

**Superior Court of California  
County of Marin**

COURT ADMINISTRATION



3501 Civic Center Drive, Room 116  
P.O. Box 4988  
San Rafael, CA 94913-4988  
(415) 444-7020

**PUBLIC NOTICE**

**CLERK'S OFFICE REOPENING AND REMOTE VIDEO  
COURT PROCEEDINGS GUIDELINES**

EFFECTIVE JUNE 1, 2020

- **CLERK'S OFFICES ARE OPEN 8:00 A.M. TO 4:00 P.M. UNTIL FURTHER NOTICE.** The number of people allowed in the Clerk's Offices at one time will be limited. Individuals who are not conducting court business should not accompany parties to the Clerk's Office.
- **COURT PROCEEDINGS WILL BE CONDUCTED IN VIRTUAL COURTROOMS.** Proceedings will be conducted remotely by Zoom video conference or vCourt unless otherwise noted. For more information about remote video procedures please visit: [www.marincourt.org/data/hpnews/312.pdf](http://www.marincourt.org/data/hpnews/312.pdf)
- **PLEASE EXPECT LONG WAIT TIMES WHILE PARTICIPATING REMOTELY.** You must remain in the video conference "Waiting Room" or on vCourt until your matter is called.

- **DO NOT PHYSICALLY COME TO COURT UNLESS NOTED BELOW OR DIRECTED BY THE COURT.**

FOR THE FEW PERSONS REQUIRED TO  
PHYSICALLY COME TO COURT

- **IF YOU ARE SICK, DO NOT COME TO THE COURT.** No one who is sick or who is exhibiting COVID-19 symptoms will be permitted to enter the facility.
- **YOU MUST WEAR A MASK OR FACE COVERING TO ENTER THE COURT FACILITY AND AT ALL TIMES WHILE INSIDE.**
- **ANYONE ENTERING THE COURTFLOOR OR JURY OFFICE WILL HAVE THEIR TEMPERATURE TAKEN.** If you have a temperature of 100.4 degrees or higher, you will be denied entry for that day.
- **PLEASE EXPECT LONG LINES AND LONG WAIT TIMES.** The Court will follow social distancing requirements and building access will be limited. Please obey all signs. Your patience is appreciated.

PLEASE READ THE REMAINDER OF THIS RELEASE FOR  
INFORMATION ABOUT SPECIFIC OPERATIONS

- **Entrances and Exits.** The Marin County Civic Center is a County maintained building. Safety protocols for the building can be found at <https://www.marincounty.org>.

- **No Nonessential Parties.** If a physical appearance is required, due to social distancing limitations, individuals who are not essential to court matters should not accompany parties to court for any matter or case type. Directions for public access to remote proceeding can be found on the Court's website: <https://www.marincourt.org>.
  
- **Drop Box Filings.** Drop boxes will still be available from 8:00 A.M. – 4:00 P.M. Because clerk's offices will experience high demand and significant wait times, the Court encourages you to file items by drop box. Items placed in the drop box before 4:00 P.M. will be file-stamped that day. Drop box locations are:
  - Civil, Family, Juvenile and Probate: Room 113
  - Criminal and Traffic: Room C-10
  
- **Jury Service.** Jury service will resume on June 18, 2020. Be assured that we are working with the County Health Department to ensure your safety. Those summoned must follow the rules above for access to the Court, including wearing masks or face coverings. To obey social distancing requirements, jurors will be called in small groups. See your jury summons for call in information. Until further notice, no more than 20 jurors will be present in a jury assembly room at any time. If you are sick, exhibiting COVID-19 symptoms, or are a high-risk individual (e.g., over 65 years of age, immunocompromised, etc.), the Court will excuse you from service upon proof. The Court will also consider hardship excusals in advance of the appearance date. See guidance for jurors on our website: [www.marincourt.org](http://www.marincourt.org).
  
- **Civil Clerk's Office.** Attorneys and Litigation Services (court runners) are required to utilize the drop box or postal mail for all non-urgent filings and must make an appointment to file urgent or time-sensitive documents.

All customers may make an appointment for document filing by utilizing the Civil Clerk's Office's online appointment feature, located here: <https://square.site/book/FMP0FM4MV19RJ/marin-county-superior-court-san-rafael-ca>

Only four people will be allowed into the Civil Clerk's Office at a time to practice social distancing. Scheduling an appointment is highly encouraged.

Court Records will remain closed for in-person services. All Records requests must be submitted via phone (415-444-7080), email ([courtrecords@marincourt.org](mailto:courtrecords@marincourt.org)), or by utilizing the drop box outside of Room 113.

- **Self-Help Office.** The Self-Help Office will remain closed for in-person services. However, self-represented litigants can call (415-444-7130) or email ([selfhelp@marincourt.org](mailto:selfhelp@marincourt.org)) to request assistance. Additional remote services will be available in the future; please check the Court website for updates.
- **Emergency Local Rules:** All Emergency Local Rules remain in effect unless otherwise noted or superseded.
- **Filing Holidays.** The Court is open for filing as of June 1, 2020. Filing holidays under this Court's Administrative Orders expire at the close of business May 29, 2020. Judicial Council Emergency Rules of Court and/or orders of the Chief Justice may further extend filing holidays in certain cases. Please check the Court's website for updates.

- **Specific Matters**

- o **Restraining Orders.** The Court continues to accept applications for emergency protective orders and domestic violence, elder abuse, civil harassment, and gun violence restraining orders. The Court continues to hear all restraining order hearings by remote Zoom video. **Read your notice carefully.**
- o **Traffic.** Individuals who desire a traffic trial will be provided a choice to either proceed with their trial by remote Zoom video, or have their matter continued. There will be no in-person traffic trials until further notice. You will receive a notice that explains your choices. **Read your notice carefully.**
- o **Small Claims.** The Court will reschedule all small claims matters and provide notice of new dates.
- o **Unlawful Detainer.** The Judicial Council’s Emergency Rules of Court prohibit the Court from issuing a summons on any new unlawful detainer complaints, with limited exceptions for urgent public health and safety matters.
- o **Civil Limited and Unlimited.**
  - One courtroom will be dedicated to hear all civil matters. All matters will be heard by vCourt. Physical appearances in the courtroom are prohibited unless otherwise authorized or directed by the Court. All matters calendared on or after June 1, 2020 will proceed to the greatest extent possible. Effective June 1, 2020, all Law and Motion calendars will be heard on the dates and times previously set by the Court. As before, Department A Law and Motion matters will be heard on Tuesdays at 1:30 P.M.; Department B Law and

Motion matters will be heard on Wednesdays at 1:30 P.M.; and Department E's Law and Motion matters will be heard on Fridays at 1:30 P.M.

- The vCourt process will be used for all hearings until further notice. **Do not come to court for your hearings.**
- o **Probate.** All matters should be submitted via drop box. The Probate department will be providing additional guidance separately.
- o **Criminal.**
  - One courtroom will be dedicated as a master calendar. All matters will be heard by Zoom video. Physical appearances in the courtroom are prohibited unless otherwise authorized or directed by the Court. All matters calendared on or after June 1, 2020 will proceed to the greatest extent possible.
  - One courtroom will be dedicated as an auxiliary courtroom to assist the master calendar. Physical appearances in the courtroom are prohibited unless otherwise authorized or directed by the Court.
  - Department N will be used for out-of-custody misdemeanor arraignments. **For these matters defendants must physically appear in court, unless represented by an attorney, who can appear for the defendant.**

- Out-of-custody felony arraignments where a defendant was cited to appear or posted bail with a promise to appear will be heard in the master calendar department. **For these matters defendants must physically appear in court, unless represented by an attorney, who can appear for the defendant.**
- Unless otherwise noted, Zoom video will be used for all hearings until further notice. **Unless noted above, do not come to court for your hearings.**

o **Family.**

- One courtroom will be dedicated to hear all family matters. All matters will be heard by Zoom video or vCourt. Physical appearances in the courtroom are prohibited unless otherwise authorized or directed by the Court. All matters calendared on or after June 1, 2020, will proceed to the greatest extent possible.
- DCSS calendars will resume June 1, 2020.
- The Zoom video or vCourt process will be used for all family and DCSS hearings until further notice. **Do not come to court for your hearings.**

o **Juvenile.**

- The Court will continue to hear all juvenile matters. All matters will be heard by Zoom video or vCourt. Physical appearances in the courtroom are prohibited unless otherwise authorized or directed by the Court.