

Superior Court of California
County of San Luis Obispo

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Courthouse Annex
1035 Palm Street, Room 385
San Luis Obispo, CA 93408

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October 2, 2023

Civil Department | Update to Reservation System

The Civil Department would like to announce an important change to the reservation system for the law and motion calendars. Over the next couple weeks, the Clerk's Office will be implementing a new procedure under which the Court will no longer provide reservation dates for law and motion matters. Moving forward, the Clerk's Office will assign a hearing date at the time the motion is filed.

Ex parte applications and motions filed under Code of Civil Procedure sections 128.5 and 128.7 are exceptions to the new procedure. In addition, this new procedure will not affect the probate calendars heard on Tuesdays in Department 4 and Fridays in Department P2.

As part of the change in process, the Clerk's Office will send miscellaneous minute orders vacating reservations for law and motion matters with hearing dates set after January 1, 2024. If moving papers are already on file in connection with those reservations, those motions will remain on calendar. Existing law and motion reservations through December 31, 2023, will remain in place.

For additional information, please review the proposed changes to the Local Rules. Specifically, rules 7.05.1, 7.06, 7.07, and 7.23. Please note that Local Rule 7.23 sets forth a new labeling requirement for discovery motions to help streamline discovery motions which seek initial responses.

In addition to the proposed changes to the local rules, the Court has adopted two new local forms: (1) Request and Order to Continue Motion (CV008) and (2) Request to Withdraw Motion (CV009). The first form may be used by the moving party to request another hearing date if the moving party has not yet served the motion. The second form allows the moving party to unilaterally withdraw a motion. Please refer to the local forms and proposed local rules for additional details.

We appreciate your patience as the Court implements this new procedure.

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ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address): TELEPHONE NO.: E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name):	FOR COURT USE ONLY
SUPERIOR COURT OF SAN LUIS OBISPO COUNTY San Luis Obispo Branch , County Government Center, 1035 Palm Street, Rm 385, San Luis Obispo, CA 93408 Paso Robles Branch , 901 Park Street, Paso Robles, CA 93446	
Plaintiff/Petitioner: Defendant/Respondent:	
REQUEST & ORDER TO CONTINUE MOTION (Civil & Probate Law and Motion)	CASE NUMBER:

****FOR USE WHEN MOTION HAS NOT BEEN SERVED****

1. Name of person making this request: _____

2. A hearing is now scheduled for the following motion: _____

3. I am the party who filed the motion on (date): _____

4. The hearing is currently set for (date): _____ Time: _____ Dept. _____

5. The motion has **not** been served upon opposing party(ies).

6. I request the Clerk of the Court continue the motion to: _____ or _____

Date:

 ATTORNEY FOR MOVING PARTY OR PARTY WITHOUT ATTORNEY

 TYPE OR PRINT NAME

ORDER

The motion is continued to: _____ at _____ AM/PM in Dept. _____. Moving party to give notice.

 CLERK OF THE COURT

cc: Court Attorneys

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address): TELEPHONE NO.: E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name):	FOR COURT USE ONLY
SUPERIOR COURT OF SAN LUIS OBISPO COUNTY San Luis Obispo Branch , County Government Center, 1035 Palm Street, Rm 385, San Luis Obispo, CA 93408 Paso Robles Branch , 901 Park Street, Paso Robles, CA 93446	
Plaintiff/Petitioner: Defendant/Respondent:	
REQUEST TO WITHDRAW MOTION (Civil & Probate Law and Motion)	CASE NUMBER:

Per Local Rule 7.07(b) must be filed at least 2 court days prior to hearing.

1. Name of person making this request: _____
2. A hearing is now scheduled for the following motion: _____
3. I am the party who filed the motion on (date): _____
4. The hearing is currently set for (date): _____ Time: _____ Dept. _____
5. No tentative ruling has been posted by the Court and a copy of this Request to Withdraw Motion has been served upon opposing party(ies).
6. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ at (city) _____ California.

SIGNED: _____
ATTORNEY FOR MOVING PARTY OR PARTY WITHOUT ATTORNEY TYPE OR PRINT NAME