



September 13, 2019

**PROPOSED REVISIONS TO
LOCAL COURT RULES**

Pursuant to California Rules of Court, Rule 10.613(g), the following proposed amendments to the Local Rules are hereby distributed for comment. The affected rules are:

- Rule 2.7 ASSIGNMENT OF MATTERS TO CENTRAL DISTRICT DEPARTMENTS
Amend rule to update and re-organize to rules 2.7 through 2.13. (Add new rules 2.8, 2.9, 2.10, 2.11, 2.12, and 2.13)
- Rule 2.18 APPLICATION TO PROCEED IN FORMA PAUPERIS (Cal. Rules of Court, rule 3.50 et seq.)
Amend to update title and court location.
- Rule 3.3 ASSIGNMENT OF DIRECT CALENDAR CASES
Amend rule to update assignment of complex and transfer of non-complex cases.
- Rule 3.4 ELECTRONIC FILING
Amend rule to clarify language.
- Rule 4.115 SETTLEMENTS OF CLAIMS OF MINORS OR PERSONS WITH DISABILITIES (INCLUDING ESTABLISHMENT AND FUNDING OF TRUSTS)
Amend rule to update filing requirement.
- Rule 7.1 JURISDICTION
Amend rule to clarify that the judge specified is the Supervising Judge of the Dependency Court.
- Rule 7.10 SPECIALLY DESIGNATED DEPARTMENTS
Amend rule to clarify that the judge specified is the Supervising Judge of the Dependency Court.
- Rule 7.31 PETITION PURSUANT TO WELFARE AND INSTITUTIONS CODE SECTION 331
Amend rule to clarify that the judge specified is the Supervising Judge of the Dependency Court.
- Rule 7.32 CLIENT COMPLAINT PROCESS
Amend rule to clarify that the judge specified is the Supervising Judge of the Dependency Court.

The proposed amendments were reviewed and approved by both the Los Angeles Superior Court's Rules Committee and Executive Committee. Comments must be submitted via email at localrulescomments@lacourt.org, or in writing, to: Sandra Pigati-Pizano, Room 620, Judicial and Executive Support, Los Angeles Superior Court, 111 North Hill Street, Los Angeles, CA 90012. Comments must be received no later than 5:00 p.m. on **October 28, 2019**.

View LASC Local Rules at <http://www.lacourt.org>

SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES

2.7 ASSIGNMENT OF MATTERS ~~– APPELLATE DIVISION 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 (Stanley Mosk Courthouse) as follows:

~~(a) APPELLATE DIVISION:~~

Appeals from judgments and or orders in misdemeanor, infraction, and limited civil cases (except small claims cases), from anywhere in the County.	Appellate Division
Habeas corpus petitions filed in conjunction with misdemeanor, infraction, or limited civil appeals.	Department 70. Upon request of Department 70, Evidentiary hearings may be assigned to the Criminal Division by the Criminal Division Supervising Judge upon request of Department 70.
Petitions for writs of review, mandate, or prohibition and review , in misdemeanor, infraction, and limited civil cases, from anywhere in the County.	Appellate Division
Petition for writ of review, mandate, or prohibition related to a post-judgment enforcement order of the small claims court	Appellate Division
Petition for writ of review, mandate, or prohibition related to an act of the small claims court, other than a post-judgment enforcement order	Judge assigned to the Appellate Division

[Sections 2.7 (b) through (f) are moved to new Local Rules 2.8 through 2.13 and amended]

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[Sections 2.7 (b) through (f) are moved to new Local Rules 2.8 through 2.13]

2.8 ASSIGNMENT OF MATTERS IN CENTRAL DISTRICT – CIVIL DIVISION

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 (Stanley Mosk Courthouse) as follows. These assignments do not apply to matters heard in the other districts or in the Complex Litigation departments:

(b) CIVIL DIVISION:

(1) General Unlimited Civil Cases and Proceedings:

(A) Attachment and Writ of Possession Matters:

(a) Writs of Attachment and Possession, Unlimited Civil Cases

Application for pre-judgment Writs of attachment for and writ of possession matter, whenever made and other proceedings in connection with,	Department 82, 85, or 86 See Local Rule 2.9 2.7(b)(1)(G)
Application for post-judgment writ of attachment and Writs of possession matter, application for and other proceedings in connection with,	Department 44

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

[See pages 6 through 8 for amendments to (b)(1)(C) through (F)]

(b) (b)(1)(G)(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:

[Clean version is alphabetical]

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;	Direct calendar court
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An <i>Ex parte</i> 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;	Direct calendar court
A Noticed motion for a preliminary injunction, no-matter when -whenever made;	Direct calendar court
Any Noticed motion or <i>ex parte</i> application to dissolve or modify a preliminary injunction, made after the first scheduled date for an initial status conference or case management conference;	Direct calendar court

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

An <i>Ex parte</i> 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	Department 82, 85, or 86 See Local Rule 2.9
An <i>Ex parte</i> 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	Department 82, 85, or 86 See Local Rule 2.9
An <i>Ex parte</i> application or noticed motion for injunctive relief or appointment of a receiver in a Personal Injury Action, whenever made	Department 82, 85, or 86 See Local Rule 2.9

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(c) ~~(b)(1)(G)(ii)~~ Receivers, Unlimited Civil

Ex parte application or noticed motion for appointment of a receiver and all matters pertaining to the receivership, made post-judgment	Department 44
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A pre-judgment Ex parte application or noticed motion for appointment of a receiver (and all matters pertaining to the receivership) , whenever made pre-judgment is assigned to the writs and receivers departments;	Department 82, 85, or 86 See Local Rule 2.9
Ex parte application or noticed motion for appointment of a receiver in a Personal Injury Action, whenever made	Department 82, 85, or 86 See Local Rule 2.9

(d) ~~(b)(1)(G)(iii)~~ Special Proceedings, ~~Heard in Writs and Receivers Departments~~ Unlimited Civil

Cemetery, petition to replat or vacate (Health and & Safety Code, §§ 8701-8715)	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
Common interest development, petition to reduce votes required to amend declaration of covenants and restrictions (Civ. H Code, § 4275)	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
Contempt, order to show cause and trial	Post-judgment Dept. 44; Pre-judgment (See Local Rule 3.11)
Corporations, involuntary winding up of corporation after a decree or stipulation of winding up (Corp. Code, § 1806 1805)	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
Corporations, petition to obtain order of involuntary dissolution (Corp. Code § 1804) , and petition to fix value of shares (Corp. Code, § 2000) (See below for general partnership, limited liability company, and limited partnership)	writs and receivers department Direct calendar court

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Corporations, petition to take jurisdiction over voluntary winding up (Corp. Code, § 1904)	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
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 and 1802)	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
Director, petition to determine election (Corp. Code, §§ 709, 5617, 7616, and 9418)	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
General partnership, application for judicial supervision of winding up (Corp. Code, § 16803)	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
General partnership, petition to obtain order of dissolution (Corp. Code, §16801)	Direct calendar court
Insurance company, insolvency proceedings	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
Late claim proceeding (Gov. Code, § 946.6), where the underlying case has been filed and is pending. In that circumstance, the petition will be heard in the	Direct calendar court to which the underlying case is assigned
Late claim proceeding (Gov. Code, § 946.6), where unless the underlying case has not been filed	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
Law practice, assumption of jurisdiction over (Bus. & Prof. Code, §§ 6126.3, 6180.2, and 6190)	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9

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Limited liability company, petition to obtain order of dissolution (Corp. Code, § 17707.03), and petition to fix value of shares (Corp. Code, § 17707.03)	Direct calendar court
Limited liability company, winding up after order of dissolution (Corp. Code, §17707.04) petition ordering winding up (Corp. Code, §§ 17352(b), 17353(b));	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
Limited partnership, petition to dissociate limited or general partner, and petition to dissolve limited partnership (Corp. Code, §§ 15906.1, 15906.03, 15908.02)	Direct calendar court
Limited partnership, petition ordering winding up after order of dissolution (Corp. Code, § 15683 §15908.03)	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
Mandate, petition for writ of (except where assigned to the Appellate Division by these rules)	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
Prohibition, petition for writ of (except where assigned to the Appellate Division by these rules)	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
Public Records Act proceeding, and reverse Public Records Act proceeding	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
Quo Warranto, petition for writ of	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
Review, petition for writ of (except where assigned to the Appellate Division by these rules)	writs and receivers department Department 82, 85, or 86 See Local Rule 2.9
Other special proceedings not listed above	Direct calendar court

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(e) ~~(b)(1)(F)~~ **Supplemental and Miscellaneous Proceedings:**

(b)(1)(C) Eminent Domain: All eminent domain or 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.	Direct calendar court
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Enforcement of Judgment Proceedings:

~~All enforcement of judgment proceedings~~

except contempt proceedings. Examples of E enforcement of Judgment proceedings, include ing : <ul style="list-style-type: none">- Application for post-judgment examination hearing;- Charging order;- Claim of exemption hearing;- Court order for sale for real property pursuant to writ of execution;- Debtor examination hearing;- Hearing on third party claim pursuant to writ of execution;- Motion for appointment of a receiver after judgment;- Motion for assignment order;- Third party examination hearing; and- Any other Proceeding under See also, Code of Civil Procedure sections 680.010 – 720.800	Department 44 check the court’s website
Escheat, hearing on petition for relief	Department 44 check the court’s website
Gender change for adult, petition and hearing <ul style="list-style-type: none">- with issuance of new birth certificate (See also name change for adult)	Department 44

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Gender change for minor, petition and hearing - with issuance of new birth certificate (including optional name change)	Department 44
(b)(1)(D) Guardian <i>ad litem</i> appointments: Guardian <i>ad litem</i> appointments for a particular case Petitions for general guardianships and not for a particular case	Department 94 check the court's website Probate Division
(b)(1)(E) Long Cause Cases trial (20 or more days of testimony) 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	Direct calendar court ⁵ , may be transferred to the Supervising Judge of the Civil Division for assignment to a long cause trial department judge sitting in the Central District.

~~Ex parte orders shortening time in Department 1.....check the court's website~~
~~In forma pauperis applications for civil limited andcheck 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 C change, petitions and hearings (See also gender change for minor)	Department 44 check the court's website
Name change for adult, petition and hearing - with recognition of change of gender and issuance of new birth certificate	Department 44

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Newspaper, petition to establish standing	Direct calendar court check the court's website
Publication of summons, application and orders for	Department 94 check the court's website
Service on Secretary of State of summons on corporation, application and order for (Corp. Code § 1702)	Department 94 check the court's website
Voter information, petition to declare confidential (Elec. Code § 2166)	Department 1 check the court's website

(f) ~~(b)(2)~~ Limited Civil and Small Claims Cases and Proceedings

(Including Small Claims Appeals and Unlawful Detainer Cases):

Appeal of administrative hearing (including parking appeals)	Department 44 check the court's website
Assignment orders, application for	Department 94 check the court's website
Claim of exemption hearing	Department 94 check the court's website
Dissolve or modify preliminary injunction, motion to	Department where case is assigned
<i>Ex parte</i> application (limited civil)	Department 94
Law and motion (limited civil)	Department 94
Minor's compromise hearing	Department 94
Non-unlawful detainer default prove-up	Department 94
Post-judgment debtor and third party examination	Department 94 check the court's website
Publication of summons, application and order for	Department 94 check the court's website

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Receiver, pre-judgment , application for appointment of	Department 82, 85, or 86 See Local Rule 2.9
Service on Secretary of State of summons on corporation, application and order for (Corp. Code, §1702)	Department 94 check the court's website
Small claims trial and appeal	Department 90 and Department 1A
Third party examination hearing	Department 94 check the court's website
Unlawful detainer law and motion	Departments 91 or 97
Waiver of court fees and costs, limited, application for	Department 44
Waiver of court fees and costs, small claims, application for	Department 1A or 90
Writs of attachment, application for and other proceedings in connection with	Department 82, 85, or 86 See Local Rule 2.9 2.7(b)(1)(G)
Writs of possession, application for and other proceedings in connection with	Department 82, 85, or 86 See Local Rule 2.9 2.7(b)(1)(G)

**2.9 ASSIGNMENT OF PROCEEDINGS TO WRITS AND RECEIVERS DEPARTMENTS
– CENTRAL DISTRICT**

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 **(Stanley Mosk Courthouse)** as follows. **These assignments do not apply to matters heard in the other districts or in the Complex Litigation departments.**

~~(b)(1)(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~~ **Local Rule 2.8** 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 the~~ department ~~a~~ **to which a** case ~~is~~ **will be** assigned.

~~Matters~~ **Certain applications/motions (provisional remedies) in cases** assigned for all purposes to an unlimited civil ~~trial department, in which certain applications/motions (provisional remedies)~~ **direct calendar court in the Stanley Mosk Courthouse** are ~~to be~~ heard in a writs and

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receivers department pursuant to ~~this rule~~, **Local Rule 2.8. The provisional remedy matter** 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 remedy **ies application/motions matters** for the related cases. ~~Ex parte matters are heard daily in all three departments at 8:30 a.m.~~

2.10 ASSIGNMENT OF MATTERS IN CENTRAL DISTRICT – CRIMINAL DIVISION

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. **These assignments do not apply to matters heard in the other districts.:**

~~(e) CRIMINAL DIVISION and MENTAL HEALTH MATTERS:~~

~~(1) Criminal matters:~~

Arraignments s , felony complaints	Clara Shortridge Foltz Criminal Justice Center (Foltz-CJC): Department vision 30 CJC Metro: Department vision 66 69 Metro East LA: Division 5 East LA Department 1/ site judge
Arraignments s , misdemeanor complaints	Foltz-CJC: All courts Males in custody: Department 40 Females in custody and all out of custody: Department 48 Metropolitan Branch: Dep artment ^{ts} 60 and 66 for City Attorney filings Dep artment ^{ts} 62, and 65 and 68 for District Attorney filings East LA: Based on case number, Inquire at courthouse

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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 case, s Clara Shortridge Foltz -CJC Courthouse (CJC) only	Department 100
Expungements - misdemeanor case, s Foltz -CJC only	Department 56
Firearm return, /restoration of right to own, etc. (Welf. & Inst. Code, §§ 8100, 8103)	Mental Health Department 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)	Mental Health Department Department 95
Habeas corpus, person held for extradition	Department 100
Habeas corpus under the Hague Convention on International Child Abduction	Department 2 Stanley Mosk Courthouse
Habeas corpus, all other	See Local Rules 2.7(a) and 8.33.
Mandate or prohibition in felony case, after holding order	Court of Appeal
Mandate or prohibition in felony case, prior to holding order	Department 100
Mandate or prohibition in misdemeanor or and -infraction cases	Appellate Division
Mental competence trial and hearing, felony case, after holding order	Department where case is assigned
Mental competence trials and hearings, felony cases, prior to holding order	Mental Health Department Department 95
Mental competence trials and hearings, misdemeanor or infraction cases	Mental Health Department Department 95

[See page 13, new Local Rule 2.13 below for amendments to (c)(2) Mental health matters]

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Mentally disordered sex offender under former , extension proceeding (Welf. & Inst. Code, § 6300)	Mental Health Department Department 100
Pro per privileges at variance with policy	Department where case is pending

2.11 ASSIGNMENT OF MATTERS - FAMILY LAW DIVISION- CENTRAL DISTRICT

(d) FAMILY LAW DIVISION:

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 (Stanley Mosk Courthouse) as follows. These assignments do not apply to matters heard in the other districts.

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. The following matters are also assigned to the Family Law Division: any request for personal conduct and/or “stay away” restraining order which does not also seek money damages including but not limited to request for civil harassment restraining order, petition for workplace violence restraining order, petition for order prohibiting abuse or program misconduct (relative to a transitional housing program), petition for gun violence restraining order, and request for elder or dependent adult abuse restraining order (except in cases in which there is a conservatorship proceeding in the Probate 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 is also assigned to the Family Law Division	See also Local Rule 5.2

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Habeas corpus under the Hague Convention on International Child Abduction	Department 2
Surrogacy	Department 2

2.12 ASSIGNMENT OF MATTERS – JUVENILE DIVISION

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. **These assignments do not apply to matters heard in the other districts.:**

(e) JUVENILE DIVISION:

A petition for adoption or emancipation of minor is assigned to the 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; **and**
- Parental custody and control, petition to free a minor from, filed by Department of ~~Adoptions~~ **Children and Family Services**, and proceedings to determine the necessity of parental consent directly related thereto.

2.13 ASSIGNMENT OF MATTERS - PROBATE DIVISION and MENTAL HEALTH MATTERS

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. **These assignments do not apply to matters heard in the other districts.:**

(a) Probate

(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.*)

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A petition for ~~C~~ompromise of a minor's or disabled person's claim when no prior to trial in a civil case is has been filed 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 When a civil settlement or judgment includes 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 pursuant to Local Rules 4.115 - 4.117.

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).~~ An application for appointment of general guardianship is heard in the Probate Division. An application for a guardian *ad litem* is heard in the division hearing the matter.

(b) ~~(c)(2)~~ Mental health matters

~~(c)(2)(A) Civil commitment proceedings -- not LPS~~

~~(c)(2)(B) Civil commitment proceedings -- LPS~~

Accounting; of LPS conservatorship	Mental Health Department Department 95
Appeal of medication capacity findings and order (<i>de novo</i> hearing) (Welf. & Inst. Code, § 5334(e)(1))	Mental Health Department Department 95
Developmental disability commitments (<i>In Re Hop</i> ; & (Welf. & Inst. Code, § 6500))	Mental Health Department Department 95
ECT capacity hearing (Welf. & Inst. Code, §§ 5326.7, 5326.75)	Mental Health Department Department 95
<i>Ex parte</i> petition for temporary LPS conservatorship by County Mental Health Director/Public Guardian	Mental Health Department Department 95
<i>In Re Roger S.</i> pre-commitment hearing	Mental Health Department Department 95
LPS C onservatorship (Welf. & Inst. Code, § 5350)	Mental Health Department Department 95

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Mentally disordered person dangerous to others proceedings (Welf. & Inst. Code, § 5300)	Mental Health Department Department 95
Site-based certification review hearings (<i>Doe vs. Gallinot</i> , Welf. & Inst. Code, § 5256)	Mental Health Department Department 95
Site-based medication capacity hearings (Welf. & Inst. Code, § 5332)	Mental Health Department Department 95

(c) ~~(e)(2)(C)~~ **Criminally-related proceedings**

Commitment, judicial review	Mental Health Department Department 95
Continued involuntary treatment, mentally disordered offenders (Pen. Code, § 2972)	Mental Health Department Department 95
Extension of commitment and re-commitment to California Youth Authority (Welf. & Inst. Code, § 1800)	Mental Health Department Department 95
Firearm return and restoration of right to own (Welf. & Inst. Code, §§ 8100, 8103)	Mental Health Department Department 95
Mental competence trial and hearing, felony case, after holding order	Court where case is assigned
Mental competence trials and hearings, felony cases, prior to holding order	Mental Health Department Department 95
Mental competence trials and hearings, misdemeanor or and infraction cases	Mental Health Department Department 95
Mentally disordered sex offenders proceedings (former Welf. & Inst. Code, § 6300)	Mental Health Department Department 95
Petition to extend commitment and re-commitment of defendant found not guilty by reason of insanity (Pen. Code § 1026.5(b))	Mental Health Department Department 95

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Petition to release following restoration to sanity (Pen. Code, § 1026.2)	Mental Health Department Department 95
Qawi petition	Mental Health Department
Sexually violent predator, after probable cause hearing, and pre-trial matter	Department 56S, Clara Shortridge Foltz Criminal Justice Center
Sexually violent predator, pre-trial and post-trial issues petition prior to probable cause hearing	Mental Health Department Department 95B
Sexually violent predator, probable cause hearing	Department 56, for assignment to a criminal court
Sexually violent predator trial	Department 100, for assignment to a trial court

(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, 1/1/2019] amended and effective _____)

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2.18 APPLICATION **FOR WAIVER OF COURT FEES AND COSTS** ~~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 **cases;** ~~limited civil cases, and appeals from limited civil to the~~
~~Appellate Division: Room 111A~~ **Department 44 for the initial application; the**
courtroom where the case is assigned for all additional applications for
waiver;

(2) **Limited civil cases: Department 44 for the initial application; Department 94**
for all additional applications for waiver;

(3) **Appeals from limited civil to the Appellate Division: Department 44;**

(4) Probate cases: Room 258;

(5) Family law cases: Department 2;

(6) Appeals to the Court of Appeal: Room 111; **and**

(7) Small claims cases to the Small Claims Office, ~~Room 113~~ **Department 1A or 90.**

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

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

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3.3 ASSIGNMENT OF DIRECT CALENDAR CASES

(a) Proportionate Assignment. A *pro rata* share of all cases filed in or transferred to any district shall be assigned for all purposes to each judge assigned to hear direct calendar cases in that district.

(b) Regulation of Case Assignment. The clerk must take all reasonably appropriate steps, including a system of random use of case numbers, to ensure that neither any party nor any counsel will be able to anticipate a case assignment. The name of the judge to whom the case is assigned will be designated by the clerk on the summons and the complaint.

(c) Notice of Case Assignment. At the time that a civil case is filed, the clerk must provide a Notice of Case Assignment, which must indicate the name of the judge to whom the case has been assigned. Each plaintiff (and cross-complainant) must serve a copy of the notice, with the complaint (and cross-complaint), and give notice of any date set for a case management or status conference.

(d) Improper Refiling. A party must not dismiss and then refile a case for the purpose of obtaining a different judge. Whenever a case is dismissed by a party or by the court prior to judgment and a new action is later filed containing the same or essentially the same claims and the same or essentially the same parties, the new action will be assigned, unless the **Presiding Supervising** Judge for good cause orders otherwise, to the judge to whom the first case had been assigned. When multiple cases involving the same or essentially the same claims, and the same or essentially the same parties, are filed on the same date, the cases shall be assigned to the judge to whom the low numbered case (or first filed case) has been assigned, whether or not that case has been dismissed.

(e) Duty of Counsel. Every counsel in the second action referred to in subdivision (d) above must immediately bring the fact of the dismissal and refile to the attention of the court. Counsel for plaintiff or cross-complainant (if the earlier action is renewed in a cross-complaint) must do so at the time that pleading is filed. Counsel for all other parties must do so upon their first appearance, or as soon thereafter as they discover the facts. The notice must be given in a "Notice of Related Case" as provided in California Rules of Court, rule 3.300.

(f) Related Cases. (Cal. Rules of Court, rule 3.300.)

(1) Where one of the cases listed in a Notice of Related Cases has been assigned to a Complex Litigation department, the judge in the Complex Litigation department shall determine whether the cases will be ordered related and assigned to the Complex Litigation department;

(2) Where the cases listed in a Notice of Related Cases contains a probate or family law case, Department 1 shall determine whether the cases shall be ordered related and, if so, to which department they shall be assigned if the cases are all pending in the Central District or pending in two different districts. If the cases are all pending in one district that is other than the Central District, the Supervising Judge of that district shall determine whether the cases shall be ordered related and, if so, to which department they shall be assigned. In addition to filing the Notice of Related Cases in the departments of all pending cases, a copy of the Notice of Related Cases must be filed in Department 1 for matters to be determined in Department 1, and in the courtroom of the Supervising Judge of a district if the matter is to be determined by the Supervising Judge of that district;

(3) In the event that the **pertinent**-judge **designated** under California Rules of Court, rule 3.300(h)(1)(A)(B)(C) **to make the decision**, does not order related any of the cases set forth in the Notice of Related Cases, any party may file a motion to have the cases related. Department 1 shall hear the motion, if the cases are all pending in the Central District or are pending in two or more

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different districts. If the cases are all pending in one district that is other than the Central District, the motion shall be heard by the Supervising Judge of that district. The motion must be served on each party in every case listed in the Notice of Related Cases, with proof of service attached; and

(4) Complex cases. Under California Rules of Court, rule 3.300(h)(3), the provisions in (3) of this subdivision do not apply in cases that have been designated as complex by the parties or determined to be complex by the court.

(g) Consolidation of Cases.

(1) Cases may not be consolidated unless they are in the same department. A motion to consolidate two or more cases may be noticed and heard after the cases, initially filed in different departments, have been related into a single department, or if the cases were already assigned to that department.

(2) Upon consolidation of cases, the first filed case will be the lead case, unless otherwise ordered by the court. After consolidation, all future papers to be filed in the consolidated case must be filed only in the case designated as the lead case.

(3) Before consolidation of a limited case with an unlimited case, the limited case must be reclassified as an unlimited case and the reclassification fee paid.

~~(h) Coordination of Non-Complex Cases. A civil case which is not complex as defined by Standard 3.10 of the Standards of Judicial Administration may be transferred to the court from a superior court in another county, if it involves a common question of fact or law within the meaning of Code of Civil Procedure section 404. The coordination motion shall be made in compliance with the procedures established by California Rules of Court, rule 3.500. Coordination motions seeking to transfer a case or cases to the Central District shall be filed and heard in Department 1. Coordination motions seeking to transfer a case or cases to a district other than the Central District shall be heard by the supervising judge in that district.~~

(h) Assignment for All Purposes. Cases are assigned for all purposes, including trial. Except as the Presiding Judge may otherwise direct, each judge shall schedule, hear and decide all matters for each case assigned.

(i) Effect of Judge Unavailability. Whenever a judge is unavailable to perform his or her duties, the cases previously assigned to that judge shall be reassigned to another judge as the **Presiding Supervising** Judge determines.

(j) Complex Litigation.

(1) The Complex Litigation Program of the Los Angeles Superior Court will consist of the departments designated by order of the Presiding Judge. Complex cases must be filed in the districts designated according to Local Rule 2.3. Complex cases must be designated or counter-designated in the civil cover sheet as provided by California Rules of Court, rules 3.401-3.402.

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(2) Except **as** provided in subsection ~~7~~**(8)** below concerning class actions, the **Assistant** Supervising Judge, **Civil/Complex**~~Litigation Courts~~, (or his or her designee) (collectively, **“Assistant Supervising Judge, Civil/Complex**~~Supervising Judge”~~) ~~shall~~ **will** review all cases in which a plaintiff/petitioner or a defendant/respondent has designated or counter-designated the case as complex and all cases that are designated on the civil cover sheet as “provisionally” complex (*see* California Rules of Court, rule 3.400(c)). This review ~~shall~~ **will** be conducted as soon as feasible after the case is filed, ~~in consultation with the judge to whom the case is assigned~~ **but before the case is assigned to a judge**. The **Assistant Supervising Judge, Civil/Complex** ~~Supervising Judge~~ **shall will** determine (with or without a hearing) whether ~~or not the case should be designated~~ **to designate the case** as complex pursuant to California Rules of Court, rule 3.403. If the matter is designated as complex and if ~~all parties~~ **any party has** ~~have~~ not yet paid the complex case fee required by Government Code section 70616(a), the court shall order payment of that fee. **If the case is designated complex, the Assistant Supervising Judge, Civil/Complex will assign the case to a judge in the Complex Litigation Program. If the case is not designated complex, the Supervising Judge, Civil will assign the case.**

(3) ~~If the Complex Supervising Judge designates a case as complex, he or she shall inquire whether the judge to whom the case has been assigned elects to keep the case and handle it for all purposes, including trial. If that judge does not elect to keep the case, the case will be reassigned to a judge sitting in a complex litigation department.~~ The judge who manages the complex case should do so with due consideration of Standard 3.10 of the Judicial Administration Standards and the case management concepts set forth in the Deskbook on Complex Civil Litigation published by the Judicial Council of California.

(4) **If a party wishes to seek a designation that a case is a complex case, the party may seek to transfer the case to the Complex Litigation Program in the following manner. The party must complete the Complex Civil Case Questionnaire designated by the Assistant Supervising Judge, Civil/Complex. The Questionnaire must be filed in the court in which the case is pending. A courtesy copy of the Questionnaire must be provided to the Assistant Supervising Judge, Civil/Complex, who shall determine, with or without a hearing, but with notice to the assigned judge, whether the case should be assigned to the Complex Litigation Program in light of the caseload of the Program, the relative complexity of the case compared with cases then assigned to the Program, and the length of time the case has been pending.**

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(54) Nothing in this rule will be construed to alter the continuing power of a judge assigned to a case to decide at a later date that the case is complex or that a case previously declared to be complex is not. (*See* Cal. Rules of Court, rule 3.403(b).)

~~(65) In the event that~~ If the judge to whom a case is assigned determines that a case is a complex case ~~even though the Complex Supervising Judge did not designate it as one~~, the judge may seek to transfer the case to the Complex Litigation Program in the following manner. The judge or the parties, on order of the court, shall complete the Complex Civil Case Questionnaire designated by the **Assistant Supervising Judge, Civil/Complex.** ~~Supervising Judge, The Questionnaire must be filed in the court in which the case is pending. A courtesy copy of the Questionnaire must be provided to the Assistant Supervising Judge, Civil/Complex,~~ who shall determine, ~~(with or without a hearing),~~ but with notice to the assigned judge, whether ~~or not~~ the case should be assigned to the Complex Litigation Program in light of the caseload of the Program, the relative complexity of the case compared with cases then assigned to the Program, and the length of time the case has been pending. ~~The Questionnaire must be filed in the court in which the case is pending. A courtesy copy of the Questionnaire must be provided to the Assistant Supervising Judge Complex.~~

~~(76) The policy of the court, consistent with California Rules of Court, rule 3.403, is that the issue of whether a case is complex should be decided as soon as feasible after a case is filed.~~

A decision by the assigned judge to deem the case complex does not cause the case to transfer into the Complex Litigation Program. Only the Assistant Supervising Judge, Civil/Complex decides if a case will transfer into the Complex Litigation Program.

(87) Recognizing that class actions are defined as provisionally complex pursuant to California Rules of Court, rule 3.400(c), considering the factors which make a case complex enumerated in California Rules of Court, rule 3.400(b), and consistent with the policy to determine as soon as reasonably practicable whether a case is complex under California Rules of Court, rule 3.403, all class actions are presumed to be complex and **at filing** are assigned to the Complex Litigation Program of the court. Pursuant to Government Code Section 70616(a), the complex case fee and first appearance fee must be paid at the time of the filing of the first paper in a class action proceeding. **If class action claims are added to the case after the original filing of the complaint, and a party**

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140 **wants the case transferred to the Complex Litigation Program, the party must follow the**
141 **procedure provided in subsection (4).**

142 (Rule 3.3 [7/1/2011, 1/1/2012, 7/1/2012, 1/1/2013, 5/17/2013, 1/1/2015]
143 amended and effective _____)

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3.4 ELECTRONIC FILING

(a) Mandatory Electronic Filing. Pursuant to the operative General Order re Mandatory Electronic Filing for Civil (“General Order”), represented parties in civil actions must file documents electronically, unless the court exempts parties from doing so. The electronic filing of documents must be effected using an approved electronic service provider. Electronic service provider information is available on the court’s website at www.lacourt.org.

(b) Exemptions from Mandatory Electronic Filing. Self-represented litigants are exempt from mandatory electronic filing requirements. Although not required, self-represented litigants are encouraged to participate in electronic filing and service. In addition, represented parties may apply for exemption from electronic filing requirements as set forth in the operative General Order.

(c) Timing for Electronic Filing. Any document received electronically before midnight on a court day is deemed to have been filed on that court day if accepted for filing. Any document received on a non-court day is deemed to have been filed on the next court day if accepted for filing. (Cal. Rules of Court, rule 2.253(b)(6); Code Civ. Proc., § 1010.6(b)(3).) This Rule does not affect the timing requirements for any documents that must be filed by a designated time on the due date.

(d) Timing for Exempted Filing. All ~~exempted~~ filings **exempt from mandatory filing requirements under subdivision (b)** must be filed at the clerk’s filing window no later than 4:30 p.m.

The clerk’s office will open to the public at 8:30 a.m. for filing documents and other official public services, and close at 4:30 p.m. each court day. Except as directed by the court, the clerk may not allow the public to enter the offices for the purpose of filing papers or obtaining other official services after 4:30 p.m. Persons in the clerk’s office at 4:30 p.m. may complete their filing.

(e) Lodged Materials. All separate exhibits (*i.e.*, deposition transcripts, bulky items, *etc.*) not attached to filed papers and presented for motions and trials must be lodged with the court in time for the hearing, or at such other time as the court orders. All lodged exhibits will be returned to counsel for preservation after the hearing unless ordered by the court. A party must either submit a self-addressed stamped envelope with lodged material, or submit an attorney-service pick-up slip where the attorney service has been instructed by counsel to pick up the lodged material without reminder from the clerk.

(f) Time for ~~Electronic~~ Filing of *Ex Parte* Applications. ~~Electronic filing of *ex parte*~~ applications **subject to mandatory electronic filing** must be filed pursuant to the timing set forth in **all the** operative General Orders. In the Central District, if a party is exempt from electronic filing, *ex parte* application papers for all limited civil matters, including unlawful detainer matters, must be filed at the first floor filing window at the Stanley Mosk courthouse, and fees paid, by 11:00 a.m.

(Rule 3.4 [7/1/2011, 7/1/2019] amended and effective _____)

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1 4.115 SETTLEMENTS OF CLAIMS OF MINORS OR PERSONS WITH DISABILITIES
2 (INCLUDING ESTABLISHMENT AND FUNDING OF TRUSTS)

3 Where there is a judgment or settlement of claim(s), including a covenant not to sue, for a
4 minor or person with a disability, as defined by Probate Code section 3603, the following procedures
5 apply. (*See also* Code Civ. Proc., § 372; Prob. Code, § 2500 *et seq.*; Prob. Code, § 3500, Prob. Code,
6 §§ 3600 - 3612; Standards of Judicial Administration, Section 7.10; and Cal. Rules of Court, rule
7 3.1384 and rule 7.950 *et seq.*)

8 (a) Proper Court to Approve Settlement.

9 (1) No Civil Action Pending. If no civil action is pending, the settlement must be
10 approved by the probate court as provided in Probate Code sections 2505(b) and 3500.

11 (2) Pending Civil Action. If a settlement for a minor or a person with a disability is
12 reached in a pending civil action, the settlement must be approved in the court in which the action is
13 pending (Prob. Code, § 2505(a)).

14 (b) Disposition of Proceeds. Proceeds from a settlement or judgment may be handled in the
15 following manner (except for settlements made pursuant to Probate Code section 3500(d)):

16 (1) Distribution to a parent of a minor. (Prob. Code, § 3611(e) and 3400 *et seq.*);

17 (2) Distribution to one or more insured blocked accounts deposited in financial
18 institutions in California. (Prob. Code, § 3602(c)(1).) Deposits in financial institutions covered by
19 FDIC insurance must not exceed the amount covered;

20 (3) Distribution to a guardian or conservator of the estate after filing of appropriate
21 bond. (Prob. Code, § 3602(b) and 3611(a).);

22 (4) Distribution to a custodian under the Uniform Transfers to Minors Act. The
23 custodian may be required to place the funds into a blocked account or be bonded in the amount
24 required by Probate Code section 2320 *et seq.* (Prob. Code, §§ 3602(c) and 3611(f).);

25 (5) Purchase of a single-premium deferred annuity. (Prob. Code, §§ 3602(d) and
26 3611(b).);

27 (6) Creation and distribution to a special needs trust. (Prob. Code, §§ 3602(d) and
28 3611(c).); and

29 (7) Creation and distribution to a trust for a minor that is revocable at age 18. (Prob.
30 Code, §§ 3602(c)(3) and 3611(g).)

31 (c) Special Needs Trusts and Other Trusts. When the settlement proposes the establishment
32 of a special needs **trust, minor's trust,** or other trust as provided in Probate Code sections 3600 to
33 3612, the terms of the proposed trust must be reviewed by the Probate ~~Department~~ **Division.** The
34 terms of the trust must include the provisions required in California Rules of Court, rule 7.903, and
35 Local Rule 4.116. **To facilitate timely review, a party seeking to establish and fund a trust as part**
36 **of a petition for approval of a compromise filed in a civil department pursuant to subsection**
37 **(a)(2) of this rule must, within two court days of the filing of the petition for approval of**
38 **compromise and trust, lodge with the filing window of the Probate Division at Stanley Mosk**
39 **Courthouse a physical copy of the face page of the petition to approve compromise and attach a**
40 **copy of the proposed trust instrument and the proposed order approving the compromise and**
41 **trust.**

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(d) Orders.

(1) Order Approving Compromise. The order must be on Judicial Council form “Order Approving Compromise of Disputed Claim or Pending Action or Disposition of Proceeds of Judgment for Minor or Adult Person with a Disability.” **(Judicial Council form MC-351).**

(2) Order Establishing Trust. When the order establishes a trust, the order must set forth the provisions of the trust in their entirety.

(e) Post-Judgment Procedure.

(1) Commencement of Trust Proceeding. An order approving a settlement **where proceeds will be deposited into a trust** must provide that the trustee(s) commence a separate trust proceeding with a probate case number in the ~~County~~ **Probate Division of the court unless the court finds good cause otherwise. The trustee(s) must file, within 60 days of approval of the compromise and trust, a “Notice of Commencement of Proceedings for a Court Supervised Trust” (form LASC PRO 044) and attach a certified copy of the order approving compromise, a copy of the executed trust instrument, and a copy of any required trustee’s bond. The Probate Division will then issue a new probate case number for court supervision of the trust and set an Order to Show Cause hearing to ensure filing of the first trust accounting within one year. A ~~certified copy of the settlement order establishing the trust and a copy of the trustee’s bond(s) must be filed with the court as an attachment to a pleading which will create a new probate case. The accounting will be tracked by the court in the new probate case.~~**

(2) Blocked Account: A certified or file endorsed copy of ~~the Judicial Council form~~ **an** “Order To Deposit Money Into Blocked Account” **(Judicial Council form MC-355)** must be delivered to the financial institution. ~~The Judicial Council form~~ **A** “Receipt and Acknowledgment of Order for the Deposit of Money to Blocked Account” **(Judicial Council form MC-356)** must be signed by the depository and promptly filed with the court pursuant to California Rules of Court, rule 7.953. Counsel must ensure that funds are deposited in accordance with the order. Attorney’s fees must not be paid until a receipt reflecting the deposit is filed with the court.

(3) Withdrawal of Funds from Blocked Account: In order to withdraw funds from a blocked account **approved by a prior probate court order**, ~~Judicial Council form~~ **a** “Petition for Withdrawal of Funds from Blocked Account” **(Judicial Council form MC-357)** must be filed in the ~~p~~**P**robate ~~Division~~ **court**. Petitions may be presented *ex parte*. ~~In Central District cases, contact~~ ~~Minor’s Account Section, Stanley Mosk Courthouse.~~

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73 When withdrawal is sought because the minor has reached majority and the “Order ~~To~~
74 Deposit Money Into Blocked Account” is self-executing, *i.e.*, provides for release when minor attains
75 the age of 18, no petition is necessary and the former minor must contact the financial institution
76 directly for release of funds.

77 (Rule 4.115 [7/1/2011, 7/1/2014, 1/1/2017] amended and effective _____)
78

7.1 JURISDICTION

(b) Coordination of Custody Proceedings. Local Rule 8.34 governs the coordination of multiple proceedings involving the same child(ren). Counsel must be familiar with Local Rule 8.34 and Welfare and Institutions Code section 304, which gives the juvenile court jurisdiction during the pendency of a dependency action over all issues in proceedings under the Family Law and Probate codes that affect the custody of child(ren).

(2) Coordination of Multiple Dependency Proceedings Involving Members of the Same Family. All attorneys and self-represented parties (collectively defined in Local Rule 1.1 as “counsel”) must investigate the existence of any open, closed, or reactivated dependency cases that involve the parents, guardians, or other members of the same family. If counsel learns of a pending or closed case in another dependency department that involves members of the same family, the attorney or party must notify the judges presiding over the cases, who will advise the Supervising Judge of the Dependency Court ~~(hereinafter in this Chapter, “Supervising Judge”)~~. After consultation with those judges, the Supervising Judge **of the Dependency Court** will determine how, and in what department(s), the matters will be heard, transferred, consolidated, or coordinated.

(Rule 7.1 [7/1/2011] amended and effective_____)

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7.10 SPECIALLY DESIGNATED DEPARTMENTS

(a) ICWA Cases. The Indian Child Welfare Act of 1979 (“ICWA”) 25 U.S.C. 1901 *et seq.* is federal legislation which preempts state law whenever an Indian child may be removed from the child’s family. ICWA cases in California are governed by California Rules of Court, rule 5.664.

(1) If a dependency petition checks section l(l) of the Juvenile Dependency Petition (Version One) (JV-100) or section l(i) of the Juvenile Dependency Petition (Version Two) (JV-110), or if the court otherwise has reason to believe the child may be an Indian child, and the proceeding may result in the termination of parental rights to the child, notice must be given to the identified Indian tribe and/or Bureau of Indian Affairs by DCFS in Welfare and Institutions Code section 300 cases, and by the Probation Department in all Welfare and Institutions Code section 600 cases.

(2) Pending confirmation of a child’s Indian status and tribal membership, the case will remain in the originating dependency department. Upon confirmation and notice from an Indian tribe that a child has been determined to be an Indian child, the case must be transferred for all purposes, with the advice and consent of the Supervising Judge **of the Dependency Court**, to the department handling Indian child cases.

(b) Deaf/Hard of Hearing Dependent Children/Families. All cases involving deaf and hard of hearing children or parents must be filed in the department specially designated for such cases by the Presiding Judge of the Juvenile Court. Where a case should have, but has not, been filed in the special department, it must be transferred to that department with the advice and consent of the Supervising Judge **of the Dependency Court**.

(Rule 7.10 [7/1/2011] amended and effective _____)

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7.31 PETITION PURSUANT TO WELFARE AND INSTITUTIONS CODE SECTION 331
A petition filed pursuant to Welfare and Institutions Code section 331 must be filed in the clerk's office
of the Children's Court, which must refer the matter to the Supervising Judge **of the Dependency**
Court for review and further proceedings.

(Rule 7.31 [7/1/2011] amended and effective _____)

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7.32 CLIENT COMPLAINT PROCESS

(a) Client Complaint Form. A party in a juvenile proceeding seeking to lodge a complaint about his or her court-appointed attorney must fill out a “Client Complaint Form.” Forms are available in the clerk’s office at all juvenile courts.

(b) Filing the Complaint. The Client Complaint Form must be completed with specificity, and submitted to the clerk's office at the Children's Court, or mailed to the Presiding Judge of the Juvenile Court. All delinquency complaints will be reviewed by the Presiding Judge of the Juvenile Court. All dependency complaints will be forwarded for review to the Supervising Judge.

(c) Review of the Complaint. The Presiding Judge of the Juvenile Court or the Supervising Judge will review the complaint and forward a copy to the attorney who is the subject of the complaint, the attorney's supervisor if one exists. The Presiding Judge of the Juvenile Court or the Supervising Judge of the Dependency Court will send a letter to the complainant stating that the matter has been brought to the attention of the attorney and the attorney's supervisor. If the matter has not been resolved to the satisfaction of the complainant, then a motion may be filed with the court of record to relieve the attorney and/or the matter may be referred to the State Bar for review.

(d) Confidential Files. The juvenile court shall maintain a permanent file of all attorney complaints, attorney responses, and documentation of the actions taken, if any.

(Rule 7.32 [7/1/2011] amended and effective _____)