




Superior Court of the State of California, County of Yolo

1000 Main Street Woodland, California 95695
www.yolo.courts.ca.gov

MEMORANDUM

TO: District Attorney
Public Defender
Probation Department
Health and Human Services Agency

DCSS
County Counsel
Dependency Legal Services
Conflict Attorneys

FROM: Shawn C. Landry, Court Executive Officer 

DATE: March 17, 2020

RE: COVID-19 New Complaint/Petitions, Filings and Emergency Calendar Requests

Yolo Superior Court has implemented an Emergency Order signed by Chief Justice Tani G. Cantil-Sakauye. As such, the Court is operating only essential calendar functions. Further, we only have limited onsite staff to handle operations. This process will remain in effect at least until April 15, 2020.

Therefore, we have implemented an email process for your agencies to file pleadings. This includes in custody criminal complaints and felony informations, violation of probations associated with a new complaint, juvenile court detaining petitions, requests for emergency orders and urgent calendar matters. The email address for filing is exparte@yolo.courts.ca.gov.

Any paperwork associated with cases on calendar or emergency calendar requests shall be served on the appropriate parties and submitted to the clerk in the courtroom at the time of the hearing for filing.

No other filings, except as noted above, are being accepted at this time.

The decision to limit Court functions was made in response to the state and federal health directives and in an effort to protect the public and staff from exposure to COVID-19. We appreciate your understanding and cooperation.

Please advise me if there is some category of pleadings that is urgent and not covered by this memorandum.