

FILED
San Francisco County Superior Court

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CLERK OF THE COURT

BY: *Leslie Gomez*
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

SIXTH 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 Sixth 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 addresses the COVID-19 pandemic-related conditions and circumstances facing the community and this court, and incorporates recommendations in the Judicial Council's Pandemic

Continuity of Operations Working Group's Pandemic Continuity of Operations Resource Guide (Version 1.0, June 2020). This Order AMENDS and SUPERSEDES the Fifth Amended General Order of the Probate and Mental Health Division, signed and filed June 17, 2020.

Important changes from the Fifth Amended General Order of the Probate and Mental Health Division include:

- Adding remote appearance options for all regular calendars heard in Department 204;
- Adding a reference to Emergency Rule 9 of the California Rules of Court addressing tolling of statutes of limitations for civil causes of action, including those under the Probate Code;
- Clarifying procedure and requirements for ex parte hearings;
- Adding a reference to the court's ACCESS Center; and,
- Additional information regarding public proceedings.

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

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

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

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

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].)

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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 sections
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, however, require that the Probate and Mental Health Division
23 temporarily modify procedures, including filing and courtesy-copy requirements, as well as notice,
24 scheduling and hearing protocols. This Order sets forth those modifications. Existing rules, including
25 existing Rules of Court and Local Rules, remain in force, except to the extent they conflict with this
26 Order, in which case 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 and, as required, proposed orders to the
court. This may be accomplished by depositing the papers in the secure Probate drop box in the lobby of

1 the Civic Center Courthouse just outside the secured area between 8:30 a.m. and 4:00 p.m. on court days
2 or mailing them to: Probate Department; 400 McAllister, Room 202; San Francisco, CA 94102. While
3 the Probate window in Room 103 is open with limited hours of operation, use of the window for delivery
4 of courtesy copies is discouraged.

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

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

26 Endorsed-filed courtesy copies and proposed orders must be received by the examiner no less than
27 seven (7) court days before the hearing.

28 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.

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1 **E. Hearing Dates for Existing and New Filings in Trust, Estate, Guardianship and**
2 **Probate Conservatorship Matters**

3 All counsel and self-represented parties must monitor the electronic register of actions to stay
4 current on hearing dates.

5 All trust, estate, guardianship, and probate conservatorship hearings calendared for a date between
6 March 18, 2020 and June 19, 2020, inclusive, were continued for exactly twelve weeks, unless the new
7 date fell on a holiday, in which case the hearing was continued to the subsequent appropriate calendar
8 (e.g., if the presumptive new date fell on Monday, September 7, 2020, the hearing was continued to the
9 next Monday, September 14, 2020). The new dates for hearings are available on the court's electronic
10 register of actions, which can be found at sfsuperiorcourt.org/online-services. Temporary letters will be
11 extended to the new hearing date upon presentation of a proposed order.

12 New filings will be given hearing dates consistent with calendar availability.

13 **F. Hearings on Trust and Estate Petitions**

14 The court has resumed regular trust and estate calendars on non-holiday Mondays, Tuesdays and
15 Wednesdays at 9:00 a.m. Until further notice, the court strongly encourages remote appearances by video
16 or telephone.

17 Counsel and parties may appear by video or audio-only telephone through Zoom. For a video
18 appearance, go to zoom.us, click "join a meeting" and input meeting ID 875 8017 7925 and password
19 722809. For an audio-only telephone appearance through Zoom, call 1-669-900-6833 and key in meeting
20 ID "875 8017 7925#", then participant ID "0#", then password "722809#". (Toll rates may apply.)

21 Counsel and parties may appear by audio-only telephone through CourtCall by calling CourtCall
22 at 1-888-882-6878 and obtaining an appearance access code for the hearing's scheduled date and time.
23 The requirement for advance permission to appear by CourtCall is suspended until further notice. Any
24 party may make a CourtCall appearance by mobile phone. A CourtCall appearance may require payment
25 of a fee, even for parties with fee waivers.

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

32 The petitioning party must inform all counsel, self-represented parties and all parties entitled to

1 notice of (a) any re-set hearing date (if applicable) and (b) the procedures for remote appearances via
2 Zoom and CourtCall, as set out above.

3 Any member of the public who wishes to attend a trust or estate calendar without making an
4 appearance before the court may access the courtroom remotely through Zoom or CourtCall. For video
5 access, go to zoom.us, click "join a meeting" and input meeting ID 875 8017 7925 and password 722809.
6 For audio-only telephone access through Zoom, call 1-669-900-6833 and key in meeting ID "875 8017
7 7925#", then participant ID "0#", then password "722809#". (Toll rates may apply.)

8 For audio-only access through CourtCall, call the mute public line for Department 204 at 1-415-
9 796-6280 and enter access code 12129865#. This line will only allow a member of the public to listen to
10 the proceedings; it will not support an attempt to appear before the court. Neither the public access line
11 nor the Zoom link will be available for closed proceedings.

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

16 Evidentiary hearings and trials in trust and estate matters will continue to be set according to the
17 time estimate. Short-cause hearings and trials will be set for hearing on Friday mornings in Department
18 204, based on availability. Long-cause hearings and trials will be referred to Department 206 for
19 assignment to a trial department, based on availability. Pandemic-related circumstances may restrict
20 calendar availability.

21 **G. New Papers in Probate Conservatorship and Guardianship Proceedings.**

22 Counsel and self-represented parties in conservatorship and guardianship proceedings must submit
23 any papers for conventional filing. Papers may be conventionally filed by depositing them in the secure
24 Probate drop box in the lobby of the Civic Center Courthouse just outside the secured area between 8:30
25 a.m. and 4:00 p.m. or by mailing them to: Probate Department; 400 McAllister, Room 103; San
26 Francisco, CA 94102. Counsel and self-represented parties must include enough copies to allow the clerk
27 to route an endorsed-filed courtesy copy of all papers and, where applicable, a proposed order to Room
28 202. 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-
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 to 8:30 a.m. until 12:30 p.m. during court days and
long lines and substantial delays are expected.

1 Endorsed-filed courtesy copies and proposed orders must be received by the examiners no less
2 than seven (7) court days before the hearing.

3 Counsel or any self-represented party seeking to have a petition for appointment of a guardian or
4 conservator specially set must email ProbateCGspecialset@sfc.org to obtain approval of the special
5 setting prior to filing the subject petition.

6 Due to pandemic-related circumstances, court investigators will conduct interviews remotely,
7 whenever possible. Interviews that cannot be conducted remotely will be conducted in person and will be
8 scheduled and conducted consistent with public health guidelines and, where applicable, facility
9 protocols.

10 **H. Dedicated Probate Conservatorship and Guardianship Calendars.**

11 The court has resumed regular dedicated probate conservatorship calendars on Thursdays at 9:00
12 a.m. and regular guardianship calendars on Tuesdays at 1:30 p.m. Until further notice, the court strongly
13 encourages remote appearances by video or audio-only telephone. Parties are encouraged to contact the
14 assigned investigator or, if none, the Acting Assistant Probate Director at 1-415-551-3684 to determine
15 whether any personal appearance is required.

16 Parties may appear by video or audio-only telephone through Zoom. For a video appearance, go
17 to zoom.us, click “join a meeting” and input meeting ID 875 8017 7925 and password 722809. For an
18 audio-only telephone appearance through Zoom, call 1-669-900-6833 and key in meeting ID “875 8017
19 7925#”, then participant ID “0#”, then password “722809#”. (Toll rates may apply.)

20 Parties may appear by audio-only telephone through CourtCall by calling CourtCall at 1-888-882-
21 6878 and obtaining an appearance access code for the hearing’s scheduled date and time. The
22 requirement for advance permission to appear by CourtCall is suspended until further notice. Any party
23 may make a CourtCall appearance by mobile phone. A CourtCall appearance may require payment of a
24 fee, even for parties with fee waivers.

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

 The petitioning party must inform all counsel, self-represented parties and all parties entitled to
notice of (a) any re-set hearing date (if applicable) and (b) the Zoom and CourtCall procedures for remote

1 appearances, as set out above.

2 Any member of the public who wishes to attend a trust or estate calendar without making an
3 appearance before the court may access the courtroom remotely through Zoom or CourtCall. For video
4 access, go to zoom.us, click “join a meeting” and input meeting ID 875 8017 7925 and password 722809.
5 For audio-only telephone access through Zoom, call 1-669-900-6833 and key in meeting ID “875 8017
6 7925#”, then participant ID “0#”, then password “722809#”. (Toll rates may apply.) For audio-only
7 access through CourtCall, call the mute public line for Department 204 at 1-415-796-6280 and enter
8 access code 12129865#. This line will only allow a member of the public to listen to the proceedings; it
9 will not support an attempt to appear before the court. Neither the public access line nor the Zoom link
10 will be available for closed proceedings.

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

15 Information about attending the September conservatorship class is available on the court website
16 at <https://sfsuperiorcourt.org/>.

17 **I. Alternative Dispute Resolution**

18 In all contested trust, estate, guardianship and conservatorship proceedings, the parties are
19 encouraged to explore alternative dispute resolution resources to reduce the need for court proceedings
20 during the pandemic. All parties in such proceedings should confer regarding alternative dispute
21 resolution. Parties desiring an expedited stipulated referral to the court’s pro bono mediation program
22 should call the courtroom clerk at 415-551-3702.

23 **J. LPS Proceedings**

24 The court continues to conduct certification hearings, *Riese* hearings and Probate Code section
25 3200 hearings as needed. The court also continues to conduct its LPS calendar on non-holiday Thursdays
26 starting at 9:00 a.m.

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

1 urgent LPS temporary conservatorship petition.

2 Absent an order of the court otherwise, all noticed hearings will be conducted in Department 622
3 of the Civic Center Courthouse, at 400 McAllister Street, San Francisco, California 94102. The parties
4 are directed to continue their practice of cooperating in continuing matters that are not urgent, to the
5 extent possible. Where hearings are necessary, they will be conducted, whenever possible, by video or
6 telephone, subject to appropriate requirements. (See Cal. Rules of Court, Emergency Rule 3(a)(1) & (3).)

7 CIPP and AOT status hearings have resumed. The court urges the parties to calendar at least one
8 status hearing in each pending CIPP and AOT matter by August 27, 2020. On August 27th the court will
9 confer with counsel about the CIPP and AOT matters that have not yet been heard or added to calendar.

10 The court will continue to collaborate with the parties and their counsel to develop appropriate
11 procedures for adjudicating all LPS proceedings.

12 **K. Drop-Off Ex Parte Petitions in All Matters Before the Probate Department**

13 The court will continue to consider drop-off ex parte petitions, but parties must be mindful that
14 due to pandemic-related circumstances, filing and courtesy-copy requirements must be adjusted.
15 Decisions may be delayed.

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

25 Self-represented parties in an estate or trust matter who have not opted in to e-filing must submit
26 any drop-off ex parte petition for conventional filing. Such self-represented parties may file their papers
27 by depositing them in the secure Probate drop box in the lobby of the Civic Center Courthouse just
28 outside the secured area between 8:30 a.m. and 4:00 p.m. or by mailing them to: Probate Department; 400
McAllister, Room 103; San Francisco, CA 94102. The self-represented party must include enough copies
to allow the clerk to route an 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

1 self-represented parties may file papers in person at the Probate window in Room 103; but, in-person
2 filing is discouraged because hours of operation are limited to 8:30 a.m. until 12:30 p.m. during court
3 days and long lines and substantial delays are expected.

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

15 Any party filing papers in support or opposition of an ex parte petition must follow the procedure
16 set out above for filing of the initial ex parte petition, including the requirement to include enough copies
17 to allow the clerk to deliver an endorsed-filed copy of all papers to Room 202.

18 If a self-addressed envelope with appropriate postage is provided, a copy of any signed order will
19 be returned by mail.

20 **L. Appearance Ex Parte Petitions in All Matters Before the Probate Department**

21 Appearance ex parte calendars are conducted Mondays through Fridays at 10:00 a.m. and 10:30
22 a.m. Pandemic-related circumstances, however, require that the court adjust filing, lodging and hearing
23 requirements.

24 **1. Filing Appearance Ex Parte Petitions, Obtaining Hearing Date and Time and 25 Providing Courtesy Copies**

26 Counsel and self-represented parties who have opted in to e-filing must e-file their appearance ex
27 parte petition. Counsel or such self-represented party will receive the hearing date and time when the
28 petition is e-filed. Counsel and such self-represented party must promptly deliver hard-copy, endorsed-
filed courtesy copies and a proposed order to the court. This 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 Francisco, CA 94102. While the Probate window in Room 103 is open with

1 limited hours of operation, use of the window for delivery of courtesy copies is discouraged.

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

13 The hearing date and time will be stamped on the endorsed-filed petition and entered into the
14 case's calendared hearings in the electronic register of actions. Parties may check for both filed petitions
15 and calendar assignments on the court's website at <https://sfsuperiorcourt.org/>. The clerk will return
16 endorsed-filed copies by mail to any counsel or self-represented party who submits enough copies and a
postage-paid, self-addressed envelope with their filing.

17 Any party filing supporting or opposing papers must comply with the applicable filing
18 requirements for initial petitions, including the courtesy-copy requirements.

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

23 **2. Notice Requirements and the Hearing**

24 With the exception of petitions for appointment of a temporary conservator and temporary
25 guardian discussed below, all ex parte hearings will be conducted by telephone via the CourtCall system
26 in Room 202. The requirement to obtain prior court approval to appear via CourtCall is waived until
27 further notice. Parties wishing to appear via CourtCall must contact CourtCall directly at 1-888-882-6878
28 to request an appearance access code number for the hearing's scheduled date and time in Room 202.
CourtCall appearances may be made using a mobile telephone. A CourtCall appearance may require

1 payment of a fee or a reduced fee, even for parties with fee waivers.

2 For an ex parte petition for appointment of a temporary conservator or temporary guardian, the
3 petitioner and either the proposed conservatee or the proposed ward(s) (minor(s)), as the case may be,
4 must appear in person in Room 202 unless the court finds good cause to waive their appearance. (Soon,
5 the court will facilitate remote appearances by video for these hearings, but we do not yet have that
6 capability for this calendar.) Counsel or any party appearing in person should anticipate delays at the
7 entrance to the courthouse and inside the courthouse. Masks must be worn at all times while in the
8 courthouse and social distancing protocols will be strictly enforced, including inside the courtroom.
9 Before making an in-person appearance, all counsel and parties must familiarize themselves with the
10 court's current pandemic-related requirements and protocols by reviewing the court website at
<https://sfsuperiorcourt.org/>. All other parties are encouraged to appear via CourtCall, due to the spatial
11 limitations of Room 202.

12 All counsel or the self-represented party seeking ex parte relief must give notice to all parties
13 entitled to notice, in compliance with California Rules of Court, rules 3.1203 and 3.1204. This notice
14 must include explanation of the telephonic appearance procedure and CourtCall's phone number (1-888-
15 882-6878). Ex parte proceedings are designed to afford relief on an essentially emergency basis and such
16 petitions should be accompanied by competent evidence of urgency justifying immediate judicial action.

17 A member of the public may access the free CourtCall mute public line for Room 202 by calling
18 1-415-796-6280 and entering access code 12129874#. The mute public access CourtCall line will allow
19 an attending member of the public to listen to the open ex parte proceedings; it will not support an attempt
20 to appear before the court. The mute public access CourtCall line will not be available for closed ex parte
21 proceedings.

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

25 **M. Law & Motion in All Matters Before the Probate Department**

26 The Probate Department has resumed scheduling Law & Motion matters for hearing on
27 Wednesdays and Thursdays at 2:00 p.m. and 2:30 p.m., and Fridays at 9:00 a.m. Pandemic-related
28 circumstances, however, require that the court adjust filing and hearing requirements, as well as related
procedures, and encourage the parties to meet and confer.

1. Meet and Confer

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

disputes before filing motions or when motions are pending.

2. Obtaining a Hearing Date and Time

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

Once the moving party has obtained a hearing date and time from the courtroom clerk, the moving party must include the hearing date and time and the name of approving courtroom clerk in the caption of the motion.

3. Filing Motion-Related Papers and Providing Courtesy Copies

All motions filed in a trust or estate matter by counsel or a self-represented party who has opted in to e-filing (see LRSF 14.93(B)(1)) must be e-filed. All papers related to such motions, including oppositions and replies, must be e-filed, except for papers filed by a self-represented party not subject to e-filing requirements, which must be filed as set forth below. Counsel and self-represented parties subject to e-filing requirements must promptly deliver hard-copy, endorsed-filed courtesy copies of any papers and a proposed order to the court. This 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 202; San Francisco, CA 94102. While the Probate window in Room 103 is open with limited hours of operation, use of the window for delivery of courtesy copies is discouraged.

Trust and estate self-represented parties not subject to e-filing requirements, as well as all counsel and self-represented parties in probate conservatorship or guardianship proceedings, must submit any motion or motion-related papers, including an opposition or reply, for conventional filing. Such counsel or self-represented parties may conventionally file their papers by depositing them 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. 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-represented party may file papers in person at the Probate window in Room 103; but, in-person filing is

discouraged because hours of operation are limited to 8:30 a.m. until 12:30 p.m. during court days and long lines and substantial delays are expected.

Endorsed-filed courtesy copies of papers and proposed orders must be received by Room 202 no less than seven (7) court days before the hearing.

4. The Hearing

Parties are encouraged to appear remotely, meaning by video or audio-only telephone.

Parties may appear by video or audio-only telephone through Zoom. For a video appearance, go to zoom.us, click “join a meeting” and input meeting ID 875 8017 7925 and password 722809. For an audio-only telephone appearance 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.)

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. The requirement for advance permission to appear by CourtCall is suspended until further notice. Any party may make a CourtCall appearance by mobile phone. A CourtCall appearance may require payment of a fee, even for parties with fee waivers.

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

The moving party must inform all counsel, self-represented parties and all parties entitled to notice of (a) any re-set hearing date (if applicable) and (b) the Zoom and CourtCall procedures for remote appearances, as set out above.

Any member of the public who wishes to attend a law and motion hearing 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 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 will not support an attempt to appear before the court. Neither the public access line nor the Zoom link will be available for closed proceedings.

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

5 **N. The Court's ACCESS Center Is Open**

6 Self-represented parties, particularly parties in probate conservatorship and guardianship
7 proceedings, may obtain self-help services through the court's ACCESS Center. Due to pandemic-
8 relat4ed circumstances, services and hours may be limited. For more information go to
9 <https://sfsuperiorcourt.org/> and click on the "Self-Help" tab on the top row.

10 **O. Access to Public Proceedings**

11 Any member of the public who wishes to attend a law and motion hearing without making an
12 appearance before the court may access the courtroom remotely through Zoom or CourtCall. For video
13 access, go to zoom.us, click "join a meeting" and input meeting ID 875 8017 7925 and password 722809.
14 For audio-only telephone access through Zoom, call 1-669-900-6833 and key in meeting ID "875 8017
15 7925#", then participant ID "0#", then password "722809#". (Toll rates may apply.) For audio-only
16 access through CourtCall, call the mute public line for Department 204 at 1-415-796-6280 and enter
17 access code 12129865#. This line will only allow a member of the public to listen to the proceedings; it
18 will not support an attempt to appear before the court. Neither the public access line nor the Zoom link
will be available for closed proceedings.

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

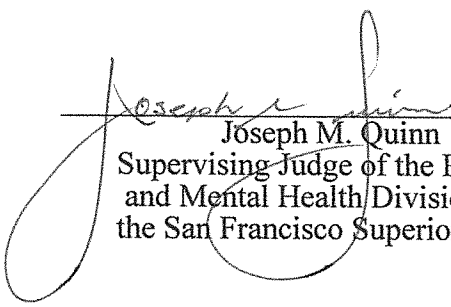
23 Regular probate calendars are heard on non-holiday Mondays, Tuesdays and Wednesdays at 9:00
24 a.m.; dedicated guardianship calendars are heard non-holiday Tuesdays at 1:30 p.m.; and, dedicated
25 conservatorship calendars are heard non-holiday Thursdays at 9:00 a.m. Law & motion calendars are
26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

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

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

4 **THIS ORDER IS EFFECTIVE IMMEDIATELY AND WILL BE AMENDED AS**
5 **CIRCUMSTANCES REQUIRE.**

6 DATED: July 21, 2020

7 
8 Joseph M. Quinn
9 Supervising Judge of the Probate
10 and Mental Health Division of
11 the San Francisco Superior Court
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