

**Superior Court of California  
County of Orange**

**HONORABLE DEREK W. HUNT**

CLERK: As Assigned  
COURT ATTENDANT: Lateasha Johnson

**POLICIES AND PROCEDURES - DEPARTMENT C23**

CENTRAL JUSTICE CENTER  
700 CIVIC CENTER DRIVE  
SANTA ANA, CA 92701  
(657) 622-5223  
[www.occourts.org](http://www.occourts.org)

Welcome to Department C23. The Court has set forth the following policies and procedures:

**I. GENERAL CALENDAR:**

- A. Jury Trials – Monday – Friday 9:00 A.M. to 4:30 P.M.
- B. Mandatory Settlement Conferences (MSCs) – Friday at 9:00 A.M.  

**(Upon Request, the Clerk will schedule and give notice)**
- C. Case Management Conferences (CMCs) – Monday at 8:30 A.M.  
Order to Show Cause (OSCs) – Monday at 8:30 A.M.  
Default Prove-Up hearings – Monday at 9:00 AM.
- D. Law and Motion matters – Friday at 9:00 A.M.
- E. Ex Parte matters – Monday through Friday at 1:30 P.M.  

**(Emergency only 8:30 A.M)**
- F. Small Claims Appeals – Friday at 9:00 A.M.

II. **GENERAL PROCEDURES:**

- A. MSCs – The Court sets these on Fridays **upon request of parties**. Please follow Rule 316 of the Orange County Superior Courthouse.
- B. Law and Motion – See the attached information sheet.
- C. Ex Parte matters – See the attached information sheet.
- D. Stipulations and Orders are not permitted for Trial Continuances.
- E. All Stipulations require signatures. Please submit a courtesy copy to the courtroom.

III.

**TRIAL PROCEDURES:**

All parties shall follow Rule 317 of the Orange County Superior Courthouse.

The Statement of Compliance and copies of all Motions in Limine and objections shall be submitted to the courtroom clerk no later than noon of the Friday before trial.

Counsel shall also jointly prepare an exhibit list that is numbered and provide copies to the court, the clerk, the court reporter and each counsel. All original exhibits, pre-tagged, shall be given to the clerk prior to jury selection.

Counsel shall also jointly prepare and file a copy of the agreed upon Jury Instructions with the clerk prior to jury selection.

This Court uses the seven-pack method of jury selection. Challenges will be addressed to the group of 21 potential jurors. Alternates will be selected randomly after closing arguments. The Judge will conduct the initial voir dire of prospective jurors.

If you plan to use a digital exhibit, video-taped depositions, or an overhead projector, please advise the Court at the earliest opportunity. It is Counsel's responsibility to supply the necessary equipment and to have it set up before trial or during recess.

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**LAW AND MOTION PROCEDURES**

Law and Motion matters are heard every Friday at 9:00 A.M.

Please check the court's public website at [www.occourts.org](http://www.occourts.org) or telephone (657) 622-5223 for questions regarding motions or to confirm hearing dates.

No **Tentative Rulings** will be posted.

Oral argument is always on the Friday hearing date. No additional papers will be allowed at the time of the hearing.

**All Discovery Motions** will be taken under submission.

The moving party shall give notice or prepare the order, if appropriate, per California Rule of Court 3.1312.

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**EX PARTE INFORMATION**

Ex Parte applications are heard Monday through Friday at 1:30 P.M. (Emergency only 8:30 AM)  
All requirements pursuant to CRC Rules 3.1200-3.1207, shall apply.

Moving party shall e-file documents by 12:00 P.M. the day before the hearing, no telephonic reservation is required.

A courtesy copy of the Ex Parte application, supporting documents and proposed order shall be presented in Department C23 by **2:00 P.M.** the day prior to the hearing date.

Ex Parte application must be in writing and include the following:

- Declaration of Notice of Ex Parte hearing
- State in first paragraph of application the irreparable harm that will occur if the relief requested is not granted until after a formally noticed hearing.
- Declaration based on personal knowledge.
- Brief and concise Points and Authorities.
- Proof of Service as required per CRC 3.1206 and 3.1203

**Opposition to the Ex Parte application must be in writing**, but it may be handwritten at the time of the appearance or e-filed and notification given to the courtroom that it has been e-filed by calling (657) 622-5223.

