



Superior Court of California County of Orange

Civil- Unlawful Detainers (Evictions)

UPDATE – Monday, June 8, 2020

Effective May 26, 2020 and until further notice, all unlawful detainer (eviction) matters will only be processed at the Central Justice Center. Services will not be provided at the branch courts.

Due to social distancing, the public will have limited access to the building. 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. Submission of Filings

- a. All filings related to unlawful detainer (eviction) matters 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.
 - In-person by appointment only- appointment can be scheduled through the court's website <https://www.occourts.org/media-relations/CourtCalendarAppointments.html>.
 - By US Mail at 700 Civic Center Drive West, Santa Ana, CA 92701.

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

- b. **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.
- c. All filings received by the Court during the designated holiday period of March 17, 2020 through May 22, 2020 are deemed filed as of May 26, 2020.
- d. New Unlawful Detainer/Eviction matters will be processed in accordance with COVID-19 emergency orders issued as follows:
 - Governor Newsom's Executive Orders 28/20, which continued to be in effect through July 28, 2020 per Executive Order 66-20 regarding the enforcement of evictions affected by COVID-19;
 - Relevant Ordinances as issued by various cities;
 - Judicial Council of California's Emergency Rule 1 impacting the issuance of summons, entry of default and trial setting that is in place until 90 days after the Governor lifts the state of emergency related to COVID-19.

2. Appearances

Due to various restrictions relating to the COVID-19 pandemic, the court will significantly limit in-person appearances until further notice. Unless specifically ordered otherwise by the court, eviction relating hearings will be conducted via video appearance.

In-person appearances

- Starting July 2, 2020, all Judgement Debtor Examinations will be scheduled for in-person appearance at the Civil Complex Center located at 751 West Santa Ana Blvd, Santa Ana, CA 92701.

Video Appearances

- Unlawful Detainer/Eviction related hearings have been rescheduled to resume June 15, 2020, with notice to all parties.
- All hearings will be conducted by video via Microsoft Teams, unless ordered otherwise by the court.
- 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.

Microsoft Teams Video Appearance Process-



Microsoft Teams software can be downloaded for free. The court strongly suggests that you download the Microsoft Teams software prior to the date of your hearing.

To appear by video

1. From the Court's COVID-19 website, select Civil button to reach the Civil COVID-19 page.
2. In the box located at the top of the page, select the red button "Appear For C61, C62 & C63 Hearings" button.
3. On the next page, click the link for the courtroom in which you are scheduled to appear, or scroll down the page to locate the courtroom.
4. Locate the day of your appearance and click on the **time** you are scheduled to appear. Ensure you select the right day of the week and **time** of the day.
5. Upon clicking, you will be navigated to Microsoft Teams site.
6. If you have previously downloaded the Teams software:
 - Enter your name so the court knows you are connected. If you are an attorney also enter the party you present. For example:
 - Attorney Smith for G. Jones matter
 - G. Jones, party
 - Select "Join as a Guest" and you will be directed to the video page. Wait to be admitted into the session.

7. If you have not previously downloaded the Teams software.
 - You will be prompted to download, follow the steps on your device. Further step-by-step instructions are posed on the website.
 - Once download is complete, enter your name as noted on #6 and select “Join as a Guest” and you will be directed to the video page. Wait to be admitted into the session.

Tips while appearing via video-

1. You will wait in the video lobby until the court is ready to admit you. Please be patient.
2. All individuals participating in this video session will be able to hear one another unless you place your microphone on mute.
3. If you have background noise, mute your speaker when your case is not being heard so you do not disrupt proceedings. You must unmute yourself when your case is called.
4. The Court has the ability to mute anyone during this hearing. If the Court mutes you, you will have to unmute yourself before the Judicial Officer can hear you again.
5. To mute your microphone, tap or click your screen or move your mouse to have the control panel appear on your screen.
 - If the microphone icon does not display a slash , everyone can hear you. To mute, click on the microphone icon.
 - If the microphone icon displays a slash , no one can hear you. To unmute, click on the microphone icon.
 - If the court takes a recess during your session, you will see the Court symbol on the screen. Please be aware that although you do not see the courtroom, the Court can still see and hear you.
6. If at any time you become disconnected from the hearing, please rejoin the meeting through the same link and you will be re-admitted into the video session.