

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF SANTA CLARA**

GENERAL COURT AND ADMINISTRATION RULES

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RULE 1 USE OF JUROR LISTS FOR TRIALS HELD IN PLACE OTHER THAN COUNTY SEAT

When a jury trial is held in a superior courthouse, other than one located in the county seat, the names for the master jury list and the qualified jury list for that trial may be selected from the area in which the trial is held.

(Eff. 1/01/07)

RULE 2 MEDIA IN THE COURT

A. REQUESTS FOR MEDIA COVERAGE

The media may request an order permitting media coverage using only the approved Judicial Council of California form MC-500, Media Request to Photograph, Record, or Broadcast, and form MC-510, Order on Media Request to Permit Coverage. Blank forms are available in the Clerk's Office.

The forms shall be filed with the Clerk's Office in the division of the Court where the request is directed at least 5 court days before the portion of the proceeding to be covered unless good cause is shown. The forms may also be filed by fax with the Court's Public Information Officer (PIO), who will forward the forms to the Clerk's Office at the courthouse where the matter is to be heard. The Clerk's Office will fax the signed file-stamped order to the PIO, who will fax a copy to the requestor.

Requests for media coverage are governed by California Rule of Court (CRC) 1.150 (e).

(Eff. 7/01/08)

B. FILMING JURORS

Photographing and filming any juror or summoned prospective juror is prohibited.

C. MEDIA IN OTHER AREAS OF COURTHOUSE

Unless approved by written order of the Presiding Judge or the Supervising Judge of that courthouse, filming, videotaping, photographing and electronic recording of any kind is not permitted in any other part of the courthouse, including but not limited to, entrances, exits, halls, stairways, escalators and elevators. Application for permission for media coverage in these areas of the courthouse shall be directed to the Presiding Judge or the Supervising Judge of that courthouse.

(Eff. 7/01/08)

Cameras and recording devices shall be turned off while being transported in any area of the court unless expressly permitted by court order. Filming, video taping and photographing of the interior of any courtroom through the glass door windows or through the double doors, or otherwise is prohibited. No microphones or cameras shall be permitted in any courtroom unless the judge hearing a matter within the courtroom has expressly authorized such use in a written order pursuant to CRC 1.150 and the local rules 2 A above.

(Eff. 7/01/08)

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D. VIOLATIONS

Any violation of this rule or an order made under this rule is an unlawful interference with the proceedings of the court and may be the basis for an order terminating media coverage, a citation for contempt of court, or an order imposing monetary or other sanctions as provided by law.

(Eff. 7/01/08)

RULE 3 ACCESS AND FAIRNESS

A. SANTA CLARA COUNTY COURT PROCEDURE

The Santa Clara County Superior Court is committed to ensuring that courtroom proceedings are conducted in a manner that is fair and impartial to all of the participants. Any complaints about bias or the appearance of bias, including but not limited to bias based on disability, gender identity, age, race, religion, ethnicity, or sexual orientation, whether that bias is directed toward counsel, court personnel, witnesses, parties, jurors, or any other participants, may be directed to the presiding judge, the court executive or the sitting judge.

(Eff. 1/01/04)

B. LOCAL COMMITTEE PROCEDURE

The Santa Clara County Superior Court and the Santa Clara County Bar Association have established a procedure to assist in maintaining a courtroom environment free of bias or the appearance of bias. This procedure is fully set forth in the Santa Clara County Bar Association's "Fairness and Equality in the Courts Procedure." Any complaints concerning conduct that exhibits bias on the part of attorneys, litigants, judges and courtroom personnel arising within the physical confines of the courthouse and courtroom over which a presiding judge and/or a sitting judge has authority or influence may be made to the Executive Director or Officer of the Santa Clara County Bar Association, or one of the four liaisons who are appointed by the Santa Clara County Bar Association to handle these complaints.

(Eff. 1/01/04)

RULE 4 TEMPORARY JUDGES

A. COURT-APPOINTED TEMPORARY JUDGES

(1) APPLICATIONS AND TRAINING

The Court appoints qualified attorneys as temporary judges pursuant to the California Rules of Court (CRC). Application forms to volunteer as a temporary judge may be downloaded from the Court's website at www.sccsuperiorcourt.org, or they are available from the Clerk's Office at the Downtown Superior Court. Attorneys applying for appointment as a temporary judge in the Small Claims or Traffic divisions who previously have not served as a temporary judge in that division, must observe two half-day calendars in the division conducted by Judicial Officers, as well

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as satisfying all other requirements set forth in the CRC. The two half-day calendars in Traffic shall include arraignments and trials.

(2) COMPLAINTS

Forms for lodging complaints about a court-appointed temporary judge may be found on the Court's website at www.sccsuperiorcourt.org, or they are available from the Clerk's Office at any courthouse where temporary judges serve. Complaints about any court-appointed temporary judge should be sent to: Temporary Judge Administrator, Santa Clara Superior Court, 191 N. First Street, San Jose, CA 95113.

B. TEMPORARY JUDGES REQUESTED BY THE PARTIES

(1) PARTY-REQUESTED TEMPORARY JUDGES

Parties requesting Court approval that an attorney or retired judge be designated as a temporary judge on a pending case shall file the stipulation required by CRC 243.31 in the Clerk's Office where the case is pending.

(2) PRIVATELY COMPENSATED TEMPORARY JUDGES

Matters pending before privately compensated temporary judges are not heard at courthouses. A notice pursuant to CRC 243.33 will be posted outside the Clerk's Office of any courthouse where the Court has approved a request for a pending case to be assigned to a privately compensated temporary judge.

(Eff. 1/01/07)