5-07/350.05 - Court Services Division Responsibility

The chief of the Court Services Division, or his designee, shall, upon receipt of such message, immediately notify the following:

- The Sheriff; and
- The chief's of both Custody Services Divisions.

He shall be responsible for ensuring that the watch commanders of his bureaus which handle prisoners are immediately notified of the suspension order and to schedule prisoner movement accordingly.

He shall also be responsible for ensuring that JDIC messages are sent to the following:

- All police agencies in the county;
- All Sheriff's stations and facilities;
- All California Highway Patrol stations in the county; and
- Area broadcast.

This JDIC message shall include the following information:

- A statement that:
  - All departments of the superior court are suspending sessions; or
  - All departments except (specify) are suspending sessions;
- The dates on which court sessions are suspended and the date of resumption of court; and
- A statement that the superior court has issued the following order:

  "...all action, matters and special proceedings calendared in such departments on such dates shall be, and same are ordered, continued to the first court day following the dates of such suspension, at the same hour, and in the same department in which such action, petitions, orders to show cause, matters, or proceedings were originally set."

The Court Services Division shall also be responsible for notifying the Sheriff's Headquarters Bureau so that the order may be included on the operational log.

When the superior court bailiffs receive notification of the emergency closing of any or all departments of the superior court, the concerned bailiffs shall immediately notify their area supervisors, who shall be responsible for seeing that a copy of the order is immediately posted on the outer door of each superior master calendar court within their area of responsibility, including all of the following:

- Master calendar civil (dept. 1);
- Master calendar criminal (dept. 100);
- Master calendar domestic relations (dept. 2);
- Master calendar probate (dept. 11);
- Master calendar mental health (dept. 95);
- Master calendar civil and master calendar criminal departments in each of the remaining eight districts;

and

- The main entrance of the court buildings in each of the nine districts in which sessions of the superior court are held.