

TITLE 1
GENERAL

TABLE OF CONTENTS

RULE 1005
PAYMENT OF FEES

RULE 1010
APPLICATION BY VEXATIOUS LITIGANT TO FILE COMPLAINT

RULE 1015
CUSTODY OF PAPERS

RULE 1020
JUROR LISTS

RULE 1025
INTERPRETERS AND TRANSLATORS

RULE 1035
ATTORNEY FEES IN MINOR'S COMPROMISE CASES

RULE 1040
VIDEO RECORDATION (BLYTHE BRANCH ONLY)

RULE 1045
ENTRY OF JUDGMENT, COSTS AND FEES

RULE 1050
DIRECT FAX FILING

RULE 1055
EXHIBITS / LODGED DOCUMENTS

RULE 1060
COMMISSIONERS AS TEMPORARY JUDGES

RULE 1070
COLLECTION OF FINES

RULE 1075
STATEMENT OF FINANCIAL CONDITION

RULE 1080

PAYMENT OF COURT ORDERED FINANCIAL OBLIGATIONS

**TITLE 1
GENERAL**

**RULE 1001
WHERE TO FILE DOCUMENTS**

(Adopted 1-1-86; Moved to “Court Organization” 11-7-92, effective 1-1-93; Reinstated to Title 1 and Amended 9-29-01, effective 1-1-02; amended 1-1-03; amended 7-1-03; area code correction 1-1-05; designation correction 1-1-06; amended 4-17-09, effective 7-1-09; amended 5-3-10, effective 8-1-10; Renumbered from Rule 1.0015, 8-1-11, effective 1-1-12; Deleted 11-4-11; effective 1-1-12)

**RULE 1005
PAYMENT OF FEES**

All fees shall be paid and all pleadings and papers shall be filed with the Clerk, before they will be considered by the Court.

(Adopted 1-1-86; Renumbered from Rule 1.0025, 8-1-11, effective 1-1-12)

**RULE 1010
APPLICATION BY VEXATIOUS LITIGANT TO FILE COMPLAINT**

A person who has been found to be a vexatious litigant and is subject to a pre-filing order pursuant to California Code of Civil Procedure section 391.7(a) must file a written request to the Presiding Judge for leave to file any new litigation with the court. Pursuant to California Code of Civil Procedure section 391.7(b), the Presiding Judge shall permit the filing of said litigation only if it appears that the litigation has merit and has not been filed for the purposes of harassment or delay. Any person subject to this rule must file the written request on the most recent version of Judicial Council of California Form MC-701. Failure to use Form MC-701 may result in denial of the request.

(Adopted 5-4-11; Renumbered from Rule 1.0026, 8-1-11, effective 1-1-12)

**RULE 1015
CUSTODY OF PAPERS**

- A. Restriction on Taking. No papers, documents or exhibits on file in the office of the Clerk of this Court shall be allowed to be taken from the custody of the Clerk except as hereinafter provided.
- B. Order. By order of a Judge of this Court entered in the minutes, any exhibit may be returned to the witness or party by whom it was produced, after the

substitution of a photostatic copy thereof; provided, however, that such order may dispense with such substitution in the case of an original record, paper or object taken from the custody of a public officer which is being returned to such officer, or in the case of an exhibit used only in making proof against a party whose default has been entered, or when a photostatic copy is impracticable, in which case a receipt shall be given, or when a written stipulation of all the parties consenting thereto is filed. The application for such an order shall be supported by an affidavit stating all the pertinent facts, except where it is made on stipulation.

(Adopted 1-1-86; Amended 10-17-98, effective 1-1-99; Renumbered from Rule 1.0035, 8-1-11, effective 1-1-12)

RULE 1020
JUROR LISTS

Pursuant to Code of Civil Procedure Section 198.5, jury lists for court locations shall be drawn from the following geographic areas within the County of Riverside:

A. Riverside/Corona/Hemet/Banning/Lake Elsinore/Perris and Temecula: All areas west of North-South line running through Whitewater; including the cities and unincorporated areas of Aguanga, Anza, Banning, Beaumont, Cabazon, Calimesa, Canyon Lake, Cherry Valley, Corona, El Cerrito, Glen Avon, Highgrove, Home Gardens, Homeland, Idyllwild, Jurupa, Lake Elsinore, Lakeview, Mead Valley, Menifee, Mira Loma, Moreno Valley, Mountain Center, Murrieta, Norco, Nuevo, Perris, Quail Valley, Rainbow, Rancho California, Riverside, Romoland, Rubidoux, San Jacinto, Sun City, Temecula, Wildomar and Winchester;

1. The juror draw for the following zip codes and/or designated local geographic area zip codes shall be distributed as follows: Zip codes 92570 and 92571 75% to Southwest Justice Center and 25% to Riverside.

2. Jury panels may be drawn from the below designated local geographic areas in which the charged offense occurred:

a. Banning Court local geographic area shall include residents of postal zip codes: 92220, 92223, 92230, 92320;

The juror draw for the these zip codes and/or designated local geographic area shall be distributed as follows: 50% to Banning and 50% to Riverside.

- B. Southwest Justice Center local geographic area shall include residents of postal zip codes: 92302, 92306, 92343, 92344, 92349, 92383, 92396, 92530, 92531, 92532, 92536, 92539, 92543, 92544, 92545, 92546, 92548, 92549, 92562, 92563, 92564, 92567, 92572, 92581, 92582, 92583, 92584, 92585, 92586, 92587, 92589, 92590, 92591, 92592, 92593, 92595, 92599.
1. The juror draw for the these zip codes shall be distributed as follows: 80% to Southwest Justice Center and 20% to Riverside.
- C. Indio/Palm Springs: All areas east of North-South line running through Whitewater, and west of North-South line running through Desert Center; including the cities and unincorporated areas of Arabia, Bermuda Dunes, Cathedral City, Coachella, Desert Beach, Desert Hot Springs, Indian Wells, Indio, La Quinta, Mecca, North Shore, Oasis, Palm Desert, Palm Springs, Pine Meadow, Pinyon Pines, Rancho Mirage, Salton, Sky Valley, Thermal, Thousand Palms and Whitewater;
- D. Blythe: All areas east of North-South line running through Desert Center; including the cities of Blythe, Desert Center, Eagle Mountain, Ironwood, 100 Palms and Ripley.
- E. If, after the commencement of jury selection, the number of jurors in the local geographic area shall prove insufficient for the jury trial, the trial judge shall have the discretion to supplement the sub-panel with available jurors from the master list.

(Added 10-30-99; effective 1-1-00; amended 4-25-03, effective 7-1-03; Renumbered from Rule 1.0056, 8-1-11, effective 1-1-12)

RULE 1025
INTERPRETERS AND TRANSLATORS

- A. General Information – All Languages
1. Interpreters shall be provided by the Court in criminal, traffic, juvenile, and family law domestic violence actions. Parties shall make necessary arrangements to provide their own interpreter in all other matters. The Court shall schedule and pay the costs of interpreters interpreting for prosecution witnesses during the witness' testimony only.
 2. In instances wherein the Court provides interpreters, parties must provide the Court with either a minimum forty-eight (48) hour (two business days) notice (for Spanish and Sign) or five (5) business days notice (for all other languages) to ensure that an interpreter will be available.

3. Requests to the Court for interpreter services are to include the following information: date, time, and place interpreter is needed, case number, name of requesting attorney, whether requirement is for a trial, for a full day or a half day, or for a short hearing such as pronouncement of judgment, etc.
4. If a court proceeding's time and/or date are changed or canceled by the parties, and interpreter services have been arranged by the Court for that proceeding, the party that requested the interpreter must notify the Court twenty-four (24) hours in advance of the change or cancellation. Timely notice of changes are absolutely necessary in order to cancel or reschedule an interpreter, thus precluding a needless trip by the interpreter and a fee payment by the Court.
5. Court-appointed interpreters shall be available and remain on call for those portions of either half or full day of retained service when initial assignments are completed.
6. In the event that an interpreter has two separate assignments in different court locations in Riverside County on the same day, that interpreter shall bill the Court at the full day rate rather than multiple half days.
7. Court-scheduled interpreters shall be compensated at the rate established by the Court.
8. A copy of the Interpreters' Fee Schedule shall be maintained in the Courts' Executive Office.

B. Interpreters for Deaf and Hearing Impaired Persons

The Court shall provide an interpreter for deaf or hearing impaired individuals for all court proceedings pursuant to Evidence Code 754.

(Adopted 1-1-86; Amended 10-16-98, effective 1-1-99; Renumbered from Rule 1.0060, 8-1-11, effective 1-1-12)

**RULE 1030
ARBITRATOR'S FEES**

(Deleted 4-21-10, effective 7-1-10; Renumbered from Rule 1.0066, 8-1-11, effective 1-1-12)

**RULE 1035
ATTORNEY FEES IN MINOR'S
COMPROMISE CASES**

- A. A petition to compromise a minor's claim should contain the following information:
1. A brief statement which sets forth the facts which establish liability.
 2. A statement which outlines all medical treatment furnished, to date, what future medical, if any, is expected to be required and the nature and extent of any permanent injuries sustained by the minor.
 3. The total medical expenses incurred by the minor to date and the estimated cost of any anticipated medical attention which will be required in the future.
 4. A reasonably detailed declaration setting forth all effort expended on behalf of the minor in obtaining the settlement and how it was expended. The declaration should address any or all of the following factors:
 - a. Was the case an obvious liability and policy limits case that just needed processing?
 - b. What was the degree of difficulty involved:
 - c. How much skill was needed and employed?
 - d. How much risk was there of a poor result for the amount of work done?
 - e. How much money did the attorney advance?
 - f. How many hours of work did the attorney do?
 - g. What result was achieved?
 - h. What time elapsed between the work and getting paid the attorney fees?
 - i. The fact that the attorney's fee is contingent on recovery.

For additional information see Niederer v. Ferriera, [1987] 189 Cal. App. 3d 1485.
 5. Where the injuries (damages) clearly exceed the amount of the insurance policy being offered, the statement should also include a recitation of all steps taken to determine if any additional coverage or assets are available from which the minor could seek compensation.

Any additional information that may be of assistance to the court in determining if the petition should be granted or would assist the court in determining reasonable compensation for the attorney in the case.

- B. Structured Settlement. If the petition for approval of a claim under Section 3500(b) of the Probate Code relates to a structured settlement calling for future periodic payments, the petition shall state the cost of the annuity.

(Adopted 1-1-86; Amended 4-4-92, effective 7-1-92; Amended 4-1-95, effective 7-1-95; Amended effective 7-1-07; Renumbered from Rule 1.0070, 8-1-11, effective 1-1-12)

RULE 1040
VIDEO RECORDATION (Blythe Branch Only)

The official record of proceedings in which audio/video equipment is used shall consist of two video tape recordings made simultaneously. One shall be labeled "A" and the other "B". To the extent possible, tape "A" shall be stored and used only if tape "B" is damaged. Tape "B" shall be used for purposes of copying and making a record on appeal.

All official proceedings using audio/video recordings shall be identified by date, court, department, and sequence (A,B,C,D). Recording C, D or dubbed audio/video tapes will be available to parties in the order in which they requested copies. A \$50.00 charge will be required for each audio/video tape.

A typed transcript of the proceedings shall be provided upon request in the same manner, form and cost as a transcript prepared and delivered by an official court reporter.

In each instance, the judge or his designee shall affix to the official audio/video tape recordings: 1) a log which accurately reflects the proceedings conducted and, in the judge's discretion, other events of notice, and 2) a certificate asserting the accuracy of the audio/video tape as reflected on the log.

(Added 10-21-89, effective 1-1-90; Amended 10-19-96, effective 1-1-97; correction 1-1-06; Renumbered from Rule 1.0073, 8-1-11, effective 1-1-12)

RULE 1045
ENTRY OF JUDGMENT, COSTS AND FEES

(a) Entry of judgment

The clerk of this court does not maintain a judgment book. Therefore, in this court all judgments and amendments thereto are entered as of the date on which they are filed, pursuant to Code of Civil Procedure section 668.5.

(b) Entry of costs and fees

No entries of the particular amounts of costs and fees shall be made by alterations or additions on the face of a judgment. No party shall propose to amend a judgment solely to reflect the entry of the amount of any costs or fees. The entry of costs and fees shall be in accordance with the provisions of Code of Civil Procedure section 685.090, California Rules of Court rules 8.104 and 8.751 describing what constitutes entry, and any other applicable provision of law. In cases where a party is entitled to costs because a motion to tax or strike a cost memo was not brought, such costs shall be deemed entered upon the expiration of the time for making the motion. The party entitled to such costs may file and serve a “notice of entry” of such costs. If requested by any party, costs and fees that the judgment creditor is entitled to collect shall be reflected in any abstract of judgment, writ of execution, writ of possession, or other appropriate post judgment forms issued by the clerk.

(Adopted effective 7-1-07; Renumbered from Rule 1.0086, 8-1-11, effective 1-1-12)

RULE 1050
DIRECT FAX FILING

Pursuant to California Rules of Court, Rule 2.304 et. Seq., a party may file by fax directly with the appropriate court location using the facsimile numbers located on the court’s website at <http://riverside.courts.ca.gov/faxlist.shtml>. The first sheet transmitted shall be the Judicial Council *Facsimile Transmission Cover Sheet (Fax Filing)* (form MC-005), followed by any special handling instructions. Each document transmitted for direct filing with the court shall contain the phrase “BY FAX,” and if represented by an attorney, the attorney shall also include his or her facsimile machine telephone number, designated as a “fax” number, and his or her e-mail address immediately below the title of the document.

Parties may register on-line at <http://riverside.courts.ca.gov/faxregister.shtml> or may complete form RI-M01 to register for the court’s direct fax filing program. The form is located on the court’s website at <http://riverside.courts.ca.gov/localfrms/ri-m01.pdf>

**Court Locations Accepting
Direct Fax Filings**

Case Types Heard

Desert Region

Blythe
265 N. Broadway
Blythe, CA 92225

Civil, Criminal, Family Law, Small Claims,
Traffic, Unlawful Detainers

Larson Justice Center
46-200 Oasis Street
Indio, CA 92201

Civil, Criminal, Family Law, Adoptions, Small
Claims, Traffic, Unlawful Detainers

Indio Juvenile

Juvenile

47-671 Oasis Street
Indio, CA 92201

Palm Springs
3255 E. Tahquitz Canyon Way
Palm Springs, CA 92262

Probate

Mid County Region

Hemet
880 N. State Street
Hemet, CA 92543

Civil, Family Law, Adoptions, Small Claims,
Traffic, Unlawful Detainers

Southwest Justice Center
30755-D Auld Road
Murrieta, CA 92563

Criminal, Juvenile, Unlawful Detainers

Temecula
41002 County Center Drive #100
Temecula, CA 92591

Civil, Small Claims, Traffic

Western Region

Banning
135 N. Alessandro Road
Banning, CA 92220

Civil, Criminal, Small Claims, Traffic,
Unlawful Detainers

Hall of Justice
4100 Main Street
Riverside, CA 92501

Appeals, Criminal

Historic Courthouse
4050 Main Street
Riverside, CA 92501

Civil, Probate, Guardianships

Moreno Valley
13800 Heacock Street
Building D, #201
Moreno Valley, CA 92553

Small Claims, Traffic, Unlawful Detainers

Riverside Family Law
4175 Main Street
Riverside, CA 92501

Family Law, Adoptions

Riverside Juvenile
9991 County Farm Road
Riverside, CA 92503

Juvenile

(Added 4-4-92, effective 7-1-92; amended 4-3-93, effective 7-1-93; amended 10-19-96, effective 1-1-97; amended 4-19-97, effective 7-1-97; amended 10-17-98, effective 1-1-99; amended 1-1-03; amended 7-1-03; area code correction 1-1-05; amended effective 7-1-09; Renumbered from Rule 1.0091, 8-1-11, effective 1-1-12)

**RULE 1055
EXHIBITS/LODGED DOCUMENTS**

Prior to expiration of time for appeal, “exhibits” and/or “lodged documents” shall not be released to attorneys or any other parties without order of the Court.

(Added 4-25-98, effective 7-1-98; amend. 10-17-98, effective 1-1-99; Renumbered from Rule 1.0092, 8-1-11, effective 1-1-12)

**RULE 1060
COMMISSIONERS AS TEMPORARY JUDGES**

All Commissioners are appointed as Temporary Judges. Their Oaths of Office are available at the Executive Office of the Court.

(Adopted 4-28-06, effective 7-1-06; Renumbered from Rule 1.0115, 8-1-11, effective 1-1-12)

**RULE 1065
CASE MANAGEMENT POLICY**

(Added 10-23-93, effective 1-1-94; Moved from Title 7 (Rule 7.0005) and Title 11 (Rule 11.0030), 10-17-98, effective 1-1-99; amend. 10-18-02, effective 1-1-03; Renumbered from Rule 1.0200, 8-1-11, effective 1-1-12; Deleted 11-4-11; effective 1-1-12)

**RULE 1070
COLLECTIONS OF FINES**

On July 1, 1992, the Executive Officer/Clerk shall assume responsibility for management of the Revenue and Recovery Unit (now called Enhanced Collections Division) presently assigned to the County Executive Office. Also, on this date, the Executive Officer/Clerk shall assume responsibility for the collection of all fines ordered in criminal proceedings.

- A. Effective July 1, 1992, all fines ordered on criminal matters as a part of Terms and Conditions of Probation shall be ordered paid to the Clerk of the Court.
- B. The Probation Officer and Executive Officer/Clerk shall establish procedures to insure the Court is properly informed of compliance or failures to comply with the payment of court ordered fines.

(Added 4-25-98; effective 7-1-98; moved from Title 7 (Rule 7.0039) 10-17-98, effective 1-1-99; Renumbered from Rule 1.0210, 8-1-11, effective 1-1-12)

**RULE 1075
STATEMENT OF FINANCIAL CONDITION**

- A. In all cases in which a defendant requests court appointed counsel at public expense, defendant shall be required to complete a financial statement, under penalty of perjury, disclosing all assets and liabilities, incomes from any and all sources, and expenses in a form approved by this Court. After receipt by the Court, a finding will be made in accordance with the guidelines set forth by Administrative Order.

A defendant's failure to comply with the provisions of this rule shall be sufficient ground for denial of court appointed counsel at public expense.

- B. If an in custody defendant at the time of his/her arraignment requests court appointed counsel at public expense, his/her custodial status shall constitute a prima facie showing of his/her indigency. No further showing pursuant to paragraph A, above, need be made. However, this appointment is deemed

conditional and upon the release of the defendant, or upon request of appointed counsel or the court, he/she shall be required to fully comply with this rule, no later than his/her next court appearance.

Failure to comply with this subsection shall be sufficient ground for denial of court appointed counsel at public expense.

(Adopted 1-1-86; Amended 10-23-93, effective 1-1-94; moved from Title 7 (Rule 7.0040) 10-17-98, effective 1-1-99; Renumbered from Rule 1.0215, 8-1-11, effective 1-1-12)

RULE 1080

PAYMENT OF COURT ORDERED FINANCIAL OBLIGATIONS

All court ordered financial obligations, including fines, fees, cost of probation and victim restitution, are to be paid forthwith or in a manner to be determined by the courts' Enhanced Collections Division.

(Added 4-25-98, effective 7-1-98; moved from Title 7 (Rule 7.0041) 10-17-98, effective 1-1-99; Renumbered from Rule 1.0220, 8-1-11, effective 1-1-12)