



**SUPERIOR COURT OF CALIFORNIA
County of Sacramento**

**Public Notice – Criminal Division
Implementation of Criminal Trial Check-In and
Assignment Procedures**

Effective August 4, 2020, the following procedures apply for the check-in and assignment of Criminal Trials:

1. The Court, through Master Calendar, will send a rough copy of the jury trial calendars to the offices of the Conflict Criminal Defenders (CCD), District Attorney (DA), and Public Defender (PD) every Friday. The Court will also post these calendars on the Court’s website in the “Attorney Information” section of the website, under a tab entitled: “Preliminary Hearing and Trial Assignments.” For example, for any trial set the week of July 13th, the Court will distribute rough copies of the trial calendar on Thursday, July 2nd (Friday Holiday).
2. Utilizing the Court’s Criminal Trial Readiness Notification System, all counsel shall notify the court electronically by 12:00 p.m. - three (3) court days prior to the scheduled Trial Readiness Conference hearing date, of their readiness to begin trial.
3. TRC’s shall be set for every trial. They will be set on afternoon calendars on Wednesdays and Thursdays in their designated Home Court. If the trial is going to continue or resolve, it will be handled at the scheduled TRC date. If a matter is assigned to a trial department, the TRC will be reset as a pretrial conference in the assigned trial department the Friday before the week of the trial.

If a matter is going to resolve with a plea for felony probation and immediate J&S, the defense attorney shall obtain probation conditions from the Probation Dept. The Probation Dept. has created an email address to contact them and request conditions. When emailing for conditions, the defense attorney shall include the following:

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- a. a defendant's name and x-ref. #,
- b. terms of the plea,
- c. the name of the DDA handling the case, and
- d. the courtroom email to which to send conditions.

Probation Email: AdultCourtLiaison@saccounty.net

4. Trial assignments will be announced electronically each Wednesday by 12:00 p.m. for the following week. The court will send assignments to the email boxes set up by the attorney offices of the CCD, DA, PD and to any retained attorney, and post the assignments on the court's website in the Attorney Information section of the website, under a tab entitled: "Preliminary Hearing and Trial Assignments." Any case, for which there is no available courtroom at the time of assignment, will be monitored and assigned a courtroom as soon as one becomes available. If a courtroom is unavailable by the case's statutory deadline (PC 1382), the case will be set on its last day in a dept. TBD.
5. If, pursuant to CCP 170.6, any party intends to exercise a challenge to the judge assigned to preside over the trial, the party shall send an email to the court at MasterCalendar@saccourt.ca.gov and opposing attorneys no later than 4:00 p.m. on the day of the assignment. Counsel shall include a fully executed CCP 170.6 form with the email. The court's Judicial Assignment Administrator shall cause the forms to be filed.
6. If a case is assigned to a trial department, the TRC scheduled in the home court will be vacated and a pretrial conference shall be heard in the assigned trial department on the Friday preceding the trial date at 1:30 p.m. All counsel and defendants shall personally appear at the pretrial conference.
7. All parties shall electronically file any in limine motions with the assigned trial department by 9:00 a.m. at least one (1) court day prior to the scheduled pre-trial conference hearing. Motions shall be filed by email to the assigned department and shall be served electronically on all opposing counsel. Department email addresses are as follows: Dept#@saccourt.ca.gov. For self-represented defendants, in limine motions shall be filed at the pre-trial

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conference hearing. Any witness necessary for an in limine motion shall be personally present at the time of the pretrial conference, unless the parties are agreeable to the witness testifying remotely for the in limine hearing.

Example of timeline for trial starting June 15, 2020:

- Friday, June 5, 2020 - Calendars distributed.
 - Wednesday, June 10 by 12:00 p.m. - Trial assignments announced for the week of June 15th.
 - Wednesday, June 10 by 4:00 p.m. - CCP 170.6 deadline.
 - Thursday, June 11 by 9:00 a.m. - In limine motions filed with trial court and opposing counsel.
 - Friday, June 12 - 1:30 pretrial conference in assigned trial department.
8. Witnesses may still be subpoenaed to appear in Dept. 9. Attorneys should notify witnesses once an assignment to a trial department is made. The Court will post daily assignments on the wall outside of Dept. 9 and Dept. 9 staff will be available to direct witnesses to assigned departments. If necessary, attorneys may request that the Dept. 9 Judge allow the attorney and witness to appear in Dept. 9 on a date set for trial for purpose of witness recognition. Approval of the request is subject to the discretion of the Judge sitting in Dept. 9. Such requests must be made via email to MasterCalendar@saccourt.ca.gov and Dept9@saccourt.ca.gov, by 12 p.m. two (2) court days before the date of the witness recognition, and contain 1) the reasons why the party is unable to re-subpoena the witness, 2) the name of the witness and x-ref. #, and 3) proof of service.

