

July 13, 2020

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

The COVID-19 crisis continues, with no end in sight. In recent weeks the number of cases has been rising. Because of COVID-19, this Court was forced to take definitive action on our provision of court services to the public. As a result, on March 16, 2020, the Court issued a “Second Amended Court’s Emergency Response to Novel Coronavirus Pandemic.” The purpose of this Calendar Memo Order was to temporarily discontinue all courtroom and public services that were deemed non-essential. The plan substantially reduced the number of visits by the public to the courthouse and minimized exposure to our court judicial officers and staff, who had to maintain our court services. Approximately 75% of judicial officers and court staff were sent home. On April 9, 2020, the Court issued its Second Amended Third Court Emergency Response Calendar Memo Order to Novel Coronavirus Pandemic. On May 12, 2020, the Court issued its Fourth Court Emergency Response Calendar Memo Order to Novel Coronavirus Pandemic. And on June 12, 2020, the Court issued its Amended Fifth Court Emergency Response Calendar Memo Order to Novel Coronavirus Pandemic.

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

Due to the rapidly increasing number of people testing positive for the virus, the Court has decided to pause any further reopening of its calendars. Therefore, the Court hereby reissues and extends its June 12, 2020 Emergency Response Calendar Memo Order to continue to do the following:

- Curtail court calendars, but safely hear certain court calendars that had been closed.
- Suspend Civil, Family Law, LPS, Unlawful Detainer and time waived misdemeanor trials until August 31, 2020.
- Effective July 13, 2020, the Court will only hear time-not-waived felony trials, time-not-waived misdemeanor trials and time waived felony trials.

With this Order, this Court reestablishes the following changes, which originally took effect on March 17, 2020, through August 28, 2020.

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

- All matters set on the Criminal Presiding Judge’s calendars will be heard. Zoom appearances will be allowed.
- All matters set on the Preliminary Hearing calendar will be heard. The Northern and Southern Preliminary Hearing calendars will continue to be consolidated and heard in Redwood City. Zoom appearances will be allowed unless the matter will proceed to an evidentiary hearing, in which case parties/attorneys must appear in person. Advanced authorization by the judge hearing the calendar will be required for a witness to appear remotely.
- In-Custody Arraignment calendars (Monday – Friday at 1:30 P.M.). Zoom appearances will be allowed.
  - Effective through August 28, 2020, out-of-custody Domestic Violence Arraignments may be heard on the 1:30 P.M. Northern/Southern In-Custody Arraignment calendars (limit is 5 DV Arraignments per calendar (Northern and Southern) for a total of 10 DV Arraignments per day). Out-of-custody defendants must appear in person.
- 1:30 Parole Hearings (PRCS cases) will be heard along with the Friday 2:00 P.M. Northern/Southern Preliminary Hearing calendar in Redwood City. Zoom appearances will be allowed.
- All matters set on the Probate calendar (Mondays, Tuesdays, Wednesdays and Fridays at 9:00 A.M.) will be heard, and Probate ex partes (Monday – Friday from 10:00 A.M. – 12:00 P.M.). CourtCall appearance for all matters is authorized and strongly preferred. The Court waives the in-person appearance of all conservators, conservatees, prospective conservators and prospective conservatees.
- LPS Calendar (Tuesdays at 11:00 A.M.)
- All matters set on the Presiding Judge’s Master Calendar will be heard. If the matter will proceed to an evidentiary hearing, parties/attorneys must appear in person. The Presiding Judge will hear petitions for name change if the petitioner appears on the day of hearing, either in person or by Zoom audio. The Court will also hear Claims of Exemption and Disability/Minor’s Compromise petitions, either in person or by Zoom audio. Zoom audio appearances, instead of CourtCall, will be allowed (Zoom credentials for the Master Calendar are listed on the court’s website at [www.sanmateocourt.org](http://www.sanmateocourt.org)).
- LM-OEX calendar (Claims of Exemption and Orders of Examination in civil cases)
- Presiding Judge ex partes
- All matters set on the Family Law Support (DCSS) calendars (Wednesdays at 9:00 A.M. and Thursdays at 2:00 P.M.) will be heard. Zoom appearances will be allowed.
- All matters set on the Family Law DVPA/TRO calendars (short cause and long cause hearings) will be heard. Zoom appearances will be allowed unless the matter will proceed to an evidentiary hearing, in which case parties/attorneys must appear in person. Advanced authorization by the judge hearing the calendar will be required for a witness to appear remotely. (*Please note: Family Law DVPA/TRO (long-cause) Hearing*

calendars are heard at both the Northern Branch in South San Francisco and Southern Branch in Redwood City.)

- Out-of-custody Misdemeanor Pretrial Conference calendars will be heard. Zoom appearances will be allowed. (*Please note:* Out-of-Custody Misdemeanor Pretrial Conference calendars are heard at both the Northern Branch in South San Francisco and Southern Branch in Redwood City.)
- In-Custody Misdemeanor Pretrial Conference calendars (Thursdays & Fridays at 8:30 A.M. in Redwood City). Zoom appearances will be allowed.
- 1:30 P.M. Domestic Violence Pretrial Conference calendar (Thursdays). Zoom appearances will be allowed.
- Civil Mandatory Settlement Conferences. Zoom appearances only.
- Law & Motion calendar (Monday – Friday at 1:30 P.M.). CourtCall appearances only. (See the Law and Motion order at [www.sanmateocourt.org](http://www.sanmateocourt.org), under Law & Motion Tentative Rulings, for instructions on how to get your matter placed back on calendar.)
- Complex civil cases assigned to Judge Marie S. Weiner, the Complex Civil Litigation Judge (excluding jury trials)
- Traffic Arraignments (Monday – Friday at 8:30 A.M. at the Northern Branch in South San Francisco)
- Traffic Court Trials (Monday – Friday at 1:30 P.M. at the Northern Branch in South San Francisco). (*Please note:* Friday afternoon sessions have been added temporarily.)
- DUI Court calendar (Tuesdays at 9:30 A.M.)
- Prop. 63 Noncompliance calendar (third Wednesday of the month at 8:30 A.M.)
- Domestic Violence Review calendar (Thursdays at 8:30 A.M.)
- Drug Court/Treatment Court calendar (Fridays at 8:30 A.M.)
- Friday Probation Violation Conference calendar (9:00 A.M.)
- Veterans Court calendar (generally the first and third Friday of the month at 10:00 A.M.). Zoom appearances only.
- Bridges Review/Intake calendar (Fridays at 8:30 A.M.)
- PC 1370 calendar (Fridays at 10:30 A.M.)
- Military Diversion calendar (generally the last Friday of the month at 10:00 A.M.) Zoom appearances only.
- Military Personnel – Veterans Resentencing Hearings calendar (generally the last Friday of the month at 2:00 P.M.)
- Night Court – Traffic/Small Claims calendar (first Wednesday of the month at 5:30 P.M.)
- Pathways calendar (Fridays at 9:00 A.M.)
- Mental Health Diversion calendar (Fridays at 10:30 A.M.)
- Restitution Court calendar (generally the first Friday of the month at 1:30 P.M.)
- Appellate Calendar (generally the second Friday of the month at 2:00 P.M.)

### **Calendars that will be continued:**

- Out-of-Custody Criminal Arraignment calendars (8:30 A.M.)
  - Effective through August 28, 2020, out-of-custody Domestic Violence Arraignments may be heard on the 1:30 P.M. Northern/Southern In-Custody Arraignment calendars (limit is 5 DV Arraignments per calendar (Northern and Southern) for a total of 10 DV Arraignments per day). Out-of-custody defendants must appear in person.
- Small Claims calendar
- Small Claims Appeals
- Case Management Conference calendar
- Order to Show Cause Re: Dismissal calendar
- Unlawful Detainer Pre-Trial Conference calendar
- Law and Motion ex partes

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

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

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

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

- The Clerk's Office that houses the Civil, Family Law, Probate, Records, Small Claims and Unlawful Detainer Divisions (Room A in Redwood City) reopened for limited hours on June 22, 2020. The Clerk's Office (Room A) is open from 10:00 A.M. to 2:00 P.M., Monday through Friday, for counter service and filings that cannot be electronically filed. Filings may continue to be deposited in the drop box.
- Phone lines reopened on June 22, 2020, and phone hours are 8:30 A.M.– 3:30 P.M. Monday through Thursday and 8:30 A.M.–2:00 P.M. on Fridays.

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

- The Criminal Clerk's Offices (in both South San Francisco and Redwood City) reopened for limited hours on June 22, 2020. The Criminal Clerk's Offices are open from 10:00 A.M. to 2:00 P.M., Monday through Friday, for counter service and filings that cannot be electronically filed. Pro per litigants' filings may continue to be deposited in the drop boxes.
- Phone lines reopened on June 22, 2020. Effective July 14, 2020, phone hours are 8:00 A.M.-4:00 PM. Monday through Thursday and 8:00 A.M.-2:00 P.M. on Fridays.

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

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

### **Jury Commissioner's Office (located in Redwood City)**

- Phone lines reopened on June 10, 2020.
- The Jury Commissioner's Office reopened on June 15, 2020.

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

- The Traffic Clerk's Office (in South San Francisco) reopened for limited hours on June 22, 2020. The Traffic Clerk's Office is open from 10:00 A.M. to 2:00 P.M., Monday through Friday, for counter service.
- Phone lines reopened on June 22, 2020, and phone hours are 8:30 A.M.– 3:30 P.M. Monday through Thursday and 8:30 A.M.–2:00 P.M. on Fridays.
- Live Chat is offered from 10:00 A.M.-2:00 P.M. Monday through Friday.

### **Judicial Officer Assignments:**

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

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