

CIVIL

HOW TO APPEAR IN COURT

Judges are hearing civil law matters by remote appearance using Zoom video and audio conferencing, without prior approval, in civil and probate cases. Please use Zoom unless otherwise directed by the judge.

To access Zoom links and other helpful Zoom information please go to the Court's website <https://www.slo.courts.ca.gov/> and refer to the page entitled, "Remote Court Appearances via Zoom".

For those with problems accessing Zoom, there are limited Zoom stations available at the courthouses in San Luis Obispo and Paso Robles.

Civil law and motion hearings, case management conferences, status conferences and trial setting conferences, name changes, restraining orders, and select court trials are now heard via remote technology only. Remote hearings are anticipated until further notice. For questions, please call the Clerk's office at (805) 706-3600.

- **Ex partes:** The San Luis Obispo County local rules should be followed as to filing, notice and service deadlines. Ex parte requests are decided on the papers without a hearing, unless an exception is made by the assigned judge. Each matter is assigned a hearing date, and litigants must include the assigned hearing date, time and department on all ex parte requests. Please submit a proposed order with any ex parte application.
- **Temporary conservatorships/guardianships:** All emergency ex parte requests will be handled on the paperwork only. (Please refer to the Probate page for more information.)
- **Civil Harassment Orders:** Restraining Orders must be filed with the Clerk's office no later than 4:00 p.m. for the request to be considered the same day. All restraining order requests, modifications, or terminations may be filed electronically, via the courthouse drop boxes in San Luis Obispo or Paso Robles, or by mail. Please go to the Court's website under the Civil section entitled "Civil Harassment" for more information.

The Court is accepting electronic filings via E-file and encourages parties and counsel to continue to submit electronic filings or, in the case of self-represented litigants, via the courthouse drop boxes in San Luis Obispo or Paso Robles, or by mail. The Court will continue to post tentative rulings in most civil matters, and Probate Notes. Please submit filings as early as possible or as directed by the judge assigned to the case, to ensure the Court has reviewed your documents before your hearing.

As to civil law and motion matters, if all parties agree in writing, they may request that the Court rule on a filed noticed motion without a hearing. Law and motion matters are currently

set for hearing on Department P-2's Tuesday 9:00 a.m. calendar, Department 9's Wednesday 9:00 a.m. calendar, and Department 2's Thursday 9:00 a.m. calendar.

If the Court determines the filed motion is appropriate to rule on 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 on without a hearing, the hearing date will remain on calendar, or be 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: <https://www.slo.courts.ca.gov/>

Q. IS THE CLERK'S OFFICE OPEN FOR BUSINESS?

A. The Clerk's offices in San Luis Obispo and Paso Robles are open but are not conducting in-person transactions at this time. Clerk's office employees are available to assist by telephone and are processing documents submitted by E-filing or for self-represented parties only, by mail or drop-box.

Current phone hours: Monday through Thursday, 8:30 am to 1:00 pm and Friday 8:30 a.m. to 10:30 a.m.

The drop boxes are located outside the courthouses and available at all times.

For questions regarding civil cases, please call: (805) 706-3600.

Q: CAN I PICK UP DOCUMENTS/PACKETS AT THE COURT?

A. Yes; please call the Clerk's office at (805) 706-3600 to make arrangements to pick up documents or packets at the will call boxes located at the courthouses in San Luis Obispo or Paso Robles. The will call boxes are accessible Monday through Friday 8:00 a.m. to 5:00 p.m. except on Court holidays.

Q: HOW DO I FILE MY DOCUMENTS?

A: Parties are encouraged to file documents electronically, and may select an E-file service provider, many of whom are listed on the Court's website at this link:

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

Self-represented parties can file documents electronically, by mail, or by using one of the drop boxes located at the courthouses in San Luis Obispo or Paso Robles. The Grover Beach Branch drop boxes are closed. Attorneys can request an exception to E-filing and, if approved by the Court, can file paperwork using the drop boxes.

Q: IS THE COURT HOLDING CIVIL PROCEEDINGS?

A: Judges are hearing civil law matters by remote appearance using Zoom video and audio conferencing until further notice.

Q: WHAT IS THE COURT'S MAILING ADDRESS?

A: The mailing address for the Civil and Family Law Branch is 1035 Palm. St., Rm. 385, San Luis Obispo, CA 93408. The mailing address for the Paso Robles Branch is 901 Park Street, Paso Robles, CA 93446.

Q: HOW DO I GET COPIES OF DOCUMENTS FROM MY CASE?

A: Access the Court's website and select the "Civil" tab, to find detailed instructions entitled "Getting Copies of Civil Court Files." Download the "Copy Request Form." All document requests should be made in writing and should include a check in an amount not to exceed the estimated cost. The fees are \$.50 per page for copies and \$40.00 for certified copies. All requests must include a return self-addressed, stamped envelope. Please utilize the following link for detailed instructions:

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

Q: WHEN IS MY NEXT HEARING?

A: Access the Court's website and select the "General Information" tab to locate a page dedicated to Court Calendars. Please utilize the following link:

<https://www.slo.courts.ca.gov/gi/court-calendars.htm>.

Attorneys can access the Court's attorney portal utilizing the following link:

<https://secure.slocourts.net/Portal>.

Please call the Clerk's office with any questions at (805) 706-3600.

Q: HOW DO I CONTINUE MY HEARING?

A: It depends on the type of hearing and who scheduled it. Please call the Clerk's office for more information at (805)706-3600.

Q: IS THE COURT STILL ACCEPTING RESERVATIONS FOR LAW AND MOTION MATTERS?

A: Yes; call the Clerk's office at (805)706-3600 to reserve a hearing date.

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, your copy will be mailed after the hearing. If you did not request a certified copy prior to your

hearing, you may do so afterwards, and include \$40.50 (\$40 certification fee and \$.50 for the copy) and a self-addressed stamped envelope to 1035 Palm Street, Room 385, San Luis Obispo, CA 93408, or to the Paso Robles Branch at 901 Park St., Paso Robles, CA 93446.

Q: HOW DO I GET A FEE WAIVER?

A: There are fee waiver forms, and useful information on the Court's website at <http://www.Courts.ca.gov/>. San Luis Obispo Superior Court requires 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 website, at this link: <http://www.odysseyfileca.com/service-providers.htm>.

If you are self-represented and it is difficult for you to file documents electronically, you may use mail or the drop boxes located at 1050 Monterey Street or 1035 Palm Street, in San Luis Obispo or at the Paso Robles Branch, 901 Park Street, Paso Robles, CA.

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 as soon as possible after it is processed. To check on the status of an order or judgment, call the Clerk's office at (805) 706-3600.

Q: UNTIL THE COURT FULLY REOPENS, HOW WILL CIVIL HEARINGS BE HELD?

A: Hearings are conducted remotely via Zoom. Once you receive notice of the hearing date and time, including Zoom access information, please contact the Clerk's office if you have difficulty gaining remote access.