

DEC 22 2020

2020-SJ-020-01

Sherri R. Carter, Executive Officer/Clerk  
By Anoush Michitarian, Deputy

**SUPERIOR COURT OF THE STATE OF CALIFORNIA  
FOR THE COUNTY OF LOS ANGELES – CENTRAL DISTRICT**

In re Personal Injury Cases Assigned to the Personal Injury Courts at the Spring Street Courthouse ) AMENDED SUPPLEMENTAL STANDING ORDER RE COVID PROTECTIVE MEASURES RELATED TO FINAL STATUS CONFERENCES IN PERSONAL INJURY CASES AT THE SPRING STREET COURTHOUSE )

In an effort to reduce the number of in-person appearances in the Personal Injury ("PI") courtrooms located in the Spring Street courthouse and to prevent the transmission of the COVID-19 virus, the court hereby issues this supplemental order to the Third Amended Standing Order re: Final Status Conference Personal Injury Courts dated February 24, 2020 ("Operative PI FSC Order").

**1. ELECTRONIC TRIAL BINDERS**

As set forth in the Operative PI FSC Order, parties/counsel must file and serve Trial Readiness Documents at least five calendar days prior to the FSC. Instead of providing the court that will be conducting the FSC with the trial binders as described in the Operative PI FSC Order and appearing in person, parties/counsel are ordered to provide the trial binders in electronic form. This will allow parties and attorneys to appear remotely for the final status conference and provide the court with the opportunity to review the trial binders to determine whether the parties/counsel are ready for trial. Hard copies of the binders prepared in accordance with the Operative PI FSC Order will continue to be required for the trial courtroom.

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1           **2.       REQUIREMENTS OF ELECTRONIC TRIAL BINDERS**

2           At least two court days before the FSC, parties/counsel must submit via email a joint  
3       electronic trial binder to the courtroom conducting the FSC as follows:

4           a.       The parties/counsel must submit in one PDF the joint statement of the case,  
5                 joint witness list, joint list of jury instructions, full-text joint and contested jury  
6                 instructions, joint and/or contested verdict form(s), joint exhibit list, and joint  
7                 deposition designation chart as listed in paragraph 4 of the Operative PI FSC  
8                 Order.

9           b.       The trial briefs and motions in limine, oppositions, and replies, if any, must be  
10                submitted in a separate PDF.

11          c.       The PDFs must be text searchable.

12          d.       The PDFs must be bookmarked which is essentially an electronic tab so that  
13                 the FSC judge can easily find and navigate among the trial documents.  
14                 (See [https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-  
15                 pdfs.html](https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html) and/or <https://support.microsoft.com/en-us/office/> for bookmarking  
16                 instructions).

17          e.       The PDFs must be emailed to the applicable email address listed below:

18                 Department 27 at [sscdept27FSC@LACourt.org](mailto:sscdept27FSC@LACourt.org)

19                 Department 28 at [sscdept28FSC@LACourt.org](mailto:sscdept28FSC@LACourt.org)

20                 Department 29 at [sscdept29FSC@LACourt.org](mailto:sscdept29FSC@LACourt.org)

21                 Department 31 at [sscdept31FSC@LACourt.org](mailto:sscdept31FSC@LACourt.org)

22                 Department 32 at [sscdept32FSC@LACourt.org](mailto:sscdept32FSC@LACourt.org)

23          f.       The subject line in the email must include identifying case information as  
24                 follows:

25  
26                 [Insert Case Number] Trial Readiness Binder, FSC, [Insert MM/DD/YEAR of  
27                 Hearing Date] (e.g. 19STCV00001 Trial Readiness Binder, FSC 01/11/2021).

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- g. Each email should have two PDFs attached – one containing the Trial Readiness documents and the other containing the trial briefs and motions in limine, if applicable.
- h. The parties need not submit the evidentiary exhibit binders at the FSC. However, the parties shall prepare the exhibit binders as required in paragraph 5 of the Operative PI FSC Order and be prepared to represent to the court that they have been properly prepared. Hard copies of the exhibit binders will be required for trial.

**3. FAILURE TO COMPLY WITH FSC OBLIGATIONS**

The court has discretion to require any party/counsel who fails or refuses to comply with this Supplemental Standing Order to show cause why the Court should not impose monetary, evidentiary and/or issue sanctions (including the entry of a default or the striking of an answer). In addition, failure to timely and fully comply with this order may result in the case not being assigned a trial courtroom by Dept. 1.

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Dated: \_\_\_\_\_

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 Samantha P. Jessner  
 Supervising Judge, Civil  
 Los Angeles Superior Court