



**Superior Court of California
County of Riverside
Probate Division**

Probate Reopening Frequently Asked Questions

Date: May 19, 2020 and Revised 6-22-20

This FAQ is informational only and does not have any legal effect.

WebEx

1. What is the contact information for the WebEx meetings for each probate department?

A: The information is posted on the court website. It is as follows:

Department 8

- Call **1-844-621-3956 (toll free)** or **1-213-306-3065**
- Enter meeting number: **805677178**
- Or, Join by URL: **<https://riversidecourtswebex.com/meet/hchdept8webex>**
 - Go to court's website under Probate Division to locate your calendar matter number (01, 02, etc.) and name yourself before joining the hearing as: ex. "02 Atty Smith" or "02 Betty Jones"

Department 11

- Call **1-844-621-3956 (toll free)** or **1-213-306-3065**
- Enter Meeting Number: **804837437**
- Or, Join by URL: **<https://riverside.courtswebex.com/meet/hchdept11webex>**
 - Go to court's website under Probate Division to locate your calendar matter number (01, 02, etc.) and name yourself before joining the hearing as: ex. "02 Atty Smith" or "02 Betty Jones"

Department T1

- Call **1-844-621-3956 (toll free)** or **1-213-306-3065**
- Enter Meeting Number: **288212024**
- Or, join by URL: **<https://riverside.courtswebex.com/meet/temdeptt1webex>**
 - Go to court's website under Probate Division to locate your calendar matter number and name yourself before joining the hearing as: ex. "02 Atty Smith" or "02 Betty Jones"

Department PS3

- Call **1-844-621-3956 (toll free)** or **1-213-306-3065**
- Enter Meeting Number: **289100160** (for hearings 6/23/20 and after)
- iOr, join by URL: **<https://riversidecourts.webex.com/meet/paldepts3pwebex>**
 - Go to court's website under Probate Division to locate your calendar matter number (01, 02, etc.) and name yourself before joining the hearing as: ex. "02 Atty Smith" or "02 Betty Jones"

2. Will there be any training or tutorial about how to set up and use WebEx?

A: Please see the following webpage: <https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting#Join-a-Webex-Meeting-from-an-Email-Invitation>

3. How will a WebEx hearing be handled for a proposed conservatee who is not capable of phoning in but would otherwise be present in Court?

A: Three possibilities you may wish to consider: (1) Have someone present with the conservatee to assist them with connecting to the hearing, (2) For a non-verbal conservatee, consider a video WebEx connection, (3) Consider a Request for Accommodation (form MC-410).

4. Is the use of WebEx (vs. CourtCall) a temporary change or permanent?

A: This has not yet been determined.

Filing

5. Am I correct to understand that we do not have to re-file anything that we filed during the closure unless we receive a rejection from the Clerk?

A: Correct. The clerks will process any filings during the closure.

6. What date will documents be filed that were received by the court during the period of the closure?

A: Documents received but not processed during the closure period will be file-stamped as of 5/11/20, even if processed after that date. Documents received 5/11/20 and after will receive a file-stamp date as of the date received.

7. Will documents submitted for filing via eSubmit after 5/11/2020 be processed as usual while the Clerks also work on backlog?

A: Yes. Clerks will concurrently work both the backlog and currently-submitted documents.

8. Where will the drop-boxes be located?

A: The drop boxes are located outside of the Historic (South entrance, 4050 Main Street, Riverside), Palm Springs (3255 E. Tahquitz, Palm Springs) and Temecula (41002 County Center Dr., #100, Temecula). They are available 7:30 am to 4 pm on court days.

9. How do I obtain a conformed copy when I file a document by mail, drop-box, or eSubmit?

A: If submitted by mail or drop-box, you will need to supply a copy to be conformed and a self-addressed stamped envelope. If by eSubmit, you must provide an email address at the time of filing so a conformed copy can be emailed to you.

10. What is the most efficient preferred method for filings: drop-box or eSubmit?

A: e-Submit. These filings are processed quicker, as they bypass the process of imaging, imaging quality assurance, and upload of the images.

11. When filing by eSubmit, how can I specify unavailable dates for the hearing?

A: Please provide this information on page 4 of the eSubmit process, under the Notes/Special Instructions portion which appears as follows:

Notes/Special Instructions (?)

Optional

12. How do I obtain certified copies?

A: Complete the following and submit it online by eSubmit, or by U.S. mail or drop box:

- (1) A Request for Certified Copies using local form [RI-MC011](#),
- (2) If the request is made by mail or drop box, please include:
 - I) A check payable to the Riverside Superior Court for the certified copy amount, or an “amount not to exceed \$_____”
 - II) A self-addressed stamped envelope.

If the certified copy is for an elder abuse restraining order, temporary guardianship, temporary conservatorship, or ex parte petition, you may obtain a certified copy in the courthouse where your case is located at the Riverside Historic Courthouse, Southwest Justice Center (for Temecula cases), or Larson Justice Center (for Palm Springs cases).

Hearings

13. For all of the hearings that have not been heard while the Court has been "closed", when will we receive notice of the new hearing date? How will those new hearing dates be determined?

A: During the closure, the assigned judicial officers have been making minute orders continuing hearings that did not fall in the definition of “essential matters.” These orders have generally been made on the date of the hearing, or one or two court days before. If you are the petitioner

or court-appointed fiduciary and have provided the court with your current mailing address, you should receive a copy of the minute order in the mail. You can also check the court's website for the continued hearing date.

Hearing dates are generally being set in the same manner as they would have been if the matter had been continued.

14. Will hearings scheduled between May 11 and June 15, 2020 still be continued as they have been during the closure?

A: Yes.

15. Will all of the hearings scheduled after June 15, 2020 stay on calendar as is?

A: We expect to hear all matters that were set on the morning calendar after June 15, 2020. Elder Abuse Trials set at 10:00 am will be heard in-person at 1:30 p.m. at the Hall of Justice (for cases set for hearing in Temecula or Riverside) or at 10:00a.m. at the Larson Justice Center (for cases set in Palm Springs) starting June 15, 2020.

Trials and contested hearings set at 1:30 p.m. will not be heard until the court implements Phase III of its reopening, which is projected to be in Autumn.

16. Will conservatorship or guardianship cases be given priority to receive a sooner hearing date?

A: Both before the closure and now, conservatorship and guardianship hearings that require investigation (e.g. appointment of a conservator, accounting, or waiver of accounting) are set further out to allow sufficient time to complete the investigation. Conservatorship and guardianship petitions that do not require investigation (e.g. petition to fix residence, authority to sell residence, report of sale, final accounting) can be set sooner according to the same timeframes as decedent's estate petitions.

If your petition does not require investigation, please bring this to the attention of the clerk when your document is filed. Otherwise, the hearing may be set as if an investigation were required.

Notice

17. If notice of petition to administer the estate was previously published for a hearing date during the court's closure, will we need to publish again for the continued hearing date?

A: This will be determined by the judicial officer. However, probate notes will include a deficiency unless proof of new publication is filed for a hearing date not during the court's closure, and that proof includes instructions of how to appear telephonically.

If you will be completing new publication, see Probate Code 8125.

If you believe new publication should not be required, you must provide the applicable legal authority to support your position.

18. When we publish notice of petition to administer estate, does the notice have to include the language about appearing by telephone?

A: Yes. The following essential data must be included with the notice: (1) The courthouse is closed. You must attend the hearing by WebEx. (2) Call 1-213-306-3065; and (3) the applicable meeting number (see the answer to Question 1, above).

19. Will new service by publication or personal service be required if timely service was given for a hearing on the petition that occurred before the closure, and at the hearing the matter was continued to a new hearing that did not occur due to the closure?

A. This will be determined by the judicial officer. However, probate notes will not include a deficiency concerning the publication or personal service in this situation so long as timely mailed notice of hearing is given to all known parties and that notice includes the telephonic hearing information.

20. Will there be a new local form of notice of hearing that includes the requisite information regarding telephone hearing contact information?

A: No local form has been developed for this purpose.

Investigation

21. When will probate investigators resume in-person investigations?

A: We do not yet have a projection of when this can occur.

22. How will investigation be handled, including the issue of a proposed conservatee residing in a locked-down nursing home?

A: Investigators will attempt to complete interviews by video (e.g. FaceTime, Skype), if possible. Otherwise, investigation interviews will occur by telephone. The video or telephonic nature of the investigation will be noted in the investigation report.

This is how investigations have been completed for the temporary conservatorships filed and heard as essential matters during the court's closure.

23. Will the telephonic investigations be followed-up with in-person investigations when allowed?

A: The court will rule on petitions for appointment of a guardian or conservator based on the evidence including the investigation reports that are filed, even if an in-person investigation was not possible. For conservatorships, the court may schedule a six-month review with the hope that in-person investigations will be possible at that time.

Miscellaneous

24. Is there any anticipated date when the Historic Courthouse will be open to the public?

A: Unfortunately, we cannot project a specific date for this phase to begin, but anticipate that it may be in Autumn of this year.