

Los Angeles Superior Court
Limited Jurisdiction
Department 77

Frequently Asked Questions

1. What types of cases are handled by Department 77?

Answer: Department 77 handles every non-collection limited civil case filed in Los Angeles County. Limited civil cases are those where the amount in dispute does not exceed \$25,000. Some of the rules governing limited civil cases can be found in Sections 85 through 100 of the California Code of Civil Procedure.

The county courthouses in Norwalk and Chatsworth handle all the collections cases filed in Los Angeles County. The definition of a collections case can be found in Rule 3.740 of the California Rules of Court.

Please note that applications for, and any other proceedings in connection with, writs of attachment or possession are heard in Departments 82, 85, and 86 pursuant to Local Rule 2.7(b)(1)(G).

2. Will there be an Order to Show Cause Hearing, Case Management Conference, Mandatory Settlement Conference, or Final Status Conference scheduled before trial?

Answer: No. In most cases, there will be no future court hearings scheduled after a trial date is set, unless a party files a noticed motion or appears ex parte.

3. What types of court appearances are being set in Department 77?

Answer: In a typical case, the *only* appearance date that the Court will initially set is the trial date, whether a jury trial or a bench trial. The parties may properly notice motion and ex parte application hearings.

4. What is the dismissal date set by Department 77?

Answer: In all limited non-collections cases, the Court sets a dismissal date three years from the filing of the Complaint. This is a non-appearance date that is meant to prompt a dismissal if no proof of service of the Summons and Complaint has been filed. The dismissal date is stamped on the Complaint at the time of filing.

5. May the parties continue their trial date?

Answer: Yes, in advance of the scheduled trial date, the parties may stipulate to a continuance to a specific trial date (waiving notice) and submit the stipulation. The parties are not required to appear in court either by motion or ex parte. However, an order must be submitted with the stipulation for signature by the judge.

6. What will happen on the trial date?

Answer: The parties are expected to be ready to be sent to a trial department when they appear in Department 77 the morning of trial. Trials are not conducted in Department 77. When the parties announce ready at trial call, they will be transferred to Department 1. Department 1 will assign the case to an open trial court for a jury or non-jury trial. Trial will begin on the day of trial, unless the assigned trial judge decides otherwise.

7. What do the parties need to do to answer ready for trial?

Answer: For court trial, be ready to present your case, including having motions in limine, witnesses and exhibits ready. For jury trials, have printed copies of the joint Jury Instructions, joint Statement of the Case, joint Verdict Forms, Exhibits and joint Exhibit Lists.

8. What time are Ex Parte Applications heard?

Answer: All ex parte applications are heard in Department 77 at 1:30 p.m. Monday through Friday. 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. After the fee has been paid, the file is to be retrieved from room 112. Ex parte applications are accepted for filing in Department 77 from 1:30 p.m. – 1:45 p.m. on the day of the hearing only.

9. How does one schedule a motion and reserve a hearing date?

All motions are reserved, rescheduled, and cancelled through the Court Reservation System (CRS) online at <https://www.lacourt.org/mrs/ui/index.aspx>, **except for the following:** Motions in unlawful detainer cases and motions regarding sale of dwelling, mechanic's liens and arbitrator's awards. Reservations for these types of motions only can also be made in person or by calling (213) 830-0777 Monday through Friday between the hours of 2:00 p.m. – 4:00 p.m. Please note that reservations are not required for Ex Parte Applications.

10. Are there any Alternate Dispute Resolution (ADR) services available in Department 77?

Answer: Yes, a limited number of voluntary mediators may be available to the parties on the day of trial at no cost. Please inform the Judge when your case is called if you are interested in participating in mediation.

11. What happens if I have not filed a proof of service for my notice of administrative appeal or parking appeal after I received a hearing date?

Answer: Your appeal cannot be heard by the court. A proof of service must be filed with the court showing that you properly gave notice to the administrative agency no later than 10 days before the hearing date. The notice must advise the agency of the appeal hearing date, location, and time. If you do not file a proof of service, your appeal will be dismissed by the court and will not be considered.

12. What does one do if they agree with the Court's Tentative Ruling?

If you desire to submit on the tentative ruling, you may do so by e-mailing Dept. 77 before 4:00 p.m. the day prior to the motion hearing. The e-mail address is SMCDept77@lacourt.org. The heading on your e-mail should contain the case name and number, and that you submit. For example, "Smith v. Jones 14K01234, submit". The message should indicate your name, contact information, and the party you represent. If all parties submit via email, the moving party is required to give notice.

13. May one appear for a hearing by phone or video conferencing?

Unless a personal appearance has been ordered by the court, telephonic appearances are allowed for all hearing types, except trials. Video conferencing is not available.

If you wish to appear via telephone, please call CourtCall at (888)882-6878 or visit them online at courtcall.com to sign up. You must sign up by 3:15 p.m. the day prior to your hearing. As CourtCall is an independent entity, separate fees apply and a fee waiver from the court may not be accepted.

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 77, 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:** (Local Rule 9.10, Cal. Rules of Court, rule 3.110(g)). If a responsive pleading is not served within the time to respond and no extension of time has been granted, the plaintiff should file a Request for Entry of Default within 10 calendar days after the time to respond has elapsed. The plaintiff should request default judgment on the defaulting defendants within 40 calendar days after entry of default. Requests for entry of default judgments will only be considered based upon written submissions.
2. **NOTICED MOTIONS:** All regularly noticed pre-trial motions will be heard in the Limited Civil Court, Department 77 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). Reservations for motions regarding sale of dwelling, mechanic's liens and arbitrator's awards only can also be made in person or by calling (213) 830-0777 Monday through Friday between the hours of 2:00 p.m. – 4:00 p.m. All motions are to be filed in Room 102.

Tentative rulings for Department 77 are posted on the Court's internet website the afternoon prior to the hearing.

3. **EX PARTE MATTERS:** Ex parte applications are heard in Department 77 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. After the fee has been paid, the file is to be retrieved from room 112. Ex parte applications are accepted for filing in Department 77 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.

DEPARTMENT 77

SUPERIOR COURT OF THE STATE OF CALIFORNIA FOR THE COUNTY OF LOS ANGELES LIMITED CIVIL TRIALS

Parties and Counsel must comply with the Court's General Order.

To be deemed ready for immediate transfer and assignment to a Trial Court by Department 1, Parties and Counsel will have:

1. A Joint Statement of the Case (required for a Jury Trial only);
2. Witness Lists, preferably a Joint Witness List, disclosing a brief offer of proof as to each witness' testimony, the anticipated length of that testimony and whether interpreters will be used;
3. Marked Exhibits, ideally in a Joint Exhibit Binder and with a Joint Exhibit List;
4. Jointly Proposed PRINTED AND EDITED Jury Instructions;
5. Jointly Proposed PRINTED Judgment or Verdict Forms; and
6. Any Motions in Limine served and filed per Los Angeles County Court Rules, Rule 3.57.

**Without These Readiness Indicators, This Court May
Determine That Your Case Is
Not Ready For Trial.**

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