

**Los Angeles Superior Court
Stanley Mosk Courthouse
DEPARTMENT 20**

COURTROOM INFORMATION

JUDGE: Kevin C. Brazile

JUDICIAL ASSISTANT: Erica Perez

COURT ASSISTANT: Carmen Cortez

DEPARTMENT 20: Stanley Mosk Courthouse, Room 310, 3rd Floor
111 North Hill Street, Los Angeles, CA 90012

TELEPHONE NUMBER: (213) 633-0520

COURTROOM HOURS: 8:30 a.m. to 4:30 p.m. (Lunch recess: 12:00 p.m. – 1:30 p.m.)

1. FILING OF DOCUMENTS: The Court mandates electronic filing (eFiling) of all documents unless the litigant is self-represented or has received an exemption from eFiling requirements. Refer to the latest General Order re Mandatory Electronic Filing for Civil at www.lacourt.org. The Court expects strict compliance with the California Rules of Court (CRC), Code of Civil Procedure (CCP), and the General Order. All filings must comply with the technical requirements set forth in the General Order (PDF, text searchable, bookmarked per CRC 31110(f)(4), hyperlinks, etc.). Failure to comply may result in the Court not considering/striking the non-compliant document or continuing the hearing.

2. COURTESY COPIES: Deliver directly to Department 20 a printed courtesy copy of motions, replies, etc., including motions for summary judgment/adjudication and anti-SLAPP motions.

3. EX PARTE APPLICATIONS: Ex parte applications are heard Monday through Friday at 8:30 a.m. and must comply with CRC 3.1200, *et seq.* Ex parte applications are solely for extraordinary relief and should be used with discretion.

If you desire to “advance” a hearing date, you make an appropriate request to do so, via ex parte. However, you must first actually reserve a hearing date, via ex CRS, and then proceed on an ex party application to advance that date.

Unless the litigant is self-represented or exempt from eFiling, ex parte applications must be eFiled no later than 10:00 a.m. the court day before the hearing. Any written opposition shall be eFiled

by 8:30 a.m. the day of the ex parte hearing. A proposed order must be eFiled with the moving papers. Counsel must follow the Court's eFiling procedures to ensure that any ex parte application is received by Department 20 the day before the hearing. Ex parte applications are reviewed in chambers. **No oral argument will be considered.**

4. MOTIONS: Motion hearing dates must be reserved on the Court Reservation System (CRS) available at www.lacourt.org. Counsel may cancel or continue motions on CRS without the Court's approval, unless otherwise ordered. Cancellations or continuances must be done immediately after the need is known. If a motion is continued or cancelled on CRS, counsel must file a notice of continuance/cancellation/withdrawal.

5. TENTATIVE RULINGS ON MOTIONS: Tentative rulings on motions MAY be posted at www.lacourt.org about 1-2 days before the hearing. **Do not call** the department to inquire about the posting of the tentative. Not all tentative rulings are posted. Monitor the Court's website for the posting of the tentative ruling. Counsel may submit on the posted tentative ruling without appearing at the hearing by emailing Department 20 the day before the hearing date. Instructions and Department 20's email will be provided at the top of the tentative ruling.

If the tentative is not posted, it may be available in the department the day of the hearing and may be provided at the time of check-in. Please inform the Judicial Assistant if you are submitting on the tentative. If ALL parties submit without oral argument, then the matter will not be called and parties may be excused by the Judicial Assistant. The tentative will become the final ruling. Counsel for the moving party shall give notice of the final ruling.

6. TENTATIVE RULINGS ON REQUESTS FOR DEFAULT JUDGMENT: If the request is denied, the tentative ruling on requests for default judgment will be posted online by the day before the hearing. If the moving party submits as instructed on the tentative ruling, the tentative will become the final order of the Court and it will be posted online with the minute order. If the request is denied without prejudice, the tentative will indicate a future date for the hearing. If counsel submits on the tentative, counsel is acknowledging the Court's order to appear at the future date. If the request is granted, the signed default judgment will be processed and no appearance is needed.

7. CASE MANAGEMENT CONFERENCES: Counsel are expected to comply with the requirements of CRC 3.700, *et seq.* and Los Angeles Superior Court (LASC) Local Rule 3.25. A case management statement must be filed at least fifteen (15) days prior to the hearing as required by CRC 3.725(a). The Complaint must be served within 60 days of the filing of the Complaint. All defendants must be served with the Complaint before the case management conference (CMC). If all defendants have not been served, plaintiff or plaintiff's counsel must submit a declaration five (5) days prior to the CMC explaining what efforts have been undertaken to accomplish service. CRC 3.110.

8. TELEPHONIC APPEARANCES: LA CourtConnect is available for telephonic and video appearances. Information on how to appear via LACourtConnect on the Court's website. You must check-in with LA CourtConnect 15 minutes before your appearance so that you can be connected in a timely manner. Tentative rulings will not be read to those appearing by telephone.

9. DEMURRERS: Before filing a demurrer, the demurring party **shall** meet and confer with the plaintiff/cross-complainant in person or by telephone to determine whether an agreement can be reached that would resolve the objections raised in the demurrer. The demurrer must contain the required declaration regarding the meet and confer per CCP § 430.41. Failure to comply with CCP § 430.41 or a determination by the Court that the meet and confer process was insufficient, may be grounds to take the demurrer off calendar or continue the hearing to allow for a meaningful meet and confer. The plaintiff or cross-complainant must notify the Court immediately if they will be filing an amended complaint/cross-complaint in lieu of an opposition to a demurrer.

10. COURT REPORTERS: The Court does not provide court reporters, unless a litigant with a fee waiver makes a timely request for a court reporter. See LASC Local Rule 2.21(e) and the Court's website. If a party wishes to have the proceedings reported, they must arrange for a reporter to be present. The Court prefers real-time/Live Note reporting. The party securing the court reporter must provide the Judicial Assistant with the required, completed form prior to the commencement of the proceedings. Parties who do not provide a court reporter for trial are required to prepare and file a joint, settled statement of the testimony and evidence admitted each day of the trial.

11. DISCOVERY DISPUTES: The Court expects the parties to resolve discovery disputes among themselves in a courteous, reasonable, and professional manner. The Court emphasizes **meaningful** meet and confer and will carefully review the meet and confer declaration to determine its sufficiency.

12. INFORMAL DISCOVERY CONFERENCE: If the parties cannot resolve a discovery dispute, absent extraordinary circumstances, the parties must participate in an informal discovery conference ("IDC") before the court will hear the discovery motion. The court prefers that the parties participate in an IDC **prior** to filing any discovery motion, except a motion to compel where there has been no response.

Contact the courtroom staff to schedule the IDC. Prior to scheduling the IDC on CRS or with the staff, the involved parties must agree on the date for the IDC. Prior to contacting the courtroom staff, confer with all involved parties and then provide the courtroom Judicial Assistant with four (4) possible dates that are agreeable to **all** involved parties. At least five (5) court days prior to the IDC, the parties must file a statement in pleading format, of no more than two (2) pages, briefly summarizing the dispute. Counsel with decision-making authority must attend the IDC.

13. NON-APPEARANCE DATES: Any date on the website which reads "non-appearance" will not be called for calendar. No appearance is required. These dates are filing deadlines for documents or tracking dates for the Court to review a previously filed document (proposed orders, judgments, status reports, etc.). Please **DO NOT CALL** the court to verify if an appearance is required on a "non-appearance" date.

14. SEALED DOCUMENTS: If counsel seek to submit materials in support of a motion under seal, counsel must strictly comply with CRC 2.551, *et seq.* Pursuant to the General Order Mandatory Electronic Filing for Civil, documents submitted conditionally under seal are exempt from eFiling. A separate reservation for the motion to file documents under seal must be made via CRS. The actual motion shall be eFiled. A courtesy copy of the eFiled motion, with the documents submitted conditionally under seal, must be provided to Department 20. If the Court orders documents to be

filed under seal, those documents must be eFiled and the submitting party is responsible for accurately designating the documents as sealed at the time of electronic submission. **When sealed documents are desired to be filed the litigant must either (a) use eCourt's filing feature that allows the Court to see the unredacted information or (b) email all unredacted versions of all sealed documents to cmoslemi@lacourt.org upon filing.**

15. INTERPRETERS: Only Court certified or registered interpreters can assist limited English proficiency litigants. Govt. Code § 68561. Attorneys and parties must follow the Guidelines for Effective Use of Court Interpreters. A list of Court certified and registered interpreters is available at www.courts.ca.gov/3796.htm or you may call the Court's Interpreter Services Division at (213) 628-7744.

16. STIPULATIONS/PROPOSED ORDERS/PROPOSED JUDGMENTS: Speedy processing of these documents is imperative to effective case management. The Court has an effective tickler system to track the deadlines on these documents. Stipulations and proposed orders/judgments are eFiled. Once the judge signs a stipulation/order/judgment, it should be available on the Court's website. To find out the status of a stipulation/proposed order/judgment go to the Court's website: <http://www.lacourt.org>. The Court is required to hold proposed judgments for 10-15 days and proposed orders for 5-10 days (depending on the manner of service) before signing them, to consider any timely objections. Prior to these time periods, please refrain from contacting the Department to inquire on the status of your documents. Objections to proposed judgments must comply with CRC 3.1590.

Proposed orders must comply with CRC 3.1312. The Court may assume there is no objection to a proposed order and sign the order without delay, if the non-proposing party has not timely objected or the proponent has filed a statement that the non-proposing party failed to timely object per CRC 3.1312.

17. SETTLEMENT/MEDIATION/MSC: Parties are encouraged to participate in any dispute resolution program (i.e. mediation) of their choice. The Court may order the parties to participate in the Judicial Mandatory Settlement Conference (MSC) program. The program is free of charge and staffed by experienced sitting civil judges, who devote their time exclusively to presiding over MSCs. The parties must complete the intake form and email the completed form to sscmssc@lacourt.org.

18. NOTICE OF SETTLEMENT AND REQUEST FOR DISMISSALS: Notice of Settlement must be eFiled by plaintiff using Judicial Council Form CM-200, even if the case settled at a Judicial MSC. Once notice of settlement of the **entire case** is eFiled, all future appearances will be taken off calendar and an OSC re dismissal will be scheduled approximately forty-five (45) days from the filing date. If trial binders were lodged prior to settlement, they must be picked up within two weeks of filing the Notice of Settlement or they will be discarded. Refer to CRC 3.1385 for duties upon settlement.

20. TRIAL CONTINUANCES: Requests for trial continuances must be made by noticed motion, ex parte application—when appropriate—or by stipulation and order if good cause is shown. The Court has a strong interest in keeping scheduled dates certain. Changes in dates are disfavored.

Therefore, a stipulation to continue the date **must** be supported by a sufficient basis demonstrating good cause why the continuance is essential. Without such compelling factual support, stipulated orders continuing dates will be rejected. Counsel requesting a trial continuance may eFile and lodge a proposed stipulation and order, including a **detailed** declaration of the grounds for the requested continuance or extension of time. Proposed stipulations regarding continuances do not become effective unless and until this Court so orders.

21. TRIALS AND FINAL STATUS CONFERENCES: Final status conferences (FSC) are usually set 5-10 calendar days prior to the trial date. In preparation for the FSC, Counsel are expected to **strictly** comply with all applicable codes and rules, including, but not limited to, LASC Local Rule 3.25(f). Counsel who will try the case must be present for the FSC unless the Court orders otherwise.