



Santa Clara County Legal Professionals Association

www.sccolpa.org

PROUDLY PRESENTS



“A VIRTUAL EVENING WITH THE SANTA CLARA COUNTY SUPERIOR COURT CLERKS”



Join us for a very special evening as Santa Clara County Legal Professionals Association is pleased to present a panel of managers and supervisors from the Santa Clara County Superior Court who will answer your questions and provide real-time updates about the current state of the court system. The panel will answer questions that have been provided in advance (see next page), however, if you have additional questions, please email them to reservations@sccolpa.org and we will include them!

GUEST SPEAKERS:

Lydia Sepulveda, Court Manager (Family, Civil, Juvenile)

Erick Rivas, Supervisor (Probate, Small Claims)

Trang Vu, Supervisor (Family, Juvenile)

Tuesday, April 13, 2021

5:30 pm: Check-in/Social/Business Meeting

6:00 pm – 7:00 pm: Program

VIA ZOOM: link to the Zoom meeting will be provided following registration and prior to the program. Price: \$15.00 (members and non-members)

Please register and pay by credit card on our “Upcoming Events” page at www.sccolpa.org/events.
If you have any questions, email us at reservations@sccolpa.org.

This activity has been approved for MCLE and CCLS credit in the amount of one (1) hour. Santa Clara County Legal Professionals Association certifies that this activity conforms to the standards for approved educational activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.



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QUESTIONS FOR THE COURT

ELECTRONIC FILING TIPS

- Judicial Council Forms and pleadings: proper formatting so filings won't get rejected. Flatten PDFs?
- Do all filings have to be text-searchable?
- Check for consistency
- File pleadings separately or in one bundle (i.e., notice, MPAs, declarations, proposed orders)
- Best email address/phone number for e-filing clerks
- How are rejected filings handled? Should they be resubmitted in a new envelope or can corrections be made to a rejected envelope and resubmitted in order to maintain the original filing date?
- Should a document with tables of contents and tables of authorities start with "1" on the cover page of the pleading or with "i" and "1" starts on the first page of content?

DROP BOX

- How often is the drop box checked? Is there a number to call or email to confirm receipt?
- Is the drop box used for courtesy copies as opposed to asking the electronic service providers to deliver courtesy copies?
- How are sealed documents handled?

EX PARTE APPLICATIONS

- How is it currently being handled during COVID? Same procedure for civil, family law, probate, etc.?
- Are ex-parte orders served by the clerk via email to the moving party – or do we have to check the docket and download the orders?

COURTCALL, ZOOM, MS TEAMS

- How do we find out the judges' preferred method of holding remote appearances? Can we find this information on the court's website?
- How do we find out if judges are allowing attorneys to appear in person as opposed to appearing remotely?
- Do judges have any helpful tips for appearing remotely?

CIVIL LAW & MOTION

- What is preferred method of reserving a hearing date?
- Will clerks notify you when a hearing date has been assigned, or do you have to keep checking the docket?
- Once a date is assigned, should we file an amended notice with the date only, OR re-file all the supporting documents?
- Best way to handle stipulations and orders now?
- Do we still email Word versions of proposed orders to the department clerk?
- What is the best way to reach a courtroom clerk if their mailbox is full, or if they are not returning phone calls?
- What is the best way to deliver courtesy copies to the department judge?

PROBATE:

- Any rule or procedural changes during COVID re minor's compromises, letters of special administration, guardianship forms?
- For documents that cannot be electronically submitted, how is that handled? (Wills, codicils, etc.)

FAMILY LAW

- Any rule or procedural changes during COVID re submission of forms, reserving hearing dates, etc.?

DEFAULT JUDGMENTS

- What are the mandatory forms?
- What is the current status? What is the backlog?

COMMON QUESTIONS

- What are some of the most frequent questions clerks receive from attorneys, legal assistants, etc.?