

MAY 28 2020

CLERK OF THE COURT

BY: *Leticia Gomez*
Deputy Clerk

SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF SAN FRANCISCO

IN RE: ADMINISTRATIVE ORDER OF THE
PROBATE AND MENTAL HEALTH
DIVISION RE COVID-19 PANDEMIC

FOURTH AMENDED GENERAL ORDER
OF THE PROBATE AND
MENTAL HEALTH DIVISION

The Probate and Mental Health Division of the Superior Court of San Francisco issues this Fourth Amended General Order of the Probate and Mental Health Division under the authority granted by Government Code section 68115; the Emergency Orders of Chair of the Judicial Council of California, dated March 16, 2020; March 19, 2020; April 10, 2020; and, April 21, 2020; Chief Justice Tani G. Cantil-Sakauye's Statewide Orders, dated March 23, 2020; March 30, 2020; and, April 29, 2020; the Judicial Council of California's adoption of emergency rules 1 through 11 of the California Rules of Court, effective April 6, 2020, as well as its April 17, 2020 adoption of emergency rule 12, effective April 17, 2020, and its April 19, 2020 adoption of emergency rule 13 and modification of emergency rule 8; Chief Justice Cantil-Sakauye's order re the San Francisco Superior Court, dated April 10, 2020; and, the General Orders of the Honorable Garrett L. Wong, Presiding Judge of the San Francisco Superior Court, filed March 16, 2020; March 19, 2020; March 24, 2020; April 1, 2020; April 14, 2020; and April 30, 2020. This Order AMENDS and SUPERSEDES the General Order of the Probate and Mental Health Division, signed March 26, 2020; the Amended General Order of the Probate and Mental Health Division, signed April 2, 2020; the Second Amended General Order, signed April 16, 2020; and the Third Amended General Order, signed May 5, 2020.

The Probate and Mental Health Division **HEREBY FINDS AND ORDERS AS FOLLOWS:**

1 **A. Time for Acting Where Timing Governed by the Probate Code**

2 Wednesday, March 18, 2020 through Monday, June 1, 2020, inclusive, are deemed holidays for
3 purposes of computing time for filing papers with the Court under Code of Civil Procedure sections 12
4 and 12a (see Government Code § 68115(a)(4)), for purposes of:

- 5 1. Filings pursuant to the Probate Code, including but not limited to:
- 6 a. Initial petitions for probate (Probate Code § 8003);
 - 7 b. Petitions to probate a subsequently-discovered will (Probate Code § 8226);
 - 8 c. Petitions to revoke probate (Probate Code § 8270);
 - 9 d. Reports of sale (Probate Code § 10308).
- 10 2. Responses to filings pursuant to the Probate Code, including but not limited to:
- 11 a. Objections to inventory and/or appraisal (Probate Code § 2614);
 - 12 b. Responses to petition to revoke probate of will (Probate Code § 8271);
 - 13 c. Responses to summons (Probate Code §§ 8250, 8271).

14 **B. Time for Acting Where Timing Governed by the Code of Civil Procedure**

15 Consistent with Presiding Judge Wong’s General Orders referenced above, that Wednesday,
16 March 18, 2020 through Monday, June 1, 2020, inclusive, are deemed holidays for purposes of computing
17 time for filing papers under Code of Civil Procedure sections 12 and 12a (see Government Code §
18 68115(a)(4)) and taking other actions in matters pending before the Probate and Mental Health Division
19 as follows:

- 20 1. The time to respond to discovery, including the time to object, the time to file motions for
21 protective orders and the time to compel discovery pursuant to Code of Civil Procedure sections
22 2016.010 et seq.;
- 23 2. The time to move to quash, file a demurrer, move to strike, including a special motion to strike
24 pursuant to Code of Civil Procedure section 425.16 et seq., or otherwise respond to a petition to
25 the extent the time to respond is governed by the Code of Civil Procedure and not the Probate
26 Code;
- 27 3. The time to file, hear and rule on any post-trial motion as set forth in the Code of Civil Procedure,
28 including but not limited to notices of intent to move for a new trial and motions for a new trial,
pursuant to Code of Civil Procedure section 659 et seq.;
4. The time to file a cost bill, a motion to tax costs, or a motion for attorney fees;
5. The time to file a motion under Code of Civil Procedure section 473;
6. The time to file a motion under Code of Civil Procedure section 1008.

1 **C. Construction of the Operational Provisions of This Order**

2 The Probate and Mental Health Division has been operating during the pandemic and shelter-in-
3 place, but circumstances have required that operations be limited. Beginning June 1, 2020, the Division
4 will increase operations, doing so gradually. Pandemic-related circumstances, however, require that the
5 court temporarily modify procedures, including filing and courtesy-copy requirements, as well as notice,
6 scheduling and hearing protocols. This order sets forth those modifications. Existing rules, including
7 existing Rules of Court and Local Rules, remain in force, except to the extent they conflict with this order,
8 in which case the order governs but only as long as the order remains in force.

9 **D. New Papers in Trust and Estate Matters**

10 For trust and estate matters, counsel and any self-represented party who has opted in to e-filing
11 (see LRSF 14.93(B)(1)) must e-file all papers. All such counsel and self-represented parties must deliver
12 hard-copy, endorsed-filed courtesy copies of their filed papers and a proposed order to the court in person
13 by depositing them in the secure drop box outside Room 103 or by mail to: Probate Department; 400
14 McAllister, Room 202; San Francisco, CA 94102.

15 Self-represented parties who have not opted in to e-filing must submit their papers for filing in
16 person by depositing them in the secure drop box outside Room 103 or by mail to: Probate Department;
17 400 McAllister, Room 202; San Francisco, CA 94102. The self-represented party must include sufficient
18 copies to allow the clerk to route an endorsed-filed courtesy copy of all papers and, where applicable, a
19 proposed order to Room 202. If sufficient additional copies of the filing and a postage-paid, self-
20 addressed envelope are included with the filing, the clerk will return endorsed-filed copies by mail to the
21 self-represented party.

22 Counsel or any self-represented party initiating a new trust or estate case must submit the petition
23 for filing in person by depositing the papers in the secure drop box outside Room 103 or by mail to:
24 Probate Department; 400 McAllister, Room 202; San Francisco, CA 94102. Counsel or the self-
25 represented party must include sufficient copies to allow the clerk to route an endorsed-filed courtesy
26 copy of all papers and a proposed order to Room 202. If sufficient additional copies and a postage-paid,
27 self-addressed envelope are included with the filing, the clerk will return endorsed-filed copies by mail to
28 the self-represented party.

 Endorsed-filed courtesy copies and proposed orders must be received by the examiners no less
than seven (7) court days before the hearing.

 To the extent the Division accepts and/or processes any filings or performs preliminary
administrative work on a file, such acceptance and/or processing shall not alter the designation and

1 application of court holidays and extensions provided by this order.

2 **E. Re-scheduling Existing Hearings and Setting Hearing Dates for New Filings in Trust,**
3 **Estate, Guardianship and Probate Conservatorship Matters**

4 All trust, estate, guardianship, and probate conservatorship hearings calendared for a date between
5 March 18, 2020 and June 19, 2020, inclusive, were continued for exactly twelve weeks, unless the new
6 date fell on a holiday, in which case the hearing was continued to the subsequent appropriate calendar
7 (e.g., if the presumptive new date fell on Monday, September 7, 2020, the hearing was continued to the
8 next Monday, September 14, 2020). The new dates for hearings are available on the court's electronic
9 register of actions. Until further notice, all counsel and self-represented parties must monitor the
10 electronic register of actions to stay current on hearing dates. Temporary letters will be extended to the
11 new hearing date upon presentation of a proposed order.

12 New filings will be given hearing dates consistent with calendar availability.

13 **F. Hearings on Trust and Estate Petitions**

14 Effective June 1, 2020, probate examiners will resume file review. Examiners will contact
15 counsel or a self-represented party as early as possible if courtesy copies or proposed orders are missing
16 or if there are issues to be addressed.

17 Between June 1, 2020 and June 19, 2020, the court will conduct hearings on petitions where the
18 hearing has been advanced by court order. If a hearing is required on a petition that has been advanced,
19 counsel and any self-represented party will be notified by the examiner no less than two (2) court days
20 before the hearing date. Remote appearance by telephone is strongly encouraged. Parties may arrange for
21 a telephonic appearance by calling CourtCall at 1-888-882-6878 and obtaining an appearance access code
22 for the hearing's scheduled date and time. The requirement for advance permission to appear by
23 CourtCall is suspended until further notice. Any party may make a CourtCall appearance by mobile
24 phone. If counsel or any party appears in person at a hearing, he or she should anticipate delays at the
25 entrance to the courthouse and inside the courthouse. Masks must be worn at all times while in the
26 courthouse and social distancing protocols will be strictly enforced, including inside the courtroom.
27 Before any in-person appearance, all counsel and parties must familiarize themselves with the court's
28 current pandemic-related requirements and protocols by reviewing the court website at
<https://sfsuperiorcourt.org/>.

The court anticipates resuming regular trust and estate calendars on June 22, 2020. Until further
notice, the court strongly encourages remote appearances by telephone or video, when available. Parties

1 may arrange for a telephonic appearance by calling CourtCall at 1-888-882-6878 and obtaining an
2 appearance access code for the hearing's scheduled date and time. The requirement for advance
3 permission to appear by CourtCall is suspended until further notice. Any party may make a CourtCall
4 appearance by mobile phone. A CourtCall appearance may require payment of a fee or a reduced fee,
5 even for parties with fee waivers. If counsel or any party appears in person, he or she should anticipate
6 delays at the entrance to the courthouse and inside the courthouse. Masks must be worn at all times while
7 in the courthouse and social distancing protocols will be strictly enforced, including inside the courtroom.
8 Before any in-person appearance, all counsel and parties must familiarize themselves with the court's
9 current pandemic-related requirements and protocols by reviewing the court website at
10 <https://sfsuperiorcourt.org/>.

11 The petitioning party must inform all counsel, self-represented parties and all parties entitled to
12 notice of the re-set hearing date (if applicable), the CourtCall procedure and CourtCall's phone number
13 (1-888-882-6878).

14 Any member of the public who wishes to attend a trust or estate calendar without making an
15 appearance before the court may access the free CourtCall mute public line for Room 204 by calling 1-
16 415-796-6280 and entering access code 12129865#. The mute public access CourtCall line will only
17 allow an attending member of the public to listen to the proceedings; it will not support an attempt to
18 appear before the court. The public access line will not be available for closed proceedings.

19 Evidentiary hearings and trials in trust and estate matters will be set according to the time
20 estimate. Short-cause hearings and trials will be set for hearing on Friday mornings in Department 204,
21 based on availability. Long-cause hearings and trials will be referred to Department 206 for assignment
22 to a civil trial department, based on availability. Pandemic-related circumstances may restrict calendar
23 availability.

24 **G. Conservatorship and Guardianship Proceedings.**

25 Counsel and self-represented parties in conservatorship and guardianship proceedings must submit
26 any papers for filing in person by depositing the papers in the secure drop box outside Room 103 or by
27 mail to: Probate Department; 400 McAllister, Room 202; San Francisco, CA 94102. Counsel or the self-
28 represented party must include sufficient copies to allow the clerk to route an endorsed-filed courtesy
copy of all papers and a proposed order to Room 202. If sufficient additional copies of the papers and a
postage-paid, self-addressed envelope are included with the filing, the clerk will return endorsed-filed
copies by mail to the self-represented party.

Endorsed-filed courtesy copies and proposed orders must be received by the examiners no less

1 than seven (7) court days before the hearing.

2 Counsel or any self-represented party seeking to have a petition for appointment of a guardian or
3 conservator specially set must email ProbateCGspecialset@sftc.org to obtain approval of the special
4 setting prior to filing the subject petition.

5 Pandemic-related circumstances make it impossible in most circumstances for the court
6 investigators to conduct in-person interviews. Thus, court investigators will conduct remote interviews
7 whenever possible. Court investigations that cannot be conducted remotely will be conducted in person
8 and will be scheduled and conducted consistent with public health guidelines and, where applicable,
9 facility protocols.

10 The court anticipates resuming regular conservatorship and guardianship calendars on June 22,
11 2020. Until further notice, the court strongly encourages remote appearances by telephone or video, when
12 available, whenever possible. Parties are encouraged to contact the assigned investigator or, if none, the
13 Acting Assistant Probate Director to determine whether any personal appearance is required. Parties may
14 arrange for a telephonic appearance by calling CourtCall at 1-888-882-6878 and obtaining an appearance
15 access code for the hearing's scheduled date and time. The requirement for advance permission to appear
16 by CourtCall is suspended until further notice. Any party may make a CourtCall appearance by mobile
17 phone. A CourtCall appearance may require payment of a fee or a reduced fee, even for parties with fee
18 waivers. If counsel or any party appears in person, he or she should anticipate delays at the entrance to
19 the courthouse and inside the courthouse. Masks must be worn at all times while in the courthouse and
20 social distancing protocols will be strictly enforced, including inside the courtroom. Before making an in-
21 person appearance, all counsel and parties must familiarize themselves with the court's current pandemic-
22 related requirements and protocols by reviewing the court website at <https://sfsuperiorcourt.org/>.

23 The petitioning party must inform all counsel, self-represented parties and all parties entitled to
24 notice of the re-set hearing date (if applicable), the CourtCall procedure and CourtCall's phone number
25 (1-888-882-6878).

26 Any member of the public who wishes to attend a conservatorship or guardianship calendar
27 without making an appearance before the court may access the free CourtCall mute public line for Room
28 204 by calling 1-415-796-6280 and entering access code 12129865#. The mute public access CourtCall
line will only allow an attending member of the public to listen to the proceedings; it will not support an
attempt to appear before the court. The public access line will not be available for closed proceedings.

The conservatorship class scheduled for June 5, 2020 is canceled. Information about attending the
September class is available on the court website at <https://sfsuperiorcourt.org/>.

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H. LPS Proceedings

The Division will continue to give priority to proceedings under the Lanterman-Petris-Short, or LPS, Act (Welfare and Institutions Code Sections 5000 *et seq*) and, whenever possible, those proceedings will proceed as scheduled. Certification and *Riese* hearings will proceed by video or telephone. (See Cal. Rules of Court, Emergency Rule 3(a)(1) & (3).) Temporary conservatorships sought under the LPS Act will be considered on a rolling basis. Upon notice to the court, the court will prioritize consideration of any urgent LPS temporary conservatorship petition. Absent specific order of the court otherwise, all noticed hearings will be conducted in Department 622 of the Civic Center Courthouse, at 400 McAllister Street, San Francisco, California 94102. The parties are directed to continue their practice of cooperating in continuing matters that are not urgent, to the extent possible. Where hearings are necessary, hearings will be conducted, whenever possible, by video or telephone, subject to the patient’s consent to proceed in that manner as appropriate. (See Cal. Rules of Court, Emergency Rule 3(a)(1) & (3).)

Absent a showing of good cause in a particular case, all CIPP and AOT status hearings are off calendar until June 25, 2020. Effective June 25, 2020, CIPP and AOT status hearings will resume.

The court will continue to collaborate with the parties and their counsel to develop appropriate procedures for hearing and adjudicating matters on these calendars.

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I. Drop-Off Ex Parte Petitions in All Matters Before the Probate Department

The court will continue to consider drop-off ex parte petitions, but parties must be mindful that due to pandemic-related circumstances, court resources remain limited and, as a result, filing and courtesy-copy requirements must be adjusted and decisions may be delayed.

For trust and estate matters, counsel or a self-represented party who has opted in to e-filing (see LRSF 14.93(B)(1)) must e-file any drop-off ex parte petition. All such petitioning parties must promptly deliver hard-copy, endorsed-filed courtesy copies and a proposed order to the court in person by depositing the papers in the secure drop box outside Room 103 or by mail to: Probate Department; 400 McAllister, Room 202; San Francisco, CA 94102.

Self-represented parties in an estate or trust matter who have not opted in to e-filing must submit any drop-off ex parte petition for filing in person by depositing the papers in the secure drop box outside Room 103 or by mail to: Probate Department; 400 McAllister, Room 202; San Francisco, CA 94102. Such self-represented petitioner must include sufficient copies to allow the clerk to route an endorsed-filed courtesy copy of all papers and a proposed order to Room 202. If sufficient additional copies of the filing and a postage-paid, self-addressed envelope are included with the filing, the clerk will return endorsed-filed copies by mail to the self-represented party.

1 In a guardianship or conservatorship case, any drop-off ex-parte petition must be filed in person by
2 depositing the papers in the secure drop box outside Room 103 or by mail to: Probate Department; 400
3 McAllister, Room 202; San Francisco, CA 94102. With the petition, counsel or the self-represented
4 petitioner must include sufficient copies to allow the clerk to route an endorsed-filed copy of all papers
5 and a proposed order to Room 202. If sufficient additional copies of the filing and a postage-paid, self-
6 addressed envelope are included with the filing, the clerk will return endorsed-filed copies by mail to the
7 self-represented party.

8 Any party filing papers in support or opposition of an ex parte petition must follow the procedure
9 set out above for filing of the initial ex parte petition, including the requirement to include sufficient
10 copies to allow the clerk to deliver an endorsed-filed copy of all papers to Room 202.

11 Drop-off ex parte petitions will be acted on, as time permits. If a self-addressed envelope with
12 appropriate postage is provided, a copy of the signed order will be returned by mail.

13 **J. Appearance Ex Parte Petitions in all Matters Before the Probate Department**

14 Effective June 1, 2020, the Probate Department will resume conducting appearance ex parte
15 calendars Mondays through Fridays at 10:00 a.m. and 10:30 a.m. Pandemic-related circumstances,
16 however, require that the court adjust filing and hearing requirements.

17 **1. Filing Appearance Ex Parte Petitions, Obtaining Hearing Date and Time and 18 Providing Courtesy Copies**

19 Counsel or a self-represented party who has opted in to e-filing must e-file their appearance ex
20 parte petition. Counsel or such self-represented party will receive the hearing date and time when the
21 petition is e-filed. Counsel and such self-represented party must promptly deliver hard-copy, endorsed-
22 filed courtesy copies and a proposed order to the court in person by depositing the papers in the secure
23 drop box outside Room 103 or, time permitting, by mail to: Probate Department; 400 McAllister, Room
24 202; San Francisco, CA 94102.

25 If the case is a conservatorship, guardianship, an initial trust or estate petition, or if the appearance
26 ex parte petition is filed by a self-represented party who has not opted in to e-filing, counsel or the self-
27 represented party must file their petition in person by depositing the papers in the secure drop box outside
28 Room 103 or by mail to: Probate Department; 400 McAllister, Room 202; San Francisco, CA 94102.
With the filing, counsel or the self-represented party must include an extra copy of the petition and a
proposed order so that the clerk can route a courtesy copy and the proposed order to Room 202. If
sufficient additional copies of the filing and a postage-paid, self-addressed envelope are included, the
clerk will return endorsed-filed copies by mail. The hearing date and time will be stamped on the

1 endorsed-filed petition and entered into the case's calendared hearings in the electronic register of actions.
2 Parties may check for both filed petitions and calendar assignments on the court's website at
3 <https://sfsuperiorcourt.org/>. The clerk will return endorsed-filed copies by mail to any counsel or self-
4 represented party who submits sufficient copies and a postage-paid, self-addressed envelope with their
5 filing.

6 Any party filing supporting or opposing papers must comply with the applicable filing
7 requirements for initial petitions, including the courtesy-copy requirements.

8 Counsel or any self-represented party petitioning for an order that requires letters must deliver
9 proposed letters bearing original signatures and a self-addressed stamped envelope with appropriate
10 postage for the letters to be returned by mail. If counsel or the self-represented party requires certified
11 letters, they must include a sufficient number of copies and a check in a sufficient amount for the court
12 certification fees. The check should be made out to San Francisco Superior Court.

13 **2. Notice Requirements and the Hearing**

14 With the exception of temporary conservatorship and temporary guardianship hearings discussed
15 below, all ex parte hearings will be conducted by telephone via the CourtCall system in Room 202. The
16 requirement to obtain prior court approval to appear via CourtCall is waived until further notice. Parties
17 wishing to appear via CourtCall must contact CourtCall directly at 1-888-882-6878 to request an
18 appearance access code number for the hearing's scheduled date and time in Room 202. CourtCall
19 appearances may be made using a mobile telephone. A CourtCall appearance may require payment of a
20 fee or a reduced fee, even for parties with fee waivers.

21 Counsel or the self-represented party seeking ex parte relief must give notice to all parties entitled
22 to notice, in compliance with California Rules of Court, rules 3.1203 and 3.1204. This notice must
23 include explanation of the telephonic appearance procedure and CourtCall's phone number (1-888-882-
24 6878).

25 For an ex parte petition for a temporary conservatorship or temporary guardianship, both the
26 petitioner and either the proposed conservatee or the minor(s), respectively, must appear in person in
27 Room 202 unless the court finds good cause to waive their appearance. Parties appearing in person will
28 participate in the hearing via a video conferencing array set up in Room 202. Counsel or any party
appearing in person should anticipate delays at the entrance to the courthouse and inside the courthouse.
Masks must be worn at all times while in the courthouse and social distancing protocols will be strictly
enforced, including inside the courtroom. Before making an in-person appearance, all counsel and parties
must familiarize themselves with the court's current pandemic-related requirements and protocols by
reviewing the court website at <https://sfsuperiorcourt.org/>.

1 All other parties are encouraged to appear via CourtCall, due to the spatial limitations of Room
2 202. The ex parte hearing officer will conduct these hearings via simultaneous video conferencing from
3 Room 202 and telephonic appearance via CourtCall.

4 Counsel or the self-represented party seeking a temporary conservatorship or temporary
5 guardianship must give notice to all parties entitled to notice, in compliance with California Rules of
6 Court, rules 3.1203 and 3.1204. This notice must include explanation of the telephonic appearance
7 procedure (see above) and CourtCall's phone number (1-888-882-6878).

8 Any member of the public may access the free CourtCall mute public line for Room 202 by
9 calling 1-415-796-6280 and entering access code 12129874#. The mute public access CourtCall line will
10 allow an attending member of the public to listen to the open ex parte proceedings; it will not support an
11 attempt to appear before the court. The mute public access CourtCall line will not be available for closed
12 ex parte proceedings.

13 For all appearance ex parte petitions, if a self-addressed envelope with appropriate postage is
14 provided, a copy of any signed order will be returned. Otherwise, a scanned digital copy of the signed
15 order will be available on the court's website at <https://sfsuperiorcourt.org/>.

16 **K. Law & Motion in All Matters Before the Probate Department**

17 On June 1, 2020, the Probate Department will resume scheduling Law & Motion matters for
18 hearing on Wednesdays and Thursdays at 2:00 p.m. and 2:30 p.m., and Fridays at 9:00 a.m. Hearings will
19 likely resume effective Wednesday, June 24, 2020, and will be held in Room 204. Pandemic-related
20 circumstances, however, require that the court adjust filing and hearing requirements, as well as related
21 procedures.

22 **1. Obtaining a Hearing Date and Time**

23 A party seeking to set a new motion on the Probate Law & Motion calendar may obtain a hearing
24 date and time by sending an email to probmotiondate@sftc.org. A moving party seeking to take an
25 already-scheduled motion off calendar should submit that request to probmotiondate@sftc.org. This
26 email address is only to be used to request and/or withdraw a Probate Law & Motion hearing date. The
27 courtroom clerk phone numbers and voicemail boxes are not being monitored at this time.

28 Once the moving party has obtained a hearing date and time from the courtroom clerk via
probmotiondate@sftc.org, the moving party must include the hearing date and time and the name of
approving courtroom clerk in the caption of the motion.

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2. Filing Papers and Providing Courtesy Copies

1 All motions filed in a trust or estate matter by counsel or a self-represented party who has opted in
2 to e-filing (see LRSF 14.93(B)(1)) must be e-filed. All papers related to such motions, including
3 oppositions and replies, must be e-filed, except for papers filed by a self-represented party not subject to
4 e-filing requirements, which must be filed as set forth below. Counsel and self-represented parties subject
5 to e-filing requirements must promptly deliver hard-copy, endorsed-filed courtesy copies of any papers
6 and a proposed order to the court by mail or in person by depositing the papers in the secure drop box
7 outside Room 103. The mailing address is Probate Department; 400 McAllister, Room 202; San
8 Francisco, CA 94102.

9 Trust and estate self-represented parties not subject to e-filing requirements must file any motion
10 or motion-related papers, including an opposition or reply, in person by depositing the papers in the
11 secure drop box outside Room 103 or by mail to: Probate Department; 400 McAllister, Room 202; San
12 Francisco, CA 94102. With the filing, such self-represented party must include an extra copy of the
13 papers and a proposed order, where applicable, so that the clerk can route an endorsed-filed courtesy copy
14 of the papers and the proposed order to Room 202. If sufficient additional copies of the filing and a
15 postage-paid, self-addressed envelope are included, the clerk will return endorsed-filed copies by mail.

16 Any motion or motion-related papers, including oppositions or replies, in a conservatorship or
17 guardianship case must be filed in person by depositing the papers in the secure drop box outside Room
18 103 or by mail to: Probate Department; 400 McAllister, Room 202; San Francisco, CA 94102. With the
19 filing, counsel or the self-represented party must include an extra copy of the papers and a proposed order
20 so that the clerk can route an endorsed-filed courtesy copy of the papers and the proposed order to Room
21 202. If sufficient additional copies and a postage-paid, self-addressed envelope are included, the clerk
22 will return endorsed-filed copies by mail.

23 Endorsed-filed courtesy copies of papers and proposed orders must be received by Room 202 no
24 less than seven (7) court days before the hearing.

3. The Hearing

25 Parties are encouraged to appear remotely, meaning by telephone or video, when available.
26 Telephonic appearances must be made through CourtCall. Parties wishing to appear via CourtCall must
27 contact CourtCall directly at 1-888-882-6878 to request an appearance access code number for the
28 hearing's scheduled date and time. The requirement to obtain prior court approval to appear via
CourtCall is waived until further notice. CourtCall appearances may be made using a mobile telephone.
A CourtCall appearance may require payment of a fee or a reduced fee, even for parties with fee waivers.

If counsel or any party appears in person, he or she should anticipate delays at the entrance to the

1 courthouse and inside the courthouse. Masks must be worn at all times while in the courthouse and social
2 distancing protocols will be strictly enforced, including inside the courtroom. Before making an in-
3 person appearance, all counsel and parties must familiarize themselves with the court's current pandemic-
4 related requirements and protocols by reviewing the court website at <https://sfsuperiorcourt.org/>.

5 The moving party must inform all counsel, self-represented parties and all parties entitled to notice
6 of the CourtCall procedure and CourtCall's phone number (1-888-882-6878).

7 Any member of the public who wishes to attend a Probate Law & Motion hearing without making
8 an appearance before the court may access the free CourtCall mute public line for Room 204 by calling 1-
9 415-796-6280 and entering access code 12129865#. The mute public access CourtCall line will only
10 allow an attending member of the public to listen to the proceedings; it will not support an attempt to
11 appear before the court. The mute public access CourtCall line will not be available for closed process

12 **L. Access to Public Proceedings**

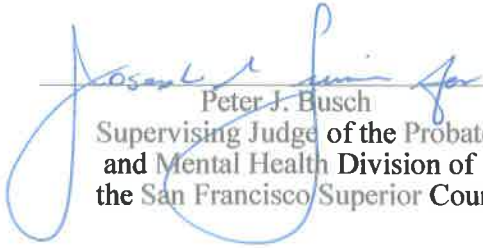
13 To promote access to public court proceedings, the Probate Department has set up a free, muted,
14 CourtCall line for all public proceedings in Room 204. Interested members may access this free
15 CourtCall mute public line by calling 1-415-796-6280 and entering access code 12129865#. Effective
16 June 22, 2020, regular probate calendars will be heard on non-holiday Mondays, Tuesdays and
17 Wednesdays at 9 a.m.; guardianship appointment calendars will be heard non-holiday Tuesdays at 1 p.m.;
18 and, conservatorship appointment calendars will be heard non-holiday Thursdays at 9 a.m. The LPS
19 proceedings are not open to the public.

20 **M. All Rules Are Subject to Change Based on Circumstances**

21 The pandemic is an evolving situation and procedures and requirements are likely to change. For
22 the most current information, please refer to the Court's website at <https://sfsuperiorcourt.org/>.

23 **THIS ORDER IS EFFECTIVE IMMEDIATELY AND WILL BE AMENDED AS
24 CIRCUMSTANCES REQUIRE.**

25 DATED: *May 28, 2020*

26 
Peter J. Busch
Supervising Judge of the Probate
and Mental Health Division of
the San Francisco Superior Court