

RULE 4 TEMPORARY JUDGES AND SETTLEMENT ATTORNEYS

A. COURT-APPOINTED TEMPORARY JUDGES

(1) APPLICATION AND TRAINING¶

The Court appoints qualified attorneys as temporary judges pursuant to the California Rules of Court (CRC). Application forms for appointment as a temporary judge may be downloaded from the Court's website at <https://santaclara.courts.ca.gov/TJP>. Attorneys applying for appointment as a temporary judge in the Small Claims or Traffic divisions who previously have not served as a temporary judge in that division must observe two half-day calendars in the division conducted by judicial officers, as well as satisfy all other requirements set forth in the CRC. The two half-day calendars in Traffic must include arraignments and trials. (Effective 7/1/2025)

(2) COMPLAINTS¶

~~Forms for lodging complaints about a court-appointed temporary judge may be found on the Court's website at <https://santaclara.courts.ca.gov/TJP>, or they are available from the Clerk's Office at any courthouse where temporary judges serve. Complaints about any court-appointed temporary judge will be processed in line with the CRC and should be sent to the Temporary Judge Administrator, Santa Clara County Superior Court, 191 N. First Street, San Jose, CA 95113. Complaints related to sexual harassment or those that cannot be submitted online due to a disability may be made by phone by calling the Temporary Judge Administrator at (408) 882-2721.~~

Unless exempted by this section, all complaints about a court-appointed temporary judge must be made in writing using Local Form TJP-F014 (Complaint Form (Temporary Judge)). The form can be obtained from the Temporary Judge Program webpage on the Court's website or from the Clerk's Office at any courthouse where temporary judges serve.

Complaints must be directed to the Temporary Judge Administrator and sent by mail to 191 N. First Street, San Jose, CA 95113, or deposited into the drop box at any courthouse. Complaints related to sexual harassment or those that cannot be submitted using Local Form TJP-F014 due to a disability may be made by telephone by calling the Temporary Judge Administrator at (408) 882-2721.

The Court does not accept complaints about a court-appointed temporary judge by email or through means other than those described in this section.

Superior Court of California, County of Santa Clara TEMPORARY JUDGE PROGRAM Process	NUMBER TJP- 005	Page 1 of 1
	DATE ISSUED 7/1/2025 <u>01/01/2026</u>	
SUBJECT: COMPLAINTS REGARDING TEMPORARY JUDGES	APPROVED BY	

1.0 **INTRODUCTION/PURPOSE:**

- 4.1 The purpose of this process is to establish the procedures by which complaints regarding Temporary Judges will be received, investigated, and resolved.

2.0 **RELEVANT AUTHORITIES:**

California Rule of Court 10.746; California Rule of Court 10.703; Local General Rule 4 (A)(2).

3.0 **PROCEDURES:**

- 3.1 All complaints concerning temporary judges must be directed to the Temporary Judge Administrator.
- 3.2 Except as stated in this paragraph, complaints ~~should~~ **must** be presented in writing, **and sent by mail or deposited into the drop box at any courthouse**. A complaining party ~~may~~ **must** use the Complaint Form (TJP-F014), which is available from the Clerk's Office at any court facility where temporary judges preside and from the court's website. Complaints related to sexual harassment or those that cannot be submitted ~~online~~ **on the TJP-F014 Complaint Form** due to a disability may be made by phone by calling the Temporary Judge Administrator at (408) 882-2721.
- 3.3 On receipt of a complaint, the Temporary Judge Administrator will:
- 3.3.1 Note in the Confidential Temporary Judges' Complaint Log (TJP-F007) the date the complaint was received and the name of the complainant.
- 3.3.2 Review the complaint.
- 3.3.3 Prepare a complaint packet consisting of a Routing Slip, the complaint, and the temporary judge file. If the complaint is related to an employee

serving as a temporary judge, the Temporary Judge Administrator must refer to the process outlined in California Rule of Court Rule 10.703 and include the relevant noticing requirements in the complaint packet as drafted. The packet will be forwarded to the Assistant Presiding Judge (APJ) or Presiding Judge (PJ) based on the direction of the PJ.

- 3.3.4 Prepare a letter to the complainant acknowledging receipt of the complaint, if requested by the A/PJ.
- 3.3.5 Obtain a copy of the audio recording of the hearing and any other case material, if requested by the A/PJ.
- 3.3.6 Assist the A/PJ in preparing a disposition by letter to the complainant or by internal memo, send correspondence to the complainant if so directed, and file the disposition in the temporary judge complaint folder and file under the appropriate year.

4.0 **SHARING OF COMPLAINT INFORMATION**

- 4.1 Except when necessary or as outlined below, complaint information shall be handled in a confidential manner. The intent of ~~this information sharing is to ensure that appropriate information is communicated across divisions to confirm that proper action is taken by the Court.~~ **the above requirements to provide information is to ensure that appropriate information is communicated across Court divisions so the Court may take proper action.**
- 4.2 When there is an applicant to the ~~TJP~~ **Temporary Judge Program**, the Temporary Judge Administrator ~~shall reach out to~~ **must contact** the SOC Officer and/or ADR Coordinator to obtain and record information about any complaints made about the applicant.
- 4.3 When a complaint about a temporary judge is made about an individual who also serves as a settlement attorney, the Temporary Judge Administrator ~~shall~~ **must** forward the relevant information to the SOC Officer and/or ADR Administrator.

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CLARA

TEMPORARY JUDGE PROGRAM



COMPLAINT FORM
(Temporary Judge)

Complainant's Contact Information:

First Name: _____ Last Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Case Information:

Court Location: _____ Case No: _____

Hearing Date: _____ Approximate time of Hearing: _____

Type of Case: ☐ Civil ☐ Small Claims ☐ Traffic
☐ Unlawful Detainer ☐ Other _____

Nature of Complaint:

Findings:

Recommendation:

SUBMIT THIS FORM TO: Superior Court of California, County of Santa Clara
Attn: Temporary Judge Administrator
204191 North First St.
San Jose, CA 95113

Or Via email to: TJP@sccourt.org

TJP-F014 [New, 6/06/17/01/01/2026]