

**SUPERIOR COURT FOR THE STATE OF CALIFORNIA  
COUNTY OF SANTA CLARA**

**FAMILY RULES**

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**\*SEE [ATTACHED GENERAL ORDER RELATED TO RULE 6](#) EFFECTIVE  
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**ATTACHMENTS FM-1000 to FM-1136**

**RULE 1**

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**RULE 1 GENERAL INFORMATION**

**A. SCOPE**

These Rules govern cases in the Family Law Division, which hears all matters concerning the Family Code or related matters.

(Eff. 7/01/18)

**B. SANCTIONS**

If any attorney, a party represented by an attorney, or a self-represented party, fails to comply with any of the requirements of these Rules, the Court, on motion of a party, or on request by FCS, or on its own motion, after notice and the opportunity to be heard, may strike out all or any part of any pleading of that party, dismiss the action or proceeding or any part of the action or proceeding, enter a judgment by default against that party, or impose other penalties of a lesser nature as otherwise provided by law, including monetary sanctions to the Court, and may order that party or his or her attorney to pay to the moving party the reasonable expenses in making the motion, including reasonable attorney fees.

(Eff. 7/01/10)

**C. FAMILY JUSTICE CENTER COURTHOUSE**

(Eff. 7/01/16)

The Family Law Division operates in the Family Justice Center courthouse located at 201 North First Street, San José, California 95113.

(Eff. 7/01/16)

**D. CASE ASSIGNMENT**

**(1) DIRECT CALENDAR**

New family law cases, except those subject to subsection (3) and (4) below, are randomly assigned to a judicial officer for all purposes. The judge in that department is the All-Purpose Judge (APJ). Upon the filing of a new case, the clerk shall provide the Petitioner notice of the case assignment on the Family Law Notice (attached form FM-1050). If a case is sent for trial to the Civil Division based on its expected length or other reasons, the APJ shall still decide all issues up to trial, including any ex parte requests and motions to continue the trial. All filed documents must contain the name of the assigned APJ and department.

(Eff. 1/01/13)

**(2) CASES HEARD BY COMMISSIONERS**

In some proceedings assigned to a family law department, except those subject to subsection (3) below, the parties may be asked to stipulate that their matter be heard and decided by a Commissioner of the Superior Court, acting as a temporary judge pursuant to California Constitution, Article VI, §§ 21 and 22 and Code of Civil Procedure Code § 259(e), either for All Purposes or for a Limited Purpose. Before the first hearing before a

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Commissioner who will hear that case for all purposes, the Court will provide the parties the Stipulation for Court Commissioner to Act as Temporary Judge for All Purposes (attached form FM-1112). The refusal of a party to stipulate to a Commissioner acting as an All Purpose temporary judge will lead to reassignment of the case to an APJ and in most cases will result in a continuance of the matter to another date. If a party declines to stipulate to a Commissioner acting as a Limited Purpose temporary judge, in most cases the hearing will be delayed until the APJ is able to hear the matter.

(Eff. 7/01/16)

**(3) THE CHILD SUPPORT COMMISSIONERS**

As provided by statutes or upon stipulation, the Child Support Commissioners shall hear all Title IV-D support cases; U.I.F.S.A., Department of Child Support Services (DCSS) paternity, custody and visitation issues raised in IV-D cases as provided by law, support enforcement, and welfare reimbursement cases, as well as other family law matters upon assignment.

**(4) DOMESTIC VIOLENCE PREVENTION ACT (DVPA) FILINGS**

All standalone DVPA filings and DVPA filings accompanied by a Uniform Parentage Act (UPA) filing shall be assigned to a Dedicated Family DVPA Department's APJ for all purposes. For cases that are accompanied by a Uniform Parentage Act Filing, the DVPA APJ may order the case to be reassigned to a non-DVPA APJ once all issues related to the DVPA request have been addressed or at any other time in the DVPA APJ's discretion.

If a DVPA case is set for trial for one-half day or less the matter shall be heard by a DVPA APJ. Trials of more than one half day but less than two days shall be heard by the supervising family judge. A trial of more than two days shall be scheduled in the civil division. A DVPA department's APJ shall decide all issues up to trial, including any ex parte requests and motions to continue the trial. All filed documents must contain the name of the assigned APJ and department.

All DVPA filings accompanied by a Family Law Petition filing shall be randomly assigned to a non-DVPA APJ for all purposes and shall be subject to all provisions under Local Family Rule 1D. If a Family Law Petition filing occurs after a DVPA filing has been filed and assigned to the DVPA APJ, the DVPA APJ shall continue to address any issues regarding the DVPA filing. The DVPA APJ may order the DVPA filing to be consolidated into the Family Law Petition filing once all issues related to the DVPA request have been addressed or at any other time in the DVPA APJ's discretion.

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(Eff. 1/01/17)

**(5) CASES INVOLVING EMPLOYEES**

If a court employee or deputy sheriff working at the Family Justice Center courthouse in the Family Law Division, or a member of his or her family, is a party to a Family case, the Supervising Judge of the Family Law Division shall transfer the case to the Civil Division for assignment.

(Eff. 1/01/17)

**E. VENUE**

(EFF. 7/01/16)

All family proceedings in Santa Clara County, including the Department of Child Support Services matters, must be filed at the Family Court Clerk’s Office of the Santa Clara County Superior Court, located at 201 North First Street, San José, California 95113. Domestic violence, gun violence and elder abuse restraining order applications must also be filed at the Family Court Clerk’s Office location.

(Eff. 07/01/16)

**F. ABBREVIATIONS**

The following abbreviations are used throughout the Family Court Rules.

- APJ = All-Purpose Judge
- Cal. Rules = California State Rules of Court
- CLETS = California Law Enforcement Telecommunications System
- CRC = Family Centered Case Resolution Conference
- CSC = Custody Settlement Conference
- DCSS = Department of Child Support Services
- EPRO = Emergency Protective Restraining Order
- FC = Family Code
- FCS = Family Court Services
- FCSO = Family Court Settlement Officer
- JCC = Judicial Custody Conference
- MSC = Mandatory Settlement Conference
- SOC = Settlement Officer Conference
- Status Conference = Case Status Conference
- TRO = Temporary Restraining Order
- DVPA = Domestic Violence Prevention Act

(Eff. 7/01/16)

**G. SERVICE OF ALTERNATE DISPUTE RESOLUTION INFORMATION**

A notice regarding Alternate Dispute Resolution Information shall be served with any new Dissolution, Legal Separation, Nullity, Parentage, or Petition for Custody and Support of Minor Children, as well as with any post-Judgment Requests for

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Order in cases where a Judgment resolving all matters has been obtained. (See Attachment FM-1021.)

(Eff. 1/01/13)

**H. FILING REQUIREMENTS**

(Eff. 7/01/10)

**(1) MANDATORY ELECTRONIC FILING AND SERVICE**

**a. Refer to Rule 6 of the General Court and Administration Rules.**

(Eff. 6/20/16)

**b. Ex Parte Applications**

Applications for ex parte or emergency orders, or domestic violence or elder abuse restraining orders in Family Law matters shall comply with Local Family Rule 5 and shall be submitted to the Court in paper form. Ex parte applications shall not be electronically filed.

(Eff. 6/20/16)

**(2) FORMAT OF DOCUMENTS SUBMITTED FOR FILING**

Documents that exceed 10 pages shall be submitted held by binder clips or two prong fasteners.

Exhibit attachments to pleadings shall be separated by a standard size sheet of paper with a title identifying the sequence of the exhibit. No tabs shall be included in any documents submitted for filing.

(Eff. 7/01/15)

**(3) ATTACHMENTS TO PLEADINGS**

**a.** Evidentiary attachments to pleadings filed with Family Court (excluding Judicial Council form attachments to the pleading at issue) shall not exceed 10 pages in length, except orders to show cause re contempt or applications for wage assignments. However, a party may apply to the court ex parte with written notice of the application to the other parties for permission to attach additional documents. The application must state reasons why the additional attachments are relevant and necessary. Parties should not attach copies of pleadings already contained in the Court file to any new pleading.

(Eff. 7/01/12)

**b.** In lieu of the limits above, courtesy copies of relevant prior filings or other attachments exceeding the 10 page limit may be submitted to the Court bound separately from the current filing to which they relate, with the same copies provided to all attorneys and self-represented parties. Each page of all such attachments shall be

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numbered sequentially. Parties must deliver courtesy copies to the Court, and shall not send courtesy copies by fax machine. Such photocopies will not be filed or marked as received by the Court. If the submitting party wishes to have such photocopies returned to the party, the submission shall include a stamped, self-addressed envelope of sufficient size to return the photocopies.

(Eff. 7/01/12)

**(4) USE OF CONFIDENTIAL JUVENILE CASE FILES OR CHILD WELFARE AGENCY RECORDS IN FAMILY COURT MATTERS**

All documents obtained from any juvenile case file or from any child welfare agency must be treated as confidential by all parties and attorneys pursuant to WIC 827, 827.10, and Cal. Rules, Rule 5.552. Any party who seeks to file with or present to the Family Court any juvenile case file or child welfare agency document or record must first present a request to file such documents under seal pursuant to Cal. Rules, Rules 2.550 and 2.551. Any pleading filed with the Family Court which attaches, recites or quotes any juvenile case file or child welfare agency record without a prior request and order to file under seal will be stricken from the Family Court file.

(Eff. 1/01/13)

**I. PREPARATION OF ORDERS**

- (1)** Any proposed order submitted to the Court for signature must contain a footer with the title of the order on every page, including the signature page, unless it is a Judicial Council form. In addition, the Court signature and date lines must not be on a page by themselves; the signature page must contain some text of the order.
- (2)** When a case has been heard by assignment to a temporary judge, the order prepared shall contain the name of that judge and shall be submitted to the temporary judge or the APJ for signature.

(Eff. 1/01/10)

- (3)** Parties presenting a Stipulation and Order to the Court for signature should use the following local form: Stipulation and Order (Attachment FM-1083).

(Eff. 7/01/11)

**J. SERVICE OF SUMMONS BY PUBLICATION OR POSTING**

- (1)** To request service by publication or posting, the Petitioner must submit to the Court an Application for Order for Publication or Posting of Summons, Judicial Council Form FL-980, and Order for Publication or Posting, Judicial Council Form FL-982.
- (2)** Service by posting may be ordered only if the Petitioner is found to be indigent. A Petitioner requesting service by posting must submit a Request to Waive Court Fees, Judicial Council Form FW-001, unless one has been

(Eff. 1/01/16)



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approved in the last four months. If the Court approves service by posting, a Proof of Service by Posting, Judicial Council Form FL-985, is needed.

(Eff. 1/01/16)

**K. DEFINITION OF SOUTH BAY COUNTIES**

When this term is used in any court order, “South Bay Counties” includes only the counties of Alameda, Contra Costa, Marin, Merced, Monterey, San Benito, San Joaquin, San Mateo, San Francisco, Santa Clara, Stanislaus, and Santa Cruz.

(Eff. 7/01/12)

**L. ONE SETTING PER CALENDAR CALL AND CONFLICTS**

The attorney for any moving party shall not set a matter for hearing at a time which conflicts with any other case in any department. However, more than one motion to withdraw as attorney of record may be set by the same attorney on one or more calendars, if to be heard at the same courthouse.

If an attorney is scheduled to appear in more than one matter at a time (for example, as attorney for a moving party in one case and for a responding party in another case), that attorney shall make reasonable effort, well in advance of the hearing date, to obtain a stipulation from the opposing attorney for a hearing on a different day and/or time. Where the unresolved conflict involves an emergency screening, the attorney with the conflict shall notify the courtroom clerk and opposing counsel of the conflict and that the attorney will be delayed for a brief period to allow the emergency screening to commence. Where the unresolved conflict involves a settlement conference or trial, the attorney with the conflict shall schedule a Status Conference on the earliest available date.

(Eff. 1/01/13)

**M. MEET AND CONFER REQUIREMENTS**

**(1) LAW AND MOTION MATTERS**

In Law and Motion matters, the moving party’s attorney or a self-represented moving party shall contact the opposing attorney or self-represented party in advance of the hearing to meet, to confer, and to learn whether issues can be settled without a contested hearing. The only exception is when both parties are self-represented and there are no-contact restraining orders prohibiting contact.

(Eff. 1/01/13)

**(2) DVPA HEARINGS**

(Eff. 7/01/16)

Self-represented parties are not required to meet and confer prior to a hearing seeking a Restraining Order under the Domestic Violence Prevention Act or the Elder Abuse Prevention Act. If only one party is represented, counsel shall ask the self-represented party if he or she consents to speak to the attorney for the other party before any meet and confer.

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(Eff. 1/01/16)

**RULE 2 CUSTODY AND VISITATION**

**A. PARENT ORIENTATION**

- (1) In all initial motions or requests for order in which custody or visitation is an issue, the moving party shall include the order below and shall serve a notice form describing Parent Orientation and Mediation that is available through the Calendar Office of the Clerk’s Office:

“Each party is ordered to complete Parent Orientation immediately by either contacting Family Court Services at (408) 534-5600 or by completing Orientation online at [http://www.sccscourt.org/court\\_divisions/family/orientation/orientation1.shtml](http://www.sccscourt.org/court_divisions/family/orientation/orientation1.shtml). Failure to comply with this order or keep any FCS appointments may result in the imposition of sanctions.”

(Eff. 7/01/15)

The Court may also order parents to attend Parent Orientation at any time. Generally, parents are only required to attend Parent Orientation once, but the Court may order parties to take the class more than once.

(Eff. 1/01/11)

- (2) Attendance at or participation in online Parent Orientation must occur before mediation, unless the Court orders otherwise. Upon request, parents who must travel a substantial distance or suffer some other hardship may request to attend Parent Orientation and the first mediation appointment on the same day.

(Eff. 7/01/15)

- (3) Each parent attending Parent Orientation shall complete and deliver an FCS Intake Form for mediation (Attachment FM-1015) to the FCS office within two court days after the Parent Orientation, unless all custody and visitation issues have been settled. Each parent participating in online Parent Orientation satisfies the Orientation requirement on the Intake form.

(Eff. 7/01/15)

**B. MEDIATION**

- (1) Upon receipt of the parties’ FCS Intake Form for mediation, FCS shall schedule the first available mediation appointment and both parties shall attend the mediation. If the date assigned by FCS is not acceptable, either party may request one rescheduled date for mediation. If a party does not notify FCS of a request to reschedule at least 48 hours before the mediation appointment, that party will be assessed a fee to FCS.

(Eff. 7/01/15)

- (2) The mediation appointment shall be considered a court date at which the parties shall appear. Failure to attend mediation or late cancellation of mediation appointments may result in sanctions. There are no fees for FCS

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mediation, provided that there is a pending custody or visitation motion before the Court.

(Eff. 1/01/13)

- (3) The parties may stipulate to private mediation for custody and visitation disputes, at their own expense. The APJ will determine whether the parties must also participate in mediation with FCS.

(Eff. 1/1/07)

- (4) Mediation proceedings shall be private and confidential, and the mediator's notes shall be confidential, unless the parties and the mediator agree otherwise. Absent agreement, the mediator will not be called to testify or to make recommendations to the Court. However, the mediator shall report any allegations of child abuse to the proper authorities.

(Eff. 1/01/11)

- (5) At the mediation, if the parties agree to some or all of the custody and visitation issues, the mediator shall prepare the written agreement and shall mail copies of the document to the parties and attorneys. The parties may object to the mediated agreement by submitting written objections to FCS, along with a proof of service on all attorneys or self-represented parties.

- a. Objections: Objections shall be in writing and shall include:
- i. the specific paragraphs and language to which the party objects;
  - ii. the reasons for the objections; and
  - iii. the proposed modified language.

(Eff. 1/01/11)

If FCS receives no written objections with proof of service within 15 calendar days from the date of the mailing of the mediated agreement, the agreement will be submitted to the Court for review and signature. Family Court will send a copy of the agreement and order, when signed and filed by the Court, with proof of service to the parties and attorneys.

(Eff. 1/01/11)

**C. CONTESTED CASES**

**(1) RETURN TO MEDIATION AFTER OBJECTIONS**

- a. **Full Agreements:** If the parties reached a full agreement in mediation but a party served timely written objections, the parties shall return to mediation to attempt to resolve any outstanding disputes. Each party shall contact FCS within 10 calendar days from the mailing of the objections to schedule the return mediation.

(Eff. 1/01/11)

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- b. Partial Agreement:** If the parties reached only a partial agreement in mediation and a party served timely written objections, the mediator may choose to schedule a return mediation, or the parties may return to mediation by agreement. If the parties agree, each party shall contact FCS within 10 calendar days from the mailing of the objections to schedule the return mediation. If no return mediation is scheduled, the parties, shall proceed to a Judicial Custody Conference.

(Eff. 1/01/11)

**(2) JUDICIAL CUSTODY CONFERENCE (JCC)**

- a. Referral to JCC:** If the parties do not reach a full agreement at mediation and no return mediation is scheduled by FCS, the mediator shall serve on the attorneys and any self-represented parties a Referral to JCC. The Referral to JCC shall describe generally the remaining disputed issues.

(Eff. 1/01/11)

- b. Scheduling the JCC:** Parties shall have 15 calendar days from the date of the Referral to JCC to schedule the JCC by contacting the Calendar Office of the Clerk’s Office by telephone at (408) 534-5710 or in person at 201 North First Street, San José, California 95113. The party scheduling the JCC shall coordinate the date with the other party. A copy of the Referral to JCC must be provided to the Calendar Clerk in order to schedule the JCC. The JCC shall be scheduled within 30 calendar days of the date of the Referral to JCC or on the first date available to the Court. If no JCC is set as required, a party may request a Status Conference or CRC to request a JCC.

(Eff. 07/01/16)

- c. Scheduling the JCC after Private Mediation:** Parties who attended private mediation may schedule a JCC by sending a letter to the Clerk’s Office, with proof of service on all parties, requesting a JCC and verifying (1) that the parties have completed mediation that has not resulted in an agreement, and (2) that each party attended Parent Orientation. Within 30 calendar days after the letter is sent to the Clerk’s Office, one of the parties or attorneys shall call the Calendar Office of the Clerk’s Office to schedule the JCC, as described in section (2) b above.

(Eff. 1/01/11)

- d. Requirement to Confer:** Except where contact between self-represented parties is prohibited by a Restraining Order, all parties and attorneys shall confer in good faith no later than 10 calendar days before the scheduled JCC to resolve any remaining issues. If

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the issues are resolved, the parties shall immediately notify FCS and the Court and prepare a stipulation to submit for the APJ's signature.

(Eff. 1/01/11)

- e. JCC Statement:** Each party shall serve and file a Judicial Custody Conference Statement at least 10 calendar days before the scheduled JCC. (See attached form FM-1016.) Each party shall bring two copies of this form to the JCC.

(Eff. 1/01/11)

- f. Attendance at the JCC:** All parties and counsel are required to attend the JCC, unless attendance has been excused in advance by the APJ. If a party fails to appear at the JCC, a hearing may be held on the day of the JCC or on another date, and custody or visitation orders may be made. If the judge is not able to assist in resolving any remaining custody or visitation disputes at the JCC, the judge may order a custody evaluation to be performed by the staff of FCS or by a private evaluator; may schedule a hearing or trial to decide any disputed issues; may order the parties to return to mediation; or may make other orders as necessary for the best interest of the child. If the Court orders an FCS evaluation, the first appointment shall be scheduled before the parties leave the JCC.

(Eff. 1/01/11)

**(3) CUSTODY EVALUATIONS**

(Eff. 7/01/09)

- a.** When an evaluation is ordered at FCS, the Court shall set a Custody Settlement Conference (CSC) on a date between 90 and 100 calendar days from the initial appointment. At the initial evaluation appointment, the FCS evaluator may coordinate rescheduling the CSC, within the same 90 to 100 calendar day period, if the original CSC date conflicts with the evaluator's schedule.

(Eff. 1/01/11)

- b.** By stipulation and with the Court's approval, the parties may nominate a private evaluator to perform an evaluation at the parties' expense. The Court may also appoint a private evaluator over objection at a noticed JCC, Status Conference, CRC, or other hearing. The parties shall share the costs of the private evaluation equally, unless the Court orders a different allocation. The Court shall set a CSC date between 140 and 150 calendar days from the date of the order to a private evaluation, or earlier if the private evaluator and the APJ agree. The requirements and other timelines in this Rule shall apply to private evaluations.

(Eff. 1/01/13)

- c.** By stipulation and with the Court's approval, the parties may nominate a private evaluator to perform a Brief Focused Assessment

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(BFA) at the parties' expense. The Court may also appoint a private evaluator to conduct a BFA over objection at a noticed JCC, Status Conference, CRC, or other hearing. A Brief Focused Assessment is a limited custody evaluation. Form FM 1127 shall be attached to Judicial Council form FL-327, to set forth the scope and procedures for the BFA. The parties shall share the costs for the BFA equally, unless the Court orders a different allocation. The Court shall set a CSC date between 90 and 100 days from the date of the BFA Order or earlier if the evaluator and the APJ agree. The requirements and other timelines in this Rule shall apply to BFA evaluations.

(Eff. 7/01/14)

- d.** Parties shall notify the evaluator, the Calendar Office and the clerk for the APJ as soon as the case settles before the CSC.

(Eff. 1/01/11)

- e.** Children must be present for the initial evaluation appointment only when either parent resides more than 100 miles from the courthouse to which the case is assigned, or the Court or the evaluator directs that the children be available. When the children are required to be present, the custodial parent shall bring an adult who can care for the children.

(Eff. 1/01/11)

- f.** If one attorney fails to appear at the initial appointment, as required, the evaluator has the discretion to proceed with the parties only and to reschedule the appointment with both attorneys.

(Eff. 1/01/11)

- g.** Evaluation reports are confidential and shall be sent to the Court, attorneys and self-represented parties only. The report shall not be duplicated, disseminated, or in any other way provided or shown to any individual not a party to the proceedings, except consulting experts and court-ordered therapists and evaluators. Evaluation reports, including psychological evaluations, shall not be attached as exhibits to any papers filed with the Court, and shall not be quoted or summarized in any publicly filed document.

(Eff. 1/01/11)

- h.** FCS will charge for evaluations, unless a fee waiver is granted for a party. The parties shall submit deposits or fee waiver requests to FCS within five court days of receipt of the Court's order to an evaluation.

(Eff. 1/01/11)

**(4) RECOMMENDED ORDERS AND OBJECTIONS**

- a.** No later than 60 calendar days after the date of the first evaluation appointment the evaluator shall serve on all parties and counsel written recommendations and a report. The time for completing the

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evaluation may be extended by the Court on the evaluator's written application upon a showing of good cause. Any extension request shall be served on all self-represented parties and attorneys. The Court shall wait 10 calendar days before deciding any extension request, to allow parties the opportunity to respond. Any response shall be submitted to the Court in writing with a proof of service on the opposing party or counsel and FCS.

(Eff. 1/01/11)

**b.** Any party shall have 15 calendar days after the date of mailing of the evaluation recommendations to object to the recommendations by doing all of the following:

- i.** File specific written objections with the Court.
- ii.** File a proof of service showing service of the objections on all attorneys or self-represented parties.
- iii.** Personally serve FCS or the private evaluator with an endorsed, filed copy of the objections and a copy of the proof of service showing service of the objections on the attorneys and parties.

**c. **Objections:**** Objections shall be in writing and shall include the following:

- i.** the specific paragraphs and language to which the party objects;
- ii.** the reasons for the objections; and
- iii.** the proposed modified language.

(Eff. 1/01/08)

(Eff. 1/01/08)

**d. **Meeting After Objections:****

When objections are filed, the parties shall contact the evaluator within five calendar days of the filing of the objections to schedule a Meeting after Objections to discuss the objections before the CSC. The Meeting after Objections shall occur prior to the date of the CSC. If any party fails to cooperate in setting, or fails to attend, this Meeting after Objections, the Court at the CSC may sign the recommended orders and may order sanctions. If no endorsed, filed objections are received by FCS or the private evaluator within 15 calendar days from the date of mailing of the evaluation recommendations, the recommended order shall be submitted to the Court for review and signature.

(Eff. 7/01/14)

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**(5) CUSTODY SETTLEMENT CONFERENCE (CSC)**

- a.** All attorneys and parties and the evaluator shall attend the scheduled CSC to attempt to settle all contested custody and visitation issues. Any proposed stipulation to reschedule a CSC shall be in writing and shall include the evaluator’s signature.

(Eff. 1/01/11)

- b.** Each party shall file and serve a CSC Statement at least 10 calendar days before the CSC, clearly stating any remaining custody or visitation issues and any proposed alternative language. Previously-filed objections may be attached and incorporated by reference. The Statement of Issues shall also include the time estimate for trial and a list of witnesses. Each party shall bring two copies of the CSC Statement to the CSC.

(Eff. 1/01/11)

- c.** If agreement is not reached at the CSC, the Court may set the case for trial or hearing.

(Eff. 1/01/11)

- d.** If a party fails to appear at the CSC, a hearing may be held on the day of the CSC or on another day set by the Court and custody or visitation orders may be made.

(Eff. 1/01/11)

**(6) EMERGENCY SCREENINGS**

- a.** In any case in which an emergency exists, the Court may order a staff member of FCS, other than the mediator, to conduct an “emergency screening” (a preliminary and limited investigation), to make recommendations regarding the temporary custody, visitation, and related conditions for the minor children. In most cases, the Court will not order any emergency screening based solely on an ex parte application, but may order protective orders until the hearing date on an adequate showing that serious harm to a child may result if no order is issued. FCS or the Court will provide instructions for emergency screening to all parties and attorneys when a screening is ordered. Attorneys and parties must be available as required by FCS, or the Court may reschedule the screening. After an order to an emergency screening, the parties may agree to a private emergency screening at the parties’ expense. A private screening shall be conducted in compliance with these Local Rules, but without the involvement of FCS. The Court will not provide reports of criminal history or CPS records to any private screener.

(Eff. 7/01/12)

- b.** If the parties agree to and sign the screening recommendations, they shall be submitted to the Court for review and signature.

(Eff. 1/01/08)



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- c.** If a party objects to the screening recommendations, a brief hearing, generally less than thirty minutes, will be held on the day of the screening, or as soon as possible.

(Eff. 1/01/08)

- d.** Fees shall be charged for any screening performed by FCS, unless a fee waiver is granted.

(Eff. 1/01/08)

**(7) MODIFICATION OF JUVENILE COURT EXIT ORDERS**

Requests to modify the juvenile custody order filed within one year of the date the custodial order was entered shall be returned to the issuing juvenile department for hearing. The juvenile judge shall determine whether there is a significant change in circumstances to warrant modification of that order as set forth in Welfare and Institutions Code § 302(d), and make any orders necessary to promote the child's best interests. The juvenile judge shall sit as a family judge for purposes of hearing the motions regarding modification of custody and/or visitation. Thereafter, any future litigation relating to the custody, visitation and control of the child shall be heard in the Family Court.

(Eff. 7/01/12)

**D. SPECIAL ISSUES**

(Eff. 1/01/11)

**(1) FCS PERSONNEL**

(Eff. 1/01/11)

- a.** Any party who seeks to examine any FCS staff at any deposition, trial, or hearing must coordinate the date with FCS and must serve an appropriate subpoena.

(Eff. 1/01/18)

- b.** Any party who subpoenas any FCS staff to appear in Court must confirm that the appearance is still required with that FCS staff person by telephone at least one court day in advance. The subpoenaing party must inform the FCS staff person immediately of any continuance or delay of the hearing, or settlement.

(Eff. 1/01/11)

- c.** Any party may be assessed expert witness fees for the appearance of an FCS staff member at a trial or hearing. The parties shall pay the fees equally unless the Court orders otherwise.

(Eff. 1/01/11)

- d.** Absent a Court order based on good cause, no deposition subpoena of FCS personnel and no subpoena for FCS records shall be served

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until recommendations pursuant to an evaluation are complete and an objection is filed.

(Eff. 7/01/12)

- e. No peremptory challenges are permitted to FCS evaluators, private evaluators appointed by the Court pursuant to Evidence Code § 730, and mental health professionals appointed by the Court to do psychological testing. A complaint about an FCS evaluator, mediator, or emergency screener may be submitted by letter to FCS with proof of service of a copy to all other counsel and self-represented parties. FCS will accept and respond to the complaint in writing to all parties within 30 days. (See Attachment FM-1078.)

(Eff. 1/01/18)

**(2) CHILDREN IN THE COURTHOUSE**

While children who are the subject of litigation may appear at the courthouse, it is the policy of the Court not to have any children in the courtroom without the Court's prior knowledge. At all times, children present at the courthouse shall be in the care of a responsible adult person who is not a party to the case. Further, a child shall not be brought to court to testify without prior order of the court following a discussion of the factors described in Cal. Rules 5.250 regarding the child's participation in family court proceedings.

(Eff. 1/01/13)

**(3) TESTIMONY OF CHILDREN**

No party shall notice or take the deposition of any minor child who is the subject of litigation without first obtaining a court order to allow that deposition after a noticed hearing and based on a showing of a compelling reason to take the deposition.

(Eff. 7/01/12)

**(4) PRODUCTION OF FCS RECORDS/PROTECTIVE ORDER**

When making any order for the production of FCS records or psychological evaluations, the Court will make appropriate Protective Orders. The mandatory Protective Order form is located on the Court's website. (See attached FM-1036.) Subpoenas for the production of FCS records and the signed Protective Order must be served on FCS at least six weeks in advance of the date the records are required.

(Eff. 7/01/12)

**(5) DOCUMENTS PROVIDED TO EVALUATOR OR SCREENER**

(Eff. 7/01/09)

Any documents provided to an evaluator or screener shall be accompanied by either a Judicial Council Proof of Service (FL-330 or FL-335) or the FCS Declaration of Mailing or Personal Service form (see attached form FM-

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1061), except for documents handed to an evaluator or screener in the presence of the other party or attorney (in which case copies shall be provided at the same time to the other party or attorney). The number of submitted pages shall be stated on the form. FCS may require a party to index and prioritize submissions. A party who submits more than 15 pages to an FCS evaluator or screener (“FCS”) shall index, number each page sequentially, and assign a priority to all documents submitted. FCS may seek guidance from the Court at the commencement of a screening, or in the case of an evaluation, may ask the Court to set an immediate review hearing if FCS contends that a document submission of more than 15 pages (excluding items specifically requested) is not warranted or contains documents not relevant to the issues to be considered. The Court shall set this hearing on shortened time so that the evaluation will not be delayed. At that hearing, the Court may limit the scope and/or number of documents to be considered by FCS.

(Eff. 7/01/12)

**(6) DOMESTIC VIOLENCE TRAINING**

Private custody evaluators shall provide FCS and the Supervising Judge of the Family Court with a written verification of completion of the basic domestic violence training, and the four hour update annually. Custody evaluations shall be accompanied by the evaluator’s written declaration under oath that he or she has completed the required domestic violence training, including applicable updates.

(Eff. 1/01/11)

**(7) TIME LIMITS**

The time limits in this Rule include the time for mailing and shall not be extended by the mailing of any required documents.

(Eff. 1/01/11)

**(8) NON-PROFESSIONAL SUPERVISED VISITATION**

Non-Professional visitation supervisors may complete, file, and serve Attachment FM-1129, Non-Professional Supervised Visitation Provider Declaration of Qualifications within 30 days of appointment as a visitation supervisor in a case. In the alternative, the Court may place a proposed visitation supervisor under oath, then advise and question the supervisor regarding qualifications and obligations per Family Code § 3200.5 and California Rules of Court, Standards of Judicial Administration, Standard 5.20 (d)(1) and obtain acknowledgment and consent to abide by the rules and to act as supervisor. The visitation supervisor shall be provided a copy of *A Guide for the Non-Professional Provider of Supervised Visitation*.

(Eff. 1/01/16)

**RULE 3**

**CHILD, SPOUSAL AND PARTNER SUPPORT**

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**A. INITIAL SUPPORT MOTIONS**

All initial motions for child, spousal or partner support shall be calendared within 30 calendar days of the filing of the Request for Order, except upon the request of the moving party for additional time.

(Eff. 1/01/13)

**B. COMPUTER SUPPORT PRINTOUTS**

A computer support printout shall be attached to the pleadings or submitted to the Court at the hearing by both moving and responding parties when child support or temporary spousal or partner support is at issue (but not permanent spousal or partner support).

(Eff. 1/01/11)

**C. TEMPORARY SPOUSAL OR PARTNER SUPPORT FORMULA**

Temporary spousal or partner support is generally computed by taking 40% of the net income of the payor, minus 50% of the net income of the payee, adjusted for tax consequences. If there is child support, temporary spousal or partner support is calculated on net income not allocated to child support and/or child-related expenses. The temporary spousal support calculations apply these assumptions. (Please refer to the Family Rules Appendix: Discretionary Policy Statements for the Family Law Division.)

(Eff. 1/01/11)

**D. INCOME AND EXPENSE DECLARATION/FINANCIAL STATEMENT (SIMPLIFIED)**

A current Income and Expense Declaration or, if applicable, Financial Statement (Simplified), shall be filed and served by both parties as part of the moving or responding papers if support is an issue. An Income and Expense Declaration or Financial Statement is “current” within the meaning of this Rule if it was completed and filed within three months prior to the hearing, as long as none of the information has changed. A copy of any previously-filed Income and Expense Declaration that is asserted as current must be attached to the moving or responding papers. All blanks on the form(s) must be answered. Notations such as “unk.” for unknown, “est.” for estimated, “N/A” for not applicable, and “None” shall be used to avoid leaving any item blank, but failure to provide any required information may result in the Court’s refusal to consider the form(s), denial of the requested relief, or a delay of the hearing. Referring to any separate document, such as “see SAD (Schedule of Assets and Debts)” is not acceptable.

(Eff. 1/01/11)

**E. TAX RETURNS**

The parties shall bring to the hearing at least three legible copies of their most recent state and federal income tax returns including all attachments, specifically including all schedules, W-2 forms, 1099 forms, and amendments. If a self-employed party operates as a corporation, that party shall also bring copies of the

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most recent corporate tax return. If the most recent tax returns are not for the prior year, (1) self-employed parties shall bring their most recent profit and loss statements, balance sheets, quarterly sales tax reports, or similar documentation evidencing income from all sources; and (2) employees shall bring paystubs for the prior year-end showing all income for the prior year. The Court may request additional tax returns and related documents. Failure to bring tax returns to the hearing may result in a delay of the hearing on a request for support or other sanctions.

(Eff. 1/01/11)

**F. SEEK WORK ORDER**

The Court may issue orders requiring a party to actively seek employment, provide a monthly report of job search efforts, and promptly notify the other party when employment is obtained. When a Seek Work Order issues, Attachment FM-1120 shall be used.

(Eff. 1/01/14)

**G. CHILD SUPPORT HEARINGS IN DCSS MATTERS**

- (1) All hearings to establish, modify, or enforce child support orders in cases where Department of Child Support Services (DCSS) is involved shall be set on the DCSS calendar when appropriate.
- (2) Transfers: If an APJ or other judicial officer transfers or continues a child support matter to a DCSS calendar, the moving party shall provide a filed-endorsed copy of the moving papers and the Court's transfer order to DCSS. The responding party shall provide a filed-endorsed copy of any responsive pleadings to DCSS. Failure to do so may result in another continuance to give DCSS proper notice of the hearing and pending issues.

(Eff. 7/01/15)

**RULE 4 ATTORNEY'S FEES AND COSTS**

(Eff. 1/01/10)

**A. FEE REQUESTS**

When a party has requested attorney's fees (either pendente lite or after judgment), both parties shall file a current Income and Expense Declaration with attached paystubs, which shall be served along with the Application, Request for Order, or Responsive Declaration requesting fees. The requirements of Rule 3 D above concerning the definition of "current," the attachment of a previously-filed statement, and the completion of all blanks apply. Both sides must also complete the attorney's fees section, and provide complete information in the asset section (Section 11). Any fee request above \$1,000 shall be accompanied by the declaration described in Section B below, in addition to the Income and Expense Declaration. The parties shall not attach billing statements to the attorney's fee request, but shall exchange billing statements before the hearing. The attorney shall also bring copies of the bills to the hearing.

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(Eff. 1/01/13)

**B. FEE DECLARATIONS**

Any fee and cost request over \$1,000 shall include a separate written fee declaration signed by the attorney and addressing the following facts

(Eff. 1/01/11)

(1) the services performed and by whom and costs incurred to date, the time expended, and the hourly rate(s) charged, if applicable;

(Eff. 1/01/11)

(2) the best estimate of the future services to be performed and costs to be incurred, the specific amounts of fees and costs requested, the reasons for the request, and why the fees and costs are necessary;

(Eff. 1/01/11)

(3) each party's financial circumstances and access to assets, including a copy of any computer printout for any current support order;

(4) all fees paid by or on behalf of the party requesting fees and costs, and the history of prior fee awards; and

(5) a brief description of the attorney's experience in practicing family law, including whether the attorney is a Certified Family Law Specialist.

(Eff. 1/01/11)

**RULE 5 LAW AND MOTION**

**A. EX PARTE/EMERGENCY APPLICATIONS AND ORDERS**

(Eff. 7/01/13)

**(1) ORDERS SHORTENING TIME**

A request for an order shortening time must be submitted to the Court Specialist as an ex parte application on Form FL-300 and shall include all of the information and documentation required by Cal. Rules, Rule 5.151, including a declaration setting forth evidentiary facts which explain why a shorter notice period is necessary. An order shortening time will only be granted upon a showing of good cause.

(Eff. 7/01/13)

**(2) SUBMISSION OF EX PARTE APPLICATIONS**

All applications for ex parte or emergency orders shall be submitted on Form FL-300 and shall include all of the information and documentation required by Cal. Rules, Rule 5.151. In Santa Clara County Family Court, all ex parte applications are handled on the documents submitted. No hearings are scheduled to argue ex parte applications. All ex parte requests shall be submitted to the Court Specialist with any filing fees due with the motion. The Court Specialist shall hold all applications (except requests for domestic violence restraining orders, elder abuse restraining orders, gun violence restraining orders, matters identified in State Rules, Rule 5.170, or

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properly supported requests not to give notice) for 24 hours before submission to the judicial officer. Notice of the applications must be given to the opposing attorney or self-represented party before 10:00 a.m. on the court day before the matter is to be considered by the Court. Except where otherwise specifically ordered by the Court, if the requesting party gives notice of the application after 10:00 a.m. or submits the application to the Court Specialist after 4:00 p.m., then notice will be deemed to have been given at 9:00 a.m. the next court day, and the application will be submitted to the judicial officer after 9:00 a.m. on the first court day after that.

(Eff. 7/01/16)

Any Request for Order seeking temporary orders without prior notice to all parties, including orders shortening time (except for requests for domestic violence restraining orders, elder abuse restraining orders, gun violence restraining orders, or matters described in State Rules, Rule 5.170), must include a sworn statement of facts showing good cause not to give notice. The moving party may not rely on the declaration filed in support of the Request for Order to establish good cause not to give notice. The statement of good cause not to give notice may be provided on Attachment FM-1013, with attached pages if necessary, or may be provided through a sworn declaration submitted with Attachment FM-1013. Any party who does not provide a sworn statement or declaration of good cause not to give notice will be required to give notice before the request will be submitted to the APJ for consideration of the temporary orders. If the requesting party does not submit the required declaration of good cause or does not give notice within 48 hours of submitting the request for temporary orders, the Request for Order will be filed by the Court Specialist and set for hearing on the law and motion calendar without an order shortening time.

(Eff. 7/01/16)

All ex parte applications must disclose:

- (1) whether a requested ex parte order will result in a change of status quo; and
- (2) whether orders are already in effect regarding the same issue; and
- (3) all previous applications on the same issue by any party and whether any orders were made, even if an application was previously made upon a different state of facts. Previous applications include an order to shorten time for service of notice or an order shortening time for hearing.

(Eff. 7/01/13)

**(3) NOTICE OF APPLICATION**

The moving attorney or self-represented party must submit a Declaration in Support of Ex Parte Application for Orders (attached form FM-1013) and must give notice of all ex parte applications to the opposing attorney or self-

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represented party before submitting the request, except under the following circumstances, which must be documented in detail in the application:

- a.** The application requests Domestic Violence Prevention Act (DVPA), gun violence or elder abuse restraining orders.
- b.** Giving notice would frustrate the purpose of the order;
- c.** Giving notice would result in immediate and irreparable harm to the applicant or the children who may be affected by the order sought;
- d.** Giving notice would result in immediate and irreparable damage to or loss of property subject to disposition in the case;
- e.** The parties agreed in advance that notice will not be necessary with respect to the matter that is the subject of the request for emergency orders, and the applicant provides evidence of that agreement;
- f.** The party made reasonable and good faith efforts to give notice to the other party, and further efforts to give notice would probably be futile or unduly burdensome; or
- g.** Notice is not required for the request at issue under Cal. Rules, Rule 5.170.

(Eff. 7/01/16)

(Eff. 7/01/13)

**(4) MANNER OF NOTICE OF APPLICATION**

Notice is provided by serving upon all self-represented parties and all attorneys of record the Declaration in Support of Ex Parte Application for Orders (attached form FM-1013), the proposed orders, and all moving papers before submitting the moving papers to the Court Specialist, in one of the ways below. Telephone notice alone is not sufficient.

(Eff. 7/01/13)

- a.** Personal service or, upon written consent, by facsimile transmission with either a printed electronic confirmation of receipt, which shall be attached to the Declaration in Support of Ex Parte Application for Orders (attached form FM-1013), or the sender's declaration that the recipient has acknowledged receipt; or
- b.** Service is by mail, but notice is not complete and the moving papers shall not be submitted to the Court Specialist until five calendar days after mailing. Where service is by next-day carrier, notice is not complete and the papers shall not be submitted until two calendar days after the carrier receives the papers to be served.

(Eff. 7/01/13)

(Eff. 1/01/11)



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**(5) OPPOSITION TO EX PARTE APPLICATION**

Attorneys or self-represented parties shall serve on moving party and file with the Court Specialist any written response to the ex parte application within 24 hours of the ex parte application's submission to the Court, unless the Court requests an expedited response.

(Eff. 1/01/11)

**(6) ONLINE STATUS OF EX PARTE APPLICATIONS**

The Court will post on the Court's website, [www.scscourt.org](http://www.scscourt.org), the status of ex parte matters that have been submitted to the Court for review and signature.

(Eff. 1/01/11)

**B. SPECIAL PROCEDURES FOR DVPA RESTRAINING ORDERS**

(Eff. 7/01/16)

Any restraining orders under the Domestic Violence Prevention Act or Family Law Act shall be submitted to the Court on the CLETS forms or other Judicial Council approved forms. All ex parte requests for CLETS restraining orders shall include a completed Declaration in Support of Ex Parte Application for Orders (see attached form FM-1013). All personal conduct and stay away restraining orders in a judgment must be set forth separately on a CLETS or Judicial Council form and must include the expiration date, and good cause for granting the orders must be set forth in attached declarations.

(Eff. 1/01/11)

All restraining order applications and orders after hearing shall be accompanied by the Confidential CLETS Information Form CLETS-001 and where applicant requests that the Sheriff serve the orders, by the Request for Sheriff to Serve and Sheriff's Fee Statement (see attached form FM-1041), which shall not become part of the court file. The local form entitled How to Safely Turn in Firearms and Ammunition (see attached form FM-1047) shall be served with any CLETS temporary restraining order or restraining order after hearing. In the event that the Court issues mutual restraining orders following a hearing, such orders must be stated on two separate forms, one for each party. Pursuant to Family Code § 6380, the Court will transmit to the Sheriff's Office for entry into the domestic violence restraining order system orders for personal conduct, residence exclusion, and stay away, as well as proofs of service of such orders and custody and visitation orders issued in these cases. Parties may also deliver certified copies of the orders and proofs of service to law enforcement agencies.

(Eff. 1/01/13)

In cases where the Court allows for property removal as an exception to the restraining order, Attachment FM-1102 (Other Orders-Property Removal) may be used as an attachment to the Temporary Restraining Order (Judicial Council form DV-110) and Restraining Order After Hearing (Judicial Council form DV-130).

(Eff. 7/01/14)

**FAMILY RULES**

**(1) EXISTING CRIMINAL PROTECTIVE ORDERS**

- a.** The Family Court shall examine available databases for existing restraining or protective orders involving the same restrained parties before issuing CLETS Civil Restraining Orders. If the information is not available, the Court will ask the parties before issuing any such permanent CLETS Civil Restraining Orders.

(Eff. 7/01/11)

**(2) MODIFICATION OF CRIMINAL PROTECTIVE ORDERS**

- a.** Any Court responsible for issuing custody or visitation orders involving minor children of a defendant/restrained person subject to a Criminal Protective Order- Domestic Violence (CLETS-CPO) (Judicial Council form CR-160), also known as Criminal Protective Order, may modify the Criminal Protective Order if all of the following-circumstances are satisfied:

(Eff. 1/01/16)

- i.** Both the defendant/restrained person and the victim/protected person are subject to the jurisdiction of the Family, Juvenile, or Probate Court; both parties are present before the Court; and both agree to the modification.

- ii.** The defendant/restrained person has been convicted of or is currently charged with a domestic violence related offense in Santa Clara County and a Criminal Protective Order has issued and is still in effect.

(Eff. 1/01/13)

- iii.** The Family, Juvenile, or Probate Court identifies a Criminal Protective Order issued against the defendant, which is inconsistent with a proposed Family, Juvenile, or Probate Court Order, such that the Family, Juvenile, or Probate Order is/will be more restrictive than the Criminal Protective Order or there is a proposed custody or visitation order which requires recognition in the Criminal Protective Order item 16 on the Criminal Protective Order form).

(Eff. 1/01/16)

- iv.** The defendant signs an appropriate waiver of rights form or enters a waiver of rights on the record.

- v.** Both the victim/protected person and the defendant/restrained person agree that the Criminal Protective Order may be modified to a more restrictive order or to check item 16 on the Criminal Protective Order.

(Eff. 1/01/16)

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- b.** The Family, Juvenile, or Probate Court may not modify existing Criminal Protective Orders to be less restrictive. Only if children are not listed as protected persons, a modification of the Criminal Protective Order to check item 16 to the Criminal Protective Order shall not be considered less restrictive.

(Eff. 1/01/16)

- c.** The Family, Juvenile, or Probate Court may, on its own motion or at the request of a defendant, protected person, or other interested party, calendar a hearing before the Criminal Court on the issue of whether a Criminal Protective Order should be modified. The Family, Juvenile, or Probate Court shall provide the Criminal Court with copies of existing or proposed Orders relating to the matter. Notice of the hearing will be provided to all counsel and parties.

(Eff. 1/01/07)

**C. FAX FILING IN DOMESTIC VIOLENCE, GUN VIOLENCE AND ELDER ABUSE RESTRAINING ORDER CASES**

(Eff. 7/01/16)

**(1) DEFINITIONS**

**a. SERVICE PROVIDER**

“Service provider” means an entity authorized by the Court to provide fax filing services to the public and the Court for domestic violence, gun violence and elder abuse cases, to transfer filings and messages to and from the Court, and to pay any applicable filing fees to the Court.

(Eff. 7/01/16)

**b. FAX**

“Fax” and fax filing shall be as defined in Cal. Rules, Rule 2003.

(Eff. 1/01/13)

**(2) DIRECT FILING**

- a.** Pursuant to Cal. Rules, Rule 2.304, et seq., authorized service providers may directly file domestic violence, gun violence and elder abuse restraining order applications, temporary restraining orders, and proofs of personal service by fax. Such filings shall be submitted to a number to be designated by the Court.

(Eff. 7/01/16)

- b.** A facsimile filing shall be accompanied by a Domestic Violence Facsimile Filing Cover Sheet (Attachment FM-1000), an Elder Abuse Facsimile Filing Cover Sheet (Attachment FM-1036), or a Gun Violence Facsimile Filing Cover Sheet (Attachment FM-1186). This shall be the first page transferred, to be followed by any special handling instructions required. If the domestic violence restraining

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order application is submitted with initial documents which require the payment of a filing fee, such as a dissolution or paternity action, the facsimile filing shall also be accompanied by a Judicial Council Facsimile Filing Cover Sheet with the applicable credit card information. This shall be the second page transmitted in that event. The Court is not required to keep a copy of the cover sheet and attachment. Any credit card information will be kept confidential by the Court.

(Eff. 10/15/18)

- c.** Each document transmitted for direct filing with the Court shall contain the phrase “by fax” immediately below the title of the document. Each service provider shall also include its applicable PIN number where indicated on the Domestic Violence Facsimile Filing Cover Sheet or the Elder Abuse Facsimile Filing Cover Sheet).

(Eff. 11/05/15)

- d.** There shall be no facsimile filing fee for the filing of domestic violence, gun violence or elder abuse restraining orders.

(Eff. 7/01/16)

**(3) SIGNATURES**

- a.** A person who files or serves a signed document by fax pursuant to the Code of Civil Procedure and this rule represents that the original signed document is in his or her possession and control.
- b.** At any time after the filing or service of a signed facsimile document, any other party may serve a demand for production of the original physically signed document. The demand for production shall be served on all other parties but shall not be filed with the Court.
- c.** Notwithstanding any other provision to the contrary, including Sections 255 and 260 of the Evidence Code, a signature produced by facsimile transmission is an original.

**(4) SERVICE PROVIDERS**

- a.** Service providers shall be required to sign a Memorandum of Understanding with the Court and attend periodic training sessions regarding domestic violence restraining orders and court procedures.
- b.** The Court shall maintain a list of approved service providers for facsimile filing of domestic violence cases. Each approved service provider shall be assigned a PIN number for identification purposes.

(Eff. 1/01/98)

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**D. STIPULATIONS**

All stipulations must be signed by both parties and if represented, any attorney of record.

(Eff. 7/01/14)

**E. PROOF OF SERVICE**

Unless the Court has granted an order shortening time, proof of service of the moving papers shall be filed no later than five court days before the hearing. If a responding party fails to appear at a hearing and the moving party does not submit to the Court proof of timely service, the matter will be taken off calendar or reissued for service. If the responding party fails to appear and proof of service is submitted, the Court may enter orders based on the pleadings and evidence of the moving party, or continue the hearing and award attorney's fees.

(Eff. 1/01/11)

**F. TIME LIMITS AND COUNTER-MOTIONS**

All matters on the law and motion calendar are limited to hearings of 30 minutes or less. A responding party may set a counter-motion on the law and motion calendar for the same date only if (1) the counter-motion will not cause the hearing to exceed 30 minutes; and (2) space is available on the calendar or the APJ approves an application submitted to the Court Specialist.

(Eff. 1/01/11)

**G. CONTINUANCES**

**(1) FIRST CONTINUANCE**

Before the first hearing date, if the moving papers have already been served and if the parties agree, one continuance may be obtained by faxing to or filing at the Clerk's Office, at least two court days before the hearing, (1) a stipulation signed by both attorneys or self-represented parties; or (2) a letter signed by the requesting attorney or self-represented party confirming that the other party agrees to continue the hearing. This procedure for continuing the first hearing date shall not apply to hearings on requests for domestic violence or other restraining orders.

(Eff. 1/01/11)

If the Court had issued an order shortening time for the filing, service, and original hearing date, and the hearing date is then continued by stipulation of the parties, the continuance will not affect the dates for filing and service set by the original order shortening time unless the Court specifically so orders.

(Eff. 1/01/11)

**(2) ADDITIONAL CONTINUANCES**

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No additional continuances will be granted except by a written request submitted to the APJ no later than 9:00 a.m. on the court day before the hearing, based on a showing of good cause.

(Eff. 1/01/11)

**H. LONG CAUSE HEARINGS**

A “long cause” hearing is any hearing other than a trial that will take longer than 30 minutes. The Court may calendar long cause hearings from the law and motion calendar or from a CRC. If a party believes that a law and motion matter requires a long cause hearing, the attorney or self-represented party shall confer with the other attorney or self-represented party and schedule a CRC. If a party intends to request a long cause hearing at the law and motion calendar, all parties shall be prepared to go forward with the hearing in the event the Court denies the request, or be prepared to address temporary orders pending the long cause hearing. Attorneys or self-represented parties shall notify the Court of an intended request or agreement to schedule a long cause hearing at the earliest opportunity and no later than 9:00 a.m. on the court day before the scheduled law and motion hearing.

(Eff. 1/01/13)

**I. MATTERS TAKEN OFF CALENDAR OR RESOLVED BEFORE HEARING**

(Eff. 1/01/11)

(1) After service of the moving papers, no matter shall be taken off calendar without notice to the responding party. The responding party must agree to take any matter off calendar when the responding party has requested affirmative relief.

(Eff. 1/01/11)

(2) Attorneys or self-represented parties shall notify the Court at the earliest opportunity of any agreement or request to take a hearing off calendar or if all issues to be considered at the hearing have been resolved. At least one of the parties or counsel must leave a voicemail message for the Courtroom Clerk that the hearing will be a “no-read” matter no later than 9:00 a.m. on the court day before the hearing. At the same time, a voicemail message must be left for the Duty Clerk at (408) 534-5644, with the caller’s name, the case name, number, hearing date and department, and reason for the message. If a message is left that the parties have agreed to continue the hearing, the parties should be prepared to proceed with the hearing if the Court does not agree to continue the matter.

(Eff. 1/01/11)

**J. DOCUMENTS**

Except for documents that impeach the truthfulness of a party or witness, a party shall provide a copy of each document to be offered to the Court before any hearing to all counsel and self-represented parties. Parties shall bring to court three copies

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of any document to be offered at the hearing. Parties shall also be prepared to provide to the Court at the hearing copies of all pleadings, proofs of service, and earlier orders.

(Eff. 7/01/12)

**K. TIME ESTIMATES**

At the hearing, parties shall provide the Court with reasonable and accurate time estimates. If either party's time estimate is exceeded, the Court may, in its discretion, rule without further hearing, defer the matter to the end of the calendar if time permits, continue the matter, declare a mistrial for the hearing, or order the matter off calendar.

(Eff. 1/01/11)

**L. CONTEMPT**

**(1) APPOINTMENT OF COUNSEL**

If a party cited for contempt appears without an attorney, one continuance will be granted to permit the citee to retain counsel or if indigent, to be referred to the appropriate office to determine financial eligibility and representation. The citee will be ordered to attend the continued hearing.

(Eff. 1/01/11)

**(2) ORDERS**

After the contempt hearing, the moving party shall prepare an order for the Court's signature, using the Judicial Council form, setting forth the Court's findings and orders. If the citee is self-represented, the moving party shall submit the order directly to the Court, without the citee's approval as to form and content. A copy of the proposed order shall be provided to the other party at the same time it is sent to the Court. If the citee is taken into custody at the conclusion of the hearing, the order shall be filed before 4 p.m. the next court day.

(Eff. 1/01/11)

**M. TENTATIVE RULINGS IN FAMILY LAW AND MOTION MATTERS**

For judges choosing to issue tentative rulings in law and motion matters, tentative rulings will be posted on the day of the hearing, or announced orally at the time of oral argument.

(Eff. 7/01/09)

**\*SEE ATTACHED GENERAL ORDER RELATED TO RULE 6  
EFFECTIVE OCTOBER 24, 2014**

**RULE 6**

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**FAMILY RULES**

**RULE 6\* CASE STATUS CONFERENCE (STATUS CONFERENCE),  
SETTLEMENT, FAMILY CENTERED CASE RESOLUTION  
CONFERENCE (CRC), LONG CAUSE HEARINGS AND TRIALS**

(Eff. 7/01/13)

**A. PURPOSE**

The purpose, definitions, and goals of the CRC and Status Conference are set forth in Family Code §§ 2450, 2451, and Cal. Rules, Rule 5.83. Until final disposition of the case, the parties must participate in a review of the case at a Status Conference or a CRC at least every 180 days in order to determine the most appropriate next steps to help ensure an effective, fair, and timely resolution. At each Status Conference, SOC or CRC, a further date for review will be scheduled, unless judgment has been entered.

(Eff. 1/01/13)

**B. CASE STATUS CONFERENCE (STATUS CONFERENCE)**

**(1) CALENDAR**

- a.** In any Dissolution, Nullity, Legal Separation, Termination of a Domestic Partnership, Custody and Support, or Uniform Parentage Act case:
  - i.** When the Petition is filed, the Clerk of the Court shall set an initial Status Conference in approximately 120 days, by completing a Family Law Notice (attached form FM-1050) with the Status Conference date and APJ assignment. The Petitioner shall serve a copy of the Family Law Notice on Respondent at the same time the Petition is served.
  - ii.** If a Response is filed before the initial Status Conference, the Court shall mail a Family Law Notice form to all parties in order to provide further notice of the initial Status Conference. If a Response is filed after the initial Status Conference, and the next Status Conference is set more than 90 days after the Response is filed, the Court will advance the Status Conference to a date that is between 30 and 60 calendar days after the Response is filed. The Calendar Clerk shall mail a notice of the new Status Conference date if one is set.
  - iii.** The purpose of the Status Conference will be to consider the completion of the procedural milestones described in Cal. Rules, Rule 5.83(c) (4). In marital or domestic partnership cases, if the Petition has been served and proof of service filed, a Response has been filed or default entered, and Preliminary Declarations of Disclosure served, any party may file a Request and Order to Change Status or Case



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Resolution Conference Date (Attachment FM-1059) and request any of the following: 1) a new Status Conference date; 2) an SOC and Status Conference; or 3) a Case Resolution Conference (CRC). In any action, if a final and complete judgment has been entered, the Status Conference will be cancelled.

(Eff. 7/01/13)

- iv.** If the procedural milestones described in Cal. Rules, Rule 5.83(c) (4) have not yet been met, the Status Conference will only be continued for no more than 60 days on a sufficient showing of diligence by the Petitioner.
- b.** On request of either party or on the Court’s own motion, the Court may set any matter for a Status Conference at any time, or at the Court’s discretion, order the parties to attend a CRC.

**(2) ORDERS AT STATUS CONFERENCE**

At a Status Conference, the Court will review the status of the case and progress toward efficient resolution. At any Status Conference, the Court may:

- a.** Refer appropriate cases to arbitration or mediation, Early Neutral Evaluation (ENE), or a Settlement Officer Conference (SOC);
- b.** Inform the parties of procedural steps to reach disposition in the case;
- c.** Set time limits and deadlines for service of process and filing proof of service, entry of default, service of preliminary declarations of disclosure, submission of judgment, or filing a request for trial;
- d.** Appoint an attorney for a minor child upon stipulation, or schedule a hearing to appoint a child’s attorney and/or make a fee allocation;
- e.** Set or reset trials, settlement conferences, or hearings, including bifurcating issues for trials;
- f.** Order further Status Conference;
- g.** Determine that the case requires a Case Resolution Conference (CRC) under the factors described in Cal. Rules, Rule 5.83(c)(7) and schedule a CRC;
- h.** Take any other actions permitted by law that would promote a just and efficient disposition of the case.

(Eff. 7/01/13)

**(3) ATTENDANCE**

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- a.** Attorneys and self-represented parties shall attend each Status Conference unless excused in advance by the Court, the case has been dismissed, or a Judgment resolving all issues has been entered. An initial Status Conference will be continued if an SOC is calendared before the Status Conference. Parties represented by an attorney do not have to attend a Status Conference unless ordered by the Court to appear.
- b.** In accordance with Cal. Rules, Rule 3.670, the Court has contracted with CourtCall, LLC, to provide teleconferencing services for Status Conference and CRC appearances, except for cases before a Child Support Commissioner. At least 10 calendar days before the scheduled Status Conference or CRC, an attorney or party must contact CourtCall at (888) 88-COURT to arrange the telephonic appearance and pay the required fee for CourtCall's service. On the day of the Status Conference or CRC, those appearing by telephone must call the toll-free teleconference line designated by CourtCall at least five minutes before the Status Conference or CRC. On a case by case basis, the Court may require personal attendance at any Status Conference or CRC.
- c.** Any self-represented litigant who wants assistance from the Court's Self-Help Center on the day of the Status Conference or CRC must appear in person.
- d.** If no party appears at a scheduled Status Conference without advance excuse by the Court, a further Status Conference will be scheduled in approximately 180 days. The Calendar Clerk shall mail a notice of the Status Conference, notifying the parties if they fail to appear in Court, the case may be subject to dismissal. A third failure to appear at a scheduled Status Conference or CRC will lead to notice sent by the Calendar Clerk that unless steps are taken by the parties to pursue the case, the case will be subject to dismissal. No further Status Conference will be scheduled unless one of the parties schedules a hearing, Status Conference, or takes other action to pursue the case.
- e.** Alternative Dispute Resolution (ADR): Parties who file a Request to Change Status or Resolution Conference Date (Attachment FM-1059) prior to the Status Conference or CRC indicating they are participating in ADR and actively negotiating or mediating their case will be exempt from the Status Conference or CRC for 180 days, and a new Status Conference will be set in approximately 180 days. If a judgment or dismissal is not filed within 180 days of the filing of Attachment FM-1059, the Court will proceed with the Status Conference.

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- f.** Reconciliation: Parties who file a Request to Change Status or Resolution Conference Date (Attachment FM-1059) prior to the CRC or Status Conference indicating they are attempting reconciliation will be exempt from the Status Conference or CRC for 180 days, and a new Status Conference will be set in approximately 180 days. If a judgment or dismissal is not filed within 180 days of the filing of the Attachment FM-1059, the Court will proceed with the Status Conference.

(Eff. 1/01/13)

**C. SETTLEMENT OFFICER CONFERENCE (SOC) AND CASE STATUS CONFERENCE**

**(1) PURPOSE**

At an SOC and Status Conference with the FCSO, the Family Court Settlement Officer (FCSO) or temporary judge will assist the parties to settle or to streamline all non-custody or visitation issues or to assist in determining the issues for trial. The Court may also appoint the FCSO as a temporary judge for the listing and sale of real estate. The FCSO will conduct a Status Conference to address any outstanding procedural milestones that have not been met. The FCSO has the discretion to set return SOC appointments without the agreement of the parties. If the case does not settle and no further SOC appointment is set, the FCSO will set the matter for a Status Conference with the APJ, or if the case requires a CRC under Family Code § 2451(a) (2) and Cal. Rules, Rule 5.83(c) (7), the FCSO will schedule a CRC with the APJ, on a date convenient to the parties and the Court, but in no event more than 180 days after the completion of the SOC. Parties attending an SOC will have satisfied the requirement to attend a Status Conference for that 180 day period. Another Status Conference, SOC, or CRC will be scheduled at the conclusion of the SOC to meet the scheduling requirements for the next 180 day period.

(EFF. 1/01/15)

**(2) CALENDAR**

- a.** The SOC calendared by attorneys or self-represented parties must be set by agreement. You may contact the Calendar Clerk at any time, but in no event later than 40 calendar days before the Mandatory Settlement Conference (MSC).

(Eff. 1/01/15)

- b.** A party may also request an SOC when filing a Request for Trial (Attachment FM-1012).
- c.** The Court may order the parties to an SOC, even over an objection, at any time.

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- d.** The SOC may be continued or vacated upon the submission of a letter copied to all counsel and self-represented parties indicating the agreement of the parties, or their attorneys, and filed with or faxed to the Court Clerk at least two court days prior to the date of the scheduled SOC. An agreement to continue or vacate the SOC submitted in conformance with this rule will be deemed approved unless the FSCO Clerk notifies the parties otherwise.

(Eff. 7/01/16)

- e.** In the event that the SOC is taken off-calendar without a further SOC or Status Conference set, the FCSO or Temporary Judge will refer the case for a Status Conference with the APJ and may make a recommendation for sanctions.

(Eff. 1/01/15)

**(3) PROCEDURES**

- a.** Preliminary Declarations of Disclosure shall be served by all parties within the time frame specified in Cal. Rules, Rule 5.83, and in all cases at least 10 days prior to the SOC.

- b.** All attorneys and parties shall attend the SOC in person, although the Court may permit parties to attend by telephone so long as the request has been made in advance of the SOC. The parties are required to make all arrangements for calling in at the scheduled date and time through the Calendar Clerk.

(Eff. 1/01/15)

- c.** No Settlement Conference Statement is required at the SOC, but the parties should have available all necessary information.

(Eff. 1/01/13)

**(4) ORDERS AFTER SOC AND STATUS CONFERENCE**

To document the orders made at the SOC and Status Conference, and at the discretion of the FCSO, the parties may use the Order after Status Conference on Attachment FM-1123, or other order issued by the FCSO.

(Eff. 1/01/15)

**D. REQUEST FOR TRIAL**

- (1)** Trials may be requested at a Status Conference, at a CRC, or in a filed Request for Trial, a local form that is not required. (See attached form FM-1012.) A Request for Trial, however, shall not be used for trials on custody or visitation issues or Domestic Violence Prevention Act restraining orders. After the Request for Trial is filed, the Clerk's Office will schedule a Status Conference, unless the Court orders the case to a CRC.

(Eff. 7/01/14)

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- (2) If one party files a Request for Trial and the other party contends that the matter is not ready for trial or disagrees with the time estimate, that party must file a Request for Trial form (Attachment FM-1012), explaining that disagreement.

(Eff. 1/01/13)

**E. CASE RESOLUTION CONFERENCE (CRC)**

**(1) CALENDAR**

- a.** In any Dissolution, Nullity, Legal Separation, Termination of a Domestic Partnership, Custody and Support, or Uniform Parentage Act case, a CRC may be scheduled as follows: 1) at the direction of the Court at any time; 2) at the request of the FCSO; 3) at the request of the FLFO; 4) at the request of a party approved by the Court; or, 4) following a Request for Trial.
- b.** In deciding that a case requires a CRC, the Court should consider, in addition to procedural milestones, the factors described in Cal. Rules, Rule 5.83(c)(7).
- c.** In order to change the date of a CRC in advance without attending, attorneys or self-represented parties must complete and submit a Request and Order to Change Case Status or Resolution Conference Date (Attachment FM-1059) at least 10 calendar days before the CRC. Appearance at the CRC is required unless the judicial officer approves the change.

**(2) CASE RESOLUTION PLAN ORDERS AT CRC**

(Eff. 7/01/13)

At a CRC, the Court will review the status of the case and progress toward efficient resolution. At any CRC, the Court may:

- a.** Make any of the orders that could be made at a Status Conference;
- b.** Limit, schedule, or expedite discovery, including the disclosure of expert witnesses;
- c.** Appoint court experts upon stipulation and allocate their expenses, or schedule a hearing for appointment of Court experts and the allocation of the expenses;
- d.** Appoint an attorney for a minor child upon stipulation or schedule a hearing on the appointment and the fee allocation;
- e.** Order or review a Family Centered Case Resolution Plan in accordance with Family Code §§ 2450 and 2451;

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- f.** Set or reset trials, settlement conferences, or hearings, including bifurcating issues for trials;
- g.** Make orders relating to subpoenas issued to Family Court Services personnel;
- h.** Order further Status Conference or CRC; and
- i.** Take any other actions permitted by law that would promote a just and efficient disposition of the case.

**(3) ATTENDANCE**

- a.** Attorneys and self-represented parties shall attend each CRC unless excused in advance by the Court, the case has been dismissed, or a Judgment resolving all issues has been entered. The Court may permit parties to attend by telephone by advance order as provided above in Rule 6(B) (3) b. Parties represented by an attorney do not have to attend a CRC unless ordered by the Court to appear.
- b.** If the Court determines that appearances at a CRC are not necessary, the Court may notify the parties and, if stipulated, issue a FCCRP order without an appearance at a conference.

**(4) STATUS OR CASE RESOLUTION CONFERENCE QUESTIONNAIRE**

If a party requests a trial or long cause hearing, each self-represented party or attorney shall file and serve on the other self-represented party or attorney a completed Status or Case Resolution Conference Questionnaire (attached form FM-1010) at least 10 calendar days before any scheduled Status Conference or CRC. If no trial or long cause hearing has been requested, the Questionnaire (Attachment FM-1010) is optional. If a Questionnaire is filed by a party, that party shall bring two copies of his or her Questionnaire to the Status Conference or CRC.

(Eff. 1/01/13)

**F. MANDATORY SETTLEMENT CONFERENCE (MSC)**

**(1) CALENDAR**

- a.** An MSC shall be set in all family law cases set for trial. An MSC may be set for any long cause hearing. The MSC shall be conducted approximately two weeks before trial or hearing. Family law matters are usually set for an MSC and trial or long-cause hearing at Status Conference, CRC, or a Custody Settlement Conference.
- b.** Once a trial (or long cause hearing) and MSC are set, no continuances will be granted except upon noticed motion for good

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cause. The parties may stipulate that the matter may go off calendar subject to Court approval, by notifying the clerk of the APJ and the calendar secretary at least one week before the scheduled trial date or MSC. Any case that has been taken off the trial calendar by stipulation, can be restored to the trial calendar either by noticed motion or by requesting a further Status Conference or CRC.

**(2) MANDATORY ATTENDANCE**

All parties shall attend the MSC fully prepared for trial on all calendared unresolved issues. Attorneys shall hold at least one face-to-face or telephone settlement discussion and have made a full exchange of all relevant information before the MSC. If a party lives outside of California, the Court may exempt that party from appearing if requested in advance, and (1) the party is available on telephone standby and (2) the other party has been previously notified by letter.

**(3) SETTLEMENT CONFERENCE STATEMENT**

At least 10 calendar days before the MSC, or 15 calendar days if service is by mail, each party shall file and serve on the other party a Settlement Conference Statement. If the case has been previously set for an MSC, the Settlement Conference Statement previously filed may be resubmitted by letter. The Settlement Conference Statement shall contain detailed statements of the party's position on each issue to be decided at the long cause hearing or trial. If some issues were previously resolved, the Settlement Conference Statement shall describe that resolution and refer to any filed supporting documents. If attachments to the Settlement Conference Statement collectively exceed 20 pages, the attachments should be lodged with the Court separately from the Statement, and will be returned to the party at the conclusion of the MSC.

(Eff. 1/01/13)

**G. FAMILY LAW JUDICIAL SETTLEMENT PROGRAM**

Parties may apply at the earliest opportunity to participate in a settlement session with a sitting judicial officer who has agreed to participate in the program. The program is governed by the following rules:

**(1) ELIGIBILITY/CRITERIA FOR PARTICIPATION**

- a.** The case will consume significant court resources, and would be set for a lengthy trial in the Civil Division.
- b.** The parties and their attorneys represent in good faith that they desire to resolve the case, and that they agree to participate in a settlement session with an agreed-upon judicial officer.

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- c.** The parties are prepared to complete a settlement session as soon as the case is accepted into the program.
- d.** The Court has obtained jurisdiction over all necessary parties so that a resolution resulting from a settlement session will be final.
- e.** The Supervising Family Judge accepts the case for the program despite the failure to satisfy one or more of the above-stated criteria.
- f.** This settlement program may not be appropriate in cases involving domestic violence. If requested in such cases, the Settlement Judge may schedule separate sessions with the parties, or provide separate locations for the parties during the session.

**(2) PROCEDURE**

- a.** Application must be made on the Family Law Judicial Settlement Program Stipulation and Order form (See attached form FM-1119). The application must be signed by all counsel and self-represented parties. The All-Purpose Judge (APJ) also may request that certain cases apply to the program, with the agreement of all parties and counsel.
- b.** The application must be submitted to and approved by the Family Supervising Judge.
- c.** When the application is approved, counsel and/or self-represented parties must promptly contact the department of the judge selected to conduct the settlement session, to schedule the session. Settlement sessions will be conducted on a day selected by the Settlement Judge.
- d.** When the application is approved, all law and motion and discovery proceedings shall be stayed until completion of the settlement session, except as otherwise agreed by the parties or ordered by the Court.

**(3) TIMELINE**

- a.** The settlement session shall commence within 30 days of approval of the application, and shall be completed no later than 60 days after approval of the application, except as otherwise ordered by the Court.
- b.** The case will be set for Settlement and Case Status Review approximately 70 days after approval of the application with the APJ.



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**(4) PERSONS ATTENDING/STATEMENTS**

- a.** Lead trial counsel, parties, and persons with full authority to settle the case must personally attend the settlement session, unless excused by the Settlement Judge for good cause. If financial issues are to be discussed, the parties shall bring their financial experts to the settlement session, unless excused by the Settlement Judge for good cause. The financial experts shall confer prior to the settlement session to identify areas of agreement and/or disagreement. If any consent to settle is required for any reason, the person or persons with that consensual authority must be personally present at the settlement session, unless excused by the Settlement Judge for good cause.
- b.** Counsel and self-represented parties must submit to the Settlement Judge and serve on all parties, but not file, full written statements of their position regarding settlement no later than five calendar days before the settlement session.

**(5) SETTLEMENT CONFERENCE**

- a.** A settlement conference conducted under the Family Law Judicial Settlement Program is conducted under Family Code § 2451. There is no provision for confidentiality of communication, unless otherwise provided in Evidence Code § 1152 (a) or other legal authority.
- b.** If a settlement session before the Settlement Judge results in either a full or a partial settlement, the agreement shall be reduced to writing by the parties. Although the parties may place their agreement on the record, the Settlement Judge will not expand on or interpret any incomplete term of the settlement placed on the record if the parties are unable to finalize a written agreement after the settlement session. The parties may stipulate that the Court shall retain jurisdiction over them to enforce the settlement, pursuant to Code of Civil Procedure § 664.6.

**(6) FURTHER COURT PROCEEDINGS**

- a.** The Settlement Judge shall be subject to the provisions of Evidence Code § 703.5
- b.** At the conclusion of the settlement session, and with notice to the parties, the Settlement Judge may report in writing to the APJ whether all or part of the case has settled, and/or make recommendations as to the process by which some or all of the remaining issues in the case may be most expeditiously resolved.

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**RULE 7 DUTIES OF THE FAMILY LAW FACILITATOR**

(Eff. 1/01/11)

In addition to the duties mandated by the Family Law Facilitator Act, Family Code § 10000 et. seq., the Family Law Facilitator shall have the following duties:

(Eff. 1/01/10)

**A.** Meeting with litigants to mediate issues of child support, spousal or partner support, and maintenance of health insurance, subject to Family Code § 10012.

(Eff. 1/01/11)

**B.** Drafting stipulations, which may include issues other than those specified in Family Code § 10003. If the parties are not able to resolve issues with the assistance of the Family Law Facilitator, the Facilitator, before or at the hearing, and at the Court's request, shall review documents, prepare support schedules, and advise the Court whether the matter is ready to proceed.

(Eff. 1/01/11)

**C.** Assisting the clerk in maintaining records.

**D.** Preparing orders documenting the Court's announced order where both parties are self-represented or in those cases with one attorney where the Court refers the self-represented party because the order benefits that party.

(Eff. 1/01/11)

**E.** Serving as a special master and making findings to the Court, unless the Facilitator has served as a mediator in the case.

(Eff. 1/01/11)

**F.** Participating in the operation of the Family Court Clinic, including the training and supervision of volunteers.

(Eff. 1/01/11)

**RULE 8 DEFAULT OR UNCONTESTED JUDGMENT**

**A. GENERAL POLICY**

**(1)** All uncontested and default family law judgments shall be obtained by declaration through the Default Clerk except that a default hearing is required for nullity of marriage cases and cases where the Summons and Petition were served by publication or posting. Additionally, the Court may set a matter for default hearing or otherwise accept stipulated default Judgments at its discretion. Petitioner in default cases and at least one party in uncontested cases shall appear in person unless telephonic appearance is authorized by the All Purpose Judge prior to the hearing.

(Eff.7/01/14)

**(2)** Litigants are encouraged to use and file the Judgment Checklist *for dissolution and legal separation cases* (Form FL-182) or Family Law

**RULE 8**

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SANTA CLARA**

**FAMILY RULES**

Parentage Judgment Checklist *for parentage cases* (Attachment FM-1053) with any proposed default or uncontested judgment.

(Eff. 1/01/16)

- (3) Default will not be entered if Respondent’s address as stated on Petitioner’s Request to Enter Default (Form No. FL-165) is the same as Petitioner’s address, unless Petitioner also files a declaration stating under oath that Petitioner and Respondent live at the same address.

(Eff.7/01/14)

**B. CHILD CUSTODY AND VISITATION**

- (1) To obtain custody and visitation orders by default in a family law judgment, at least one of the following conditions must exist:

(Eff. 7/01/14)

- a. The proposed orders are based on the Child Custody and Visitation Application (Form FL-311) that was attached to and filed with the Petition;

(Eff. 7/01/14)

- b. There are existing custody and visitation orders; or

(Eff. 7/01/14)

- c. A settlement agreement or stipulation is being filed with the proposed family law judgment

(Eff. 7/01/14)

If none of these conditions apply, Petitioner shall file and serve, by personal delivery, a declaration in support of the proposed orders at least 15 calendar days before the Judgment is submitted. Petitioner may use the Declaration for Default Custody and Visitation Orders form (Attachment FM-1025).

(Eff. 7/01/14)

**RULE 9**

**COUNSEL FOR MINOR CHILDREN**

(Eff. 7/1/09)

**A. PANEL OF COUNSEL ELIGIBLE FOR APPOINTMENT**

(Eff. 7/1/09)

The Family Law Division has elected, pursuant to CRC 5.240(d), to create and maintain a panel of counsel meeting the minimum qualifications set forth in the Cal. Rules, whom the Court may consider for appointment as counsel for minor children in family law proceedings. Attorneys wishing to be included on the Court’s panel must submit Judicial Council form FL-322 and an Initial Application (attached form FM-1081) to the Supervising Judge. Attorneys selected for the panel who are serving as counsel for minors or who wish to remain on the panel for future appointments must submit to the Supervising Judge an updated Judicial Council form FL-322 and a Renewal Application/Eligibility Declaration (attached form FM-1082) each year no later than December 31.

(Eff. 1/01/13)

**RULE 9**

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SANTA CLARA**

**FAMILY RULES**

**B. COMPLAINT PROCEDURE**

(Eff. 7/1/09)

In a family law proceeding in which the Court has appointed counsel for minor children, any party or counsel or minor child may present a complaint about the performance of appointed counsel. The complaint must be in writing, filed and served on all counsel and self-represented parties, and a copy must be delivered to the courtroom clerk for the APJ. The APJ shall respond to the complaint, either by setting the matter for hearing or by issuing a written response.

(Eff. 7/01/09)

**C. APPLICATION FOR PAYMENT OF COMPENSATION**

- (1) Appointed counsel may apply for payment of fees and costs when counsel has billed a minimum of 10 hours or when representation has concluded. Appointed counsel shall promptly apply for payment when costs and fees at the applicable billing rate reach \$4,000. Application for payment shall be consistent with any Court determinations under CRC 5.241 and shall be made ex parte, using local form Application for Payment of Fees and Costs of Children's Counsel (attached form FM-1067), and following the procedures set out in that form.
- (2) Any response by a party to appointed counsel's application for payment shall use the local form Response to Application for Payment of Fees and Costs by Children's Counsel (attached form FM-1068), following the procedures set out in that form.

(Eff. 1/01/09)

**APPENDIX**

**DISCRETIONARY POLICY STATEMENTS  
FAMILY LAW DIVISION**

These policies are not Local Rules and do not have the force of law, and they do not replace judicial discretion.

These policies are published to provide parties and counsel an understanding of decisions the Court is likely to make in specific factual situations commonly found in family law litigation, but not covered by case law or statute.

These policies are general statements describing how the Court will usually deal with the specific issues set forth below. The intent of the Court in adopting these statements is to encourage and assist parties and counsel to resolve disputes.

These policies will apply to temporary and permanent orders, in the Court's discretion. They will not apply to a given case when contrary to law or when the application results in undue hardship.

**A. SPOUSAL OR PARTNER SUPPORT**

- (1) Determination of Income

FAMILY RULES

The incomes of the payor and the payee will generally be determined in the same manner as set forth in the applicable provisions of current statutory child support law, with due consideration of applicable spousal or partner support statutes.

(2) Standard of Living during Marriage or Domestic Partnership

In determining the standard of living during marriage or domestic partnership, as provided in current statutory and case law regarding the standard of living, the Court will usually base its findings on the combined gross incomes of the parties at the time of separation.

(3) Application of Local Spousal or Partner Support Formula

The Court will use the local spousal or partner support formula at temporary spousal or partner support hearings except in the following circumstances:

- a. The application would be inequitable; or
- b. The demonstrated need for the requested support is below the formula amount.

In the interest of avoiding unnecessary litigation on this issue, the Expense Declaration of the payee will not be viewed as determining or fixing need, but as indicating the level of expenditure under the existing circumstances.

(Eff. 1/01/05)

**B. PARENT/CHILD TIME SHARING PERCENTAGES**

The Parent/Child Time Sharing Percentages listed below may be used in calculating guideline child support in addition to similar charts which are part of the Judicial Council approved child support software. The appropriate percentage for the time share with the children is a question of fact for the Court.

(Eff. 1/01/05)

(1)	<u>Time Sharing Arrangements</u>	<u>Days</u>	<u>%</u>
a.	1 weekend per mo.	24	7
b.	1 extended weekend per mo.	36	10
c.	2 weekends/mo	48	13
d.	1 weekend/mo + 1 evening/wk	50	14
e.	Alternate weekends	52	14
f.	Alternate weekends + 2 wks summer	67	18
g.	Alternate weekends & ½ holidays + 2 wks summer	69	19
	(If CP has 2 wks over summer too, then)	67	18
h.	Two extended weekends/month	72	20

**APPENDIX**

**SUPERIOR COURT OF CALIFORNIA  
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**FAMILY RULES**

i.	Alternate weekends + 1 evening/wk	78	21
j.	Alternate weekends + 1 overnight/wk	104	28
k.	Alternate extended weekends	78	21
l.	Alternate weekends & ½ holidays + 4 wks summer, (with alternating weekends continuing in summer, and makeup if weekends lost due to the 4 weeks)	77	21
m.	Alternate weekends & ½ holidays + 4 weeks summer (with no alternating weekends all summer)	75	21
n.	Alternate weekends & ½ holidays + ½ summer (with or without alternate weekends in summer)	82	22
o.	Alternate extended weekends + 1 evening/wk	104	28
p.	Alternate extended weekends + 1 overnight/wk	130	36
q.	Alternate weekends & ½ holidays, 1 evening/wk, + 4 wks summer (with alternating weekends continuing in summer, and makeup if weekends lost due to the 4 weeks)	103	28

**Time Sharing Arrangements**

		<b><u>Days</u></b>	<b><u>%</u></b>
r.	Alternate weekends and 1 evening/wk when school is in session, + ½ school vacations	104	28
s.	Three days/wk	156	43
t.	First, third, and fifth weekends	56	15
u.	First, third, fifth, extended weekends	84	23
v.	First, third, and alternate fifth weekends	52	14
w.	First, third, alternate fifth extended weekends	78	21

(Eff. 1/01/04)

**(2) Definitions**

- a. Weekend - 6 p.m. Friday – 6 p.m. Sunday (2 days)
- b. Extended Weekend - School closing Fri. – school opening Mon.  
(3 nights, 2 days)
- c. 1<sup>st</sup> & 2<sup>nd</sup>; or 2<sup>nd</sup> & 4<sup>th</sup>  
Weekends - Same as Two Weekends per month
- d. 1<sup>st</sup> & 3<sup>rd</sup>, & alternating  
5<sup>th</sup> Weekends - Same as Alternate Weekends

**FAMILY RULES**

- e. Afternoon - After school until evening without dinner (1/4 day)
- f. Evening - After school – after dinner (1/2 day; 1 eve./wk=26 days/year)
- g. Overnight - School close mid-week – School opening next day (1 day) (1 day; 1 overnight/week = 52 days/year)
- h. Holidays - New Year’s, President’s Day, Easter, Memorial Day, Mother’s Day or Father’s Day, July 4, Labor Day, Thanksgiving (2 days), Christmas, (1/2 holidays = 5 days/year)
- i. Summer - 10 weeks (70) days; some schools may vary, such as those using an all year calendar
- j. School Vacations - Summer, 2 wks Christmas, 1 wk Spring, (13 wks/year; 1/2 vacations = 45.5 days/year, not counting subtraction of NCP’s ordinary alternate weekend and mid-week visits and

(Eff. 1/01/02)

CP’s cross visits)

**C. TRAVEL EXPENSES FOR VISITATION**

Travel expenses the Court will usually consider in setting child support include, but are not limited to, air travel costs, bus or train travel costs, and automobile travel costs outside the Greater Bay Area, or a comparable distance.

(Eff.1/01/98)

## **FAMILY RULES**

### **ATTACHMENTS**

<b>ATTACHMENT FM-1000</b>	Domestic Violence Facsimile Transmission Cover Sheet <b>Mandatory</b>
<b>ATTACHMENT FM-1010</b>	Status or Case Resolution Conference Questionnaire <b>Mandatory</b>
<b>ATTACHMENT FM-1012</b>	Request for Trial <b>Mandatory</b>
<b>ATTACHMENT FM-1013</b>	Declaration in Support of Ex Parte Application for Orders <b>Mandatory</b>
<b>ATTACHMENT FM-1015</b>	FCS Intake Form for Mediation <b>Mandatory</b>
<b>ATTACHMENT FM-1016</b>	Judicial Custody Conference Statement <b>Mandatory</b>
<b>ATTACHMENT FM-1021</b>	Alternative Dispute Resolution Options <b>Mandatory</b>
<b>ATTACHMENT FM-1025</b>	Declaration for Default Custody and Visitation Orders <b>Optional</b>
<b>ATTACHMENT FM-1036</b>	Stipulation re: Protective Order for Family Court Services Records and Order Thereon <b>Mandatory</b>
<b>ATTACHMENT FM-1041</b>	Request for Sheriff to Serve and Sheriff's Fee Statement <b>Mandatory</b>
<b>ATTACHMENT FM-1047</b>	How to Safely Turn in Firearms and Ammunition <b>Mandatory</b>
<b>ATTACHMENT FM-1050</b>	Family Law Notice – Dissolution/Legal Separation <b>Mandatory</b>
<b>ATTACHMENT FM-1053</b>	Family Law Parentage Judgment Checklist Petition to Establish Parental Relationship <b>Mandatory</b>
<b>ATTACHMENT FM-1056</b>	Addendum to Judicial Council Form FL-327 – Family Court Services <b>Mandatory</b>
<b>ATTACHMENT FM-1057</b>	Addendum to Judicial Council Form FL-327 – Private Evaluator <b>Mandatory</b>



<b>ATTACHMENT FM-1059</b>	Request and Order to Change Status or Case Resolution Conference Date <b>Mandatory</b>
<b>ATTACHMENT FM-1061</b>	Family Court Services Declaration of Mailing or Personal Service <b>Mandatory</b>
<b>ATTACHMENT FM-1067</b>	Application for Payment of Attorney Fees and Costs of Children's Counsel <b>Mandatory</b>
<b>ATTACHMENT FM-1068</b>	Response to Children's Counsel's Application for Payment of Attorney Fees <b>Mandatory</b>
<b>ATTACHMENT FM-1078</b>	Family Court Services Client Complaint Form <b>Mandatory</b>
<b>ATTACHMENT FM-1081</b>	Initial Application for Appointment as Counsel for Minor Children in Family Court Cases <b>Mandatory</b>
<b>ATTACHMENT FM-1082</b>	Annual Renewal Application/Eligibility Declaration for Appointment as Counsel for Minor Children in Family Court Cases <b>Mandatory</b>
<b>ATTACHMENT FM-1083</b>	Stipulation and Order <b>Mandatory</b>
<b>ATTACHMENT FM-1102</b>	Other Orders – Property Removal <b>Mandatory</b>
<b>ATTACHMENT FM-1110</b>	Expert Witness Fee Application <b>Mandatory</b>
<b>ATTACHMENT FM-1112</b>	Stipulation for Court Commissioner to Act as Temporary Judge for All Purposes <b>Mandatory</b>
<b>ATTACHMENT FM-1119</b>	Family Law Judicial Settlement Program Stipulation and Order <b>Mandatory</b>
<b>ATTACHMENT FM-1120</b>	Seek and Work Order <b>Mandatory</b>
<b>ATTACHMENT FM-1123</b>	Orders after Status Conference/Case Resolution Conference <b>Mandatory</b>

<b>ATTACHMENT FM-1124</b>	Findings re Noncompliance with Order to Surrender Guns, or Firearms or Ammunition <b>Mandatory</b>
<b>ATTACHMENT FM-1124a</b>	Instructions for Protected Person if Restrained Person Has Guns, Firearms or Ammunition <b>Mandatory</b>
<b>ATTACHMENT FM-1127</b>	Addendum to Judicial Council Form FL-327 Brief Focused Assessment <b>Mandatory</b>
<b>ATTACHMENT FM-1129</b>	Non-Professional Supervised Visitation Provider Declaration of Qualifications <b>Mandatory</b>
<b>ATTACHMENT FM-1136</b>	Elder Abuse Facsimile Transmission Cover Sheet <b>Mandatory</b>
<b>ATTACHMENT FM-1186</b>	Gun Violence Prevention Facsimile Transmission Cover Sheet <b>Mandatory</b>