

UPDATED March 15, 2021: New Criminal Protocols to Address Covid-19

NEW-Criminal E-Filing Pilot now live.

- Please contact your office administrator for more information and see the “**Motion Matrix**” for eligible filing types.
- If you are a private attorney, please contact [File and Serve Express](#) for more information on how to set up an account for filing.
- Note: Please continue to provide hard courtesy copies per [Local Rule 2.7\(B\)-Courtesy Copies](#)

Locate Your Next Court Date, Visit Our Website At:

<https://www.sfsuperiorcourt.org/divisions/criminal/upcoming-cases>

- You can search by defendant name, attorney name or department.
- 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

NEW-Calendar A Motion, please see the new “Motion Matrix**”**

- The new Matrix identifies motions that require preapproval
- The new Matrix provides new email addresses to request preapproval
- All other motions may be filed without preapproval

Calendar a Disposition, Email the Court To:

MTRDispo@sftc.org

You must include the following:

1. Disposition is for an in-custody defendant that results result in a release.
2. The DA has approved the disposition.
3. The email to the Court must include:
 - a) A fully detailed disposition that includes all terms and conditions of the agreement. This **must include CTS** as of the date of the disposition and **any new probation expiration date.**
 - b) Please also state 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.
4. The Court confirms via email or.
5. If not approved, the Court will send an email returning the request for more detail or to provide a missing component of the request.

Schedule a Virtual Settlement Conference Email To:

julius.deguia@sfgov.org

Check for Subpoenaed Records, Email To:

SubpoenaedRecordsandExhibits@sftc.org

Have an In-Custody Defendant Appear via Zoom using San Francisco Sheriff's Department Virtual Justice Process:

- Counsel should reach out to courtroom bailiff
- Scheduled on first come first serve basis
- Contact the Sheriff's Supervisors at (415) 551-7532