

DEPARTMENT E-8

TRIAL / EVIDENTIARY HEARING/LONG RFO REQUIREMENTS

Five court days before the trial or hearing, the Court requires a trial notebook (notebook may be joint or individual) be prepared that it includes the following:

1. Trial Brief (San Diego Superior Court Form D-241, or a separate brief containing the same information)
2. Pre-mark Exhibits (Petitioner should use numbers for their exhibits – pink tags; Respondent should use letters for their exhibits – yellow tags). Try to eliminate duplicative exhibits. Exhibits should be individually marked. If an exhibit has multiple pages, Bates Stamp the individual pages. If you are submitting photographs, each photograph should have an individual exhibit number. See California Rule of Court 2.1040, San Diego Local Rules 5.5.5 (RFOs) and 5.8.3 (Trials) for submission of electronic recordings, which includes the requirement of lodging and serving a transcript of any recording.
3. Exhibit List - Grid format – see below for example
4. Witness List (California Judicial Council Form FL-321)

NOTE: 2 trial notebooks are required - One for the Court and one for the clerk.

REPORTER: You will need to provide your own reporter should you want the hearing reported unless there is a fee waiver in the case. We will only provide a reporter for contempt hearings. Please go to the court's website at www.sdcourt.ca.gov for a list of reporters.

Exhibit list example

PTNR #	Marked	Rec'd	Description	RESP #	Marked	Rec'd	Description
1			Photo	A			2010 Bank Statement from Bank of America
2			2008 Tax Return	B			Work Schedule
3			Pay stubs	C			List of household furnishings

EXHIBIT TAG EXAMPLE:

Ptnr's Ex <u>1, 2, 3</u>
D <u>123456</u>
Rec'd _____
Dept _____ Clk _____

Resp's Ex <u>A, B, C</u>
D <u>123456</u>
Rec'd _____
Dept _____ Clk _____



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

OFFICE OF THE FAMILY LAW FACILITATOR

SELF-REPRESENTED LITIGANT (SRL) TRIAL READINESS RESOURCE LIST

The following links provide information that may assist a Self-Represented Litigant (SRL) to prepare for trial:

- California Rules of Court, rule 5.394 (Trial or Hearing Brief): www.courts.ca.gov/cms/rules/index.cfm?title=five&linkid=rule5_394
- Self-Help-Families & Children: www.courts.ca.gov/selfhelp-family.htm
- Discovery: www.courts.ca.gov/1093.htm
- Getting Evidence for Court: www.courts.ca.gov/documents/getting-evidence.pdf
- Going to Court: www.courts.ca.gov/1094.htm
- San Diego Superior Court Rules, Rule 5.5.5 (Exhibits): Go to www.sdcourt.ca.gov, type "Chapter 5 Exhibits" in the search box in the top right corner of the page and then click on the first search result (or click [here](#))
- Language Access: Go to www.sdcourt.ca.gov, type "Language Access" in the search box in the top right corner of the page and then click on the first search result (or click [here](#))
- Court Reporters: Go to www.sdcourt.ca.gov, type "Court Reporter Information" in the search engine in the top right corner of the page and then click on the first result (or click [here](#))
- San Diego County Public Law Library: www.sandiegolawlibrary.org

The related court forms listed in the table below are available online at www.sdcourt.ca.gov or for purchase at the Family Law Business Office:

Trial Brief	SDSC Form #D-241
Property Declaration	JC Form #FL-160
Declaration of Disclosure	JC Form #FL-140
Schedule of Assets and Debts	JC Form #FL-142
Income and Expense Declaration	JC Form #FL-150
Declaration Regarding Service of Declaration of Disclosure and Income and Expense Declaration	JC Form #FL-141
Spousal or Partner Support Declaration Attachment	JC Form #FL-157
Proof of Personal Service	JC Form #FL-330
Proof of Service by Mail	JC Form #FL-335
Notice of Intent to Lodge Documents	SDSC Form #D-235
Interpreter Request/Cancellation Form	SDSC Form #ADM-348