

**Courtroom Staff:**

Courtroom Clerk..... (619) 450-7064  
Calendar Clerk..... (619) 450-7303 (Phone hours: 8:00 am to 3:00 pm)

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The following rules and procedures will be followed in Department 64.

**Ex Parte:** Ex parte hearings are by reservation only on **Tuesday, Wednesday, and Thursday at 8:30 a.m.** No Ex-parte matter will be heard unless supporting papers are filed no later than 12:00 p.m. the day before the hearing. **The court requires courtesy copies of all E-Filed documents on all Ex-parte papers delivered to the Department 64 drop box in the Hall of Justice no later than 12:00 p.m. the day before the hearing.**

**Petition for Minor's Compromise:** Petitions to compromise minors' claims are heard during Ex-parte hours. The court requires the guardian ad litem to appear at the time of the hearing.

No Ex-parte appearances are required for the following:

- Stipulation for order extending arbitration or mediation date
- Stipulation for reappointment of arbitrator/mediator
- Stipulation for order extending discovery cut-off or expert designation dates
- Stipulation to continue trial and related dates

**Remote Appearances:** California Rules of Court and any emergency orders in effect shall govern remote appearances. Please check the San Diego Superior Court website for remote appearance information via Microsoft Teams to Department 64.

**Request to Appear Remotely:** Prior approval from the Court to appear remotely is **NOT** required. Parties are authorized to appear for all hearings using Microsoft Teams except Trial Calls and JDX'S. If a party wishes to appear remotely for a Friday Trial Call, they are to address that request at the TRC.

**Order for Publication:** Paperwork requesting an order to publish may be submitted for review without an appearance. Obtaining an order to publish does not toll dates. The Court will scrutinize the jurisdictional affidavit to see whether the applicant has taken "those steps a reasonable person who truly desires to give notice would have taken under the circumstances" and has complied with CCP §415.50.

**Guardian Ad Litem:** Petition for appointment of guardian ad litem may also be submitted for review and approval without an appearance. The Guardian Ad Litem cannot be someone who also has an interest in the action.

**Application for Good Faith Settlement:** The application for good faith settlement pursuant to the Code of Civil Procedure 877.6(a)(2) and proposed order shall be concurrently filed, after which it will be held the requisite statutory period (20 days plus 5 for mailing). If no motion to contest is filed, the order will be signed and processed after the statutory period has run. Thereafter, the clerk will return conformed copies

of the application and signed order.

**Stipulated Protective Orders re: Confidential Information:** Proposed stipulated protective orders for protection of confidential information will only be approved by the Court if the language in the proposed order is consistent with California Rules of Court, Rule Nos. 2.550 and 2.551. Motions to seal any filed document must comply with California Rules of Court, Rule Nos. 2.550 and 2.551. Exhibits a party wishes to be confidential can be submitted as “lodged documents” and referenced in a corresponding Notice of Lodgment. While the notice of lodgment is filed in the Register of Actions (ROA), all lodged documents are returned to the submitting party upon the Court’s determination of the motion or application (CRC Rule No. 3.1302(b)).

**Law and Motion Matters.** Noticed motions hearings are by reservation only and are set on **Fridays at 10:30 a.m.** Counsel may obtain reservations by contacting the Calendar Clerk at (619) 450-7303. Tentative rulings will be made available by 4:00 p.m. on the Court website the day prior to the scheduled hearing. Tentative rulings may be obtained by navigating to the Court's website. No notice of intent to appear is required to appear for oral argument. The tentative ruling will not become the final ruling of the Court until the hearing.

**Case Management Conferences.** Case management conferences are held at staggered times on Friday starting at **9:30 a.m.** At case management conferences, no matters will be set for mediation unless requested by both parties.

**Trial Readiness Conferences.** Trial readiness conferences are held at 8:30 a.m. on Friday. Parties are reminded to review local rule 2.1.15. A completed joint trial readiness conference report shall be filed in advance or brought to the hearing. Trial counsel are to be present.

**Trial Calls.** Trial Calls are held on Friday at 9:00 a.m. At Trial Call, counsel will bring a Joint Trial Notebook. The Joint Trial Notebook should be comprised of the following:

1. Table of Contents
2. Copy of Joint Trial Readiness Report
3. Copies of Motion in Limine and Oppositions (In order)
4. Joint Witness List (with description of what witness will testify)
5. Joint Exhibit List
6. Copies of Trial Briefs (if any)
7. Joint Statement of the Case
8. Voir Dire Questions (proposed, if any)
9. Jury Instructions- packet agreed upon and packet of those not agreed with indication of who is offering and objecting.
10. Special Verdict Form – either agreed upon form(s) or each sides proposed Special Verdict Form(s). If the parties fail to make a genuine effort to limit disputes on the form of the special verdict, the Court will use a general verdict.

All exhibits will have been shared with opposing counsel, pre-marked and memorialized in an up-to-date exhibit book. Any and all exhibits, demonstrative aids, or other material to be used in opening statements will have been shared with opposing counsel. Any and all in limine motions must be filed per local rule 2.1.18. Trial briefs to be filed 5 Court days prior to Trial Call.

**Default Judgment by Court:** Papers must comply strictly with "Requirements for Default Judgments" in Appendix A to Division II of Local Rules (Civil Litigation). Non-complying papers will be returned with a notation of defects. If personal testimony is required, counsel will be contacted by the courtroom clerk in order to schedule a default prove-up hearing. Default prove-up hearings are calendared for Friday at 1:30 p.m.

**The following courtesy copies should be placed in the Department 64 drop box:**

- Ex parte applications for hearings
- Motions in Limine for trial
- Trial briefs
- Oppositions / replies to formally noticed motions.
- Joint Trial Readiness Conference Reports
- All other civil documents must be electronically filed through a Court approved Electronic Filing Service Provider

[Dept 64. Advanced Trial Review Order](#)