

## Department 63 Policies and Procedures - Honorable Katherine A. Bacal

Central - Hall of Justice Revised  
December 4, 2024

### **Honorable Katherine A. Bacal, Presiding**

#### **Department 63 Phone Numbers**

Courtroom Clerk: (619) 450-7063 Calendar  
Clerk: (619) 450-7328

1. **Master Calendar:** If a case assigned to another department is ready for trial but the assigned judge is unable to hear it, the matter may be placed on the master calendar. This department supervises the master calendar. Generally, the master calendar is called on Fridays at 2:00 p.m. When a matter is called on the master calendar, a trial assignment will be made. Any challenges to the judge assigned for trial must be made at the time parties are notified of the assignment.

2. **Ex Parte Matters:** Parties must reserve an ex parte hearing by calling the calendar clerk. Generally ex partes are held on Tuesdays, Wednesdays and Thursdays at 8:45 a.m. Papers are due before noon the day before the hearing, with the appropriate fee. All ex parte applications must comply with the California Rules of Court.

The court welcomes informal discovery conferences and/or informal pleading conferences, which may be set by calling the calendar clerk. Before reserving an informal conference, parties must actually discuss the dispute with each other (an email/letter is insufficient).

3. **Law and Motion Matters:** All law and motion matters are heard by reservation either by calling the calendar clerk or using the ["Reserve a Motion Date"](#) application on the Court's website.

Oral arguments on motions are generally at 11:00 a.m. or 1:30 p.m. on Fridays. Tentative rulings are issued pursuant to California Rules of Court and San Diego County Superior Court Rules. If no one appears for a hearing for which a tentative ruling was issued and the parties did not submit on the tentative ruling, the court may take the matter off calendar, order the tentative ruling to become the final ruling or make a different order at the hearing.

4. **Case Management Conferences (CMCs):** CMCs are generally on Fridays at 9:00, 9:30 and 10:00 a.m.

5. **Trial Readiness Conferences (TRCs):** TRCs are generally on Fridays at 10:30 a.m. Parties must submit their Joint TRC Report five court days before the scheduled TRC. If a joint TRC report is not timely filed and the matter has not fully resolved, trial counsel must appear in person at the TRC.

6. **Trial Calls:** Trial Call is generally Friday at 8:45 a.m. unless a trial call is on the master calendar. The Court allows virtual appearances at Trial Call only if parties previously submitted a joint trial notebook, containing:

1. Agreed upon statement of the case;
2. Joint Witness List (all witnesses on one list);
3. Joint Exhibit List, with objections noted;
4. Joint set of jury instructions, in the order they are to be given with objections noted;
5. Proposed verdict form(s).

Parties must also submit a second notebook containing Motions in Limine (MIL), followed by Oppositions, if any (not separate notebooks).

7. **Trials:** Trials run from Monday through Thursday. MILs must be filed at least 5 court days prior to Trial Call. Oppositions to MILs must be filed at least 2 court days prior to Trial Call. No replies to MILs. All exhibits should be pre-marked, with pages numbered.

8. **Virtual Appearances:** The department follows the San Diego Superior Court Local Rules for virtual appearances. See the Court's website for up-to-date information about how to appear virtually.

9. **Guardian Ad Litem/Publication of Summons/Pro Hac Vice/Default prove ups:** Submit moving papers for review, with proof of service, if applicable; the court may set a hearing if a hearing is deemed necessary. Applications for appointment of guardians

ad litem will not be granted unless the moving party submits the documents required by the San Diego Superior Court Local Rules, Rule 2.4.6.

[Advance Trial Review Order](#)