



Superior Court of California County of Orange

Civil - Administrative Appeals

UPDATE – Friday, January 29, 2021

Effective May 26, 2020, the court began processing administrative appeal matters.

Due to the social distancing requirements, the public will have limited access to court buildings. Unless the court orders otherwise, appearances will be conducted via video appearance.

PLEASE READ THE INFORMATION BELOW CAREFULLY BEFORE TRAVELING TO THE CENTRAL JUSTICE CENTER.

1. Civil - Administrative Appeals

Administrative appeals are processed in Civil and heard by Department C66 at the Central Justice Center. They generally include the following types of cases:

- Appeal from final decision of parking citation;
- Appeal from civil administrative fine or penalty;
- Appeal from Labor Commissioner's award of wages, penalties and compensation;
- Determination of dangerous dog or vicious dog.

2. The court resumed processing Administrative Appeals as of May 26, 2020. All filings received by the Court during the designated holiday period of March 17, 2020 through May 22, 2020 were deemed filed as of May 26, 2020.

3. Submission of filings

Filings related to Administrative Appeals can be submitted to the court as noted below.

- By email to CivilSRL@occourts.org (for self-represented litigants only). Party is to provide a phone number for court contact;
- By electronic filing (eFiling);
- By drop-box located by the front entrance of the Central Justice Center. Party is to provide a phone number for court contact;
- By US Mail at 700 Civic Center Drive West, Santa Ana, CA 92701.
- Appointments for in-person counter services will resume starting February 22, 2021. Appointment availability may vary by case-type or unit and can be scheduled through the court's COVID-19 page via the "schedule in-person counter service" button.
- Specific questions can be submitted via the "Ask a Question" button on the court's website.

If filings fees are due, the parties will be contacted by phone regarding payment.

4. Self Help Assistance

The public is encouraged to consult Self Help services prior to filing documents. Self Help assistance is available via telephone at 657-622-8511 or by email at SelfHelpCivil@occourts.org.

5. Remote Appearances

Unless specifically ordered otherwise by the court, all Civil - Administrative Appeals hearings will be heard via remote appearance in Department C66 as noted below.

- a. All hearings on Civil – Administrative Appeals will be conducted by video appearance. No in-person hearings will be conducted unless specifically ordered by the court.
- b. If a party does not have the ability to connect via video, the party is to call the courtroom or 657-622-8513 to request an alternative means to appear.
- c. Further instructions regarding the remote hearing are available on the Court’s Civil COVID-19 website. Click on the “Limited Civil Remote Hearing Instructions” link posted on the top box of the Civil COVID-19 website page as shown below.

[Limited Civil Remote Hearing Instructions](#) 📄
[Limited Civil Courtroom Schedule & Requirements](#) 📄
[Department C03 Appearance Instructions](#) 📄

**CLICK HERE TO APPEAR FOR C17, C61, C66, VCC1, VCC2, VCC3 AND VCC5
HEARINGS**

- d. The public may view court proceedings online by clicking the Courtroom Live Streaming link on the court’s website and selecting the department.