

CALENDARING PROTOCOL FOR EMERGENCY CRIMINAL PROCEEDINGS

In response to the court's limited calendars due to the coronavirus pandemic and social distancing requirements, we have provided an avenue to calendar time critical hearings. Upon reopening, on May 29, 2020, we will be working through significant backlogs and will reduce the number of litigants and inmates onsite by reducing calendar size so that we are able to adhere to social distancing requirements. As a result, we will continue to provide an avenue to add time critical cases to our calendars. To do so, we require your adherence to these protocols, so that together we can balance the safety and health of all while mitigating transportation of inmates, where appropriate.

Effective June 8, 2020, and until further notice, the following processes shall be followed for requesting time critical matters to be calendared. Examples of time critical requests include but are not limited to: preliminary hearings nearing the 60-day rule, defendants whose custody time would have been served had their sentencing hearing had been held during the COVID-19 closure, cases with warrants impacting immigration removal proceedings, etc. Generally, cases for out-of-custody or misdemeanor defendants are not considered time critical.

To submit a calendar request for a future calendar date, send an email to the district where the case is located. Emails received for matters *not* related to time critical hearings *will not* be processed and a response will not be provided. Use the following email address for time critical hearing requests:

District	Email Address	Phone Number
Joshua Tree	TimecriticalrequestsJT@sb-court.org	(760) 974-3048
Rancho Cucamonga	TimecriticalrequestsRC@sb-court.org	(909) 350-9764
San Bernardino Justice Center	TimecriticalrequestsSBJC@sb-court.org	(909) 384-1888
Victorville	TimecriticalrequestsVV@sb-court.org	(760) 245-6215

The following format must be used. All field are mandatory and the failure to include required information may prevent your request from being processed.

Email Subject: ***Time Critical Hearing***

In the body of the email, include:

- ***Court case number***
- ***Defendant name & DOB***
- ***Booking number, if defendant in-custody***
- ***Counsel name & contact information, including phone number***
- ***Whether defendant is in-custody or not***
 - ***If defendant is in-custody, whether presence is required***
- ***Qualifying factor for time critical status***
- ***Calendar date requested (at least three days from date of request)***

Hearings will be set at least two days from the date of processing of the request. Any requests received after 11:00 a.m. will not be processed until the following day. A confirmation email with the hearing date, time and department will be sent to the requesting party, who is responsible for notifying opposing counsel.

Requests received from defendants who are represented by counsel will not be processed. The request must be submitted by the attorney of record on the case or by a defendant who has been designated by a judge in open court as being self-represented.