

Butte County Superior Court Local Rules
Proposed Rule Changes
Effective July 1, 2025

LOCAL RULE 1 GENERAL RULES *(Effective Date: 7-1-90, as amended 7-1-03, as amended 7-1-04, as amended 1-1-06, as amended 7-1-06, as amended 7-1-08, as amended 1-1-09, as amended 7-1-09, as amended 7-1-11, as amended 1-1-12, as amended 7-1-12, as amended 1-1-13, as amended 7-1-13, as amended 1-1-14, as amended 7-1-14, as amended 7-1-16, as amended 1-1-18, as amended 1-1-19, as amended 7-1-19, as amended 1-1-20, as amended 4-2-20, as amended 4-23-20, as amended 5-18-20, as amended 6-15-20, as amended 7-1-20, as amended 7-10-20, as amended 7-21-20, as amended 10-26-20, as amended 7-8-21, 7-1-22, as amended 1-1-23, as amended 1-1-24, as amended 7-1-25)*

1.5 MULTIMEDIA AND NON-DOCUMENTARY ~~/MULTIMEDIA~~ EXHIBITS *(Effective 7-1-90, as amended 1-1-00, as amended 1-1-20, as amended 7/1/25)*

(a) Multimedia (e.g. Flash Drives, DVDs, et al) and other non-documentary items, whether labeled or presented as Exhibits or Attachments, will not be accepted by the court as part of any filed pleading, motion, or document. All pleadings, motions or petitions, or any paper filing with the court, must be presented solely in paper (or electronic paper) format and in conformance with the requirements of CRC 2.100 et seq. Any Exhibits or Attachments other than paper must be incorporated by reference in the paper (or electronic paper) document and submitted in the manner consistent with this rule.

(b) **Non-Documentary Exhibits:**

1. Exhibits or Attachments or other non-documentary items no matter how labeled, of a non-documentary nature, may be accepted by the Clerk's office only after receiving prior authorization from a judicial officer.

2. Said non-documentary Exhibits or Attachments must be pre-marked and attached to coversheet describing the Exhibit or Attachment, the case name and number and the pleading or motion to which the item is related, the pending hearing date and time, and contents of the Exhibit or Attachment.

3. Such non-documentary Exhibits or Attachments shall be marked "Received" by the Clerk's Office and stored in accordance with its standard Exhibit processing procedures for trial exhibits.

~~(c) Any multimedia Exhibits or Attachments submitted to the Court must be routed by Court staff to the Court's IT Department for virus/malware scanning prior to any Clerk, Judicial Officer, or other User connecting the Exhibit to any Court PC or other Court technology equipment.~~

~~(d)~~ (c) Exhibits or Attachments subject to this rule will not be received in court and are subject to receipt by the court only through the requirements herein. *(Effective 7-1-90, as amended 1-1-00, as amended 1-1-20, as amended 7/1/25)*

1.9 TRIAL READINESS *(Effective 7/1/90, as amended 7-1-02, as amended 7-1-04, as amended 1-1-06, as amended 7-1-06, as amended 1-1-09, as amended 1-1-12, as amended 7-1-12, as amended 1-1-13, as amended 7-1-13, as amended 1-1-14, as amended 7-1-16, as amended 1-1-18, as amended 7-1-19, as amended 1-1-20, as amended 7/1/25)*

(a) When a case is ready for trial (at-issue), a Memorandum to Set Case for Trial (form GR.010) shall be filed in the following cases **only**: Civil Harassment, Extraordinary Writs, and Asset Forfeiture cases under Health and Safety Code (H&S) § 11470.

1. Form GR.010 may also be filed in the following cases: Unlawful Detainer less than \$25,000 or other.

(b) The memorandum to set case for trial shall contain the information as set forth in Memorandum to Set Case for Trial (form GR.010).

(c) For any court trial which is to take in excess of two hours for presentation by all sides, the parties are required to file a trial memorandum setting forth their respective positions, together with citations to all legal authority upon which the parties intend to rely. Such trial memoranda, a list of exhibits, and a list of witnesses are to be filed no later than noon on the Monday immediately preceding the trial. The Court will ordinarily set a Trial Readiness Conference (TRC) preceding the trial for all unlimited civil court trials with a time estimate greater than two (2) hours.

(d) For all jury trials, the court will conduct a ~~Trial Readiness Conference (TRC)~~ in advance of the first day of trial. The *Trial Readiness Conference Statement* (form GR.020) is available on the court's website: www.buttecourt.ca.gov. The Court will, at the time of setting the trial date, set a date for the TRC. ~~At least five (5) full court days prior to the TRC, counsel are to file and provide copy to opposing counsel.~~ A *Trial Readiness Conference Statement* (form GR.020) must be filed at least five (5) full court days prior to the TRC, and a copy must be provided to opposing counsel.

(e) Parties are encouraged to obtain a stipulation containing the information as set forth in Procedural Stipulations for Jury Trial (form GR.040). *(Effective 7/1/90, as amended 7-1-02, as amended 7-1-04, as amended 1-1-06, as amended 7-1-06, as amended 1-1-09, as amended 7-1-12, as amended 1-1-13, as amended 7-1-13, as amended 1-1-14, as amended 7-1-16, as amended 1-1-18, as amended 7-1-19, as amended 1-1-20, as amended 7/1/25)*

1.10 REMOTE APPEARANCES *(Effective 7-1-02, as amended 7-1-08, as amended 4-2-20, as amended 4-23-20, as amended 5-18-20, as amended 7-21-20, as amended 10-26-20, as amended 7-8-21, as amended 7-1-22, as amended 1-1-24, as amended 7-1-25)*

(a) Definition and Authorization

"Remote appearances" refer to appearances for a court hearing made by remote technology by a party, as defined by California Rules of Court (CRC), rule 3.672(c).

Remote appearances are generally authorized for civil and juvenile **dependency** matters pursuant to Code of Civil Procedure (CCP) § 367.75 and CRC, **Rule 3.670 and 3.672, probate and mental health matters pursuant to CCP §367.76, juvenile justice matters pursuant to Welfare and Institutions Code 679.5 and shall remain in effect concurrently with CCP § 367.75 and CRC, rule 3.672.** Remote appearances may be authorized for criminal matters in select circumstances and proceedings pursuant to Penal Code (PC) §§ 977, 977.2, and 977.3.

- (b) Notice to parties must be provided for each hearing unless a notice for remote appearances for the duration of a case or a waiver of notice by stipulation has been made, pursuant to CRC, Rules 3.672(f)

(b c) General Rules

By choosing to voluntarily appear remotely for any case type, all parties, ~~defendants~~ and/or attorneys acknowledge and agree to the following general rules regarding a remote appearance. All persons and appearances under the guidelines of this Rule are subject to CRC, rule 1.150. Persons and appearances made under this Rule are representing familiarity and compliance with CRC, rule 1.150.

1. All rules of courtroom civility and decorum apply to a remote appearance. A remote appearance is the equivalent of an in-person appearance and any actions that occur in the hearing are subject to all applicable rules, statutes, and laws and are enforceable in the same manner as if the attendee was in the courtroom.
2. It is the sole responsibility of the party appearing remotely, either by audio or video, to ensure they have sufficient internet speed and/or connectivity as well as an appropriate indoor location with no background noise or disruptions. By voluntarily appearing remotely, the person appearing remotely agrees to appear from an indoor location free from distraction or other noise. The Court retains the discretion, in the interest of justice, to terminate the remote appearance if there is a disruption, noise, misconduct, a communication problem, a technical problem, or other issues which interfere with the proper hearing of a matter.
3. If the party making the remote appearance is not connected at the time the Court calls the case, or if the party has insufficient video or audio quality during the hearing, the Court shall have the following options:
 - a. The Court may consider alternative communication with the party who is not connected or whose connection is problematic.
 - b. The Court may consider continuing the hearing and/or requiring in-person appearances.
 - c. In the interest of justice, the Court may proceed with the hearing and/or make rulings in the absence of an appearance.
4. Parties shall not have any scheduling conflicts when making a remote appearance and shall be available to participate in the hearing when the case is called by the Court.
5. Parties shall not be engaged in any other distracting activity while participating in the scheduled hearing.
6. Any recording of a remote appearance is prohibited.

(e d) The Court provides for telephonic appearances as listed below. Current provider and instructions can be found on the Court’s website at <https://www.butte.courts.ca.gov> in the “Online Services” section.

1. In Civil matters:

a. The Court ~~generally~~ authorizes telephonic appearances ~~in all Case Management Conference and Law & Motion matters. There is no need to file a Notice of Remote Appearance (form RA-010). Counsel and litigants shall appear in person at Jury Trial, Court Trial and Evidentiary hearings unless a telephonic appearance has been preapproved by the Court. Parties may give notice of their telephonic appearance orally at the time of the hearing.~~

2. In Criminal matters:

a. The Court may authorize telephonic appearances in select circumstances and proceedings pursuant to PC §§ ~~977, 977.2, and~~ 977.3. Parties must submit a written request ~~using the court’s Request for Remote Appearances and Order (GR-060) form~~ at least five (5) calendar days ~~prior to before~~ the hearing ~~by filing a motion.~~

3. In Juvenile ~~Dependency~~ matters:

- a. The Court may authorize telephonic appearances. Parties must ~~submit a request at least five (5) calendar days~~ file and serve the *Request to Appear Remotely-Juvenile Dependency* (RA-025) form prior to the start of the hearing. ~~by either:~~
- b. Parties must also file a proposed *Order Regarding Remote Appearance* (RA-020) with the court along with the RA-025.
- i. ~~Contacting the Juvenile Division by phone; or~~
- ii. ~~Filing a written request or motion.~~

4. In Juvenile Justice Matters:

a. The Court may authorize telephonic appearances. Parties must submit a written request using the court’s *Request for Remote Appearance and Order* (GR-060) form at least Five (5) calendar days before the hearing.

(d e) The Court provides for video appearances as listed below. Current provider and instructions can be found on the Court’s website at <https://www.butte.courts.ca.gov> in the “Online Services” section.

1. In Civil matters:

a. Parties must file and serve a Notice of Remote Appearance (form RA-010) at least ten (10) court days before the hearing for an evidentiary hearing or small claims trial, or five (5) court days before all other hearings.

- b. Parties must also file a proposed *Order Regarding Remote Appearance* (form RA-020) with the court along with the RA-010.
 - b c. In response to a notice of a remote appearance by video for an evidentiary hearing or small claims trial, a party may file and serve an Opposition to Remote Proceedings at Evidentiary Hearing or Trial (form RA-015) at least five (5) court days before the proceeding.
- 2. In Criminal matters:
 - a. The Court may authorize appearance by video in select circumstances and proceedings pursuant to PC ~~§§ 977, 977.2, and~~ 977.3. Parties must ~~file and serve a motion~~ submit a written request using the court's *Request for Remote Appearance and Order* (GR.060) at least five (5) court days before the hearing.
- 3. In Juvenile Dependency matters:
 - a. Parties must file and serve a Request to Appear Remotely-Juvenile Dependency (form RA-025) ~~at least ten (10) court days before prior to the start of the hearing, except for hearings set to take place with less than ten (10) days' advance notice, wherein parties must file and serve notice of their intent to appear remotely no later than 2:00 p.m. on the court day before the proceeding.~~
 - b. Parties must also file a proposed *Order Regarding Remote Appearance* (Form RS-020) with the court along with the RA-025.
 - b c. In response to a request for remote appearance by video, a party may file and serve a Request to Compel Physical Presence-Juvenile Dependency (form RA-030) at ~~least five two (5 2) court days before the proceeding, except for hearings set to take place with less than ten (10) days' advance notice, wherein parties must file and serve notice of their objection no later than 2:00 p.m. on the court day before the proceeding.~~
- 4. In Juvenile Justice matters:
 - a. ~~Juvenile Justice proceedings are considered "evidentiary" as defined by CRC, rule 3.672~~ The Court may authorize video appearances. Parties must submit a written request using the court's Request for Remote Appearance and Order (GR.060) form at least five (5) calendar days before the hearing.
 - b. ~~Parties must file and serve a Notice of Remote Appearance (form RA-010) at least ten (10) court days before the hearing, except for hearings set to take place with less than ten (10) days' advance notice, wherein parties must file and serve notice of their intent to appear remotely no later than 2:00 p.m. on the court day before the proceeding.~~
 - c. ~~In response to a request for remote appearance by video, a party may file and serve a Opposition to Remote Proceedings at Evidentiary Hearing or~~

~~Trial (form RA-015) at least five (5) court days before the proceeding, except for hearings set to take place with less than ten (10) days' advance notice, wherein parties must file and serve notice of their objection no later than 2:00 p.m. on the court day before the proceeding.~~

5. For all matters, if a video appearance is authorized, the Court will schedule the video conference and provide connection information to involved parties and/or attorneys. *(Effective 7-1-02, as amended 7-1-08, as amended 4-2-20, as amended 4-23-20, as amended 5-18-20, as amended 7-21-20, as amended 10-26-20, as amended 7-8-21, as amended 7-1-22, as amended 1-1-24, as amended 7-1-25)*

1.14 JURY SELECTION – HARDSHIPS (Effective 7-10-20, as amended 1-1-23, as amended 7-1-25)

(a) Scope of rule: This rule applies to all Jurors summonsed to appear at either the Butte County Courthouse in Oroville or the North Butte County Courthouse in Chico and shall remain in effect until repealed or modified by the Court.

~~(b) All prospective Jurors summonsed for appearance dates shall be mailed, in conjunction with their Summons, a Hardship Request Form that informs the Juror of the available reasons for requesting a Hardship excuse as provided for in California Rule of Court 2.1008. The Form shall provide the Juror with the opportunity to respond in writing, under penalty of perjury, prior to their date of service if requesting a Hardship.~~

~~(c)~~ (b) All prospective Jurors shall be provided the Hardship Request form in the Jury Assembly Room(s) when they appear for service.

~~(d)~~ (c) Written Requests for Hardships will only be considered if signed under penalty of perjury, preferably on the Form provided to the Juror by the Jury Commissioner.

~~(e)~~ (d) In general, Written Requests for Hardships may be granted by the Jury Commissioner if the requirements for Hardship excusal under CRC 2.1008 are met. Hardship requests requiring a qualitative assessment (e.g. Financial Hardship) may be made by the Jury Commissioner only if they meet the guidelines established by the Court. Other qualitative requests shall be referred to a Judicial Officer for review.

~~(f)~~ (e) Prior to denying any written Hardship Request, the Jury Commissioner shall obtain secondary review by a Judicial Officer.

~~(g)~~ (f) Written Requests for Hardship must be submitted to the Jury Commissioner **via the Juror portal by visiting <https://jury.buttecourt.ca.gov/login>, by mail, or in person by submitting a written statement under penalty of perjury** at least five (5) Court days prior to the Juror's scheduled Service Date in order to allow sufficient time for review and response. All Requests received less than five (5) Court days prior to the Service date shall be addressed when the Juror appears for service.

~~(h)~~ (g) Written Requests for Hardship, whether granted or denied, shall be kept in the Jury Commissioner's files for the statutory time periods required for all other Juror records. (Effective 7-10-20, as amended 1-1-23, as amended 7-1-25)

LOCAL RULE 2 LAW AND MOTION *(Effective 7-1-89, as amended 7-1-03, as amended 7-1-04, as amended 7-1-05, as amended 7-1-10, as amended 7-1-12, as amended 7-1-13, as amended 7-1-16, as amended 1-1-18, as amended 1-1-19, as amended 7-1-19, as amended 7-1-25)*

2.9 TENTATIVE RULINGS *(Effective 7-1-89, as amended 7-1-03, as amended 7-1-04, as amended 7-1-05, as amended 1-1-07, as amended 7-1-25)*

The Court follows the tentative ruling procedure set forth in CRC § 3.1308(a)(1): tentative rulings on law and motion matters will be available on the Court's website at www.buttecourt.ca.gov ~~and by telephone at (530) 532-7022~~ by 3:00 p.m. on the court day preceding the hearing. *(Effective 7-1-89, as amended 7-1-03, as amended 7-1-04, as amended 7-1-05, as amended 1-1-07, as amended 7-1-25)*

2.14 DISCOVERY DISPUTES *(Effective 7-1-89, as amended 1-1-00, as amended 7-1-19, as amended 7-1-25)*

(a) SPECIAL REFEREES. It is the policy of the Court to consider the appointment of special referees pursuant to CCP § 639 as necessary to assist in the resolution of discovery disputes. In the event that the hearing judge appoints a special referee, the moving party shall prepare an order containing the following:

1. A provision granting the referee power to set the date, time, and place for all hearings determined by the referee to be necessary; to direct the issuance of subpoenas; to preside over hearings; to take evidence; and to rule on objections, motions, and other requests made during the course of the hearings, all with the same power as if the Court were to preside thereat (except for the power of contempt which is specifically reserved to the Court).
2. A provision requiring the referee to submit a written report to the parties and to the Court within twenty (20) days after the completion of the hearing, containing a proposed order and proposed sanctions if deemed appropriate.
3. A provision that objections to the report shall be filed with the Court no later than ten (10) calendar days after the date of mailing the report to counsel, which objections shall notice a hearing; copies of the objections and responses thereto shall be served upon the special referee.
4. A provision setting forth the hourly fee to be paid to the referee and stating that the fees for the referee and Certified Shorthand Reporter shall be paid equally by the parties within ten (10) days of billing.
5. A provision that directs the special referee to recommend that one or more of the parties pay more than an equal share of the fees.
6. A provision that the Court reserve jurisdiction to make such other and further orders with respect to the special referee as may be just and proper.

(b) PRETRIAL DISCOVERY CONFERENCE. ~~Should any party wish to voluntarily avail themselves of the procedure, or~~ in the event that the Court orders the parties to comply with an informal Pretrial

Discovery Conference then, except for motions to compel the deposition of a duly noticed party or subpoenaed person(s) who have not timely served an objection pursuant to Code of Civil Procedure section 2025.410 or otherwise obtained the consent of all interested parties agreeing to the non-appearance of the party or person(s) at the deposition as noticed or subpoenaed, and motions to compel initial responses to interrogatories, requests for production and requests for admission; no motion under sections 2016.010 through 2036.050, inclusive, of the California Code of Civil Procedure shall be heard in a civil unlimited case unless the moving party has first requested an informal Pretrial Discovery Conference with the Court ~~and such request for a Conference has either been denied and permission to file the motion is expressly granted via court order or the discovery dispute has not been resolved as a consequence of such a conference and permission to file the motion is expressly granted after the conference.~~

1. Any Request for a Pretrial Discovery Conference must be filed with the Clerk's Office on the approved form LM.020, must include a brief summary of the dispute, and must be served on opposing counsel on or before the date it is filed with the court. A proposed order LM.040 must also be submitted. Any Opposition to a Request for a Pretrial Discovery Conference must also be filed on an approved form LM.030, must include a brief summary of why the requested discovery should be denied, must be filed within five (5) court days of service of the Request for a Pretrial Discovery Conference, extended five (5) days for service by mail, and must be served on opposing counsel.
2. Excepting a privilege log, if required pursuant to subsection (c), below, no other pleadings, including but not limited to exhibits, declarations, or attachments, will be accepted.
3. If the party opponent has any opposition to the dispute as stated in the request described in paragraph no. 1 above, a written opposition on the approved form shall be timely filed ~~or it will be considered by the Court as a refusal to participate as defined in (d) below.~~
4. The parties will be provided with an Order indicating whether the request has been granted or denied and, if granted, the date and time of the Pretrial Discovery Conference. If the Court has not issued an order within fifteen (15) court days after the due date of any opposition, then the Request for a Pretrial Discovery Conference shall be deemed denied ~~with permission to file the motion expressly granted.~~
5. Filing a Request for a Pretrial Discovery Conference tolls the time for filing a motion to compel discovery on the disputed issues for the number of days between the filing of the request and issuance by the Court of a subsequent order pertaining to the discovery dispute. The Court's order will specify the number of days the time for filing a motion is tolled. On the condition that the request is filed within the forty-five (45) day jurisdictional limit of the California Discovery Act, if the Court has not issued an order within fifteen (15) court days after the due date of any opposition, then the number of days the time for filing a motion shall be tolled for a period of fifteen (15) days if the Request for a Pretrial Discovery Conference was served

personally and twenty (20) days if the Request for a Pretrial Discovery Conference was served by mail.

(c) Where privilege is a basis for refusal to produce documents, privilege logs must be provided. The privilege log must include an identification of all sending and receiving entities, as well as details of the information sufficient to apprise the opposing party of the basis for the privilege.

~~(d) Refusal of any counsel to participate in a Pretrial Discovery Conference shall be grounds, in the discretion of the Court, for entry of an order adverse to the party represented by counsel so refusing, or adverse to counsel. Failure to file a written opposition to the merits underlying a request for a Conference is considered a refusal to participate. Where there has been no written opposition to the merits of the request filed the Court may, in its discretion, enter an order adverse to the non-responding party. (Effective 7-1-89, as amended 1-1-00, as amended 7-1-19, as amended 7-1-25)~~

LOCAL RULE 6 ALTERNATIVE DISPUTE RESOLUTION *(Effective 1-1-06, as amended 1-1-07, as amended 1-1-10, as amended 7-1-10, as amended 1-1-11, as amended 7-1-12, as amended 7-1-17, as amended 7-1-25)*

6.22 CIVIL MEDIATOR COMPLAINT PROCESS *(Effective 1-1-10, as amended 1-1-11, as amended 7-1-25)*

(A) Complaints concerning Court-Connected Civil Mediators shall be dealt with as follows:

1. Parties and/or attorneys desiring to file a complaint regarding the mediation process or an individual mediator may submit a written complaint to the ADR Administrator utilizing the Alternative Dispute Resolution Mediator Complaint Form. This form is available in the ~~Court Clerk's Office or ADR Offices~~ and will be reviewed by the Supervising Judge of the Civil Division.

2. ~~Written complaints or forms can be returned to:~~

~~Court Administration
Superior Courts of California, County of Butte
1775 Concord Avenue
Chico, CA 95928~~

- ~~2~~ 3. Written acknowledgement that the Court has received the complaint will be sent to the complainant. ~~Within twenty (20) court days an appropriate investigation of the matter will be conducted.~~ If further action is needed, the investigation process shall be completed within 90 days. If warranted, the Mediator will be given notice of the complaint and an opportunity to respond pursuant to CRC 3.869. At the conclusion of the investigation, a recommendation concerning court action, if any, will be made by the Presiding Supervising Judge of the Civil Division or ~~his or her~~ their designee, and written notice of the final action shall be sent to the complainant. *(Effective 1-1-10, as amended 1-1-1, as amended 7-1-25)*

LOCAL RULE 9 CUSTODY/VISITATION MEDIATION *(Effective 7-1-90, as amended 1-1-04, as amended 7-1-04, as amended 1-1-07, as amended 7-1-08, as amended 1-1-09, as amended 1-1-11, as amended 1-1-12, as amended 7-1-12, as*

amended 1-1-13, as amended 7-1-14, as amended 1-1-15, as amended 1-1-17, as amended 1-1-18, as amended 7-1-19, as amended 1-1-21, as amended 1-1-24, as amended 7-1-25)

9.3 DUTIES AND OBLIGATIONS OF THE PARTIES *(Effective 7-1-90, as amended 1-1-01, as amended 7-1-04, as amended 7-1-08, as amended 1-1-12, as amended 1-1-15, as amended 7-1-25)*

- (a) In all proceedings where there is a contested issue regarding the custody of or visitation with a minor child and the parties are unable to reach an agreement prior to their hearing, the Court will order the parties to attend mediation with Butte County Family Court Services or with an agreed mediation service. In the event the parties have not met with a child custody recommending counselor prior to the hearing, the Court will normally order the parties to schedule a mediation conference and continue the matter until mediation of those issues can be conducted.
- (b) The purpose of mediation proceedings shall be to reduce any hostility which may exist between the parties and, where appropriate, to develop an agreement or make recommendation assuring the child(ren)'s close and continuing contact with both parents. The parties shall make a good faith effort to arrive at an agreement through the mediation process. If no agreement is reached, the mediator, in the role of a child custody recommending counselor, shall submit a written custody and visitation recommendation to the parties, attorneys, and the Court for consideration pursuant to FC §3183(a). The provisions of FC §3025.5 regarding confidentiality are applicable to the submitted report and recommendation.
- ~~(c) Mediation may be available on the day prior to the hearing for parties who have traveled exceptional distances to attend. Prior arrangements for such mediation should be made in such cases to avoid unnecessary travel, or delay of the hearing.~~
- ~~(d) Parties who do not have a pending family law action before the Superior Court may request mediation from Butte County Family Court Services or an agreed private mediation service.~~
- ~~(e) In the event parties participate in informal mediation pursuant to 9.3(d) and no agreement is reached, a recommendation will not be made by the child custody recommending counselor.~~ *(Effective 7-1-90, as amended 1-1-01, as amended 7-1-04, as amended 7-1-08, as amended 1-1-12, as amended 1-1-15, as amended 7-1-25)*

9.4 CONDUCT OF MEDIATION *(Effective 7-1-90, as amended 1-1-02, as amended 7-1-04, as amended 1-1-07, as amended 7-1-08, as amended 1-1-12, as amended 7-1-14, as amended 1-1-15, as amended 1-1-24, as amended 7-1-25)*

- (a) The mediation session(s) with the parties shall be held in private. In all matters in which the mediator who conducted the initial mediation session is asked to testify and in which a recommendation pursuant to FC §3183 was submitted, privilege and confidentiality may not apply. At a contested hearing where the child recommending counselor is called to

testify, the counselor may be questioned by the parties and the Court as to the basis for any statement or recommendation contained in his or her report.

- (b) If the parties reach agreement during mediation, the mediator shall document in writing the terms of the agreement. A copy of this document shall be submitted to the attorneys and to any unrepresented party prior to the next court hearing.
- (c) The child custody recommending counselor shall have the authority to exclude counsel from participation in the mediation sessions where, at the discretion of the child custody recommending counselor, exclusion of counsel is deemed to be appropriate or necessary. The child custody recommending counselor shall have the duty to assess the needs and interests of the child(ren) involved in the controversy and shall be entitled to interview the child(ren) when the child custody recommending counselor deems such interview appropriate or necessary. The interview of the child(ren) shall ~~not be confidential be conducted in accordance with California Rule of Court 5.210(e)(3).~~ The child custody recommending counselor shall summarize the interview in the mediation report. If the child(ren) have appointed counsel in the family law matter, that counsel may be present at the interview with the child(ren) at the discretion of the child custody recommending counselor. Counsel for the child(ren) must be notified of any interviews in sufficient time to allow counsel to be present at the interview, should counsel for the child(ren) chose to do so.
- (d) Pursuant to CRC §5.215(d)(6), Family Court Services shall offer separate mediations in the event of domestic violence allegations. In all other instances, Family Court Services shall have discretion whether to meet with the parties separately.
- (e) The Court provides mediation services remotely using Zoom as the platform. The Court is responsible for scheduling the Zoom video conference and providing connection information to involved parties. ~~Either party may request~~ Mediation services ~~may be conducted in person at the discretion of the court, whenever deemed necessary by contacting Family Court Services.~~ (Effective 7-1-90, as amended 1-1-02, as amended 7-1-04, as amended 1-1-07, as amended 7-1-08, as amended 1-1-12, as amended 7-1-14, as amended 1-1-15, as amended 1-1-24, as amended 7-1-25)

9.6 EVALUATION UNDER FAMILY CODE §3111 (Effective date 7-1-90, as amended 1-1-04, as amended 7-1-04, as amended 1-1-07, as amended 7-1-08, as amended 1-1-11, as amended 7-1-12, as amended 7-1-14, as amended 1-1-18, as amended 7-1-19, as amended 7-1-25)

The Butte County Superior Court has the discretion to appoint a child custody evaluator to conduct an evaluation in all child custody and visitation matters. The provision set forth in Rule 5.220 of the California Rules of Court and related rules shall be followed.

- (a) Any case in which custody or visitation remains in dispute after the completion of mediation and after recommendation may be referred to an agreed upon private evaluator, subject to a Court determination that the appointment of a FC §3111 evaluator would be in the child(ren)'s best interest. The evaluation shall be conducted according to the standards set forth in CRC 5.220. All child custody evaluators must meet the qualifications, training and

continuing education requirements specified in Family Code Section 1815, 1816 and 3111 as well as CRC 5.225 and 5.230. Said referral shall be made by stipulation of the parties, upon noticed motion, upon recommendation of the Child Custody Recommending Counselor or on the Court's own motion.

1. In all matters referred for a child custody evaluation, pursuant to this rule, such evaluation shall be completed by a different individual than the one who has conducted a mediation and/or recommendation between the parties.
2. The appointment of a FC §3111 evaluator must be pursuant to a written order of appointment using Judicial Council Form FL-327 with Additional Orders Attachment (Child Custody Evaluator) (form CV.010) as an attachment.
3. The parties will be ordered, if requested, to pay for any evaluative services consistent with their ability to pay.
 - A. All written reports pursuant to FC §3111 shall be confidential in nature, and accessible only to the parties, their attorneys and the Court. The report shall be ~~placed in a sealed envelope by the Court~~ kept confidential in the case file and neither the child(ren) nor any individual(s) not a party to the action shall be permitted to read such report or receive copies thereof without an express Order of the Court.
 - B. Written reports pursuant to FC §3111 shall not be utilized by any person for any purpose other than as set forth in statute, without the express written consent of all parties to the action. This rule does not, however, prohibit its dissemination pursuant to the Special Matter Order pursuant to T.N.G. vs. Superior Court, adopted by this Court and filed March 24, 1994, nor to any party filing a mandated Suspected Child Abuse report concerning the involved minor(s) pursuant to Penal Code (PC) §11166.
4. The following rules shall apply to all custody evaluations undertaken pursuant to FC §3111:
 - A. Subject to Penal Code §11166, confidentiality of any communications between the involved child(ren) and the evaluator shall be maintained, unless such is knowingly and intelligently waived by the child(ren), subject to the approval of both the evaluator and counsel representing the child(ren), if any.
 - B. Any child(ren) seen with one parent must also be seen with the other, unless that parent makes him or herself unavailable.
 - C. All involved children shall be interviewed separately by the evaluator, unless otherwise determined by the evaluator.
 - D. No evaluation shall be based upon an interview with only one party.
 - E. If an evaluation is ordered by the Court, neither parent shall subject the child(ren) to further examination or evaluation by an expert without the

approval of the Court or the consent of the other party(ies) to the action and approval of counsel for the child(ren), if any. This does not preclude any counsel for the child(ren) from seeking an independent evaluation of the child(ren) without consent of the other party(ies) to the action, subject to Court approval first obtained.

- (b) It is the policy of the Court to resolve disputed custody and visitation issues as soon as possible after an evaluation has been rendered by a private evaluator.
- (c) Prior to preparation of the written custody evaluation and recommendation, the evaluator may schedule a conference with the parties (these shall be separate conferences if FC §3113 is applicable), at which time the proposed recommendation and the reasons therefore will be discussed. In the event the parties can agree at that time, a written agreement will be prepared and, if approved by the parties and counsel (if represented), such will be executed and filed with the Court.
- (d) All written evaluations private evaluators made pursuant to FC §3111 shall be served with proof of service upon the parties or their attorneys, pursuant to FC §3111(a). The evaluations shall include a Recommended Order and notice of the procedures contained in (e) below.
- (e) In the event either party objects to the evaluation and recommended order, [s]he shall file with the Court within twenty (20) calendar days of service of the report on the party or attorney for the party [(d) above], a written Notice of Objections, providing endorsed, filed copies to the public agency or private individual preparing same, and the opposing party's attorney of record or the party if unrepresented. The written notice shall state: [1] the specific paragraph(s) and language in the Recommended Order objected to by the party; [2] the reason(s) for the objection(s); and [3] the proposed modification to the Recommended Order.
- (f) The Court shall, upon receipt of objections, set the matter on a Tuesday or Wednesday RFO calendar for a pretrial conference. The parties and their attorneys, if represented, shall attend the conference. The following items shall be addressed at the pretrial conference:
 - 1. the identification of the custody and visitation issues to be tried;
 - 2. the viability of a judicially supervised settlement conference involving the parties, the attorneys, and the evaluator;
 - 3. the determination of the amount of time necessary for trial, and
 - 4. the setting of the custody and visitation issues on the Tuesday or Wednesday Request for Order (RFO) calendar, with priority, for setting of a judicially supervised settlement conference and/or trial.

No motion for bifurcation of a custody or visitation issue shall be necessary.

- (g) In the event no objections to the proposed order are filed within twenty (20) days, as set forth in Paragraph (e) above, the recommended order previously submitted may be signed

and filed as an order of the Court if upon review, the Court finds the Recommended Order to be appropriate and in the best interests of the child(ren) involved.

- (h) Trial Setting: If custody and/or visitation issues remain unresolved after the settlement conference, the settlement conference judicial officer shall set the matter on a Tuesday or Wednesday RFO calendar for trial setting and the matter will proceed to trial on those issues.
- (i) The custody evaluators report is a confidential document and its dissemination shall be limited to the parties, their attorneys and to any custody experts retained by the parties. No other persons, including mental health providers, shall receive a copy absent court order. No party shall discuss the report with the child(ren) except minor's counsel may discuss the report with his/her client.
- (j) Peremptory challenges: Peremptory challenges to any evaluator (private evaluator, or mental health professional) shall be made at the time the evaluator is appointed. Each party shall be entitled to no more than one peremptory challenge [CRC 5.220(d)(1)(A)(ii)]
- (k) Complaint Procedure: If a party alleges that an unprofessional or inappropriate act has occurred on the part of the evaluator during the course of the evaluation, ~~he or she~~ they should bring that to the attention of the Court ~~through~~ by writing a letter to the court, ~~submitting a Family Court Services Client Complaint Form~~, or ~~through~~ filing a motion.

1. Written complaints or forms can be returned to:

Court Administration
Superior Courts of California, County of Butte
1775 Concord Avenue
Chico, CA 95928

- 2. The Court, in assessing the complaint, will ask the ~~Family Court Services Operations~~ Manager to evaluate the complaint. Upon receipt of the complaint the ~~Family Court Services Operations~~ Manager shall send copies of the complaint to each party. The ~~Operations~~ Manager shall report back to the Court in writing, with copies to the parties, within ~~thirty (30)~~ Ninety (90) court days of the formal complaint.
 - 3. The evaluator is considered the Court's witness, and functions at the request and under the guidance of the Court. The Court will determine whether a new evaluator is appointed, and may consult with other professionals in the course of evaluating the evaluator [CRC 5.220(d)(1)(A)(iv)]
- (l) Ex-Parte Communications: The rules addressing this subject are in FC §216, CRC 5.235 and CRC 5.270(d)(1)(A)(v).
 - (m) Withdrawal of Child Custody Evaluator: The Child Custody Evaluator may request to be allowed to withdraw from an evaluation at any stage of the process for the following reasons:
 - 1. Conflict;
 - 2. Nonpayment of fees;

3. Lack of cooperation by a party;
4. Any other significant reason which prevents the Child Custody Evaluator from completing the evaluation.

If the Child Custody Evaluator wishes to be removed from the case, the Child Custody Evaluator shall forward a letter to the ~~Family Court Services Operations~~ Manager specifically stating the reasons for the request. The Family Court Services Manager shall review the letter and forward copies of the request to each party and to the Court. The parties shall have twenty (20) days to file a motion challenging the request. If no motion is filed, the court may grant or deny the request for withdrawal and Family Court Services shall notify the Child Custody Evaluator and the parties of the Court's decision. FAXED LETTERS WILL NOT BE ACCEPTED. [CRC 5.220(d)(1)(A)(iii)].

- (n) The Court will not receive the FC §3111 (custody investigation) report in evidence unless the evaluator is available for cross-examination or upon stipulation of the parties. (Effective 7-1-90, as amended 1-1-04, as amended 7-1-04, as amended 1-1-07, as amended 7-1-08, as amended 1-1-11, as amended 7-1-12, as amended 7-1-14, as amended 1-1-18, 7-1-19, ~~as amended 7-1-25~~)

9.12 MEDIATION PURSUANT TO FC §3170 (Effective 7-1-90, as amended 1-1-04, as amended 7-1-08, as amended 1-1-11, as amended 1-1-12, as amended 1-1-13, as amended 7-1-14, as amended 1-1-15, as amended 1-1-17, as amended 7-1-19, as amended 1-1-24, ~~as amended 7-1-25~~)

- (a) In all matters involving initial mediation of child custody disputes pursuant to FC §3170:
1. The assigned child custody recommending counselor shall have the absolute duty to disclose to both parties any prior or current, personal or professional, contact said mediator may have had with either party or members of their immediate families, and the particulars thereof, as well as any prior or current, personal or social, relationship with the attorney representing either party, if any. The assigned child custody recommending counselor shall also disclose to both parties any other factors which might tend to affect said mediator's professional objectivity. After such disclosures, but prior to the commencement of the mediation session, the parties to the mediation shall be given the opportunity to request a different mediator, and any requests in this regard shall be honored. Only one peremptory challenge per party to the assigned child custody recommending counselor shall be permitted.
 2. In the event all professional employees of Family Court Services are disqualified or disqualify themselves pursuant to this rule, the parties shall select a private mediator or evaluator immediately, and such disqualification(s) shall be reported to the Court prior to the time set for hearing. Should the parties be unable to select a private mediator or evaluator, the Court shall make such selection of such private mediator or evaluator. Costs or fees shall be paid as may be determined by the Court. Additionally, the Court may elect to refer the matter to a reciprocal Superior Court.

- (b) In those matters in which a written recommendation pursuant to FC §3183 has been ordered, such recommendation shall be prepared by the child custody recommending counselor who most recently conducted mediation with the parties.
- (c) In those matters referred to the Family Court Services for a child custody investigation, report, and recommendation pursuant to FC §3111, such report and recommendation shall be completed by a different individual than the one who has conducted mediation between the parties within the previous twelve (12) months. This provision may be waived by the parties to the action subject to approval of counsel, if any. Such waiver, if entered, shall be either in written form, or stipulated in open court.
- (d) Notwithstanding the above provisions, any professional staff member of the Family Court Services may, at any time, recuse him or herself from a given mediation, child custody evaluation, or recommendation if [s]he believes that professional objectivity has been compromised. [FC §3163]
- (e) Complaints concerning Family Court Services professional personnel shall be dealt with as follows:
 - 1. Parents, parties and/or attorneys desiring to file a complaint regarding the mediation process or an individual mediator/child custody recommending counselor may submit a written complaint to the ~~Family Court Services Operations~~ Manager utilizing the ~~Family Court Services Client~~ Complaint Form. This form is available in the ~~Court~~ Clerk's ~~and Self-Help Assistance & Referral Program (S.H.A.R.P.)~~ Offices. Complaints pertaining to the ~~Family Court Services Operations~~ Manager may be submitted to the Court Executive Officer.
 - 2. ~~Written complaints or forms can be returned to:~~

~~Court Administration
Superior Courts of California, County of Butte
1775 Concord Avenue
Chico, CA 95928~~
 - ~~2~~ 3. Written acknowledgement that the Court has received the complaint will be sent to the complainant. Within twenty (20) court days an appropriate investigation of the matter will be conducted. If warranted, the person identified in the complaint will be given notice of the complaint and an opportunity to respond. At the conclusion of the investigation a written notice of the final action shall be sent to the complainant. (Effective 7-1-90, as amended 1-1-04, as amended 7-1-08, as amended 1-1-11, as amended 1-1-12, as amended 1-1-13, as amended 7-1-14, as amended 1-1-15, as amended 1-1-17, as amended 1-1-24, ~~as amended 7-1-25~~)

LOCAL RULE 12 PROBATE RULES (Effective 7-1-98, as amended 7-1-02, as amended 1-1-05, as amended 7-1-09, as amended 1-1-11, as amended 7-1-12, as amended 7-1-13, as amended 1-1-14, as amended 1-1-16, as amended 7-1-17, as amended 7-1-19, as amended 1-1-21, as amended 1-1-23, as amended 7-1-24, ~~as amended 7-1-25~~)

12.4 COMPENSATION OF PERSONAL REPRESENTATIVES AND THEIR ATTORNEYS (Effective date 7-1-98, as amended 7-1-13, **as amended 7-1-25**)

(a) COMMISSIONS AND FEES MUST BE FIXED BY COURT

1. There is no authority for payment of any commissions or fees in advance of the court authorizing such payment. Where commissions or fees are paid in advance of court authorization, at the time of the accounting or other request for approval of compensation, the Court ordinarily will require an appearance by counsel or declaration stating the reasons therefore. The Court may require the personal representative or the attorney respectively to pay interest at the applicable legal rate from the date of payment to the date of the order authorizing the same, or may impose a surcharge, or may impose both interest and a surcharge.
2. When requests for fees are for services performed, the detail must reflect that time which was spent by the attorney and that spent by a paralegal. For each such person performing services for which compensation is being requested, the hourly rate charged for each such person or classification is to be set forth. The qualifications of a "paralegal" are to be set forth whenever fees are requested for services performed by a paralegal.
3. All contingency fee contracts to which the personal representative is a party, shall be submitted to the Court in advance for approval. A copy of the contingency fee contract shall be attached to the petition requesting approval.

(b) COMPENSATION FOR EXTRAORDINARY SERVICES

1. Application for compensation for extraordinary services must include detail of what was done, and how much time was spent by whom, in performing services for the ordinary fee. Under ordinary circumstances, extraordinary fees will not be awarded where the time spent in ordinary representation, plus the time spent in performing the extra ordinary services, does not exceed the statutory fee for the estate.
2. Applications for fees or commissions for extraordinary services shall be accompanied by a complete statement of facts upon which such application is based and shall specify the amount requested for each item of service, not merely a "reasonable amount." The services claimed to be extraordinary shall be described in detail, including dates, time spent, necessity for the work, complexity of legal and/or factual issues and results accomplished. Submission of itemized time sheets by themselves will ordinarily not be sufficient to establish a claim for extraordinary services. Each specific area or item of extraordinary service should be segregated into different categories, such as litigation, sale of real property (or where applicable two categories for two sales of real property), preparation of federal estate tax return, other tax work, etc. Where applicable, each category of extraordinary service should be segregated into subcategories such as correspondence, discovery, settlement discussions, trial proceedings, etc. For each category of service, specify the total number of hours spent by each attorney or paralegal and specify the hourly rate of each individual and provide some

description of the experience and expertise of each individual providing extraordinary service. All information should be provided in a declaration or declarations under penalty of perjury.

3. Compensation for extraordinary services ordinarily will not be approved before the final accounting except in cases where it is shown to the Court's satisfaction that the estate or heirs will benefit, e.g., where it would be beneficial to reduce income taxes in a given fiscal period, or where ongoing litigation precludes presentation of a final accounting and attorneys must be retained or compensated to represent the estate in ongoing litigation. The Court ordinarily will allow extraordinary compensation for representing the estate in litigation outside of the regular administration of the estate upon a properly noticed petition upon completion of the service. Upon a proper showing, the Court may authorize progress payments prior to completion. Where the attorney or personal representative requesting a progress payment prior to completion of extraordinary work believes that public disclosure of the information required by subparagraph 2 immediately above may adversely affect the estate's interest in ongoing litigation, the petitioner may include an allegation in the petition stating why the detailed information has been deleted from the petition and that said detailed information is concurrently being filed with the Court ~~in a sealed envelope~~ as a confidential document with a request for an in camera inspection. If it is shown to the satisfaction of the Court that said detailed information may adversely affect the estate's interest in ongoing litigation, the Court will ordinarily order that the matter remain under seal until the resolution or termination of the ongoing litigation.
4. Extraordinary compensation and costs of a will contest before probate, a petition to revoke a will after probate, and/or a petition to determine persons entitled to distribution from the estate will not be allowed from the estate unless it is shown to the Court's satisfaction that the personal representative was under a legal obligation to defend or prosecute such contest or proceeding or that the heirs and beneficiaries received a benefit so that on distribution they bear the compensation and costs in proportion to their distributive shares. (See Estate of Pryor 51 Cal.App.2d 735 (1942))
5. When evaluating a request for extraordinary compensation, the Court may consider whether the statutory compensation is sufficient to compensate adequately for all services that have been rendered and may request a declaration of the attorney or the personal representative substantiating all services required.

- (c) **EXPENSES OF ACCOUNTING MAY BE DEDUCTED FROM THE PERSONAL REPRESENTATIVE'S STATUTORY COMPENSATION.** The personal representative may employ tax counsel, tax auditors, accountants, or other tax experts for the preparation of tax returns and for the other tax-related services. To the extent that the personal representative utilizes the services of such counsel, auditors, accountants, or other experts to perform ordinary accounting and bookkeeping services, including the preparation of the schedules for court

accountings and pays for such services from the funds of the estate, the Court may deduct any such sums so paid from the funds of the estate from the personal representative's statutory commission. (Effective date 7-1-98, as amended 7-1-13, **as amended 7-1-25**)

LOCAL RULE 16 **FAMILY LAW** (Effective date 7-1-90, as amended 1-1-04, as amended 7-1-04, as amended 7-1-05, as amended 1-1-07, as amended 7-1-07, as amended 7-1-08, as amended 1-1-09, as amended 7-1-09, as amended 1-1-10, as amended and renumbered 1-1-11, as amended 7-1-11, as amended 1-1-12, as amended 7-1-12, as amended 7-1-14, as amended 1-1-15, as amended 7-1-15, as amended 1-1-17, as amended 7-1-17, as amended 1-1-18, as amended 7-1-18, as amended 1-1-19, as amended 1-1-20, as amended 4-20-20, as amended 6-12-20, as amended 7-1-20, as amended 1-1-21, as amended 7-1-21, as amended 1-1-23, as amended 7-1-24, as amended 1-1-25, **as amended 7-1-25**)

General Instructions. The Request for Order (FL-300) form replaces the old Notice of Motion and Order to Show Cause forms. Use the Request for Order form to ask for court orders in your family law case. Note: Do not use Request for Order (FL-300) if you are filing a motion or order to show cause for the following:

- (a) For a contempt action in a family law case (Use Order to Show Cause and Affidavit for Contempt (see form FL-410)
- (b) To set aside a child support order (see ~~FL-364~~ **F-360** or FL-640) or a voluntary declaration of paternity (see form FL-280)
- (c) For a domestic violence protective order under the Domestic Violence Protection Act (see form DV-100). You can use the ~~Request for Order~~ **Request to Change or End Restraining Order and Request to Change Child Custody and Visitation Orders** (form ~~FL-300~~ **DV-300 and DV-305**) in a domestic violence protective order case but only if you have child custody, visitation, or support orders that you need modified.
- (d) Other types of cases for which there are other specific Judicial Council forms.

For specific custody, visitation, and mediation rules, see Local Rule 9. These rules do not apply to Butte County Department of Child Support Services cases brought under the Family Code. (Effective date 7-1-90, as amended 1-1-02, as amended 7-1-12, as amended 7-1-14, **as amended 7-1-25**)

Local Rule 16.2 REQUEST OF MINOR TO MARRY OR ESTABLISH A DOMESTIC PARTNERSHIP (Effective date 7/1/25)

Pursuant to California Rule of Court 5.448, a minor under the age of 17 years of age without a high school diploma must be interviewed by Family Court Services. Local form FL.020 must be provided to Family Court Services no later than the time of the interview. (Effective date 7/1/25)

16.7 FAMILY LAW FACILITATOR COMPLAINT PROCESS (Effective date 7-1-03, renumbered 1-1-04, as amended 1-1-10, as amended 1-1-11, as amended 1-1-12, **as amended 7-1-25**)

(A) Complaints concerning the Family Law Facilitator shall be dealt with as follows:

- (1) Parents, parties and/or attorneys who wish to file a complaint regarding the services provided by the Office of the Family Law Facilitator may submit a written complaint to the Court ~~Executive Officer Operations Manager utilizing the Court's Complaint Form~~ at:

Court Administration
Superior Courts of California, County of Butte
1775 Concord Avenue
Chico, CA 95928

~~This form is available in the Court Clerk's and Self-Help Assistance and Referral Program (S.H.A.R.P.) Offices.~~

- (2) Written acknowledgement that the Court has received the complaint will be sent to the complainant ~~when possible~~.
- (3) ~~Within twenty (20) court days an appropriate investigation of the matter will be conducted.~~ If further action is needed, the investigation process shall be completed within Ninety (90) days. ~~If warranted,~~ During this time, the Family Law Facilitator will be given notice of the complaint and an opportunity to respond.
- (4) At the conclusion of the investigation a written notice of the final action shall be sent to the complainant. *(Effective date 7-1-03, renumbered 1-1-04, as amended 1-1-10, as amended 1-1-11, as amended 1-1-12, as amended 7-1-25)*

16.12 CHILD AND SPOUSAL SUPPORT PROCEEDINGS *(Effective date 7-1-90, as amended 1-1-04, & renumbered 1-1-04, as amended 7-1-08, as amended 7-1-25)*

- (a) CONTENTS OF PLEADINGS. The application for order and supporting declarations and all other declarations in support shall set forth facts upon which the moving or responding party relies.

Unless there has been no change in the Income and Expense Declaration [Judicial Council Form FL150] or Financial Statement (Simplified), if eligible, [Judicial Council Form FL155] of a party within the six (6) months preceding the hearing, a fully completed, current (within thirty (30) days, of actual hearing), Income and Expense Declaration or Financial Statement (Simplified), if eligible, shall be filed at least ten (10) days before hearing by each party in all hearings involving requests for support, attorney's fees or other financial relief. In any event, copies of the last three wage stubs or most recent Profit and Loss Statement will be provided to the opposing party or counsel no later than five (5) days preceding the hearing. If there has been no material change, a declaration under penalty of perjury that there has been no material change since the last Income and Expense Declaration or Financial Statement (Simplified) shall be submitted.

An Income and Expense Declaration is not fully completed unless it contains the following:

1. Documents which reflect all income of a party wherever required (including all business income, commission income, rental income, interest income, etc.). These documents shall completely set forth the source of income, total gross income, an itemization of all deductions, and the net income after deductions. Business expense documents shall identify depreciation and any other non-cash expenses.
2. A fully completed “attorney’s fees” section on the Expense Declaration and a completed “other property owned” section on the Income Declaration.
3. Where bonuses have been received, attach a document setting forth the amount and date of the most recent bonus, the date on which the next bonus is expected to be received, and the amount (if known or the estimated amount if not known) of the next bonus.

Each party shall exchange at the time of the parties’/attorneys’ meet and confer (see LR § ~~16.8~~ 16.9), or no later than five (5) days preceding the hearing, whichever comes first, and be prepared to submit at hearing:

- A. Copies of the two most recent filed tax returns and/or all W-2 forms, 1099 forms and other documentary evidence reflecting receipt of income for any completed year in which a tax return has not yet been filed; and
- B. All pay stubs for a period of at least three (3) months immediately prior to the hearing.
- C. For a self-employed individual, a current Profit and Loss Statement.
- D. If the hearing is scheduled between February 1 and the date the parties’ tax return(s) are filed, parties must exchange above information and other forms reflecting receipt of income during the previous year.

(b) SUPPORT CALCULATIONS

1. The Court will normally set child support based upon statewide uniform guidelines per FC §4050 et seq.
2. Temporary spousal support shall be determined by application of the “Santa Clara” support schedule, unless the Court, in its discretion determines not to follow the support schedule.
3. If it is contended by either party that the Guideline support is inappropriate, the declaration supporting such contention shall set forth the party's amount alleged to be proper. Such declaration shall include any reasons or justifications urged by the party for varying from the Guideline support. The reasons and justifications cited by the party must be within the limitations of Family Code §4057. If any party is disabled, unemployed, retired or incarcerated, all pertinent facts shall be set forth in the declaration. The declaration may be signed by the attorney for the party on whose behalf it is made.

- (c) **COMPUTERIZED SUPPORT CALCULATIONS.** Any party relying on any Judicial Council certified computerized support calculations shall [1] provide to the other party, prior to the hearing, a complete printout of the computerized support calculations including the sheet that identifies the "setting" utilized to determine the support, and [2] file a copy of same at the time of the hearing.
- (d) **RECIPIENTS OF PUBLIC ASSISTANCE BENEFITS.** If either or both parties have applied for and/or are receiving public assistance, then each party shall serve upon the Butte County Department of Child Support Services their moving or responsive papers in accordance with CCP §1005.
- (e) **SANCTIONS.** Absent a showing of good cause, the Court will award sanctions or attorney's fees for non-compliance with LR §16.12. If awarded, such sanctions or fees may be ordered paid to the Court and/or the opposing attorney/party at the Court's discretion.
- (f) **RETURN OF TAX RETURNS.** All income tax returns submitted by the parties shall be returned to the party submitting same at the conclusion of the hearing unless ordered to be retained by the Court. (Effective date 7-1-90, as amended 1-1-04, renumbered 1-1-04, as amended 7-1-08, as amended 7-1-25)

16.15 TRIAL, SHORT AND LONG CAUSE EVIDENTIARY HEARINGS (Effective date 7-1-90, as amended 7-1-01, renumbered 1-1-04, as amended 7-1-04, as amended 7/1/05, as amended 1-1-07, as amended 7-1-07, as amended 7-1-08, as amended 1-1-09, as amended 1-1-12, as amended 7-1-12, as amended 7-1-14, as amended 1-1-15, as amended 7-1-17, as amended 1-1-18, as amended 1-1-20, as amended 7-1-25)

A. INTRODUCTION

- 1. "Family Law Matters" for purposes of Local Rule §16.15 includes family law, uniform parentage, domestic violence and guardianship of the person.
- 2. Evidentiary hearings on family law matters with time requirements of 20 minutes or less will be heard on the Request for Order Calendar. Evidentiary hearings with time requirements in excess of twenty (20) minutes will be set directly from the RFO calendar for a long cause hearing or trial.
- 3. Family Law Trials will be set for trial from the RFO calendar. A matter is placed on calendar for trial setting by filing an At-Issue Memorandum (form FL.090). A matter will normally be placed on a RFO calendar within ninety (90) days of the filing of the At-Issue Memorandum and will be set for trial within the eight (8) weeks following the RFO calendar.
- 4. Short Cause Hearing, Long Cause Hearing and Trial defined:
 - (a) Short cause hearings – twenty (20) minutes or less on the Request for Order Calendar allowed at the discretion of the judge on the Tuesday and Wednesday calendars. If no responsive declaration is filed and proof of service is on file showing timely service the court will consider not allowing a response at the hearing and/or awarding immediate attorney's fees to the moving party.

- (b) Long cause hearings – hearings longer than twenty (20) minutes allowed at the discretion of the judge from the short cause hearing calendar. These are NOT trials and result in temporary orders, pending final resolution of the matter.

These evidentiary long cause matters are heard on the declarations filed in the moving and responding papers and testimony pursuant to FC §217. The parties are permitted to testify without advance written notice. Reasonable cross-examination of a party declarant may be permitted without advance notice.

- (c) The parties are required to file, within one (1) day of the RFO calendar, a Statement of Issues and Contentions or the party will be restricted to the four walls of the pleadings filed by both parties and the Statement of Issues and Contentions filed by opposing party.
- (d) Trials (of any length) – cases where At-Issue Memorandums have been filed with the Statement of Issues and Contentions with attached documents with the court and opposing party or counsel, if represented.
- (e) Hearing briefs shall be filed five (5) court days prior to the hearing date. Exhibit Lists and Witness Lists shall be exchanged no later than five (5) days before the long cause hearing.

- 5. The purpose of the following rules is to ensure that family law matters are not set for trial or long cause hearing until adequate case and trial preparations have been completed.

B. PRELIMINARY TRIAL PAPERS (Not Applicable to Long Cause Hearings)

- 1. All of the following papers, which shall be known collectively as Preliminary Trial Papers, shall be served and filed with, or no more than thirty (30) days prior to, the At-Issue Memorandum:
 - a. Fully completed current Income and Expense Declaration.
(See LR §16.12.)
 - b. *Declaration Regarding Service of Final Declaration of Disclosure [Judicial Council Form FL-141].*
 - c. UCCJEA Declaration Form
 - d. Statement of Issues, Contentions, and Proposed Disposition, with a full and complete statement of the factual basis in support of each contention. The statement shall cover all issues to be raised at trial, including, where appropriate:
 - (1) Child custody, visitation, and timesharing; including what orders are issued and what the actual current timeshare and custody arrangements are and for how long they have been in effect.

of support;

- (2) Child support, including a computer-generated or other calculation
- (3) Spousal support;
- (4) Characterization of property as separate or community, the nature, extent, and terms of payment of any encumbrance against the property, and the manner in which title has been vested since the acquisition of the property;
- (5) A proposed method for disposition of tangible personal property (i.e., household items and tools), such as by agreement of the parties, sealed bid, "piece-of-cake" (or "two pile"), appraisal and alternate selection, or sale;
- (6) Regarding funds held by others, such as insurance policies or retirement benefits, the basis for calculation of the present value, if applicable, all terms or conditions imposed upon the withdrawal of the funds, and details regarding any outstanding loans against any of the funds;
- (7) Terms of payment of any debts or obligations and any security held by the creditor;
- (8) Any claims against the community or the other party, including Epstein credits for post-separation payments of community debts, Watts charges for use of community assets, reimbursement for post-separation payments of the other party's separate obligations, Family Code section 2640 reimbursement for separate property contributions to the acquisition or improvement of community property;
- (9) Calculation of any community property interest in separate property (Moore-Marsden);
- (10) In tracing an asset that is contended to be part community and part separate, the statement shall describe the asset, its date of acquisition, its value, the dates and amounts of payments upon the purchase of the asset or nature and extent of the transaction which resulted in its acquisition, and a statement of the segregation of the total value of the asset as to its community and separate property values;
- (11) Witness List (of all non-impeachment witnesses) including name, address, telephone, statement of issue expected to testify to;
- (12) Expert witness name, business address, telephone, statement of issue upon which the expert is expected to offer testimony statement of qualifications of expert and copy of the expert's

curriculum vitae; Any written report of the expert shall be provided no later than forty-five (45) days prior to trial;

If the expert is retained less than forty-five (45) days before the trial, then the above information shall be provided as soon as is possible but in no event later than thirty (30) days before trial.

- (13) Exhibit List (of all non-impeachment exhibits). The actual exhibits shall be exchanged at least five (5) days prior to trial; they will be served at the same time as the trial brief;
- (14) Statement of unusual items and copies of appraisals performed of these items (oriental rugs, sterling silver, unusual jewelry, collections (ex: dolls, antique tools, handcrafted items)) or a statement that the parties have agreed to a particular value or to a particular appraiser;
- (15) Statement that statistical facts are undisputed, or if contested, what the differences are and the basis for the party's contentions;
- (16) Statement of the educational debts incurred for which reimbursement is sought and the conditions under which it was incurred, the amounts repaid to date, if any, and the degree earned, if any
- (17) Statement of the circumstances around any domestic violence restraining orders issued, domestic violence allegations and what supporting documentation is expected to be presented at trial;
- (18) Statement of the circumstances around any alleged habitual drug or alcohol use, if a custody matter, and what supporting documentation is expected to be presented at trial;
- (19) Spousal support – all of the factors in FC §4320 et seq should be addressed individually;
- (20) Attorney's fees and costs; the stated attorney's fees shall include a declaration by the attorney ("Cueva declaration") as well as copies of all billing statements for which a contribution to fees and costs is sought. For any expert for which costs are sought, a declaration and copy of their billing statements shall also be served;
- (21) A statement that all discovery has been completed;
- (22) A statement concerning what current orders are in effect (if any), and when they were issued;
- (23) Any claim for breach of fiduciary duty;
- (24) Any other issue to be presented to the Court;

- (25) A copy of completed Schedule of Assets & Debts (JC Form FL142) previously exchanged;
- e. The written statement of any expert witness, prepared as a separate document, encaptioned "Declaration in Lieu of Testimony," made by affidavit or declaration under penalty of perjury, and including the expert's address and telephone number. The statement shall be received into evidence unless the opposing party, within thirty (30) days, serves and files a written demand that the witness be produced in person to testify at the hearing. Any portion of the statement that would be inadmissible if the witness were testifying in person is subject to an objection and motion to strike at trial.
- f. It is the policy of the Court that:
1. Vehicles will normally be valued at mid-range Kelly blue book;
 2. Furniture, furnishings and tools are valued at "garage sale" type prices;
 3. Personal clothing is normally awarded without value to the party who wears said clothing.
2. An At-Issue Memorandum that is not accompanied by all of the foregoing will be returned and the case will not be set for trial.
3. The responding party shall serve and file his or her Preliminary Trial Papers no later than thirty (30) days after service of the At-Issue Memorandum. This period may be extended to sixty (60) days by filing and serving a statement that the additional time is needed to prepare the Preliminary Trial Papers. This statement shall specify why the additional time is needed, and shall be served and filed within ten (10) days of the service of the At-Issue Memorandum. Any statement filed in bad faith or solely for the purpose of delay shall be cause for sanctions.
- (a) Any misuse of the At-Issue process which attempts to prevent normal discovery by the opposing party, may be sanctioned or fees may be awarded.
4. No less than thirty (30) days before trial, each party shall serve and file a list of any experts the party expects to call at trial, including the name, address, and telephone number of the expert, a brief narrative statement of the qualifications of the expert, and a brief narrative statement of the general substance of the testimony that the expert is expected to give. Within fifteen (15) days of service of the expert witness list, either party may file a supplemental list of expert witnesses containing all of the same information.
5. Any party who believes that the case is not ready to be set for trial may within ten (10) days of mailing or personal service of the At-Issue Memorandum, file a *Notice of Motion in Opposition to Trial Setting*.

~~C. VOLUNTARY SETTLEMENT CONFERENCES~~

This Court adopts the policy that good faith efforts to settle family law trials are an essential part of the judicial process and that good faith efforts to settle shall be encouraged. Therefore the Court offers Voluntary Settlement Conferences as a mechanism for such good faith efforts:

~~1. Authority to Settle~~

~~a. All parties and their attorneys, specifically the attorney(s) who is/are to try the case, are required to attend the settlement conference and must have full authority to make decisions and negotiate concerning the case for which the settlement conference is scheduled. Failure to have authority or to be present are subject to sanctions by the Court.~~

~~b. The attorneys and parties must be familiar with all pertinent facts and evidence regarding the matters at issue for the trial.~~

~~2. Requesting a Voluntary Settlement Conference~~

~~a. At the time a party files an At-Issue or Counter-At-Issue Memorandum the party may attach to the At-Issue or Counter-At-Issue Memorandum a "Request for Voluntary Settlement Conference." All documents required to be filed for trial with the At-Issue or Counter-At-Issue Memorandum are required to be filed and to be complete.~~

~~b. The Clerk may set the matter for Tuesday or Wednesday RFO calendar which is at least ten (10) days or more after the filing of the At-Issue or Counter-At-Issue Memorandum. Both parties or their attorneys shall appear and shall be given preference to be set first on the Voluntary Settlement Conference schedule. Both parties must agree to a voluntary settlement conference. It shall be deemed that there is no objection to the request for a voluntary settlement conference if no objection is filed within ten days after the At-Issue or Counter-At-Issue Memorandum containing the request is filed with the court.~~

~~3. Voluntary Settlement Conference Officers~~

~~a. The Voluntary Settlement Conference shall be conducted by family law attorneys who shall be appointed by the Court to serve as Superior Court Settlement Officers. The date, time and location of the settlement conference shall be determined by the Court.~~

~~b. Voluntary Settlement Conferences shall be conducted by a panel of two Settlement Conference officers; one shall be designated as Senior Settlement Conference Officer.~~

~~c. To be designated Senior Settlement Conference Officer, the attorney must be in good standing with the State Bar of California for at least ten years and either be a certified family law specialist or have a practice which consists of at least 75% family law. The attorney's primary office must be in Butte County. All other Settlement Conference Officers must be attorneys who are in good standing with the State Bar of California for at least three years and have a practice which consists of at least 35% family law. The attorney's primary office must be in Butte County.~~

~~4. Settlement Conference Statements and Supporting Documents~~

~~a. Not less than five (5) days prior to the scheduled settlement conference, each party shall file with the Court and serve on all parties and their attorneys of record a Settlement Conference Statement. The Settlement Conference Statement shall be in writing and shall describe the case~~

~~and all relevant legal and factual issues and contentions. The Settlement Conference Statement is to be sufficiently detailed to enable the court Settlement Officer to conduct a meaningful settlement conference.~~

~~Parties may use local court form entitled Settlement Conference Statement (form DR-040).~~

~~b. The attorneys for each party or each party representing himself or herself shall bring to the settlement conference all pertinent documents for examination by the Settlement Conference Officers.~~

~~5. Notice to Court Upon Reaching Settlement~~

~~Should any case set for voluntary settlement conference settle or otherwise terminate before the date of any voluntary settlement conference, the attorneys for the parties, or the parties representing himself or herself, shall immediately notify the clerk pursuant to CRC §3.1385.~~

D C. FINAL TRIAL PAPERS (Not Applicable to Long Cause Hearings)

1. At least five (5) court days before the trial, each party shall serve and file all of the following, which shall be known collectively as Final Trial Papers.
 - (a) A statement summarizing undisputed issues and disputed issues, with an updated estimate of trial time;
 - (b) Current Income and Expense Declaration;
 - (c) Updated Statement of Assets and Debts, if appropriate;
 - (d) Supplemental Statement of Issues, Contentions, and Proposed Disposition, detailing any changes or additions since the initial Statement of Issues. No party shall be allowed to raise at trial any issue not adequately disclosed in that party's initial or supplemental Statement of Issues.
 - (e) A statement identifying each witness the party reasonably anticipates it is likely to call at trial; however, this does not apply to rebuttal witnesses. Only witnesses so listed will be permitted to testify at trial, except for good cause shown. The statement shall specify the name, address, and telephone number of each witness, a general statement of the issues that will be addressed by the testimony of the witness, and a time estimate for the direct examination of the witness.
 - (f) A list of exhibits, rather than the exhibits themselves, shall be filed with the Court. Parties shall exchange legible copies of all exhibits the party reasonably anticipates will be introduced at trial. Only disclosed exhibits will be permitted to be offered at trial, except for good cause shown. The parties are encouraged to have their exhibits premarked. The exhibits are to be exchanged between the parties, not just a list of exhibits, unless the parties stipulate that the exhibit list is sufficient, with only the exhibit list going to the Court.

(g) A complete set of attorney's bills and statements to date, if attorney's fees are in issue.

2. The filing party shall serve the Final Trial Papers on the other parties in a manner to assure actual delivery to the other parties no later than five (5) court days before the trial (mailing 5 days before trial is not compliance).
3. A Trial Brief setting forth the applicable law is required. All Trial Briefs shall be filed and served in a manner to assure actual delivery to the other parties and to the court no later than five court days before trial.
4. Meet and Confer Statement: Each party (or their attorney, if represented) is required to file a declaration that they in fact met and conferred in an attempt to settle any and all issues prior to trial. The statement shall be filed and served on the opposing party five (5) court days prior to trial. If the meet and confer effort resolves issues, the parties shall so note in their Supplemental Statement of Issues and Contentions.

E D. CONTINUANCE

1. Except as set forth below, no case shall be continued from the RFO calendar except upon an affirmative showing of good cause, such as unavoidable unavailability of a party, attorney, or essential witness.
2. At the request of both parties, the Court may continue a case from the RFO calendar one (1) time to a subsequent RFO calendar for purposes of potential settlement in any of the following ways:
 - a. Referral of a matter with a time estimate in excess of one day for a mandatory settlement conference.
 - ~~b. Referral of other matters for a voluntary settlement conference, by stipulation of all parties.~~
 - e b.** A joint request by all parties based upon their representation that they will conduct an informal settlement procedure (such as a meeting of all parties and attorneys) and that they believe there is a reasonable likelihood that some or all of the issues will be resolve.
 - ~~d c.~~ Attendance by all parties and counsel at a settlement conference or informal settlement meeting is mandatory. Failure to attend and be prepared for any settlement conference or meeting may constitute sufficient cause for imposition of sanctions pursuant to California law, including, but not limited to, CCP §575.2 and CRC §2.30.
3. Should parties wish a continuance from the RFO calendar other than to pursue a settlement (See #2 above) they must provide a written stipulation to that effect to the court at least five (5) days prior to the RFO calendar. If only one party wishes a matter continued, that party has the burden of showing good cause why the matter

should be continued which the Court in its discretion may grant or deny.
Continuances are looked upon with disfavor.

F E. RESERVED

G F. CONTINUANCES FROM REQUEST FOR ORDER CALENDAR

Requests for continuances are looked on with disfavor unless good cause shown and will not be granted unless good faith attempts to contact the opposing party have been made prior to the day of the hearing. Parties are encouraged to stipulate in writing to a continuance at least five (5) days prior to the hearing which is to be continued.

H G. SANCTIONS FOR NON-COMPLIANCE WITH LOCAL RULES. Failure to fully comply with the foregoing rules, in the absence of good cause, may result in the other party being granted a continuance and may subject the offending party, or his or her attorney, or both, to sanctions pursuant to California law including but not limited to CRC § 2.30 and CCP § 575.2.

I H. RESERVED (Effective date 7-1-90, as amended 7-1-01, renumbered 1-1-04, as amended 7-1-04, as amended 7-1-05, as amended 1-1-07, as amended 7-1-07, as amended 7-1-08, as amended 1-1-09, as amended 1-1-12, as amended 7-1-12, as amended 7-1-14, as amended 1-1-15, as amended 7-1-17, as amended 1-1-18, as amended 1-1-20, **as amended 7-1-25**)

16.19 MINOR'S COUNSEL (Effective 7-1-04, as amended 7-1-08, as amended 1-1-10, as amended 1-1-11, as amended 1-1-12, as amended 1-1-25, **as amended 7-1-25**)

A. Appointment of Minor's Counsel, see CRC 5.240.

B. Compensation of Minor's Counsel, see CRC 5.241.

C. Qualifications of Minor's Counsel, see CRC 5.242.

D. Rights and Responsibilities of Minor's Counsel, see CRC 5.242(i)-(k).

E. Recovery of Minor's Counsel Costs

1. DETERMINATION. The Court authorizes Minor's Counsel cost to be reimbursed at the rate set forth in Local Rule 14.2 to be paid initially by the Court. The Court reserves the right to hold an Ability to Pay hearing when Minor's Counsel leaves the case, or annually after one year from the date of appointment, to determine whether either parent has any ability to repay all, some, or none of the cost of Minor's Counsel. Both parents are required to file an Income and Expense Declaration (FL-150) upon entering the case. Within thirty (30) days of the Court's order relieving Minor's Council, or on order of the Court subsequent to an annual review both parents are required to file a current *Income and Expense Declaration* (FL-150) and file a current *Fee Waiver* (FW-001) form. Service of these documents on the other party is not required. The Court will review the parties' financial information to determine whether either parent or both has the ability to repay the Court for Minor's Counsel services.

- a. Failure to timely file the required documents can result in a finding of contempt of court and can result in an order to perform community service, pay a fine, and serve jail time (CCP §§1209, 1208).
 - b. The Court may consider the failure to timely file the documents ordered by the Court as a waiver by that party of any objection to the Court's findings and order on the cost of Minor's Counsel and ability of that party to pay.
 - c. The Court may rely on the case history and relevant documents in the case file in addition to any documents ordered to be filed for the Court's determination on ability to pay.
2. ORDER. The Court will issue a written decision. Parties may file an objection to the ability to pay determination and submit further evidence by filing Local form *Request for Review of Ability to Pay Determination; and Order Addressing Request* (FL.130) within thirty (30) days of the Court's order.
 3. PAYMENT. Parties are to remit payment within sixty (60) days of a court order.

F. Minor's Counsel Complaint Process

1. Complaints concerning Minor's Counsel shall be dealt with as follows:
 - a. Parents, parties and/or attorneys desiring to file a complaint regarding the performance of Minor's Counsel may submit a written complaint to the Supervising Judge of the Family Division, utilizing the *Family Court's -Minor's Counsel Complaint Form*. ~~This~~ The form is available in the ~~Court Clerk's or Self-Help Assistance & Referral Program (S.H.A.R.P.)~~ Offices.
 - b. Written complaints or forms can be returned to:

Court Administration
Superior Courts of California, County of Butte
1775 Concord Avenue
Chico, CA 95928
 - ~~b c.~~ c. Written acknowledgement that the Court has received the complaint will be sent to the complainant. ~~Within twenty (20) court days an appropriate investigation will be conducted.~~ If further action is needed, the investigation process shall be completed within ninety (90) days. If warranted, the attorney named in the complaint will be given notice of the complaint and an opportunity to respond. At the conclusion of the investigation, a written notice of the final action shall be sent to the complainant. (Effective 7-1-04, as amended 7-1-08, as amended 1-1-10, as amended 1-1-11, as amended 1-1-12, as amended 1-1-25, as amended 7-1-25)

LOCAL RULE 17 JUVENILE COURT RULES (ATTORNEYS REPRESENTING PARTIES IN
DEPENDENCY PROCEEDINGS) (Effective 7-1-96, as amended 1-1-02, as amended 1-1-07, as amended 1-1-10, as

amended 1-1-11, as amended 1-1-1, as amended 7-1-12, as amended 1-1-14, as amended 1-1-15, as amended 1-1-22, as amended 1-1-25, as amended 7-1-25)

17.2 CONFIDENTIALITY NOTICE AND AGREEMENT IN JUVENILE CASES (Effective 7-1-25)

Juvenile Court proceedings are confidential and not open to the public. An individual who has a direct and legitimate interest in a particular case or the work of the Court may attend a juvenile court hearing, pursuant to Welfare and Institutions Code § 676, with prior approval of the Court. A request can be made by submitting a *Confidentiality Notice and Agreement for Juvenile Cases* (Form JV.040) at least five (5) court days prior to the hearing. Forms shall be submitted to Court Administration, One Court Street, Oroville, CA 95965. The court clerk will notify the requestor of the approval or denial via phone call or official correspondence. (Effective 7-1-25)

17.9 JUVENILE COURT-APPOINTED ATTORNEY COMPLAINT PROCESS (Effective 7-1-96, as amended 1-1-02, as amended 1-1-10, as amended 1-1-11, as amended 1-1-12, as amended 1-1-15, as amended 7-1-25)

The process for complaints or questions by a party regarding the performance of their appointed attorney is established by this Court as follows:

- A. For a party currently represented by court appointed counsel in an open case:

A request to be heard on the complaint or question must be raised as a Marsden based request by any of the following procedures:
 - 1. Written request to the Juvenile Court Presiding Judge; or
 - 2. Written request to add the case on to the Juvenile Court's calendar for a Marsden based hearing; or
 - 3. Oral request in Court while on the record.
- B. A request under 17.9(A) applies when the party intends to ask the Court to have their court appointed attorney relieved and to have a new attorney appointed, for reasons having to do with the competency of the appointed attorney, or to complain about the nature of the relationship between the party and their court appointed counsel.
- C. Notice of the request for a hearing under 17.9(A) must be provided by the requesting party or it will be provided by the Court when the hearing is set.
- D. The hearing itself will be with the counsel who is the subject of the complaint and the complaining party, and will be on the record, and in accord with the principles set forth in *People v Marsden* (1970) 2 Cal.3d 118 and its progeny.
- E. At the hearing under 17.9(A), the Court will not entertain receipt of evidence about the merits of the case itself. To that end, the Court may assign the hearing to another judge. The Marsden hearing is an informal hearing in

which the Court ascertains the nature of the party's allegations regarding the defects in counsel's representation and decides whether the allegations have sufficient substance to warrant counsel's replacement.

- F. This local rule constitutes a standing order that the information provided by the complaining party and/or the responding attorney is not discoverable and is not to be disseminated unless necessary for action on the complaint or to protect a constitutional or statutory right and pursuant to a court order beforehand
- G. The *Juvenile Court Financial Statement Form* will be amended to include an advisement to the party of this local rule. (California Rule of Court 5.660(e).)
- H. A party who has a complaint that does not fall within 17.9(A), can otherwise submit a written complaint about their court appointed counsel to the Juvenile Division Presiding Judge if:
 - 1. The complaint does not address the merits or facts in an open case, and
 - 2. The issues in the complaint are not the subject of a Writ or Appeal, and
 - 3. The complaint includes a description of the relief requested.
- I. Complaints against a Juvenile Court-Appointed Attorney may be submitted in writing using the Juvenile Court-Appointed Attorney Complaint form and returned to:

Court Administration
Superior Courts of California, County of Butte
One Court Street
Oroville, CA 95965

- J. A written complaint under 17.9(H) will be addressed either directly, or through assignment, by the Juvenile Division Presiding Judge, with a response in either event no later than **ninety** (90) days from receipt of the complaint.
- ~~J~~ K. A copy of any written complaint will be provided to counsel subject to the complaint and said counsel will have an opportunity to respond. Counsel can request a hearing in lieu of a written response with notice of the complaining party.
- ~~K~~ L. If it is determined that an appointed attorney has acted improperly or contrary to the rules or policies of the Court, the Court will determine what appropriate action to take and act accordingly.
- ~~L~~ M. Complaints of formerly appointed counsel proceed through 17.9(H) only. (Effective 7-1-96, as amended 1-1-02, as amended 1-1-10, as amended 1-1-11, as amended 1-1-12, as amended 1-1-15, **as amended 7-1-25**)

17.11 INSPECTION OF RECORDS FOR WARDS AND DEPENDENT CHILDREN (Effective date 1-1-25, as amended 7-1-25)

Individuals and agencies authorized under Welfare and Institutions Code § 827 to inspect and/or copy Juvenile case files must submit a ~~declaration on the Mandatory Butte County Local Form~~ *Declaration in Support of Request to Inspect and/or Copy Juvenile Court Records Without a Court Order* (Form JV.030). The declaration must be filed in the Juvenile Division with proper photo identification. Authorized parties must use the information in juvenile records only for specific, lawful purposes. Unauthorized disclosure of juvenile records is prohibited and may result in legal penalties. (Effective date 1-1-25, as amended 7-1-25)

LOCAL RULE 51 COMPLAINT PROCEDURES (Effective date 7-1-19, as amended 7-1-25)

51.2 COMPLAINTS REGARDING TEMPORARY JUDGE PRO TEM (Effective date 7-1-19, as amended 7-1-25)

- (a) This rule applies to all Temporary Judges appointed pursuant to CRC 10.743.
- (b) Complaints against a Judge Pro Tem may be submitted in writing ~~using the Judge Pro Tem Complaint Form and returned to:~~
~~Deputy Court Executive Officer – Operations~~
~~Court Administration~~
Superior Courts of California, County of Butte
One Court Street
Oroville, CA 95965
- (c) Written notice of the final action shall be sent to the complainant, to the extent possible, within ~~ninety~~ (90) days. (Effective date 7/1/19, as amended 7-1-25)

51.4 COMPLAINTS AGAINST COURT EMPLOYEES (Effective date 7-1-19, as amended 7-1-25)

- (a) It is the objective of the Court to courteously receive and to investigate complaints concerning its employees. Complaints against court employees may be submitted in writing ~~using the Court Employee Complaint Form and returned to:~~
~~Court Executive Officer Administration~~
Superior Courts of California, County of Butte
One Court Street
Oroville, CA 95965
- (b) ~~Court Administration will send an acknowledgment when the complain has been received.~~
- (b) ~~Court Administration shall prepare and send an acknowledgement to the complainant informing them that the complaint has been received.~~
- (c) ~~To the extent possible, any investigation shall be completed within 20 court days.~~

- ~~(d) — Upon completion of any investigation, Court Administration shall send the complainant a notification letter informing them of the disposition of the complaint.~~
- (c) If further action is needed, and to the extent possible, the investigation process shall be completed within ninety (90) days. Upon the completion of any investigation, a notice of the final action shall be sent to the complainant.

(Effective date 7-1-19, as amended 7-1-25)

New and updated Forms (see attached):

JV.030, JV.040, LM.040, FL.020, GR.010, GR.060

ATTORNEY OR PARTY WITHOUT ATTORNEY (<i>Name, State Bar number, and address</i>): TELEPHONE: FAX NO. (<i>Optional</i>): ATTORNEY FOR (Name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF BUTTE <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Butte County Courthouse One Court Street, Oroville, CA 95965 (530) 532-7002 </div> <div style="width: 45%;"> <input type="checkbox"/> North Butte County Courthouse 1775 Concord Avenue, Chico, CA 95928 (530) 532-7002 </div> </div>	
PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER:	
ORDER ON REQUEST FOR A PRETRIAL DISCOVERY CONFERENCE	CASE NUMBER:

The Court has read and considered the Request for a Pretrial Discovery Conference and any Opposition to Request for a Pretrial Discovery Conference that was filed.

☐ The Request for a Pretrial Discovery Conference is granted.

The Pretrial Discovery Conference is set for _____ at _____ am/pm.

☐ The Request for a Pretrial Discovery Conference is denied. ~~The Court grants permission to file a motion to—
compel initial responses to interrogatories / discovery, requests for production and requests for admission.~~

Any motion is to be filed no later than _____ days from this order.

Dated:

 Judicial Officer
 Superior Court of California



SUPERIOR COURT OF CALIFORNIA COUNTY OF BUTTE

☒ Butte County Courthouse
One Court Street
Oroville, CA 95965
(530) 532-7002

☐ North Butte County Courthouse
1775 Concord Avenue
Chico, CA 95928
(530) 532-7002

Requestor Information:

Name: _____

Street Address: _____

City/State/Zip Code: _____

Telephone Number: _____

CONFIDENTIALITY NOTICE AND AGREEMENT FOR JUVENILE CASES

All records related to juvenile court cases are confidential, including all information disclosed during a juvenile court proceeding.

You are being permitted by the Court to attend and observe juvenile court proceedings as an individual who has a direct and legitimate interest in a particular case or the work of the court. As a result of being admitted into the courtroom, you will likely hear, see, or otherwise receive confidential juvenile court case information.

DISCLOSURE OF INFORMATION PROHIBITED: You may not in any way disseminate, disclose, share, or talk about any of the information you obtain during your observation and attendance in the juvenile court proceedings without permission from the Court [or, other than to persons or agencies described in Welfare and Institutions Code Section 827(a)(1)].

If you improperly disclose any confidential information related to the juvenile court proceedings, you may be subject to contempt of court or criminal prosecution and the risk of civil liability for money damages.

I have read and understood this *Confidentiality Notice and Agreement* and agree to abide by the nondisclosure provision.

Requestor Signature

Date

Presiding Judge of the Juvenile Division (Signature)

Date

Approved for the following case number, hearing date, and/or date range (start and end date):

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): TELEPHONE: FAX NO. (Optional): ATTORNEY FOR (Name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF BUTTE <input type="checkbox"/> Butte County Courthouse One Court Street, Oroville, CA 95965 (530) 532-7002 <input type="checkbox"/> North Butte County Courthouse 1775 Concord Avenue, Chico, CA 95928 (530) 532-7002	
IN RE:	
Declaration in Support of Request to Inspect and/or Copy Juvenile Court Records Without a Court Order (W&I 827)	CASE NUMBER:

Confidentiality Requirements/Warning:

No person or entity may copy or inspect confidential psychological, medical, or education information absent an order from the Judge of the Juvenile Court.

NOTE: A Request for Release of Juvenile Court File (JV-570) must be submitted to the Judge of the Juvenile Court for review if copies of sealed records are being requested by individuals or entities listed below.

For Records you inspect or are provided today, all records, reports or information obtained from Juvenile Court shall not be further released or disseminated to persons or agencies not otherwise entitled pursuant to Welfare and Institutions Code sections 827 or 362.5. Said information shall not be attached to any document without prior approval of the Judge of the Juvenile Court unless they are used in connection with adult criminal or juvenile court proceedings to declare a minor a dependent or ward of the court.

Declaration Regarding Your Role: (Please check all applicable boxes under section 1 and/or 2).

1. I am one of the following individuals or work for one of the following entities that may inspect and receive copies of the Juvenile Case without an order of the Juvenile Court pursuant to Welfare and Institutions Code sections 827 or 362.5.

- ☐ District Attorney, authorized to prosecute criminal or juvenile cases under state law.
- ☐ The child or nonminor dependent who is the subject of the proceeding.
- ☐ The child's parent(s) or guardian for a child who is less than 17 years and 6 months of age and my parental rights have NOT been terminated. IF the subject is older than 17 years and 6 months of age, I am currently receiving reunification services from the Social Services Agency.
- ☐ An attorney for a party in the juvenile court proceeding in the above-captioned case or related appellate proceeding.
- ☐ A probation office, or law enforcement officer who is actively participating in criminal or juvenile proceedings involving the child or nonminor defendant, including the district attorney if the nonminor is also a ward of the Juvenile Court.
- ☐ County Counsel, City Attorney, or any other attorney representing the petitioning agency in a dependency action.
- ☐ A member of a child protective agency as defined in Penal Code Section 11165.9

ATTORNEY OR PARTY WITHOUT ATTORNEY (<i>Name, State Bar number, and address</i>): TELEPHONE: FAX NO. (<i>Optional</i>): ATTORNEY FOR (<i>Name</i>):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF BUTTE <input type="checkbox"/> Butte County Courthouse One Court Street, Oroville, CA 95965 (530) 532-7002 <input type="checkbox"/> North Butte County Courthouse 1775 Concord Avenue, Chico, CA 95928 (530) 532-7002	
IN RE:	
Request for Remote Appearance and Order	CASE NUMBER:

Instructions

Individuals may request to participate in a court hearing remotely using this request form and order. This form must be served on all other parties to provide notice that you intend to appear remotely and filed with Butte County Superior Court for judicial review and order. This request must be filed at least 5 days before the hearing date to ensure proper handling and setup of a remote appearance (Local Rule 1.10).

A written request must be submitted to arrange for a witness to appear remotely. The attorney representing the party who wishes to call the witness can initiate this request by completing and filing the request with the court on the witness's behalf.

A person appearing remotely should conduct themselves as though appearing in court in person.

- The person that intends to appear remotely is (*check and complete all that apply*)
 - ☐ Plaintiff/Petitioner (*name*):
 - ☐ Attorney for Plaintiff/Petitioner (*name*):
 - ☐ Defendant/Respondent (*name*):
 - ☐ Other (*name and role in case*):
- The person(s) in 1 intend(s) to appear remotely (*check one*):
 - ☐ Throughout the case. **I understand that if this is approved, I am still responsible for contacting the court or other provider to obtain or reserve the remote appearance meeting information.**
 - ☐ At the proceeding described below (*describe*):
 Type of proceeding:
 Set on (date):
 Before (*name of judicial officer, if known*):
- ☐ The person intends to appear by (*check the court's website for the method that may be used*):
 - ☐ Videoconference ☐ Audio only (including telephone)
- ☐ I agree to keep the proceeding confidential, as required, to the same extent as required if I were appearing in person.

Date: _____

(Signature)

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): TELEPHONE: FAX NO. (Optional): ATTORNEY FOR (Name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF BUTTE <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Butte County Courthouse One Court Street, Oroville, CA 95965 (530) 532-7002 </div> <div style="width: 45%;"> <input type="checkbox"/> North Butte County Courthouse 1775 Concord Avenue, Chico, CA 95928 (530) 532-7002 </div> </div>	CASE NUMBER:
PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER:	
<input type="checkbox"/> MEMORANDUM TO SET CASE FOR TRIAL <input type="checkbox"/> COUNTER MEMORANDUM	

1. Nature of Case: ☐ Unlawful Detainer less than \$25,000 ☐ Extraordinary Writ ☐ Civil Harassment
☐ Asset Forfeiture ☐ Other _____

2. Time Estimated for Trial: _____ Hours _____ Days

3. Requesting a Jury: ☐ Yes ☐ No

4. Indicate parties:

a. Plaintiff: _____ Attorney: _____ Address & Tel. No.: _____ _____ _____	b. Defendant: _____ Attorney: _____ Address & Tel. No.: _____ _____ _____
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(Attach an additional sheet if there are more parties.)

The above entitled case is at issue as to all parties and I hereby request that it be set for trial.

Dated: _____
 Signature of: ☐ Plaintiff ☐ Defendant ☐ Counsel

Any party not in agreement with the information or estimates given shall within ten days after the service of this *Memorandum to Set Case for Trial*, or five days in an Unlawful Detainer proceeding, serve and file a *Counter Memorandum*.

PROOF OF SERVICE BY MAIL – 1013a 2015.5 C.C.P.

I am a citizen of the United States and a resident of the County of _____. I am over the age of eighteen years and not a party to the within above entitled action; my residence/business address is: _____.

On _____, 20____, I served a copy of this document and _____

on the (Check One) ☐ Defendant ☐ Plaintiff, by placing a true copy thereof enclosed in a sealed envelope with postage thereon fully prepaid, in the United States Post Office mail box at _____, to the address indicated in (Check One) ☐ 4a ☐ 4b above or ☐ Parties listed on Attachment.

I declare under penalty of perjury under the laws of the State of California that the foregoing, including any attachment, is true and correct and that this declaration is executed on (date): _____, at (place): _____.

 (Type or print name)

 (Signature of Declarant)

SUPERIOR COURT OF CALIFORNIA • COUNTY OF BUTTE Family Law Division 1775 Concord Ave Chico, California 95928 (530) 532-7003	FOR COURT USE ONLY
Petitioner: Proposed Spouse/Partner:	
QUESTIONNAIRE FOR MINOR TO MARRY OR ESTABLISH A DOMESTIC PARTNERSHIP	CASE NUMBER

The following information is provided to the Court for consideration regarding the parties who are requesting permission to marry or establish a domestic partnership.

Length of couple's relationship: _____

Why do you want to get married or establish a domestic partnership now? (add additional pages if needed)

If the Court does not grant your request, what will you do?

Is there a pregnancy involved in your desire to marry or establish a domestic partnership? ☐ Yes ☐ No

If 'Yes', how many months pregnant are you? _____ (please file medical verification of pregnancy with the Court)

If pregnancy were not involved, would you still desire to marry or establish a domestic partnership at this time?

☐ Yes ☐ No

Living Arrangements

Currently:

☐ By ourselves ☐ With Petitioner's parent(s) ☐ With Proposed Spouse/Partner's parent(s)

☐ Other: _____

If granted permission to marry:

☐ By ourselves ☐ With Petitioner's parent(s) ☐ With Proposed Spouse/Partner's parent(s)

☐ Other: _____

Transportation

☐ Auto

☐ Bus

☐ Other: _____

Expenses per month

Rent	\$	Car Payment	\$	Loan Payments	\$
Utilities	\$	Car Insurance	\$	Credit Card	\$
Food	\$	Other Car Expenses	\$	Other Expenses	\$
Total:					\$

Parental/Guardian Consent (Petitioner)

☐ The approve ☐ They object

☐ Other: _____

Parental/Guardian Consent (Proposed Spouse/Partner)

☐ The approve ☐ They object

☐ Other: _____

Petitioner:		Proposed Spouse/Partner:		CASE NUMBER:
--------------------	--	---------------------------------	--	--------------

Petitioner's Information

Name: _____ DOB: _____

Address: _____

Phone Number: _____

Currently attending school: ☐ Yes ☐ No Highest grade completed: _____

Reason for leaving school: (if applicable) _____

I ☐ am ☐ am not a ward or dependent of the Juvenile Court.

☐ I have never been married. ☐ I have been married _____ times.

If applicable, any prior marriages ended by: ☐ annulment ☐ divorce ☐ death

Petitioner's children:

Name:	DOB:	Father

Petitioner's Financials

☐ I am not currently employed.

☐ My current employer: _____

Take home wages per week: \$ _____ Savings: \$ _____

Other assets: \$ _____ Assistance from family: \$ _____

Petitioner's Criminal History

Have you ever been convicted of an offence? ☐ Yes ☐ No

If yes,	Date of Conviction	Charge

Are you currently on probation/parole? ☐ Yes ☐ No

Name of probation/parole officer: _____

Petitioner's Military Services

Have you ever been in the Military Service? ☐ Yes ☐ No What branch? _____

Date of discharge: _____ Type of discharge: _____

Petitioner:		Proposed Spouse/Partner:		CASE NUMBER:
--------------------	--	---------------------------------	--	--------------

Proposed Spouse/Partner's Information

Name: _____ DOB: _____

Address: _____

Phone Number: _____

Currently attending school: ☐ Yes ☐ No

Highest grade completed: _____

Reason for leaving school: (if applicable) _____

I ☐ am ☐ am not a ward or dependent of the Juvenile Court.

☐ I have never been married. ☐ I have been married _____ times.

If applicable, any prior marriages ended by: ☐ annulment ☐ divorce ☐ death

Proposed Spouse/Partner's children:

Name:	DOB:	Father

Proposed Spouse/Partner's Financials

☐ I am not currently employed.

☐ My current employer: _____

Take home wages per week: \$ _____ Savings: \$ _____

Other assets: \$ _____ Assistance from family: \$ _____

Proposed Spouse/Partner's Criminal History

Have you ever been convicted of an offence? ☐ Yes ☐ No

If yes,	Date of Conviction	Charge

Are you currently on probation/parole? ☐ Yes ☐ No

Name of probation/parole officer: _____

Proposed Spouse/Partner's Military Services

Have you ever been in the Military Service? ☐ Yes ☐ No What branch? _____

Date of discharge: _____ Type of discharge: _____

We, _____, and _____
 declare under penalty of perjury and under the laws of the State of California that the information contained on all
 pages of this form and any attachments is true and correct.

 Petitioner's Signature

 Date

 Proposed Spouse/Partner's Signature

 Date

ORDER REGARDING REMOTE APPEARANCE

THE COURT MAKES THE FOLLOWING ORDERS:

- ☐ The request to appear remotely is **denied**.
- ☐ The request to appear remotely is **approved** for party(ies), as requested, ☐ throughout the case, or ☐ for the hearing set on _____ (date), by the following remote technology:
- ☐ Videoconference only
- ☐ Audio only (telephone)
- ☐ Videoconference or audio
- ☐ The request to appear remote is **approved** with the following conditions: _____

Date: _____

Hon.
Judicial Officer,
Superior Court of California, County of Butte

☐ An assigned social worker or probation officer charged with review of court records for the purpose of making a written recommendation to the court in a social study report pursuant to Welfare and Institution code 241.1 for determination of dual status suitability of a current dependent or ward of the court.

☐ A Court Appointed Special Advocate (CASA)

☐ The California Department of Social Services in order to carry out its duty to oversee and monitor county child welfare agencies, children in foster care or receiving foster-care assistance, and out-of-state placements, or authorized legal staff or special investigators who are peace officers employed by, or who are authorized representatives of the State Department of Social Services, as necessary for the performance of their duties to inspect, license, and investigate community care facilities, to ensure that the standards of care and service provided in those facilities are adequate and appropriate, and to ascertain compliance with the rules and regulation to which the facilities are subject.

☐ The Department of Justice, to carry out its duties pursuant to Penal Code sections 290.008 and 290.08 as the repository of sex offender registration and notification in California.

☐ The Juvenile Justice Commission.

☐ An Indian child's tribe that has intervened in the child's case.

☐ An Indian child's tribe that has not intervened in the child's case.

☐ The Department of Justice for the purpose of determining if the person is suitable to purchase, own, or possess a firearm consistent with Penal Code section 29820 and Welfare and Institutions Code section 786(g)(1)(J).

☐ An individual other than a person described in Welfare and Institution Code section 827(a)(1)(A) to (a)(1)(P) who files a notice of appeal or writ petition challenging a juvenile court order, or who is a respondent or real party in interest in that appeal or writ proceeding, seeking to inspect or copy, for purposes of that appeal or writ proceeding, any records in a juvenile case file to which the individual was previously granted access by the juvenile court pursuant to Welfare and Institutions Code Section 827(a)(1)(Q), including any records or portions thereof that are made a part of the appellate record.

☐ An attorney in an administrative hearing involving the minor or nonminor only as necessary to meet the requirements of Welfare and Institutions Code section 10952 and 10952.5. The attorney acknowledges that the confidential information shall remain confidential for purposes of the administrative proceedings and be available only to the judge or hearing officer and parties to the case. The confidential information shall be sealed after the conclusion of the administrative hearing and shall not subsequently be released except in accordance with this subdivision.

☐ The California Department of Social Services, for the purpose of completing the required duties pursuant to an order setting aside an adoption, which includes vacating or setting aside a customary tribal adoption, filing a full report with the court within sixty (60) days after the notice of a petition to set aside the adoption, and for representing the child to determine if an order of adoption is to be set aside. (Welfare and Institutions Code sections 366.26 and 827).

2. I am or represent one of the following individuals and entities that may inspect a juvenile case file without a court order. I understand I am not authorized to receive copies of the juvenile case file without a court order.

☐ A member of the child's multidisciplinary team, person or agency providing treatment or supervision of the child.

- ☐ A statutorily authorized or court-appointed investigator who is investigating pursuant to Family Code section 7663, 7851, or 9001, or who is actively participating in a guardianship case involving a minor pursuant to Probate Code Section 1500, et seq. and acting within the scope of the investigator's duties in that active case.
- ☐ A local child support agency for the purpose of establishing paternity and establishing and enforcing child support orders.
- ☐ A court-appointed mediator or evaluator conducting a court-connected child custody evaluation, investigation, or assessment pursuant to Family Code 3150.
- ☐ A child welfare agency of a county responsible for the supervision and placement of a minor or nonminor dependent for the purpose of determining an appropriate placement or service that has been order for the minor or nonminor dependent by the court pursuant to Welfare and Intuition code section 786(g)(1)(H).
- ☐ A probation officer who is preparing a report pursuant to Welfare and Intuitions section 1178 on behalf of a person who has petitioned the Board of Juvenile Hearings for an honorable discharge.
- ☐ An attorney representing a person who is, or was, subject to juvenile proceedings under Welfare and Institutions Code sections 601 and 602.

3. INSPECTION OF RECORDS: I have read and agree to the following terms:

- a. Any information contained in the records shall not be disclosed or disseminated to any person, unless otherwise ordered by the Juvenile Court.
- b. Records contained in the juvenile case file shall not be altered, deleted, transmitted, copies or photographed by any means.
- c. Records placed in confidential or sealed envelopes shall NOT be opened or viewed without a court order.
- d. The Court may monitor the inspection of the records for compliance with the court's order.

4. COPY OF RECORDS: I have read and agree to the following terms:

- a. Any information contained in the records shall not be disclosed or disseminated to nay person, unless otherwise ordered by the Juvenile Court.
- b. Records placed in a confidential file or sealed envelope shall NOT be opened without a court order.

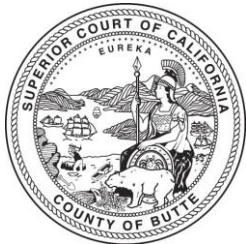
5. I understand the above warning regarding dissemination of juvenile court records. I will abide by the terms and conditions set forth for inspection and record of copies of the juvenile court records.

I declare under penalty of perjury under the law of the State of California that the foregoing is true and correct.

Date:

Type or print your name

Signature



SUPERIOR COURT OF CALIFORNIA COUNTY OF BUTTE

☐ Butte County Courthouse
One Court Street
Oroville, CA 95965
(530) 532-7002

☐ North Butte County Courthouse
1775 Concord Avenue
Chico, CA 95928
(530) 532-7002

I am an individual or work for an entity that may inspect and receive copies from the Juvenile Court without a court order and request copies of the below documents.

Fees for services are as follows:

- Copies of documents \$.50 per page
- Certification of any document, \$40.00 per Certification

If you are paying by check, please obtain a copy count from the Court - please do not send blank checks).

****Checks should be made payable to "Butte County Superior Court" & must have a case number****

Copy work requests are processing in the order received, typically within one week of receipt.

Your name/Agency:	
Case#:	
Document(s) requested:	
<input type="checkbox"/> Certified Copies Requested (\$40 per Certification, plus \$.50 per page copy work charge.	
Additional Information:	