


APR 15 2022

2022-SJ-011-00

Sherri R. Carter, Executive Officer/Clerk  
By , Deputy  
Anoush Michitarian

**SUPERIOR COURT OF THE STATE OF CALIFORNIA**  
**FOR THE COUNTY OF LOS ANGELES**

In re Los Angeles Superior Court Cases Fourth	)	<b>FOURTH AMENDED STANDING ORDER</b>
Amended Standing Order – Limited Jurisdiction	)	
Unlawful Detainer (Eviction) Cases Assigned to	)	
Designated District Hub Locations	)	
Antelope Valley – North	)	
Chatsworth - North Valley	)	
Compton - South Central	)	
Inglewood - Southwest	)	
Long Beach - South	)	
Norwalk - Southeast	)	
Pasadena - Northeast	)	
Santa Monica - West	)	
Van Nuys - Northwest	)	
West Covina - East	)	

TO EACH PARTY AND TO THE ATTORNEY OF RECORD FOR EACH PARTY:

Pursuant to the California Code of Civil Procedure [CCP], the California Rules of Court [CRC], and the Los Angeles County Court Rules [LASC Rules], the Los Angeles Superior Court (“LASC” or “Court”) HEREBY AMENDS AND SUPERSEDES THE THIRD AMENDED STANDING ORDER FILED MARCH 5, 2018, AND ORDERS AS FOLLOWS:

**SERVICE OF THIS ORDER**

1. Each Plaintiff is ordered to serve a copy of this Standing Order on each defendant along with copies of the summons and complaint, and to file proof of this service as mandated in this order.

**EARLY SETTLEMENT MEETING & MEDIATION OPPORTUNITIES**

2. Each plaintiff is ordered to contact each defendant within 10 days of service to discuss in good faith either potential informal resolution of the case and or if settlement is not possible how instead to prepare for trial. Such contact shall be made orally or in writing with the objective of having the case

1 resolved within 60 days of its filing. It is the Court's intent that, where possible, every effort should be  
2 made to keep settled cases from becoming public as provided in CCP §§ 1161.2(a)(1)(F) and (a)(1)(G).  
3 If the parties agree, the Court will retain jurisdiction to enforce any settlement after dismissal. [CCP  
4 §664.6]

#### 5 **SERVICE BY POSTING AND MAILING**

6 3. Service of the summons and complaint on a named party by posting and mailing may only be  
7 done after an order is obtained, based upon an affidavit of due diligence. [CCP§415.45(a)] Such an  
8 order will not extend to unnamed or unknown occupants.

#### 9 **ADDRESSES AND TELEPHONE NUMBER**

10 4. Absent good cause, each party must have an address and telephone number listed on each  
11 document filed with the Court. [CRC rules, 2.111 and 2.118]

#### 12 **LAW AND MOTION**

13 5. All regularly noticed motions and demurrers will be heard on the court days at the time and  
14 location in the courtroom designated in Paragraph 19. Hearing dates must be reserved by calling the  
15 calendar clerk in the department the case is assigned or obtaining a date at the time the motion is filed.  
16 All motions, oppositions to the motions, and reply papers must be electronically filed unless a party is  
17 a self-represented litigant or otherwise exempt from mandatory electronic filing requirements. All  
18 motions should be filed in the rooms designated in Paragraph 19 with respect to each Unlawful  
19 Detainer Hub location.

20 6. If not served by personal delivery, the moving party must comply with the time extensions for  
21 notice required by CCP §1013. The motion will not be heard otherwise.

22 7. Absent good cause, motions set on five (5) days' notice should not be personally served on the  
23 last day of the week preceding the hearing. [LASC Rule 3.26 and Appendix 3.A(b)(1-4)]

24 8. A separate statement of undisputed or disputed facts is not required for summary judgment  
25 motions. [CCP §§ 437c(s) and 1170.7; CRC rules 3.1350(c) and 3.1351] However, in cases with  
26 multiple parties, complicated evidentiary issues, or intricate legal issues, the court may continue the  
27 hearing and order the parties to file such statements.

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1 **EX PARTE APPLICATIONS**

2 9. Ex parte applications will be heard on the dates, times and at the location in the courtroom  
3 designated in Paragraph 19. **Unless a party is self-represented or otherwise exempt from electronic**  
4 **filing, all ex parte applications and supporting papers must be electronically filed by 10:00 a.m.**  
5 **the day before the ex parte hearing. If a party is exempt from electronic filings, any application**  
6 **must be filed no later than 8:30 a.m. on the day of the hearing for ex parte hearings scheduled at 8:30**  
7 **a.m. in the room listed for the UD Hub in Paragraph 19. All applications must be filed no later than**  
8 **11:00 a.m. on the day of the hearing in the room listed for the UD Hub in Paragraph 19 for ex parte**  
9 **hearings scheduled at 1:30 p.m. Ex parte applications shall have a separate application, a separate**  
10 **declaration of ex parte notice, and a proposed order.** Absent good cause, notice must be given by  
11 10:00 a.m. the day before the hearing as required by CRC rule 3.1204(c).

12 **JURY TRIAL DEMANDS AND FEES**

13 10. The right to a jury trial may be deemed waived unless it is timely requested. [CCP §631 (f)(4)]  
14 If one or more of the parties have demanded a jury trial, jury fees shall be deposited no later than five  
15 days before trial. [CCP §631 (b) and (c)(1)] Failure to pay the required fee as required by law may result  
16 in a waiver of jury trial. [CCP §631 (f)(5)] Jury demands should be filed separately from all other  
17 pleadings.

18 11. With a timely-filed qualifying fee waiver, the court may waive jury fees and expenses for those  
19 parties. Parties must complete and submit an official *Request to Waive Court and Order on Court Fee*  
20 *Waiver (Superior Court)* [Judicial Council Forms FW-001 and FW-003] for consideration to receive  
21 these services at no charge.

22 **STIPULATIONS TO CONTINUE TRIAL**

23 12. A trial will be postponed if all attorneys of record and/or the parties who have appeared in the  
24 action stipulate in writing to the postponement. Such stipulated trial continuance will not be limited to  
25 30 days. Stipulations to continue trial must be filed five (5) days in advance or an appearance by at least  
26 one party will be necessary to continue the trial.

27 **INTERPRETERS AND COURT REPORTERS**

28 13. The Court will provide an interpreter for parties and witnesses at no charge.

1 14. Proceedings in court will not be transcribed by a court reporter unless supplied by a party to the  
2 action as permitted by LASC Rule 2.21. Proceedings are recorded electronically. **Copies of the**  
3 **recordings may be obtained and used by the parties as permitted by LASC Rule 9.2(a)(5).**

#### 4 **JURY TRIALS AND COURT TRIALS**

5 15. Parties to an unlawful detainer action should have conducted the early meeting required in  
6 Paragraph 2 above and should be ready to go to trial on the day of trial. Trial readiness—within the  
7 meaning of this Standing Order—includes both having conducted the early meeting and having the  
8 ability to begin trying a case forthwith or as directed by the court. Accordingly, parties who appear on  
9 the day of trial and are not ready to try their case, or parties who announce "trial-ready" but are not  
10 prepared to immediately try a case, are not acting in compliance with this Standing Order, regardless of  
11 whether the parties' attorneys are appearing on behalf of other litigants in different actions on the same  
12 day. Misrepresentations of a case's trial readiness on the day of trial is a violation of this Standing Order  
13 and may subject the offending party to the imposition of monetary sanctions.

14 16. On the day of trial, parties shall have a three-ring binder with a table of contents containing  
15 conformed copies of each of the following (each signed by attorneys and self-represented litigants)  
16 behind a separate tab:

- 17 a) Copies of the Current Operative Pleadings (including operative complaint and answer;
- 18 b) Joint Statement of the Case (if a jury trial);
- 19 c) Motions in Limine, if any, which must be drafted in accordance with LASC Rule 3.57  
20 and served and filed;
- 21 d) Joint Witness List disclosing the witnesses who will be called, what they will testify to,  
22 whether an interpreter is needed, and how long their testimony will take;
- 23 e) Joint Exhibits in exhibit books, numbered appropriately, and a Joint Exhibit List; [LASC  
24 Rules 3.52 and 3.53]
- 25 f) Edited Joint Proposed Jury Instructions printed out for the court (if a jury trial); and
- 26 g) Edited Joint Proposed Verdict Form(s) printed out for the court (if a jury trial).

27 To assist the parties, an optional *Compliance with Standing Order for Limited Jurisdiction Unlawful*  
28 *Detainer [Eviction] Jury Trial Readiness* form (LACIV 244) is available on the Court's website, at:

1 [www.lacourt.org/forms/unlawfuldetainer](http://www.lacourt.org/forms/unlawfuldetainer)

2 17. If a party fails or refuses to meet and confer, the other party or parties shall prepare and bring to  
3 trial the above listed documents labeled as “[Proposed] Joint Documents.”

4 18. Failure to provide any of the aforementioned documents in this Standing Order on the trial date  
5 may cause a delay in the case being assigned to a trial court. Failure to comply with any provision of  
6 this Standing Order without substantial justification may result in monetary sanctions.

7 **FILING LOCATIONS AND HEARING TIMES**

8 19. Filing locations and general information for each District Hub location are set forth below:

9 • **ANTELOPE VALLEY COURTHOUSE**

10 Trial Department: Department A22

11 Law and Motion Heard: Monday and Wednesday at 8:30 a.m.

12 Ex Parte Applications Heard: Monday through Friday at 8:30 a.m. Clerk’s Office for

13 Filing Documents: 1st Floor, Room 1000

14 Clerk’s Office for Filing Law and Motion: 1st Floor, Room 1000

15 • **CHATSWORTH COURTHOUSE**

16 Trial Department: Department F44

17 Law and Motion Heard: Monday and Wednesday at 8:30 a.m.

18 Ex Parte Applications Heard: Monday and Wednesday at 8:30 a.m.

19 Clerk’s Office for Filing Documents: Room 1200

20 • **COMPTON COURTHOUSE**

21 Trial Department: Department 7

22 Law and Motion Heard: Monday and Wednesday at 8:30 a.m.

23 Ex Parte Applications Heard: Monday through Friday at 8:30 a.m.

24 Clerk’s Office for Filing Documents: Room 902

25 Clerk’s Office for Filing Law and Motion: Room 902

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1 • **INGLEWOOD COURTHOUSE**

2 Trial Department: Department I

3 Law and Motion Heard: Monday through Friday at 1:30 p.m.

4 Ex Parte Applications Heard: Monday through Friday at 1:30 p.m.

5 Clerk's Office for Filing Documents: Room 630

6 Clerk's Office for Filing Law and Motion: Room 630

7 • **GOVERNOR GEOEGE DEUKEJIAN (LONG BEACH) COURTHOUSE**

8 Trial Department: Department SI3

9 Law and Motion Heard: Monday and Wednesday at 1:30 p.m.

10 Ex Parte Applications Heard: Monday through Friday at 8:30 a.m.

11 Clerk's Office for Filing Documents: Room 1401

12 Clerk's Office for Filing Law and Motion: Room 1401

13 • **NORWALK COURTHOUSE**

14 Trial Department: Department W

15 Law and Motion Heard: Monday through Friday at 9:30 a.m.

16 Ex Parte Applications Heard: Monday through Friday at 8:30 a.m.

17 Clerk's Office for Filing Documents: Room 101

18 Clerk's Office for Filing Law and Motion: Room 101

19 • **PASADENA COURTHOUSE**

20 Trial Department: Department R, 2<sup>nd</sup> Floor

21 Law and Motion Heard: Monday through Friday at 1:30 p.m.

22 Ex Parte Applications Heard: Monday through Friday at 1:30 p.m.

23 Clerk's Office for Filing Documents: Room 102

24 Clerk's Office for Filing Law and Motion: Room 102

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1 • **SANTA MONICA COURTHOUSE**

2 Trial Department: Department S

3 Law and Motion Heard: Monday and Wednesdays at 8:30 a.m., 10:00 a.m. or 3:00 p.m.

4 Ex Parte Applications Heard: Monday through Friday at 8:30 a.m.

5 Clerk's Office for Filing Documents: Room 224

6 Clerk's Office for Filing Law and Motion: Room 224

7 • **VAN NUYS COURTHOUSE**

8 Trial Department: Department H

9 Law and Motion Heard: Friday at 8:30 a.m. and 10:00 a.m.

10 Ex Parte Applications Heard: Monday through Friday at 1:30 p.m.

11 Clerk's Office for Filing Documents: Room 107

12 Clerk's Office for Filing Law and Motion: Room 107

13 • **WEST COVINA COURTHOUSE**

14 Trial Department: Department 2

15 Law and Motion Heard: Monday through Friday at 8:30 a.m.

16 Ex Parte Applications Heard: Monday through Friday at 11:00 a.m.

17 Clerk's Office for Filing Documents: Room 107

18 Clerk's Office for Filing Law and Motion: Room 107

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20 IT IS SO ORDERED.

21 Date: 4/15/22

  
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22 Judge David J. Cowan  
23 Supervising Judge, Civil Division  
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