

**FILED**  
San Francisco County Superior Court

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CLERK OF THE COURT

BY: R. Michael Dila  
Deputy Clerk

SUPERIOR COURT OF THE STATE OF CALIFORNIA  
FOR THE COUNTY OF SAN FRANCISCO

IN RE: ADMINISTRATIVE ORDER OF THE  
PROBATE AND MENTAL HEALTH  
DIVISION RE COVID-19 PANDEMIC

SEVENTH AMENDED GENERAL  
ORDER OF THE PROBATE AND  
MENTAL HEALTH DIVISION

The Probate and Mental Health Division of the Superior Court of San Francisco issues this Seventh Amended General Order of the Probate and Mental Health Division under the authority granted by Government Code section 68115; Governor Gavin Newsom's Statewide Executive Order and Public Health Order of March 19, 2020 and related orders; the Emergency Orders of Chair of the Judicial Council of California, dated March 16, 2020; March 19, 2020; April 10, 2020; and, April 21, 2020; Chief Justice Tani G. Cantil-Sakauye's Statewide Orders, dated March 23, 2020; March 30, 2020; April 29, 2020; and, June 10, 2020; the Judicial Council of California's adoption of emergency rules 1 through 11 of the California Rules of Court, effective April 6, 2020, as well as its April 17, 2020 adoption of emergency rule 12, effective April 17, 2020, its April 19, 2020 adoption of emergency rule 13 and modification of emergency rule 8, and further amendments effective May 29, 2020 and June 20, 2020; Chief Justice Cantil-Sakauye's orders re the San Francisco Superior Court, dated March 16, 2020; March 19, 2020; April 10, 2020; and, May 27, 2020; and, the General Orders of the Honorable Garrett L. Wong, Presiding Judge of the San Francisco Superior Court, filed March 16, 2020; March 19, 2020; March 24, 2020; April 1, 2020; April 14, 2020; and April 30, 2020.

This Order sets out provisional rules designed to address the COVID-19 pandemic-related conditions and circumstances facing the community and this court. The provisional rules incorporate

1 recommendations in the Judicial Council’s Pandemic Continuity of Operations Working Group’s  
2 Pandemic Continuity of Operations Resource Guide (Version 1.0, June 2020). This Order AMENDS and  
3 SUPERSEDES the Sixth Amended General Order of the Probate and Mental Health Division, signed and  
4 filed July 21, 2020.

5 Important changes from the Sixth Amended General Order of the Probate and Mental Health  
6 Division include:

- 7 • Adding remote appearance information for appearance ex parte hearings;
- 8 • Emphasizing pandemic-related notice requirements;
- 9 • Clarifying filing and lodging procedures;
- 10 • Encouraging prompt lodging of all courtesy copies and proposed orders while reverting to  
11 Local Rules deadlines for those lodgings;
- 12 • Clarifying filing protocols related to appearance ex partes; and,
- 13 • Correcting phone number for Acting Assistant Director of Probate Division.

14 The Probate and Mental Health Division **HEREBY FINDS AND ORDERS AS FOLLOWS:**

15 **A. Time for Acting Where Timing Governed by the Probate Code**

16 Wednesday, March 18, 2020 through Monday, June 1, 2020, inclusive, are deemed holidays for  
17 purposes of computing time for filing papers with the Court under Code of Civil Procedure sections 12  
18 and 12a (see Government Code § 68115(a)(4)), for purposes of:

- 19 1. Filings pursuant to the Probate Code, including but not limited to:
  - 20 a. Initial petitions for probate (Probate Code § 8003);
  - 21 b. Petitions to probate a subsequently-discovered will (Probate Code § 8226);
  - 22 c. Petitions to revoke probate (Probate Code § 8270);
  - 23 d. Reports of sale (Probate Code § 10308).
- 24 2. Responses to filings pursuant to the Probate Code, including but not limited to:
  - 25 a. Objections to inventory and/or appraisal (Probate Code § 2614);
  - 26 b. Responses to petition to revoke probate of will (Probate Code §8271);
  - 27 c. Responses to summons (Probate Code §§ 8250, 8271).

28 For rules on the tolling of statutes of limitation governing filing of causes of action found in the  
Probate Code, see Emergency Rule 9 of the California Rules of Court. (See Cal. Rules of Court, emerg.  
rule 9, Advisory Com. com. [tolling rules in Emergency Rule 9 apply to rules of repose on filing of causes  
of action found in the Probate Code].)

1                   **B. Time for Acting Where Timing Governed by the Code of Civil Procedure**

2                   Wednesday, March 18, 2020 through Monday, June 1, 2020, inclusive, are deemed holidays for  
3 purposes of computing time for filing papers under Code of Civil Procedure sections 12 and 12a (see  
4 Government Code § 68115(a)(4)) and taking other actions in matters pending before the Probate and  
5 Mental Health Division as follows:

- 6                   1. The time to respond to discovery, including the time to object, the time to file motions for  
7 protective orders and the time to compel discovery pursuant to Code of Civil Procedure section  
8 2016.010 et seq.;
- 9                   2. The time to move to quash, file a demurrer, move to strike, including a special motion to strike  
10 pursuant to Code of Civil Procedure section 425.16 et seq., or otherwise respond to a petition to  
11 the extent the time to respond is governed by the Code of Civil Procedure and not the Probate  
12 Code;
- 13                   3. The time to file, hear and rule on any post-trial motion as set forth in the Code of Civil Procedure,  
14 including but not limited to notices of intent to move for a new trial and motions for a new trial,  
15 pursuant to Code of Civil Procedure section 659 et seq.;
- 16                   4. The time to file a cost bill, a motion to tax costs, or a motion for attorney fees;
- 17                   5. The time to file a motion under Code of Civil Procedure section 473;
- 18                   6. The time to file a motion under Code of Civil Procedure section 1008.

19                   For rules on the tolling of statutes of limitation governing filing of civil causes of action, see  
20 Emergency Rule 9 of the California Rules of Court.

21                   **C. Construction of the Operational Provisions of This Order**

22                   Pandemic-related circumstances require that the Probate and Mental Health Division temporarily  
23 modify procedures, including filing and courtesy-copy requirements, as well as notice, scheduling and  
24 hearing protocols. This Order sets forth those modifications. Existing rules, including existing Rules of  
25 Court and Local Rules, remain in force, except to the extent they conflict with this Order, in which case  
26 the Order governs as long as the Order remains in force.

27                   **D. New Papers in Trust and Estate Matters**

28                   For trust and estate matters, counsel and self-represented parties who have opted in to e-filing (see  
LRSF 14.93(B)(1)) must e-file all papers. All such counsel and self-represented parties must deliver  
hard-copy, endorsed-filed courtesy copies of their filed papers to the court; all petitioning counsel and  
self-represented parties must deliver a proposed order, as well. This may be accomplished by depositing

1 the necessary courtesy copies and proposed order in the secure Probate drop box in the lobby of the Civic  
2 Center Courthouse just outside the secured area between 8:30 a.m. and 4:00 p.m. on court days or mailing  
3 them to: Probate Department; 400 McAllister, Room 202; San Francisco, CA 94102. While the Probate  
4 window in Room 103 is open with limited hours of operation (as of this writing, 8:30 a.m. until 12:30  
5 p.m.), use of the window for delivery of courtesy copies is discouraged.

6 Self-represented parties who have not opted in to e-filing must submit their papers for  
7 conventional filing. Such self-represented parties may conventionally file their papers by depositing them  
8 in the secure Probate drop box in the lobby of the Civic Center Courthouse just outside the secured area  
9 between 8:30 a.m. and 4:00 p.m. or by mailing them to: Probate Department; 400 McAllister, Room 103;  
10 San Francisco, CA 94102. The self-represented party must include enough copies to allow the clerk to  
11 route to Room 202 an endorsed-filed courtesy copy of all papers; petitioning self-represented parties must  
12 include a proposed order, as well, for routing to Room 202. If enough additional copies of the filing and a  
13 postage-paid, self-addressed envelope are provided, the clerk will return endorsed-filed copies by mail.  
14 Alternatively, such self-represented parties may file papers, lodge courtesy copies and lodge the proposed  
15 order in person at the Probate window in Room 103; but, in-person filing is discouraged because hours of  
16 operation are limited (as of this writing, 8:30 a.m. until 12:30 p.m.) and substantial delays are expected.

17 Counsel or any self-represented party filing the first petition relative to a trust or estate must  
18 submit the petition for conventional filing. (See LRSF 14.93(A).) Such parties may conventionally file  
19 their papers by depositing them in the secure Probate drop box in the lobby of the Civic Center  
20 Courthouse just outside the secured area between 8:30 a.m. and 4:00 p.m. or by mailing them to: Probate  
21 Department; 400 McAllister, Room 103; San Francisco, CA 94102. Such parties must include enough  
22 copies to allow the clerk to route to Room 202 an endorsed-filed courtesy copy of all papers; petitioning  
23 parties must submit for routing to Room 202 a proposed order, as well. If enough additional copies of the  
24 filing and a postage-paid, self-addressed envelope are provided, the clerk will return endorsed-filed copies  
25 by mail. Alternatively, such parties may file papers in person at the Probate window in Room 103; but,  
26 in-person filing is discouraged because hours of operation are limited (as of this writing, 8:30 a.m. until  
27 12:30 p.m.) and substantial delays are expected.

28 Endorsed-filed courtesy copies and proposed orders must be lodged promptly, but the specific  
deadlines are set forth in the Local Rules.

To the extent the Division accepts and/or processes any filings or performs preliminary  
administrative work on a file, such acceptance and/or processing shall not alter the designation and  
application of court holidays and extensions provided by this Order.

**E. Hearing Dates for Existing and New Filings in Trust, Estate, Guardianship and**

1                   **Probate Conservatorship Matters**

2           All counsel and self-represented parties must monitor the electronic register of actions to stay  
3 current on hearing dates. New filings will be given hearing dates consistent with calendar availability.

4                   **F. Hearings on Trust and Estate Petitions; Additional Notice Requirement**

5           Regular trust and estate calendars are heard on non-holiday Mondays, Tuesdays and Wednesdays  
6 at 9:00 a.m. in Department 204. The court strongly encourages remote appearances by video or  
7 telephone.

8           Counsel and parties may appear by video or audio-only telephone through Zoom. For a video  
9 appearance, go to zoom.us, click “join a meeting” and input meeting ID 875 8017 7925 and password  
10 722809. For an audio-only telephone appearance through Zoom, call 1-669-900-6833 and key in meeting  
11 ID “875 8017 7925#”, then participant ID “0#”, then password “722809#”. (Toll rates may apply.) The  
12 court prefers that counsel and parties appear by video and that they input their first and last name into the  
“Your Name” dialogue box.

13           Counsel and parties may appear by audio-only telephone through CourtCall by calling CourtCall  
14 at 1-888-882-6878 and obtaining an appearance access code for the hearing’s scheduled date and time in  
15 department 204. The requirement for advance permission to appear by CourtCall is suspended until  
16 further notice. A CourtCall appearance may be made by mobile phone. A CourtCall appearance may  
require payment of a fee, even for parties with fee waivers.

17           If counsel or any party appears in person, he or she should anticipate delays at the entrance to the  
18 courthouse and inside the courthouse. Masks must be worn at all times while in the courthouse and social  
19 distancing protocols and health directives will be strictly enforced, including inside the courtroom.  
20 Anyone making an in-person appearance must first familiarize themselves with the court’s current  
21 pandemic-related requirements and protocols by reviewing the court website at  
<https://sfsuperiorcourt.org/>.

22           **The petitioning party must inform all counsel, self-represented parties and all parties**  
23 **entitled to notice of the procedures for remote appearances via Zoom and CourtCall, as set out**  
24 **above.**

25           Any member of the public who wishes to attend a trust or estate calendar without making an  
26 appearance before the court may access the courtroom through Zoom or CourtCall. For video access, go  
27 to zoom.us, click “join a meeting” and input meeting ID 875 8017 7925 and password 722809. For  
28 audio-only telephone access through Zoom, call 1-669-900-6833 and key in meeting ID “875 8017  
7925#”, then participant ID “0#”, then password “722809#”. (Toll rates may apply.)

1 For audio-only access through CourtCall, call the mute public line for Department 204 at 1-415-  
2 796-6280 and enter access code 12129865#. This line will allow a member of the public to listen to the  
3 proceedings; it will not support an attempt to appear before the court. Neither the public access line nor  
4 the Zoom link will be available for closed proceedings.

5 A member of the public may attend an open hearing in person, subject to the above temporary  
6 rules and advisements addressed to counsel and parties making personal appearances; in-person access to  
7 a hearing, however, may be limited by pandemic-related circumstances and needs such as social  
8 distancing requirements and space limitations.

9 Evidentiary hearings and trials in trust and estate matters will continue to be set according to the  
10 time estimate. Short-cause hearings and trials will be set for hearing on Friday mornings in Department  
11 204, based on availability. Long-cause hearings and trials will be referred to Department 206 for  
12 assignment to a trial department, based on availability. Pandemic-related circumstances may restrict  
13 calendar availability. All parties are to meet and confer regarding remote conduct of proceedings.

#### 13 **G. New Papers in Probate Conservatorship and Guardianship Proceedings.**

14 Counsel and self-represented parties in conservatorship and guardianship proceedings must submit  
15 all papers for conventional filing. Papers may be conventionally filed by depositing them in the secure  
16 Probate drop box in the lobby of the Civic Center Courthouse just outside the secured area between 8:30  
17 a.m. and 4:00 p.m. or by mailing them to: Probate Department; 400 McAllister, Room 103; San  
18 Francisco, CA 94102. Counsel and self-represented parties must include enough copies to allow the clerk  
19 to route to Room 202 an endorsed-filed courtesy copy of all papers; petitioning parties must submit a  
20 proposed order, as well, for routing to Room 202. If enough additional copies of the filing and a postage-  
21 paid, self-addressed envelope are provided, the clerk will return endorsed-filed copies by mail.

22 Alternatively, such counsel or self-represented parties may file papers in person at the Probate window in  
23 Room 103; but, in-person filing is discouraged because hours of operation are limited (as of this writing,  
24 8:30 a.m. until 12:30 p.m.) and substantial delays are expected.

25 Endorsed-filed courtesy copies and proposed orders must be lodged promptly, but the specific  
26 deadlines are set forth in the Local Rules.

27 Counsel or any self-represented party seeking to have a petition for appointment of a guardian or  
28 conservator specially set must email [ProbateCGspecialset@sftc.org](mailto:ProbateCGspecialset@sftc.org) to obtain approval of the special  
setting prior to filing the subject petition.

Due to pandemic-related circumstances, court investigators will conduct interviews remotely,  
whenever possible. Interviews that cannot be conducted remotely will be conducted in person and will be

1 scheduled and conducted consistent with public health guidelines and, where applicable, facility  
2 protocols.

3 **H. Dedicated Probate Conservatorship and Guardianship Calendars; Additional Notice**  
4 **Requirement**

5 Dedicated probate conservatorship calendars are heard on Thursdays at 9:00 a.m. and dedicated  
6 guardianship calendars are heard on Tuesdays at 1:30 p.m. Until further notice, the court strongly  
7 encourages remote appearances by video or audio-only telephone. Parties are encouraged to contact the  
8 assigned investigator or, if none, the Acting Assistant Probate Director at 1-415-551-3868 to determine  
9 whether any non-remote personal appearance is required.

10 Parties may appear by video or audio-only telephone through Zoom. For a video appearance, go  
11 to zoom.us, click “join a meeting” and input meeting ID 875 8017 7925 and password 722809. For an  
12 audio-only telephone appearance through Zoom, call 1-669-900-6833 and key in meeting ID “875 8017  
13 7925#”, then participant ID “0#”, then password “722809#”. (Toll rates may apply.) The court prefers  
14 that counsel and parties appear by video and that they input their first and last name into the “Your Name”  
15 dialogue box.

16 Parties may appear by audio-only telephone through CourtCall by calling CourtCall at 1-888-882-  
17 6878 and obtaining an appearance access code for the hearing’s scheduled date and time. The  
18 requirement for advance permission to appear by CourtCall is suspended until further notice. A CourtCall  
19 appearance may be made by mobile phone. A CourtCall appearance may require payment of a fee, even  
20 for parties with fee waivers.

21 If counsel or any party appears in person, he or she should anticipate delays at the entrance to the  
22 courthouse and inside the courthouse. Masks must be worn at all times while in the courthouse and social  
23 distancing protocols and health directives will be strictly enforced, including inside the courtroom.  
24 Anyone making an in-person appearance must first familiarize themselves with the court’s current  
25 pandemic-related requirements and protocols by reviewing the court website at  
26 <https://sfsuperiorcourt.org/>.

27 **The petitioning party must inform all counsel, self-represented parties and all parties**  
28 **entitled to notice of the Zoom and CourtCall procedures for remote appearances, as set out above.**

A member of the public wishing to attend a probate conservatorship or guardianship calendar  
without making an appearance before the court may access the courtroom remotely through Zoom or  
CourtCall. For video access, go to zoom.us, click “join a meeting” and input meeting ID 875 8017 7925  
and password 722809. For audio-only telephone access through Zoom, call 1-669-900-6833 and key in

1 meeting ID “875 8017 7925#”, then participant ID “0#”, then password “722809#”. (Toll rates may  
2 apply.) For audio-only access through CourtCall, call the mute public line for Department 204 at 1-415-  
3 796-6280 and enter access code 12129865#. This line will allow a member of the public to listen to the  
4 proceedings; it will not support an attempt to appear before the court. Neither the public access line nor  
5 the Zoom link will be available for closed proceedings.

6 A member of the public may attend an open hearing in person, subject to the above temporary  
7 rules and advisements addressed to counsel and parties making personal appearances; in-person access to  
8 a hearing, however, may be limited by pandemic-related circumstances and needs such as social  
9 distancing requirements and space limitations.

### 10 **I. Drop-Off Ex Parte Petitions in All Matters Before the Probate Department**

11 The court will continue to consider drop-off ex parte petitions, but due to pandemic-related  
12 circumstances, filing and courtesy-copy protocols must be adjusted. Decisions may be delayed.

13 Drop-off ex parte proceedings are reserved for routine and/or non-adversarial requests; for more  
14 information, please see the Local Rules. For trust and estate matters, counsel or self-represented parties  
15 who have opted in to e-filing (see LRSF 14.93(B)(1)) must e-file their drop-off ex parte petition. All such  
16 parties must promptly deliver hard-copy, endorsed-filed courtesy copies and a proposed order to the court.  
17 This may be accomplished by depositing the papers in the secure Probate drop box in the lobby of the  
18 Civic Center Courthouse just outside the secured area between 8:30 a.m. and 4:00 p.m. on court days or  
19 mailing them to: Probate Department; 400 McAllister, Room 202; San Francisco, CA 94102. While the  
20 Probate window in Room 103 is open with limited hours of operation (as of this writing 8:30 a.m. until  
21 12:30 p.m.), use of the window for delivery of courtesy copies is discouraged.

22 Self-represented parties in estate and trust matters who have not opted in to e-filing must submit  
23 their drop-off ex parte petition for conventional filing. Such self-represented parties may conventionally  
24 file their papers by depositing them in the secure Probate drop box in the lobby of the Civic Center  
25 Courthouse just outside the secured area between 8:30 a.m. and 4:00 p.m. or by mailing them to: Probate  
26 Department; 400 McAllister, Room 103; San Francisco, CA 94102. The self-represented party must  
27 include enough copies to allow the clerk to route to Room 202 an endorsed-filed courtesy copy of all  
28 papers; such parties must include a proposed order, as well, for routing to Room 202. If enough  
additional copies of the filing and a postage-paid, self-addressed envelope are provided, the clerk will  
return endorsed-filed copies by mail. Alternatively, such self-represented parties may file papers in  
person at the Probate window in Room 103; but, in-person filing is discouraged because hours of  
operation are limited (as of this writing, 8:30 a.m. until 12:30 p.m.) and substantial delays are expected.



1 In a guardianship or conservatorship case, any drop-off ex-parte petition must be submitted for  
2 conventional filing. Such counsel and self-represented parties may conventionally file their papers by  
3 depositing them in the secure Probate drop box in the lobby of the Civic Center Courthouse just outside  
4 the secured area between 8:30 a.m. and 4:00 p.m. or by mailing them to: Probate Department; 400  
5 McAllister, Room 103; San Francisco, CA 94102. Counsel of the self-represented party must include  
6 enough copies to allow the clerk to route to Room 202 an endorsed-filed courtesy copy of all papers;  
7 petitioning parties must submit a proposed order, as well, for routing to Room 202. If enough additional  
8 copies of the filing and a postage-paid, self-addressed envelope are provided, the clerk will return  
9 endorsed-filed copies by mail. Alternatively, such counsel or self-represented parties may file papers in  
10 person at the Probate window in Room 103; but, in-person filing is discouraged because hours of  
11 operation are limited (as of this writing, 8:30 a.m. until 12:30 p.m.) and substantial delays are expected.

12 Any party filing papers in opposition to a drop-off ex parte petition must follow the procedure set  
13 out above for filing of the initial ex parte petition, including the requirement to include enough copies to  
14 allow the clerk to deliver an endorsed-filed copy of all papers to Room 202. If a self-addressed envelope  
15 with appropriate postage is provided, a copy of any signed order will be returned by mail.

#### 16 **J. Appearance Ex Parte Petitions in All Matters Before the Probate Department**

17 Appearance ex parte calendars are conducted Mondays through Fridays at 10:00 a.m. and 10:30  
18 a.m., as calendared by the clerk. Pandemic-related circumstances, however, require that the court adjust  
19 filing, lodging and hearing protocols.

20 Appearance ex parte proceedings are designed to afford relief on an essentially emergency basis  
21 and such petitions should be accompanied by competent evidence of urgency justifying immediate  
22 judicial action.

##### 23 **1. Filing Appearance Ex Parte Petitions, Obtaining Hearing Date and Time and 24 Providing Courtesy Copies**

25 Counsel and self-represented parties who have opted in to e-filing must e-file their appearance ex  
26 parte petition. Such parties will receive a confirmation from File & Serve Xpress, at which point they  
27 must go to the court's electronic register of actions ("ROA"), click on the endorsed-filed ex parte  
28 document(s) to see the hearing date and time. Such parties must then serve their papers, as appropriate,  
and promptly lodge with the court hard-copy, endorsed-filed courtesy copies (printed from the ROA) and  
a proposed order. These lodgings may be accomplished by depositing the papers in the secure Probate  
drop box in the lobby of the Civic Center Courthouse just outside the secured area between 8:30 a.m. and  
4:00 p.m. on court days or mailing them to: Probate Department; 400 McAllister, Room 103; San

1 Francisco, CA 94102. While the Probate window in Room 103 is open with limited hours of operation,  
2 use of the window for delivery of courtesy copies is discouraged.

3 If the case is a conservatorship, guardianship, an initial trust or estate petition, or if the appearance  
4 ex parte petition is filed by a self-represented party who has not opted in to e-filing, counsel or the self-  
5 represented party must submit their appearance ex parte petition for conventional filing. Such counsel or  
6 self-represented parties may conventionally file their papers by depositing them in the secure Probate drop  
7 box in the lobby of the Civic Center Courthouse just outside the secured area between 8:30 a.m. and 4:00  
8 p.m. or by mailing them to: Probate Department; 400 McAllister, Room 103; San Francisco, CA 94102.  
9 Such counsel or self-represented party must include enough copies to allow the clerk to route to Room  
10 202 an endorsed-filed courtesy copy of all papers; petitioning parties must include a proposed order, as  
11 well, for routing to Room 202. If enough additional copies of the filing and a postage-paid, self-  
12 addressed envelope are provided, the clerk will return endorsed-filed copies by mail. Alternatively, such  
13 counsel or self-represented party may file papers in person at the Probate window in Room 103; but, in-  
14 person filing is discouraged because hours of operation are limited to 8:30 a.m. until 12:30 p.m. during  
15 court days and substantial delays are expected.

16 The hearing date and time will be stamped on the endorsed-filed petition and entered into the  
17 case's calendared hearings in the electronic register of actions. Parties may check for both filed petitions  
18 and calendar assignments on the court's website at <https://sfsuperiorcourt.org/>.

19 Any party filing opposing papers must comply with the applicable filing requirements for the  
20 appearance ex parte petition, including the courtesy-copy requirements.

21 Counsel or any self-represented party petitioning for an order that requires letters must deliver  
22 proposed letters bearing original signatures and a self-addressed stamped envelope with appropriate  
23 postage for the letters to be returned by mail. If counsel or the self-represented party requires certified  
24 letters, they must include enough copies and a check in a sufficient amount for the court certification fees.  
25 The check should be made out to San Francisco Superior Court.

## 26 **2. The Hearing and Notice Requirements; Obtaining Signed Orders**

27 Parties may appear by video or audio-only telephone through Zoom. For a video appearance, go  
28 to zoom.us, click "join a meeting" and input meeting ID 340 967 5499 and password 554715. For an  
audio-only telephone appearance through Zoom, call 1-669-900-6833 and key in meeting ID "340 967  
5499#", then participant ID "0#", then password "554715#". (Toll rates may apply.)

Parties may appear by audio-only telephone through CourtCall by calling CourtCall at 1-888-882-  
6878 and obtaining an appearance access code for the hearing's scheduled date and time in room 202.  
The requirement for advance permission to appear by CourtCall is suspended until further notice. Any

1 party may make a CourtCall appearance by mobile phone. A CourtCall appearance may require payment  
2 of a fee, even for parties with fee waivers.

3 For an ex parte petition for appointment of a temporary conservator or temporary guardian, the  
4 court may require that the petitioner and either the proposed conservatee or the proposed ward(s), as the  
5 case may be, non-remotely personally appear in Department 202. Parties are encouraged to contact the  
6 assigned investigator or, if none, the Acting Assistant Probate Director at 1-415-551-3868 to determine  
7 whether any non-remote personal appearance is required.

8 Counsel or any party appearing in person should anticipate delays at the entrance to the courthouse  
9 and inside the courthouse. Masks must be worn at all times while in the courthouse and social distancing  
10 protocols will be strictly enforced, including inside the courtroom. Before making an in-person  
11 appearance, all counsel and parties must familiarize themselves with the court's current pandemic-related  
12 requirements and protocols by reviewing the court website at <https://sfsuperiorcourt.org/>. Counsel and  
13 parties not required to make a non-remote personal appearance are encouraged to appear via Zoom or  
14 CourtCall, due to the spatial limitations of Room 202.

15 **All counsel or the self-represented party seeking ex parte relief must give notice to all parties  
16 entitled to notice, in compliance with California Rules of Court, rules 3.1203 and 3.1204. This  
17 notice must include explanation of the Zoom and CourtCall procedures for remote appearances, as  
18 set out above.**

19 A member of the public may access the free CourtCall mute public line for Room 202 by calling  
20 1-415-796-6280 and entering access code 12129874#. The mute public access CourtCall line will allow  
21 an attending member of the public to listen to the open ex parte proceedings; it will not support an attempt  
22 to appear before the court. The mute public access CourtCall line will not be available for closed ex parte  
23 proceedings.

24 For all appearance ex parte petitions, if a self-addressed envelope with appropriate postage is  
25 provided, a copy of any signed order will be returned. Otherwise, a scanned digital copy of the signed  
26 order will be available on the court's website at <https://sfsuperiorcourt.org/>.

### 27 **K. Law & Motion in All Matters Before the Probate Department**

28 The Probate Department is scheduling Law & Motion matters for hearing on Wednesdays and  
Thursdays at 2:00 p.m. and 2:30 p.m., and Fridays at 9:00 a.m. Pandemic-related circumstances,  
however, require that the court adjust filing and hearing protocols.

#### **1. Meet and Confer**

Counsel and self-represented parties are encouraged to meet and confer to resolve matters and

1 disputes before filing motions or while the motion is pending.

## 2 **2. Obtaining a Hearing Date and Time**

3 A party seeking to file a new motion must call the courtroom clerk at 1-415-551-3702 to obtain a  
4 hearing date and time. A moving party seeking to take an already-scheduled motion off calendar must  
5 call the courtroom clerk at 1-415-551-3702. The courtroom clerk phone number and voicemail boxes are  
6 actively monitored. The temporary email address formerly used for these purposes is no longer  
7 monitored.

8 Once the moving party has obtained a hearing date and time from the courtroom clerk, they may  
9 finalize their papers by adding the hearing date and time and the name of approving courtroom clerk in  
10 the caption of the motion, and promptly file their papers.

## 11 **3. Filing Motion-Related Papers and Providing Courtesy Copies**

12 All motions filed in a trust or estate matter by counsel or a self-represented party who has opted in  
13 to e-filing (see LRSF 14.93(B)(1)) must be e-filed. All papers related to such motions, including  
14 oppositions and replies, must be e-filed, except for papers filed by a self-represented party not subject to  
15 e-filing requirements, which must be filed as set forth below. Counsel and self-represented parties subject  
16 to e-filing requirements must promptly deliver hard-copy, endorsed-filed courtesy copies of any papers;  
17 such moving parties must deliver a proposed order, as well. This may be accomplished by depositing the  
18 papers in the secure Probate drop box in the lobby of the Civic Center Courthouse just outside the secured  
19 area between 8:30 a.m. and 4:00 p.m. on court days or mailing them to: Probate Department; 400  
20 McAllister, Room 202; San Francisco, CA 94102. While the Probate window in Room 103 is open with  
21 limited hours of operation (as of this writing, 8:30 a.m. until 12:30 p.m.), use of the window for delivery  
22 of courtesy copies is discouraged.

23 Trust and estate self-represented parties not subject to e-filing requirements, as well as all counsel  
24 and self-represented parties in probate conservatorship or guardianship proceedings, must submit any  
25 motion or motion-related papers, including an opposition or reply, for conventional filing. Such counsel  
26 or self-represented parties may conventionally file their papers by depositing them in the secure Probate  
27 drop box in the lobby of the Civic Center Courthouse just outside the secured area between 8:30 a.m. and  
28 4:00 p.m. or by mailing them to: Probate Department; 400 McAllister, Room 103; San Francisco, CA  
94102. Such counsel or self-represented party must include enough copies to allow the clerk to route two  
(2) endorsed-filed courtesy copy of all papers and, where applicable, a proposed order to Room 202. If  
enough additional copies of the filing and a postage-paid, self-addressed envelope are provided, the clerk  
will return endorsed-filed copies by mail to the filing party. Alternatively, such counsel or self-

1 represented party may file papers in person at the Probate window in Room 103; but, in-person filing is  
2 discouraged because hours of operation are limited (as of this writing, 8:30 a.m. until 12:30 p.m.) and  
3 substantial delays are expected.

4         Endorsed-filed courtesy copies and proposed orders must be lodged promptly, but the specific  
5 deadlines are set forth in the Local Rules.

#### 6                                 **4. The Hearing; Additional Notice Requirement**

7         Parties are encouraged to appear remotely, meaning by video or telephone.

8         Parties may appear by video or audio-only telephone through Zoom. For a video appearance, go  
9 to zoom.us, click “join a meeting” and input meeting ID 875 8017 7925 and password 722809. For an  
10 audio-only telephone appearance through Zoom, call 1-669-900-6833 and key in meeting ID “875 8017  
11 7925#”, then participant ID “0#”, then password “722809#”. (Toll rates may apply.) The court prefers  
12 that counsel and parties appear by video and that they input their first and last name into the “Your Name”  
13 dialogue box.

14         Parties may appear by audio-only telephone through CourtCall by calling CourtCall at 1-888-882-  
15 6878 and obtaining an appearance access code for the hearing’s scheduled date and time. The  
16 requirement for advance permission to appear by CourtCall is suspended until further notice. Any party  
17 may make a CourtCall appearance by mobile phone. A CourtCall appearance may require payment of a  
18 fee, even for parties with fee waivers.

19         If counsel or any party appears in person, he or she should anticipate delays at the entrance to the  
20 courthouse and inside the courthouse. Masks must be worn at all times while in the courthouse and social  
21 distancing protocols and health directives will be strictly enforced, including inside the courtroom.  
22 Anyone making an in-person appearance must first familiarize themselves with the court’s current  
23 pandemic-related requirements and protocols by reviewing the court website at  
24 <https://sfsuperiorcourt.org/>.

25                                 **The moving party must inform all counsel, self-represented parties and all parties entitled to  
26 notice of the Zoom and CourtCall procedures for remote appearances, as set out above.**

27         Any member of the public who wishes to attend a law and motion hearing without making an  
28 appearance before the court may access the courtroom through Zoom or CourtCall. For video access, go  
to zoom.us, click “join a meeting” and input meeting ID 875 8017 7925 and password 722809. For  
audio-only telephone access through Zoom, call 1-669-900-6833 and key in meeting ID “875 8017  
7925#”, then participant ID “0#”, then password “722809#”. (Toll rates may apply.) For audio-only  
access through CourtCall, call the mute public line for Department 204 at 1-415-796-6280 and enter  
access code 12129865#. This line will only allow a member of the public to listen to the proceedings; it

1 will not support an attempt to appear before the court. Neither the public access line nor the Zoom link  
2 will be available for closed proceedings.

3 A member of the public, alternatively, may attend an open hearing in person, subject to the above  
4 rules and advisements addressed to counsel and parties making personal appearances; in-person access to  
5 a hearing, however, may be limited by pandemic-related circumstances and needs such as social  
6 distancing requirements and space limitations.

#### 7 **L. Alternative Dispute Resolution**

8 In all contested trust, estate, guardianship and probate conservatorship proceedings, the parties are  
9 encouraged to explore alternative dispute resolution to reduce the need for court proceedings during the  
10 pandemic. All parties in such proceedings should confer regarding alternative dispute resolution. Parties  
11 desiring an expedited stipulated referral to the court's pro bono mediation program should call the  
12 courtroom clerk at 415-551-3702.

#### 13 **M. LPS Proceedings**

14 The court continues to conduct certification hearings, *Riese* hearings and Probate Code section  
15 3200 hearings as needed. The court also continues to conduct its LPS calendars on non-holiday  
16 Thursdays starting at 9:00 a.m.

17 With the input of interested parties and due consideration to pandemic-related circumstances, the  
18 hearing officer may, at his or her discretion, conduct certification and *Riese* hearings, as well as Probate  
19 Code section 3200 hearings, in person or remotely by video or telephone. (See Cal. Rules of Court,  
20 Emergency Rule 3(a)(1) & (3).) Temporary conservatorships sought under the LPS Act will be  
21 considered on a rolling basis. Upon notice to the court, the court will prioritize consideration of any  
22 urgent LPS temporary conservatorship petition.

23 Absent an order of the court otherwise, all noticed hearings will be conducted in Department 622  
24 of the Civic Center Courthouse, at 400 McAllister Street, San Francisco, California 94102. The parties  
25 are directed to continue to collaborate to resolve calendar issues. Where hearings are necessary, they will  
26 be conducted, whenever possible, by video or telephone, subject to appropriate requirements. (See Cal.  
27 Rules of Court, Emergency Rule 3(a)(1) & (3).)

28 CIPP and AOT status hearings are being heard calendars on non-holiday Thursdays starting at  
9:15 a.m. Such hearings will be conducted remotely by video or telephone whenever feasible, subject to  
appropriate requirements. .

The court will continue to collaborate with the parties and their counsel to develop appropriate

1 procedures for adjudicating all LPS proceedings.

2  
3 **N. The Court's ACCESS Center Is Open**

4 Self-represented parties in probate conservatorship-of-person and guardianship-of-person  
5 proceedings may obtain self-help services through the court's ACCESS Center. Due to pandemic-related  
6 circumstances, services and hours are limited. For more information go to <https://sfsuperiorcourt.org/> and  
7 click on the "Self-Help" tab on the top row.

8 **O. Access to Public Proceedings**

9 Any member of the public who wishes to observe an open hearing without making an appearance  
10 before the court may access Department 204 through Zoom or CourtCall. For video access, go to  
11 zoom.us, click "join a meeting" and input meeting ID 875 8017 7925 and password 722809. For audio-  
12 only telephone access through Zoom, call 1-669-900-6833 and key in meeting ID "875 8017 7925#", then  
13 participant ID "0#", then password "722809#". (Toll rates may apply.) For audio-only access through  
14 CourtCall, call the mute public line for Department 204 at 1-415-796-6280 and enter access code  
15 12129865#. This line will only allow a member of the public to listen to the proceedings; it will not  
16 support an attempt to appear before the court.

17 A member of the public, alternatively, may attend an open hearing in person, subject to the above  
18 temporary rules and advisements addressed to counsel and parties making personal appearances; in-  
19 person access to a hearing, however, may be limited by pandemic-related circumstances and needs such  
20 as social distancing requirements and space limitations.

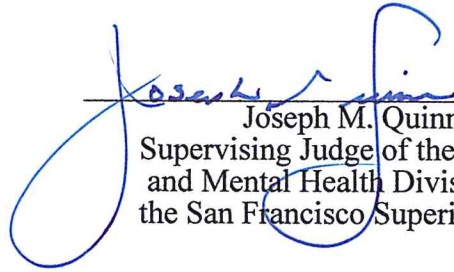
21 Regular probate calendars are heard on non-holiday Mondays, Tuesdays and Wednesdays at 9:00  
22 a.m.; dedicated guardianship calendars are heard non-holiday Tuesdays at 1:30 p.m.; and, dedicated  
23 conservatorship calendars are heard non-holiday Thursdays at 9:00 a.m. Law & motion calendars are  
24 heard, as needed, on Wednesdays and Thursdays at 2:00 p.m. and 2:30 p.m. and Fridays at 9:00 a.m.  
25 Appearance ex parte applications are heard every non-holiday weekday at 10:00 a.m. and 10:30 a.m. (but  
26 see section (L)(2) above for instructions for public access to these proceedings). The LPS proceedings are  
27 not open to the public.

28 **P. All Rules Are Subject to Change Based on Circumstances**

The pandemic is an evolving situation and procedures and protocols are subject to change. For the  
most current information, please refer to the Court's website at <https://sfsuperiorcourt.org/>.

1 **THIS ORDER IS EFFECTIVE IMMEDIATELY AND WILL BE AMENDED AS**  
2 **CIRCUMSTANCES REQUIRE.**

3 DATED: Oct. 30, 2020

4   
5 Joseph M. Quinn  
6 Supervising Judge of the Probate  
7 and Mental Health Division of  
8 the San Francisco Superior Court

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