

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES
NOTICE OF CASE PROCEDURES & REQUIREMENTS LIMITED
CIVIL (NON-COLLECTION) ACTIONS

THIS FORM WILL BE POSTED IN THE COURTROOM AND ON THE COURT'S WEBSITE

**LIMITED JURISDICTION CASE MANAGEMENT PROCEDURES AND INSTRUCTIONS
DEPARTMENT 94, STANLEY MOSK COURTHOUSE**

The following critical provisions are cited for your information:

TIME STANDARDS:

1. **COMPLAINTS:** The Summons and Complaint shall be served upon the Defendant(s) within three (3) years after the Complaint is filed in the action. Failure to comply will result in dismissal of the action, without prejudice, as to all unserved parties who have not been dismissed as of that date.
2. **CROSS-COMPLAINTS:** Without leave of court first being obtained, no cross-complaint may be filed by any party after their answer is filed. Cross-complaints against parties new to the action must be served and the proof of service filed within 30 days after the filing of the cross-complaint. A cross-complaint against a party who has already appeared in the action must be accompanied by proof of service of the cross-complaint at the time it is filed (Code Civ. Proc. §428.50)

OTHER INFORMATION:

1. **DEFAULTS:** If a responsive pleading is not served within the time to respond and no extension of time has been granted, the plaintiff shall file a Request for Entry of Default within 10 days after the time for service has elapsed. The plaintiff shall request a default judgment on the defaulting defendants within 45 days after entry of default. Requests for entry of default judgments will only be considered based upon written submissions. Default judgment submissions must be presented in Room 118 of the courthouse. (California Rules of Court, Rule 3.110)
2. **NOTICED MOTIONS:** All regularly noticed pre-trial motions will be heard in the Limited Civil Court, Department 94 of the Stanley Mosk Courthouse, on Mondays, Tuesdays, Wednesdays, and Thursdays at 8:30 a.m. and will require parties to reserve a hearing date in advance. Reservations can be made in person or online through the Court Reservation System (CRS). All motions are to be filed in Room 102.

Tentative rulings for Department 94 are posted on the Court's website the afternoon prior to the hearing and are available in the courtroom the day of the hearing.

3. **EX PARTE MATTERS:** Ex parte applications are heard in Department 94 at 1:30 p.m. Monday through Friday and are to be noticed accordingly. Ex parte application fees must be paid no later than 1:00 p.m. in Room 102 on the day of the hearing. The fees may not be posted in advance. Ex parte applications are accepted for filing in Department 94 from 1:30 p.m. – 1:45 p.m. on the day of the hearing only.
4. **UNINSURED MOTORISTS CLAIMS:** Delay Reduction Rules do not apply to uninsured motorist claims. The plaintiff must file a Notice of Designation with the Court, identifying the case as an uninsured motorist claim under Insurance Code Section 11580.2.