

# SAN FRANCISCO SUPERIOR COURT SUPPORT STAFF LISTING

**CIVIC CENTER COURTHOUSE**  
**400 McAllister St., SF, CA 94102-4514**

**PRESIDING JUDGE / ASST PRESIDING JUDGE**

Garrett L. Wong, PJ ..... 551-3705  
 Samuel K. Feng, APJ ..... 551-0322

**PRESIDING JUDGE STAFF** ..... 551-3693

Clerks, #206 ..... 551-3705

**EXECUTIVE OFFICE, #205**

T. Michael Yuen, Court Executive Officer..... 551-5707  
 (Vacant), Director of Admin ..... 551-3951  
 Ken Garcia, Communications Dir..... 551-5957  
 Sue W. Wong, Chief Financial Officer..... 551-5757

**ACCESS, #509**..... 551-5880

**ADMINISTRATIVE SERVICES & TRAINING**

(Vacant), Dir of Admin., #205..... 551-3951

**CIVIL DIVISION (Limited / Unlimited), #103**

GENERAL CIVIL INFO (8:30 am - 4 pm)..... 551-4000

**Administration**

Wayne Parinas, Chief Operations Officer /  
 Civil, Jury, Probate, Unified Family Court..... 551-5770  
 Diane Hakewill, Court Manager, Appeals/Civil Case Mgmt./  
 Filings/Probate/Records/Small Claims..... 551-3808

**Appeals**

Small Claims Appeals / Limited Appeals ..... 551-5963  
 Unlimited Appeals ..... 551-3671  
 Appellate Division ..... 551-3891  
 Leslie Gomez, (Acting) Court Supvr. .... 551-3673

**Civil Case Mgmt / Arbitration (window #21)**

Jose Rios Merida, (Acting) Supvr., (#103 / #610) ... 551-3870  
 Tentative Rulings ..... 551-4000

**Civil Records**

Records - Main Line..... 551-3802  
 Shawna Van Tree, Court Supervisor..... 551-3806

**Civil Support**

E-Filings ..... 551-3824  
 Ernalyne Bura, Court Supervisor ..... 551-4030

**Counter / Filings**

Complaint filings ..... 551-3927  
 Subsequent filings ..... 551-4027  
 Jacquelyn LaPrevotte, Court Supervisor..... 551-3876

**Defaults (window #20)**

Jose Rios Merida, (Acting) Supvr., (#103 / #610).... 551-3870  
 Defaults, Clerk ..... 551-4029  
 Defaults, General ..... 551-5969

**Probate**

FAX ..... 551-3801  
 Filings, #103..... 551-3892  
 Leslie Gomez, (Acting) Court Supervisor, Probate /  
 Mental Health Unit ..... 551-3673

**Small Claims**

General Information ..... 551-3957  
 Small Claims..... 551-3959  
 Victoria Kemp, Small Claims Supervisor ..... 551-3955

**COLLABORATIVE COURTS, CCC / 555 Polk St.**

Allyson West, Director (CCC #312) ..... 551-5941  
 Kristine M. King, Program Analyst (CCC #319)..... 551-5746  
 Jennifer Pasinosky, Drug Ct. Coord. (CCC #406B)... 551-5767  
 Maria Batres, CJC Coord. (555 Polk Street)..... 551-5939

**COMMUNITY JUSTICE CENTER**

**Dept. 8, 575 Polk St**

Clerk- Carlos Barraza/  
 Judge Michael I. Begert..... 551-3837  
**CJC Staff, 555 Polk St**  
 Allyson West, Director ..... 551-5941

**COURT REPORTERS / INTERPRETERS**

Romy Risk, Court Manager..... 551-3775  
 Sherry Sawyer, Supervising Court Reporter ..... 551-3745  
 Rose Gonzalez, Court Supervisor (Interpreters)..... 551-0656  
**Transcript Requests**..... 551-3778  
 OR Transcriptrequests@sftc.org  
**Interpreter Requests** ..... 551-5920  
 OR InterpreterRequests@sftc.org

**COURTROOM CLERKS / DISCOVERY /  
 LAW AND MOTION-WRITS AND RECEIVERS**

**Courtroom Clerks (Limited / Unlimited) #103**

Diane Hakewill, Courtroom Clerk Manager..... 551-3808  
 Donna Lok, Ct. Supervisor, Master Calendar ..... 551-3682  
 Joy Guandique, Ct. Supv., Trial Depts ..... 551-3670  
 Melinka Jones, Ct. Supv., Specialty Depts ..... 551-3683

**Discovery, #302**

Discovery Clerks ..... 551-3720

**Law and Motion / Writs and Receivers, #302**

Lead Clerk - 551-3723, Cal. Matters ..... 551-3823  
 Information ..... 551-3721

**FISCAL SERVICES, #205**

Sue W. Wong, Chief Financial Officer ..... 551-5757  
 Faye D. Chin, Fiscal Systems & Services Mgr. .... 551-5722  
 Chiu Ming Chu, Fiscal Services Supervisor ..... 551-8575

**Civil Trust Disbursements, #205**

Cheryl Conising, Fiscal Technician ..... 551-5718  
 Marivic Viray, Fiscal Technician ..... 551-5968  
 Ernie Wong, Sr. Fiscal Technician ..... 551-5706

**JURY DEPARTMENT, #007** ..... 551-3608

**Civil Grand Jury, Admin. Analyst**..... 551-3635

**LIBRARY SERVICES, 1145 Market St.**..... 554-1772

**OTHER CCC BUILDING SERVICES**

Children's Waiting Room, #111 ..... 703-0255  
 MINT CAFE, Lower Level ..... 431-6468

**PERSONNEL OFFICE, #205**..... 551-3966

**PROBATE DEPARTMENT, #202** ..... 551-3650

**RECORDINGS / INFO LINES**..... 551-4000

**ACCESS, #509**..... 551-5880  
 Arbitration/ Civil Case Mgmt. / Discovery ..... 551-4000  
 Family Law Facilitator ..... 551-5880  
 Jury ..... 551-3608  
 Law & Motion / Writs & Receivers..... 551-4000  
 Probate ..... 551-4000  
 Tentative Rulings ..... 551-4000

**UNIFIED FAMILY COURT, 4<sup>th</sup> Floor**

Information (Child Support / Family Law / Dependency)..... 551-3900 / 551-3903  
 Drug Court..... 551-4061  
 Family Ct. Svcs / Depend. Mediation ..... 551-4007  
 Family Law, customer service ..... 551-3900  
 Family Law Facilitator, Room 509..... 551-5880  
 Angelique Andreozzi, Court Supervisor ..... 551-3962

*[Also under the administration of  
 Unified Family Court:]*

**JUVENILE JUSTICE CENTER**  
**375 Woodside Avenue, SF, CA 94127**

**Juvenile Delinquency Division Operations**

FAX ..... 682-5255  
 Clerk's Office / Records..... 682-5100  
 Yvette King, Court Supervisor ..... 682-5101  
 Calendaring..... 682-5105  
 Deputy Court Clerk II ..... 682-5107

**Juvenile Traffic**

FAX ..... 682-5355  
 Juvenile Traffic ..... 682-5106  
 Gracia Monterrosa, Deputy Court Clerk II..... 682-5106

**Drug Court**

FAX ..... 682-5155

**HALL OF JUSTICE**  
**850 Bryant Street, SF, CA 94103**

**CRIMINAL DIVISION, #101**

General Criminal Information ..... 551-0651  
Administration  
 Mark Culkins, Chief Operations Officer,  
 Criminal/Traffic..... 551-0350  
 Anthony Gavero, Court Manager ..... 551-0652  
 Gina Guidi, Crim. Courtroom Clerk Mgr. .... 551-4004  
 Sherife Huseny, (Acting) Mgr., Crim. Operations.... 551-0665  
 Cynthia Karadi, Ct. Supvr., Courtroom Clerks..... 551-0352  
 Wesley Ramirez, (Acting) Criminal Cal. Coord. .... 551-7572  
 Romy Risk, Court Manager., Ct. Reporters ..... 551-3775  
 Sherry Sawyer, Supervising Court Reporter ..... 551-3745  
 Bryan Wong, (Acting) Ct. Supvr., Crim. Operations ... 551-0696

**Court Services**

Lesley Fiscella, (Acting) Ct. Supervisor, Records ..... 551-0684  
 Appeals, Felony ..... 551-0354 / 551-0693  
 Appeals, Misdemeanors & Traffic ..... 551-0657  
 Bonds Desk ..... 551-0608 / 551-0691  
 DMV ..... 551-0683  
 Exhibits ..... 551-0671  
 Filings..... 551-0651  
 Outside Arrest..... 551-0675  
 Subpoenaed Records ..... 551-0653 / 551-0659  
 Records / Archives ..... 551-0651

**JURY DEPARTMENT, #307**..... 551-3608

**COMPREHENSIVE COLLECTIONS UNIT, #101**

General Collections Information..... 551-0670  
 Jennifer Chan, Court Manager..... 551-8576  
 Derek Au, Deputy Court Clerk II ..... 551-8573  
 Kristian Colobong, Deputy Court Clerk II ..... 551-0663  
 Curtis Lum, Deputy Court Clerk II..... 551-0655  
 (Vacant), Deputy Court Clerk II ..... 551-8572

**COURT REPORTERS / INTERPRETERS**

Romy Risk, Manager..... 551-3775  
 Rose Gonzalez, Court Supervisor ..... 551-0656  
 Transcript Requests..... 551-3778  
 OR Transcriptrequests@sftc.org

**COURT REPORTERS / INTERPRETERS, Cont'd**

Interpreter Requests ..... 551-0654  
 OR InterpreterRequests@sftc.org

**TRAFFIC/INFRACTIONS DIVISION,**

**#101 and #145**

GENERAL TRAFFIC INFORMATION ..... 551-8550  
 Michael Bareng, Court Manager ..... 551-8501  
 Joseph Santos, (Acting) Court Supervisor,  
 Delinquent Infractions / Courtrooms ..... 551-8503  
 Jeanette Santos, Court Supervisor,  
 Non Delinquent Infractions ..... 551-8502  
 Accounting Unit ..... 551-7503  
 Correspondence Unit ..... 551-8523  
 Misd. & Traffic/Infraction Appeals..... 551-0657

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