



Superior Court of California County of Orange

Civil Limited, Unlimited and Complex

UPDATE –Thursday, December 31, 2020

Effective May 26, 2020, the court began processing Civil related matters as noted below. 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 noted below.

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

To address the workload impact of as a result of the COVID-19 pandemic the court has taken the following actions via Administrative Orders.

1. Filings received by the court during closure

- March 17, 2020 through May 22, 2020 were holidays for purposes of computing the time to file civil documents in court under Code of Civil Procedure sections 12 and 12a. (Gov. Code § 68115(a)(4).)
 - Electronically filed documents that were automatically processed by the court's case management system and reflect a "filed" date designated a court holiday under the Emergency and Implementation Orders, were deemed filed on May 26, 2020, the court's first business day.
 - All other documents received by the court during the designated holiday period, which are not associated with essential functions, were deemed filed on May 26, 2020, the court's first business day.

2. Filings received by the court as of May 26, 2020

- The court began processing Civil filings as of May 26, 2020.
- All Civil Limited, Unlimited and Complex 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 CivilSRL@occourts.org. Party is to provide a phone number for court contact;
 - ❖ Please provide a case number, if available
 - ❖ Please indicate in the subject field if the attached document is an urgent filing
- 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 not be available until further notice.
- 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.

3. Rescheduled hearing plan

- All hearings have been rescheduled as outlined in the Fourth Amended Administrative Order 2020/06, with notice to all parties.

4. Self Help Services

- Self Help assistance may be available for specific civil filings. The public is encouraged to consult Self Help prior to filing documents. Self Help may be contacted by phone at 657- 622-8511 or by email at SelfHelpCivil@occourts.org.

5. Appearances

Due to various restrictions relating to the COVID-19 pandemic, the court will continue to significantly limit in-person appearances until further notice. Unless specifically ordered otherwise by the court, hearings in Civil Limited, Unlimited and Complex will continue to be heard via remote appearance.

In-person appearances

- Name Change matters and Judgement Debtor Examinations are suspended from December 21, 2020 through January 29, 2021 unless otherwise ordered by the court. Hearings will be rescheduled beginning February 1, 2021 via notice.
- Effective February 1, 2021:
 - Name Change matters will continue to be scheduled for in-person appearance at the Central Justice Center in Department D-100 (Civil Clerk's Office).
 - All Judgment Debtor Examinations will be scheduled for in-person appearance at the Central Justice Center at 700 Civic Center Drive West, Santa Ana, CA 92701.

Remote appearances

Due to limited courtroom space, the court has created virtual civil courtrooms (VCC1 through VCC5) that will be dedicated to remote hearings via telephonic and/or video appearances. Virtual courtrooms will be assigned courtroom telephone numbers as well as CourtCall accounts as needed.

- Effective October 19, 2020, VCC4 was assigned to Hon. Sheila Fell and her current unlimited inventory will be moved with notice to all parties.
- Effective November 2, 2020, VCC1 was assigned to Comm. Glenn Mondo to hear Civil Harassment hearings and other matters as assigned.
- Other VCCs will be assigned as needed.

Remote appearance will be conducted as noted below.

- **Effective January 4, 2021, hearings scheduled in Department C25 before Hon. Kimberly Knill will move to Department C17 with notice to all parties:**
 - For hearings in C25/C17 relating to Unlawful Detainers:
 - ❖ Appearances will continue to be conducted by video, unless ordered otherwise by the court on a case-by-case basis.
 - ❖ 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 alternate means to appear.

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

- ❖ Further instructions regarding video appearances are available on the Court's Civil COVID-19 website. Click on the "Remote Hearing Instructions" link posted on the top box of the Civil COVID-19 website page as shown below.
- ❖ The public may view court proceedings online by clicking the Courtroom Live Streaming link on the court's website and selecting the department.
- For hearings in C25/C17 relating to Civil Limited:
 - ❖ Appearances will be conducted by telephonic appearance through CourtCall. Parties must arrange their CourtCall appearances with CourtCall no later than 3:00 PM the prior business day.
 - ❖ To schedule a telephonic appearance via CourtCall, call 1-888-882-6878 or schedule online via their website at <https://courtcall.com/?c=CCHOME>.
 - ❖ Consistent with California Rule of Court 3.670, a party that has received a fee waiver will not be charged the fees for telephone appearance. CourtCall will collect the required fees from all other parties. This action is supported by the SecondStatewide Order dated March 30, 2020, Executive Order N-38-20 and the court's Administrative Order 20/06.
 - ❖ Parties who have not appeared in their case prior to the hearing and seek a fee waiver can submit their fee waiver request to the court in advance of the hearing date as follows:
 - By email to CivilSRL@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;
 - Appointments for in-person counter services will not be available until further notice.
 - Specific questions can be submitted via the "Ask a Question" button on the court's website.
 - Self Help assistance is available to the public via telephone at 657-622-8511 or by email at SelfHelpCivil@occourts.org.
 - ❖ The public may listen to remote court hearings at no cost by calling the public access line and entering the access code for the courtroom as noted on page 6. The public will be able to listen, but not participate in the proceedings.
- **For hearings scheduled in Departments VCC1, C61 and C66:**
 - Appearances will continue be conducted by video, unless ordered otherwise by the court on a case-by-case basis.

- 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 alternate means to appear.
- Further instructions regarding video appearances are available on the Court's Civil COVID-19 website. Click on the "Remote Hearing Instructions" link posted on the top box of the Civil COVID-19 website page as shown below.

[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

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

➤ **For hearings scheduled in Department C3:**

- Appearances will continue to be conducted by telephonic appearance through CourtCall. Parties must arrange their CourtCall appearances with CourtCall no later than 3:00 PM the prior business day.
- To schedule a telephonic appearance via CourtCall, call 1-888-882-6878 or schedule online via their website at <https://courtcall.com/?c=CCHOME>.
- Consistent with California Rule of Court 3.670, a party that has received a fee waiver will not be charged the fees for telephone appearance. CourtCall will collect the required fees from all other parties. This action is supported by the Second Statewide Order dated March 30, 2020, Executive Order N-38-20 and the court's Administrative Order 20/06.
- Parties who have not appeared in their case prior to the hearing and seek a fee waiver can submit their fee waiver request to the court in advance of the hearing date as follows:
 - By email to CivilSRL@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;
 - Appointments for in-person counter services will not be available until further notice.

Self Help assistance is available to the public via telephone at 657-622-8511 or by email at SelfHelpCivil@occourts.org.

- The public may listen to remote court hearings at no cost by calling the public access line and entering the access code for the courtroom as noted on page 6. The public will be able to listen but not participate in the proceedings.

➤ **For Civil Unlimited and Complex hearings scheduled in all other departments including VCC4:**

- Unless otherwise ordered by the court, all Unlimited and Complex proceedings will continue be conducted via telephonic appearance through CourtCall with each party/attorney having the option to appear by CourtCall video if the judge, in his/her discretion, permits a video appearance instead of an audio appearance.

- Privately hired court reporters must also participate remotely. It is the responsibility of the party hiring a court reporter to make the necessary arrangements for his/her access to telephonic or video appearances. For example, the court reporter can be present with hiring party to view and report proceedings via video, etc. Per the Court's Privately-Retained Court Reporter policy, Local Form L-0860 (Stipulation and Appointment of Official Reporter Pro Tempore) must be electronically filed with the court at least 5 days prior to the hearing when parties select a court reporter not on the Court-Approved Official Reporters Pro Tempore List.
- Consistent with California Rule of Court 3.670, a party that has received a fee waiver will not be charged the fees for telephone or video appearance. CourtCall will collect the required fees from all other parties. This action is supported by the Second Statewide Order dated March 30, 2020, Executive Order N-38-20 and the court's Administrative Order 20/06
- To schedule a telephonic appearance via CourtCall, call 1-888-882-6878 or schedule online via their website at <https://courtcall.com/?c=CCHOME>.
- The public may listen to remote court hearings at no cost by calling the public access line and entering the access code for the courtroom as noted on page 6. The public will be able to listen but not participate in the proceedings.

6. Civil Unlimited and Complex courtroom specific procedural information

- Additional department specific procedural information is posted under the department specific website as follows:
 - Civil Tentative Rulings: <https://www.occourts.org/directory/civil/tentative-rulings>

7. Civil Unlimited Video Court Trials

On July 14, 2020, the Presiding Judge issued an Administrative Order 20/22 authorizing video Civil court trials.

- Video court trials will continue to be conducted via WebEx, unless ordered otherwise by the court on a case-by-case basis.
- Further instructions regarding WebEx are available on the Court's Civil COVID-19 website.
- Per Administrative Order 20/22, access to the audio and video of court trial proceedings will be provided to the public. Any member of the public wishing to attend a video court trial may do so by contacting the courtroom to obtain access instructions.

**Civil Limited, Unlimited and Complex
Public Access Call-in Numbers**

Due to social distancing requirements members of the public will have limited access to court buildings. Unless the court orders otherwise, appearances for Civil Limited, Unlimited and Complex will be conducted remotely via CourtCall.

The public may listen to remote court hearings at no cost by calling the public access line and entering the access code and pin number (same number) when prompted for the courtroom as noted below. The public will be able to listen but not participate in the proceedings.

Dept.	Judicial Officer	Public Access Number	Access Code	Pin Number
C3	Judge Cramin	657-231-1414	6513404#	6513404#
C4	Comm. Mondo	657-231-1414	12129800#	12129800#
C11	Judge Gastelum	657-231-1414	12129879#	12129879#
C12	Judge Melzer	657-231-1414	12129880#	12129880#
C13	Judge McCormick	657-231-1414	12129876#	12129876#
C14	Judge Moss	657-231-1414	12129881#	12129881#
C15	Judge Scott	657-231-1414	12129882#	12129882#
C16	Judge Di Cesare	657-231-1414	12129883#	12129883#
C17	Judge Knill	657-231-1414	12129804#	12129804#
C18	Judge Howard	657-231-1414	12129884#	12129884#
C19	Judge Schwarm	657-231-1414	12129885#	12129885#
C20	Judge Margines	657-231-1414	12129886#	12129886#
C21	Judge Servino	657-231-1414	12129887#	12129887#
C22	Judge Salter	657-231-1414	12129888#	12129888#
C23	Judge Hunt	657-231-1414	12129889#	12129889#
C24	Judge George	657-231-1414	12129890#	12129890#
C25	Judge Marks	657-231-1414	12129804#	12129804#
C26	Judge Lewis	657-231-1414	12129892#	12129892#
C31	Judge Lee	657-231-1414	12129893#	12129893#
C32	Judge Gooding	657-231-1414	12129894#	12129894#
C33	Judge Crandall	657-231-1414	12129895#	12129895#
C34	Judge Zeltzer	657-231-1414	12129896#	12129896#
C42	Judge Hoffer	657-231-1414	12129897#	12129897#
C62	Judge Knill	657-231-1414	12129804#	12129804#
CX101	Judge Sanders	657-231-1414	12129898#	12129898#
CX102	Judge Wilson	657-231-1414	12129899#	12129899#
CX103	Judge Nakamura	657-231-1414	12129852#	12129852#
CX104	Judge Claster	657-231-1414	12129801#	12129801#
CX105	Judge Sherman	657-231-1414	12129802#	12129802#
N5	Judge Griffin	657-231-1414	12129877#	12129877#
VCC4	Judge Fell	657-231-1414	12129891#	12129891#

