

STANLEY MOSK COURTHOUSE, DEPARTMENT 26  
ONLINE COURTROOM INFORMATION  
JUDGE ELAINE LU  
ETHEL LOPEZ, JUDICIAL ASSISTANT  
BARBARA LY, COURTROOM ASSISTANT  
(213) 633-0526

**IN ORDER TO IMPLEMENT PHYSICAL DISTANCING GOING FORWARD AND UNTIL FURTHER NOTICE, THE COURT STRONGLY ENCOURAGES ALL COUNSEL AND ALL PARTIES TO APPEAR REMOTELY FOR NON-TRIAL AND NON-EVIDENTIARY MATTERS.**

**FILINGS:** The Los Angeles County Superior Court has implemented electronic filing of all documents filed in Limited and non-complex Unlimited Civil matters by litigants represented by attorneys pursuant to the operative General Order re Mandatory Filing for Civil. Pursuant to California Rules of Court, rule 2.253(b), represented litigants are required to electronically file documents with the Court through an approved Electronic Filing Service Provider. Pursuant to California Rules of Court, rule 2.253(b)(2), self-represented litigants are exempt from mandatory electronic filing requirements and may file papers at the filing window on the first floor, Room 102. The Court does not require courtesy copies of any papers except for: (1) moving and opposition papers for summary judgment motions, (2) moving and opposition papers for special motions to strike (anti-SLAPP motions), and (3) any papers filed or lodged under seal. The parties are to deliver conformed courtesy copies of moving and opposition papers for summary judgment motions and for anti-SLAPP motions no later than the day after the papers are electronically filed.

**EX PARTES:** Ex parte applications are heard at 8:30 am Monday through Friday and must comply with CRC 3.1200 et seq. For represented litigants, all ex parte applications and documents in support thereof must be electronically filed no later than 10:00 a.m. the court day before the ex parte hearing. For self-represented litigants, ex parte application fees must be paid in Room 102 of the Clerk's Office no later than 8:30 am on the date of the ex parte hearing, and ex parte applications must be submitted to the Judicial Assistant in Department 26 no later than 8:45 am on the date of the ex parte hearing.

**TELEPHONIC APPEARANCE: For all matters except for trials and evidentiary hearings, the Court strongly encourages all counsel and all parties to appear remotely via telephone or video.**

**LAW & MOTION:** All parties must obtain a motion date via the online Court Reservation System (CRS) on the Los Angeles Court website. Go to "*LA Court Online, Court Reservation System*," at [www.lacourt.org](http://www.lacourt.org) to reserve a date prior to filing any motion papers. Motion fee payments are required at the time reservations are made online. The Court requests that all electronically filed documents be bookmarked and searchable. The Court requires courtesy copies of only those papers filed in connection with summary judgment motions and special motions to strike (anti-SLAPP motions). No courtesy copies are required for any other type of motions.

**TENTATIVE RULINGS:** Time permitting, the court may post written tentative rulings on the Court's website [www.lasuperiorcourt.org](http://www.lasuperiorcourt.org).

**DISCOVERY:** If the parties have collectively filed or contemplate filing more than three motions to compel further discovery responses, please call the clerk at (213) 633-0526 to arrange for an informal discovery conference.

**DEPARTMENT 26**  
**FINAL STATUS CONFERENCE AND TRIAL PREPARATION ORDER**

The Court's Trial Preparation Order, which is available online and in hard copy in the courtroom, is as follows:

**MEET AND CONFER REQUIRED PRIOR TO FINAL STATUS CONFERENCE**

The parties must meet and confer<sup>1</sup> sufficiently in advance to discuss, prepare, exchange, and eFile the following documents **NO LATER THAN FIVE COURT DAYS BEFORE THE FINAL STATUS CONFERENCE**:

**FOR JURY TRIALS:**

- 1) TRIAL BRIEFS** (optional for jury trials, mandatory for bench trials). Trial briefs are limited to ten pages unless permission is sought and granted in advance to file an oversized brief.
- 2) JOINT STATEMENT OF THE CASE TO BE READ TO THE JURY.** A jointly prepared, short, non-argumentative written statement of the case to be read to the jury. Local Rule 3.25(g)(4).
- 3) JOINT WITNESS LIST.** All witnesses must be identified on one list. Do not repeat the name of a witness who will be called by more than one party. The joint witness list must identify each witness by name, specify which witnesses are experts, and estimate the length of the direct, cross examination and re-direct examination (if any) of each witness. In an additional column, the parties must total the time estimated for each witness's testimony. At the bottom of the witness list, the parties must total the time for all witnesses on direct, cross, and redirect. Make realistic time estimates. Absent good cause, the total number of hours listed for testimony should not exceed the trial estimate given at the CMC, including ample time for jury selection and one day for instructions, closing arguments and deliberations. Identify all potential witness scheduling issues and special requirements, including interpreters on the witness list.
- 4) JOINT EXHIBIT LIST.** All exhibits must be listed on one list, identified by a number and brief description. The parties/counsel shall meet and confer in an effort to resolve objections to the admissibility of each exhibit. The exhibit list must have a column labeled "Objections." If any party has any objection to the admissibility of any exhibit, the objecting party must be identified, and the grounds for the objection(s) must be set forth in the "Objections" column next to that exhibit. The exhibit list must also have two columns on the far right labeled "DATE ID'd" and "DATE ADMITTED" in which the Court Clerk may note the dates of identification and admission of each exhibit. Three-ring binders containing all exhibits must be available on the final status conference date, and all parties must be prepared to tell the court that they have had an opportunity to review all documents in the exhibit notebooks. Place a copy of the exhibit list in the front of each exhibit notebook, and place tabs in the notebook to correspond with the exhibit number. If an exhibit contains more than one page, the pages

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<sup>1</sup> Any failure to timely comply with any item required by this order shall subject any such non-complying party to the imposition of appropriate sanctions, including but not limited to monetary, exclusion of evidence, issue preclusion, denial of a claim or defense, dismissal, or contempt (pursuant to CCP sections 128.5; 177.5; 575.2; 583.410; GC section 68608, and Local Rule 3.25(f)(1).)

must be internally numbered, i.e., 3.1, 3.2, 3.3, etc. The parties must provide the court with three copies of the exhibit book: one for the court, one for the Judicial Assistant, and one for the witness.

**5) JOINT LIST OF PROPOSED JURY INSTRUCTIONS (JOINT AND CONTESTED).** The parties/counsel shall jointly prepare and file one list of proposed jury instructions, organized in CACI numerical order. The instruction list must have 5 columns labeled: “CACI #,” “Title,” “Proposed By,” “Objections By,” and “Given.” If all parties agree on an instruction, indicate “joint” in the “Proposed By” column, and leave the “Objections By” column blank. Otherwise, indicate the party proposing the instruction in the “Proposed By” column and the party objecting to the instruction in the “Objections By” column. Leave the “Given” column blank for the Court to indicate whether the instruction was given.

**6) JURY INSTRUCTIONS (JOINT AND CONTESTED).** The parties/counsel shall jointly prepare a complete set of full-text proposed jury instructions, editing all proposed CACI, inserting party name(s) and all other information, filling in all blanks, and eliminating all brackets and irrelevant bracketed language. The parties/counsel shall prepare special instructions in a format ready for submission to the jury with the instruction number, title, and text only (i.e., there should be no tear sheets and no boxes or other indication on the printed instruction itself as to the requesting party). The parties should submit an electronic version of the jury instructions in Word format on a thumb drive with one file containing all instructions upon which the parties agree, and a separate file containing all instructions that are disputed.

**7) JOINT VERDICT FORM.** The proposed special verdict form must be joint. Any proposed special verdict should be in a form that is easily used by the jury, and which does not require the jury to answer unnecessary questions. Submit an electronic version of the verdict form in Word on a thumb drive. Failure of the parties to agree on a proper special verdict form may result in the court using a general verdict form.

**8) PAGE AND LINE DESIGNATION FOR DEPOSITION AND FORMER TESTIMONY.** If the parties/counsel intend to use deposition testimony or former trial testimony in lieu of any witness’s live testimony, the parties/counsel shall meet and confer and jointly prepare and file a chart with columns for each of the following: 1) the line and page designations of the deposition or former testimony requested for use, 2) objections, 3) counter-designations, 4) any responses thereto, and 5) the Court’s ruling.

**9) MOTIONS IN LIMINE.** Counsel shall meet and confer on all motions in limine. Boilerplate or form motions in limine are disfavored. All motions in limine must be in writing and shall be filed and served with sufficient statutory notice under CCP Section 1005 so that they may be heard no later than the date of the FSC pursuant to Local Rule 3.25(f)(2). Likewise, oppositions and replies for motions in limine must be served and filed with sufficient statutory notice in accordance with Local Rule 3.25(f)(2). Any failure by any party or counsel to exchange or discuss any motion in limine may result in the refusal of the Court to hear any such motion in limine, pursuant to applicable court rules. Each motion in limine for the purpose of precluding the mention or display of inadmissible and prejudicial matter in the presence of the jury shall be accompanied by a declaration in compliance with the requirements of Rule 3.57 of the Local Rules and must comply with *Kelly v. New West Federal Savings* (1996) 49 Cal. App. 4th 659, 670-71. **The parties must assign different, sequential numbers or letters to their motions in limine.** For example, Plaintiff’s motions in limine may be numbered 1-5; Defendant’s motions in limine may be lettered A-E; additional parties may use double numbers or letters or some

other agreed-upon designation to avoid duplication and confusion. If the Motions in Limine will be numerous and time-consuming, the parties must contact the courtroom assistant in Dept. 26 to schedule a separate hearing for the Motions in Limine. **No later than five (5) court days before the Final Status Conference, the moving parties for each motion in limine must lodge directly in Dept. 26, an indexed and tabbed three-ring binder containing conformed copies of all moving, opposition, and reply papers for their Motions in Limine.**

**FOR COURT TRIALS:**

The parties must submit a joint exhibit list, joint witness list, and trial brief as described above.

**FINAL STATUS CONFERENCES**

Trial counsel and all parties are encouraged to appear -remotely for the Final Status Conference.

Trials are usually set Mondays at 9:30 am. The total time estimated for trial is usually divided equally among the parties.