

## COURTROOM INFORMATION

Location: GOVERNOR GEORGE DEUKMEJIAN COURTHOUSE  
Address: 275 Magnolia Avenue  
LONG BEACH, CA. 90802

Dept #: S27

Judge: Mark C. Kim

Courtroom Tel # (562) 256-2227

Buddy Courts: Department S26, Department S25

Public Hours: Mon -Fri, 8:30 a.m.- 12:00 p.m./1:30 p.m. - 4:30 p.m.

**Parties may make telephonic and video appearances through LA CourtConnect (please visit [www.lacourt.org/lacc](http://www.lacourt.org/lacc) for details) \*\*EXCLUDING FSC AND TRIALS\*\***

- **Scheduling for a telephonic/video appearance must be done no later than 30 minutes BEFORE scheduled hearing – court staff will be unable to add attorneys/parties after 8:00 a.m....NO EXCEPTIONS**

### **HEARINGS (Dates/Start Times/Procedures)**

- Ex Parte: M, W, F / 8:30 a.m. / Moving Party to eFile ex parte by 10:00 a.m. the court-day before
- Law & Motion: T, TH / 8:30 a.m. / Moving Party reserves date via the Court Reservation System (CRS), at [www.lacourt.org](http://www.lacourt.org)
- Case Management Conferences: Daily / 8:30 a.m. / date given when case is filed.
- Name Changes: Friday ONLY at 8:30 a.m.
- Final Status Conference: Friday before trial / 8:30 a.m.
- Court Trials: Friday / 8:30 a.m.
- Jury Trials: Monday / 8:30 a.m.

### **DOCUMENTS (Filing/Receiving/Processing)**

- Ex Parte Applications: **MUST** be eFiled by 10:00 a.m. the court-day before. Ex Parte Applications do NOT require a reservation on CRS.
- **ONLY** self-represented litigants may file ex parte applications the day of the ex parte in the Clerk's Office.
- Motions/Oppositions/Replies: Date reserved via the Court Reservation System / Oppositions and Replies per statute.
- Orders: Received via eFiling
- Courtesy Copies: Only if requested by Court
- Default Packages: Received via eFiling
- Trial Documents: Due 10 days prior to Final Status Conference / eFiling required
- Judgments: Received via eFiling / held for 15 days for objections

## **MISCELLANEOUS**

- Check in Procedures: Check in courtroom with 1 attorney card with calendar # & party represented.
- Argument Protocol: Permitted, but no ad hominem.
- Discovery Disputes: May be referred to evidentiary referee.
- Mediation/Arbitration Policy: Not required / if all parties are amenable.
- Continuation/Off Calendar Policy: Continuances permitted by Stipulation & Order or Ex Parte / MP
- Moving party may take a motion O/C through the Court Reservation System (CRS) or by calling the clerk; telephone continuances are not permitted.
- Parties MUST appear in person for Final Status Conferences and trials
- If a party/witness appears via LACC for testimony (ie: trial/default prove up/minor's compromise, etc.), appearance MUST be through video
- Counsel/parties are to provide remote witnesses copies of exhibits prior to trial/default prove up/etc.
- Communication with the court via email is NOT permitted, unless explicitly directed to do so.
- Any tentative rulings made by the court will be made available one day (by 4:30 p.m.) prior to the hearing on [www.lacourt.org](http://www.lacourt.org)

**-SEE NEXT PAGE-**

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES, SOUTH DISTRICT, LONG BEACH COURTHOUSE	
PLAINTIFF(S)	<b>DEPARTMENT S27 TRIAL INFORMATION</b>
DEFENDANT(S)	
CASE No.	

In addition to the requirements of the California Rules of Court, Code of Civil Procedure, and Los Angeles County Court Rules, the parties are informed of the following requirements for jury and court trials scheduled in Department S27.

**10 days prior to the Final Status Conference hearing date,** all Motions in Limine must be filed. Any Opposition and Reply must also be timely filed prior to the hearing date. **A Motion in Limine filed after the cut-off date will not be considered.** Motions in Limine will be heard at the Final Status Conference.

**Prior to the Final Status Conference date,** the parties are instructed to meet and confer to resolve evidentiary issues to avoid filing unnecessary Motions in Limine. Local Rule 8.92(a).

**10 days prior to the Final Status Conference date or Trial date (if a Final Status Conference date is not given),** the parties are instructed to meet, confer, and file the following joint trial documents:

1. **Joint** Statement of the Case
2. **Joint** Motions in Limine (Motion in Limine/Opposition/Reply)
3. **Joint** Witness List
4. **Joint** Exhibit List
5. **Joint** Jury Instructions
6. **Joint** Special Verdict Form
7. **Separate** Trial Brief (no longer than 5 pages)

**The jury instructions must be in clean format with all changes and modifications applicable to the case;** that means no brackets, blank spaces or multiple options (he/she, him/her) in the instruction.

Counsel are to provide the Court with 2 trial notebooks containing all trial documents. **(One** notebook is to contain all trial documents and the **second** notebook is to contain all

motions in limine). **THE TRIAL NOTEBOOKS ARE TO BE BROUGHT TO THE FINAL STATUS CONFERENCE.**

**Separate exhibits books must be provided for: the judge, clerk, witness, and counsel. EXHIBIT BOOKS ARE TO BE BROUGHT AT THE START OF TRIAL.**

Failure to exchange and file these trial documents may result in “not being able to call witnesses, present exhibits at trial, or have a jury trial” [Local Rule 7.9(h)] and may result in the imposition of sanctions against the offending parties.

**Prior to the Trial date**, the exhibits must be pre-marked with the exhibit number; and a page number must appear on each page of the exhibit. Counsel are to provide the set of original exhibits for the Clerk and a copy of the exhibits for the Court, witness stand, and opposing counsel. Exhibits are to be brought on the first day of trial.

For further information on court procedures, you may log on to [www.lacourt.org](http://www.lacourt.org)

### **THE TRIAL**

The Trial date is a “go” date, at 8:30 a.m. Department S27 does not trail trials. Once the trial has commenced, the attorneys must be present by 9:00 a.m. to discuss any issues before the jury is brought in. The daily trial schedule for Department S27 is 9:15 a.m. to 4:30 p.m. with midmorning and mid-afternoon breaks, and a lunch break from 12:00 p.m. to 1:30 p.m.

**25 DAYS PRIOR TO TRIAL:** EACH PARTY REQUESTING A JURY MUST DEPOSIT A JURY FEE. C.C.P. Section 631.

**DURING TRIAL:** THE JURY FEES MUST BE PAID DAILY BEFORE THE TRIAL STARTS. The trial will not proceed without payment of these fees. The courtroom clerk will notify the parties of the amount of jury fees due for each day. Payment must be made by check, payable to “L.A.S.C.”

Counsel for Plaintiff must call Department S27 at (562) 256-2227 by 3:00 p.m. on the court day preceding the trial date to confirm that the trial is going forward, so that a jury panel will not be ordered unnecessarily. Sanctions may be imposed against each counsel if parties do not inform the court, before a prospective jury panel is requested, that the trial is not going forward due to settlement or dismissal.

**VOIR DIRE:** The Court initially will seat 15 prospective jurors. If any juror wants a sidebar conference, we conduct this at the end of voir dire. Challenges for cause will be addressed at the end of voir dire as well.

**OBJECTIONS:** Simply state “objection” and the evidentiary rule violated. Unless requested, please do not give an explanation before or after the Court rules.

**WITNESSES:** Whenever questioning a witness, please stand and ask permission to approach the witness. The jurors are putting their lives on “hold” to serve here. Respect their time. Plan ahead so there is no down time. Have witnesses ready to go in the hallway. Calling expert witnesses out of order is usually permitted.

**SIDEBARS:** Sidebar conferences are disfavored. If you wish to discuss an issue outside of the jury’s hearing, we can do so during a break. We will use our time, not the jurors’ time.

**VIDEO EQUIPMENT/TECHONOLOGY:** Department S27 is equipped with a projector, large screen, and document camera (ELMO). Parties may digitally display exhibits via personal laptop/iPad/tablet. Parties must provide their own HDMI, VGA, and/or adapter cables for audio/visual connections. Cables will NOT be provided by court staff. Parties are encouraged to make arrangements with court staff to test any audio/visual equipment prior to trial.

Civility and professionalism are both expected and appreciated. The Court and staff pride themselves on making the courtroom a comfortable place for you to try your case.