

SUPERIOR COURT OF CALIFORNIA  
COUNTY OF LOS ANGELES

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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 and Mental Health 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 departments 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, 1/1/2018] amended and effective July 1, 2020)

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  
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  
Hollywood Courthouse, 5925 Hollywood Boulevard, Los Angeles 90028  
Inglewood Juvenile Courthouse, 110 Regent Street, Inglewood 90301  
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;

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

North Central District, in:

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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:

Governor George Deukmajian Courthouse, 275 Magnolia, 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  
Whittier Courthouse, 7339 South Painter Avenue, Whittier 90602;

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, 1/1/2019, 1/1/2020, 7/1/2020]  
amended and effective January 1, 2022)

## 2.3 FILING AND TRANSFER OF ACTIONS

(a) Filing of Actions.

(1) Mandatory and Optional Filing.

(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

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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;

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

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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. Motions to transfer a family law action from one district to another, including motions based upon a

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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 and Mental Health, 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 Judge 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, 7/1/2014] amended and effective July 1, 2020)

#### 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 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.

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(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 other 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, 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.*, 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.

(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

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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 Judge 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 Judge 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 Judge 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.

(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 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

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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, 1/1/2014, 7/1/2020] amended and effective January 1, 2022)

**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 – APPELLATE 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:

Appeal from judgment or order in misdemeanor, infraction, and limited civil case (except small claims case), from anywhere in the county	Appellate Division
Habeas corpus petition filed in conjunction with misdemeanor, infraction, or limited civil appeal	Department 70. Upon request of Department 70, evidentiary hearings

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	may be assigned to the Criminal Division by the Criminal Division Supervising Judge
Petition for writ of review, mandate, or prohibition in misdemeanor, infraction, and limited civil case, 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

(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 January 1, 2020)

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.

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

Application for pre-judgment writ of attachment and writ of possession matter, whenever made	Department 82, 85, or 86 <i>See</i> Local Rule 2.9
Application for post-judgment writ of attachment and writ of possession matter	Department where case is assigned

(b) Injunctive Relief, Unlimited Civil Cases

<i>Ex parte</i> 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	Department where case is assigned
<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 <i>See</i> Local Rule 2.9
<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	Department where case is assigned

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<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 be heard in the pertinent writs and receivers department	Department 82, 85, or 86 <i>See</i> Local Rule 2.9
<i>Ex parte</i> application or noticed motion for injunctive relief in a Personal Injury Action, whenever made	Department 82, 85, or 86 <i>See</i> Local Rule 2.9
Noticed motion for a preliminary injunction, whenever made	Department where case is assigned
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	Department where case is assigned

(c) Receivers, Unlimited Civil

<i>Ex parte</i> application or noticed motion for appointment of a receiver and all matters pertaining to the receivership, made post-judgment	Department where case is assigned
<i>Ex parte</i> application or noticed motion for appointment of a receiver and all matters pertaining to the receivership, whenever made pre-judgment	Department 82, 85, or 86 <i>See</i> Local Rule 2.9
<i>Ex parte</i> application or noticed motion for appointment of a receiver in a Personal Injury Action, whenever made	Department 82, 85, or 86 <i>See</i> Local Rule 2.9

(d) Special Proceedings, Unlimited Civil

Cemetery, petition to replat or vacate (Health & Saf. Code, §§ 8701-8715)	Department 82, 85, or 86 <i>See</i> Local Rule 2.9
Common interest development, petition to reduce votes required to amend declaration of covenants and restrictions (Civ. Code, § 4275)	Department 82, 85, or 86 <i>See</i> Local Rule 2.9
Contempt, direct	Department where case is assigned <i>See</i> Local Rule 3.11
Contempt, indirect	Department where case is assigned <i>See</i> Local Rule 3.11
Corporations, involuntary winding up of corporation after a decree or stipulation of winding up (Corp. Code, § 1805)	Department 82, 85, or 86 <i>See</i> 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)	Direct calendar court

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(See below for general partnership, limited liability company, and limited partnership)	
Corporations, petition to take jurisdiction over voluntary winding up (Corp. Code, § 1904)	Department 82, 85, or 86 <i>See Local Rule 2.9</i>
Director, petition to appoint provisional director (Corp. Code, §§ 308 and 1802)	Department 82, 85, or 86 <i>See Local Rule 2.9</i>
Director, petition to determine election (Corp. Code, §§ 709, 5617, 7616, and 9418)	Department 82, 85, or 86 <i>See Local Rule 2.9</i>
General partnership, application for judicial supervision of winding up (Corp. Code, § 16803)	Department 82, 85, or 86 <i>See Local Rule 2.9</i>
General partnership, petition to obtain order of dissolution (Corp. Code, §16801)	Direct calendar court
Insurance company, insolvency proceedings	Department 82, 85, or 86 <i>See Local Rule 2.9</i>
Late claim proceeding (Gov. Code, § 946.6), where the underlying case has been filed and is pending	Department where case is assigned
Late claim proceeding (Gov. Code, § 946.6), where the underlying case has not been filed	Department 82, 85, or 86 <i>See Local Rule 2.9</i>
Law practice, assumption of jurisdiction over (Bus. & Prof. Code, §§ 6126.3, 6180.2, and 6190)	Department 82, 85, or 86 <i>See Local Rule 2.9</i>
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)	Department 82, 85, or 86 <i>See Local Rule 2.9</i>
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, winding up after order of dissolution (Corp. Code, §15908.03)	Department 82, 85, or 86 <i>See Local Rule 2.9</i>
Mandate, petition for writ of (except where assigned to the Appellate Division by these rules)	Department 82, 85, or 86 <i>See Local Rule 2.9</i>
Prohibition, petition for writ of (except where assigned to the Appellate Division by these rules)	Department 82, 85, or 86 <i>See Local Rule 2.9</i>
Public Records Act proceeding, and reverse Public Records Act proceeding	Department 82, 85, or 86 <i>See Local Rule 2.9</i>
Quo Warranto, petition for writ of	Department 82, 85, or 86 <i>See Local Rule 2.9</i>
Review, petition for writ of (except where assigned to the Appellate Division by these rules)	Department 82, 85, or 86 <i>See Local Rule 2.9</i>
Other special proceedings not listed above	Direct calendar court

(e) Supplemental and Miscellaneous Proceedings

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Eminent Domain for all purposes, including post-judgment motion to enforce the judgment and application to withdraw funds on deposit after the case has been closed	Direct calendar court
Enforcement of judgment proceedings, including: - 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 (unlimited civil); - 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 Code of Civil Procedure sections 680.010 – 720.800	Department where case is assigned
Escheat, hearing on petition for relief	Department where case is assigned
Gender change for adult, petition and hearing - with issuance of new birth certificate ( <i>See also</i> name change for adult)	Courtroom(s) assigned to the Assistant Supervising Judge(s) of the Civil Division at the Stanley Mosk Courthouse
Gender change for minor, petition and hearing - with issuance of new birth certificate (including optional name change)	Courtroom(s) assigned to the Assistant Supervising Judge(s) of the Civil Division at the Stanley Mosk Courthouse
Guardian <i>ad litem</i> appointment	Department 25 or 26, Spring Street Courthouse, except for complex cases, which are handled by the Complex Department where case is assigned
Long cause trial (20 or more days of testimony)	Department where case is assigned, but may be transferred to the Supervising Judge of the Civil Division for assignment to a long cause trial department
Name change, petition and hearing ( <i>See also</i> gender change for minor)	Courtroom(s) assigned to the Assistant Supervising Judge(s) of the Civil Division at the Stanley Mosk Courthouse
Name change for adult, petition and hearing - with recognition of change of gender and issuance of new birth certificate	Courtroom(s) assigned to the Assistant Supervising Judge(s) of the Civil Division at the Stanley Mosk Courthouse
Newspaper, petition to establish standing	Direct calendar court

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Publication of summons, application and order for	Department where case is assigned
Service on Secretary of State of summons on corporation, application and order for (Corp. Code, §1702)	Department where case is assigned
Voter information, petition to declare confidential (Elec. Code, §2166)	Department 1

(f) Limited Civil and Small Claims Cases and Proceedings  
(Including Small Claims Appeals and Unlawful Detainer Cases)

Appeal of administrative hearing (including parking appeal)	Department 25 or 26 Spring Street Courthouse
Assignment orders, application for	Department 25 or 26 Spring Street Courthouse
Claim of exemption hearing	Department 25 or 26 Spring Street Courthouse
Claim of exemption hearing (unlawful detainer)	Department where case is assigned
Dissolve or modify preliminary injunction, motion to	Department where case is assigned
<i>Ex parte</i> application (limited civil)	Department 25 or 26 Spring Street Courthouse
<i>Ex parte</i> application (unlawful detainer)	Department where case is assigned
Law and motion (limited civil)	Department 25 or 26 Spring Street Courthouse
Minor's compromise hearing	Department 25 or 26 Spring Street Courthouse
Non-unlawful detainer default prove-up	Department 25 or 26 Spring Street Courthouse
Post-judgment debtor and third party examination	Department 25 or 26 Spring Street Courthouse
Publication of summons, application and order for	Department 25 or 26 Spring Street Courthouse
Receiver, post-judgment application for appointment of	Department 25 or 26 Spring Street Courthouse
Receiver, pre-judgment, application for appointment of	Department 82, 85, or 86 <i>See</i> Local Rule 2.9
Service on Secretary of State of summons on corporation, application and order for (Corp. Code, §1702)	Department 25 or 26 Spring Street Courthouse
Small claims trial and appeal	Department 90 and Department 1A
Third party examination hearing	Department 25 or 26 Spring Street Courthouse

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Third party examination hearing (unlawful detainer)	Department where case is assigned
Unlawful detainer law and motion	Department where case is assigned
Waiver of court fees and costs, limited, application for	Department where case is assigned
Waiver of court fees and costs, small claims, application for	Department 1A or 90
Writ of attachment proceeding	Department 82, 85, or 86 <i>See Local Rule 2.9</i>
Writ of possession proceeding	Department 82, 85, or 86 <i>See Local Rule 2.9</i>

(Rule 2.8 [as 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, 1/1/2020, 7/1/2020, 1/1/2021] amended and effective January 1, 2022)

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.

Matters assigned to Department 82, 85, or 86 (the “writs and receivers departments”) for all purposes pursuant to Local Rule 2.8 will be assigned by the clerk at the time of filing, using a random system to ensure that no party or person can control or determine the department to which a case will be assigned.

Certain applications/motions (provisional remedies) in cases assigned for all purposes to an unlimited civil direct calendar court in the Stanley Mosk Courthouse are heard in a writs and receivers department pursuant to 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 matters for the related cases.

(Rule 2.9 [as 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] new and effective January 1, 2020)

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.

Arraignment, felony complaint	Clara Shortridge Foltz Criminal Justice Center (Foltz-CJC): Department 30 Metro: Department 66 East LA: Department 1/ site judge
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Arraignment, misdemeanor complaint	Foltz-CJC: Males in custody: Department 40 Females in custody and all out of custody: Department 48 Metropolitan Branch: Departments 60 and 66 for City Attorney filings Departments 62 and 65 for District Attorney filings East LA: Based on case number, 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
Expungement - felony case, Foltz-CJC only	Department 100
Expungement - misdemeanor case, Foltz-CJC only	Department 56
Firearm return, restoration of right to own (Welf. & Inst. Code, §§ 8100, 8103)	Mental Health Departments
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 Departments
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 Rule 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 infraction case	Appellate Division
Mental competence trial and hearing	Mental Health Departments
Mentally disordered sex offender, extension proceeding (Welf. & Inst. Code, § 6300)	Mental Health Departments
<i>Pro per</i> privileges at variance with policy	Department where case is pending

(Rule 2.10 [as 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, 1/1/2020] amended and effective July 1, 2021)

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2.11 ASSIGNMENT OF MATTERS - FAMILY LAW DIVISION

Subject to the authority of the Presiding Judge to apportion the work of the court, any matter arising under the Family Code, excluding emancipation of minor 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 or “stay away” restraining order which does not also seek money damages including a:

1. Request for civil harassment restraining order;
2. Petition for workplace violence restraining order;
3. Petition for order prohibiting abuse or program misconduct (relative to a transitional housing program);
4. Petition for gun violence restraining order; and
5. Request for elder or dependent adult abuse restraining order (except in cases in which there is a conservatorship proceeding in the Probate Division).

In addition, guardianship of a minor when related to a family law child custody proceeding is assigned to the Family Law Division.

Family Law Division courts are direct calendar courts. The following matters are assigned as specified below:

Child support case initiated or enforced by the Child Support Services Department	See Local Rule 5.24
Habeas corpus under the Hague Convention on International Child Abduction	Department 2
Surrogacy	Department 2

(Rule 2.11 [as 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, 1/1/2020] amended and effective July 1, 2020)

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.

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:

- 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 Children and Family Services, and proceedings to determine the necessity of parental consent directly related thereto.

(Rule 2.12 [as 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] new and effective January 1, 2020)

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.

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(a) Probate.

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.)

A petition for compromise of a minor's or disabled person's claim when no civil case has been filed is assigned to the Probate Division. 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.

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) Mental Health Matters.

Accounting of LPS conservatorship	Mental Health Departments
Appeal of medication capacity findings and order ( <i>de novo</i> hearing) (Welf. & Inst. Code, § 5334(e)(1))	Mental Health Departments
Developmental disability commitment ( <i>In Re Hop</i> ; Welf. & Inst. Code, § 6500)	Mental Health Departments
ECT capacity hearing (Welf. & Inst. Code, §§ 5326.7, 5326.75)	Mental Health Departments
<i>Ex parte</i> petition for temporary LPS conservatorship by County Mental Health Director/Public Guardian	Mental Health Departments
<i>In Re Roger S.</i> pre-commitment hearing	Mental Health Departments
LPS conservatorship (Welf. & Inst. Code, § 5350)	Mental Health Departments
Mentally disordered person dangerous to others proceeding (Welf. & Inst. Code, § 5300)	Mental Health Departments
Site-based certification review hearing ( <i>Doe vs. Gallinot</i> ; Welf. & Inst. Code, § 5256)	Mental Health Departments
Site-based medication capacity hearing (Welf. & Inst. Code, § 5332)	Mental Health Departments

(c) Criminally-Related Proceedings.

Commitment, judicial review	Mental Health Departments
Continued involuntary treatment, mentally disordered offenders (Pen. Code, § 2972)	Mental Health Departments
Extension of commitment and re-commitment to California Youth Authority (Welf. & Inst. Code, § 1800)	Mental Health Departments

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Firearm return and restoration of right to own (Welf. & Inst. Code, §§ 8100, 8103)	Mental Health Departments
Mental competence trial and hearing	Mental Health Departments
Mentally disordered sex offenders proceeding (former Welf. & Inst. Code, § 6300)	Mental Health Departments
Petition to extend commitment and re-commitment of defendant found not guilty by reason of insanity (Pen. Code, § 1026.5(b))	Mental Health Departments
Petition to release following restoration to sanity (Pen. Code, § 1026.2)	Mental Health Departments
Qawi petition	Mental Health Departments
Sexually violent predator, after probable cause hearing, and pre-trial matter	Department 56S, Clara Shortridge Foltz Criminal Justice Center
Sexually violent predator, petition prior to probable cause hearing	Mental Health Departments
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 2.13 [as 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, 1/1/2020] amended and effective July 1, 2021)

## 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.

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(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)

## 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

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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 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, 1/1/2017] amended and effective July 1, 2020)

## 2.18 APPLICATION FOR WAIVER OF COURT FEES AND COSTS

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

- (1) Unlimited civil cases – Self-represented parties or parties that have received an exemption from mandatory electronic filing requirements may file in Room 102. Represented parties must adhere to the mandatory electronic filing requirements;
- (2) Limited civil cases – Self-represented parties or parties that have received an exemption from mandatory electronic filing requirements may file in Room 102. Represented parties must adhere to the mandatory electronic filing requirements;
- (3) Appeals from limited civil to the Appellate Division – Room 111;
- (4) Complex civil – 1st Floor Complex Filing Window;
- (5) Probate cases – Self-represented parties or parties that have received an exemption from mandatory electronic filing requirements may file in Room 429. Represented parties must adhere to the mandatory electronic filing requirements;
- (6) Family law cases – Room 426;
- (7) Appeals to the Court of Appeal – Room 111;
- (8) Small claims cases – 1<sup>st</sup> Floor Small Claims Filing Window; and
- (9) Unlawful detainer – 1st Floor Unlawful Detainer Filing Window.

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

(Rule 2.18 [7/1/2011, 1/1/2019, 7/1/2019] amended and effective July 1, 2020)

## 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

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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 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(c)(2). The request must be made by using the local form, Request for Court Reporting Services by a Party with Fee Waiver (LACIV 269), or Judicial Council form FW-020 and should 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.

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(b) Limited Civil, Misdemeanor Cases and Infractions. Official court reporters are not normally available to report matters in limited civil, misdemeanor or infraction 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 Felony Criminal, Juvenile, Family Law, and Probate Cases. Official court reporters are normally available for reporting all proceedings in felony 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 felony 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, 8/31/2018] amended and effective July 1, 2021)

## 2.22 FACSIMILE FILING IN SMALL CLAIMS AND FAMILY LAW

(a) Authorization to Accept Facsimile Filing. The court permits facsimile filing in small claims and family law cases pursuant to California Rules of Court, rule 2.300 *et seq.* and the following rules.

(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.

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(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.

(Rule 2.22 [7/1/2011, 1/1/2012, 1/1/2014, 7/1/2016] amended and effective July 1, 2019)

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:

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 [7/1/2011] amended and effective July 1, 2020)

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 Supervising Judge of Civil appoints the temporary judge in all cases except family law cases. The Supervising Judge of the Family Law Division appoints the temporary judge in family law cases. (*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 or Family Law Division appoint 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 or the Supervising Judge of the Family Law Division, not to the temporary judge or referee.

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(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 parties must submit the stipulation and proposed order for appointment of a privately compensated temporary judge to the Supervising Judge of the Civil Division or Family Law Division as designated in subdivision (a)(1).

(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 or Family Law 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 or Family Law 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, or Department 2 for Family Law cases, 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.

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(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, 7/1/2018] amended and effective July 1, 2019)

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 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

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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)

2.27 **RESERVED**

2.28 **RESERVED**

2.29 **RESERVED**

2.30 **RESERVED**