

NOTICE

Effective September 1, 2018, no working copies shall be submitted in advance on any *Civil Commissioner's* calendar. This change is pursuant to Local Rule amendments to PCLR 7 and PCLSPRs 94.04, 98.04, 98.16W, 98.18 and 98.20.

Please read the attached rules for more information.

In lieu of working copies, all parties and attorneys are required to use the Family Law and Civil Information Forms and bring proposed orders to court. (Forms T and U-see

attached, Forms in Appendix to Local Rules or hyperlinks below)

[Form T](#)

[Form U](#)

PCLR 7 MOTIONS: JUDGES AND COMMISSIONERS

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(b) Commissioners' Motions

(1) Civil Divisions A, B, C, D, and Ex Parte. Court Commissioners hear and decide all matters brought before these divisions as set forth below.

(A) Working Copies No Longer Required. For all Civil Divisions, working copies shall no longer be submitted. Except as provided in **(F)** below, every attorney and self-represented party shall submit in advance a Hearing Information Form; family law cases shall use the Family Law Hearing Information Form (**Form T**) described in **(E)** below; all other civil matters shall use the Civil Hearing Information Form (**Form U**) described in **(F)** below. Failure to timely provide the appropriate Hearing Information Form may result in the hearing being stricken or continued.

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(E) Family Law Hearing Information Form (Form T**).** For matters docketed on the morning show cause calendars in Civil Divisions A, B, and C, whether by Note for Commissioner's Calendar or by the Order Setting Case Schedule, a Family Law Hearing Information Form (Form T) shall be filed and served listing all motions, petitions, and supporting documents, including affidavits, declarations, certified statements, Guardian ad litem reports, sealed financial source documents, sealed confidential reports, and responsive and reply documents the attorneys or self-represented parties want the court to review for the hearing. Pleadings for the morning show cause calendars are subject to page limits pursuant to **PCLSPR 94.04(c)(5)**.

Both the moving party and the responding party shall file their Family Law Hearing Information Forms by using the Clerk's electronic filing process as defined in **PCLGR 30(b)(5)(C)** no later than 12:00 noon two (2) court days prior to the scheduled hearing. Proposed orders are addressed in **(G)** below.

(F) Civil Hearing Information Form (Form U**).** For matters docketed on the afternoon probate/trust, guardianship, unlawful detainer, sale of structured settlement, minor settlement, vulnerable adult protection order, parentage, and domestic violence protection order calendars in Civil Divisions A, B, and C, a Civil Hearing Information Form (Form U) shall be filed and served listing all motions, petitions, and supporting documents, including affidavits, declarations, certified statements, Guardian ad litem reports, and responsive and reply documents the attorneys or self-represented parties want the court to review for the hearing. Both the moving party and the responding party shall file their Civil Hearing Information Forms (Form U) by using the Clerk's electronic filing process as defined in **PCLGR 30(b)(5)(C)** no later than 12:00 noon two (2) court days prior to the scheduled hearing. Exceptions from this requirement are the Prosecutor's afternoon calendars in Civil Division C and responsive pleadings in unlawful detainer and civil protection order matters. Proposed orders are addressed in **(G)** below.

(G) Proposed Orders. In all family law and unlawful detainer matters, attorneys and self-represented parties shall have proposed orders prepared for presentation to the court at the time of the hearing. For probate/trust, guardianship, and minor settlement cases, proposed orders shall be provided when submitting the Civil Hearing Information Form (Form U).

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[Amended effective September 1, 2018]

