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33		

1 **Article 4. E-filing Pilot Project in ~~Second Appellate District~~**

2 *Division 1. Rules Relating to the Supreme Court and Courts of Appeal— Chapter 1. General*  
3 *Provisions—Article 4. E-filing amended effective January 1, 2012.*

4  
5 **Rule 8.70. Purpose, application, construction, and definitions**

6  
7 **(a) Purpose**

8  
9 The purpose of the rules in this article is to facilitate the implementation and testing  
10 of ~~an~~ e-filing projects in the Supreme Court and the Courts of Appeal, ~~Second~~  
11 Appellate District.

12  
13 *(Subd (a) amended effective January 1, 2012.)*

14  
15 **(b) Application**

16  
17 Notwithstanding any other rules to the contrary, the rules in this article govern  
18 filing and service by electronic means in the Supreme Court and ~~the any~~ Court of  
19 Appeal, ~~Second Appellate District~~ that elects to implement an e-filing project.

20  
21 *(Subd (b) amended effective January 1, 2012.)*

22  
23 **(c) \*\*\***

24  
25 **(d) Definitions**

26  
27 As used in this article, unless the context otherwise requires:

28  
29 (1) “The court” ~~is~~ means the Supreme Court or any ~~the~~ Court of Appeal, ~~Second~~  
30 Appellate District that elects to implement an e-filing project.

31  
32 (2)–(9) \* \* \*

33  
34 *(Subd (d) amended effective January 1, 2012; adopted effective January 1, 2011.)*

35  
36 *Rule 8.70 amended effective January 1, 2012; adopted effective July 1, 2010; previously amended*  
37 *effective January 1, 2011.*

38  
39 **Rule 8.79. Actions by court on receipt of electronic filing**

40  
41 **(a)—(d) \*\*\***

42

1 (e) **Endorsement**

2  
3 (1) The court’s endorsement of a document electronically filed must contain the  
4 following: “Electronically filed by ~~California Court of Appeal, Second~~  
5 ~~Appellate District~~ [Name of Court], on \_\_\_\_ (date),” followed by the name  
6 of the court clerk.

7  
8 (2)–(3) \*\*\*

9  
10 (Subd (e) amended effective January 1, 2012.)

11  
12 *Rule 8.79 amended effective January 1, 2012; adopted effective July 1, 2010; previously amended*  
13 *effective January 1, 2011.*

14  
15 **Rule 8.401. Confidentiality**

16  
17 **(a) References to juveniles or relatives in documents**

18  
19 To protect the anonymity of juveniles involved in juvenile court proceedings:

20  
21 (1) In all documents filed by the parties in proceedings under this chapter, a  
22 juvenile must be referred to by first name and last initial; but if the first name  
23 is unusual or other circumstances would defeat the objective of anonymity,  
24 the initials of the juvenile may be used.

25  
26 (2) In opinions that are not certified for publication and in court orders, a  
27 juvenile may be referred to either by first name and last initial or by his or her  
28 initials. In opinions that are certified for publication in proceedings under this  
29 chapter, a juvenile must be referred to by first name and last initial; but if the  
30 first name is unusual or other circumstances would defeat the objective of  
31 anonymity, the initials of the juvenile may be used.

32  
33 (3) In all documents filed by the parties and in all court orders and opinions in  
34 proceedings under this chapter, if use of the full name of a juvenile’s relative  
35 would defeat the objective of anonymity for the juvenile, the relative must be  
36 referred to by first name and last initial; but if the first name is unusual or  
37 other circumstances would defeat the objective of anonymity for the juvenile,  
38 the initials of the relative may be used.

39  
40 (Subd (a) adopted effective January 1, 2012.)

41  
42 **(a)(b) Access to filed documents**

43

1 (1) Except as provided in ~~(3)~~(2), the record on appeal and documents filed by the  
2 parties in proceedings under this chapter may be inspected only by the  
3 reviewing court and appellate project personnel, the parties or their attorneys,  
4 and other persons the court may designate.  
5

6 ~~(2) To protect anonymity, a party must be referred to by first name and last initial  
7 in all filed documents and court orders and opinions; but if the first name is  
8 unusual or other circumstances would defeat the objective of anonymity, the  
9 party's initials may be used.~~

10  
11 ~~(3)~~(2) Filed documents that protect anonymity as required by ~~(2)~~(a) may be  
12 inspected by any person or entity that is considering filing an amicus curiae  
13 brief.  
14

15 *(Subd (b) relettered and amended effective January 1, 2012; adopted as subd (a).)*  
16

17 ~~(b)~~(c) \*\*\*  
18

19 *(Subd (c) relettered effective January 1, 2012; adopted as subd (b).)*  
20

21 *Rule 8.401 amended effective January 1, 2012; adopted effective July 1, 2010.*  
22

23 **Rule 10.452. Minimum education requirements, expectations, and**  
24 **recommendations**  
25

26 ~~(a)~~–(b) \*\*\*  
27

28 **(c) Relationship of minimum education requirements and expectations to**  
29 **education recommendations**  
30

31 The education requirements and expectations set forth in rules 10.461–10.462 and  
32 10.471–10.474 are minimums. Justices, judges, and subordinate judicial officers  
33 should participate in more judicial education than is required and expected, related  
34 to each individual's responsibilities and particular judicial assignment or  
35 assignments and in accordance with the judicial education recommendations set  
36 forth in rule 10.469. Additional education requirements related to the specific  
37 responsibilities of hearing family law matters are set forth in rule  
38 10.463 ~~Clerk/administrators, court executive officers, and other court personnel~~  
39 ~~should participate in more education than is required, related to each individual's~~  
40 ~~responsibilities and in accordance with the education recommendations set forth in~~  
41 ~~rule 10.479. (for those hearing family law matters), rule 10.464 (for those hearing~~  
42 ~~domestic violence issues), and rule 10.468 (for those hearing probate proceedings).~~  
43

1            (Subd (c) amended effective January 1, 2012; previously amended effective January 1,  
2            2008.)

3

4   **(d)–(g) \*\*\***

5

6   Rule 10.452 amended effective January 1, 2012; adopted effective January 1, 2007; previously  
7   amended effective January 1, 2008.

8

9   **Rule 10.461. Minimum education requirements for Supreme Court and Court of**  
10   **Appeal justices**

11

12   **(a) \*\*\***

13

14   **(b) Content-based requirement**

15

16       Each new Court of Appeal justice, within two years of confirmation of  
17       appointment, must attend a new appellate ~~judge~~ justice orientation program  
18       sponsored by a national provider of appellate orientation programs or by the  
19       Administrative Office of the Courts' Education Division/Center for Judicial  
20       Education and Research.

21

22       (Subd (b) amended effective January 1, 2012; adopted as unlettered subd effective January  
23       1, 2007; previously amended and lettered effective January 1, 2008.)

24

25   **(c) Hours-based continuing education**

26

27       (1) \*\*\*

28

29       (2) The following education applies toward the required 30 hours of continuing  
30       judicial education:

31

32           (A) Any education offered by an approved provider ~~listed in~~ (see rule  
33           10.481(a)) and any other education, including education taken to satisfy  
34           a statutory or other education requirement, approved by the Chief  
35           Justice or the administrative presiding justice as meeting the criteria  
36           listed in rule 10.481(b).

37

38           (B)–(C) \*\*\*

39

40       (Subd (c) amended effective January 1, 2012; adopted effective January 1, 2008.)

41

42   **(d)–(e) \*\*\***

43

1 Rule 10.461 amended effective January 1, 2012; adopted effective January 1, 2007; previously  
2 amended effective January 1, 2008, and August 15, 2008.

3  
4 **Rule 10.462. Minimum education requirements and expectations for trial court**  
5 **judges and subordinate judicial officers**

6  
7 **(a) Applicability**

8  
9 All California trial court judges must complete the minimum judicial education  
10 requirements for new judges under (c)(1) and are expected to participate in  
11 continuing education as outlined under (d). All subordinate judicial officers must  
12 complete the minimum education requirements for new subordinate judicial  
13 officers under (c)(1) and for continuing education as outlined under (d). All trial  
14 court judges and subordinate judicial officers who hear family law matters must  
15 complete additional education requirements set forth in rule 10.463. All trial court  
16 judges and subordinate judicial officers who hear certain types of matters must  
17 participate in education on domestic violence issues as provided in rule 10.464. All  
18 trial court judges and subordinate judicial officers regularly assigned to hear  
19 probate proceedings must complete additional education requirements set forth in  
20 rule 10.468. All trial court judges and subordinate judicial officers should  
21 participate in more judicial education than is required and expected, related to each  
22 individual's responsibilities and particular judicial assignment or assignments and  
23 in accordance with the judicial education recommendations set forth in rule 10.469.

24  
25 *(Subd (a) amended effective January 1, 2012; previously amended effective January 1,*  
26 *2008.)*

27  
28 **(b) \*\*\***

29  
30 **(c) Content-based requirements**

31  
32 (1) Each new trial court judge and subordinate judicial officer must complete the  
33 "new judge education" provided by the Administrative Office of the Courts'  
34 Education Division/Center for Judicial Education and Research (CJER) as  
35 follows:

36  
37 (A)–(B) \*\*\*

38  
39 (C) The B. E. Witkin Judicial College of California within two years of  
40 taking the oath as a judge or subordinate judicial officer ~~For purposes~~  
41 ~~of the New Judge Orientation Program, a judge or subordinate judicial~~  
42 ~~officer is considered "new" only once, and any judge or subordinate~~  
43 ~~judicial officer who has completed the New Judge Orientation~~



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(2) The following education applies toward the expected or required 30 hours of continuing judicial education:

(A) The content-based courses under (c)(2), (3), and (4) for a new supervising judge, a new presiding judge, and a judge or subordinate judicial officer beginning a new primary assignment (the “new judge education” required under (c)(1) does not apply); and

(B) Any other education offered by an approved provider ~~listed in~~ (see rule 10.481(a)) and any other education, including education taken to satisfy a statutory or other education requirement, approved by the presiding judge as meeting the criteria listed in rule 10.481(b).

(3)–(5) \*\*\*

*(Subd (d) amended effective January 1, 2012; previously amended effective January 1, 2008.)*

(e)–(g) \*\*\*

*Rule 10.462 amended effective January 1, 2012; adopted effective January 1, 2007; previously amended effective January 1, 2008, July 1, 2008, and August 15, 2008.*

**Rule 10.468. Content-based and hours-based education for superior court judges and subordinate judicial officers regularly assigned to hear probate proceedings**

(a)–(b) \*\*\*

**(c) Hours-based continuing education**

(1)–(2) \*\*\*

(3) The first continuing education period for judicial officers who were regularly assigned to hear probate proceedings before the effective date of this rule and who continue in the assignment after that date is two years, from January 1, 2008, through December 31, 2009, rather than three years. The continuing education requirements in (1) are prorated for the first continuing education period under this paragraph. The first full three-year period of continuing education for judicial officers under this paragraph begins on January 1, 2010.

1 (4)–(5) \*\*\*

2  
3 (6) A judicial officer may fulfill the education requirement in (1) or (2) through  
4 AOC-sponsored education, an approved provider listed in (see rule  
5 10.481(a)), or a provider education approved by the judicial officer’s  
6 presiding judge as meeting the education criteria specified in rule 10.481(b).

7  
8 (7) The education required in (1) or (2) may be by traditional (live, face-to-face)  
9 or distance learning ~~means~~, such as broadcasts, videoconferences, or online  
10 coursework, but may not be by self-study.

11  
12 ~~(8) A judicial officer who serves as faculty for a California court based audience,~~  
13 ~~as defined in rule 10.462(d)(4), for education required in (1) or (2) may be~~  
14 ~~credited with three hours of participation for each hour of presentation the~~  
15 ~~first time a course is given and two hours for each hour of presentation each~~  
16 ~~subsequent time the course is given.~~

17  
18 *(Subd (c) amended effective January 1, 2012.)*

19  
20 **(d)–(e) \*\*\***

21  
22 *Rule 10.468 amended effective January 1, 2012; adopted effective January 1, 2008.*

23  
24 **Rule 10.469. Judicial education recommendations for justices, judges, and**  
25 **subordinate judicial officers**

26  
27 **(a) Judicial education recommendations generally**

28  
29 Each justice, judge and subordinate judicial officer, as part of his or her continuing  
30 judicial education, should regularly participate in educational activities related to  
31 his or her responsibilities and particular judicial assignment or assignments.  
32 Minimum education requirements and expectations related to judicial  
33 responsibilities and assignments are set forth in rules 10.461–10.462. Additional  
34 education requirements related to ~~the specific responsibility~~ responsibilities of  
35 hearing family law matters are set forth in rule 10.463 (for those hearing family law  
36 matters), rule 10.464 (for those hearing domestic violence issues), and rule 10.468  
37 (for those hearing probate proceedings). The following recommendations illustrate  
38 for some specific responsibilities and assignments how justices, judges, and  
39 subordinate judicial officers should participate in more judicial education than is  
40 required and expected.

41  
42 *(Subd (a) amended effective January 1, 2012.)*

43

1 **(b) Jury trial assignment**

2  
3 Each judge or subordinate judicial officer assigned to jury trials should regularly  
4 use the Administrative Office of the Courts' Education Division/CJER Center for  
5 Judicial Education and Research (CJER) educational materials or other appropriate  
6 materials and should regularly complete CJER or other appropriate educational  
7 programs devoted to the conduct of jury voir dire and the treatment of jurors.  
8

9 *(Subd (b) amended effective January 1, 2012.)*

10  
11 **(c)–(e) \*\*\***

12  
13 *Rule 10.469 amended effective January 1, 2012; adopted effective January 1, 2008.*

14  
15 **Rule 10.471. Minimum education requirements for Supreme Court and Court of**  
16 **Appeal clerk/administrators**

17  
18 **(a) \*\*\***

19  
20 **(b) Hours-based requirement**

21  
22 **(1) \*\*\***

23  
24 **(2)** The following education applies toward the required 30 hours of continuing  
25 education:

26  
27 **(A)** Any education offered by an an approved provider listed in (see rule  
28 10.481(a)) and any other education, including education taken to satisfy  
29 a statutory or other education requirement, approved by the Chief  
30 Justice or the administrative presiding justice as meeting the criteria  
31 listed in rule 10.481(b).  
32

33 **(B)–(C) \*\*\***

34  
35 *(Subd (b) amended effective January 1, 2012.)*

36  
37 **(c)–(d) \*\*\***

38  
39 *Rule 10.471 amended effective January 1, 2012; adopted effective January 1, 2008.*

40  
41 **Rule 10.472. Minimum education requirements for Supreme Court and Court of**  
42 **Appeal managing attorneys, supervisors, and other personnel**  
43

1 (a)–(b) \*\*\*

2  
3 (c) **Hours-based requirements**

4  
5 (1)–(3) \*\*\*

6  
7 (4) Any education offered by an approved provider listed in (see rule 10.481(a))  
8 and any other education, including education taken to satisfy a statutory,  
9 rules-based, or other education requirement, that is approved by the  
10 clerk/administrator, the managing attorney, or the employee’s supervisor as  
11 meeting the criteria listed in rule 10.481(b) applies toward the orientation  
12 education required under (b) and the continuing education required under  
13 (c)(1) and (2).

14  
15 (5) Each hour of participation in traditional (live, face-to-face) education;  
16 distance education such as broadcasts, ~~and videoconferences~~ ~~courses~~, online  
17 coursework; and faculty service counts toward the requirement on an hour-  
18 for-hour basis. Each managing attorney, supervisor, and other employee must  
19 complete at least half of his or her continuing education hours requirement as  
20 a participant in traditional (live, face-to-face) education. The managing  
21 attorney, supervisor, or other employee may complete the balance of his or  
22 her education hours requirement through any other means with no limitation  
23 on any particular type of education. The hours applied for participation in  
24 online coursework are limited to a total of 4 hours for managers, supervisors,  
25 and appellate judicial attorneys and to a total of 3 hours for other personnel in  
26 each two-year period; these limits are prorated for individuals who enter the  
27 two-year period after it has begun. Self-directed study is encouraged for  
28 professional development but does not apply toward the required hours.

29  
30 (6) A managing attorney, supervisor, or other employee who serves as faculty by  
31 teaching legal or judicial education for a legal or judicial audience for a  
32 California court-based audience (i.e., justices, judges, subordinate judicial  
33 officers, temporary judges, or court personnel) may apply education the  
34 following hours for the of faculty service, 3 hours for each hour of  
35 presentation the first time a given course is presented and 2 hours for each  
36 hour of presentation each subsequent time that the course is presented. The  
37 hours applied for faculty service are limited to 6 hours for managers,  
38 supervisors, and appellate judicial attorneys and to 4 hours for other  
39 personnel in each two-year period; these limits are prorated for individuals  
40 who enter the two-year period after it has begun. Credit for faculty service  
41 counts toward the continuing education requirement in the same manner as  
42 all other types of education—on an hour-for-hour basis.

43

1 (Subd (c) amended effective January 1, 2012.)

2  
3 **(d)–(e) \*\*\***

4  
5 *Rule 10.472 amended effective January 1, 2012; adopted effective January 1, 2008.*

6  
7 **Rule 10.473. Minimum education requirements for trial court executive officers**

8  
9 **(a)–(b) \*\*\***

10  
11 **(c) Hours-based requirement**

12  
13 \*\*\*

14  
15 (2) The following education applies toward the required 30 hours of continuing  
16 education:

17  
18 (A) Any education offered by an approved provider ~~listed in~~ (see rule  
19 10.481(a)) and any other education, including education taken to satisfy  
20 a statutory or other education requirement, approved by the presiding  
21 judge as meeting the criteria listed in rule 10.481(b).

22  
23 (B)–(C) \*\*\*

24  
25 *(Subd (c) amended effective January 1, 2012; previously amended effective January 1,*  
26 *2008, and January 1, 2011.)*

27  
28 **(d)–(e) \*\*\***

29  
30 *Rule 10.473 amended effective January 1, 2012; adopted as rule 10.463 effective January 1,*  
31 *2007; previously amended and renumbered effective January 1, 2008; previously amended*  
32 *effective January 1, 2011.*

33  
34 **Rule 10.474. Trial court managers, supervisors, and other personnel**

35  
36 **(a)–(b) \*\*\***

37  
38 **(c) Hours-based requirements**

39  
40 (1)–(3) \*\*\*

41  
42 (4) Any education offered by an approved provider ~~listed in~~ (see rule 10.481(a))  
43 and any other education, including education taken to satisfy a statutory,

1 rules-based, or other education requirement, that is approved by the executive  
2 officer or the employee's supervisor as meeting the criteria listed in rule  
3 10.481(b) applies toward the orientation education required under (b) and the  
4 continuing education required under (c)(1) and (2).

5  
6 (5)–(7) \*\*\*

7  
8 *(Subd (c) amended effective January 1, 2012; previously amended effective January 1,*  
9 *2008.)*

10  
11 **(d)–(e) \*\*\***

12  
13 *Rule 10.474 amended effective January 1, 2012; adopted as rule 10.464 effective January 1,*  
14 *2007; previously amended and renumbered effective January 1, 2008.*

15  
16 **Rule 10.478. Content-based and hours-based education for court investigators,**  
17 **probate attorneys, and probate examiners**

18  
19 **(a) \*\*\***

20  
21 **(b) Content-based requirements for court investigators**

22  
23 (1) \*\*\*

24  
25 (2) A court investigator may fulfill the education requirement in (1) through  
26 AOC-sponsored education, an approved provider listed in (see rule 10.481(a),  
27 or a provider education approved by the court executive officer or the court  
28 investigator's supervisor as meeting the education criteria specified in rule  
29 10.481(b).

30  
31 (3)–(4) \*\*\*

32  
33 *(Subd (b) amended effective January 1, 2012.)*

34  
35 **(c) Content-based education for probate attorneys**

36  
37 (1) \*\*\*

38  
39 (2) A probate attorney may fulfill the education requirement in (1) through AOC-  
40 sponsored education, an approved provider listed in (see rule 10.481(a), or a  
41 provider education approved by the court executive officer or the probate  
42 attorney's supervisor as meeting the education criteria specified in rule  
43 10.481(b).

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(3)–(4) \*\*\*

*(Subd (c) amended effective January 1, 2012.)*

**(d) Content-based education for probate examiners**

(1) \*\*\*

(2) A probate examiner may fulfill the education requirement in (1) through AOC-sponsored education, an approved provider ~~listed in~~ (see rule 10.481(a), or a ~~provider~~ education approved by the court executive officer or the probate examiner’s supervisor as meeting the education criteria specified in rule 10.481(b).

(3)–(4) \*\*\*

*(Subd (d) amended effective January 1, 2012.)*

**(e) Hours-based education for court investigators**

(1) \*\*\*

(2) A court investigator may fulfill the education requirement in (1) through AOC-sponsored education, an approved provider ~~listed in~~ (see rule 10.481(a), or a ~~provider~~ education approved by the court executive officer or the court investigator’s supervisor as meeting the education criteria specified in rule 10.481(b).

(3)–(4) \*\*\*

*(Subd (e) amended effective January 1, 2012.)*

**(f) Hours-based education for probate attorneys**

(1) \*\*\*

(2) A probate attorney may fulfill the education requirement in (1) through AOC-sponsored education, an approved provider ~~listed in~~ (see rule 10.481(a), or a ~~provider~~ education approved by the court executive officer or the probate attorney’s supervisor as meeting the education criteria specified in rule 10.481(b).

1 (3)–(4) \*\*\*

2

3 (Subd (f) amended effective January 1, 2012.)

4

5 **(g) Hours-based education for probate examiners**

6

7 (1) \*\*\*

8

9 (2) A probate examiner may fulfill the education requirement in (1) through  
10 AOC-sponsored education, an approved provider listed in (see rule 10.481(a),  
11 or a provider education approved by the court executive officer or the probate  
12 examiner’s supervisor as meeting the education criteria specified in rule  
13 10.481(b).

14

15 (3)–(4) \*\*\*

16

17 (Subd (g) amended effective January 1, 2012.)

18

19 **(h)–(i) \*\*\***

20

21 *Rule 10.478 amended effective January 1, 2012; adopted effective January 1, 2008.*

22

23 **Rule 10.481. Approved providers; approved course criteria**

24

25 **(a) Approved providers**

26

27 The Administrative Office of the Courts’ Education Division/CJER is responsible  
28 for maintaining a current list of approved providers. The list of approved providers  
29 must include the Administrative Office of the Courts, the California Judges  
30 Association, and all California state courts and should include other reputable  
31 national and state organizations that regularly offer education directed to justices,  
32 judges, and court personnel. The director of the Education Division/CJER may add  
33 or remove organizations from the list of approved providers as appropriate  
34 according to these criteria. Any education program offered by any of the following  
35 approved providers that is relevant to the work of the courts or enhances the  
36 individual participant’s ability to perform his or her job may be applied toward the  
37 education requirements and expectations stated in rules 10.461–10.479, except for  
38 the requirements stated in rules 10.461(b), 10.462(c), and 10.473(b), for which  
39 specific providers are required.

40

41 ~~(1) California Administrative Office of the Courts;~~

42

43 ~~(2) California Judges Association;~~

*California Rules of Court, amendments effective January 1, 2012*

- 1
- 2       ~~(3) Supreme Court of California;~~
- 3
- 4       ~~(4) California Courts of Appeal;~~
- 5
- 6       ~~(5) Superior Courts of California;~~
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- 8       ~~(6) State Bar of California;~~
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- 10       ~~(7) National Judicial College;~~
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- 12       ~~(8) National Center for State Courts;~~
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- 14       ~~(9) National Council of Juvenile and Family Court Judges;~~
- 15
- 16       ~~(10) National Association of Women Judges;~~
- 17
- 18       ~~(11) American Bar Association;~~
- 19
- 20       ~~(12) National Association for Court Management;~~
- 21
- 22       ~~(13) American Judges Association;~~
- 23
- 24       ~~(14) American Academy of Judicial Education;~~
- 25
- 26       ~~(15) Dwight D. Opperman Institute of Judicial Administration;~~
- 27
- 28       ~~(16) National Institute of Justice;~~
- 29
- 30       ~~(17) Law schools accredited by the American Bar Association;~~
- 31
- 32       ~~(18) Accredited colleges and universities;~~
- 33
- 34       ~~(19) Continuing Education of the Bar—California;~~
- 35
- 36       ~~(20) Local California bar associations;~~
- 37
- 38       ~~(21) California Court Association;~~
- 39
- 40       ~~(22) Superior Court Clerks’ Association of the State of California;~~
- 41
- 42       ~~(23) Council of Chief Judges of Courts of Appeal;~~
- 43



1  
2 **Rule 10.491. Minimum education requirements for Administrative Office of the**  
3 **Courts executives, managers, supervisors, and other employees**

4  
5 (a)–(b) \*\*\*

6  
7 (c) **Hours-based requirements**

8  
9 (1)–(3) \*\*\*

10  
11 (4) The first two-year period begins on January 1, 2008. The orientation courses  
12 and the compliance courses required for new managers, supervisors, and  
13 other employees under (b) do not apply toward the required hours of  
14 continuing education. Each new executive enters the two-year continuing  
15 education period on the first day of the quarter following his or her  
16 appointment, and each new manager, supervisor, and employee enters the  
17 two-year continuing education period on the first day of the quarter following  
18 the six-month period provided for his or her completion of the orientation  
19 courses and the compliance courses required under (b); the quarters begin on  
20 January 1, April 1, July 1, and October 1. Each executive, manager,  
21 supervisor, or employee who enters the two-year continuing education period  
22 after it has begun must complete a prorated number of continuing education  
23 hours for that two-year period, based on the number of quarters remaining in  
24 it.

25  
26 (5) Any education offered by an approved provider listed in (see rule 10.481(a))  
27 and any other education, including education taken to satisfy a statutory,  
28 rules-based, or other education requirement, that is approved by the  
29 employee's supervisor as meeting the criteria listed in rule 10.481(b) applies  
30 toward the continuing education required under (c)(1)–(3).

31  
32 (6) Each hour of participation in traditional (live, face-to-face) education;  
33 distance education such as broadcasts, ~~and~~ videoconference courses, and  
34 online coursework; and faculty service counts toward the requirement on an  
35 hour-for-hour basis. Each executive, manager, supervisor, and employee  
36 must complete at least half of his or her continuing education hours  
37 requirement as a participant in traditional (live, face-to-face) education. The  
38 individual may complete the balance of his or her education hours  
39 requirement through any other means with no limitation on any particular  
40 type of education. The hours applied for participation in online coursework  
41 and self directed study are limited to a total of 10 hours for executives, 6  
42 hours for managers and supervisors, and 4 hours for other employees in each

1           two-year period; these limits are prorated for individuals who enter the two-  
2           year period after it has begun.

- 3
- 4           (7) An executive, manager, supervisor, or employee who serves as faculty by  
5           teaching legal or judicial education to a legal or judicial audience ~~courses at~~  
6           ~~the AOC or on behalf of the AOC at another location~~ may apply education  
7           ~~the following hours of~~ as faculty service. Credit for faculty service counts  
8           ~~toward the continuing education requirement in the same manner as all other~~  
9           ~~types of education—on an hour-for-hour basis. 3 hours for each hour of~~  
10           ~~presentation the first time a given course is presented and 2 hours for each~~  
11           ~~hour of presentation each subsequent time that the course is presented. The~~  
12           ~~hours applied for faculty service are limited to 15 hours for executives, 9~~  
13           ~~hours for managers and supervisors, and 6 hours for other personnel in each~~  
14           ~~two-year period; these limits are prorated for individuals who enter the two-~~  
15           ~~year continuing education period after it has begun.~~

- 16
- 17           (8) \*\*\*

18

19           *(Subd (c) amended effective January 1, 2012.)*

- 20
- 21           (d) \*\*\*

22

23           (e) **Records of participation**

- 24
- 25           (1) An employee's completion of any course listed in the learning management  
26           ~~system Human Resources Education Management System (HREMS)~~ is  
27           automatically tracked ~~in HREMS.~~
- 28
- 29           (2) An employee's completion of specified online training is automatically  
30           tracked as well ~~in HREMS.~~
- 31
- 32           (3) Each employee is responsible for tracking completion of any training that is  
33           not automatically tracked in the learning management system HREMS. After  
34           completion of the training, the employee must enter it in the employee's  
35           individual record in the learning management system HREMS.

36

37           *(Subd (e) amended effective January 1, 2012.)*

- 38
- 39           (f) \*\*\*

40

41           *Rule 10.491 amended effective January 1, 2012; adopted effective January 1, 2008; previously*  
42           *amended effective July 1, 2008.*

1 **Rule 5.405. Judgment checklists**

2  
3 The Judgment Checklist—Dissolution/Legal Separation (form FL-182) lists the forms  
4 that courts may require to complete a judgment based on default or uncontested judgment  
5 in dissolution or legal separation cases based on a declaration under Family Code section  
6 2336. The court may not require any additional forms or attachments.

7  
8 *Rule 5.405 adopted effective July 1, 2012.*

9  
10 **Rule 5.407. Review of judgments based on default and uncontested judgments**  
11 **submitted by declaration under Family Code section 2336**

12  
13 Once a valid proof of service of summons has been filed with the court or respondent has  
14 made a general appearance in the case:

15  
16 **(a) Court review**

17  
18 The court must conduct a procedural review all the documents submitted for  
19 judgment based on default or uncontested judgments submitted under Family Code  
20 section 2336 and notify the attorneys or self-represented litigants who submitted  
21 them of all identified defects.

22  
23 **(b) Notice of errors and omissions**

24  
25 Basic information for correction of the defects must be included in any notification  
26 to attorneys or self-represented litigants made under (a).

27  
28 *Rule 5.407 adopted effective July 1, 2012.*

29  
30 **Rule 5.409. Default and uncontested hearings on judgments submitted on the basis**  
31 **of declarations under Family Code section 2336**

32  
33 The decision to hold a hearing in a case in which a judgment has been submitted on the  
34 basis of a declaration under Family Code section 2336 should be made on a case-by-case  
35 basis at the discretion of the court or request of a party. Courts must allow judgments in  
36 default and uncontested cases to be submitted by declaration pursuant to section 2336 and  
37 must not require that a hearing be conducted in all such cases.

38  
39 *Rule 5.409 adopted effective July 1, 2012.*