



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO**

Civil Law and Motion Filing Guidelines

Civil Law and Motion Filing Information:

Civil Law and Motion filings may be filed at the front counter or placed in the Civil Law and Motion drop box of the Hall of Justice Building located at 813 6th Street, Room 212 (2nd Floor), Sacramento, CA 95814. Any filing required by court order or Local Rules to be made directly in Department 53/54 shall be made at such location. When parties are not required to file directly in Department 53/54, filings may also be mailed to the mailing address listed below. Please see Section 7, below, regarding the filing types that may be accepted at Civil Law and Motion.

Mailing Address:

Sacramento Superior Court
720 9th Street, Room 102
Sacramento, CA 95814

Phone Numbers and Hours:

Department 53 – 916-874-7858
Department 54 – 916-874-7848
Monday through Friday 8:30 a.m. to 4:00 p.m.
(Closed 12:00-1:00)

Law and Motion Location and Hours:

Hall of Justice Building
813 6th Street, Room 212, 2nd Floor
Sacramento, CA 95814

Front Counter: Monday through Friday 8:30 a.m. to 4:00 p.m.

Drop Box Hours: Monday through Friday 8:30 a.m. to 5:00 p.m.

1. General Civil Law and Motion Calendar (Departments 53 and 54)

- All hearing dates must be reserved in advance by calling the clerk of the assigned Law and Motion Department prior to submitting moving documents to the Court. Any motion submitted without a reserved hearing date will be subject to rejection.
- Department 54's calendar is heard Tuesday through Thursday at 9:00am.
- Department 53's calendar is heard Tuesday through Thursday at 1:30pm.

2. Ex Parte Applications for Law and Motion Requiring a Hearing Date

- Ex Parte Hearings must be reserved in advance by calling the clerk of the assigned Law and Motion Department, no later than 10:00 a.m. on the court day prior to the reserved Ex Parte hearing date.
- An Ex Parte Hearing reservation cannot be made without having an assigned case number.
- All Ex Parte Applications, supporting documents, and appropriate filing fees shall be submitted for filing at the front counter or in the Law and Motion drop box, no later than 4:00 p.m. on the court day prior to the hearing.
- Any Ex Parte Application submitted without a reserved hearing date will be subject to rejection.

3. New Complaint with Accompanying Ex Parte Application for Law and Motion Requiring a Hearing Date

- Due to the Court's Ex Parte Hearing reservation requirements listed above in section two, new complaints and Ex Parte Applications requiring a hearing may not be submitted together for filing.
- A case number must be obtained prior to reserving an Ex Parte hearing by submitting the case initiating documents for filing either at front counter, by mail, or in the Law and Motion drop box. Filing parties may use the Court's Public Case Access Site at

<https://services.saccourt.ca.gov/PublicCaseAccess/> to search for the case number in lieu of waiting to receive the file endorsed copies.

Please Note: The Court requires at least 24 hours from the time of receipt by mail or drop box for documents to be processed.

- Once a case number has been obtained, parties may proceed with the reserving and filing of the Ex Parte Application in accordance with the requirements listed above in section two.

4. Petition for Change of Name/Gender (See Section 7 for Window Hours)

- Assistance with completion of forms and general information may be obtained through the Civil Self-Help Center in person, by telephone or email. Please visit the following link for details:
<https://www.saccourt.ca.gov/civil/self-help-services/self-help-services.aspx>

5. Tentative Rulings and Appearances

- Consistent with Local Rule 1.06, a tentative ruling will be published to the Court's website at 2:00 p.m. on the court day before the matter is scheduled to be heard.
- To request oral argument on a matter, parties must call the Law and Motion Oral Argument Request line at (916) 874-2615 by 4:00 p.m. the court day before the hearing and leave a voice mail message with all of the information specified in the voice mail greeting. Parties are further required to notify all opposing parties of the oral argument request.
- Unless ordered to appear in person by the Court, parties may appear remotely either telephonically or by video conference via the Zoom video/audio conference platform with notice to the Court and all other parties in accordance with Code of Civil Procedure 367.75. Although remote participation is not required, the Court will presume all parties are appearing remotely for non-evidentiary civil hearings.
- The Zoom link and Meeting ID needed to appear remotely may be found in the Notice located at the top of the tentative ruling calendar published to the Court's website at 2:00 p.m. on the court day before the matter is scheduled to be heard.

6. Court Reporters in Law and Motion

Effective January 31, 2022, official court reporters will not be available in Departments 53 and 54, with exceptions listed in the Court's Policy Regarding Availability and Unavailability of Official Court Reporters. Additional information can be found on the Court's website at <https://www.saccourt.ca.gov/court-reporters/court-reporters.aspx>.

- Parties arranging for their own reporter must file a [Stipulation and Appointment of Official Reporter Pro Tempore \(form CV/E-206\)](#) on or the day before the hearing by email to the assigned Law & Motion department inbox at Dept53@saccourt.ca.gov or Dept54@saccourt.ca.gov.
- A party who has been granted a waiver of court fees and costs may request the services of an official court reporter by submitting a [Request for Court Reporter by a Party with a Fee Waiver \(CV-211\)](#) form for filing either by mail or in the Law and Motion drop box at least 10 days prior to the scheduled hearing date.

7. Civil Law and Motion Filing Counter (Located in Room 212)

The Civil Law and Motion Filing Counter ONLY accepts the following documents for filing:

- All Civil Law and Motion documents including Applications and Stipulations
- Ex Parte Applications for Law and Motion with a Hearing Date
- First Amended Complaints with judicial order
- New Complaints with accompanying Notice of Pendency of Action
- New Complaints with accompanying Temporary Restraining Order
- Notice of Dropping a Pending Matter for a Law and Motion Hearing
- Petition to Allow Late Claim for Relief from Government Code Sections 945 or 946.6
- Petition to Confirm, Correct, Vacate or Compel Arbitration
- Petition for Approval for Transfer of Structured Settlement Payment Rights
- Petition for Unresolved Deposit of Undistributed Surplus Proceeds of Trustee Sale
- Petition for Change of Name/Gender Change (Monday – Friday from 8:30 a.m. to 12:30 p.m. and Monday, Tuesday, Wednesday and Friday 1:30 p.m. to 4:00 p.m. ONLY, specified window)
- Request for Continuance Letter for a pending Law and Motion Hearing

NOTE: All D.47 Presiding Judge Law & Motion documents and any Civil Documents not listed above must be filed at the Gordon D. Schaber County Courthouse located at 720 9th Street, Room 102, Sacramento, CA 95814. Please see the Gordon D. Schaber Civil Document Filing Guidelines for additional filing information.