



Superior Court of California County of Orange

Probate & Mental Health

UPDATE – Monday, February 2, 2021

Due to social distancing requirements, the public will have limited access to court buildings. Unless the court orders otherwise, appearances will be conducted via remote appearance as set forth below.

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

1. Processing of Filings

For matters relating to Probate Conservatorships, LPS Conservatorships, Guardianships and Minor's Compromises, the processing of filings resumed effective April 27, 2020. For all other Probate matters, the processing of filings resumed on May 26, 2020.

2. Submission of filings

All Probate filings shall be submitted via eFiling through an approved eFiling Service Provider with the exception of filings by self-represented litigants.

Self-represented litigants may also submit filings to the court as follows:

- By email to ProbateSRL@occourts.org Party is to provide a phone number for court contact;
- 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, Attn: Probate.
- In person-by appointment only: Starting February 22, 2021, appointments can be scheduled through the court's website <https://www.occourts.org/media-relations/CourtCalendarAppointments.html>;
- Specific questions can be submitted via the "Ask a Question" button on the court's website.

If filing fees are due, payment shall be included at the time of submission. For email, the parties will be contacted by phone regarding payment.

3. Self Help Services:

Self Help assistance may be available for specific Probate filings. The public is encouraged to consult Self Help prior to filing documents. Self Help may be contacted by phone at 657-622-7170 or by email at SelfHelpProbate@occourts.org.

4. Appearances:

Unless specifically ordered by the court, hearings for Probate and Mental Health matters will be heard via remote appearance.

Ex Parte Hearings

- Ex Parte hearings will be decided on the pleading(s) with no in-person or remote appearances, unless the court directs otherwise.

Remote appearances

- Appearances will be conducted by video, unless ordered otherwise by the court on a case-by-case basis.
- Further instructions regarding video appearances are available on the Court's website, Covid-19 button, Probate button. Click on the Remote Hearing Instructions link posted as shown below.

Remote Hearing Instructions

CLICK HERE TO APPEAR FOR PROBATE HEARINGS

- If the public has difficulty connecting to your remote hearing, call 657-622-8278 for assistance.
- The public may also view court proceedings through the appearance link noted above.

5. Notice in Probate Cases

- If timely service was given for a hearing on a petition that was subsequently rescheduled by the court as a result of the pandemic, parties will be required to provide new notice of the rescheduled hearing date in the same manner that the original notice had been given.
- Until further notice, parties must include the following language when serving notice of hearing in all Probate cases:

You must attend the hearing by video remote using the court's designated video platform; (2) Go to the Court's website at <http://www.occourts.org/media-relations/probate-mental-health.html> to appear for probate hearings; and for remote hearing instructions; (3) If you have difficulty connecting or are unable to connect to your remote hearing, call 657-622-8278 for assistance.

6. Conservatorship Orientation Program

Beginning February 1, 2021, the Conservatorship Orientation Program will be available online as a video orientation. Your completion of the video orientation is mandatory prior to the hearing date on the Petition for Appointment of Conservator. The video can be found on the court's website at: <https://www.occourts.org/directory/probate> or <https://www.occourts.org/media-relations/probate-mental-health.html>

If you are not able to access the video, please contact the court at 657-622-8278 or submit a question via the "Ask a Question" button on the court's website.

7. Electronic submission of letters and bonds

- Until further notice, electronic submission of letters of guardianship and conservatorships will be allowed and require a signature (electronic, digital or otherwise). Letters without signatures will not be accepted for processing.
- Until further notice, electronic submission of bonds will be allowed. The submitting party must retain possession of the original bond and make it available to the court upon request.

8. Signed orders

- At the time an order is signed/processed, a copy will be returned to the submitting party via eFiling or by mail.
- To purchase a copy of a signed order, email your request to: cjcrecordsmanagement@occourts.org
- Specific questions about your signed order can be submitted via the "Ask a Question" button on the court's website.