

⚖️ DEPARTMENT 25 | LIMITED CIVIL | COURTROOM INFORMATION ⚖️

JUDICIAL OFFICER: KARINE MKRTCHYAN

LOCATION: 312 N. Spring St., Dept. 25
8th Floor Room 827B
Los Angeles, CA 90012

LA SUPERIOR COURT <https://www.lacourt.org>

LA COURTCONNECT: <https://my.lacourt.org/laccwelcome>

TELEPHONE NUMBER: (213) 310-7025

 Telephone Hours: 8:30 A.M. – 12:00 P.M.
1:30 P.M. – 4:00 P.M.

COURTROOM HOURS: Monday through Friday (Except for Legal Holidays)
8:30 A.M. – 12:00 P.M.
1:30 P.M. – 4:30 P.M.
(Closed for Lunch: 12:00 P.M. – 1:30 P.M.)

TRIALS:

The parties are expected to be ready to be sent to a trial department when they appear on the morning set for trial. Jury trials are not conducted in the Limited Civil hub. Non-Jury trials may be conducted in Department 25, Limited Civil hub. When the parties announce ready at the trial call and are in compliance with the ***Third Amended Standing Order (Effective as of February 24, 2020)*** governing trial preparation, along with the Department's Trial Readiness Guidelines, Department 1 will be electronically notified.

Department 1 will then assign the case to an open trial court for a jury or non-jury trial in one of the trial courts located around the county (with the exception of Antelope Valley). Once parties announce ready, the parties are expected to be continuously available for up to 5 days. If a trial court is available, trial will begin on the same day, unless the assigned trial judge decides otherwise.

To be deemed ready for trial and immediate assignment to a trial court, parties and counsel shall have a three-ring **TRIAL BINDER** and **EXHIBIT BINDER**. The parties must have **5** Exhibit Binders and at least **4** Trial Binders.

TRIAL BINDER must include a table of contents containing conformed copies of each of the following documents, designated by a separate tab:

1. Current Operative Pleadings, including:
 - a. Operative Complaint
 - b. Answer to Complaint
 - c. Cross-Complaint, if any
 - d. Answer to Cross-Complaint, if any
2. Motions in Limine (served and filed per Los Angeles Rule of Court, rule 3.57)
3. Trial Documents – **MUST BE ELECTRONICALLY FILED ATLEAST TEN (10) DAYS PRIOR TO THE TRIAL DATE AND VIEWABLE BY THE COURT ON THE DATE OF TRIAL.**
 - a. Joint Witness List:
 - i. Brief offer of proof as to each witness' testimony
 - ii. The anticipated length of that testimony and
 - iii. Whether interpreters will be used
 - b. Joint Exhibit List
 - c. Joint Statement of the Case (jury trial only)
 - d. Joint Proposed Jury Instructions (jury trial only; printed and edited)
 - e. Joint Proposed Verdict Form (jury trial only; printed)

EXHIBIT BINDER must include a table of contents and each exhibit appropriately numbered.

If an interpreter is required for Trial, please make the request at the court's website at <http://www.lacourt.org/irud/UI/ReqInput.aspx>. When presenting your case in court, a court-certified language interpreter must be used.

4. Personal Appearances at Trial.

Parties are expected to comply with California Rules of Court, Rule 3.670(e) on personal appearances.

SCHEDULING LAW & MOTION HEARINGS:

All regularly noticed motions and demurrers will be heard Monday through Thursday at 10:00 A.M. and 10:30 A.M., Claim of Exemptions at 11:00 A.M., and Application and Order for Appearance and Examinations at 1:30 P.M. All hearing dates must be reserved through the Court's Reservation System (CRS).

Unless a party is a self-represented litigant or otherwise exempt from mandatory electronic filing requirements, all documents must be electronically filed with the court pursuant to the General Order re Mandatory Electronic Filing for Civil.

Pursuant to CCP § 1010.6, the Court orders all parties who use e-filing to accept electronic service, except in those circumstances when personal service is required by law or where any of the parties are self-represented.

DISCOVERY DISPUTES:

Counsel and self-represented parties are encouraged to informally resolve discovery disputes. Counsel and self-represented parties shall meet and confer to make a reasonable and good faith attempt to informally resolve each discovery issue in dispute. Counsel and self-represented parties shall first meet and confer by video conference or by telephone call to attempt to informally resolve all discovery disputes.

Parties are to follow the “Economic Litigation Rules” in Limited Civil Cases. (See Article 2, Code Civ. Proc. §§90-98.)

DEMURRER AND MOTION TO STRIKE:

Counsel and self-represented parties who filed the pleading that is subject to demurrer or motion to strike are required to meet and confer in person, by video conference, or by telephone for the purpose of determining whether an agreement can be reached that would resolve the objections to be raised in the demurrer. Code Civ. Proc., § 430.41, subd. (a).

TENTATIVE RULINGS:

The Court may post tentative rulings prior to the hearing. Counsel or self-represented party who intends to submit on the tentative must send an e-mail to the court at sscdept25@lacourt.org by 9:00 a.m. the day of the hearing. If counsel or self-represented party submits on the tentative, party's or counsel's e-mail must include the case number and identify the party submitting on the tentative with a copy (cc) to opposing party or counsel. If all parties or counsel submit, the Court will adopt the tentative as the final order. If the department does not receive an e-mail indicating all parties are submitting on the tentative and if a party fails to appear at a law and motion hearing without having given notice under California Rules of Court, Rule 3.1304(c), the Court may take the matter off calendar. After the Court has posted or issued a tentative ruling, the Court has the inherent authority to prohibit the withdrawal of said motion and may adopt the tentative ruling as the order of the Court.

INTERPRETERS:

Court-certified language interpreters will be provided to limited English-speaking litigants free of charge. Please make the request at the court's website at <http://www.lacourt.org/irud/UI/ReqInput.aspx> or inform the Judicial Assistant as soon as possible. When presenting your case in court, a court-certified language interpreter must be used.

ELECTRONIC RECORDING:

All limited civil proceedings will be electronically recorded by the Court to make the official verbatim record of proceedings as provided in Government Code § 69957 and California Rules of Court rules 2.952 and 2.956(c). California Rules of Court, Emergency Rule 3(a) allows a court to permit remote court reporting.

EX PARTE APPLICATIONS:

Ex partes are heard Monday to Friday at 1:30 PM in Department 25. Proper notice of the ex parte date, time and department must be given. Ex parte applications must be noticed for 1:30 p.m. in Department 25. Unless a party is a self-represented litigant or otherwise exempt from mandatory electronic filing requirements, all ex parte applications and supporting papers must be *electronically filed* by 10:00 A.M. the court day before the ex parte hearing as required by California Rules of Court, Rule 3.1204. Opposition papers for any electronically filed ex parte application must be electronically filed by 8:00 p.m. the day before the hearing on the ex parte application.

If a party is a self-represented litigant or is exempt from electronic filing, the party must file their ex parte application or opposition in the Clerk's Office of the Spring Street Courthouse by 11:00 a.m. on the date of the requested hearing.

Absent good cause, notice must be given by 10:00 a.m. on the court day before the hearing as required by CRC, Rule 3.1203. Please carefully review Cal. Rules of Court 3.1204 regarding "notice."

To have a proper basis to seek ex parte relief, there must be an affirmative showing of "irreparable harm, immediate danger, or any other statutory basis for granting relief ex parte." (See Cal. Rules of Court, rule 3.1202 (c).) You will need to demonstrate to the court the reason(s) why you cannot seek the requested relief by means of a noticed motion.

Pursuant to Code of Civil Procedure § 166(a)(l), the Court may rule on ex parte applications in chambers without requiring oral argument, but the Court may inform the parties if it wishes to hear arguments before ruling.

CLERK'S OFFICE AND COURT SUPPORT SERVICES

There are two ways to meet with a clerk or get self-help information: by telephone or in person. Call centers are available for assistance from 8:30 a.m. – 4:30 p.m., Monday through Friday, except Court holidays. Reservations are required to view electronic records at the Clerk's Office kiosks.

- All services – telephonic and in person – will be provided in non-English speaking languages.
- For Clerk's Office assistance, call the Court Support Service numbers:

Stanley Mosk Courthouse (213) 830-0800
Spring Street Courthouse (213) 310-7000

- For Self-Help services, call the Self-Help Center for assistance at (213) 830-0845.
- Customers with reservations for an in-person appointment can meet with Self-Help staff for document preparation and guidance.
- Drop boxes outside of the Stanley Mosk Courthouse and Spring Street Courthouse are available for paper filing.