

COURTROOM INFORMATION - DEPARTMENT 32

Daniel Murphy, Judge

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INFORMATION FOR COUNSEL

Ex Parte Applications. For represented litigants, all Ex parte applications and all documents in support thereof must be electronically filed no later than 10:00 a.m. the court day before the ex parte hearing. Any written opposition to an ex parte application shall be electronically filed by 8:30 a.m. the day of the ex parte hearing. If written opposition is electronically filed after 4:00 p.m. the court day before, a printed courtesy copy is required. Pursuant to California Rules of Court, rule 2.253(b)(2), self-represented litigants are exempt from the mandatory Electronic Filing requirements. Ex parte hearings are heard Monday through Friday.

Discovery. The Court requires all counsel to exhaust meet and confer efforts before filing a discovery motion. If the parties agree, the Court will help counsel resolve discovery disputes through an in person informal discovery conference. For an informal discovery conference, counsel shall file a stipulation and proposed order which sets forth dates that counsel would be available for the informal discovery conference. Informal Discovery Conferences are held Monday through Friday between 9:30 a.m. and 10:00 a.m.

Law and Motion.

Hearing Dates: As of January 4, 2016, parties must obtain a motion date via the online Court Reservation System (CRS) on the Los Angeles Court website. Go to "LA Court Online, Court Reservation System," at www.lacourt.org to reserve a date prior to filing any motion papers. Motion fee payments are required at the time reservations are made online. Please do not call the courtroom to reserve a motion date.

Multiple Motions: It is the court's desire, if possible, that all motions concerning a matter be heard on the same date. If you have motions reserved under the Court Reservation System for multiple hearing dates, please submit a proposed order for the motions to be heard on one date. Make sure the motions are reserved on the Court Reservation System before you submit a proposed order.

Court reporter. Counsel should note that the Court does not normally provide a court reporter. The parties may bring a court reporter to the hearing, and the Court's website contains information regarding the procedure to follow. The court may provide a court reporter for parties with fee waivers who file a timely request.

Filing of papers: If counsel files any papers in connection with a hearing scheduled within 5 court days of the filing, counsel should deliver a courtesy copy of the material to Department 32.

Tentative rulings: Tentative rulings are available at the time of the hearing and also on the Court's website at www.lacourt.org by 3:00 P.M. the day prior to the hearing.

Telephonic Appearance: LACourtConnect is available for telephonic appearances as permitted by CRC 3.670. LACourtConnect may be contacted at (888)882-6878. Counsel will need to make arrangements with LACourtConnect at least three hours before the hearing.

Evidentiary objections: Counsel filing evidentiary objections in connection with a motion for summary judgment or summary adjudication should comply with California Rules of Court Rule 3.1354. Please note an evidentiary objection must specifically identify the document in which the objectionable material is located and quote or set forth the objectionable statement or material. Counsel should not object to a "statement" contained in opposing party's statement of undisputed material facts; rather the objection must be directed to the evidence in support of that fact and state the basis for the objection.

Sealed documents: If counsel wishes to submit any materials in support of a motion under seal, counsel must strictly comply with California Rules of Court Rule 2.551 et. seq.

Mandatory Settlement Conferences. The court will consider referring the parties to a mandatory settlement conference, if counsel file a stipulation and proposed order seeking a mandatory settlement conference..

Trials. The Court generally sets court trials and jury trials to begin at 8:30 a.m. on Tuesdays.

Trial Preparation Order. The Court's trial preparation order, which is also available in hard copy in the courtroom, is as follows:

MEET AND CONFER REQUIRED PRIOR TO FINAL STATUS CONFERENCE

The parties must meet and confer and submit the following documents **FIVE COURT DAYS BEFORE THE FINAL STATUS CONFERENCE.**

JURY TRIALS

1. **JOINT EXHIBIT LIST.** All exhibits must be listed on one list, identified by a number and brief description. Notebooks containing all exhibits must be available on the final status conference date and all parties must be prepared to tell the court that they have had the opportunity to review all documents in the exhibit book. Place the

exhibit list as the index in the front of the exhibit book, and place tabs in the book to correspond with the exhibit number. If an exhibit contains more than one page, the pages must be internally numbered, *i.e.*, 3.1, 3.2, 3.3, etc. Exhibits should be lodged with the court on the first day of trial.

2. JOINT WITNESS LIST. All witnesses must be listed on one list. Do not repeat the name of a witness who will be called by more than one party. Next to each witness, indicate the total time expected for that testimony (including direct, cross, redirect, etc.) At the end of the list, total the time estimated for testimony. Make realistic time estimates. Absent good cause, the total number of hours listed for testimony should not exceed the trial estimate given at the case management conference, including the allocation of 1 day for jury selection and 1 day for deliberations. For example, a 5 day trial estimate means no more than 3 days of testimony.

3. JOINT JURY INSTRUCTIONS. Submit a joint set of CACI instructions with all information filled in, no remaining brackets or blanks. Do not use tear sheets for the instructions and do not include the disposition box on the page of the individual instruction. If some instructions are disputed, submit a separate set or sets indicating the party proposing and opposing the instruction. Submit a disposition table which lists all jury instructions by number, the identity of the party or parties proposing the instruction, and which contains columns for the court to indicate whether the instruction is given, modified, withdrawn or refused.

4. JOINT SHORT STATEMENT TO BE READ TO THE JURY. This statement should be a brief, neutral description of the case. In most instances, it should not exceed 2-3 paragraphs.

5. JOINT PROPOSED VERDICT FORM. If the parties cannot agree on the verdict form, each party must submit a proposed verdict form. Any proposed special verdict should be in a form that is easily used by the jury, and which does not require the jury to answer unnecessary questions.

6. MOTIONS IN LIMINE. Motions in limine must be served on the opposing party and submitted to the court five court days prior to the final status conference. A written opposition to a motion in limine may be served and filed no later than the final status conference. Replies are not required but may be served and filed no later than the Friday preceding the trial date. The court does not rule on motions in limine until the first day of trial. Motions in limine should not be used to seek summary judgment, summary adjudication of issues, or judgment on the pleadings. If there are more than 10 motions in limine, the court requires the parties to submit a separate notebook containing the motion, opposition, and reply (if any), tabbed and indexed.

7. TRIAL BRIEFS. Trial briefs are not required for jury trials. Any brief to be served and filed no later than the final status conference.

COURT TRIALS.

The parties must submit a joint exhibit list and joint witness list as described above. A trial brief must be served and filed no later than the final status conference.

NOTE RE SERVICE- any papers required to be served on another party pursuant to this order must be served in a manner calculated to reach that party no later than the date indicated in this order. The parties are encouraged to agree on the method (e-mail, fax, etc).

COMPLIANCE. Failure to submit any item required in this order in a timely manner without good cause may result in the imposition of sanctions, including monetary sanctions, exclusion of evidence, issue preclusion, denial of a claim or defense, dismissal or default.