



The State Bar Court *of California*

HON. CATHERINE D. PURCELL
PRESIDING JUDGE
HON. CYNTHIA VALENZUELA
SUPERVISING HEARING JUDGE

GENERAL NOTICE AND FAQs

Updated February 1, 2021 and Effective Until Further Notice

The State Bar Court continues to closely monitor the COVID-19 pandemic and state and local stay-at-home orders, and has issued several orders and notices in response to the evolving situation. Additionally, the State Bar Rules of Procedure and State Bar Court Rules of Practice have been significantly revised to accommodate electronic submission to the court and electronic service between parties.

Orders and notices are available on the State Bar Court's current notices page, <http://www.statebarcourt.ca.gov/Current-Notices>. This page is continually updated and the court encourages those who have business with the State Bar Court to periodically check this webpage for further information and to see if there are changes to the court's operations.

Frequently Asked Questions Regarding the State Bar Court's Current Operations:

Question 1: Is the State Bar Court conducting remote proceedings?

Answer 1: Yes. The State Bar Court continues to conduct essential business. Unless otherwise ordered, remote court events, including but not limited to settlement conferences, hearings, trials, and oral argument are being held as scheduled. See the [General Notice Re Remote Court Events](#), effective May 20, 2020, for details regarding remote court events.

Question 2: How can I find the information needed to view a remote court event?

Answer 2: The public events calendar ("Public Events"), which provides access information for public remote court events, is posted to the [Current Notices](#) page of the State Bar Court website by end of day Friday for the following week. Any changes are posted as soon as possible.

Question 3: Do parties still need to mail the hard copy pleading with original signature to the State Bar Court if they submitted it by email?

Answer 3: No. The State Bar Court will accept electronic submissions that satisfy State Bar Court Rules of Practice, rule 1111. The court will not provide a conformed copy of the document when filed. To confirm that your filing was received, please check the online [State Bar Court Docket](#). Your electronic submission is filed unless you receive notification of rejection.

Question 4: If I send a pleading or other document to the court by email after the court's business hours that complies with State Bar Court Rules of Practice, rule 1111, when will it be filed?

Answer 4: The court's business hours are 8:45 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. Electronic submissions received after 5:00 p.m. will be filed on the next court day. For example, if the court receives a pleading by email at 5:10 p.m. on Friday, it will be filed the following Monday unless that Monday is a holiday. If that Monday is a holiday, it will be filed the following court day (Tuesday).

Question 5: Can the Office of Chief Trial Counsel (OCTC) submit trial exhibits through interoffice mail?

Answer 5: Yes.

Question 6: Can a party submit a request for certified records electronically?

Answer 6: Yes. Until further notice, requests for certified copies of discipline documents may be requested by email at SBCDisciplineCopies@calbar.ca.gov, and the \$25 certification fee is waived. A request should include the case number and the specific document(s) requested. Requested documents will be sent to the requester by email. For additional information regarding public court records, see the [Public Records & Information](#) page of the court's website.

Question 7: I need to submit a motion to disqualify a judge, but rule 5.46(H) requires that a judge be personally served, or that the motion be served on the judge's court specialist if the judge is present in the State Bar's office or in chambers. Is personal service required while the State Bar is closed to the public?

Answer 7: No. While the state and local stay-at-home orders remain in effect and until further notice, judges of the State Bar Court are waiving personal service of motions to disqualify. A party may serve a judge with a motion to disqualify a judge by emailing the motion to the judge's courtroom email address.