

LOS ANGELES SUPERIOR COURT DEPARTMENT  
NORTH CENTRAL DISTRICT, DEPARTMENT B  
JUDGE LEE S. ARIAN

COURTROOM INFORMATION

**Court Address:** 300 East Olive Avenue, Burbank, CA 91502

**Telephone Number:** 818-260-8438

**Courtroom Hours:** 8:30 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m.

**Law and Motion:** Fridays at 8:30 a.m.

**Trial proceedings:** Monday – Thursday from 9:30 a.m. to 4:15 p.m.; some Friday afternoons

*Department B is an independent/direct calendar court. Parties and counsel should review the provisions of the California Code of Civil Procedure, the California Rules of Court, and the Los Angeles Superior Court Local Rules, Chapter 3, Civil Division Rules (“Local Rules”) that apply to unlimited civil actions in independent calendar courts.*

GENERAL INFORMATION

**CHECK IN:** Please check in with the Courtroom Assistant before any hearing. Be prepared to provide two business cards to the Courtroom Assistant. Write on the business card: (1) the calendar number of the matter; (2) the party you represent, and (3) your bar number.

**CONTINUANCES:** Trial or other continuances must be heard on a noticed motion or *Ex Parte* Application basis unless otherwise stipulated to by all parties or ordered by the Court. Trial continuances are generally disfavored -- trial dates should be considered firm and will be moved only upon a showing of good cause.

The Court appreciates receiving requests to continue a motion hearing as far in advance of such hearing as possible.

**COURT REPORTERS:** The court does not provide court reporters. Any party desiring the presence of a court reporter must secure the service of a private court reporter.

**COURTESY COPIES:** Courtesy copies are not requested except for any late-filed document and any *ex parte* opposition. Please deliver courtesy copies directly to Department B.

**DISCOVERY**

The Court requires all counsel to exhaust meet and confer efforts before filing a discovery motion. Upon request of counsel, the Court will conduct an informal discovery conference

(“IDC”) to assist counsel in resolving discovery disputes. IDCs are typically held on Friday afternoon, when the Court is not in session for trials. Counsel may call the Judicial Assistant to set up a time for an IDC.

**ELECTRONIC EVIDENCE:** The Court cannot use any type of USB or flash drive to review evidence. Please submit such evidence to the Court through its e-mail via a drop box.

**EX PARTE APPLICATIONS:** *Ex parte* applications are heard Monday through Thursday at 8:30 a.m. A motion date must be reserved on CRS prior to bringing an *Ex Parte* Application to Shorten Time. The Court will hear *ex parte* applications on Friday mornings only in extreme cases that cannot wait until the following Monday.

All *ex parte* applications and documents in support thereof must be electronically filed no later than 10:00 a.m. the court day before the hearing. Any written opposition shall be electronically filed by 8:30 a.m. the day of the hearing. Pursuant to California Rules of Court, rule 2.253(b)(2), self-represented litigants are exempt from these mandatory Electronic Filing requirements.

Unless requested by the Court, it will not hear argument when it denies an *ex parte* application on the papers. It will hear argument, if requested, when it grants an application.

**FILINGS:** All represented parties are to comply with LASC Rule 3.4 and the operative General Order for a Mandatory Electronic Filing for Civil. Documents must be electronically filed in PDF, text searchable form. Attachments to primary documents including depositions, declarations, exhibits (including exhibits to declarations), transcripts (including excerpts), points and authorities, citations and supporting brief must be bookmarked and hyper linked. Self-represented litigants are exempt from mandatory electronic filing, although they are encouraged to participate in electronic filing and service.

**REMOTE APPEARANCES (L.A. COURT CONNECT):** Parties appearing remotely are expected to appear by video, not just telephone. Remote appearances are not allowed for Final Status Conferences, Evidentiary Hearings or Trials, or any other matter that the Court deems an in-person appearance is needed.

**LOCAL RULES:** The Court does not have special rules for final status conferences or for trial conduct. The Court expects compliance with the Local Rules of the Los Angeles Superior Court.

**MOTIONS:** All motion hearing dates must be reserved using the Court Reservation System (CRS) except with leave of Court. Follow the *link- Online Services-Court Reservation System (CRS)* on the Court’s website. Motions are heard on Fridays at 8:30 a.m. The Court may issue a tentative ruling by 4:00 p.m. the day before, sometimes earlier. To view tentative rulings, please visit the court’s website, [www.lacourt.org](http://www.lacourt.org).

**SETTLEMENT CONFERENCES:** Los Angeles Superior Court does not have dedicated judicial settlement officers. Nonetheless, if all parties agree to a judicial settlement conference and the parties believe settlement is truly possible even if mediation has not produced a settlement, the Court will try to accommodate a request for a judicial settlement conference. The

parties should contact the Department's Judicial Assistant no less than 30 days prior to trial to request such a conference.

### **INFORMATION RE SPECIFIC HEARINGS**

**CASE MANAGEMENT CONFERENCES:** Case Management Conferences (CMC) are held Monday through Thursday at 8:30 a.m. The parties must comply with California Rules of Court, rule 3.722, et seq., and Local Rule 3.25 in connection with such conferences. If a case is set for a CMC that is not yet at issue, the Judicial Assistant will call the case and provide a date for an Order to Show Cause Re Proof of Service or Default. After 6 months, such OSCs shall include potential sanctions. After 2 years from filing, such OSCs will be OSCs re Dismissal.

**TRIAL AND FINAL STATUS CONFERENCE DATES:** Trials are typically set on Mondays at 9:30 a.m. Final Status Conferences are typically set about 2 weeks before the trial date at 9:00 a.m. No remote appearances are permitted at trials or final status conferences unless permission is expressly granted by the Court. Unless otherwise stated, trials are conducted Monday through Thursday, 9:30 a.m. to about noon and 1:30 p.m. to about 4:15 p.m. Fridays are generally reserved for law and motion, settlement conferences and informal discovery conferences, but the Court may have partial trial days on Fridays.

If you settle a case between the date of the Final Status Conference and the trial date, please, in addition to filing a Notice of Settlement at the earliest opportunity, call the Court's Judicial Assistant and advise her of the settlement.

The Court has a separate Trial Preparation Order that the parties should follow in cases proceeding to trial.

## **FINAL STATUS CONFERENCE ORDER**

The dates for trial and Final Status Conference having been set, the Court makes the following orders:

### **A. FINAL STATUS CONFERENCE**

The lawyer(s) designated to try the case must appear in-person at the Final Status Conference (FSC). **Remote appearances are not permitted.**

### **B. COURT REPORTER**

With few exceptions, the Superior Court does not provide court reporters for trials. Parties shall provide an in-person court reporter for trial, or in the alternative the parties must provide a joint settled statement at the conclusion of each day's testimony. If no court reporter is engaged by the parties, trial will not resume until the settled statement from the prior day has been filed with the Court. If there is a dispute with the testimony, each party shall meet and confer in good faith and may provide a separate statement setting forth each disputed witness and the testimony in dispute.

### **C. MEET AND CONFER**

No later than 18 calendar days before the Final Status Conference, the parties' counsel and any self-represented parties shall exchange all exhibits they intend to introduce at trial.

No later than 11 calendar days before the Final Status Conference, the parties' counsel and any self-represented parties shall meet and confer to do the following: (1) discuss and prepare the documents required in Sections 2.B-H below, and the Motions in Limine Binder, Exhibit Binders, and Trial Binder required in Sections 3-5 below, (2) discuss and make a good faith effort to stipulate to the authenticity and admissibility of each trial exhibit, (3) discuss and make a good faith effort to stipulate to resolve each motion in

limine, (4) discuss and make a good faith effort to stipulate to ultimate facts and legal issues, and (5) discuss and make a good faith effort to settle the case. The Court will specifically inquire into this meet and confer at the Final Status Conference and failure to have conducted it will likely result in sanctions.

#### **D. TRIAL DOCUMENTS TO BE FILED**

All trial documents are to be filed pursuant to the General Order re Mandatory Electronic Filing for Civil dated November 5, 2018. Pursuant to California Rules of Court, Rule 2.253 (b)(2), self-represented litigants are exempt from the mandatory electronic filing requirement. No later than five calendar days before the Final Status Conference, the parties' counsel and any self-represented parties shall file and serve the following documents:

##### **1. TRIAL BRIEFS**

Each party shall file a trial brief succinctly identifying:

- (1) the claims and defenses that remain in dispute for trial;
- (2) the major legal issues (with supporting points and authorities);
- (3) the relief and calculation of damages sought; and
- (4) any other information that may assist the court at trial.

##### **2. JOINT WITNESS LIST**

The parties' counsel and any self-represented parties shall work together to prepare and file a joint list of all witnesses whom any party intends to call at trial, excluding impeachment and rebuttal witnesses. (Los Angeles County Court Rule ("Local Rule") 3.25, subd. (g)(5).) The joint witness list shall be organized with columns (in the format set forth below) which state (1) the name of each witness (in alphabetical order),

if the witness is being called to testify as an expert, and any special requirements or accommodations needed for the witness (e.g., interpreter), (2) the party calling the witness, (3) whether the witness is actually expected to testify, (4) a brief description of the witness's expected testimony, (5) an estimate of the length of direct examination (in hours), (6) an estimate of the length of cross-examination (in hours), and (7) the total estimated length of examination (in hours). At the end of the joint witness list, the parties and any self-represented parties shall add up the estimated times for all witnesses' testimony and state the grand total in the last column. Any witness who is not included on the joint witness list is subject to being excluded from testifying at trial other than for purposes of giving actual impeachment or rebuttal testimony. Any party who seeks to elicit testimony from a witness not identified on the witness list must first make a showing of good cause to the court.

| <b>JOINT WITNESS LIST</b>             |                                     |   |  |  |   |  |
|---------------------------------------|-------------------------------------|---|--|--|---|--|
| <b>Name<br/>(State if<br/>Expert)</b> | <b>Party<br/>Calling<br/>(II/Δ)</b> | <b>Actually<br/>Expected<br/>to Testify?<br/>(Yes/No)</b> | <b>Brief<br/>Descriptio<br/>n of<br/>Testimony</b> | <b>Length of<br/>Direct (in<br/>hours)</b> | <b>Length of<br/>Cross (in<br/>hours)</b> | <b>Total<br/>Length (in<br/>hours)</b> |
|                                       |                                     |   |  |  |   |  |

### 3. JOINT EXHIBIT LIST

The parties' counsel and any self-represented parties shall work together to prepare and file a joint exhibit list organized with columns (in the format set forth below) which state, as to each exhibit any party intends to offer at trial: (1) the exhibit number, (2) a brief description of the exhibit **including the total number of pages**, (3) which party is offering the exhibit, (4) whether the parties have stipulated to authentication of the exhibit, (5) whether the parties have stipulated to admissibility of the exhibit, (6) any evidentiary objections to admission of the exhibit, (7) the date the exhibit was marked for identification, and (8) the date the exhibit was admitted into evidence. (Local Rule

3.25, subd. (g)(6).) As set forth above, the parties' counsel and any self-represented parties shall meet and confer in an effort to resolve objections to the authenticity and admissibility of each exhibit.

**Note: All exhibits greater than one page must be internally paginated.**

| <b>JOINT EXHIBIT LIST</b> |                         |                            |  |  |   |                                   |                          |
|---------------------------|-------------------------|----------------------------|--|--|---|-----------------------------------|--------------------------|
| <b>No.</b>                | <b>Descripti<br/>on</b> | <b>Offered<br/>by(Π/Δ)</b> | <b>Stipulate<br/>to<br/>Authentic<br/>?<br/>(Yes/No)</b> | <b>Stipulate<br/>to<br/>Admiss?<br/>(Yes/No)</b> | <b>Evidentia<br/>ry<br/>Objection<br/>s</b> | <b>Date<br/>marked<br/>for ID</b> | <b>Date<br/>Admitted</b> |
|                           |                         |                            |  |  |   |                                   |                          |

**4. JOINT STATEMENT TO BE READ TO THE JURY**

For jury trials, the parties' counsel and any self-represented parties shall work together to prepare and file a brief, joint written statement of the case for the court to read to the jury. (Local Rule 3.25, subd. (g)(4).)

**5. JOINT LIST OF PROPOSED JURY INSTRUCTIONS  
(JOINT AND CONTESTED)**

For jury trials, the parties' counsel and any self-represented parties shall work together to prepare and file a joint list of proposed jury instructions (in the format set forth below) which states, as to each proposed jury instruction: (1) the jury instruction number (listed in numerical order), (2) the title of the jury instruction, (3) the party requesting the jury instruction, (4) whether the jury instruction is agreed upon or contested, (5) a concise statement of any objection, and (6) whether the jury instruction was given by the court.

| <b>JOINT LIST OF PROPOSED JURY INSTRUCTIONS</b> |              |                                |                                |                  |                           |
|---|--------------|--------------------------------|--------------------------------|------------------|---------------------------|
| <b>No.</b>                                      | <b>Title</b> | <b>Requested by<br/>(II/Δ)</b> | <b>Agreed or<br/>Contested</b> | <b>Objection</b> | <b>Given<br/>(Yes/No)</b> |
|   |              |                                |                                |                  |                           |

**6. JURY INSTRUCTIONS**

**(JOINT AND CONTESTED)**

For jury trials, the parties’ counsel and any self-represented parties shall work together to prepare a complete set of full-text proposed jury instructions, editing all proposed Judicial Council of California Civil Jury Instructions (“CACI”) instructions, inserting party names, and eliminating blanks and other irrelevant or inapplicable material. The proposed jury instructions shall be prepared on Los Angeles Superior Court form LASC LACIV 129 or in a Word document that is in the same format. If there is an appropriate CACI jury instruction on a point of law, the court expects the parties to request the CACI instruction instead of a specially prepared jury instruction.

**7. VERDICT FORM(S)**

For jury trials, the parties’ counsel and any self-represented parties shall work together to prepare and file a joint proposed general verdict form or a joint proposed special verdict form acceptable to all parties. (Local Rule 3.25, subd. (g)(8).) If the parties cannot agree on a joint verdict form, each party must separately file a proposed verdict form. The court urges the parties to consider a general verdict form. When a special verdict form is requested, if there is an appropriate CACI special verdict form for a cause of action, affirmative defense, or other finding, the court expects the parties to use the CACI special verdict form.

**8. JOINT CHART OF PAGE AND LINE DESIGNATIONS FOR DEPOSITION AND FORMER TESTIMONY**

If any parties intend to use deposition testimony or former trial testimony in lieu of or in addition to a witness's live testimony, the parties' counsel and any self-represented parties shall meet and confer to discuss, and work together to prepare and file, a joint chart in the format set forth below ("Joint Chart of Page and Line Designations for Deposition and Former Testimony"). In the joint chart, each designating party's designations of deposition or former testimony shall include columns which state: (1) the designation number and name of the witness, (2) the date and type of testimony (*e.g.*, deposition or trial testimony), (3) the page and line designations of the deposition or former testimony requested to be used, (4) any objections, (5) whether the other party has counter-designated any additional deposition or former testimony of the witness that relates to the designation, and, if so, the designation number of the counter-designation, and (6) the court's ruling. In the joint chart, each counter-designating party's counter-designations of additional deposition or former testimony of the witness that relates to the designations shall include columns which state: (1) the designation number and name of the witness, (2) the date and type of testimony (*e.g.*, deposition or trial testimony), (3) the page and line counter-designations of the deposition or former testimony requested to be used, (4) any objections, (5) the designation number of the other party's designation to which the counter-designation relates, and (6) the court's ruling. The parties shall attach copies of the pages of the transcripts of the deposition or former testimony they are designating or counter-designating to the Joint Chart of Page and Line Designations for Deposition and Former Testimony, with numbered tabs separating each deposition or trial transcript. Each designation or counter-designation shall be highlighted, with each party using a different color highlighter.

| <b>JOINT CHART OF PAGE AND LINE DESIGNATIONS FOR DEPOSITION AND FORMER TESTIMONY</b> |                                |                               |                   |                                       |               |
|--|--------------------------------|-------------------------------|-------------------|---------------------------------------|---------------|
| <b>I. Plaintiff's Designation</b>  |                                |                               |                   |                                       |               |
| <b>Number/Witness Name</b>   | <b>Date/Type of Transcript</b> | <b>Page: Line Designation</b> | <b>Objections</b> | <b>Is there a Counter? (Yes/No/#)</b> | <b>Ruling</b> |
| 1. John Doe  | 1/3/20 Depo                    | 1:2-25                        | Hearsay           | Yes #4                                |               |
| 2. John Doe  | 3/4/19 Trial Testimony         | 5:20-25                       |                   | No                                    |               |
| 3. Jane Doe  | 1/15/20 Depo                   | 2:5-10                        |                   | No                                    |               |
| <b>Defendant's Counter-Designations</b>  |                                |                               |                   |                                       |               |
| <b>Number/Witness Name</b>   | <b>Date/Type of Transcript</b> | <b>Page: Line Designation</b> | <b>Objections</b> | <b>Is there a Counter? (Yes/No/#)</b> | <b>Ruling</b> |
| 4. John Doe  | 1/3/20 Depo                    | 1:26-2:20                     |                   | #1                                    |               |
| <b>II. Defendant's Designations</b>  |                                |                               |                   |                                       |               |
| <b>Number/Witness Name</b>   | <b>Date/Type of Transcript</b> | <b>Page: Line Designation</b> | <b>Objections</b> | <b>Is there a Counter? (Yes/No/#)</b> | <b>Ruling</b> |
| 5. John Doe  | 3/4/19 Trial Testimony         | 5:20-25                       | No foundation     | Yes #7                                |               |
| 6. Jane Doe  | 1/15/20 Depo                   | 2:5-10                        |                   | No                                    |               |
| <b>Plaintiff's Counter-Designations</b>  |                                |                               |                   |                                       |               |
| <b>Number/Witness Name</b>   | <b>Date/Type of Transcript</b> | <b>Page: Line Designation</b> | <b>Objections</b> | <b>Is there a Counter? (Yes/No/#)</b> | <b>Ruling</b> |
| 7. John Doe  | 3-4-19 Trial Testimony         | 5:26-6:10                     |                   | #5                                    |               |

**E. MOTIONS IN LIMINE**

Motions in limine shall be noticed for hearing at the Final Status Conference. The parties' counsel and any self-represented parties shall comply with the statutory notice provisions of Code of Civil Procedure section 1005 and file declarations that comply with the requirements of Los Angeles County Court Rule 3.57, subdivision (a). The caption of each motion in limine shall concisely identify the evidence that the moving party seeks to exclude. Parties filing more than one motion in limine shall number them consecutively. Parties filing opposition and reply papers shall

identify the corresponding motion number in the caption of their papers.

If the motions in limine are too voluminous to fit behind Tab J in the Trial Binder, the parties must submit a separate motion in limine no later than three court days before the Final Status Conference. The Motions in Limine Binder shall include one-sided, conformed copies of all motions in limine, opposition papers, and reply papers, organized in one or more three-ring binders, tabbed in numerical order with the opposition papers and reply papers for each motion placed directly behind the moving papers with a colored sheet of paper separating the moving, opposition, and reply papers.

#### F. **EXHIBIT BINDERS**

The parties' counsel and any self-represented parties shall work together to jointly prepare four sets of tabbed, internally paginated by document, and properly-marked exhibits, organized numerically in three-ring binders (a set for the court, a set for the Judicial Assistant, and a set for the witnesses) ("Exhibit Binders"). Copies of documentary exhibits shall be one-sided copies. The parties' counsel and any self-represented parties shall mark all non-documentary exhibits and insert a simple written description of the exhibit behind the corresponding numerical tab in the Exhibit Binders. The parties' counsel and any self-represented parties shall also place the court's yellow evidence tags (with only the case number and exhibit number filled in) on each exhibit in the Judicial Assistant's copy of the Exhibit Binder. The parties' counsel and any self-represented parties shall bring one set of the Exhibit Binders to the Final Status Conference for the court to review.

**Note: Any exhibits greater than one page must be internally paginated.**

#### G. **TRIAL BINDER**

No later than three calendar days before the Final Status Conference, the parties'

counsel and any self-represented parties shall jointly prepare and lodge in Department B a Trial Binder, consisting of one-sided, conformed copies, tabbed and organized in a three-ring binder with a table of contents that includes the following (for trials by the court without a jury, the Trial Binder shall include only the documents listed under Tabs A, B, C, H, and I):

Tab A: Trial Briefs

Tab B: Joint Witness List

Tab C: Joint Exhibit List

Tab D: Joint Statement to Be Read to the Jury

Tab E: Joint List of Jury Instructions

Tab F: Joint and Contested Jury Instructions

Tab G: Joint or Contested Verdict Form(s)

Tab H: Joint Chart of Page and Line Designations for Deposition and Former Testimony

Tab I: Copies of the Current Operative Pleadings (including the operative complaint, answer, cross-complaint, if any, and answer to any cross-complaint).

Tab J: Motions in Limine, unless they are too voluminous and require their own binder.

The parties shall organize proposed jury instructions into groups behind Tab F in the following order (labeled by cover sheets): (1) agreed-upon instructions, (2) plaintiff's requested instructions to which defendant objects, and (3) defendant's requested instructions to which plaintiff objects.

**H. FAILURE TO COMPLY WITH TRIAL PREPARATION ORDER**

The court has discretion to require any party's counsel and any party who fails to comply with this Trial Preparation Order to show cause why the court should not impose monetary, evidentiary, and/or issue sanctions.

IT IS SO ORDERED.

DATED: August 27, 2025

**Lee S. Arian**

LEE S. ARIAN, Judge  
Superior Court of California  
County of Los Angeles