

FILED

SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF LOS ANGELES

LOS ANGELES SUPERIOR COURT

FEB 19 2016

In re Los Angeles Superior Court Cases
General Order – Limited Jurisdiction
Unlawful Detainer (Eviction) Cases
Assigned to Designated District Hub
Locations

GENERAL ORDER

SHERRI H. CARTER, EXECUTIVE OFFICER/CLERK

BY C. CASAREZ, DEPUTY

- Long Beach Courthouse
- Norwalk Courthouse
- Pasadena Courthouse
- Pomona South Courthouse
- Santa Monica Courthouse
- Van Nuys Courthouse

TO EACH PARTY AND TO THE ATTORNEY OF RECORD FOR EACH PARTY:
PLEASE TAKE NOTICE that pursuant to the California Code of Civil Procedure [CCP], the California Rules of Court [CRC], and the Los Angeles County Court Rules [LASC], the Court makes the following orders:

SERVICE OF THIS ORDER

1. Each plaintiff is ordered to serve a copy of this general order on each defendant along with copies of the summons and complaint, and to file proof of this service as mandated in this order. [CCP §594(b)]

EARLY SETTLEMENT MEETING & MEDIATION OPPORTUNITIES

2. Each plaintiff is ordered to contact each defendant within ten days of service in good faith to initiate settlement of the action. Such contact shall be made orally or in writing with the objective of having the case dismissed within 60 days of its filing. It is the Court's intent that, where possible, every effort should be made to keep settled cases from becoming public as provided in CCP §1161.2 (a)(5) and (a)(6). If the parties agree, the Court will retain jurisdiction to enforce any settlement after dismissal. [CCP §664.6]
3. The Los Angeles County Department of Consumer Affairs offers mediation services free of charge and mediations may be scheduled prior to trial by telephoning 800-593-8222 or going on-line at:
dcba.lacounty.gov/wps/portal/dca/main/home/mediation.

SERVICE BY POSTING AND MAILING

4. Service of the summons and complaint on a named party by posting and mailing may only be done after an order is obtained, based upon an affidavit of due diligence. [CCP §415.45(a)] Such an order will not extend to unnamed or unknown occupants.

ADDRESSES AND TELEPHONE NUMBERS

5. Absent good cause, each party must have an address and telephone number listed on each document filed with the Court. [CRC 2.111 and 2.118]

1 **LAW AND MOTION**

- 2 6. All regularly noticed motions and demurrers will be heard each court day at the time
3 and location in the courtroom designated in paragraph 20. Specifically, Van Nuys and
4 Pasadena hear motions, demurrers, and ex parte applications each court day at 1:30
5 p.m. Long Beach, Norwalk, Pomona, and Santa Monica hear motions, demurrers
6 and ex parte applications at 8:30 a.m. Hearing dates must be reserved by calling the
7 calendar clerk as set forth in Paragraph 20 or obtaining a date at the time the motion
8 is filed. All motions should be filed in the rooms designated in paragraph 20 with
9 respect to each UD Hub location. Oppositions and reply papers should be filed
10 directly in the trial department.
- 11 7. If not served by personal delivery, the moving party must comply with the time
12 extensions for notice required by CCP §1013. The motion will not be heard otherwise.
- 13 8. Absent good cause, motions set on five days' notice should not be personally served
14 on the last day of the week preceding the hearing. [LASC Rule 3.26 and Appendix
15 3A(b)(1-4)]
- 16 9. A separate statement of undisputed or disputed facts is not required for summary
17 judgment motions. [CCP §473c (r) and §1170.7; CRC 3.1350(c) and 1351]
18 However, in cases with multiple parties, complicated evidentiary issues, or intricate
19 legal issues, the Court may continue the hearing and order the parties to file such
20 statements.

21 **EX PARTE APPLICATIONS**

- 22 10. Ex parte applications should be noticed for the court location and time specified for
23 each Hub in paragraph 20. For ex parte hearings scheduled at 1:30 p.m., all
24 applications must be filed by 11:00 a.m. in the room listed below for the UD Hub in
25 paragraph 20. For ex parte hearings scheduled for 8:30, applications are to be filed
26 at the time of the hearing. [LASC Rule 3.5(b)] Ex parte applications shall have a
27 separate application, a separate declaration of ex parte notice and a proposed order.
28 Absent good cause, notice must be given by 10:00 a.m. the day before the hearing
as required by CRC 3.1204.

JURY TRIAL DEMANDS AND FEES

11. The right to a jury trial may be deemed waived unless it is timely requested. [CCP §
631(f) (4)] If one or more of the parties have demanded a jury trial, jury fees shall be
deposited no later than five days before trial. [CCP § 631 (b) and (c) (1)] Failure to
pay the required fee as required by law may result in a waiver of jury trial.
12. With a timely qualifying fee waiver, the Court may waive juror fees and expenses for
those parties. Parties must complete and submit an official Fee Waiver Request form
and order [Judicial Council Forms FW-001 and FW-003] for consideration to receive
these services at no charge.

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STIPULATIONS AND MOTIONS TO CONTINUE TRIAL

13. A trial will be postponed if all attorneys of record and/or the parties who have appeared in the action stipulate in writing to the postponement. Stipulated trial court continuances may continue the trial date for an indefinite period of time, and will not be limited to 30 days. [CCP §595.2 and California Govt. Code §70617(c)(2)] Stipulations to continue trial must be filed 5 days in advance or an appearance to continue the trial by at least one party will be necessary.

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INTERPRETERS AND COURT REPORTERS

14. The Court will provide an interpreter for parties and witnesses at no charge.

15. Proceedings in Court will not be transcribed by a court reporter unless supplied by a party to the action as permitted by LASC Rule 2.21.

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JURY AND COURT TRIALS

16. Parties to an unlawful detainer action must be ready to go to trial on the day of trial. Trial readiness – within the meaning of this General Order – is the ability to begin trying a case forthwith or as directed by the court. Accordingly, parties who appear on the day of trial and are not ready to try their case or parties who announce “trial-ready” but are not prepared to immediately try a case are not acting in compliance with this General Order, regardless of whether the parties’ attorneys are appearing on behalf of other litigants in different actions on the same day. Misrepresentations of a case’s trial readiness on the day of trial is a violation of this General Order and may subject the offending party to the imposition of monetary sanctions.

17. On the day of trial, parties should have with them all of the following:

- 17 i. Joint Statement of the case;
- 18 ii. Motions in Limine which must be served and filed in accordance with the Local Rules of the Los Angeles Superior Court; [See LASC Rule 3.57]
- 19 iii. Joint Witness List disclosing the witnesses who will be called, what they will testify to, whether an interpreter is needed, and how long their testimony will take;
- 20 iv. Joint Exhibits in exhibit books, numbered appropriately, and a Joint Exhibit List; [See LASC Rules 3.52 and 3.53]
- 21 v. If a jury trial, Joint Proposed Jury Instructions printed out for the court; and,
- 22 vi. If a jury trial, Joint Proposed Verdict Form(s) printed out for the court.
- 23 vii. To assist the parties, a UD Jury Trial Readiness packet (LACIV 244) is available on the court’s website, which is:
24 www.lacourt.org/forms/unlawfuldetainer

25 18. If a party fails or refuses to meet and confer, the other party or parties shall prepare and bring to trial the foregoing matters labeled as “[Proposed] Joint Documents.”

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27 19. Failure to provide any of the aforementioned documents in this General Order on the trial date may cause a delay in the case being assigned to a trial court. Failure to
28 comply with any provisions of this General Order without substantial justification may result in monetary sanctions.

1 **FILING LOCATIONS AND HEARING TIMES**

2 20. Filing locations and general information for each District Hub location are set forth
3 below:

4 **LONG BEACH COURTHOUSE**

5 Trial Department: Department S12, 3rd Floor, Room 3600
6 Clerk's Office for Filing Documents: 1st Floor, Room 1401
7 Clerk's Office for Filing Law & Motion: 1st Floor, Room 1401

8 Law Motion, Demurrers, and Ex Parte Applications heard at 8:30 a.m. each court day.

9 **NORWALK COURTHOUSE**

10 Trial Department: Department W
11 Clerk's Office for Filing Documents: Room 101
12 Clerk's Office for Filing Law and Motion: Room 101

13 Law Motion, Demurrers, and Ex Parte Applications heard at 8:30 a.m. each court day.

14 **SANTA MONICA COURTHOUSE**

15 Trial Department: Department S
16 Clerk's Office for Filing Documents: Room 102
17 Clerk's Office for Filing Law & Motion: Room 102

18 Law Motion, Demurrers, and Ex Parte Applications heard at 8:30 a.m. each court day.

19 **PASADENA COURTHOUSE**

20 Trial Department: Department A, 4th Floor
21 Clerk's Office for Filing Documents: Room 102, 1st Floor
22 Clerk's Office for Filing Law and Motion: Room 102, 1st Floor

23 Law Motion, Demurrers, and Ex Parte Applications heard at 1:30 p.m. each court day.

24 **POMONA SOUTH COURTHOUSE**

25 Trial Department: Department G, 3rd Floor
26 Clerk's Office for Filing Documents: Room 101, 1st Floor
27 Clerk's Office for Filing Law and Motion: Room 101, 1st Floor

28 Law Motion, Demurrers, and Ex Parte Applications heard at 8:30 a.m. each court day.

VAN NUYS COURTHOUSE

Trial Department: Department H, 6th Floor
Clerk's Office for Filing Documents: Room 107, 1st Floor
Clerk's Office for Filing Law and Motion: Room 107, 1st Floor

Law Motion, Demurrers, and Ex Parte Applications heard at 1:30 p.m. each court day.

IT IS SO ORDERED.

DATE: FEBRUARY 19, 2016 
Kevin C. Brazile, Supervising Judge, Civil