

COURTROOM INFORMATION  
DEPARTMENT 89  
STANLEY MOSK COURTHOUSE  
111 North Hill Street, Los Angeles CA 9002  
5<sup>th</sup> Floor, Room 532

**GENERAL INFORMATION**

JUDGE ASSIGNED: Ruth Ann Kwan  
JUDICIAL ASSISTANT: Stephanie Barrera  
COURTROOM HOURS: 8:30 A.M. to 12:00 P.M. and 1:30 P.M. to 4:30 P.M.  
TELEPHONE: (213) 633-0689

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**PRE-TRIAL INFORMATION**

FILINGS: Since January 2, 2019, the Los Angeles Superior Court mandates electronic filing of all documents in all Civil matters. Please review the latest Amended General order on Electronic Filing.

EX PARTES: Ex parte application and all documents in support thereof must be filed no later than 10:00 a.m. the court day before the ex parte hearing.

CONTINUANCES: This Court does not accept telephonic continuances. However, the Court will entertain stipulated continuance requests and telephonic conference to discuss trial continuance issues.

CASE MANAGEMENT: The Court follows and applies the case management rules specified by CRC 3.700 et seq.

MEDIATION/ADR: The Court will refer/order the matter to mandatory settlement conference on Court's own motion or at parties' request.

TELEPHONIC AND VIDEO APPEARANCE: You may sign up for telephonic or video remote appearance via LACourtConnectTeams. To register, please visit: <https://www.lacourt.org>

LAW & MOTION: A hearing date must be obtained through the Judicial Assistant prior to filing any motions.

TENTATIVE RULINGS: The court does not post tentative rulings on the Court's website.

DISCOVERY: If discovery issues arise, counsel is to fully meet and confer. The parties are encouraged to schedule an informal discovery conference with the court. Informal resolution will often save parties time and money. Please call the Judicial Assistant at (213) 633-0689.

TRIAL PROCEDURES: Trials are usually set for Monday through Friday. Typically the jury will appear at 9:00 a.m., and counsel will appear ½ hour earlier, at 8:30 a.m.

The parties are to meet and confer and submit a Long Cause Trial Package to the Court.

1. TRIAL TIME ESTIMATE: Counsel must provide the court with reasonable time estimates and be familiar with Local Rule 3.25(h) regarding trial time estimate.
2. MOTIONS IN LIMINE: Motions in Limine will be heard at the Final Status Conference or on other dates as designated by the Court.
3. JOINT WITNESS LIST: Parties are to submit an updated joint list of all witnesses that each party intends to call by the final status conference.
4. JOINT EXHIBITS LIST AND EXHIBIT BOOKS: Parties are to comply with rules for exhibits set in Local Rules 3.152, 3.153, and 3.151. Counsel must bring to trial at least 3 notebooks or binders of exhibits: one for opposing counsel, one for the witness and one for the court. The exhibits must be Bates stamped and tabbed with exhibit numbers that correspond to those on the updated joint exhibit list.
5. JURY INSTRUCTIONS: A joint set of agreed upon instructions and a set of instructions from each side to which there are objections shall be submitted. Before delivery of instructions, counsel shall fill in the blanks and make all modifications.
6. VERDICT FORMS: The parties are to meet and confer and file any proposed general or special verdicts.

JURY FEES: Jury fees must be paid on a daily basis, in room 102, on the first floor.