

New Procedures to Conduct Business Via Email and Online in the Criminal Division as of August 27, 2020

In response to the Covid 19 Pandemic, the Court has instituted several changes to its operations in the Criminal Division to facilitate and enhance access to justice.

- **Search for a Future Calendared Date by Defendant Name, Attorney name or Department:**
<https://www.sfsuperiorcourt.org/divisions/criminal/upcoming-cases>
All the documents are fully searchable so you can also search by court number within any of the documents using the “find” or “search” function.
- **Search a Calendar on a Specific Date or the Entire Criminal Case Index**
<https://sfsuperiorcourt.org/divisions/criminal>
- **To Calendar A Motion, Email the Court at:**
Room101MotionsRequest@sftc.org
- **To Calendar a Disposition, Email the Court at:**
MTRDispo@sftc.org

In your email you must:

1. Affirm that all parties approve the disposition.
 2. Provide a detailed disposition that includes all terms and conditions of the agreement, including credit for time served as of the date of the disposition and any new probation expiration date.
 3. Affirm that the client’s custody status regarding out-of-county holds has been researched and if there is a hold that you have made necessary arrangements so that a hold will be citable or will otherwise not interfere with the court’s order.
- **To arrange to have a client that is in custody appear via Zoom at the San Francisco Sheriff’s Department via their Virtual Justice Program please contact the Sheriff’s Court Supervisors at (415) 551-7532**
 - **Judges Are Available for Virtual Settlement Conferences**
To schedule a settlement conference, contact Julius Deguia in the SF District Attorney’s Office.
 - **To Check for the Receipt by the Court of Subpoenaed Records, Email the Court at:**
SubpoenaedRecordsandExhibits@sftc.org