

DEPARTMENT F47
COURTROOM INFORMATION
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Judge: Melvin D. Sandvig **Judicial Assistant:** Kailin Keating **Courtroom Assistant:** Greg Gilbertson

Court Address: 9425 Penfield Avenue, Chatsworth, CA 91311 **Telephone Number:** (818) 407-2247
Courtroom Hours: 8:30 a.m. to 4:30 p.m. (Lunch Break 12:00 p.m.-1:30 p.m.)

REMOTE APPEARANCES:

Remote appearances are **NOT** allowed as to the following proceedings: Settlement conferences (including MSC's), evidentiary hearings such as trials and prove-up hearings.

Remote appearances through LACourtConnect are allowed as to all other hearings, with no prior court approval necessary.

CHECK IN:

Check in begins at 8:30 a.m.

IN PERSON: Provide a business card with calendar number and party being represented

REMOTE/LACC: Follow instructions given on your confirmation email. For any technical issues with remote appearances, call the Service Desk at (213) 830-0400 immediately. If you have not been able to check in with the clerk by 8:45 a.m., call the courtroom directly.

COURT REPORTERS: If you require a court reporter, you must provide your own. The following forms must be filed in the courtroom prior to the judge calling your case:

Form **LACIV237** - for reporters listed on Court's Pro Tempore Court Reporter Directory (court approved)

Form **LACIV236** - for reporters not listed on court's directory (not court approved). NOTE: A stipulation is required for the appointment of court reporters that are not on the Court's approved list. It is the responsibility of the hiring party to secure the stipulation/signatures of all other parties prior to the hearing.

Please follow the links on the Court's website: **General Information-Court Resources-Court Reporters.**

FILINGS: In addition to the requirements specified below, see the General Order Re Mandatory Electronic Filing for Civil.

FILINGS BY REPRESENTED LITIGANTS: Represented litigants are required to file all documents electronically with the Court through the approved electronic filing service provider.

FILINGS BY SELF-REPRESENTED LITIGANTS: Self-represented litigants are exempt from mandatory electronic filing requirements. All papers filed by self-represented litigants directly in the Clerk's Office or courtroom must be stapled separately before filing or they will be rejected. Judgments, orders, and stipulations must include self-addressed, stamped envelopes and copies to conform.

MOTIONS: All motions to be heard in Dept. F47 are to be reserved through the Court Reservation System (CRS). Follow the links on the Court's website: **Online Services-Court Reservation System (CRS)**. When eFiling documents, parties and counsel must comply with the "TECHNICAL REQUIREMENTS" which are set forth in the General Order Re Mandatory Electronic Filing for Civil.

Motions are heard Monday through Friday and are set for hearing at 8:30 a.m. The Court may post tentative rulings one day before the hearing date or the morning of the hearing. You may request a copy of the tentative ruling upon check-in, if appearing in person.

Courtesy copies of motions, motion related documents are not required for Department F47.

EX PARTE APPLICATIONS: *Ex parte* applications are heard Monday through Friday at 8:30 a.m. No reservations are needed. *Ex Parte* applications and supporting documents must be electronically filed no later than 10:00 a.m. the court day before the *ex parte* hearing. Written oppositions shall be electronically filed by 8:30 a.m. the day of the *ex parte* hearing and courtesy copies should be brought directly to the courtroom before the hearing.

Self-represented parties must bring the *ex parte* application, declaration of notice, and proposed order to the Clerk's Office for payment of filing fee by 8:30 a.m. on the day of the hearing and proceed immediately to the courtroom with the *ex parte* application, declaration of notice, proposed order, and proof of payment. Oppositions by self-represented parties shall be brought to the courtroom on the day of the *ex parte* hearing. Self-represented parties shall bring a sufficient number of copies of the opposition to provide to the Court and all other parties. Self-represented parties may file documents through the approved Electronic Filing Service Provider.

TRIALS: The Court sets trial dates at the Case Management Conference once the case is at issue. Unless the Court is dark/closed, all trials are set on Mondays, and all Final Status Conferences are set on Fridays (10) calendar days before the trial date. Mandatory Settlement Conferences are set approximately two (2) months before the trial date.

Department F47 follows the local rules for trial. Motions in Limine are heard on the first day of trial. All trial documents filed by represented parties must be electronically filed pursuant to the local rules, (except for exhibits). Additionally, a printed courtesy copy of all verdict forms and jury instructions shall be submitted directly in Department F47 on or before the date of trial. All trial documents filed by self-represented litigants may be filed directly in Department F47 pursuant to the local rules.

CONTINUANCES: All hearing dates, including trial dates, may be considered for a continuance by written Stipulation and Order. Said Stipulation and Order shall state the date the Complaint was filed, as well as the proposed new dates. If there is no stipulation, the parties may seek a continuance by noticed motion or an *ex parte* application.

TRIAL EXHIBITS: All document exhibits **MUST** be placed in binders under tabs, and each page must be numbered within each tab. The exhibit list must be included in the binders. Exhibits must be brought to the Court on the first day of trial.