

**LOS ANGELES SUPERIOR COURT  
DEPARTMENT 47 – CIVIL INDEPENDENT CALENDAR  
JUDGE THERESA M. TRABER, ASSIGNED FOR ALL PURPOSES**

COURT WEBSITE:  
[WWW.LACOURT.ORG](http://WWW.LACOURT.ORG)

LOCAL RULES:  
<http://www.lacourt.org/courtrules/ui/index.aspx?ch=Chap2&ct=TR&&tab=2>

**Courtroom Information:** Department 47, Room 507, 5<sup>th</sup> Floor, Stanley Mosk Courthouse  
111 N. Hill Street, Los Angeles, CA 90012  
Telephone number: (213) 633-0647  
Courtroom hours: 8:30 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m.

**Courtroom staff:** Judicial Assistant: Felipe (“Phil”) Rojas; Courtroom Assistant: Gracie Hironaka

**CHECK IN:** Check in begins at 8:30 a.m. in the morning and at 1:30 p.m. in the afternoon. All attorneys and self-represented litigants are required to comply with posted instructions and directions from courtroom staff regarding checking in for appearances and entering the courtroom.

**COVID-19 REQUIREMENTS:**

Based on current conditions, including, but not limited to, the spread of Covid-19 disease, the state of emergency declared by Governor Gavin Newsom, and the need for social distancing, the court has implemented the following requirements until further notice:

Any party, attorney, witness or member of the public who has business in Department 47 must wear a facial mask covering his or her nose and mouth while in the courtroom or outside the department in the hallway, unless otherwise ordered by the Court. All persons entering the courtroom must also observe all social distancing protocols established by the Court and follow the directions of court staff regarding such protocols.

The Court strongly encourages all parties and counsel to appear by telephone or video conference (when made available) for all hearings and other court proceedings that do not involve live testimony by witnesses. The parties, however, may agree in a signed stipulation *filed with the court* to telephonic/video appearances for trials and/or other hearings with live witnesses.

**TELEPHONIC/VIDEO APPEARANCES:**

The court has implemented LACourtConnect to allow attorneys and self-represented litigants to make audio or video appearances in Los Angeles County courtrooms. LACourtConnect technology provides a secure, safe and convenient way to attend hearings remotely. A key element of the Court's *Here For You / Safe For You* program to provide services and access to justice, LACourtConnect is intended to enhance social distancing and change the traditional in-person courtroom appearance model.

Here is a link for accessing LACourtConnect: <https://my.lacourt.org/laccwelcome>

Here is a link to LACourtConnect User Guide: <https://my.lacourt.org/attorney/#/guides/laccug>

Self-represented litigants who have been granted a fee waiver may use LACourtConnect at no cost. You may be asked to provide a copy of your fee waiver order to LACourtConnect when scheduling your telephonic or video appearance (when available).

Self-Represented litigants may appear "in person" if they cannot make arrangements to participate via telephonic or video appearance.

**SELF-REPRESENTED LITIGANTS:** Information for self-represented litigants is available online at: <https://www.courts.ca.gov/selfhelp.htm>

**FILINGS:** Compliance with electronic filing is required for attorneys. Please refer to the Court's website for electronic filing orders.

**COURTESY COPIES:** Courtesy copies are required for any papers filed less than five days before the scheduled hearing and for voluminous compilations of exhibits. Conformed courtesy copies of short documents shall be submitted to the Court by email sent to [smcdept47@lacourt.org](mailto:smcdept47@lacourt.org). For voluminous submissions and for any self-represented litigant who lacks a means of submitting an electronic copy of its papers, courtesy copies shall be submitted by depositing the copy in the "Courtesy Copy" bin located in the hallway outside Department 47.

**CASE MANAGEMENT CONFERENCES:** Initial Case Management Conferences (CMC) are scheduled upon case filing, consistent with Rule 3.722 of the California Rules of Court. The parties and/or counsel are to comply with their obligation to submit Case Management Statements pursuant to Rule 3.725 of the California Rules of Court. Failure to comply with California Rules of Court, Rules 3.722, 3.724, 3.727 and 3.728, Local Rules 3.24 and 3.25, and/or this Court's scheduling orders may result in monetary sanctions and/or delay in trial setting.

The Court reviews CMC statements in advance of the scheduled CMC and liberally exercises its discretion under Rule 3.722(d) to set the case for trial and/or make any other necessary case management orders, without holding the CMC. If the Court does not vacate the CMC date, the parties and/or their counsel are strongly urged to appear by LACourtConnect for any CMC held by the Court.

**NOTICE OF RELATED CASES:** The Court requires timely compliance with California Rules of Court, Rule 3-300 regarding Notice of Related Cases.

**EX PARTE APPLICATIONS:** *Ex parte* applications for Department 47 are heard MONDAY-FRIDAY at 8:30 a.m. Compliance is required with Los Angeles Superior Court Local Rules and California Rules of Court re *ex parte* applications and notice requirements. Counsel and self-represented litigants may appear on *ex parte* applications via telephonic or video conference (when available) only; however, the Court may rule on the papers without any oral argument if it deems a hearing to be unnecessary.

**SCHEDULING LAW AND MOTION HEARINGS:** Law and Motion matters are heard Monday-Friday starting at 8:30 a.m. The parties should meet and confer before filing any motion and avoid filing an unnecessary motion or one which is designed to delay the proceedings or filed solely for tactical reasons. The Court Reservation System (CRS) is required for scheduling law and motion hearings in Department 47. CRS is available 24 hours a day, seven days a week and reservations can be made from a computer or smart phone. Please note, you are prohibited from reserving more than one hearing date for the same motion. Please refer to the court's rules for reserving dates online at:

<https://portal-lasc.journaltech.com/public-portal/?q=node/388>

**CONTINUANCES:** Law and Motion matters may be continued by the CRS system. Trial, Trial Setting Conferences, Case Management Conferences and Mandatory Settlement Conferences may be continued by stipulation setting forth the facts showing good cause for the continuance, subject to approval by the court. If there is no stipulation, any party may seek a continuance by noticed motion or *ex parte* application. To advance a hearing on a law and motion matter, a party may either present a stipulation or, lacking agreement, an *ex parte* application to secure an earlier date for a scheduled motion.

**TENTATIVE RULINGS:** The Court may post a tentative ruling online at [lacourt.org](http://lacourt.org) by 4:00 p.m. on the day before the scheduled law and motion hearing. If it does so, the Court expects all counsel and self-represented parties to review the tentative ruling and confer about whether they intend to submit on the tentative or request oral argument. If all counsel and self-represented parties intend to submit on the tentative ruling and do not wish oral argument, please advise the Court's clerk by calling (213) 633-0647 before the scheduled time for the hearing. You may also submit on the tentative ruling via email to [smcdept47@lacourt.org](mailto:smcdept47@lacourt.org) no later than 8:30 a.m. the day of the hearing. Upon receiving such notice, the tentative ruling will become the order of the Court and the prevailing party shall give notice of the ruling.

**COURT REPORTERS:** Official court reporters are not normally provided in unlimited civil cases. A party who has received a fee waiver may request an official court reporter pursuant to California Rule of Court 2.956(b)(3). The request must be made by using the local form (LASC LACIV269). Given the limited availability of official court reporters, notice of the availability of a court reporter may not be given until the day of the hearing.

**ELECTRONIC RECORDING:** Electronic Recording is the method used to create the official record in all infraction and limited civil proceedings, including collections, unlawful detainer, and small claims matters (Government Code 69957).

**LANGUAGE ASSISTANCE:** The Los Angeles Superior Court Language Access Services Division provides multilingual interpretation and general language services in court proceedings to ensure meaningful participation in the judicial court process for individuals with limited English proficiency. In doing so, the Court promotes equal access to justice and guarantees court procedures are fair and understandable for court users from diverse cultural backgrounds.

The Court provides bilingual staff at most Clerk's Offices. When bilingual staff is not available, the Court provides telephonic interpreter assistance using the services of an outside language provider.

The Court assigns qualified court interpreters in court proceedings at no cost in all areas of litigation where a party or witness needs such services.

If you need the services of an interpreter, you may request one from the courtroom staff at the time of your hearing, or in the alternative, for court users that speak a language other than Spanish, the Court has a web portal to request an interpreter in advance of a hearing. Spanish interpreters are assigned to all court locations; therefore, there is no need to request a Spanish interpreter in advance.

If you have a question about language access or comments regarding the Superior Court of California, County of Los Angeles Limited English Proficiency Plan, you may contact the Language Access Services Division of the Court by email at: [LanguageAccess@LACourt.org](mailto:LanguageAccess@LACourt.org)

**INFORMAL DISCOVERY CONFERENCES:** Please review C.C.P. section 2016.080 concerning IDCs. The Court strongly encourages parties to schedule an Informal Discovery Conference *before* filing any discovery motions, including motions to compel, to quash discovery or for a protective order. The Court requires civility and cooperation in scheduling an IDC, including by agreeing to extend the time to file a discovery motion to allow time for an IDC. If a discovery motion is filed without scheduling an IDC, it is likely that the Court will order one before hearing the motion. Once the IDC is scheduled, appearance at the IDC will be confirmed by court order and appearance is mandatory.

Each party involved in a discovery dispute to be addressed in an IDC shall file and serve an IDC statement at least five (5) court days before the scheduled IDC. The IDC statement shall include (a) a short description of the case, (b) a description of the discovery dispute including a list or summary of the discovery requests, objections, and/or answers at issue, (c) a description of the parties' informal attempts and any compromises offered to resolve the dispute, and (d) any legal authority the Court should consider in conducting the IDC. The Court recommends -- but does not require -- use of optional form LASC CIV 239 for IDCs.

**MANDATORY SETTLEMENT CONFERENCES:** The Court may order all parties and counsel to attend a Mandatory Settlement Conference (MSC) with a judge or settlement officer other than your assigned judge.

**FSCs AND TRIALS:** Unless the Court is dark/closed, all trials are set for Mondays at 10:00 a.m., and all final status conferences are set approximately nine (9) court days before the trial date. The parties must comply with the Court's Final Status Conference and Trial Order, which begins on the next page, as well as Los Angeles Superior Court Local Rules (Chapter Three, Civil Division Rules) and California Rules of Court.

**JURY FEES:** *Unless otherwise ordered by the Court*, jury fees must be posted no later than 30 days before the date of trial. If the trial date is continued, the deadline for jury fees is continued to 30 days prior to the new trial date.

**DAILY SUMMARIES:** For trials in which there is no court reporter or electronic recording, Department 47 requires that a joint daily summary of testimony must be completed and submitted to the Court by 4:00 p.m. of the next court day.

**COMPLIANCE WITH EMERGENCY ORDERS:** Self-represented litigants and attorneys are ordered to be familiar with and comply with all emergency orders of the court.

**STIPULATIONS TO FIVE YEAR EXPIRATION PURSUANT TO C.C.P. SECTION 583.310:** Parties are encouraged to cooperate by stipulating to a calculation of the 5-year deadline to begin trial in light of the emergency orders.

**ADDITIONAL INFORMATION ABOUT CIVIL CASES:**

<http://www.lacourt.org/division/civil/civil.aspx>

## FINAL STATUS CONFERENCE AND TRIAL ORDER FOR DEPARTMENT 47

All counsel and self-represented litigants must be thoroughly familiar with the Los Angeles County Court Rules (LACCR), Chapter Three, and comply with them in preparing for and participating in trials in Department 47.

To prepare for the Final Status Conference (FSC), counsel and/or self-represented litigants shall meet and confer on the telephone or by video conference at least **twelve (12) court days before the FSC** to discuss, arrange for the exchange of, and prepare for submission to court of all documents identified in LACCR 3.25 (f) and (g) (3)-(8). Pursuant to LACCR 3.25 (g)(3), the parties shall file all trial documents at least **seven (7) court days before the FSC**.

**Trial Binder:** The parties shall cooperate in compiling a three-ring trial binder that shall be delivered to Department 47 **at least five (5) court days before the FSC**. The binder must include all the following documents placed in the binder in the following order:

- A. Trial briefs (not to exceed 20 pages) are mandatory in all cases. These briefs should include a description of the claims, defenses, relief sought, evidentiary disputes, and all issues to be decided at trial along with a discussion of any novel or unusual issues of law, with citations to supporting authorities. The briefs must be signed, filed with the Court and served on all parties.
- B. Statement of the Case must be prepared jointly by the parties for use in any jury trial. It should be a short, non-argumentative written statement of the case to be read to the jury. It must be signed by all parties and filed with the Court.
- C. Witness List must be prepared jointly by the parties. The list must include all witnesses' names, a brief description of the proposed testimony, including whether it will be lay testimony or expert opinion, time estimates for direct and cross examination, and whether the witness will be assisted by an interpreter. The joint witness list must be signed by all parties and filed the Court.
- D. Exhibit List must be prepared jointly by the parties. It should be prepared in chart format with each exhibit identified by title and its assigned exhibit number. Additional columns should indicate whether the exhibit will be admitted by stipulation, authenticated by stipulation, or challenged with objections, which shall be set forth in a column for objections. A final column should be included on the right for the Court's notation of whether the exhibit was admitted at trial. The joint exhibit list must be signed by all parties and filed the Court.
- E. List of Proposed Jury Instructions must be prepared jointly by the parties. It should be prepared in chart format and include all CACI and special jury instructions that are jointly proposed by the parties as well as those that are proposed by only some of the

parties but opposed by another party. A column in the chart must indicate the proponent(s) and opponent(s) of each proposed instruction. A final column should be included on the right for the Court's notation of whether the instruction was given at trial. The joint list of jury instructions must be signed by all parties and filed the Court.

- F. Proposed Jury Instructions shall be included in the Trial Binder. These should include a jointly submitted packet of all requested and properly edited CACI jury instructions as to which there is no objection, as well as packets from any party offering CACI or special instructions that are not agreed to by all parties. The instructions shall be submitted in the proper format for presentation to the jury.
- G. Verdict Forms must be jointly prepared by the parties. If rulings on evidentiary issues or pre-trial motions may impact on the proper format for the verdict forms, the parties may each submit their own proposed verdict forms. Each proposed verdict form must be signed by the party or counsel proposing it, filed with the Court and served on the other parties.
- H. All Operative Pleadings must be included in the Trial Binder. This includes the operative complaints and cross-complaints and the operative answers thereto.
- I. Any Important Orders that may impact the scope or nature of the trial shall be included in the Trial Binder.

**Motions in Limine:** Counsel and/or self-represented litigants shall meet and confer *in person or by telephone or video chat* on all motions *in limine* before they are considered by the Court. Boilerplate or form motions are highly discouraged. All motions *in limine* must be in writing and must be filed and served at least **twelve (12) court days before the FSC**. Any opposition to a motion *in limine* must be in writing and must be filed and served at least **seven (7) court days before the FSC**. Reply briefs must be in writing and properly filed and served before the FSC. The failure to comply with these rules and timelines may result in the Court's refusal to hear a motion *in limine* or consider an opposition thereto, consistent with applicable rules.

Each party's motions *in limine* must be labeled sequentially, *i.e.*, Plaintiff's Motion in Limine No. 1, *et seq.*, and Defendant's Motion in Limine No. 1, *et seq.* The parties are ordered to collect the briefing on all motions in limine and present them in one or more three-ring binders, with the moving papers, opposition and reply for each motion arranged behind a tab for each motion. The motion *in limine* binders shall be delivered to the Court at least **five (5) court days before the FSC**.

#### **Trial Rules:**

- A. The Court encourages the parties to narrow the scope of triable issues by reaching stipulations as to certain undisputed facts. Such stipulations should be reduced to writing and filed with the Court. They should also be included in the Trial Binder, if

reached before trial. Invitations to enter into such stipulations during trial are not to be made in the presence of the jury and should generally be addressed by the parties when court is not in session.

- B. The Court will allow jury questionnaires in appropriate cases. Counsel and/or self-represented litigants are ordered to meet and confer as to whether questionnaires will be requested. If any party seeks to use a jury questionnaire, its proposed questionnaire and all competing versions advanced by other parties must be included in the Trial Binder. Proposed jury questionnaires shall be filed with the Court and served on all parties.
- C. If requested in a jury trial, the Court will allow short opening statements of 2-3 minutes, in lieu of a joint statement of the case, during the commencement of *voir dire*.
- D. Unless there is a stipulation otherwise, no exhibits may be displayed during opening statements except those as to which there is a stipulation to admit the exhibit into evidence. No exhibits may be displayed during any mini opening statements allowed as part of *voir dire*.
- E. All objections, statements and argument shall be made to the Court rather than to opposing counsel or a self-represented party. Speaking objections in the presence of the jury are prohibited. Only the legal basis for an objection shall be stated. Further argument may be allowed by the Court outside the presence of the jury and only upon suggestion by the Court or appropriate and timely request by counsel or self-represented party.

Dated: October 8, 2021

Hon. Theresa M. Traber  
Los Angeles Superior Court Judge



**FILED**  
Superior Court of California  
County of Los Angeles

**FEB 10 2022**

Sherri R. Carter, Executive Officer/Clerk  
By  Deputy  
Lorena Arling

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

STANDING ORDER RE: ) STANDING ORDER  
EMPLOYMENT CASE EARLY ) (Effective February 14, 2022)  
RESOLUTION MANDATORY )  
SETTLEMENT CONFERENCE )  
PILOT PROGRAM )

The Court is now instituting a new pilot program for the early resolution of employment cases filed in five courtrooms at the Stanley Mosk Courthouse: Departments 24 (Judge Kristin S. Escalante), 40 (Judge David Sotelo), 47 (Judge Theresa M. Traber), 48 (Judge Laura A. Seigle) and 71 (Judge Monica Bachner). Under this new program, judges can assign eligible cases to an early mandatory settlement conference (MSC) to be conducted virtually through the Resolve Law LA (RLLA) platform: [www.ResolveLawLA.com](http://www.ResolveLawLA.com). Eligible cases are those that have recently been filed and are conducive to resolution prior to expensive and lengthy proceedings, including but not limited to matters involving small businesses and/or where counsel agree the cost of litigation would make the case more difficult to resolve.

The settlement conferences are conducted by two volunteer attorneys, each with at least ten years' experience in employment law (one from the plaintiff's side and one from the defense) and are overseen by a judge. Resolve Law LA is a joint effort of the Court, Consumer Attorneys Association of Los Angeles, Association of Southern California Defense Counsel, Los Angeles Chapter of the American Board of Trial Advocates and the Beverly Hills Bar Foundation, with assistance from the Labor and Employment Section of the Los Angeles County Bar Association and California Employment Lawyers Association.

Mandatory Settlement Conferences through Resolve Law LA are available solely by Court order at the initial Case Management Conference (or later Status Conference), or specially scheduled eligibility conference.

1           Once the Court has ordered the case to participate in an MSC through Resolve Law LA, Plaintiff  
2 must access the website at [www.ResolveLawLA.com](http://www.ResolveLawLA.com) to create an account and register the case for MSC  
3 within two (2) court days of the Court's Order assigning the case to the MSC. Plaintiff or plaintiff's  
4 counsel must coordinate with defendant or defendant's counsel and select a mutually agreed upon date  
5 and time for the MSC. Plaintiff shall also provide the name, email address, and phone number for  
6 Defendant when registering the case for an MSC. Once Defendant is notified that the matter has been  
7 scheduled for a remote MSC, defense counsel shall create their own login to the [ResolveLawLA.com](http://ResolveLawLA.com)  
8 system, and shall list all parties, party representatives and insurance adjusters' names, phone numbers,  
9 and emails where indicated. The Resolve Law LA system will send confirmations via text and/or email  
10 and will include a Zoom link for counsel, the parties, and insurance representatives to join the remote  
11 MSC. In the event the MSC needs to be canceled, it must be canceled through the Resolve Law LA  
12 system.

13           A mandatory settlement conference statement shall be lodged by each party at  
14 [www.ResolveLawLA.com](http://www.ResolveLawLA.com) and served on all parties not less than five (5) court days before the scheduled  
15 MSC unless otherwise ordered by the individual IC Court. The settlement conference statement shall  
16 be limited to five (5) pages on the MSC Brief and ten (10) pages for exhibits. Resolve Law LA MSCs  
17 are available at 9 a.m. and 1:30 p.m. Monday through Friday, excluding court holidays, and are  
18 conducted remotely via Zoom.

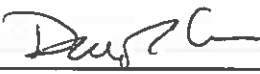
19           Pursuant to California Rules of Court, rule 3.1380(b) and Superior Court, Los Angeles County,  
20 Local Rules, rule 3.25(d), trial counsel, the parties and persons with full authority to settle the case  
21 (including insurance company representatives) must attend remotely unless a judge has excused the  
22 virtual appearance for good cause.

23           If the case settles prior to the scheduled MSC, Plaintiff's counsel shall immediately file a Notice  
24 of Settlement in the courtroom to which the case is assigned.

25           Effective immediately, this Standing Order is to remain in effect until otherwise ordered.

26           IT IS SO ORDERED.

27 DATED: February 10, 2022

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HON. DAVID J. COWAN  
Supervising Judge of Civil