

## **COURTROOM INFORMATION**

### **Department 97**

Stanley Mosk Courthouse  
111 N. Hill Street, 6<sup>th</sup> Floor, Room 630  
Los Angeles, CA 90012

**Judge:** Doreen B. Boxer

**Judicial Assistant:** Jose R. Cruz

**Telephone Number:** (213) 633 – 0009

**Courtroom Hours:** 8:30 a.m. – 12:00 p.m. and 1:30 p.m. – 4:30 p.m.

### **1. Introduction**

Welcome to Department 97. These rules apply to all individuals involved in cases heard in this department, including attorneys and self-represented litigants. Compliance with these rules helps to ensure an orderly and efficient judicial process in Department 97.

This document provides an overview of key rules and procedures but does not replace all applicable laws or qualified legal advice.

### **2. Civility and Professionalism**

All individuals appearing before the court must:

- Conduct themselves with respect, courtesy, and professionalism.
- Address all remarks directly to the court, not to other parties during proceedings.
- Adhere to the Los Angeles County Bar Association’s Guidelines for Civility in Litigation (Rule 3.26).

### **3. Settlement**

The court encourages early settlement to reduce costs, save parties time, and minimize stress.

Some Alternative Dispute Resolution (ADR) options are available on the LA Superior Court ADR webpage, [www.lacourt.org/adr/](http://www.lacourt.org/adr/).

Parties wishing to discuss settlement on the day of the hearing must notify the Judicial Assistant upon check-in.

#### **4. Scheduling Regularly Noticed Motions**

Motions to Quash and Demurrers: Heard Mondays and Thursdays at 8:30 a.m.

Other Motions (e.g., Summary Judgment, Discovery): Heard Thursdays at 8:30 a.m.

Reserving a Hearing Date: Call (213) 633-1097 during business hours.

Electronic Filing Requirement: Unless exempt, all documents must be filed electronically.

#### **5. Ex Parte Applications**

Hearing Schedule: Monday through Friday at 1:30 p.m. (Los Angeles Superior Court Local Rule 3.5).

Filing Deadlines:

- Electronically: By 10:00 a.m. the day before the hearing (Local Rule 3.5).
- Opposition Papers: Must be filed by 8:30 a.m. on the hearing date.
- Self-Represented Litigants and those exempt from electronic filing: In-person filing at the Stanley Mosk Courthouse by 11:00 a.m. on the day of the hearing (Local Rule 3.4). Fees must be paid or waived by 11:00 a.m.

Notice Requirements: Include a sworn declaration detailing the relief requested, the hearing details (date, time, and location), and the opposing party's response or intent to attend.

Proper Basis for Ex Parte Applications: Must demonstrate irreparable harm, immediate danger, or statutory grounds for relief (California Rules of Court, Rule 3.1202(c)).

#### **6. Pretrial Preparation**

All parties must comply with the Fifth Amended Standing Order (issued June 1, 2021). Parties may use Form LA CIV 244, Compliance with the Standing Order for Limited Jurisdiction Unlawful Detainer [Eviction] Jury Trial Readiness. That form is available on the Los Angeles Superior Court's website, <https://www.lacourt.org/division/civil/CI0031.aspx>.

All Exhibits must be pre-numbered and exchanged except for those anticipated in good faith to be used for impeachment. (Rule 3.52.) The parties shall place exhibits in three ring binders, with tabs to separate each exhibit.

Parties shall prepare an exhibit binder for each of the following courtroom participant – each party, the Judicial Assistant, the Judge, and the witness stand. In a typical two-party case this requires **5 separate, fully numbered, and tabbed exhibit binders**. Plaintiffs shall number exhibits beginning with Exhibit 1 and Defendants shall number exhibits beginning with Exhibit 101. Each separate exhibit shall bear only a numeric designation. (Rule 3.53.) Multiple page exhibits shall have page numbers on each page so as to facilitate reference to the exhibit during interrogation of the witnesses. Separate documents shall not be grouped together as one exhibit or as subparts to one exhibit. Each shall be separately numbered.

Parties, or their counsel, shall meet and confer regarding appropriate stipulations as to the admissibility of exhibits. The Court encourages appropriate stipulations regarding the admission of exhibits.

## 7. Select Trial Procedures

Opening Statements: Exhibits may not be used unless both parties consent. Disputes must be resolved with the court in advance.

Witnesses: Parties must utilize their full court time efficiently. Witnesses must appear when called, or the trial will proceed without them.

Jury Instructions and Verdict Forms: Must be submitted without citations in a format suitable for jury use.

Evidence Presentation: Bring necessary equipment for displaying evidence, as the court may not provide the equipment you may need.

Publishing Evidence to the Jury: Exhibits that are admitted into evidence, either by stipulation or by the court may be shown to the jury without further leave of court. Documents not yet admitted may not be shown to the jury.

## 8. Official Record

As of August 6, 2018, all limited civil cases are electronically recorded, serving as the official record of proceedings. Refer to Government Code § 69957 and California Rules of Court, Rules 2.952 and 2.956(c) for further information.

## **9. Interpreters**

Spanish language interpreters are available daily in this department. Other language interpreters may be requested via the Interpreter Request Portal which can be located at <https://www.lacourt.org/irud/UI/index.aspx>.

Notify the Judicial Assistant on the hearing day if interpreter services are needed, even if there was a request submitted.

## **10. Clerk's Office and Court Support Services**

- Clerk's Office assistance, call (213) 830-0800.
- Self-Help services, call (213) 830-0845.
- Self-represented litigants may file documents in Room 102 on the first floor of the courthouse.

## **11. Failure to Comply**

Failure to follow to these rules may result in:

- Monetary sanctions.
- Exclusion of evidence.
- Additional penalties as determined by the court.