

# SUPERIOR COURT OF CALIFORNIA COUNTY OF RIVERSIDE



## COURT RESERVATION FREQUENTLY ASKED QUESTIONS

**1. Q: What is the Court Reservation System (CRS)?**

A: The Court Reservation System (CRS) allows users to reserve and manage motion hearing dates. CRS is available 24 hours a day, seven days a week.

**2. Q: Do I have to create an account in order to use the Court Reservation System?**

A: Yes, to use the Court Reservation System parties must create an account prior to creating reservations. The account can be created online at [www.riverside.courts.ca.gov/OnlineServices/CourtReservation/court-reservation-system.php](http://www.riverside.courts.ca.gov/OnlineServices/CourtReservation/court-reservation-system.php)

**3. Q: What fees are charged when reserving a motion?**

A: The court will not charge any fees at the time a hearing reservation is made.

**4. Q: What is a Court Reservation Number?**

A: The Court Reservation Number is a reference number that will be issued upon completion of a law and motion hearing reservation. That number shall be referenced on the motion pleading when filed so the court can ensure the reservation is completed.

**5. Q: Is the court's previous 'Request Civil Motion Hearing Date' still available?**

A: No, the court's 'Request Civil Motion Hearing Date' program became unavailable on Wednesday, June 30, 2021. The new Court Reservation System (CRS) started on July 1, 2021.

**6. Q: Can I make more than one reservation at a time?**

A: No. Only one reservation for one motion hearing may be made at a time. Reserving more than one hearing for the same motion is prohibited.

**7. Q: What if I need a different date or more time and need to extend my current motion hearing reservation date into the future?**

A: The moving party may reschedule the motion hearing reservation in the reservation system.

**8. Q: Is there a fee to continue a motion hearing reservation?**

A: Yes. The fee to continue a reservation is \$20.00 plus a credit card percentage fee.

**9. Q: What if I no longer need the reservation?**

A: The moving party can cancel a future motion reservation at any time. It is important to cancel a future reservation that is no longer needed. Because CRS updates instantly, the reservation will be made available to others, thereby maximizing reservation availability to the public and efficient use of the court's time and resources.

**10. Q: What if I am unable to locate my case to reserve a motion hearing date?**

A: Double check the case number to ensure it is correct. Make sure the case type is valid. Only Small Claims cases are not allowed for motion hearing reservations.

**11. Q: Can the court make motion reservations on my behalf?**

A: No. Parties must make, continue, or cancel all reservations in the CRS system.

**12. Q: What motions can be scheduled using the Court Reservation System (CRS)?**

A: The following motions can be scheduled using CRS

- Trial/Non-Trial Related Ex-Partes
- Motion for Summary Judgment
- Anti-SLAPP Motions
- Civil Discovery Motions
- Motions to Strike
- Demurrers
- All General Motions

All motions and related documents shall be filed with the clerk's office according to statute. Once the motion is filed with the court your request shall be confirmed.

**13. Q: Are there motions that are excluded from the Court Reservation System (CRS)?**

A: Yes, the following motions may **not** be scheduled online and must be filed at the applicable court location:

- Motions on Small Claims Cases
- Civil Motions for New Trial
- Civil Motions to Set Aside Judgment
- Civil Motions Notwithstanding Verdict
- Civil Motions for Pro Hac Vice
- Motions in Limine
- Default Prove-Up

**14. Q: What departments are accepting motion requests and when?**

A: Information on what departments are accepting motion requests, days of the week, and times can be found on the court's website.