Intercounty JUVENILE Case Transfers

**JUVENILE JUSTICE**

Out-of-Custody transfer-in matters are heard Monday through Friday at 9:00 a.m. in Department 3.

In-Custody transfer-in matters are heard Monday through Friday at 1:30 p.m. in Department 3.

**Please email** **Department3@sftc.org** **with the following information:
Subject Line:** Transfer-in from (enter county) in-custody or Transfer-in from (enter county) out-of-custody.

**Content of email:**

Transfer in hearing date, minor’s name and DOB, and custody status.

**Juvenile Justice Center Courthouse**

375 Woodside Ave., Room 101

San Francisco, CA 94127

(415) 682-5100

Hours of Operation: 8:30 a.m. – 12:30 p.m.

Telephone hours: 8:30 a.m. – 4:00 p.m.

Monday - Friday, excluding Court holidays

Transfer-In hearing in San Francisco will be set within:

     **5 court days** of the transfer out order if the minor is in-custody

     **10 court days** of the transfer-out order if the minor is out-of-custody

**JUVENILE DEPENDENCY**

Transfer-in matters are heard Monday through Friday at 9:00 a.m. in Department 406 or Department 425.

**United Family Court Civic Center Courthouse - Family Law & Dependency**

400 McAllister St. Room 402

San Francisco, CA 94102

(415) 551-3900

Hours of Operation: 8:30 a.m. – 12:30 p.m.

Telephone hours: 8:30 a.m. – 4:00 p.m.

Monday - Friday, excluding Court holidays

**Dependency Transfer-In Instructions:**

**To obtain a hearing date and time, please email the Juvenile Dependency Unit at**[**dependencyclerk@sftc.org**](http://dependencyclerk@sftc.org/)**with the following information:**

**Subject Line:** Transfer-in from (enter county)-in-custody or Transfer-in from (enter county) out-of-custody.

**Content of email:**

Please include the Minor's Name, Date of Birth, Custody Status, the current Social Worker's name and telephone number, Parent(s) name(s), and status of the case in the dependency timeline.

Transfer-In hearing in San Francisco will be set within:

     **5 court days** of the transfer out order if the minor is in-custody

     **10 court days** of the transfer-out order if the minor is out-of-custody