

**CIVIL**

**The San Luis Obispo Superior Court civil departments will be open on a limited basis through June 25, 2020.**

Regular civil law and motions hearings, case management conferences, name changes and trial setting conferences are scheduled to resume on June 1, 2020, via remote technology only. Hearings are anticipated to be held remotely through June 25, 2020. The Court will continue to process temporary restraining orders and emergency ex parte applications.

- **Civil Harassment Orders (CHOs):** CHOs will be handled on the paperwork, or by CourtCall for those who timely request a CourtCall hearing. Through May 31, 2020, self-represented litigants will not be charged for using CourtCall, and attorneys will be charged a reduced rate of \$54. Please call (888) 882-6878 to utilize CourtCall for your hearing.
- **Ex partes:** The Court is accepting the filing of civil ex parte matters. During May, a limited number of civil ex parte hearings will be set at 10:00 a.m. each day. The San Luis Obispo County local rules should be followed with respect to filing, notice and service. Ex parte requests through May 29, 2020, will be decided on the papers without a hearing. There will be no hearings, either in person, or by CourtCall. Beginning June, 2020, the Court will begin holding hearings remotely via CourtCall. Appearances will be remote through June 25, 2020.
- **Ex parte matters decided on the papers:** The Court will still assign a hearing date, and the Court still requires that the assigned hearing date, time and department are placed on the ex parte requests. The parties shall comply with the filing, service and notice deadlines in the San Luis Obispo County local rules.
- **Mental health hearings:** All hearings will be conducted remotely using videoconference technology.
- **Temporary conservatorships/guardianships:** All emergency ex parte requests will be handled on the paperwork. (Please refer to the Probate page for more information.)

If you have a hearing on calendar prior to June 1, 2020, you will receive notice of your new hearing date via U.S. mail and/or email. Please check Odyssey for new dates, which are in the process of being reviewed and set.

The Court will continue to accept electronic filings via e-file and encourages parties and counsel to continue to submit filings electronically, or, in the case of self-represented litigants, via drop box or mail. The Court will also continue to post tentative rulings. Please submit filings as early as possible to ensure the Court has reviewed them before your hearing.

If all parties agree in writing, they may request that the Court rule on a filed noticed motion without a hearing on the civil law & motion calendars, which are set for hearing on Judge Hurst's Tuesday 9:00 a.m. calendar, Judge Coates' Wednesday 9:00 a.m. calendar, and Judge Garrett's Thursday 9:00 a.m. calendar. The parties must complete the Emergency Agreement to Waive Hearing and Submit on Papers

form ([Form E-1](#)) and submit it to the Court via e-file. [Click here](#) for the Emergency Agreement to Waive Hearing and Submit on Papers form. After the Emergency Agreement is processed, the Court will determine whether the filed motion is appropriate to rule upon without a hearing.

If the Court determines the filed motion is appropriate to rule upon without a hearing, the Court will issue a ruling in due course, and the continued hearing date will be taken off calendar. If the Court determines the filed motion is not appropriate to rule upon without a hearing, the continued hearing date will remain on calendar, or continued as needed.

**FAQ:**

**Q: Where can I obtain information about civil department operations?**

A: Information about civil department operations is available on the Court's website here:  
<https://www.slo.courts.ca.gov/>

**Q: When is my next hearing?**

A: You can access the Court's website and select the General Information tab. There is a page dedicated to Court Calendars. Please utilize the following link:  
<https://www.slo.courts.ca.gov/gi/court-calendars.htm>.

You may also call the clerk's office at (805) 706-3600.

If you are an attorney you can access the Court's attorney portal utilizing the following link:  
<https://secure.slocourts.net/Portal>

**Q: How do I continue my hearing?**

A: It depends on the type of hearing and who scheduled it. You may call the clerk's office at (805) 706-3600 to discuss options.

**Q: I have a reservation on calendar prior to June 1, 2020, but my papers are not yet filed. What will happen to my reservation?**

A: Your reservation has been vacated. You may contact the Court to make a new reservation.

**Q: Is the court still accepting reservations for law and motion matters?**

A: Yes, the Court is accepting reservations for hearings after August 1, 2020, however calendars are impacted. Please call the clerk's office at (805) 706-3600 to make a reservation. Additional information is available on our Civil Update page.

**Q: I have a law and motion hearing on calendar. Can I file my opposition or reply papers?**

A: Yes. While April 8 through June 5, 2020, have been declared judicial holidays for the Court, during the Court closure, parties are strongly encouraged to file their opposition and reply

papers via the Court's e-file system, or, in the case of self-represented parties, place them in one of the drop boxes located at the San Luis Obispo Courthouse (Monterey and Palm Street entrances) as early as possible in advance of their hearing. The Court will continue to review and process law and motion matters, so timely filing your papers will help ensure that your hearing goes forward on its rescheduled date. Should your rescheduled matter come on calendar, but the opposition and/or reply papers were not filed or were not filed in sufficient time for the Court's review (but were or will be timely filed taking into account the holidays), you will receive a new hearing date when you appear at the hearing.

**Q: How do I file my documents?**

A: Documents should be filed electronically. You may select an E-File service provider of your choice, many of whom are listed on our web site at this link:

<http://www.odysseyfileca.com/service-providers.htm>

All filings are still being accepted.

Self-represented parties can either file documents electronically, by mail, or by placing them in one of the drop boxes located at the San Luis Obispo Courthouse (Monterey and Palm Street entrances). The drop boxes at the Paso Robles Branch and Grover Beach Branch are closed. Attorneys can file a request for an exception to e-filing and, if approved by the Court, can file paperwork using the drop boxes.

**Q: What is the court's mailing address?**

A: The mailing address for the Civil & Family Law Branch is 1035 Palm. St., Rm. 385, San Luis Obispo, CA 93408.

**Q: The parties to my law and motion matter would like the matter heard on the papers, without a hearing. What should we do?**

A: As set forth here: [https://www.slo.courts.ca.gov/documents/san-luis-obispo/Civil\\_FAQ.pdf?1586816767906](https://www.slo.courts.ca.gov/documents/san-luis-obispo/Civil_FAQ.pdf?1586816767906), if all parties agree in writing, they may request that the Court rule on a filed noticed motion without a hearing on the civil law & motion calendars, which are set for hearing on Judge Hurst's Tuesday 9:00 a.m. calendar, Judge Coates' Wednesday 9:00 a.m. calendar, and Judge Garrett's Thursday 9:00 a.m. calendar. The parties must complete the Emergency Agreement to Waive Hearing and Submit on Papers form ([Form E-1](#)) and submit it to the Court via e-file. [Click here](#) for the Emergency Agreement to Waive Hearing and Submit on Papers form. After the Emergency Agreement is processed, the Court will determine whether the filed motion is appropriate to rule upon without a hearing.

If the Court determines the filed motion is appropriate to rule upon without a hearing, the Court will issue a ruling in due course, and the continued hearing date will be taken off calendar. If the

Court determines the filed motion is not appropriate to rule upon without a hearing, the continued hearing date will remain on calendar, or continued as needed.

**Q: I have a civil trial scheduled. What do I do?**

A: Most jury and Court trials currently set through in the coming months, have been vacated and are currently set for trial setting conferences. Jury trials already in progress will resume as soon as permitted by the safety, emergency and administrative orders in place during the closure. You will receive notice via as to the U.S. mail and/or email date and time of your trial setting conference.

If you have a trial set in an unlawful detainer matter, please refer to the Frequently Asked Questions on the Court's website directly related to unlawful detainers and evictions.

All related deadlines, including discovery, will be continued along with the trial date.

**Q: I have an informal discovery conference scheduled during the closure. What do I do?**

A: All civil departments are now available to hear informal discovery conferences using remote technology. Please submit your request utilizing the forms available on the Court's website.

**Q: I have a petition for a name change on calendar. What do I do?**

A: Your hearing may have been continued. If so, you will be receiving a notice via U.S. mail and/or email as to the new date and time.

**Q: The hearing on my petition for a name change has been continued. Do I need to republish?**

A: Publication in a newspaper is not required for the continued hearing unless the Court orders you to republish at your continued hearing.

**Q: how do I get a certified copy of my name change order?**

A: If you requested a certified copy of your name change order prior to your hearing and provided the Court with a self-addressed stamped envelope and the required fee, you will be mailed your copy after the hearing. If you did not request a certified copy prior to your hearing, after your hearing, you can mail in a request for a certified copy, including \$40.50 (\$40 certification fee and \$.50 for the copy) and a self-addressed stamped envelope to the Court at 1035 Palm Street, Room 385, San Luis Obispo, CA 93408. Your certified copy will then be mailed to you.

**Q: how do I get a fee waiver?**

A: There are fee waiver forms and useful information on the California Court's website at <http://www.Courts.ca.gov/>. We ask that all legal documents be filed electronically. You may

select an E-File service provider of your choice, many of whom are listed on our web site at this link: <http://www.odysseyfileca.com/service-providers.htm>.

If you are self-represented and it is impossible for you to file documents electronically, mail or drop box is the alternative.

There is a drop box located at 1050 Monterey Street or 1035 Palm Street, both located in San Luis Obispo.

**Q: where can I get forms or additional help?**

A: The Court's self-help website can be accessed here:  
<https://www.slo.courts.ca.gov/sh/index.htm>. Local Court forms are available here:  
<https://www.slo.courts.ca.gov/ff/forms.htm>. Statewide forms are **available here**:  
<https://www.courts.ca.gov/forms.htm>.

**Q: When will my order or judgment be signed?**

A: Your order or judgment will be signed by the civil bench officer assigned to your case as soon as possible after it is processed.

**Q: Will the court be hearing ex parte applications and requests for TROs?**

A: The civil bench officers will review ex parte applications and requests for temporary restraining orders.

- The Court is accepting the filing of civil ex parte matters. During May, a limited number of civil ex parte hearings will be set at 10:00 a.m. each day. The San Luis Obispo County local rules should be followed with respect to filing, notice and service. Ex parte requests through May 29, 2020, will be decided on the papers without a hearing. There will be no hearings, either in person, or by CourtCall. Beginning June, 2020, the Court will begin holding hearings remotely via CourtCall. Appearances will be remote through June 25, 2020.
- Ex parte matters decided on the papers will still be assigned a hearing date, and the Court still requires that the assigned hearing date, time and department are placed on the ex parte requests. The parties shall comply with the filing, service and notice deadlines in the San Luis Obispo County local rules.
- Civil Harassment Orders will be handled on the paperwork, or by CourtCall for those who timely request a CourtCall hearing. Through May 31, 2020, self-represented litigants will not be charged for using CourtCall, and attorneys will be charged a reduced rate of \$54. Please call (888) 882-6878 to utilize CourtCall for your hearing.

**Q: how do I get copies of documents from my case?**

A: You can access the Court's website and select the Self-Help tab. There are detailed instructions entitled "Getting Copies of Civil Court Files." You need to make your request in writing, include a check in the amount not to exceed the estimate cost. The fees are \$.50 per page for copies and \$40.00 for certified copies. You must include a return addressed, stamped envelope. Please utilize the following link for detailed instructions:

<https://www.slo.courts.ca.gov/sh/selfhelp-civilcourtfiles.htm>.

**Q: Which dates have been ordered court holidays?**

A: At this time, the following days have been deemed Court holidays:

- March 16-March 30: Court holidays due to COVID-19
- March 31, 2020: Cesar Chavez Day
- April 8-June 5, 2020: Court holidays due to COVID-19

**Q: Until the court fully court reopens, how will civil hearings be held?**

A: Through June 25, 2020, hearings will be conducted remotely. Notice will be sent. Once you receive notice, if you have barriers to accessing required technologies, please contact the clerk's office; the Court will work with you towards accessibility.

**Q: What is the charge for a CourtCall appearance?**

A: Through May 31, 2020, self-represented litigants will not be charged for using CourtCall, and attorneys will be charged a reduced rate of \$54. Please call (888) 882-6878 to utilize CourtCall for your hearing.