

## San Francisco Superior Court Local Rules | 8.2 Law and Motion Calendar

Effective January 1, 2015

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### A. Hearing.

1. Time of Hearing. All limited and unlimited jurisdiction matters are heard in Department 302 at 9:30 a.m. Monday through Friday. The time may be changed by the Judge presiding in the Law and Motion Department, and notice of these hearings will be published in the official legal newspapers and posted in the Civic Center Courthouse.

2. Selection of Date.

a. Parties must schedule and notice hearings within the time limits provided by law, e.g., CCP § 1005. Parties should confer with all other parties before scheduling and noticing a hearing.

b. Before filing a motion, the moving party must obtain a hearing date and reservation number from the Court by sending an email to [calendar302@sftc.org](mailto:calendar302@sftc.org). If a litigant does not have an email address, the litigant may call the court at: (415) 551-3688 between 8:00 a.m. and 12:00 non to obtain a hearing date. (Request submitted after 12:00 noon may be processed the next business day.)

c. After obtaining a hearing date, the moving party must electronically file the motion within 24 hours. Parties excluded from the requirements of LRSF 2.10 must file the motion in Room 103. After filing, the moving party must bring a courtesy copy of the filing to Department 302. If a motion challenges the sufficiency of a pleading already on file, the moving party must also supply a courtesy copy of that pleading. Courtesy copies of all subsequent filings relating to the motion must be delivered to Department 302. See LRSF 2.6 (B) and (C).

d. Asbestos Law and Motion matters are heard every Tuesday, Wednesday, and Thursday at 9:30 a.m. in Department 503.

e. A motion may not be noticed in a Law and Motion Department on or after the date set for trial.

f. Failure to comply with any part of this subsection may result in the matter being placed off calendar.

3. Appearance by Telephone. Parties may appear by telephone at all hearings unless such permission is expressly denied by the judicial officer presiding over the hearing. Telephone appearances must be arranged through Court Call by calling 1-888-88-COURT.

## **B. Continuances and Motions Off Calendar.**

1. Informing the Court. A request that a motion be taken off calendar or that a hearing be continued to a later date must be made by email, with a copy to all other parties, to [calendar302@sftc.org](mailto:calendar302@sftc.org). The request must include the name of the party making the request, the name of the person making the request on behalf of the party, the case number, and the current Local Rules of Court San Francisco Superior Court Rule 8 date of the hearing. If the request is to continue the motion to a later date, the request must state that all parties affected by the motion have agreed to the new date. If a party requesting that a motion be taken off calendar or that a hearing be continued to a later date does not have email access, the party may, in lieu of email, provide all of the foregoing information in a letter personally delivered to the Law and Motion department. No continuances will be granted on the date set for hearing except upon a personal appearance and a showing of good cause in writing. The judge hearing the matter has discretion concerning continuances, including the right to deny continuances, to rule, or to take the matter off calendar at any time despite agreement of the parties to the contrary.

2. Motions Off Calendar. Matters cannot be taken off calendar after noon the Court day before the hearing.

3. Renoticed Motions. A motion which has been taken or ordered off calendar may be rescheduled for hearing only by written notice served in compliance with CCP § 1005. If a motion previously has been noticed for hearing, a notice rescheduling the hearing for another date must specify the date on which the matter originally was scheduled to be heard.

4. Improper Noticing. Matters noticed for hearing on an official Court holiday will not be continued to the following day on the Court's own motion or pursuant to stipulation. If a party should so notice a motion, counsel should arrange to continue it by stipulation to a different date, or renotice the matter.