

**LOS ANGELES SUPERIOR COURT  
COURTROOM INFORMATION, SANTA MONICA, DEPT. P  
JUDGE ELAINE MANDEL**

**Courtroom Telephone: 310-255-1877**

**Courtroom Hours: 8:30-12, 1:30-4:30**

**Judicial Assistant: Laurie Pastel**

**Courtroom Assistant: Ruben Juarez**

**Case Management Conferences:** Please be prepared to discuss your case, including status of service, pleading issues/potential motions, nature/extent of damages sought, contemplated dispositive motions, mediation/ADR, proposed discovery timeline and potential discovery issues, trial dates, including court/jury and time estimate. CMC statements are to be filed via eCourt in advance of the CMC. Remote appearances are strongly encouraged.

**Check in:** Begins at 8:30. Please follow posted procedures. SEE BELOW REGARDING APPEARING REMOTELY, WHICH IS STRONGLY ENCOURAGED DUE TO COVID-19 SOCIAL DISTANCING.

**Continuances:** All hearings and conference dates, including trial dates, may be considered for continuance via stipulation and proposed order (filed on eCourt). Motion hearing dates must be reserved on the Court Reservation System and can be continued to the next available date by the moving party, without need for leave of court. If there is no stipulation, the requested continuance may be discussed at a Case Management Conference or via ex parte application, if there is good cause for the requested relief. Be prepared to submit required fees or a fee waiver.

**Court Call/LA Court Connect Remote Appearances:** Due to the COVID-19 pandemic, the court REQUESTS AND ENCOURAGES Court Call or LA Court Connect (once it becomes available, anticipated in early August) on ALL matters, except trial. There is no need to contact the Court to request permission to appear via Court Call/LA Court Connect.

**Courtesy Copies:** Will NOT be accepted for the foreseeable future. Please file all papers on eCourt.

**Discovery Motions:** The parties are first to meet and confer in person to attempt to informally resolve all discovery issues. If the parties cannot agree, the parties are to schedule an Informal Discovery Conference with the Court Reservation System or the Courtroom Assistant, typically Fridays at 10:00. Five court days prior to the IDC, the parties are to file (on eCourt) a joint statement of issues to be covered at the IDC, not to exceed five (5) pages. IDCs will be conducted REMOTELY until further notice. An IDC or permission from the court must occur PRIOR to filing any motions to compel or compel further discovery responses.

**Ex Parte Applications:** May be noticed Monday-Thursday at 8:30; Friday at 9:00. Moving papers must be filed per the Court's e-filing guidelines. Hard copies of moving or opposing

papers will NOT be accepted in the department. Please file all papers via eCourt. The parties are to meet and confer regarding the requested relief prior to filing ex partes. The Court will address ex partes at the conclusion of the regular calendar. The parties are strongly encouraged to appear remotely.

**Final Status Conferences:** Are typically set on Fridays, ten days before a Monday trial date. Local Rules control the documents to be filed for the FSC. The party filing the most motions in limine is to create binders of ALL MILs, including moving papers, opposition and reply briefs. These binders should be provided to the court five court days prior to the Final Status Conference.

**Law & Motion:** Matters are heard Tuesday-Thursday at 8:30, Friday at 9:00. Please calendar all matters on the Court Reservation System. All parties are encouraged to appear REMOTELY.

**Tentative Rulings:** Will be posted on the court web site by 4:30 the day prior to the hearing.

**Priority Requests:** The Court will attempt to accommodate such requests.

**Trial:** Once jury trials are able to resume, they are typically heard Monday-Friday, beginning at 10:00. Counsel will be required to appear at 9:45 each day. All exhibits, deposition transcripts, etc. are to be brought to the Court the morning of the trial, not before. Arrangements for setting up audio/visual equipment will be discussed at the Final Status Conference.

**\*\*Due to the COVID-19 pandemic, orders from Governor Gavin Newsom, the Chief Justice, and various General Orders from the Presiding Judge of the Los Angeles Superior Court, the Court is attempting to limit the number of daily visitors to the courthouse and individual courtrooms. To facilitate social distancing and reduce foot traffic at the Court, this Department STRONGLY ENCOURAGES ALL PARTIES TO APPEAR REMOTELY via video/LA Court Connect (once available, anticipated in early August) or CourtCall on ALL MATTERS, EXCEPT TRIAL.**