

SUPERIOR COURT OF CALIFORNIA
County of Marin



NOTICE

**Revision of the Uniform Local Rules of Court
for July 2026**

(California Rule of Court 10.613)

The Judges of the Marin County Superior Court have approved a draft set of proposed Local Court Rules. As authorized under CRC 10.613, they are posted on the internet at the following web page of the Court:

[Local Rules | Marin County Superior Court](#)

Should an individual or organization not have access to the internet, a printed copy of the local rules of court may be obtained at a cost of \$40.00 by writing the Court at:

Marin County Superior Court
Court Executive Officer
Attn: Local Rules of Court
P.O. Box 4988
San Rafael, CA 94913-4988
administration@marin.courts.ca.gov

Written comments or proposed changes should be submitted to the above no later than **Thursday, May 14, 2026 by 4:00 p.m.**

Should you need additional information regarding the proposed revisions, please call Court Administration at (415) 444-7020, or email administration@marin.courts.ca.gov.

March 30, 2026

MARIN COUNTY SUPERIOR COURT

**LOCAL RULE REVISION TABLE
FOR JULY 2026**

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★ = DELETED

ADMINISTRATION OF CIVIL LITIGATION

2.3 FORMS TO BE ISSUED BY CLERK UPON FILING OF COMPLAINT

Upon the filing of a complaint, the Clerk will provide to the plaintiff or cross-complainant the following three documents:

- ~~1. Alternative Dispute Resolution (ADR) Informational Notice (CV006);~~
- ~~2. Notice of Case Management Conference (CV008), indicating the assigned judge and the date of the First Case Management Conference; and~~

1. Notice – Judicial Assignment, indicating the assigned judge;
2. Notice – Case Management Conference, indicating the date of the first Case Management Conference; and
3. A file-stamped copy of the Summons and Complaint

From the Court's website at www.marin.courts.ca.gov under Forms & Filing, Judicial Council Forms section, the plaintiff or cross-complainant shall obtain the following two documents:

- ~~34.~~ A blank Case Management Statement (CM-110)
- ~~4.5.~~ A blank Notice of Settlement of Entire Case (CM-200)

[Rule 1.3 adopted effective 5/1/98; amended 7/1/15; renumbered as Rule 2.3 effective 1/1/22]

2.6 RESPONSIVE PLEADING

A. Service. Each party that has been served with summons and complaint shall file and serve all necessary responsive pleadings according to the time frames set forth in the summons.

B. Entry of Default.

1. If a responsive pleading is not filed, the plaintiff or cross-complainant must, within ten (10) calendar days after the statutory time for filing the responsive pleading has expired, request the entry of a default. Upon the plaintiff's or cross-complainant's failure to request entry of default, at the First Case Management Conference an Order to Show Cause will issue as to why the Court should not impose sanctions for the failure to request entry of default.

~~2. After a request for entry of default is filed, the Court will set and notice the case for default hearing.~~ A default judgment by clerk ~~in lieu of appearance~~ may be submitted in cases where Code of Civil Procedure § ~~section~~ -585 applies.

3. Parties may seek to set aside a default by a stipulation submitted with a proposed order. If the Court approves the order, an answer or other responsive pleading must be filed within ten (10) days of the filing of the order.

[Rule 1.6 adopted effective 5/1/98; amended 7/1/15; renumbered as Rule 2.6 effective 1/1/22]

2.12 APPLICATIONS FOR EX PARTE ORDERS, PROVISIONAL REMEDIES AND ORDERS SHORTENING TIME

All applications must comply with applicable CRC rules (e.g., CRC 3.1200 et seq., 3.1300.). Except as otherwise specifically provided by these rules, parties shall present applications for ex parte orders or provisional remedies as follows: Parties shall present civil applications involving injunctive relief, extraordinary provisional remedies (writs of attachment), emergency relief and appointment of receivers and any matters subject to the civil delay reduction program to the civil judge assigned to the action at the time of filing. However, if the judge to whom an application should be presented under this rule is unavailable (i.e., not physically present) or is disqualified, or in cases of emergency, then parties shall present the application to the assigned judge's designated backup judge. Parties may obtain the time for presenting applications in each department online at <https://www.marin.courts.ca.gov/divisions/civil>. **At the time of the hearing, parties should be prepared to make a showing justifying their emergency to proceed ex parte.**

Parties shall pay the ex parte application filing fee to the Clerk's Office prior to the hearing in a department.

[Rule 1.12 adopted effective 5/1/98; amended 7/1/15; renumbered as Rule 2.12 effective 1/1/22]

2.13 DISCOVERY FACILITATOR PROGRAM

A. Policy of the Marin County Superior Court. Parties must reasonably and in good faith attempt informal resolution of each issue in any discovery dispute in a civil case prior to filing a discovery motion. Parties must submit a declaration setting forth this reasonable and good faith attempt at resolution with any discovery motion, pursuant to Code of Civil Procedure § **section** 2016.040. Notwithstanding the outcome of a particular motion, the Court may impose a monetary sanction on any party who fails to meet and confer as required, for the reasonable expenses, including attorneys' fees, incurred by anyone as a result of that failure. (~~Code of Civil Procedure~~ **Code Civ. Proc.**, § 2023.020.)

For any discovery dispute in a civil case that the parties cannot resolve informally in the meet and confer process, it shall be the policy of the Marin County Superior Court to require use of the Discovery Facilitator Program ("the Program"). Reasonable and good faith participation in the Program before the filing of a discovery motion satisfies a party's meet and confer obligation for purposes of this rule.

In furtherance of this policy, all parties to a discovery dispute are expected to participate in good faith in the Discovery Facilitator Program or another appropriate form of dispute resolution before the matter is set for hearing. Nonparties who are the subject of a discovery motion (including third-party recipients of subpoenas or discovery requests) are encouraged, but not required, to participate in the Discovery Facilitator Program or other ADR process. The Court may consider the participation or non-participation of such nonparties in managing how the discovery motion proceeds.

B. Participation in the Program. Parties to a civil case discovery dispute shall be referred to the Program or participate in the Program in one of the following ways:

1. *Before the Filing of a Discovery Motion.* The parties may request referral to the Program, before the filing of a discovery motion, by ~~submitting a stipulation to the ADR~~

~~Coordinator or~~ filing a stipulation with the court. Filing the stipulation will toll the time for filing the discovery motion until a party files a Declaration of Non-Resolution with the Court (see Rule 2.13H); or

2. After *the Filing of a Discovery Motion*. After the filing of a discovery motion, the Court shall refer the dispute to the Program. All discovery motions will be referred to the discovery facilitation process. The parties and the discovery facilitator shall promptly commence the resolution process upon the discovery facilitator's appointment. The court anticipates that the motion will not go forward on the assigned hearing date if the court has not received a Declaration of Non-Resolution of the motion at least five (5) court days prior to the scheduled hearing date.

C. Discovery Facilitator Panel. The Court shall maintain a list of qualified Discovery Facilitators. Each panelist on the list must be an active member of the State Bar licensed for at least 10 years or a retired judge.

D. Selection of a Discovery Facilitator. The Discovery Facilitator shall be selected for a discovery motion as follows:

1. The ADR Coordinator shall select, at random, a number of names from the panel of qualified Discovery Facilitators equal to the number of sides plus one and shall prepare a list of the names of the randomly selected Discovery Facilitators. The ADR Coordinator shall provide this list to the parties upon the filing of a discovery motion or referral stipulation. For purposes of this rule, a "side" shall consist of all parties represented by the same counsel (e.g., where one counsel represents more than one plaintiff or cross-complainant or more than one defendant or cross-defendant).

2. If the parties agree on the selection of a Discovery Facilitator from the list provided, they shall notify the ADR Coordinator within ten (10) calendar days following the filing date of the discovery motion or referral stipulation. If the parties cannot agree on a Facilitator, then within the ten (10) calendar day period, each side shall submit to the ADR Coordinator a written rejection identifying no more than one name on the list of potential Facilitators that it does not accept.

3. Promptly upon expiration of the ten (10) calendar day period, the ADR Coordinator shall appoint one of the persons on the list who was either agreed upon or whose name was not rejected to serve as Discovery Facilitator.

4. The ADR Coordinator shall promptly assign the case to the Discovery Facilitator and shall serve the "Notice of Appointment of Discovery Facilitator" on all parties and on the Discovery Facilitator. Upon receipt of the "Notice of Appointment of Discovery Facilitator," the parties shall promptly deliver to the Discovery Facilitator copies of the pleadings and discovery necessary to facilitate resolution of the dispute.

E. Facilitator Process. The Discovery Facilitator shall establish the procedures in each case to be utilized by the parties, through telephone conferences, exchange(s) of letters or emails and/or in-person conferences, for discussion and attempted resolution of the discovery dispute.

F. Compensation. Beginning from the time the Discovery Facilitator receives notice from the parties or the Court of an appointment, the Discovery Facilitator shall devote up to two (2)

hours, without charge to any of the parties, in an attempt to facilitate resolution of the discovery dispute. If the matter has not resolved after the two hours, the parties may continue working with the Discovery Facilitator if the parties and the Discovery Facilitator agree regarding the Discovery Facilitator's compensation.

G. Resolution. If a pending discovery motion is resolved, then no later than five (5) ~~calendar~~ **court** days before the scheduled law and motion hearing date the moving party shall withdraw the motion and drop it from the calendar. If the motion is not dropped at least five (5) **court** days prior to the date it is on calendar, the moving party shall file a declaration explaining to the Court why the motion could not have been dropped sooner.

H. Declaration of Non-Resolution.

1. If a discovery dispute is not resolved with the assistance of the Discovery Facilitator, each party shall file and serve a pleading entitled "Declaration of Non-Resolution." The Declaration shall not exceed three pages and shall briefly summarize the remaining disputed issues and each party's contentions. If the parties entered the Program after filing a discovery motion, then the Declaration caption shall include the name of the motion and the date of the hearing, and the parties shall file and serve it no later than five (5) court days prior to the hearing.

2. If the Declaration of Non-Resolution is filed less than five (5) court days prior to the date the motion is on calendar, the Court shall issue a tentative ruling, dropping the hearing from calendar.

3. The Discovery Facilitator may at their option, serve on all parties or their counsel of record and file with the Court, a report containing a brief summary of the dispute and the parties' contentions, and any legal or factual analysis made by the Discovery Facilitator regarding the dispute.

[Rule 1.13 adopted effective 7/1/12; amended 7/1/17; renumbered as Rule 2.13 effective 1/1/22; amended effective 1/1/26]

2.14 SETTLEMENT CONFERENCE

A. Mandatory Settlement Conference. The Court shall hold a mandatory settlement conference in all cases where a jury trial has been demanded or in the Court's discretion.

B. Settlement Conference Statement. At least ten (10) court days before the settlement conference, parties shall lodge ~~an original and two copies of~~ a settlement conference statement with the Court. If excused by the Court from E-filing, ~~the excused~~ party shall ~~provide two envelopes of sufficient size, and with sufficient postage, to accommodate mailing~~ the statements to the settlement panelists. The Court may impose sanctions of \$99 per calendar day for statements lodged late. The parties shall note the date and time of the settlement conference and trial on the face sheet of the statement. The settlement conference statement shall comply with all requirements of CRC 3.1380(c) and shall also include the following, where applicable:

1. Pertinent excerpts of medical reports, depositions, photographs, and records with material portions highlighted on all copies submitted;
2. The highest previous offer and lowest previous demand;

3. The date of the last face-to-face settlement discussion;
4. Presentation of any special barriers to settlement.

C. Required Attendance. The Court requires personal attendance at all settlement conferences by lead trial counsel, a client representative with full settlement authority and, in cases involving third-party payors, a representative with full settlement authority from each third-party. Exceptions to this rule require advance written approval from the Court.

D. Sanctions. An attorney's or party's failure to prepare for, appear at, or participate in a settlement conference, absent good cause shown, may result in the imposition of sanctions.

[Rule 1.14 adopted effective 5/1/98; amended and renumbered as Rule 2.14 effective 1/1/22]

2.17 UNLAWFUL DETAINERS

A. Settlement Conferences. Settlement conference statements are not required for unlawful detainer cases. Even when no trial date has been scheduled, a party in an unlawful detainer action may request a settlement conference by filing a request with the Court. The Court will set the requested settlement conference on the same date and time as it schedules other unlawful detainer settlement conferences.

B. Orders. The prevailing party shall prepare an order after the Court has granted any motion. Because time is of the essence, the prevailing party is not required to send the order to the opposing party for approval as to form.

~~C. Calendaring Demurrers and Motions to Strike in Unlawful Detainer Cases.~~

~~1. Upon the service of an unlawful detainer summons and complaint, the defendant has five (5) calendar days to file a response.~~

~~2. All demurrers and motions to strike filed in an unlawful detainer action shall be set for hearing within ten (10) calendar days consistent with California Rules of Court, rule 3.1320(d). The Court finds good cause to set such hearings on a shortened time as Code of Civil Procedure section 1170.5, subdivision (a) expressly contemplates that the Court conduct expedited proceedings in those cases.~~

~~3. Demurrers and motions to strike shall be served on the plaintiff as follows:~~

~~—(a) If by personal service, at least five (5) calendar days prior to the hearing.~~

~~—(b) If served by mail, at least nine (9) calendar days prior to the hearing.~~

~~4. Opposition to the demurrer and motion to strike shall be filed and served at least three (3) calendar days prior to the hearing. Service must be by personal delivery, electronic or facsimile transmission (if agreed upon), express mail, or other means reasonably calculated to ensure delivery to the other party or parties no later than the close of business three (3) calendar days before the hearing.~~

~~5. Should the demurrer be overruled, the motion to strike be denied, or the motion to strike part of the complaint be granted without leave to amend, the defendant shall be granted five (5) calendar days to file an answer.~~

[Rule 1.17 adopted effective 5/1/98; amended and renumbered as Rule 2.17 effective 1/1/22]

2.19 SMALL CLAIMS ~~CONTINUANCES CASES~~

A. Continuances. Any party may submit a written request to postpone a hearing for good cause. The Court will only consider requests to continue small claims proceedings if the Court receives the request in writing at least ten (10) calendar days before the hearing date, unless the Court determines that the requesting party has good cause to file the request at a later date. The requesting party shall mail or personally deliver a copy of the continuance request to each of the other parties to the action. If the Court finds that the interests of justice would be served by postponing the hearing, the Court will postpone the hearing and will notify all parties by mail of the new hearing date.

[Rule 1.19 adopted effective 5/1/98; amended 7/1/15; renumbered as Rule 2.19 effective 1/1/22]

~~2.20 SMALL CLAIMS EXHIBITS~~

B. Exhibits.

Plaintiffs:

Small Claims plaintiffs are encouraged to attach their evidence (documents and/or photographs) to their *Plaintiff's Claim and ORDER to Go to Small Claims Court* ([Form SC-100](#)). The evidence will then be served at the same time as the SC-100.

A plaintiff can also use *Small Claims Evidence Cover Sheet* (Local Form SC015) and follow the service and filing instructions included on the form.

Defendants:

Small Claims defendants are encouraged to attach their evidence (documents and/or photographs) to their *Defendant's Claim and ORDER to Go to Small Claims Court* ([Form SC-120](#)). The evidence will then be served at the same time as the SC-120.

If the defendant does not have a claim, a defendant can use *Small Claims Evidence Cover Sheet* ([Local Form SC015](#)) and follow the service and filing instructions included on the form.

All Small Claims customers can file their documents (including evidence) either in person in Room 113 or via [eFiling](#).

[Rule 2.20 adopted effective 7/1/25]

6.5 SETTLEMENT CONFERENCES

A. Mandatory Settlement Conference. A mandatory settlement conference pursuant to CRC 3.1380 shall be held in all cases where a trial or evidentiary hearing has been demanded. The date for the settlement conference shall be assigned at a status conference.

B. Settlement Conference Statement. At least ten (10) court days before the settlement conference, parties shall lodge ~~an original and two copies of~~ a settlement conference statement with the Court. If excused by the Court from E-filing, ~~the excused~~ party shall ~~provide two~~

~~envelopes of sufficient size, and with sufficient postage, to accommodate mailing~~ the statements to the settlement panelists ~~after submitting to the Court~~. The Court may impose sanctions of \$99 per calendar day for statements lodged late. The parties shall note the date and time of the settlement conference and trial on the face sheet of the statement. The settlement conference statement shall comply with all requirements of CRC 3.1380(c) and shall also include the following, where applicable:

1. A brief statement of the case;
2. A statement of facts including: (a) factual and legal contentions in dispute; and (b) citations of authorities which support legal propositions;
3. The date when the last face-to-face settlement discussion was held.

7.6 EX PARTE MATTERS AND ORDERS

A. Ex Parte Applications. All ex parte applications shall be made to the assigned judicial officer unless that judicial officer is unavailable. All applications for ex parte relief will be heard in the assigned family law department at that department's calendar start time, Monday through Friday. Ex parte matters involving the Department of Child Support Services (DCSS) will be heard at the beginning of the regularly scheduled DCSS calendar. The ex parte procedure shall be used only in emergencies. At the time of the hearing parties should be prepared to make a showing justifying their emergency to proceed ex parte.

The ex parte application shall be filed, and the filing fee (or Application and Order for Fee Waiver) shall be paid to the Clerk's Office prior to the hearing in a department.

B. Conditions for Issuance of Ex Parte Orders. Before submitting ex parte applications, parties shall comply where applicable with Family Code §§ 2045, 3060-3064, and CRC 5.151 et seq., including all requirements for a declaration setting forth that notice to the other party has been given or, alternatively, the reason notice has not been given. A party seeking an ex parte order shall, complete and file Judicial Council form FL-303, which is available at Legal Self Help Center or online at [Legal Self-Help Center | Superior Court of California | County of Marin](#) and attach to the application a conformed copy of any prior order(s) which the applicant seeks to enforce or modify. Parties appearing at the ex parte hearing shall serve the ex parte application or any written opposition on all other appearing parties at the first reasonable opportunity. Absent exceptional circumstances, no hearing shall be conducted unless such service has been made. Any attorney or party requesting an ex parte order is required to deliver all documents required pursuant to California Rule of Court 3.1201 and/or 5.151 to the court by no later than 10:00 a.m. the day before the hearing. Delivery shall be through eFiling if an attorney, or through eFiling, mail, or in person in room 113 if the party is a self-represented litigant. ~~The party seeking the order may notify the Court by calling (415) 444-7044 and leaving a message no later than 10:00 a.m. the court day before the ex parte appearance.~~ All required documents shall be served on the opposing party/attorney at the first reasonable opportunity before the hearing.

C. Orders Shortening Time. If an order shortening time for the hearing and/or service is requested, the supporting declaration shall state whether the responding party has been contacted and has agreed to the date and time proposed for the hearing and/or service. If the responding party has not been contacted or has not agreed to the proposed setting, the supporting declaration shall clearly demonstrate why the hearing and/or service should be set on the proposed date without

the consent of the responding party. Provision for immediate delivery of the pleading to responding party should be set forth in the order.

[Rule 6.6 adopted effective 5/1/98; amended and renumbered as Rule 7.6 effective 1/1/22; amended 7/1/24]

7.8 FORMAT OF SUPPORTING DOCUMENTS AND EXHIBITS

A. Minimize Number of Attachments. The Court discourages the practice of attaching voluminous and numerous exhibits to declarations and points and authorities used in Law and Motion or Request for Order proceedings. Quote the applicable portion of a document, correspondence, deposition, or pleading, at the appropriate point in a declaration or points and authorities rather than use an attachment. ~~However, if it is believed to be necessary to attach supporting documents and exhibits, then such documents and exhibits shall be submitted and bookmarked in an organized fashion, in compliance with CRC 3.110(f).~~

B. Discovery Motions. See [MCR 7.15](#).

C. Discovery Exhibits. See [MCR 7.15](#)

D. Prior Court Order. Where a prior order of the Court is relevant, ~~it is not necessary to submit a copy of the entire order as a separate exhibit. Instead, reference may a reference should~~ be made to the date the order was filed and the pertinent language of the order (or a summary if not in dispute). ~~A copy shall not be attached~~

E. Attachment of Previously Filed Documents. Parties ~~are discouraged from attaching~~ ~~shall not attach~~ previously filed documents to a pleading, pending motion or request for order. If a litigant wants to ensure that the court was able to locate a previously filed document, that person may- ~~reference to the date the document was filed and the pertinent language of the document (or a summary if not in dispute)~~ ~~deliver a courtesy copy of that document to the Judicial Officer hearing the matter.~~

F. Address Verification in Post-Judgment Proceedings. In all post-judgment proceedings, parties must submit an Address Verification Declaration for Post-Judgment Request for Order. For custody/visitation or child support, parties shall use FL-334. The Address Verification Declaration to be used for matters other than those related to minor children is Local Form (FL070) available at Legal Self Help Center, or online at [Local Forms | Superior Court of California | County of Marin](#)

[Rule 6.8 adopted effective 5/1/98; amended and renumbered as Rule 7.8 effective 1/1/22; amended 7/1/24]

7.12 HEARINGS

A. Tentative Rulings. Marin County utilizes a tentative ruling system pursuant to CRC 3.1308 for family law cases set for hearing on the Law and Motion and Request for Order Calendar. The moving party in any family law matter shall attach to any Order to Show Cause or Request for Order the Notice to Parties in Family Law Matters, a Local Form (FL008) available at Legal Self Help Center, or online at [Local Forms | Superior Court of California | County of Marin](#), concerning the availability of tentative rulings by email. The moving party's proof of service shall indicate that this notice has been served or the hearing may be continued on the Court's own motion or on request of the party aggrieved by the non-compliance.

B. Obtaining Tentative Rulings. Parties ~~may~~ shall obtain tentative rulings online at [Tentative Rulings | Marin County Superior Court \(ca.gov\)](#) or by calling (415) 444-7260 from 2:00 to 4:00 p.m. on the court day preceding the scheduled hearing. Family law cases that are designated as confidential by California law will not be posted online. Tentative rulings in those matters may be obtained by telephone from the judicial secretary at (415) 444-7260. Confidential cases include matters involving unmarried parents filed prior to 2023, ~~or~~ cases involving reproductive assistance, **cases involving Special Immigrant Juvenile Status**.

C. Oral Argument. If a party wants to present oral argument **or disagrees with the tentative ruling**, the party must contact the Court at (415) 444-7046 and all opposing parties by 4:00 p.m. the court day preceding the scheduled hearing. Notice may be by telephone or in person to all other parties that argument is being requested (i.e. it is not necessary to speak with counsel or parties directly.) Unless the Court and all parties have been notified of a request to present oral argument, no oral argument will be permitted except by order of the Court. If oral argument is not requested, the tentative ruling **shall will** become the order of the Court.

D. Length of Hearings. Non-evidentiary hearings on the Law and Motion and Request for Order Calendar are limited to a maximum of 20 minutes.

[Rule 6.12 adopted effective 5/1/98; amended 1/1/20; renumbered as Rule 7.12 effective 1/1/22; amended 7/1/24]

7.16 DISCOVERY FACILITATOR PROGRAM

A. Participation in the Discovery Facilitator Program. Parties to a dispute regarding discovery in a family law case may participate in the Discovery Facilitator Program by stipulation or shall be referred to the Program by order of the Court.

1. *Before the Filing of a Discovery Motion.* The parties may request referral to the Program, before the filing of a discovery motion, by ~~submitting filing~~ a stipulation for such a referral ~~to the ADR Coordinator~~ with the Court. The filing of such stipulation will toll the time for filing a motion to compel discovery of the disputed issues until notice of resolution of the discovery dispute is filed with the Court.

2. *Upon the Filing of a Discovery Motion.* Upon the filing of any Request for Order (RFO) or Motion to Compel Discovery, the RFO or Motion will be immediately referred to the Discovery Facilitator Program.

CHILD CUSTODY/VISITATION

7.17 PROCEDURES

A. Initial Child Custody Recommending Counseling. Marin County is a recommending County (Family Code § 3183). Any Request for Order **for custody/visitation filed with a Family Court Services Intake Sheet** will be referred, through the Clerk's Office, to Family Court Services of the Marin County Superior Court for orientation and child custody recommending counseling (hereinafter "CCR counseling"). CCR counseling is an opportunity for parents to work with a child custody recommending counselor ~~(hereinafter "CCR counselor")~~, either together or separately, in order to create a detailed agreement that suits their children's specific needs. This

agreement will be signed by a judicial officer and become the custody order. Absent an agreement between the parties, the CCR counselor will make a written recommendation for an order of custody and visitation. Such report will be available to each party prior to the hearing. As to the CCR counseling process, the parties are referred to the Child Custody Recommending Counseling Orientation Booklet available through Family Court Services or online at [Family Court Services | Superior Court of California | County of Marin](#) . Both Parents will receive a certified letter, with return receipt requested, advising them of the date, time and location of their appointment. If a parent prefers to receive the appointment letter via email or regular first class mail, they may fill out and deliver Local Form [FL079](#) to Family Court Services.

7.24 BENCH/BAR SETTLEMENT CONFERENCE STATEMENT GENERALLY

A. Issues and Contentions. Each party shall serve and file a BBSC Statement, which shall set forth the issues and all contentions and positions to be raised at trial by that party. The BBSC Statement shall be filed, not lodged.

B. Filing. At least fifteen (15) court days before the BBSC, the court's ADR coordinator will notify the attorneys or self-represented parties, as the case may be, of the name and mailing address of the assigned Judge Pro Tem and the two BBSC panelists who will serve at that day's BBSC.

The parties/counsel shall file and serve their BBSC statements on opposing party/counsel, **the assigned Judge Pro Tem, and the two assigned BBSC panelists** [no later than ten (10) court days before the BBSC]. ~~The BBSC statements will be forwarded by the court to the Judge Pro Tem and panelists.~~

If neither party submits timely BBSC Statements, the BBSC will be taken off calendar; in that case, the parties are ordered to appear in the assigned department's morning calendar the day after the BBSC was scheduled. At that time, the court will consider a monetary sanction against either or both parties for their failure to comply with BBSC procedures.

If one party submits their BBSC statement late, the case will not be removed from the BBSC calendar, but the court may sanction the party who fails timely to submit a BBSC statement in the sum of \$99 per day payable to the court.

C. Updated Preliminary Declarations of Disclosure. At the time of filing the BBSC Statements, each party shall update their preliminary Declaration of Disclosure as necessary to reflect any material change in income or expenses of the party and any material change in the characterization or value of separate or community property and/or debts.

[Rule 6.24 adopted effective 5/1/98; amended 1/1/20; renumbered as Rule 7.24 effective 1/1/22 amended 7/1/24]