



**DONNY YOUNGBLOOD**  
Sheriff-Coroner

1350 Norris Road, Bakersfield, California 93308-2231  
Telephone (661) 391-7500

*Kern County*

**SHERIFF**

**ISSUE: 23-29**

**TRAINING BULLETIN**

**DATE: March 14, 2023**

## **COURT MINUTE ORDERS**

Law Enforcement Officers are often tasked with enforcing a variety of orders issued by the court. Minute orders are one of those types of orders that can cause confusion amongst deputy sheriffs and supervisors. The following is meant to clarify proper enforcement action when dealing with these types of orders.

Minute orders are intended to be a temporary order issued by the court; used for enforcement directly after a court hearing. Minute orders are intended to be used as a temporary fix (intended to serve as a “band-aid”) until the official signed court order is ready for pick-up. There is no set timeframe for when an official court order may be ready for pickup by the affected parties. This can depend on the workload of court clerical staff. In some instances, the court can direct one of the parties or their legal counsel to prepare the order and submit it for a signature. This can also delay the process. In some instances, the parties will fail to do this step and attempt to pass the minute order on as the court order. There have been cases where deputies have directed a party to get the official order from the court and it was simply never submitted for signature.

In most cases, minute orders are good for a relatively short period of time. There is no definitive set time frame and should be treated on a case-by-case basis. If a patrol deputy is provided minute orders that are over several weeks old, there is a high likelihood the minute orders have been superseded by an officially endorsed court order. The deputy should request that document be provided to them by the involved parties. If the involved parties cannot provide the deputy with an officially endorsed court order, and the minute orders are more than several weeks old, the deputy should direct the involved parties back to court to obtain the officially endorsed court order.

The deputy will document the interaction and fully articulate why they were unable to enforce the minute orders in a LERM’s report. The deputy will document the date of the parties last court hearing from when the minute orders were created.

Minute orders do not qualify as official court orders in relation to filing criminal charges for violating a court order. Deputies are not to submit a criminal case on a subject for failing to abide by a minute order due to the lack of service required to meet the elements of the crime. Deputies are encouraged to tell the affected parties to keep

dates and times documented and direct them to go back to court if the situation is ongoing.

Deputies are also encouraged to provide the parties with education regarding the enforcement of the orders. Orders with specific dates and times are easier to enforce. It is common for court orders to have “mutually agreed upon” and “reasonable” language. These orders are very difficult to enforce.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): <div style="background-color: black; width: 100%; height: 30px;"></div>	FOR COURT USE ONLY
TELEPHONE NO.: <div style="background-color: black; width: 100px; height: 15px;"></div> FAX NO. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): <div style="background-color: black; width: 100px; height: 15px;"></div>	<b>FILED</b> SUPERIOR COURT of CA. COUNTY OF KERN  <b>JUN 12 2019</b>  BY  DEPUTY
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF KERN</b> STREET ADDRESS: 1215 TRUXTUN AVE. MAILING ADDRESS: SAME CITY AND ZIP CODE: BAKERSFIELD, CA. 93301 BRANCH NAME: METROPOLITAN DIVISION, JUSTICE BUILDING	
PETITIONER/PLAINTIFF: <div style="background-color: black; width: 100%; height: 15px;"></div> RESPONDENT/DEFENDANT: <div style="background-color: black; width: 100%; height: 15px;"></div> OTHER PARTY:	
<b>FINDINGS AND ORDER AFTER HEARING</b>	CASE NUMBER: <div style="background-color: black; width: 100%; height: 15px;"></div>

JUN 04 2019 ADA

1. This proceeding was heard on (date):  at (time):  in Dept.:  Room:   
 by Judge (name):  Temporary Judge  
 On the order to show cause, notice of motion or request for order filed (date):  by (name):   
 a.  Petitioner/plaintiff present  Attorney present (name):   
 b.  Respondent/defendant present  Attorney present (name):   
 c.  Other party present  Attorney present (name):

**THE COURT ORDERS**

- 2. Custody and visitation/parenting time: As attached  on form FL-341  Other  Not applicable
- 3. Child support: As attached  on form FL-342  Other  Not applicable
- 4. Spousal or family support: As attached  on form FL-343  Other  Not applicable
- 5. Property orders: As attached  on form FL-344  Other  Not applicable
- 6. Attorney's fees: As attached  on form FL-346  Other  Not applicable
- 7. Other orders:  As attached  Not applicable
- 8. All other issues are reserved until further order of court.
- 9.  This matter is continued for further hearing on (date): \_\_\_\_\_ at (time): \_\_\_\_\_ in Dept.: \_\_\_\_\_  
 on the following issues:

Date: **JUN 12 2019**

Approved as conforming to court order.

JUDICIAL OFFICER  
**GLORIA J. CANNON**

SIGNATURE OF ATTORNEY FOR  PETITIONER/PLAINTIFF  RESPONDENT/DEFENDANT  OTHER PARTY

SHORT TITLE:

CASE NUMBER:

1 FL-340 #2 VISITATION TIME ARE AWARDED AS FOLLOWS:

2  
3 CHILD'S NAME DOB:

4  
5 [REDACTED] [REDACTED]

6  
7 The Court makes the following findings and orders:

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9 [REDACTED]  
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26 (Required for verified pleading) The items on this page stated on information and belief are (specify item numbers, not line numbers):

27 This page may be used with any Judicial Council form or any other paper filed with the court.

Page \_\_\_\_\_

ADDITIONAL PAGE [REDACTED]

For court use only

CASE NO.: \_\_\_\_\_

DATE PROPOSED ORDER MAILED TO OTHER PARTY:

\_\_\_\_\_

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

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

RE: PROPOSED FINDINGS AND ORDER AFTER HEARING

Enclosed is the original Findings and Order After Hearing for the hearing held on \_\_\_\_\_ (date).

The order was supposed to be prepared by you/me on or by: \_\_\_\_\_ (10<sup>th</sup> day after hearing).

At my request, the Order was prepared by the Family Law Facilitator's Office for the Superior Court, County of Kern.

**ACTION REQUESTED:** On or by \_\_\_\_\_ 10<sup>th</sup>/20<sup>th</sup> day after this letter, please do the following:

- 1) Approve the Findings and Order After Hearing by signing on page 1 where indicated; OR
- 2) Object and submit an alternate proposed order to me at the address below as stated in the California Rules of Court, Rule 5.125.

If you do not respond to this letter or approve and return the order or object, then I will submit the enclosed order and a copy of this letter to the court to execute the order.

Thank you.

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_ 11<sup>th</sup> or 21<sup>st</sup> day after this letter.

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

ADDRESS: \_\_\_\_\_

\_\_\_\_\_



Superior Court of California  
County of Kern  
Bakersfield Division B

Hearing Date: [REDACTED]

Time: [REDACTED]

Honorable: Gloria Cannon

Clerk: [REDACTED]

Court Reporter: . None

Bailiff: Deputy Sheriff

Interpreter:

Language Of:

**PARTIES:**

[REDACTED] Respondent, present

Pro Se

[REDACTED] Petitioner, present

Pro Se

**NATURE OF PROCEEDINGS: REQUEST FOR ORDER - PETITIONER CHILD VISITATION.**

Hearing Start Time: 11:49 AM

The above entitled cause came on regularly on this date and time with parties and/or counsel appearing as reflected above.

Upon Motion of The Court, all witnesses are excluded from the courtroom.

Cause proceeds on behalf of petitioner as follows:

[REDACTED] duly sworn and testifies.

[REDACTED] duly sworn and testifies.

12:03 p.m. : The Court is in recess until 1:30 p.m. this date.

1:50 p.m. : Trial resumes.

[REDACTED] having been previously sworn, resumes the stand and testifies further on behalf of petitioner.

[REDACTED] heretofore sworn, recalled, and testifies further on behalf of petitioner.

Petitioner duly sworn and testifies.

Cause proceeds on behalf of respondent as follows:

[REDACTED] duly sworn and testifies.

[REDACTED]

[REDACTED]

[REDACTED] duly sworn and testifies.

Respondent duly sworn and testifies.

The Court makes the following findings and orders:

[REDACTED]

Petitioner to prepare order after hearing.

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MINUTE ORDER FINALIZED BY: [REDACTED]

ON:

5/9/2019