

Superior Court of California, County of Contra Costa  
MARTINEZ SUPERIOR COURT  
DURING COURT CLOSURE

**REQUEST FOR MATTER TO BE CALENDARED  
(FOR ATTORNEY USE ONLY)**

DEFENDANT'S NAME: \_\_\_\_\_

CASE #: \_\_\_\_\_

TRAILING CASE #s: \_\_\_\_\_

ATTORNEY NAME: \_\_\_\_\_

ATTORNEY PHONE NUMBER: \_\_\_\_\_

ATTORNEY EMAIL ADDRESS: \_\_\_\_\_

Please check all boxes that apply to your case:

<input type="checkbox"/> Felony Arraignment	<input type="checkbox"/> Prob/Parole/PRCS/MS Revocations	<input type="checkbox"/> Defendant in custody and needs to be transported to court
<input type="checkbox"/> Contested Bail Reduction Hearing	<input type="checkbox"/> In-custody Felony COP	<input type="checkbox"/> Defendant's presence in court is waived
<input type="checkbox"/> Release Conditions Modification	<input type="checkbox"/> In-custody Felony Sentencing	<input type="checkbox"/> Co-defendant case and both defendants' cases must be calendared and all counsel are aware of this request

Cases will be heard in the virtual courtroom located in Courtroom 23 (currently dept. 6) of the Annex. As needed, the Court may operate additional virtual courtrooms to accommodate calendar needs. You must check the Court's calendar (posted no later than 4:00 p.m. each day for the following day on the Court's website) to identify the virtual courtroom assigned for your case. The link for the Zoom hearing information will also be posted for those appearing remotely. You will not receive an email with a link.

The Supervising Criminal Judge or designee will determine whether there is good cause (supported by written request of counsel via drop box) for calendaring any matter in the Emergency Court located in the Bray courthouse.

If an in-custody defendant's presence in court is needed, an attorney is required to be present in the Annex Courtroom 25 (currently dept. 6) to appear for the hearing.

Only contested bail or release motions, arraignments, change of pleas (including probation/parole violation admissions), sentencings, and some limited emergency motions (supported by an application and declaration of counsel as to the urgency and need for hearing) will be calendared. Documents necessary for any hearing (i.e., written motion, waiver of rights, protective orders), must be submitted with this form via the Court's drop box by 2:00 p.m. the day before the matter is calendared.

If your request is uncontested, it will **not** be placed on calendar. The parties must submit a written stipulation and proposed order in the court's drop box.

I understand that I must notify opposing counsel of this request before submitting it to the Court in the Court's drop box and will forward a copy to him/her by email or fax by close of business today.

\_\_\_\_\_  
ATTORNEY SIGNATURE (DIGITAL ACCEPTED)

\_\_\_\_\_  
DATE