

# SAN FRANCISCO SUPERIOR COURT SUPPORT STAFF LISTING

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

**PRESIDING JUDGE / ASST PRESIDING JUDGE**

Teri L. Jackson, PJ ..... 551-3705  
 Garrett L. Wong, APJ..... 551-0322

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

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

**EXECUTIVE OFFICE, #205**

T. Michael Yuen, Court Executive Officer..... 551-5707  
 Ann E. Donlan, Communications Dir. .... 551-5957  
 Brandon E. Riley, Director of Admin..... 551-3951  
 Sue W. Wong, Chief Financial Officer ..... 551-5757

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

**ADMINISTRATIVE SERVICES & TRAINING**

Brandon E. Riley, Dir of Admin, #205 ..... 551-3951

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

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

**Administration**

Wayne Parinas, Court Administrator ..... 551-4000  
 Regina Dennis, Court Manager, Appeals/Civil Case Mgmt./  
 Filings/Probate/Records/Small Claims ..... 551-3808

**Appeals**

Small Claims Appeals / Limited Appeals ..... 551-3675  
 Unlimited Appeals ..... 551-3671  
 Appellate Division ..... 551-3956  
 Gina R.S. Gonzalez, Court Supvr (Acting) ..... 551-3924

**Civil Case Management / Arbitration (window #27)**

Case Mgmt. Clerk ..... 551-3712/551-3872  
 Tentative Rulings ..... 551-4000  
 Rani Edwards, Court Supervisor ..... 551-3870  
 Jeniffer B. Alcantara, ADR Admin., #634 ..... 551-3970

**Civil Records**

Records – Main Line ..... 551-3802  
 Change of Venue Clerk (Ramon Alvarez)..... 551-4051  
 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  
 Orders of Examination .....551-3788  
 Subsequent filings .....551-4027  
 Ernalyne Bura, Court Supervisor.....551-4030

**Defaults**

Defaults, Clerk .....551-3887  
 Defaults, General.....551-5969  
 Rani Edwards, Court Supervisor .....551-3870

**Probate**

FAX.....551-3801  
 Filings, #103 ..... 551-3892 / 551-3650  
 Gina R. S. Gonzalez,  
 Court Supervisor (Acting), Mental Health Unit.....551-5795  
 Court Supervisor (Acting), Probate .....551-3924

**Small Claims**

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

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

Lisa Lightman, Director, CCC #312.....551-3983  
 Kristine M. King, Program Analyst, #319 .....551-5746  
 Jennifer Pasinosky, Drug Ct. Coord. CCC #406B 551-5767  
 Allyson West, CJC/VJC Coord., 555 Polk Street...551-5941

**COMMUNITY JUSTICE CENTER**

Dept. 8, 575 Polk St  
 Clerk- Carlos Barraza / Judge Kathleen Kelly ..551-3837  
 CJC Staff, 555 Polk St  
 Allyson West, Program Coordinator .....551-5941

**COURT REPORTERS / INTERPRETERS**

Romy Risk, Manager (Acting).....551-3775  
 Rose Gonzalez, Court Supervisor.....551-0656  
 Transcript Requests .....551-3778  
 OR Transcriptrequests@sftc.org  
 Interpreter Requests.....551-0654  
 OR InterpreterRequests@sftc.org

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

**WRITS AND RECEIVERS**

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

Regina Dennis, Courtroom Clerk Manager .....551-3808  
 Donna Lok, Ct. Supervisor, Master Calendar.....551-3682  
 Melinka Jones, Ct. Supv., (Specialty Depts).....551-3683  
 Joy Guandique, Ct. Supv., Civil.....551-3670

**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 Services Supervisor .....551-5722  
 Tom Woo, Revenue Services Supervisor .....551-8575

**Civil Trust Disbursements, #103**

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

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

**LIBRARY SERVICES,** 1145 Market .....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  
Kevin M. Lee, Deputy Court Clerk III..... 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  
Mark Culkins, Court Administrator.....551-0350  
Marsha Smith, Crim. Ct.room Clerk Mgr. ....551-4004  
Cynthia Karadi, Crim. Cal. Coord. ....551-7572  
Tony Gavero, Ct. Mgr., Crim. Operations.....551-0652  
Gina Guidi, Ct. Supervisor, Ctrm. Clerks.....551-0352  
Romy Risk, Ct. Mgr., (Acting), Ct. Reporters .....551-3775  
Lesley Sadhu, Ct. Supv., Trials .....551-3616  
Sandra Scott, Ct. Supv. (Acting).....551-3616

**Court Services**

Telicia Lewis, Ct. Supervisor, Records.....551-0684  
Appeals, Felony ..... 551-0354 / 551-0687  
Appeals, Misdemeanors & Traffic . 551-0693 / 551-0657  
Bonds Desk ..... 551-0608 / 551-0678  
DMV ..... 551-0683  
Exhibits ..... 551-0671 / 551-0673  
Filings ..... 551-0651  
Outside Arrest..... 551-0675  
Subpoenaed Records..... 551-0356  
Records / Archives ..... 551-0679

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

**COMPREHENSIVE COLLECTIONS UNIT, #101**

General Collections Information ..... 551-0670  
Jennifer Chan, Court Manager ..... 551-8576  
Ruby Alberto, Deputy Court Clerk II ..... 551-0655  
Derek Au..... 551-8573  
Kristian Colobong ..... 551-0663  
Ateesh Datt, Deputy Court Clerk I ..... 551-8572

**COURT REPORTERS / INTERPRETERS**

Romy Risk, Manager (Acting).....551-3775  
Rose Gonzalez, Court Supervisor ..... 551-0656  
*Transcript Requests* ..... 551-3778  
OR Transcriptrequests@sftc.org  
*Interpreter Requests*..... 551-0654  
OR InterpreterRequests@sftc.org

**TRAFFIC DIVISION, #101 and #145**

GENERAL TRAFFIC INFORMATION.....551-8550  
Michael Bareng, Court Manager (Acting) ..... 551-8503  
Jeanette Santos, Court Supervisor ..... 551-8502  
**Non-Delinquent Traffic**..... 551-8502  
**Delinquent Traffic/Civil Assessment**..... 551-8503  
Maria Sison, Court Supervisor (Acting) ..... 551-8534  
Accounting Unit ..... 551-7503  
Correspondence Unit ..... 551-8523  
Misd. & Traffic/Infraction Appeals..... 551-0657

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