

# Administrative Memorandum

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To: Circuit Family Division Judges

From: Samantha Ruiz Cohen *SRC*  
Administrative Judge, Circuit Family Division

Date: August 9, 2021

Re: CIRCUIT FAMILY DIVISION COVID-19 AMENDED OPERATIONS  
PLAN EFFECTIVE 8/9/21 PURSUANT TO AO #21-11 A1

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In accordance with Administrative Order #21-11 A1, In Re: Modification of COVID-19 Health and Safety Protocols and Division Operations Plans, issued by Chief Judge Sayfie on July 28, 2021, the Circuit Family Division's Operations Plan for conducting remote and in-person court proceedings, issued pursuant to preceding Administrative Order #21-11, Appendix G, In Re: COVID-19 Health and Safety Protocols and Operational Measures, is hereby amended as reflected in the attached, and shall remain in full force and effect until further notice.

AMCF001/SRC/pg

cc: Honorable Nushin Sayfie, Chief Judge  
Sandra Lonergan, Trial Court Administrator  
Mary Woolley-Larrea, Court Operations Director  
Eugene Carral, Circuit Family Division Director

**Appendix G**  
**AMENDED - Family Division Operations Plan**  
**Effective August 9, 2021**

EVENT	DURATION	ZOOM	IN-PERSON
MOTION CALENDAR	5 minutes	Only Hearing Procedure	No option. For In-Person Hearing Party must seek special set hearing.
NON- EVIDENTIARY SPECIAL SET	Under 30 minutes Examples: Complex Motion to Dismiss; Extensive Discovery Motions; Complex Motion for Protective Order	Presumed Hearing Procedure	Only upon Request of a Party and Approval of Court
NON- EVIDENTIARY SPECIAL SET	Longer than 30 minutes	Only upon Request of a Party and Approval of Court	Presumed Hearing Procedure
EVIDENTIARY SPECIAL SET	Any duration	Only upon Request of a Party and Approval of Court	Presumed Hearing Procedure
CASE MANAGEMENT CONFERENCE	Any duration	Only upon Request of a Party and Approval of Court OR at the Court's Discretion	Presumed Hearing Procedure
TRIALS	Any duration	Only upon Request of a Party and Approval of Court	Presumed Hearing Procedure
UCDS	Any duration	Administratively	
ADOPTIONS	Any duration	Available by Request of a Party and Approval of Court	Presumed Hearing Procedure
DOMESTIC VIOLENCE HEARINGS	Any duration	Only upon Request of a Party and Approval of Court	Presumed Hearing Procedure
PETITIONS FOR NAME CHANGE	Any duration	Administratively	
PETITIONS FOR TEMPORARY CUSTODY	Any duration	Only upon Request of a Party and Approval of Court	Presumed Hearing Procedure
WITNESS APPEARANCE	Any duration	Must be prearranged, meet legal requirements, and approval of the court	Presumed Appearance Procedure