

PROCEDURES FOR MATTERS RELATED TO MINOR'S COMPROMISES

The following procedures are in effect for matters related to minor's compromises in the Central Civil Division of the San Diego Superior Court:

1. Matters related to minor's compromises will no longer be heard on a walk-in basis;
2. All petitions for approval of minor's compromises, partial withdrawal of funds, and withdrawal of funds upon reaching the age of majority, will be handled by Department 2103. All matters will be heard on Fridays. (Note: If the case for which the minor's compromise is requested was previously assigned to an independent calendar judge who is currently on the bench, the hearings must be schedule directly in that department);
3. All Petitions and Orders must be submitted to the Civil Business Office prior to the hearing date and all hearings will be calendared by the courtroom clerk in Department 2103 at 619-844-2213 (Note: It is the party's responsibility to contact the clerk to schedule a hearing);
4. All hearings will be set in Department 2103 as follows:

9:15 a.m. – 10:00 a.m. Petitions for Approval Minor's Compromise

11:00 a.m. – 11:30 a.m. Petitions to withdraw partial funds or all funds upon reaching the age of majority

NOTE: Department hours may vary. Please contact the department to verify department hours.

5. If you are requesting **approval of a minor's compromise**, you must submit all of the following forms to the Civil Business Office to obtain a case number:
 - a. Application and Order for Appointment of Guardian Ad Litem (Form # CIV-010)
 - b. Attachment to JC Form # CIV-010 (Form # CIV-383)
 - c. Petition to Approve Compromise of Claim (Form # MC-350)
 - d. Order Approving Compromise of Claim (Form # MC-351)
 - e. Order to Deposit Money into Blocked Account (Form # MC-355) or Trust Agreement per Local Rule 2.4.6
6. If you are requesting to **withdraw partial funds, or withdraw all funds upon reaching the age of majority**, you must submit all of the following paperwork to the Civil Business Office:
 - a. Petition for Withdrawal of Funds from Blocked Account (Form # MC-357)
 - b. Order for Withdrawal of Funds from Blocked Account (Form # MC-358)

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- c. If you are requesting to withdraw funds upon reaching the age of majority, you must appear in the Civil Business Office with a BIRTH CERTIFICATE and a PICTURE I.D.
7. If you are requesting to **transfer funds**, you must submit the following document to the Civil Business Office:
- a. Declaration and Order for Transfer of Blocked Account Funds
- NOTE: For further details on requirements for withdrawal of funds, please refer to the information sheet provided to you by the Civil Business Office.
8. Customers must file their **Petition for Withdrawal of Funds** in the Civil Business Office by noon on Wednesday and call Department 2103 forthwith (by 4:30 p.m. – same day) in order for their hearing to be set on the next available Friday calendar.
9. Customers coming into the Civil Business Office for withdrawal of funds will be advised by the clerk to call the Department 2103 courtroom clerk to obtain a hearing date. Department 2103 will set the hearing on a Friday morning calendar and all applicants will report directly to Department 2103 on the date of the hearing.
10. All petitions and orders must be submitted to the Civil Business Office clerk **before** requesting a hearing date. Upon receipt of the petitions and orders, the Civil Business Office clerk will:
- a. Accept the Petition and check it for accuracy. The Order will be forwarded to Department 2103 for judicial review.
- b. Collect the filing fee or inform the applicant of the fee waiver process. The clerk will review and process the fee waiver request or send it directly to Department 2103 if court approval is needed.