

# SAN FRANCISCO SUPERIOR COURT SUPPORT STAFF LISTING

**CIVIC CENTER COURTHOUSE**  
**400 McAllister St., SF, CA 94102-4514**

**PRESIDING JUDGE / ASST PRESIDING JUDGE**

Rochelle C. East PJ ..... 551-3705  
 Christopher C. Hite, APJ..... 551-3738

**PRESIDING JUDGE STAFF** ..... 551-3693

Clerks, #206 ..... 551-3705

**EXECUTIVE OFFICE, #205**

Brandon E. Riley, Court Executive Officer ..... 551-5737  
 Melinka Jones, Chief Administrative Officer ..... 551-3683  
 Ann E. Donlan, Communications Consultant ..... 551-5957  
 Gail Bergunde, Chief Financial Officer ..... 551-5757

**ACCESS, #509** (Helpline) ..... 551-0605

Website: <https://sf.courts.ca.gov/self-help>

**CIVIL DIVISION (Limited / Unlimited), #103**

GENERAL CIVIL INFO ..... 551-4000

**Administration**

Wayne Parinas, Chief Operations Officer .....  
 Civil, Probate, Appeals ..... 551-5770  
 Maria Olopernes-Pena, Court Manager, Records.... 551-3817  
 Ernalyn Bura, Court Manager, Appeals/ Filings/Probate/  
 Small Claims..... 551-3808  
 Gina Guidi, Court Manager ..... 551-5999

**Appeals**

Limited Appeals / Small Claims Appeals ..... 551-3891  
 Unlimited Appeals ..... 551-3671  
 General Line ..... 551-5963

Email: [CivilAppeals@sftc.org](mailto:CivilAppeals@sftc.org)

Leslie Gomez, Court Supervisor ..... 551-3673

**ADR / Arbitration**

Rexanne Biserra, ADR Coordinator ..... 551-5709

**Civil Records**

Records - Main Line..... 551-3802  
 Email: [CCCRecordsDepartment@sftc.org](mailto:CCCRecordsDepartment@sftc.org)  
 Shirley Le, Court Supervisor ..... 551-3810  
 Maria Olopernes-Pena, Court Manager ..... 551-3817

**Civil E-Filing**

E-Filings ..... 551-3824  
 Email: [Sfefiling@sftc.org](mailto:Sfefiling@sftc.org)

Judith Nunez, (Acting) Court Supervisor ..... 551-4030

**Counter / Filings**

Complaint filings ..... 551-3927  
 Subsequent filings ..... 551-4027  
 Email: [Civilsupport@sftc.org](mailto:Civilsupport@sftc.org)

Kevin Dougherty, Court Supervisor ..... 551-3876

**Civil Case Management / Defaults**

Civil Case Management ..... 551-3872  
 Annie Pascual (Acting) Court Supervisor..... 551-5949

Case Mgmt. Email: [Department610@sftc.org](mailto:Department610@sftc.org)

Email: [Default-judgments@sftc.org](mailto:Default-judgments@sftc.org)

**Probate**

Filings, #103..... 551-3892  
 Court Investigators Unit ..... 551-3657  
 Courtroom Clerk..... 551-3702  
 Room 202 (Recorded Info) ..... 551-3650  
 Leslie Gomez, Court Supervisor, Probate /  
 Mental Health Unit ..... 551-3673

**Small Claims**

General Information ..... 551-3957  
 Small Claims..... 551-3959  
 Shawna Van Tree, Court Supervisor..... 551-3955

**COLLABORATIVE COURTS, CCC / 555 Polk St.**

Melanie Kushnir-Pappalardo, Director..... 551-5941  
 Kristine M. King, Program Analyst ..... 551-5746  
 Jennifer Pasinosky, Family Treatment Crd Coord .... 551-5767  
 Maria Batres, CJC Coordinator..... 551-5939  
 Yareli Ruiz Montes, Program Analyst ..... 551-3983  
 Juanita Murphy, CARE Court Program Coordinator.. 551-5951

**COMMUNITY JUSTICE CENTER, 555 Polk St**

Melanie Kushnir-Pappalardo, Director..... 551-5941  
 Maria Batres, CJC Coordinator..... 551-5939

**COURT REPORTERS / INTERPRETERS**

Romy Risk, Court Manager (Reporters) ..... 551-3775  
 Rose Gonzalez, Court Supervisor (Interpreters)..... 551-0656  
 Christine Jordan, Court Supervisor (Reporters)..... 551-0331  
 Transcript Requests..... 551-3778  
 OR [Transcriptrequests@sftc.org](mailto:Transcriptrequests@sftc.org)  
 Interpreter Requests ..... 551-5920  
 OR [InterpreterRequests@sftc.org](mailto:InterpreterRequests@sftc.org)

**COURTROOM CLERKS / LAW AND MOTION-  
 WRITS AND RECEIVERS**

**Courtroom Clerks (Limited / Unlimited) #103**

Courtroom Clerk Manager..... 551-5999  
 Donna Lok, Court Supervisor, Master Calendar ..... 551-3682  
 Julie Rumsey, Court Supervisor, Specialty Depts ..... 551-3686  
 Anatolia Lubos Crt. Supervisor ..... 551-3670

**Law and Motion / Writs and Receivers, #302**

Lead Clerk ..... 551-3723  
 Calendar Matters ..... 551-3823

**FISCAL SERVICES, #205**

Gail Bergunde, Chief Financial Officer..... 551-5757  
 Faye D. Chin, Fiscal Systems & Services Mgr ..... 551-5722  
 Mei Qin Lei, Administrative Analyst II ..... 551-5966  
 Civil Revenues ..... 551-5968  
 Traffic & Criminal Revenues ..... 551-5718  
 Accounts Payable ..... [ap@sftc.org](mailto:ap@sftc.org)

**JURY DEPARTMENT, #007** ..... 551-3608

Civil Grand Jury, Admin. Analyst..... 551-3622

**LIBRARY SERVICES,**

SF Law Library, 1145 Market St., 4<sup>th</sup> Fl. .... 554-1772

**RECORDINGS / INFO LINES**..... 551-4000

ACCESS Center, #509 ..... 551-0605  
 Arbitration/ Civil Case Mgmt. / Discovery ..... 551-4000  
 Family Law Facilitator ..... 551-0605  
 Jury ..... 551-3608  
 Law & Motion / Writs & Receivers..... 551-4000  
 Probate ..... 551-4000  
 Tentative Rulings ..... 551-4000

**TRAFFIC/INFRACTIONS DIVISION, #103**

Automated Payment System ..... 551-8550  
 Clerk's Office..... 551-8540  
 Michael Bareng, Court Manager ..... 551-8501  
 Joseph Santos, Court Supervisor, Delinquent  
 Infractions/Courtroom ..... 551-8503  
 Andres Guadamuz, Court Supervisor,  
 Non-Delinquent Infractions ..... 551-8502  
 Traffic/Infraction Appeals ..... 551-0657

# SAN FRANCISCO SUPERIOR COURT SUPPORT STAFF LISTING

## UNIFIED FAMILY COURT, 4<sup>th</sup> Floor

Information (Child Support / Family Law / Dependency).....	551-3900
Family Law, customer service .....	551-3900
Family Court Services / Depend. Mediation.....	551-5983
Family Law Facilitator, Room 509.....	551-0605
Staci Gray, Chief Operations Officer .....	551-5910
Frances Yokota, Court Manager.....	551-3914
Jonathan Wong, Court Supervisor .....	551-3962
Catherine Gerace (Acting) Suprv. Mediator .....	551-5923

*Also under the administration of Unified Family Court:*

**JUVENILE JUSTICE CENTER**  
**375 Woodside Avenue, SF, CA 94127**

### Juvenile Delinquency Division Operations

Clerk's Office / Records.....	682-5100
Lisa Fong, Court Supervisor .....	682-5101
Calendaring.....	682-5100
Deputy Court Clerk II .....	682-5100

### Juvenile Traffic

Juvenile Traffic .....	682-5100
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**HALL OF JUSTICE**  
**850 Bryant Street, SF, CA 94103**

### CRIMINAL DIVISION, #101

General Criminal Information .....	551-0651
<b>Administration</b>	
Cynthia Karadi, (Acting) Chief Operations Officer,	
Criminal/Traffic.....	551-0350
Anthony Gavero, Court Manager. ....	551-0652
Wesley Ramirez, (Acting) Crim. Crtrm. Clerk Mgr. . .	551-7572
Christian Sabugo, (Acting) Crim Cal. Coord .....	551-0322
Alma De La Rosa, Courtroom Suprv .....	551-0352
Liana Manuel, Crim. Courtroom Clerk Suprv .....	551-3616
Sherife Huseny, Court Mgr., Crim. Operations.....	551-0665
Bryan Wong, Court Suprv, Crim. Operations .....	551-0696
Stephen Spengler, Court Suprv Crim Records .....	551-0684
Romy Risk, Court Manager, Court Reporters.....	551-3775

### Court Services

Stephen Spengler, Court Suprv Crim Records .....	551-0684
Appeals, Felony .....	551-0354 / 551-0693
Appeals, Misdemeanors & Traffic .....	551-0657
Bonds Desk.....	551-0660 / 551-0691
DMV.....	551-0683
Exhibits .....	551-0671
Filings.....	551-0651
Outside Arrest.....	551-0675
Subpoenaed Records.....	551-0653 / 551-0671

### JURY DEPARTMENT, #307..... 551-3608

### COMPREHENSIVE COLLECTIONS UNIT, #101

General Collections Information.....	551-0670
Jennifer Chan, Court Manager.....	551-8576
Curtis Lum, Deputy Court Clerk II.....	551-0655
Derek Au, Deputy Court Clerk II .....	551-8572
Jessica Gella, Deputy Court Clerk II.....	551-0663

## COURT REPORTERS / INTERPRETERS

Romy Risk, Manager (Reporters).....	551-3775
Rose Gonzalez, Supervisor (Interpreters) .....	551-0656
Christine Jordan, Court Supervisor (Reporters) .....	551-0331
Transcript Requests.....	551-3778
OR <a href="mailto:Transcriptrequests@sftc.org">Transcriptrequests@sftc.org</a>	
Interpreter Requests (HOJ).....	551-0654
Interpreter Request (CCC).....	551-5920
OR <a href="mailto:InterpreterRequests@sftc.org">InterpreterRequests@sftc.org</a>	

## TRAFFIC/INFRACTIONS DIVISION, #145

Automated Payment System.....	551-8550
Clerk's Office.....	551-8540
Michael Bareng, Court Manager .....	551-8501
Joseph Santos, Court Supervisor, Delinquent	
Infractions/Courtroom .....	551-8503
Andres Guadamuz, Court Supervisor,	
Non-Delinquent Infractions .....	551-8502
Traffic/Infraction Appeals .....	551-0657