

2.1 Filing and Format of Documents *(Eff. 7/1/98; As amended, eff. 7/1/19.)*

- (a) All papers submitted for filing shall conform to California Rules of Court, Rule 2.100 through 2.119. The clerk will endorse up to three copies of each document filed. It is recommended that all original signatures be in blue ink.
- (b) Except where leave of court has been granted, the clerk shall not accept for filing any papers, documents, exhibits or dividers presented on pink or yellow paper.
- (c) Documents may be submitted for filing as follows: by mail or filed in person at the clerk's filing window, by use of the drop box **or by e-Filing which is available on the Calaveras Superior Court website.**

Drop Box – A depository will be available for anyone seeking to file documents with the Court. The box will be accessible for document deposit until 4:00 p.m. on all court business days. Any documents deposited in the drop box before 4:00 p.m. will be deemed filed on the date of deposit, provided they are appropriate for filing. Matters requiring immediate judicial attention such as restraining order requests should never be placed in the drop box. No person, other than an authorized court employee is permitted to remove any item from the drop box. Conformed copies of a filing will not be returned via mail unless accompanied by a return envelope with adequate postage thereon

2.6 Court Interpreters *(Eff. 7/1/03; As amended, eff. 7/1/19.)*

- (a) In all proceedings, ~~(except~~ **including** small claims), counsel or self-represented litigants requiring the assistance of a court interpreter for a non-English speaking party or witness at hearing or trial must make all necessary arrangements prior to the trial or hearing for the presence of an appropriate interpreter. **The requesting party is required to file local form *Interpreter Request Form*.** A request for an interpreter should be submitted once the requirement presents itself.
- (b) To request an interpreter for a court proceeding complete the local Request for Court Interpreter Form or inform a Clerk at the counter. For Mediation, inform the clerk in the Self-Help Center.
- (c) Counsel or the party must immediately notify the court upon learning that the services of the interpreter are not required. Failure to timely notify the court of the cancellation of the need for an interpreter may result in an order for reimbursement to the court for any cancellation fee the court is required to pay to the interpreter.
- (d) **If anyone has a complaint about language access services or desires to provide feedback about language access services, they may complete and submit local form *Language Access Complaint Form*.**



Language Access Services Complaint Form



Superior Court of California, County of Calaveras
400 Government Center Drive
San Andreas, CA 95249



www.calaveras.courts.ca.gov



(209) 754-9800



LEPP@calaveras.courts.ca.gov

Instructions

The California courts want all Californians, including those who do not speak English well, to have access to the courts. If you have a complaint about language access services at a local court, or if you would like to provide feedback about language access services, fill out and turn in the complaint form.

Please keep the following in mind:

- If you need language access services for an active court case, send us your complaint as soon as possible.
- Fill in as much information as you can. *You do not have to give your name*, but it is helpful to know how to contact you so we can get more information if needed.
- You can use the form to provide comments or suggestions about language access services.
- Language access complaints may be submitted orally or in other written formats. However, use of the court's local form is encouraged to ensure tracking and that the court received full information of the complaint.
- Filing a complaint will not negatively affect your court cases or the services you get at the court.
- Your complaint will NOT become a part of your case file or part of your case.
- If you are making this complaint on behalf of someone else, fill out the information of the person we should contact about the complaint.
- You can fill out the form and turn it in at your local courthouse by hand, postal mail or e-mail it at the addresses below. You can also fill it out and turn it in online.

For complaints about services at your local court related to staff, court interpreters, or local translations, fill out and mail or e-mail your complaint form to:

Superior Court of California,
County of Calaveras
Attn: Language Access Representative
400 Government Center Drive
San Andreas, CA 95249

E-mail: @calaveras.courts.ca.gov

The form is available for free both in hard copy at the courthouse and online on the court's website.

For complaints about the Judicial Council's services—Judicial Council meetings, forms, or other translated material hosted on www.courts.ca.gov — **do not use this form**. Please go to www.courts.ca.gov/languageaccess.htm to submit your complaint.

Thank you for taking the time to let us know how we are doing, and for helping us to improve our language access services for all Californians.



Language Access Services Complaint Form

Fill out this form to complain about language access services in the California courts. Provide as much detail as possible. You do not *have to* give your name or contact information if you do not want to, but it will help us investigate your complaint.


Your complaint will NOT become a part of your case file. Do not use this form if you have a complaint about the outcome of your case.

If you want to provide other comments and suggestions (not a complaint), fill out Part 2 of this form, under "Give Us Feedback."


Information about Person with Complaint:

Today's date: _____

Name: _____

 Telephone: _____

Address: _____

 E-mail: _____

Primary language you speak: _____

Primary language you write: _____

Best contact method: mail e-mail phone

If you are filling out this form for another person, please provide your contact information below:


Today's date: _____

Name: _____

Organization: _____

 Telephone: _____

Address: _____

 E-mail: _____

Primary language you speak: _____

Primary language you write: _____

Best contact method: mail e-mail phone

PART 1. Describe the Complaint

Check and fill out all that apply.

I asked for an **interpreter** but did not get one.

Tell us when (date) and where (location) this happened: _____

Case number (if any): _____

I am not satisfied with the services of the **interpreter**.

Name of the interpreter: _____

Interpreter badge #: _____ Date of interpreter service: _____

Location: _____ Case number (if any): _____

Why were you not satisfied with the interpreter services? _____

Other problem with **court staff** related to language access.

Date of incident: _____

Name of staff person: _____

Department: _____

Describe incident: _____

The **form** I need is not in my language.

Give form number, name, or description: _____

The **information** I need is not in my language.

Specify what information you need translated: _____

The translation of the form or information I received has **mistakes**.

Describe document or information: _____

Describe mistakes: _____

Other complaint related to language access.

Have you complained to another agency about this problem? Yes No

If Yes, provide the name of the agency: _____

Add any other information that may help us review your complaint: _____


PART 2. Give Us Feedback


Other comments or suggestions: _____

Thank you. We will contact you within **60 days** of receiving this form.

You can fill out the form and turn it in at your local courthouse by hand, postal mail or e-mail it at the addresses below.

Superior Court of California, County of Calaveras
400 Government Center Drive, San Andreas, CA 95249

 www.calaveras.courts.ca.gov

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Note: The following language could be provided by the court to the individual submitting the complaint via e-mail or as an automatic online response if submitting it online.

Your complaint or comments have been submitted.

We will contact you within **60 days** of receiving your complaint or comments.

We may need to contact you using the contact information you provided.

If your complaint, comments, or suggestions are about an issue not related to language access services, we will send it to the appropriate court, agency, or department.

Small claims hearings:

~~You may ask a friend, relative, or someone else to interpret for you when you go to court. Please do not ask a child (minor, under the age of 18) to interpret for you. Nor can the interpreter be a party to the action.~~

~~A Court interpreter needs to be familiar with legal terms and concepts in both English and your first language. (Eff. 7/1/03; As amended, eff. 1/1/18.)~~

2.12 Bulky and Hazardous Exhibits (Eff. 1/1/04; As amended, eff. 7/1/19.)

- (a) The Executive Officer/Clerk of the Calaveras County Court will not accept or retain exhibits that are bulky¹, heavy² or designated as hazardous waste material³.
- (b) Pursuant to Penal Code §1417.3(b) and upon a finding of good cause, certain toxic materials may be brought into a courtroom and introduced into evidence provided they remain at all times in a sealed condition and properly labeled as to the exact contents thereof. Unless otherwise ordered by the court, the person bringing the evidence into the courtroom shall retain it and shall be responsible for the storage of the evidence and for the production and substitution of a photograph record in lieu of the evidence.
- (c) In the event the court does not order the substitution of a photograph and/or technical report for the actual controlled substance evidence, the evidence shall be stored by the person delivering it into the courtroom until it is eligible for destruction.
- (d) Additional exhibits which are not to be sent to the courts' exhibits custodian, unless there is a court order for the court to retain them, include the following:
 - (1) Any type of explosive powder.
 - (2) Any explosive chemical such as toluene, ethane, etc.
 - (3) Any explosive device such as a pipe bomb, hand grenade, etc.
 - (4) Any flammable device such as a Molotov cocktail.
 - (5) Any canister containing tear gas, mace, etc.
 - (6) Any corrosive liquid.
 - (7) Any rags soaked with any flammable liquid which are still damp or wet.
 - (8) Dry P.C.P. in other than an airtight package, i.e., plastic.
 - (9) Any liquid P.C.P.
 - (10) Exhibits purporting to contain samples of blood, urine, human or animal fluids or tissues, or other items requiring refrigeration and/or humidity controlled storage.
 - (11) All controlled substances as defined in §11007 of the California Health and Safety Code (which refers to schedules of controlled substances listed in H&S Sections 11054, 11055, 11056, 11057 and 11058) have been designated by the court as hazardous waste materials.

¹ "bulky" objects are those exceeding 1 cubic foot in volume.

² "heavy" objects are those exceeding 3 lbs. by weight.

³ All controlled substances listed in Health & Safety Code Sections 11054, 11055, 11056, 11057, and 11058 are considered to be hazardous waste material.

- (e) Exhibits which fall into one of the above classifications are not to be sent to the courts' exhibits custodian. Photographs, technical reports, or identical dummy objects shall be used in lieu of the original object. This rule shall not apply to capital cases. *(Eff. 1/1/04.)*
- (f) **Prior to making and admitting exhibits into evidence, the submitting party is required to disclose the number of pages of each exhibit to the court clerk and to the opposing party or counsel to ensure no pages are missing.**

2.14 Photographing, Recording, or Broadcasting in Court *(Eff. 1/1/09; As amended, eff. 7/1/19.)*

- (a) Definitions: This rule adopts the definitions contained in California Rules of Court, rule 1.150(b), except as follows:

- (1) The term “media coverage” means any photographing, recording or broadcasting in court by the media; and
- (2) The term “court” means any courtroom or courthouse in the county where the court conducts business, including all entrances, exits, hallways, elevators, and adjacent court parking areas.

- (b) Unless expressly permitted by written Court order, filming, videotaping, photographing, and electronic recording are not permitted in any area of the Courthouse, including, but not limited to, entrances, exits, hallways or adjacent parking areas.

Cameras and recording devices, including but not limited to cameras and recording devices incorporated into a laptop or tablet computers, cell phones or “smart” phones, shall be turned off on court premises, unless expressly permitted by written Court order.

Filming, videotaping, and photographing the interior of the Courthouse, including the courtrooms, through windows or the glass portions of the courtroom doors is prohibited.

- (c) Court Order Required: While in court, no one may engage in photographing, recording, or broadcasting, or activate any camera, microphone, recording, or broadcasting device, except:

- (1) In a courtroom where the judge has issued an order allowing media coverage under California Rules of Court, rule 1.150 and Local Rule 2.14(d), or expressly granted permission, under California Rules of Court, Rule 1.150(d) or otherwise, to photograph, record, and/or broadcast; or
- (2) Inside the courthouse but outside the courtroom, if it is with prior written permission from the Presiding Judge. Cameras and recording devices shall be turned off while being transported in any area of the court unless expressly permitted by court order.

- (d) No Obstruction of Public Access: Persons engaged in photographing, recording, and broadcasting must not obstruct pedestrian traffic, create traffic congestion, or otherwise impede access to court proceedings, offices, services, or facilities.
- (e) Jurors: Photographing and/or filming any juror or summoned prospective juror is prohibited.
- (f) Written Media Requests Required: Persons requesting media coverage of any type, including pool cameras, must complete and submit for judicial approval Judicial Council form MC-500, specifying: 1) the time estimate for coverage; 2) the proposed placement of cameras, microphones and other equipment; and 3) whether the coverage will be disseminated live or recorded for future dissemination and MC-510 Order on Media Request to Permit Coverage.
- (g) Responsibility for Compliance with Rules: Media (as defined in California Rules of Court, rule 1.150(b)(2)) and any other person seeking to photograph, record or broadcast in court must be familiar with, and comply with this rule and the California Rules of Court, Rule 1.150.
- (h) No Restriction On Judicial Discretion: This rule does not restrict a judge's discretion to regulate sound or image capturing, photographing, recording or broadcasting in his or her courtroom.
- (i) If a request is granted then on the day of the ~~preceding~~ proceeding the media representative shall immediately report to the bailiff with identification and a copy of the order permitting media coverage.