

FILED
Superior Court of California
County of Los Angeles

JUN 19 2020

Sherri R. Carter, Executive Officer/Clerk of Court
By Jessica Cabrera Deputy

SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF LOS ANGELES

**COVID-19 EMERGENCY)
ADMINISTRATIVE AUTHORITY GIVEN) STANDING ORDER
TO THE CLERK ON CRIMINAL)
MISDEMEANOR CASES)**

1 **Delegation of Authority.** To support the uniform and efficient processing of criminal
2 misdemeanor cases, this order delegates to the Clerk of the Court the authority to perform the
3 following ministerial functions that, in the interests of justice, extend or dispose of criminal
4 misdemeanor cases pursuant to California Rules of Court - Standards of Administration 4.40. This
5 authority does not apply to a defendant who has a date scheduled for a courtroom appearance to
6 provide proof of compliance or completion.

7 2. **Extension for Fines/Fees.** The Clerk's Office is granted the following authority:
8 • Issue one extension up to 180 days from the date of the request, even if one was
9 previously issued.

10 3. **Community Service.** The Clerk's Office is granted the following authority:
11 • Reissue community service paperwork if the proof of enrollment date has not passed
12 or if the proof of enrollment was on or after March 17, 2020.
13 • Issue one, or one additional if one was previously issued, extension for proof of
14 enrollment to a community service program.
15 • Issue one extension for completion of community service up to 180 days, even if one
16 was previously issued.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

- Accept proof of completion of community service if it is the original document with a valid embossed seal displayed.

4. **Cal Trans/Community Labor.** The Clerk's Office is granted the following authority:

- Reissue Cal Trans/Community Labor paperwork if the proof of enrollment date was on or after March 17, 2020. This extension may be issued even if a previous extension was provided.
- Issue one, or one additional if one was previously issued, extension for proof of enrollment in CalTrans/Community Labor.
- Issue one extension for the completion of CalTrans/Community Labor up to 180 days, even if one was previously issued.
- Accept proof of completion of Cal Trans/Community Labor if it is the original document with a valid embossed seal displayed.

5. **Alcohol Programs.** The Clerk's Office is granted the following authority:

- Reissue Alcohol Program paperwork if the proof of enrollment date was on or after March 17, 2020. This extension may be issued even if a previous extension was provided.
- Issue one, or one additional if one was previously issued, 30-day extension for proof of enrollment in an Alcohol Program.
- Issue one extension for the proof of completion of a statutory DUI Program up to 180 days, even if one was previously issued, upon submission of documented compliance of being in good standing from a County of Los Angeles Public Health program or in a program included on the County of Los Angeles Substance Abuse Prevention and Control Approved Programs list.
- Set one six-month appearance date (until the final 6 months of the program) for proof of progress/progress report upon submission of documented compliance of being in good standing from a County of Los Angeles Public Health program or a program included on the County of Los Angeles Substance Abuse Prevention and Control Approved Programs list.

- 1 • Set a six-month proof of completion for an alcohol program upon submission of
- 2 documented compliance of being in good standing from a County of Los Angeles Public
- 3 Health program or in a program included on the County of Los Angeles Substance Abuse
- 4 Prevention and Control Approved Programs list.

5

6 **6. Conversions of Fines to Community Service.** The Clerk's Office is granted the authority to

7 convert imposed fines into community service if there is a court order authorizing the conversion.

8 Community service shall be calculated in accordance with Penal Code Section 1209.5. The State of

9 California minimum wage shall be used as a standard rate for conversion purposes.

10 **Infractions:** The base fine and all assessments, penalties and additional moneys to be paid by

11 the defendant may be satisfied with community service. (PC 1209.5)

12 **Misdemeanors:** Community Service may satisfy the following misdemeanor fines only: (PC

13 1205.3)

- 14 i. Base Fine
- 15 ii. Restitution Fine (PC 1202.4(b))
- 16 iii. Probation Revocation Restitution Fine (PC 1202.44)
- 17 iv. AIDS Prevention Education Fine (PC 1463.23)
- 18 v. Crime Prevention Fine (PC 1202.5)
- 19 vi. Contempt Fine (PC 166(c)(1))

20 All other fines imposed on misdemeanors are ineligible for community service and must be

21 paid to the court.

22

23 **7. Provide an extension** for any of the above when a defendant schedules a clerk's office

24 appointment that the court is unable to accommodate. Any current compliance date shall be extended

25 to the same date as the newly scheduled appointment, regardless of previous extensions provided.

26 //

27 //

28 //

1 8. **Walk-Ins:** A request for a hearing before a judicial officer by a walk-in defendant is to be
2 scheduled two days from the date of the request, or as soon thereafter as requested by the defendant.

3 Valid reasons to schedule such a hearing are as follows:

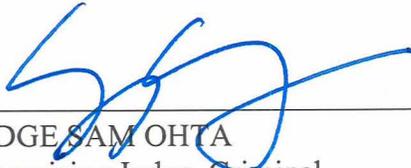
- 4 • Request to travel while on probation or leave the county/state
- 5 • Request to transfer summary probation or perform community service out of county
- 6 • Requests for reduction in fine/fees or conversion to community service
- 7 • Requests for modification of a protective order or probation
- 8 • Requests to advance an appearance date
- 9 • Requests for re-issuance of custody paperwork
- 10 • Judicial Clearances
- 11 • Requests for extension beyond what is provided in this order

12
13 9. **Appointments**

- 14 • Appointments are required to see the clerk. If a litigant is asking for an appointment
15 that will be set beyond the due date, the clerk’s office is authorized to extend the due date to
16 the appointment date, regardless of previous extensions provided.

17
18
19 **IT IS SO ORDERED.**

20
21
22 Dated: June 19, 2020



 JUDGE SAM OHTA
 Supervising Judge, Criminal

