Mandatory Filing*: Every unlimited civil tort action for bodily injury, wrongful death, or damage to personal property (hereinafter referred to as “Personal Injury Action”) must be filed in the Central District at the Stanley Mosk Courthouse, or in the North District at the Michael Antonovich Antelope Valley Courthouse. The filing court locator on the Los Angeles Superior Court website ([www.lacourt.org](http://www.lacourt.org)) should be used to determine the appropriate filing location. A “Personal Injury Action” is an unlimited civil case described on the Civil Case Cover Sheet Addendum and Statement of Location (LACIV 109) as Motor Vehicle-Personal Injury/Property Damage/Wrongful Death; Personal Injury/Property Damage/Wrongful Death-Uninsured Motorist; Product Liability (other than asbestos or toxic/environmental); Medical Malpractice-Physicians & Surgeons; Other Professional Health Care Malpractice; Premises Liability; Intentional Bodily Injury/Property Damage/Wrongful Death; or Other Personal Injury/Property Damage/Wrongful Death. An action for intentional infliction of emotional distress, defamation, civil rights/discrimination, or malpractice (other than medical malpractice), is not included in this definition. An action for injury to real property is not included in this definition.

Every asbestos-related case must be filed in the Central District.

Every class action must be filed in the Central District.

All Proceedings under the Probate Code. All Conservatorship, Guardianship, Probate, and Trust proceedings must be filed in the Central District except in the following cases which may be filed in the North District: Conservatorship and Guardianship when the petitioner or proposed conservatee/ward reside in the North District, Decedent’s Estates when the decedent resided or the Petitioner resides in the North District, or Trust where the trustee’s principal place of administration is the North District.

Every appeal under Labor Code section 98.2 must be filed in the district where the office of the Labor Commissioner rendering the decision appealed from is located.

Every proceeding seeking a writ of prohibition or mandate (except as provided in subsection (B) below) must be filed in the Central District.

Every petition seeking freedom from parental custody and control must be filed at the Edmund D. Edelman Children’s Court.

Every petition for adoption must be filed at the Edmund D. Edelman Children’s Court.

Every petition for consent to adoption outside California must be filed at the Edmund D. Edelman Children’s Court.

(B) *Optional Filing*: Except as set forth in subsection (A) above, (Mandatory Filing), or in subsection (C) (Northeast District), or (D) (Northwest District) below, an unlimited civil or Family Code action may be filed in the Central District or may be filed in a district other than the Central District, as determined by the description of the case below, in the following cases:

Civil harassment, where one or more of the parties litigant reside, or in any district necessary to ensure the safety of the requesting party;

Contract, where performance is required by an express provision or where defendant resides;

Elder or Dependent Adult Abuse restraining orders, when a general civil complaint has not been filed, where one or more of the parties reside(s) or in any district necessary to ensure the safety of the requesting party;

Eminent domain or inverse condemnation, where the property is located;

Employment cases, where the contract of employment was performed or where the employer resides or does business;

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Family law (all matters under the Family Code), where one or more of the parties litigant reside or in the case of restraining orders, in any district necessary to ensure the safety of the requesting party (see also subsection (a)(1)(D) below);

Forcible entry, where the property is located;

Gun violence restraining order, where one or more of the parties reside(s) or in any district necessary to ensure the safety of the requesting party;

Habeas corpus, no prior or pending action, where the person is held;

Mandate, where the defendant functions wholly therein;

Name change, where the petitioner resides;

Prohibition, where the defendant functions wholly therein;

Real property, where the property is located;

Receivership, where the defendant functions wholly therein;

Review, where the defendant functions wholly therein;

Small claims appeal, where the original small claims court is located;

Title to real property, where the property is located;

Tort, where the cause of action arose;

Transferred action, where the lower court is located;

Unlawful detainer, where the property is located.

(C) *Northeast District*: An unlimited civil action may not be filed in the Northeast District. An unlimited civil action which could otherwise be properly filed in the Northeast District or Central District as an optional filing under Rule 2.3(a)(1)(B) above, must be filed either in the North Central District or Central District.

(D) *Certain Family Law Matters in Northwest District*: Family law matters which under these rules could be filed in Central or the Northwest District in the following zip codes must be filed in Central or the North Valley District: 91301, 91302, 91303, 91304, 91306, 91307, 91326, 91361, and 91367. This subpart does not affect family law matters arising out of those portions of zip codes 91301 and 91302 located within the West District.

(E) *Civil Case Cover Sheet Addendum Required for All New Civil Case Filings*: In addition to the Civil Case Cover Sheet required by the California Rules of Court, a civil action or proceeding presented for filing in any district, other than electronically filed family law cases initiated by the district attorney, must be accompanied by the Civil Case Cover Sheet Addendum and Statement of Location (form LACIV 109), signed by counsel for plaintiff, or the plaintiff if he or she is self-represented. A copy of the completed form must be served with the summons and complaint or petition.

(2) Mandatory Filing of Small Claims, Limited Collections, Limited Unlawful Detainer, and Other Limited Civil Actions.

(A) Small claims, collections, and unlawful detainer. Every small claims action must be filed in one of the courthouses listed in Appendix 2.B. Every limited collections case (as defined in California Rules of Court, rule 3.740) must be filed in one of the courthouses listed in Appendix 2.C. Every limited unlawful detainer case must be filed in one of courthouses listed in Appendix 2.D. The location in which to file is determined according to the following method.

First: By determining what city or community contains the location that determines the proper venue for the trial of the case as specified in Code of Civil Procedure sections 392 through 395, 760.050 or 872.110, or in Civil Code sections 1812.10 or 2984.4.

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- Second: By then determining the proper postal zip code that the United States Postal Service has assigned to the location determining venue as described above.
- Third: By then referring to the charts set forth in Appendices 2.B, 2.C, and 2.D to determine which courthouse serves the zip code and community area that determines the proper venue for trial. A case must be filed in, and will be assigned to, the courthouse serving the zip code and community area that would be a proper place for trial determined according to the foregoing method.

(B) Other limited civil actions. All other limited civil actions must be filed in the Central District, Stanley Mosk Courthouse.

(3) Mandatory Filing of Criminal and Traffic Cases. Every indictment by the Grand Jury must be filed in Department 100 in the Central District. Every criminal complaint must be filed within the judicial district, as delineated on the Maps of Superior Court Districts (Appendix 2.A), where the offense is alleged to have occurred. Within a judicial district, criminal complaints must be filed at the courthouse handling criminal matters which serves the city or unincorporated area where the offense is alleged to have occurred. Where more than one offense is alleged to have been committed, and the offenses were committed in different districts, the complaint may be filed in any district where one of the offenses was allegedly committed. The Supervising Judge of the Criminal Division, by written order, may require, and, upon a showing of good cause, permit, a case or a class of cases to be filed in a district or at a courthouse other than in accordance with this rule.

(b) Transfer of Actions to Another District.

(1) Whenever, in the opinion of the Presiding Judge, the calendar in any district, including the Central District, has become so congested as to jeopardize the right of a party to a speedy trial or to materially interfere with the proper handling of the judicial business in the district, or for the convenience of witnesses or to otherwise promote the ends of justice, he or she may order the transfer of one or more cases pending in that district to another district, or may order that a case which by this Chapter is to be filed in that district must be filed in a different district.

(2) The Supervising Judge of the Civil Division may, for the convenience of witnesses or to promote the ends of justice, transfer a civil case from one district to another. Except for proceedings concerning transfer of a Personal Injury Action, as defined in subsection (a)(1)(A), motions to transfer a civil action from one district to another, including motions based upon a failure to file the case in accordance with the requirements set forth in this Chapter must be made in Department 1 in the Central District. Proceedings concerning transfer of a Personal Injury Action shall be determined in the Central District or in the North District in one of the departments designated to hear those matters (“Personal Injury Court”).

(3) The Supervising Judge of the Criminal Division may, for the convenience of witnesses or to promote the ends of justice, transfer a criminal case from one district to another. Motions to transfer a criminal action from one district to another, including motions based upon a failure to file the case in accordance with the requirements set forth in this Chapter, must be made in Department 100 in the Central District.

(4) The Supervising Judge of the Family Law Division may, for the convenience of witnesses or to promote the ends of justice, transfer a family law case from one district to another.

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Motions to transfer a family law action from one district to another, including motions based upon a failure to file the case in accordance with the requirements set forth in this Chapter, must be made in Department 2 in the Central District.

(5) The Presiding Judge of the Juvenile Court may, for the convenience of witnesses or to promote the ends of justice, transfer a juvenile case from one district to another. Motions to transfer a juvenile case from one district to another, including motions based upon a failure to file the case in accordance with the requirements set forth in this Chapter, must be made in Department 400 in the Central District.

(6) The Supervising Judge of the Probate Division may, for the convenience of witnesses or to promote the ends of justice, transfer a probate case between the Central and North Districts, or provide that a probate or mental health proceeding be heard in a district other than the Central District. Motions to transfer a probate case between the two districts, including motions based upon a failure to file the case in accordance with the requirements set forth in this Chapter must be made in Department 5 in the Central District.

(Rule 2.3 [7/1/2011, 5/17/2013, 7/1/2014, 7/1/2015, 1/1/2016, 7/1/2016, 7/1/2017]  
amended and effective July 1, 2018)

#### 2.4 MASTER CALENDAR DEPARTMENTS

The following departments are designated as master calendar courts:

1. Department 1 - Central Civil;
2. Department 100 - Felony Master Calendar - Foltz;
3. Department 56 - Misdemeanor Trial Master Calendar - Foltz;
4. Departments of the supervising judges of the Civil, Criminal, Probate, Family Law, and Juvenile Court Divisions;
5. The department where the district supervising judge presides;
6. The department where the courthouse site judge presides;
7. A department that is acting as a master calendar court at the direction of a supervising or site judge; and
8. Other departments that may be designated by order of the Presiding Judge, or his or her designee, including supervising judges.

(Rule 2.4 [7/1/2011, 5/17/2013] amended and effective July 1, 2014)

#### 2.5 GENERAL PROVISIONS FOR SECTION 170.6 CHALLENGES

A challenge under Code of Civil Procedure section 170.6 must be made orally under oath or by written motion, supported by a declaration.

(a) Direct Calendar Case. A section 170.6 challenge to a direct calendar judge assigned to a case for all purposes must be made (1) for a civil, probate, family law, or juvenile case within 15 days of the party's notice of the all-purpose assignment or, if the party has not yet appeared, within 15 days of the party's first appearance, and (2) for a criminal case, within ten days of the party's notice of the all-purpose assignment or, if the party has not yet appeared, within ten days of the party's first appearance. Pursuant to Code of Civil Procedure section 1013, an additional five days is added to the notice if it was served by mail within California, and ten days if served by mail outside of California but within the United States.

Upon a timely and proper challenge, the direct calendar judge will immediately transfer the case to the appropriate supervising judge for reassignment for all purposes. Neither a proper challenge

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under Code of Civil Procedure section 170.6, nor a direct calendar judge's voluntary recusal from the case, will result in the case being re-designated as a master calendar case.

(b) Master Calendar Case. A section 170.6 challenge to a judge who is assigned a "trial ready" case for trial or other limited proceeding by a supervising judge or master calendar court must be made in accordance with the master calendar rule. Section 170.6 provides that, when a master calendar court assigns the trial or limited proceeding, the challenge must be made orally in open court or in writing in the master calendar department at the time of the assignment. If counsel have been placed on call, the master calendar rule does not apply. Instead, the general 170.6 rule applies and the challenge must be made before the commencement of the trial or hearing.

(c) Civil Division 170.6 Challenges.

(1) Central District. Where a trial ready case is transferred from a direct calendar, all-purpose court to another all-purpose or a long-cause court for trial, Department 1 designates the direct calendar judge transferring the case to inform the parties that the master calendar rule applies to the reassignment and that any 170.6 challenge must be made that same day in Department 1 prior to the time set for the first appearance in the newly assigned court.

For purposes of a section 170.6 challenge, the unlimited civil courts are direct calendar courts with an all-purpose assignment to which the 15-day all-purpose assignment rule applies. A writs and receivers court is an all-purpose assignment court for any prerogative writ claim (*see* Local Rule 3.231), even where joined with a damages or other claim. Where a writs and receivers court is deciding a provisional remedy (*e.g.*, writ of attachment, writ of possession, temporary restraining order, preliminary injunction, or receiver), and the case otherwise is assigned to an unlimited civil court, then either (1) the general rule of section 170.6 applies and the challenge may be made at any time before the hearing commences, or (2) where the identity of the writs and receivers judge is known at least ten days before the hearing, section 170.6's 10-day/5-day rule applies and the challenge must be made at least five days before the hearing.

In a Specialized Civil Court, defined as a court deciding law and motion or other special portions of a case without handling the entire action (*e.g.*, Personal Injury courts, unlawful detainer courts, and limited civil law and motion courts), then either (1) the general rule of section 170.6 applies and the challenge can be made any time before the hearing commences, or (2) where the identity of the judge is known at least ten days before the hearing, section 170.6's 10-day/5-day rule applies and the challenge must be made at least five days before the hearing. When a case is assigned to a Specialized Civil Court, assignment for trial is made by a master calendar court (Department 1), and the master calendar rules apply.

(2) Other Districts. Unlimited civil courts in other districts generally are direct calendar courts with an all-purpose assignment to which the 15-day all-purpose assignment rule of section 170.6 applies. In a Specialized Civil Court (as defined in subsection (c)(1)) above (*e.g.*, unlawful detainer and collections courts) then either (1) the general rule of section 170.6 applies and the challenge can be made any time before the hearing commences, or (2) where the identity of the judge is known at least ten days before the hearing, section 170.6's 10-day/5-day rule applies and the challenge must be made at least five days before the hearing. When a case is assigned to a Specialized Civil Court handling a limited civil case, assignment for trial is made by a master calendar court, and the master calendar rules apply.

(3) Reassignment/Transfer to Another Department. When Department 1 or a district supervising judge reassigns a case not ready for trial after a proper challenge, the reassigning judge is not acting as a true master calendar court and the 15 day all-purpose assignment rule applies to the newly assigned judge.

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(d) Criminal Division Section 170.6 Challenges.

(1) Central.

(A) Foltz Criminal Justice Center. Felony cases are set in direct calendar courts and transferred to Department 100 when ready for trial. They are then assigned for trial by Department 100, acting as a master calendar court, for which the master calendar provisions of section 170.6 apply. Misdemeanors are initially assigned to the pretrial master calendar court and then transferred to Department 56 when ready for trial. Department 56, acting as a master calendar court, then assigns the case for trial, and the master calendar rule of section 170.6 applies to the judge assigned for trial. Cases assigned to the complex criminal litigation (“9th floor”) courts are direct calendar cases to which the all-purpose assignment rule of section 170.6 applies. A section 170.6 challenge must be made within ten days of notice of the all-purpose assignment or, if the party has not yet appeared, within ten days of the party’s first appearance, as extended by Code of Civil Procedure section 1013.

(B) Metropolitan and East Los Angeles Courts. All cases are assigned to direct calendar courts and the ten day all-purpose assignment rule of section 170.6 applies. A section 170.6 challenge must be made within ten days of notice of the all-purpose assignment or, if the party has not yet appeared, within ten days of the party’s first appearance, as extended by Code of Civil Procedure section 1013. If the direct calendar court is engaged and transfers a case that is ready for trial to another court, then the direct calendar court acts at the direction of the supervising judge as a master calendar court. The master calendar rule of section 170.6 applies to the newly assigned judge, and a challenge to the new judge must be made in the transferring court.

(2) Other Districts. Felonies and misdemeanors in districts other than the Central District are assigned in one of the following three ways. The districts vary in which it applies, and counsel are advised to check with the district’s supervising or site judge, or the individual courtroom, to determine what rule applies to a particular case.

(A) Direct Calendar Assignment. The case is set in a direct calendar court as an all-purpose assignment, and the all-purpose assignment rule of section 170.6 applies. A section 170.6 challenge must be made within ten days of notice of the all-purpose assignment or, if the party has not yet appeared, within ten days of the party’s first appearance, as extended by Code of Civil Procedure section 1013. If the direct calendar court is engaged and transfers a case ready for trial to another court, then the direct calendar court is acting at the direction of the supervising judge as a master calendar court, the master calendar rule of section 170.6 applies to the newly assigned judge, and the challenge must be made in the transferring court.

(B) Mixed Direct Calendar/Master Calendar Assignment. The case is set in a direct calendar court and transferred to a master calendar court when ready for trial. Either the supervising or site judge acts as the master calendar court, or there is a dedicated master calendar court. The master calendar rule of section 170.6 applies to the judge assigned for trial, and any challenge must be made in the master calendar court.

(C) Master Calendar Assignment. The case is initially assigned to a master calendar court. When the case is ready for trial, it is assigned to an available trial court. Either the supervising/site judge acts as the master calendar court, or there is a dedicated master calendar court. The master calendar rule of section 170.6 applies to the judge assigned for trial, and any challenge must be made in the master calendar court.

(e) Family Law Division Section 170.6 Challenges.

(1) Time Limitation. For purposes of a section 170.6 challenge, except as stated below, all judges in the Family Law Division are assigned for all purposes and a challenge must be made

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within 15 days of notice of the all-purpose assignment or, if the party has not yet appeared, within 15 days of the party's first appearance, as extended by Code of Civil Procedure section 1013.

(2) Trial Master Calendar Reassignment. Where a case assigned to a direct calendar department has been transferred to Department 2 for trial or other reassignment, Department 2 acts as a master calendar court and the master calendar rule of Section 170.6 applies to the judge to whom the case is reassigned. A challenge to the judge to whom the case is assigned for trial must be made in Department 2 at the time of reassignment.

(f) Probate Division Section 170.6 Challenges.

(1) Time Limitation. For purposes of a section 170.6 challenge, all probate departments are direct calendar courts in which a case is assigned for all purposes. A section 170.6 challenge must be made within 15 days of notice of the all-purpose assignment or, if the party has not yet appeared, within 15 days of the party's first appearance, as extended by Code of Civil Procedure section 1013.

(2) Reassignment/Transfer to Another Department. A reassignment of a probate case to another probate or civil department for trial or other limited purpose is an assignment from a master calendar court to which the master calendar rule of section 170.6 applies.

Where a case is transferred from another district to Department 5 for purposes of reassignment, Department 5 acts as a master calendar court in transferring the case. The master calendar rule of section 170.6 applies to any challenge of the newly assigned judge.

(g) Juvenile Court Division Section 170.6 Challenges.

(1) Time Limitation. For purposes of a section 170.6 challenge, some judges in the Juvenile Division are direct calendar courts to which a case is assigned for all purposes and the all-purpose assignment rule of section 170.6 applies. A section 170.6 challenge must be made within 15 days of notice of the all-purpose assignment or, if the party has not yet appeared, within 15 days of the party's first appearance, as extended by Code of Civil Procedure section 1013. Other judges are assigned on a temporary basis in a particular courtroom. The ten-day/five-day rule of section 170.6 applies to a judge assigned on a temporary basis, and the challenge must be made at least five days before the hearing. Counsel are advised to check with the Presiding Judge of the Juvenile Division, or the individual courtroom, to determine what rule applies to a particular case.

(2) Reassignment/Transfer to Another Department. Upon a timely and proper section 170.6 challenge, the Supervising Judge of the Juvenile Division will reassign the case if it should be assigned to a juvenile court. An adoptions case will be transferred to the Stanley Mosk Courthouse for the Presiding Judge to reassign. In either instance, the reassigning court does not act as a true master calendar court and the challenge to the reassigned court must be made within 15 days of notice of the all-purpose assignment or, if the party has not yet appeared, within 15 days of the party's first appearance, as extended by Code of Civil Procedure section 1013.

(Rule 2.5 [7/1/2011, 5/17/2013] amended and effective January 1, 2014)

## 2.6 **RESERVED**

(Rule 2.6 [as DESIGNATION OF DEPARTMENTS TO HANDLE  
SPECIFIC TYPES OF MATTERS 7/1/2011] **REPEALED** and effective May 17, 2013)

## 2.7 ASSIGNMENT OF MATTERS TO CENTRAL DISTRICT DEPARTMENTS

Subject to the authority of the Presiding Judge to apportion the work of the court, the following actions, proceedings, and procedures are assigned in the Central District as follows:

(a) APPELLATE DIVISION:

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Appeals from judgments and orders in misdemeanor, .....Appellate Division  
infraction, and limited civil cases (except small claims cases), from anywhere  
in the County. Petitions for writs of mandate, prohibition and review, in  
misdemeanor, infraction and limited civil cases, from anywhere in the County.

Habeas corpus petitions filed in conjunction with..... Department 70  
misdemeanor, infraction or limited civil appeals. Evidentiary hearings may be  
assigned to the Criminal Division by the Criminal Division Supervising Judge  
upon request of Department 70.

(b) CIVIL DIVISION:

(1) General Unlimited Civil Cases and Proceedings:

(A) *Attachment and Writ of Possession Matters:* ..... Department 82, 85, or 86  
..... See Local Rule 2.7(b)(1)(G)

- Writs of attachment, application for and other  
proceedings in connection with,

- Writs of possession, application for and other  
proceedings in connection with,

Hearing fees required by the court’s Schedule of  
Fees must be paid at the first-floor filing window at the Mosk Courthouse  
before filing papers in the pertinent department.

(B) *Civil Harassment Petitions:*

Civil Harassment Petitions ..... Family Law Division

(C) *Eminent Domain:*

All eminent domain or..... Direct Calendar Courts  
inverse condemnation cases will be assigned to a direct calendar court for “all  
purposes,” including post-judgment motions to enforce the judgment and  
applications to withdraw funds on deposit after the case has been closed.

(D) *Guardian ad Litem appointments:*

Guardian *ad litem* appointments for a particular case.....check the court’s website  
Petitions for general guardianships and not for a particular case..... Probate Division

(E) *Long Cause Cases:*

A “long cause case” is defined as a trial that will take  
at least twenty court days, excluding jury selection and jury deliberation. Long  
cause cases are the primary responsibility of the direct calendar judge or other  
judge initially assigned to try the case. If that judge cannot try the case due to  
its length, it may be transferred to the Supervising Judge of the Civil Division  
for assignment to a long cause trial judge sitting in the Central District.

(F) *Supplemental and Miscellaneous Proceedings:*

*Enforcement of Judgment Proceedings:*

All enforcement of judgment proceedings .....check the court’s website  
except contempt proceedings. Examples of enforcement of judgment proceedings include:

- Application for post-judgment examination hearings
- Charging orders
- Claim of exemption hearings
- Court order of sale for real property dwelling pursuant to a writ of  
execution
- Debtor examination hearings

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- Hearing on third party claims pursuant to writ of execution
- Motion for appointment of a receiver after judgment
- Motions for assignment orders
- Third party examination hearings
- *See also*, Code of Civil Procedure sections 680.010 through 720.800

Escheat, hearings on petitions for relief.....check the court’s website  
*Ex parte* orders shortening time in Department 1 .....check the court’s website  
*In forma pauperis* applications for civil limited and .....check the court’s website  
unlimited actions (except family law and probate)  
and for appeals to the appellate court  
*In forma pauperis* applications for small claims.....check the court’s website  
Name change, petitions and hearings.....check the court’s website  
Newspaper, petition to establish standing.....check the court’s website  
Publication of summons, application and orders for .....check the court’s website  
Service on Secretary of State of summons on corporation, .....check the court’s website  
application and orders for  
Voter information, petition to declare confidential.....check the court’s website  
(Elections Code, § 2166)

(G) *Writs and Receivers Matters and Special Proceedings:*

Matters assigned to Department 82, 85 or 86 (the “writs and receivers departments”) for all purposes pursuant to this rule will be assigned by the clerk at the time of filing, using a random system to insure that no party or person can control or determine in advance to which department a case is assigned.

Matters assigned for all purposes to an unlimited civil trial department, in which certain applications/motions (provisional remedies) are to be heard in a writs and receivers department pursuant to this rule, will be heard in Department 85 if the case number ends in 1, 2, 3, or 4, in Department 86 if the case number ends in 5, 6, or 7, and in Department 82 if the case number ends in 8, 9, or 0. Where two or more cases have been ordered related pursuant to Local Rule 3.3(f), the writs and receivers department assigned to the lowest numbered case will hear the provisional remedies application/motions for the related cases.

*Ex parte* matters are heard daily in all three departments at 8:30 a.m.

(i) Injunctive Relief, Unlimited Civil Cases:

In all unlimited civil cases, except for Personal Injury Actions as defined in Rule 2.3(a)(1)(A), the following matters are to be heard in the direct calendar court:

- A noticed motion for a preliminary injunction, no matter when made;
- An *ex parte* application for an order shortening time for hearing on a motion for a preliminary injunction, made after the first scheduled date for an initial status conference or case management conference;
- An *ex parte* application for a temporary restraining order, or an application for an order to show cause re preliminary injunction, made after the first scheduled date for an initial status conference or case management conference;
- Any noticed motion or *ex parte* application to dissolve or modify a preliminary injunction made after the first scheduled date for an initial status conference or case management conference;

In all unlimited civil cases, the following matters are heard in the writs and receivers departments:

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- An *ex parte* application for a temporary restraining order, or an application for an order to show cause re preliminary injunction, made before the first scheduled date for an initial status conference or case management conference in the direct calendar court;
- An *ex parte* application for an order shortening time for hearing on a motion for a preliminary injunction, made before the first scheduled date for an initial status conference or case management conference in the direct calendar court. If the application for shortened time is granted, the motion for preliminary injunction shall also be heard in the pertinent writs and receivers department;
- An *ex parte* application or noticed motion for injunctive relief or appointment of a receiver in a Personal Injury Action whenever made;
- A pre-judgment motion for the appointment of a receiver (and all matters pertaining to the receivership) is assigned to the writs and receivers departments;

(ii) Receivers:

(iii) Special Proceedings Heard in Writs and Receivers Departments

The following special proceedings, when filed in or transferred to the Central District, are assigned to the writs and receivers departments for all purposes:

- Cemetery, petition to replat or vacate (Health and Safety Code, §§ 8701-8715);
- Common interest development, petition to reduce votes required to amend declaration of covenants and restrictions (Civil Code, § 4275);
- Contempt, order to show cause and trial (see Local Rule 3.11);
- Corporations, petition to take jurisdiction over voluntary winding up (Corp. Code, § 1904), involuntary winding up of corporation (Corp. Code, § 1806), after a decree or stipulation of winding up, and petition to fix value of shares (Corp. Code, § 2000);
- Declaratory relief, only when joined with a petition for a writ of review, mandate or prohibition;
- Director, petition to appoint provisional director (Corp. Code, § 308);
- Director, petition to determine election (Corp. Code, §§ 709, 5617, 7616 and 9418);
- Insurance company, insolvency proceedings;
- Late claim proceeding (Gov. Code, § 946.6), unless the underlying case has been filed and is pending, in which case the petition is to be heard in the direct calendar court to which the underlying case is assigned;
- Law practice, assumption of jurisdiction over (Bus. & Prof. Code, §§ 6126.3, 6180.2 and 6190)
- Limited liability company, petition ordering winding up (Corp. Code, §§ 17352(b), 17353(b));
- Limited partnership, petition ordering winding up (Corp. Code, § 15683);
- Mandate, petition for writ of (except where assigned to the Appellate Division by these rules);
- Partnership, application for judicial supervision of winding up (Corp. Code, § 16803);
- Prohibition, petition for writ of (except where assigned to the Appellate Division by these rules);
- Review, petition for writ of (except where assigned to the Appellate Division by these rules);

(2) Limited Civil and Small Claims Cases and Proceedings

(Including Small Claims Appeals and Unlawful Detainer Cases):

- Appeals of administrative hearings (including parking appeals).....check the court’s website
- Assignment orders, application for .....check the court’s website
- Claim of exemption .....check the court’s website
- Non-unlawful detainer default prove-ups ..... Department 94
- Dissolve or modify preliminary injunction, motion to ..... Department where case is assigned
- *Ex parte* applications (limited civil) ..... Department 94

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- Law and Motion (limited civil)..... Department 94
- Minor’s compromise hearings ..... Department 94
- Post-judgment debtor and third party examinations .....check the court’s website
- Publication of summons, application .....check the court’s website  
and orders for
- Receiver, application for appointment of .....Department 82, 85 or 86
- Service on Secretary of State of summons on .....check the court’s website  
corporation, application and orders for
- Small claims trials.....Department 90 and Department 1A
- Third party examination hearings. ....check the court’s website
- Unlawful detainer law and motion..... Departments 91or 97
- Writs of attachment, application for and.....Department 82, 85 or 86. See Local Rule 2.7(b)(1)(G)  
other proceedings in connection with
- Writs of possession, application for and .....Department 82, 85 or 86. See Local Rule 2.7(b)(1)(G)  
other proceedings in connection with
- (c) CRIMINAL DIVISION and MENTAL HEALTH MATTERS:
- (1) Criminal matters:
- Arraignments, felony complaints..... Division 30 CJC  
Division 69 Metro  
Division 5 East LA
- Arraignments, misdemeanor complaints ..... All courts  
Metropolitan Branch:  
Dept’s 60 and 66 for City Attorney filings  
Dept’s 62, 65 and 68 for District Attorney filings  
East LA: Inquire at courthouse
- Certificate of rehabilitation and pardon, petition for ..... Department 100
- Corum nobis, petition for writ of ..... Department where case is or was  
last pending
- Exhume a body for criminal investigation..... Department 100
- Expungements - felony cases Clara Shortridge Foltz Courthouse  
(CJC) only ..... Department 100
- Expungements - misdemeanor cases CJC only ..... Department 56
- Firearm return/restoration of right to own, etc.  
(Welf. & Inst. Code, §§ 8100, 8103)..... Department 95
- Firearm return, all other ..... Department where case is or was  
last pending
- Habeas corpus, involuntary commitment  
(Welf. & Inst. Code, §§ 5254.1 and 5275) ..... Department 95
- Habeas corpus, person held for extradition..... Department 100
- Habeas corpus under the Hague Convention on  
International Child Abduction ..... Department 2 Mosk
- Habeas corpus, all other ..... See Local Rules 2.7(a) and 8.33.
- Mental competence trials and hearings, felony cases:  
prior to holding order..... Department 95  
after holding order ..... Department where case assigned

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- Mental competence trials and hearings,  
misdemeanor and infraction cases ..... Department 95
- Mandate or prohibition in felony cases,  
– prior to holding order ..... Department 100
- after holding order ..... Court of Appeal
- Mandate or prohibition  
– in misdemeanor and infraction cases ..... Appellate Division
- Mentally disordered sex offender proceedings under former  
(Welf. & Inst. Code, § 6300) ..... Department 100
- *Pro per* privileges at variance with policy ..... Department where case pending
- (2) Mental health matters
- (A) Civil commitment proceedings - not LPS
- Developmental disability commitments ..... Department 95  
(*In Re Hop*, Welf. & Inst. Code, § 6500)
- *In Re Roger S.* pre-commitment hearing ..... Department 95
- (B) Civil commitment proceedings - LPS
- Accountings, conservatorship ..... Department 95
- Appeal of medication capacity findings and order  
(*de novo* hearing) (Welf. & Inst. Code, § 5334(e)(1)) ..... Department 95
- Conservatorship  
(Welf. & Inst. Code, § 5350) ..... Department 95
- ECT capacity hearing  
(Welf. & Inst. Code, §§ 5326.7, 5326.75) ..... Department 95
- *Ex parte* petition for temporary conservatorship  
by County Mental Health Director/Public Guardian ..... Department 95
- Mentally disordered person dangerous to others  
proceedings (Welf. & Inst. Code, § 5300) ..... Department 95
- Site-based certification review hearings  
(*Doe vs. Gallinot*), (Welf. & Inst. Code, § 5256) ..... Department 95
- Site-based medication capacity hearings  
(Welf. & Inst. Code, § 5332) ..... Department 95
- (C) Criminally-related proceedings
- Commitment, judicial review ..... Department 95
- Continued involuntary treatment,  
mentally disordered offenders (Pen. Code, § 2972) ..... Department 95
- Extensions of commitment and re-commitment to California Youth Authority  
(Welf. & Inst. Code, § 1800) ..... Department 95
- Firearm return/restoration of right to own, etc.  
(Welf. & Inst. Code, §§ 8100, 8103) ..... Department 95
- Mental competence trials and hearings,  
– felony cases: prior to holding order ..... Department 95
- after holding order ..... Court where case assigned
- Mental competence trials and hearings,  
misdemeanor and infraction cases ..... Department 95
- Mentally disordered sex offenders proceedings  
(former Welf. & Inst. Code, § 6300) ..... Department 95

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- Petition to extend commitment and re-commitment of defendant found not guilty by reason of insanity (Pen. Code, § 1026.5(b)) ..... Department 95
- Petition to release following restoration to sanity (Pen. Code, § 1026.2) ..... Department 95
- Sexually violent predator, pre-trial and post-trial issues ..... Department 95B
- Sexually violent predator trial..... Department 100, for assignment to a trial court

(d) FAMILY LAW DIVISION:

Any matter arising under the Family Code, excluding emancipation of minors and adoption, and other matters specifically assigned to other departments by these rules or order of court, is assigned to the Family Law Division. Family Law Division courts in the Central District are direct calendar courts, with the following exceptions:

- Child support cases ..... *See also* Local Rule 5.24
- Civil Harassment Petitions ..... Department 2C
- Defaults ..... Department 2
- Domestic violence restraining orders..... Department 8
- Guardianship of minors when related to a family law child custody proceeding are also assigned to the Family Law Division ..... *See also* Local Rule 5.2
- Habeas corpus under the Hague Convention on International Child Abduction..... Department 2
- Surrogacy ..... Department 2

(e) JUVENILE DIVISION:

Any matter arising under the Juvenile Court Law is assigned to the Juvenile Division, including:

- Emancipation of minors, petition for
- Habeas corpus, petition for writ of, minor under 18, under arrest
- Medical treatment for minor, petition to provide
- Parental custody and control, petition to free a minor from, filed by Department of Adoptions, and proceedings to determine the necessity of parental consent directly related thereto

(f) PROBATE DIVISION:

Any matter arising under the Probate Code, and any other action, proceeding or procedure which by statute is to be heard by a judge hearing probate matters is assigned to the Probate Division. (*See, e.g.*, proceedings to establish record of birth, death or marriage under Health & Safety Code, § 10550 *et seq.*)

Compromise of a minor's claim prior to trial in a civil case is assigned to the Probate Division, if the direct calendar judge who participated in a conference at which the compromise was accomplished is unavailable. If an application is made to the direct calendar judge for a special needs trust for the benefit of a minor or an incompetent person under Probate Code section 3602 or 3611, the terms of the trust shall be reviewed and approved by the Probate Division.

Any proceeding to make a withdrawal from an account blocked for the benefit of a minor or an incapacitated person is assigned to the Probate Division.

A mental health proceeding will be heard as specified in subdivision 2.7(c).  
(Rule 2.7 [7/1/2011, 12/21/2011, 1/1/2012, 7/1/2012, 5/17/2013, 7/1/2014, 7/1/2015, 1/1/2017, 7/1/2017, 7/1/2018] amended and effective January 1, 2019)

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- 2.8       **RESERVED**
- 2.9       **RESERVED**
- 2.10      **RESERVED**
- 2.11      **RESERVED**
- 2.12      **RESERVED**
- 2.13      **RESERVED**

**GENERAL PROVISIONS**

2.14       **EMERGENCY CLOSURE OF COURTHOUSE**

If a courthouse is closed due to any emergency or government proclamation, all matters calendared at that time will be heard on the next day that courthouse is open, unless otherwise provided by order of the court.

(Rule 2.14 new and effective July 1, 2011)

2.15       **HOLIDAYS**

If any day on which an act required to be done by these rules or by court order falls on a legal holiday, the act may be performed on the next succeeding court day.

(Rule 2.15 new and effective July 1, 2011)

2.16       **HOURS OF COURT, APPEARANCES OF COUNSEL**

(a) Hours. Sessions of departments will be from 8:30 a.m. to 12:00 noon and from 1:30 p.m. to 4:30 p.m. The Presiding Judge, by written order, may provide for a variance from these hours. Default proceedings in family law and pretrial hearings assigned to civil trial departments will be set for 8:30 a.m. For direct calendar courts, civil trials will commence after the calendar call or 9:00 a.m., whichever is later, unless the court orders otherwise. For all other civil courts, civil trials will commence by 9:00 a.m., unless the court orders otherwise.

(b) Opening of Sessions. Morning and afternoon sessions will be opened by the bailiff, court attendant, or clerk. After a recess during a session, the bailiff, court attendant, or clerk will call for order and state that the court is again in session.

(c) Conflicting Appearances; Precedence.

1) Except as otherwise expressly provided law or by the California Rules of Court, where a counsel has conflicting court appearances, the following priorities apply: (1) criminal jury trial; (2) civil jury trial; and (3) all other judicial business. Participation by counsel in jury trials in criminal cases takes precedence over all other judicial business. Participation by counsel in civil jury trials takes precedence over all other judicial business except jury trials in criminal cases.

2) Between the hours of 9:30 a.m. and 12:00 noon and 1:30 p.m. and 4:30 p.m., no judge shall require counsel to appear who is engaged in a civil or criminal jury trial elsewhere, except as previously agreed to by the judge before whom counsel is presently engaged.

3) Counsel have an obligation to avoid scheduling conflicts where possible. If counsel has two or more court appearances that conflict, he or she must timely inform the courts involved.

4) For the purpose of this rule, motions made before jury selection has commenced (such as motions for a continuance of a jury trial) will not be considered a jury trial.

(Rule 2.16 new and effective July 1, 2011)

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2.17 PHOTOGRAPHING, RECORDING AND BROADCASTING IN COURT

(a) Definitions. This rule adopts the definitions contained in California Rules of Court, rule 1.150(b), except as follows:

1) The term “media coverage” means any photographing, recording or broadcasting in court by the media;

2) The term “court” means any courtroom or courthouse in the County where the court conducts business, including all entrances, exits, hallways, escalators, elevators, and adjacent or subterranean court parking areas. It does not include the offices in any courthouse occupied by independent agencies such as the County of Los Angeles, including the Offices of the District Attorney and the Public Defender;

3) The term “designated media area” means any area so designated by the Presiding Judge, supervising judge, or site judge.

(b) Court Order Required. While in court, no one may engage in photographing, recording, or broadcasting, or activate any camera, microphone, recorder or broadcasting device, except:

1) in a courtroom where the judge has issued an order allowing media coverage under California Rules of Court, rule 1.150 and Local Rule 2.17(d), or expressly granted permission, under California Rules of Court, rule 1.150(d) or otherwise, to photograph, record, and/or broadcast; or

2) outside the courtroom, if it is: i) in a designated media area, or ii) with prior written permission from the Presiding Judge, supervising judge, or site judge. No one may carry any camera, microphone, or recording equipment, or activate the image or sound capturing feature of any computer, mobile telephone, watch or other similar equipment in a courtroom without express written permission from the appropriate judicial officer.

(c) No Obstruction of Public Access. Persons engaged in photographing, recording and broadcasting must not obstruct pedestrian traffic, create traffic congestion or otherwise impede access to court proceedings, offices, services or facilities.

(d) Written Media Requests Required. Persons requesting media coverage of any type, including pool cameras, must complete and submit for judicial approval Judicial Council form MC-500, specifying: i) the time estimate for coverage; ii) the proposed placement of cameras, microphones and other equipment; and iii) whether the coverage will be disseminated live or recorded for future dissemination.

(e) Submission of Media Requests to Public Information Office. Before filing Judicial Council Forms MC-500 and MC-510 in court or submitting them to any judge, persons requesting media coverage must deliver or electronically submit originals or copies to the Public Information Office.

(f) Responsibility for Compliance with Rules. Media (as defined in California Rules of Court, rule 1.150(b)(2)), and any other person seeking to photograph, record or broadcast in court must be familiar with, and comply with this rule and the California Rules of Court, rule 1.150.

(g) No Restriction On Judicial Discretion. This rule does not restrict a judge’s discretion to regulate sound or image capturing, photographing, recording or broadcasting in his or her courtroom.

(h) Court Reporter Use of Audio Software. Except as may be ordered pursuant to subdivision (g), “media coverage” does not include the use of audio software as personal notes of a court reporter to assist in the preparation of verbatim records of court proceedings, providing recording capabilities are turned off and not used during any break or recess in the proceedings when stenographic notes are not being taken. Such personal notes are not an official record of the court, and may be used only by the court reporter, or by a substitute court reporter in the absence

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of the court reporter who reported the proceedings, to assist in accurately transcribing the verbatim record, and must not be retained after the verbatim record is transcribed.

(Rule 2.17 [7/1/2011, 1/1/2016] amended and effective January 1, 2017)

2.18 APPLICATION TO PROCEED *IN FORMA PAUPERIS* (Cal. Rules of Court, rule 3.50 *et seq.*)

(a) Central District. In the Central District, applications must be presented as follows:

- (1) Unlimited civil, limited civil cases, and appeals from limited civil to the Appellate Division: Room 111A;
- (2) Probate cases: Room 258;
- (3) Family law cases: Department 2;
- (4) Appeals to the Court of Appeal: Room 111;
- (5) Small claims cases to the Small Claims Office, Room 113.

(b) Other Districts. In other districts, applications shall be presented in the place designated by the Supervising Judge.

(Rule 2.18 [7/1/2011] amended and effective January 1, 2019)

2.19 SELECTION OF TRIAL JURORS

(a) Source of Names; Method. The names of prospective trial jurors will be taken from the last published and available registered voters' list and Department of Motor Vehicles records of the County through the use of automated random selection. An estimate must be based on the number of jurors needed to make up the list for the period required, and automated random selection used by the Jury Commissioner must be based on such estimate.

(b) Competency of Prospective Jurors. The Jury Commissioner must determine the statutory qualifications of each prospective juror and exclude from service those the commissioner finds not to be qualified to act as a trial jurors.

(c) Excuse from Jury Duty. The Jury Commissioner must determine excuses from jury service under Code of Civil Procedure section 204(b). Before granting or refusing any excuse from jury service, the Commissioner must fairly weigh and consider all pertinent data, documents, and information submitted by or on behalf of the prospective juror and must, whenever the Commissioner deems it necessary or desirable, personally interview the prospective juror.

(d) Jurors' Meals Expense; Limitations. Jurors sitting on criminal cases who are placed in the physical custody of the bailiff by the court during lunch hours or overnight and are not released during mealtimes will be allowed the actual cost of meals, not to exceed a maximum for each meal as fixed by the Committee on Personnel and Budget.

(e) Deposit of Civil Jury Fees. A party demanding a jury trial must deposit an advance jury fee in accordance with Code of Civil Procedure section 631. The parties demanding a jury trial shall deposit with the clerk, at the beginning of the second and each succeeding day's session, the additional sum specified under Code of Civil Procedure section 631(e).

(Rule 2.19 [7/1/2011] amended and effective May 17, 2013)

2.20 JUROR INTERFERENCE

Except as may be authorized by a judge, no person may distribute or attempt to distribute any written materials tending to influence, interfere, or impede the lawful discharge of the duties of a trial juror, or communicate or attempt to communicate with any person summoned, drawn, or serving as a trial juror for purposes of influencing, interfering, or impeding the lawful discharge of the duties of a

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trial juror in, or within 50 yards of any public entrance to, the facilities within which the court conducts jury trials.

(Rule 2.20 new and effective July 1, 2011)

2.21 AVAILABILITY OF COURT REPORTERS

(a) Unlimited Civil Cases. Official court reporters are not normally available for reporting trials in unlimited civil cases. Official court reporters are also not normally available for reporting law and motion matters in departments dedicated to unlimited jurisdiction cases, except as specifically listed on the court's website.

A party who has not received a fee waiver pursuant to California Rules of Court, rule 3.55(7) seeking a verbatim record must do so by arranging for a certified shorthand reporter to serve as an official pro tempore reporter as set forth in subsection (e) below.

A party who has received a fee waiver may request an official court reporter pursuant to California Rules of Court, rule 2.956(b)(3). The request must be made by using the local form, Request for Court Reporting Services by a Party with Fee Waiver (LACIV 269), and must be filed at least ten calendar days before the hearing or trial for which the reporter is requested. If the requesting party received less than ten days' notice of the hearing or trial, the requesting party must file the request as soon as practicable. If a request is timely submitted, the clerk will notify the requestor as soon as possible if no official court reporter will be available. Given the limited availability of official court reporters, notice of the availability of a court reporter may not be given until the day of the trial or hearing.

(b) Limited Civil Cases and Infractions. Official court reporters are not normally available to report matters in limited civil cases. These proceedings are electronically recorded by the court to make the official verbatim record of proceedings as provided in Government Code section 69957, and California Rules of Court, rules 2.952 and 2.956(c), unless a party arranges for a court reporter pursuant to subsection (e).

(c) Court Reporting in Criminal, Juvenile, Family Law, and Probate Cases. Official court reporters are normally available for reporting all proceedings in criminal, juvenile, family law and probate cases.

(d) Notice of Nonavailability of Court Reporter for Non-Trial Matters. If the services of an official court reporter will not be available during a proceeding in a criminal, juvenile, family law or probate case, that fact will be noted on the court's official calendar on the court's website.

(e) Procedure for Court Reporter Services. A party desiring a court reporter's services for a proceeding for which the court does not make a court reporter available may arrange for the appointment of a court approved official court reporter from a list maintained by the court, or may, by stipulation, arrange for the appointment of a privately retained certified shorthand reporter, in accordance with the procedures posted on the court's website and available in the clerk's office. If an arrangement for a court reporter is made under this subdivision, it is the responsibility of the arranging party or parties to pay the reporter's fee for attendance at the proceedings.

(Rule 2.21 [7/1/2011, 1/1/2013] amended and effective August 31, 2018)

2.22 FACSIMILE FILING IN CIVIL, FAMILY LAW, AND PROBATE CASES;  
ELECTRONIC DELIVERY IN CIVIL PERSONAL INJURY COURT

(a) Authorization to Accept Facsimile Filing. The court permits facsimile filing in general civil (except for cases assigned to the Personal Injury courts), family law, and probate cases pursuant to California Rules of Court, rule 2.300 *et seq.* and the following rules.

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(b) Facsimile Filing Procedure. The court will receive a facsimile filing at the clerk's office in each courthouse. The court will also receive a direct facsimile filing for an action in the department handling that case if facsimile equipment has been installed in that department for facsimile filing. The clerk's office must make available a list of facsimile telephone numbers for each location where facsimile filing is accepted, and must update this list as changes occur.

(1) A facsimile filed document must be accompanied by the Facsimile Transmission Cover Sheet (Form JC 2009).

(2) The court's facsimile equipment will be available 24 hours per day. A facsimile received for filing on a court holiday or after 4:30 p.m. on a court day after the time at which the clerk stops accepting filings at the filing counter will be deemed to have been filed on the next court day.

(3) The filing party bears sole responsibility for the proper facsimile transmission of a document from the filing party's facsimile equipment to the court's equipment, and subsequent confirmation of filing.

(4) The clerk will provide confirmation of the receipt of a facsimile-filed document, beyond the standard confirmation option of facsimile machines, upon payment of the fee set pursuant to the court's fee schedule.

(5) The clerk will charge a facsimile usage fee per page, including the cover sheet and all tab pages, set pursuant to the court's fee schedule, along with any filing fees normally associated with the document. All fees will be charged to the filing party's Visa or MasterCard account.

(6) The court will not accept a facsimile-filed document in any location other than the clerk's office of the courthouse where the document is required to be filed, or a department where direct filing has been authorized.

(7) A fax filing must comply with California Rules of Court, rules 2.301 through 2.305.

(8) A party must not submit a document for facsimile filing where the exhibits, declarations, or other attachments collectively exceed ten pages.

(9) A document received by facsimile that does not conform to the above requirements will not be accepted for filing.

(c) Authorization to Accept Electronic Delivery in Personal Injury Courts. As of March 1, 2016, the court will permit electronic delivery of filings in the general civil Personal Injury courts pursuant to California Rules of Court, rule 2.252 *et seq.* and the following rules.

(1) Parties electing to participate in the electronic delivery process must submit all documents to the court's approved electronic service provider pursuant to California Rules of Court, rule 2.255. Parties must also comply with the terms and conditions of electronic delivery set forth on the Los Angeles Superior Court website at [www.lacourt.org](http://www.lacourt.org).

(2) Claims involving an attorney-client fee dispute, documents in which the filing party is a minor, legally incompetent person, or person for whom a conservator has been appointed, Requests to Waive Court Fees (FW-001) and Requests for Accommodations by Persons with Disabilities (MC-410), must not be filed via the electronic delivery service.

(Rule 2.22 [7/1/2011, 1/1/2012, 1/1/2014] amended and effective July 1, 2016)

2.23 APPLICATION TO RECONSIDER, VACATE, OR MODIFY ORDERS OR JUDGMENT WHEN ORIGINAL JUDGE UNAVAILABLE

If a judge who made an order or judgment is unavailable to reconsider, vacate, or modify the order or judgment, then a party must apply to the following to reconsider, vacate, or modify the order or judgment:

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1) if the case is filed in the Central District, the supervising judge of the appropriate principal division of the court; or,

2) if the case is filed in another district, (a) to the site judge for the courthouse in which the case is filed if the case is filed in a courthouse that has a site judge or (b) to the supervising judge for the district in which the case is filed if the case is filed in a courthouse that does not have a site judge.

(Rule 2.23 new and effective July 1, 2011)

2.24 TRIALS BEFORE TEMPORARY JUDGES AND REFERENCES

(a) Definitions of Temporary Judge and Referee.

(1) A “temporary judge” is an attorney appointed by the court upon stipulation of the parties to decide the case under Article VI, Section 21 of the California Constitution. Trials before temporary judges are governed by California Rules of Court, rules 2.830-2.834. The appointment of a temporary judge, including in family law and probate cases, is made by the Supervising Judge of the Civil Division. (*See* Cal. Rules of Court, rule 2.831(b).)

(2) A “referee” is a person appointed by the court to hear issues in a case, which may include trial. A reference made per agreement of the parties is governed by Code of Civil Procedure section 638, and a reference made upon motion of a party or on the court’s own motion is governed by Code of Civil Procedure section 639. (*See also* Cal. Rules of Court, rules 3.900-3.910.) The Supervising Judge of the Civil Division appoints a referee who will hear the case for all purposes, including judgment. The trial court appoints a referee who will hear limited issues and issue a report and recommendation for the trial court’s approval. (Cal. Rules of Court, rule 3.901(a).)

(b) Proceedings Open to the Public. All proceedings before a temporary judge or referee must be open to the public, with no restriction on attendance that would not be applicable if the proceedings were held in a courthouse. The stipulation for appointment of temporary judge or agreement for a reference must set forth the name and telephone number of a person for any member of the public to contact in order to attend a proceeding that would be open to the public if held in a courthouse. A notice containing such name and address shall be posted by the clerk as required by California Rules of Court, rules 2.831 and 3.900 *et seq.*

(c) Court File Open for Public Inspection. The court file must not be removed from the courthouse and must remain available for public inspection as if the case were being heard by the court.

(d) Sealing Orders and Confidentiality Agreements. A motion for sealing or for approval of a confidentiality agreement must be made to the Supervising Judge of the Civil Division, not to the temporary judge or referee.

(e) Scheduling of Hearings. The scheduling of hearings before the temporary judge or referee shall be arranged by the parties directly with such temporary judge or referee without participation by the court. A party must file all documents with the court, and must furnish pertinent copies to the temporary judge or referee.

(f) Appointment of Temporary Judge. Before submitting a stipulation for appointment of a temporary judge to the court, the parties must agree upon the identity of the attorney who will try the case, obtain that attorney’s agreement to do so, and fix a date by which all proceedings within the court’s jurisdiction will be completed.

The stipulation and proposed order for appointment of a privately compensated temporary judge shall be submitted to the Supervising Judge of the Civil Division pursuant to California Rules of Court, rule 2.831.

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(g) Representations by the Stipulating Parties. By submitting the stipulation and proposed order to the court, the stipulating parties and their attorneys represent that (1) they are the only parties to the case, and (2) no new parties will be added.

(h) Application of Trial Court Delay Reduction Rules. Upon the signing of the proposed order by the Supervising Judge of the Civil Division, the action shall be exempt from the trial court delay reduction rules of California Rules of Court, rule 3.700 *et seq.* Until the order is signed, the case remains subject to the delay reduction rules, and all previously ordered deadlines, hearings, and other orders made in the case remain in full force and effect.

(i) Deadline for Completion of Proceedings. The court's approval of the parties' agreed upon completion date for all proceedings within the court's jurisdiction constitutes a court order to all parties, attorneys, and the temporary judge to complete the proceedings by that date. The date will not be extended except by further order of the Supervising Judge of the Civil Division, and violation of the order is sanctionable under California Rules of Court, rule 2.30.

(j) Use of Public Facilities. The Supervising Judge of the Civil Division may permit a temporary judge to use public facilities, when they are available, upon payment of a reasonable fee set by the Supervising Judge.

(k) Exhibits. All exhibits must be as available for public inspection as if the case were being tried by the court. Upon the temporary judge's final determination of the cause, all exhibits must be delivered to the clerk's office properly marked and with proper exhibit receipt form completed, unless a written stipulation for the return or disposal of such exhibits has been approved by the temporary judge and filed.

(l) Filing of Original Papers and Orders. All original papers must be filed with the court, and all applicable fees paid, within the same time and in the same manner as would be required if the court were trying the case. Signed orders of the temporary judge must be presented for filing to the clerk in Department 1 of the Stanley Mosk Courthouse. Minute orders will not be accepted unless they are signed by the temporary judge. If a minute order format is used, the order must set forth the name, address, telephone number, and CSR number of any privately retained court reporter or, if electronic reporting is used, the minute order must so state.

(m) Court Approval Required. A written agreement for an order directing a reference is subject to the court's approval, and the court may, in its discretion, refuse to approve the reference.

(n) Listing of Referred Issues. If the reference concerns are less than all issues in the case, the agreement and the proposed order shall either (1) enumerate each issue to be determined by the referee or (2) state that the referee is to decide all issues except those enumerated, which will be reserved for decision by the court.

(o) Deadline for Completion. The date by which the referee's decision must be reported to the court may be extended only by order of the court, and all proceedings before the referee must be scheduled and conducted in order to meet the reporting date. A failure to complete the reference by said date is sanctionable under California Rules of Court, rule 2.30.

(Rule 2.24 [7/1/2011, 7/1/2014] amended and effective July 1, 2018)

2.25 CIVIL GRAND JURY

(a) Drawn and Impaneled Yearly. A Civil Grand Jury shall be drawn and impaneled once each fiscal year commencing July 1 by the Presiding Judge.

(b) Nominations by Judges Each November.

(1) On or before the first court day in November of each year, each judge of the court may nominate and transmit to the Presiding Judge the names of two persons to be placed upon a list

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from which the court shall select the persons from whom the Grand Jury for the ensuing year shall be drawn. The Grand & Trial Jurors Committee shall nominate such additional persons as necessary to provide a list the composition of which conforms to the requirements of law. The persons so nominated shall be persons qualified for such selection under the provisions of Penal Code sections 893-902. The nominations shall be made in writing and shall state the name, approximate age, residence address, and occupation of each person nominated.

(2) Each judge shall advise his or her prospective nominees that it is the policy of the court that they may not become personally active in campaigns of any candidates for political office or for or against any political proposition during their period of service as grand jurors.

(c) List of Nominees, Distribution and Filing. The Presiding Judge shall distribute to each judge of the court a list of nominees in a form indicating the judge who nominated each nominee. Copies of the list will be furnished to the media and filed with the Jury Commissioner where the list must be open for public inspection.

(d) Committee on Selection of Grand Jurors. Prior to publication of the list, the Presiding Judge shall submit the list to the Committee on Grand and Trial Jurors. Any judge or member of the public may submit objections to a nominee to the Committee. The names of the members of the committee must be filed with the Jury Commissioner and published with the list of nominees.

(e) Investigation of Nominees; Objections; Withdrawal of Nomination. The Presiding Judge shall direct such interviews and preliminary investigation of the nominees as may be suggested by the committee. Additionally, each judge shall make such investigation of the prospective grand jurors as the judge deems appropriate and may communicate to the Committee any objections the judge has. The Committee may consider information from any source concerning any nominee. The Committee shall transmit such objections or information to the judge who nominated the prospective grand juror. A judge may withdraw the name of his or her nominee by informing the Committee of such withdrawal.

(f) Written Report and Approval of Nominees.

(1) Committee Report. On or before April 30th, the Committee shall present to the Presiding Judge a written report concerning each nominee and shall set forth any objections to a nominee and recommend whether the nominee should remain on the list. This report must be confidential and not disclosed to the public. Any written objections or replies thereto must be appended to the report.

(2) Approval of List of Nominees. Upon receipt of the report, the Presiding Judge may call a meeting of the judges to be held on or before the tenth day of May, or may cause a list to be circulated to a majority of the judges of the court before that date for the purpose of approving the list. The names of all nominees, together with the report of the Committee, shall be presented to and considered by the judges. Those nominees who are approved by a majority of the judges of the court will constitute the Grand Jury list, which list must be filed with the County Clerk and made a public record.

(Rule 2.25 new and effective July 1, 2011)

2.26           ADVERTISING IN COURTROOMS

No one is permitted to display calendar or other printed or written matter containing advertising in any courtroom, except that the judge may approve display of non-profit organizations' continuing legal education announcements.

(Rule 2.26 new and effective July 1, 2011)

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2.27      **RESERVED**  
2.28      **RESERVED**  
2.29      **RESERVED**  
2.30      **RESERVED**