

All counsel are strongly encouraged to appear remotely for hearings via LACourtConnect .

SANTA MONICA COURTHOUSE
1725 Main Street
Santa Monica, CA 90401

Department O – Unlimited Civil Independent Calendar Courtroom
JUDGE H. JAY FORD III
Courtroom Phone: (310) 255-1866

Public Hours: 8:30 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m.

HEARINGS (Days/Start Times/Procedures)

Case Management Conferences: Daily at 8:30 am as set by the Court. The parties are to meet and confer to comply with California Rules of Court, Rules 3.724 & 3.727 prior to the Case Management Conference. Joint Case Management Conference Statements are preferred. Counsel familiar with the case and with the authority to commit to the parties' positions on the issues to be addressed at the conference must appear. CRC 3.722(c).

Ex Parte Applications: Daily at 8:30 am.

Law and Motion: Every Tuesday and Thursday at 8:30 a.m. Hearing dates are to be reserved through the Courtroom Reservation System (CRS) on the court's website. DO NOT reserve any motion hearing date unless the party will file the motion within two days of reserving the hearing date. The Court reserves the right to cancel any reservation where the moving papers have not been filed to secure that reservation.

Tentative Rulings: If any, tentative rulings will be posted online by 4:00 p.m. the day prior to the hearing.

Voluntary Settlement Conferences: To be reserved through the clerk of Department O.

Informal Discovery Conferences (IDC): The Court generally will conduct a Informal Discovery Conference with counsel prior to hearing any motion to compel further discovery responses or motion for protective order seeking to limit discovery. The IDC may be requested, and a hearing date reserved, by calling the clerk of Department O. IDCs are held every Monday at 11:00 a.m. and 1:30 p.m. The parties are to submit a five-page summary of the disputes, specifically identifying any pending motions to compel further responses that will be the subject of the conference. IDCs are held remotely. Counsel are to appear via LACourtConnect. For more information, contact the courtroom staff in Department O.

Final Status Conferences: Monday at 9:30 am as set by the Court. The parties are to comply with Los Angeles County Court Rules 3.25(f) & (g) and to follow the guidelines for the Long Cause Court's for the submittal of all joint trial documents. Those Guidelines are available on the Superior Court's website.

Trials: Are generally set for Monday at 10:00 am, or as set by the Court.

DOCUMENTS (Filing & Courtesy Copies)

All documents must be electronically filed, except for the exempt documents as listed in the General Order Re Mandatory Electronic Filing for Civil. Pursuant to California Rules of Court, rule 2.253(b)(2), self-represented litigants are exempt from the mandatory electronic filing requirement.

Courtesy Copies: The Court requests courtesy copies of all moving and opposing papers for all motions and ex-parte applications in accordance with the General Order for Electronic Filing. All courtesy copies are to be delivered to Department O by 4:30 p.m. If filed after 4:30, the courtesy copies are to be delivered the next morning.

Continuation/Off-Calendar Policy: Any request to continue a trial date must be made by way of a Stipulation and proposed Order or a noticed Ex Parte Application and appearance. Any request by a moving party to take its own motion off calendar must be made via telephonic request to Department O, followed by a filing of notice to withdraw or take off calendar.