

COURTROOM INFORMATION

Department 85, Room 834

Address: Stanley Mosk Courthouse, Department 85
111 N. Hill Street
Los Angeles, CA 90012

Judge: James C. Chalfant

Courtroom Telephone: (213) 830-0785

Public Hours: 8:20 a.m. to 12:00 p.m./1:30 p.m. to 4:30 p.m.

LACOURTCONNECT

The Court permits remote appearances for all matters. Schedule through LACourtConnect at www.lacourt.org.

CASE ASSIGNMENTS

For petitions or complaints assigned directly to the Writs and Receivers departments, please familiarize yourself with Local Rule 2.8, 2.9, 3.231, and 3.232.

For an application/motion heard in the Writs and Receivers departments where the case is assigned to an Independent Calendar court for all purposes, the application/motion is assigned to a specific Writs department as follows: (1) case numbers ending in 1-3 are assigned to Department 85; (2) case numbers ending in 4-7 are assigned to Department 86; and (3) case numbers ending in 8-0 are assigned to Department 82. Please familiarize yourself with Local Rule 2.8.

CONTINUANCES

All requests for a continuance of a matter should be submitted through stipulation and order or by *ex parte* application with good cause shown. Please contact the clerk in advance to secure the proposed continued date.

TENTATIVE RULINGS

Tentative rulings are posted on the court's website, usually on the court day before the hearing, and are available in the courtroom on the day of the hearing.

EX PARTE APPLICATIONS

Ex parte applications are heard Monday through Friday at 8:30 a.m. Cut-off time for *ex parte* applications is 8:45 a.m. NO EXCEPTIONS. Electronically filed *ex parte* applications shall be filed no later than 10:00 a.m. the day before the *ex parte* hearing. Self-represented litigants exempt from electronic filing shall file directly in Department 85 by 8:45 a.m. on the date the application is heard. All fees must be paid prior to filing the application.

If your *ex parte* application is for a case assigned to an Independent Calendar court, please bring a copy of your complaint with the *ex parte* application.

A court reporter will not normally be present for the hearing on an *ex parte* application. See Local Rule 2.21. A party may bring a court reporter. The court reporter may appear remotely.

LAW AND MOTION HEARINGS

All law and motion hearing dates must be reserved. Hearings are **Tuesdays and Thursdays at 9:30 a.m.** This department DOES NOT use the CRS Online reservations system. Please call the courtroom to reserve your hearing.

If the moving party takes a motion off calendar, the moving party shall confirm that fact to the court clerk in writing.

Department 85 requires courtesy copies of (a) all law and motion papers and (b) trial briefs, evidence (declarations and exhibits) and/or the administrative record.

Note: A court reporter will not be present for the court's regular hearing calendar. A party may provide a court reporter. The court reporter shall email the court reporter form to: WRdept85@lacourt.org

The court may ask for, or the parties may independently decide to prepare, a motion notebook in a one or three inch, three-ring binder. The motion notebook shall contain the moving papers, opposition, reply, and any requests for judicial notice. The evidence shall have exhibit tabs.

The motion notebook will be lodged in Department 85 on the date the reply must be filed or as set by the court. No courtesy copies are required where a motion notebook will be prepared and lodged.

MANDAMUS TRIALS

Trial dates for petitions for writ of mandate are set by the court at the trial setting conference and are not reserved in advance with the clerk.

The parties will be ordered to prepare a trial notebook for the mandamus trial. The trial notebook shall be lodged on the date that the reply must be filed or as set by the court. No courtesy copies of briefs are necessary if a trial notebook is prepared and lodged.

The trial notebook shall be in a one or three-inch, three-ring binder as appropriate and lodged with the court when the reply brief is filed. The trial notebook shall contain only copies of the bates-stamped agency decision, the parties' briefs, and any requests for judicial notice. The documents should be separated by labeled tabs. Except in traditional mandamus cases, documentary evidence should not be included in the trial notebook. In traditional mandamus cases, the trial notebook shall have documentary evidence with exhibit tabs, which may be in a separate three-ring binder(s) if voluminous.

The parties must also provide the court with a memory stick containing the moving, opposition, and reply briefs on Microsoft Word in a format from which the court may cut and paste without dragging the brief's rule and numbering or footers, so that the court can prepare its tentative decision.

Unless otherwise ordered, Petitioner has the responsibility to timely prepare and lodge the trial notebook and memory stick. Where the Petitioner is self-represented, Respondent or Real Party will be tasked to prepare the trial notebook and memory stick.

JOINT APPENDIX

If the administrative record for a writ of mandate exceeds 450 pages, the court may order the parties to prepare a joint appendix. If a joint appendix is ordered, the administrative record may be submitted in electronic format (in a Bates-stamped, searchable document) via flash drive. Please see Local Rule 3.231(g) for the preparation of the administrative record.

The purpose of a joint appendix is to enable the court to easily review the pertinent cited pages from the record in a single take-home binder. The joint appendix shall consist of a single three-ring binder -- preferably a three-inch binder -- or a binder that is spiral bound on the side. The joint appendix shall be lodged with the court at the time the reply brief must be filed or a set by the court.

The joint appendix shall include the agency decision followed by the pages actually cited in the parties' briefs. **The pages in the joint appendix must be in numerical Bates-stamped order no matter which party cited the page.**

Only the document pages cited in the parties' briefs should be included in the joint appendix, not the entire document. To reduce the number of pages, briefs should pin cite, not blanket cite, to pertinent record pages. If it is necessary to provide context to a cited page, the joint appendix may include a document cover page or witness identification page. The joint appendix may have labeled side tabs separating the pages from different documents.

The parties may, but are not required to, highlight significant information on the Joint Appendix pages, using different colors to show which party highlighted the information on a particular page.

Unless otherwise ordered, Petitioner has the responsibility to ensure that the joint appendix including all pages cited in the parties' briefs is timely lodged with the court. The failure of opposing counsel to provide copies of the relevant pages cited in their opposition does not excuse this responsibility. Where the Petitioner is self-represented, Respondent or Real Party will be tasked to prepare and lodge the joint appendix.