

October 2, 2020

**TO:** All Interested Parties  
**FROM:** Jonathan E. Karesh, Presiding Judge  
**RE:** **Amended** Eighth Court Emergency Response **Calendar Memo Order** to Novel Coronavirus Pandemic

The COVID-19 crisis continues, with no end in sight. Because of COVID-19, this Court was forced to take definitive action on our provision of court services to the public. As a result, on March 16, 2020, the Court issued a “Second Amended Court’s Emergency Response to Novel Coronavirus Pandemic.” The purpose of this Calendar Memo Order was to temporarily discontinue all courtroom and public services that were deemed non-essential. The plan substantially reduced the number of visits by the public to the courthouse and minimized exposure to our court judicial officers and staff, who had to maintain our court services. Additional calendar memo orders were issued after the March 16<sup>th</sup> Order, most recently on August 31, 2020.

With the gradual opening of the state, most judges returned to work in June. Most of the staff who had been sheltering at home have returned to work. By issuing this Eighth Court Emergency Response Calendar Memo Order, the Court balances the necessity of court operations to resume while protecting its employees and the public to the greatest extent possible.

Due to number of people testing positive for the virus, the Court has decided to delay any further reopening of its calendars. Therefore, the Court hereby reissues and extends its August 31, 2020 Amended Seventh Court Emergency Response Calendar Memo Order to continue to do the following:

- Curtail court calendars, but safely hear certain court calendars that had been closed.
- Suspend Civil, Family Law, LPS and time waived misdemeanor trials through October 30, 2020.
- The Court will continue to only hear time-not-waived felony trials, time-not-waived misdemeanor trials and time waived felony trials.
- Effective October 13, 2020, the Court will hear Unlawful Detainer trials. The Court will hear Unlawful Detainer Pretrial Conferences starting on October 8, 2020.

With this Order, this Court reestablishes the following changes, which originally took effect on March 17, 2020, through October 30, 2020.

**PLEASE NOTE: SOME APPEARANCES ARE ALLOWED OR REQUIRED TO BE DONE REMOTELY. FOR THE COMPLETE LIST, PLEASE SEE ATTACHED COVID-19 APPEARANCE GUIDE.**

**Calendars that are deemed essential and mandated and should continue to be heard:**

- All matters set on the Criminal Presiding Judge’s calendars will be heard. Zoom appearances will be allowed.
- All matters set on the Preliminary Hearing calendar will be heard. The Northern and Southern Preliminary Hearing calendars will continue to be consolidated and heard in Redwood City through December 31, 2020. Zoom appearances will be allowed unless the matter will proceed to an evidentiary hearing, in which case parties/attorneys must appear in person. Advanced authorization by the judge hearing the calendar will be required for a witness to appear remotely.
- In-Custody Arraignment calendars (Monday – Friday at 1:30 P.M.). Zoom appearances will be allowed.
  - Effective through October 30, 2020, out-of-custody Domestic Violence Arraignments may be heard on the 1:30 P.M. Northern/Southern In-Custody Arraignment calendars (limit is 5 DV Arraignments per calendar (Northern and Southern) for a total of 10 DV Arraignments per day). Out-of-custody defendants must appear in person.
- 1:30 Parole and PRCS Hearings.
- All matters set on the Probate calendar (Monday – Friday at 9:00 A.M.) will be heard. (*Please note:* Thursday morning sessions have been added temporarily.) CourtCall appearance for all matters is authorized and strongly preferred. The Court waives the in-person appearance of all conservators, conservatees, prospective conservators and prospective conservatees.
- Probate ex partes (Monday – Friday from 10:00 A.M. – 11:00 A.M.)
- LPS Calendar (Tuesdays at 11:00 A.M.)
- All matters set on the Presiding Judge’s Master Calendar will be heard. If the matter will proceed to an evidentiary hearing, parties/attorneys must appear in person. The Presiding Judge will hear petitions for name change if the petitioner appears on the day of hearing, either in person or by Zoom audio. The Court will also hear Claims of Exemption and Disability/Minor’s Compromise petitions, either in person or by Zoom audio. Zoom audio appearances, instead of CourtCall, will be allowed (Zoom credentials for the Master Calendar are listed on the court’s website at [www.sanmateocourt.org](http://www.sanmateocourt.org)).
- LM-OEX calendar (Claims of Exemption and Orders of Examination in civil cases)
- Presiding Judge ex partes (Monday – Friday from 2:00 – 2:15 P.M.)
- All matters set on the Family Law Support (DCSS) calendars (Wednesdays at 9:00 A.M. and Thursdays at 2:00 P.M.) will be heard. Zoom appearances will be required unless the party or attorney has no access to Zoom.

- All matters set on the Family Law DVPA/TRO calendars (short cause and long cause hearings) will be heard. Zoom appearances will be allowed unless the matter will proceed to an evidentiary hearing, in which case parties/attorneys must appear in person. Advanced authorization by the judge hearing the calendar will be required for a witness to appear remotely. (*Please note:* Family Law DVPA/TRO (long-cause) Hearing calendars are heard at both the Northern Branch in South San Francisco and Southern Branch in Redwood City.) Effective September 16, 2020, the short cause Family Law DVPA/TRO calendars (Wednesday mornings and alternating Friday mornings in Redwood City) will start at 8:30 A.M. instead of 9:00 A.M.
- Out-of-custody Misdemeanor Pretrial Conference calendars will be heard. Zoom appearances will be allowed. (*Please note:* Out-of-Custody Misdemeanor Pretrial Conference calendars are heard at both the Northern Branch in South San Francisco and Southern Branch in Redwood City.)
- In-Custody Misdemeanor Pretrial Conference calendars (Thursdays & Fridays at 8:30 A.M. in Redwood City). Zoom appearances will be allowed.
- 1:30 P.M. Domestic Violence Pretrial Conference calendar (Thursdays). Zoom appearances will be allowed.
- Civil Mandatory Settlement Conferences. Zoom appearances only.
- Law & Motion calendar (Monday – Friday at 1:30 P.M.). CourtCall appearances only.
- Complex civil cases assigned to Judge Marie S. Weiner, the Complex Civil Litigation Judge (excluding jury trials)
- Traffic Arraignments (Monday – Friday at 8:30 A.M. at the Northern Branch in South San Francisco)
- Traffic Court Trials (Monday – Friday at 1:30 P.M. at the Northern Branch in South San Francisco). (*Please note:* Friday afternoon sessions have been added temporarily.)
- DUI Court calendar (Tuesdays at 9:00 A.M.)
- Prop. 63 Noncompliance calendar (third Wednesday of the month at 8:30 A.M.) Zoom appearances will be allowed.
- Domestic Violence Review calendar (Thursdays at 8:30 A.M.) Zoom appearances will be allowed.
- Bridges Review/Intake calendar (Fridays at 8:30 A.M.) Zoom appearances will be allowed.
- Drug Court/Treatment Court calendar (Fridays at 8:30 A.M.)
- Pathways calendar (Fridays at 9:00 A.M.) Zoom appearances will be allowed.
- Friday Probation Violation Conference calendar (9:00 A.M.) Zoom appearances will be allowed.
- Veterans Court calendar (generally the first and third Friday of the month at 10:00 A.M.) Zoom appearances only.
- Military Diversion calendar (generally the last Friday of the month at 10:00 A.M.) Zoom appearances only.
- PC 1370 calendar (Fridays at 10:30 A.M.) Zoom appearances will be allowed.

- Mental Health Diversion calendar (Fridays at 10:30 A.M.) Zoom appearances will be allowed.
- Restitution Court calendar (generally the first Friday of the month at 1:30 P.M.) Defendants must appear in person.
- Military Personnel – Veterans Resentencing Hearings calendar (generally the last Friday of the month at 2:00 P.M.) Zoom appearances only.
- Appellate Calendar (generally the second Friday of the month at 2:00 P.M.) Zoom appearances only.
- Night Court – Traffic/Small Claims calendar (first Wednesday of the month at 5:30 P.M.)
- Effective October 8, 2020, Unlawful Detainer Pre-Trial Conference calendar. Zoom appearances will be allowed.
- Effective October 13, 2020, Case Management Conference calendars

**Calendars that will be continued:**

- Out-of-Custody Criminal Arraignment calendars (8:30 A.M.)
  - Effective through October 30, 2020, out-of-custody Domestic Violence Arraignments may be heard on the 1:30 P.M. Northern/Southern In-Custody Arraignment calendars (limit is 5 DV Arraignments per calendar (Northern and Southern) for a total of 10 DV Arraignments per day). Out-of-custody defendants must appear in person.
- Small Claims calendar
- Small Claims Appeals
- Order to Show Cause Re: Dismissal calendar
- Unlawful Detainer Pretrial Conference calendar (until October 8, 2020)
- Law and Motion ex partes
- Case Management Conference Calendars (until October 13, 2020)

Staff will notice the parties of all continuances or rescheduling of hearings.

Changes to Family Law calendars have been made after further consultation with the Supervising Family Law Judge. See the Family Law Memo that was posted on the court's website at [www.sanmateocourt.org](http://www.sanmateocourt.org) on August 20, 2020.

Changes to Juvenile calendars have been made after further consultation with the Supervising Juvenile Judge. See the forthcoming Memo that will also be posted on the court's website at [www.sanmateocourt.org](http://www.sanmateocourt.org).

As a result of severe budget cuts and a reduction of court staff, effective August 31, 2020, court operations will be affected as follows:

### **Civil, Family Law, Probate, Records, Small Claims and Unlawful Detainer Clerk's Office (Room A in Redwood City)**

- Effective August 31, 2020, the Clerk's Office that houses the Civil, Family Law, Probate, Records, Small Claims and Unlawful Detainer Divisions (Room A in Redwood City) will be open from 8:30 A.M. to 12:30 P.M., Monday through Friday, for counter service and filings that cannot be electronically filed. Filings may continue to be deposited in the drop box.
- Effective August 31, 2020, phone hours will be from 8:30 A.M. to 12:30 P.M. Monday through Friday.
- Civil Live Chat hours are from 8:30 A.M. to 12:30 P.M. Monday through Friday.

### **Criminal Clerk's Office**

- Effective August 31, 2020, the Criminal Clerk's Office in South San Francisco will be closed for walk-in service.
  - Window hours for parties coming from court only will be from 9:00 A.M. to 2:00 P.M. Monday through Friday. *Please note:* The Criminal Clerk's Office staff will be located in the Traffic Clerk's Office and will have a dedicated window for criminal matters. Search warrants and walk-through warrants will still be handled if signed by the Northern judge.
- Effective August 31, 2020, the Criminal Clerk's Office in Redwood City will be open from 10:00 A.M. to 2:00 P.M., Monday through Friday, for counter service and filings that cannot be electronically filed. Pro per litigants' filings may continue to be deposited in the drop box.
- Effective August 31, 2020, phone hours will be from 10:00 A.M. to 2:00 P.M. Monday through Friday.
- Effective August 31, 2020, Live Chat hours will be from 10:00 A.M. to 2:00 P.M. Monday through Friday.

### **Family Law Facilitator's Office**

- Effective August 31, 2020, Family Law Court Services and Family Law Facilitator's Office services in South San Francisco will be eliminated.
- The Family Law Facilitator's Office in Redwood City remains closed until further notice, however there is a Live Chat function on the court's website at [www.sanmateocourt.org](http://www.sanmateocourt.org) under the Self Help tab.

### **Juvenile Clerk's Office**

- The Juvenile Clerk's Office (located at the Youth Services Center in San Mateo) is open from 8:00 A.M. to 3:00 P.M., Monday through Friday, for counter service.
- Phone hours are from 8:00 A.M. to 3:00 P.M. Monday through Friday.

### **Traffic Clerk's Office**

- Effective August 31, 2020, the Traffic Clerk's Office (located in South San Francisco) will be open from 9:00 A.M. to 2:00 P.M., Monday through Friday, for counter service.
- Effective August 31, 2020, phone hours will be from 9:00 A.M. to 2:00 P.M. Monday through Friday.
- Effective August 31, 2020, Live Chat hours will be from 9:00 A.M. to 2:00 P.M. Monday through Friday.

### **Judicial Officer Assignments:**

The South San Francisco courthouse will be limited to handling arrest and search warrants, search warrant returns, criminal arraignments in felony cases where the defendant mistakenly shows up in South San Francisco instead of Redwood City and out-of-custody Misdemeanor Pretrial Conferences. Regarding DVPA/TRO Hearings in South San Francisco: Please see the above section of this memo on DVPA/TRO Hearings. No other matters will be heard at the South San Francisco courthouse without the express permission of the South San Francisco judge.

With this COVID-19 pandemic, the San Mateo County Superior Court, like every other jurisdiction in California, is operating in uncharted waters. None of us have experienced an emergency of this magnitude, and this Court thanks you for your patience and cooperation as we move forward.