



Superior Court of California County of Orange

Appearance Procedure and Information Civil – Administrative Appeals and Labor Commissioner Appeals

UPDATE – Friday, September 17, 2024

In-person services are available in the Civil Clerk's Office Monday through Friday from 8:00 a.m. to 4:00 p.m.

- 1. Civil - Administrative Appeals:** Administrative appeals are processed in Civil and heard by Department C65 at the Central Justice Center. They generally include the following types of cases:
 - Appeal from final decision of parking citation;
 - Appeal from civil administrative fine or penalty;
 - Appeal from Labor Commissioner's award of wages, penalties, and compensation;
 - Determination of dangerous dog or vicious dog.
 - Request for Hearing to Challenge Disqualified Person Determination
- 2. Filings:** Filings may be submitted in-person at the Central Justice Center, via eFiling through an approved eFiling Service Provider, or by US Mail at 700 Civic Center Drive West, Santa Ana, CA 92701.
- 3. Questions:** Specific questions can be submitted via the "Ask a Question" button on the court's website.
- 4. Self Help Assistance:** The public is encouraged to consult Self Help Services prior to filing documents. To contact Self Help, visit www.occourts.org/self-help and select "Click Here to Contact Self Help Services".
- 5. Appearances (Department C65):**

The Court will offer remote appearances for the initial status conference in Labor Commissioner appeals. The initial hearing in other administrative appeal cases will be set for in-person appearance.

Remote appearance will be conducted via Zoom through the video links available on the court's web page <https://www.occourts.org/media-relations/civil.html>. Click on the red bar as displayed below to access the video link for the courtroom where the hearing is set.

[Click here to appear for C61, C64, C65, C66 and D100 Proceedings](#)

To view *Remote Hearing Instructions* click [here](#) or visit <https://www.occourts.org/media-relations/covid/CivilPublicRemoteHearingInstructionsZoom.pdf>.

In the event a party, witness, official reporter, official reporter pro tempore, court interpreter, or other court personnel experiences technology or audibility issues that arise during a remote

conference, hearing, proceeding, or trial, the person is to alert the court by calling the courtroom.

Phone numbers for the courtrooms can be found at

<https://www.occourts.org/directory/civil/CivilPhoneDepartmentDirectory.pdf>

Parties should review Local Rule 375 (<https://www.occourts.org/directory/local-rules/2022/Div3.pdf>) for additional appearance information.