

Superior Court of California
County of Orange County

HONORABLE CRAIG L. GRIFFIN
DEPARTMENT N17

CLERK: Lenora Silva
COURT ATTENDANT: Martha Jackson

NORTH JUSTICE CENTER
1275 N. BERKLEY AVE
FULLERTON, CA 92832
(657) 622-5617
www.occourts.org

All appearances will be through ZOOM. Go to <https://www.occourts.org/media-relations/civil.html> and click on the yellow box that reads: "CLICK HERE TO APPEAR FOR THE ONLINE CHECK-IN/ZOOM PILOT PROGRAM." Call the department with any questions.

Welcome to Department N17. In order to facilitate the progress of your case and assure its timely disposition, the Court has set the following procedures:

I. GENERAL CALENDAR

A. Jury Trials – Trial Call is on Mondays at 9:00 AM. Full trial days on Tuesday, Wednesday and Thursday from 9:00 AM – 4:15 PM

Counsel are required to bring their own Court Reporters for Trial.

B. Law and Motion – Mondays at 2:00 P.M.

Courtesy copies of all Motion documents (including Oppositions and Replies) are to be delivered to N17 upon filing.

C. Case Management Conferences – Fridays at 9:30 AM

D. Order to Show Cause Hearings – Fridays at 9:30 AM

E. Post – Arbitration Hearings/ Review Hearings – Fridays at 9:30 AM

F. Default Prove-Up Hearings – Fridays at 9:30 AM

- G. **Mandatory Settlement Conferences** – Fridays at 9:00 AM
- H. **Ex Parte** – Monday through Friday at 8:30 AM
- I. **Judgment Debtor Hearings** – Fridays at 11:00 AM

II. **GENERAL PROCEDURES**

- A. Stipulations and Orders must be submitted as **ONE** document in **WORD** format. Please make sure the Stipulation is very detailed, and there is a Proposed Order attached. Please make sure that the signature line for the Judge is not the only item on the page.
- B. Case Management Conferences – The court strictly enforces the timely filing of a CMC statement pursuant to CRC 3.725(a). Failure to comply with CRC 3.725(a), may result in sanctions being levied.
- C. Mandatory Settlement Conferences – MSC Statements are to be e-Filed (They will be “Received” and will be kept confidential). The Court actively participates in settlement. Failure to comply with rule 316, may result in sanctions being levied. **FAILURE TO SUBMIT MSC STATEMENTS BY ALL PARTIES WILL RESULT IN THE MSC GOING OFF CALENDAR WITH THE TRIAL DATE TO REMAIN. PLEASE INCLUDE E-MAIL ADDRESS OF SETTLEMENT COUNSEL ON THE MSC STATEMENT.**
- D. Post – Arbitration continuances – If all parties stipulate to continue the arbitration hearing and a written stipulation is signed by the arbitrator, the Court will grant the continuance on the basis of the submitted Stipulation and Order. Counsel must include a declaration for good cause therewith. The Order must include a rescheduling of the Arbitration Review hearing.
- E. Law and Motion – Argument/hearings are Mondays at 2:00 PM. Every effort will be made to post tentative rulings by 12:00 PM on the scheduled date. As a reminder, the Court does not provide Court Reporters for Law and Motion matters.
- F. Ex Parte matters – See the attached information sheet re: particulars.

III. **TRIAL PROCEDURES:**

- A. This Court will use the six-pack method of jury selection. Challenges will be addressed to the group of potential jurors in the box. Usually two alternates will be selected during Voir dire.
 - 1. In all jury trials, the following rules and procedures are followed:
 - a. A statement of Compliance must be submitted and must be completed prior to being signed by all counsel.

- b. In accordance with the Judicial Council's Standards on Voir Dire (Cal. Rules of Court Appendix Div. 1, Section A), the judge will normally conduct the initial Voir Dire of prospective jurors using applicable questions contained in these standards.
 - c. Counsel is then permitted Voir Dire in conformance with the law.
- B. The Court generally favors the exclusive use of CACI. Please give special attention to special verdict forms.
- C. All trial documents are required to be e-Filed by noon the Friday prior to your scheduled trial date with a courtesy binder with all trial documents delivered to the Court by noon.
- D. Exhibits
- 1. Careful attention should be given to exhibits and exhibits lists. Before the first day of trial, counsel should jointly prepare an exhibit list. Each exhibit should be listed by exhibit number. The exhibit list should set forth each exhibit number along with a very brief description which includes the date of the document or a notation that the document is undated. **For an Exhibit Tag sample, click here: ["Exhibit Tag"](#).** Copies of the exhibit list should be made for the Court, the clerk, the reporter, and each counsel.
 - 2. If there are more than six exhibits, and to the extent that the exhibits are standard size and not too bulky, they should be placed in **circular 3-ring binders (not "D" ring binders)** with tabbed dividers. Each tab should bear the corresponding exhibit number. The original exhibits, with exhibits list, will be given to the clerk on the 1st day of the trial. Another set of such binders, similarly tabbed, should be prepared for the Court. Counsels are encouraged to highlight any language of the exhibit that is expected to be particularly important at trial. **(This is for the Court's copy only).**
 - 3. If you plan to use a video exhibit, or video-taped dispositions, or an overhead projector, the Court should be advised at the earliest opportunity since Court permission is required before these pieces of equipment can be used at trial. It is Counsel's responsibility to supply the necessary equipment and to have it set up before trial or during recess.
 - 4. If you anticipate any problems with exhibits, please consult with the clerk before trial.
 - 5. Each exhibit must have a green color Court Exhibit Tag attached **(This is for the witness copy only). A Sample Exhibit Tag is attached for reference. *The Clerk does NOT need an exhibit binder.***
- E. **Motions in Limine and all other Trial Documents (Jury Instructions, Exhibit List, etc.)** - Two sets of **joint 3 ring trial binders** shall be brought to Courtroom on

the day of Trial. (One for the Clerk and one for the Judge). Binders shall include a very detailed joint index setting forth which trial documents are included in the binder; and for Motions in Limine, the name of the motion, the identity of the moving party and the number of the motion. All Motions in Limine, Oppositions and Replies must be numbered on the face page of the motion. Please contact the department for any questions regarding the preparation of these binders. * **Please remember to label the spines of each binder (Trial Binder, Exhibit Binder, etc.)**

- F. Good advocacy requires that personality differences remain outside the courtroom unobserved by the Jury, Court and staff. **COURTESY TO ALL IS REQUIRED.**

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EX PARTE INFORMATION

Ex Parte Applications are heard Monday – Friday at 8:30 A.M. Requirements pursuant to Rules 3.1200-3.1207, California Rules of Court shall apply.

Papers are to be E-Filed by 11:00 A.M. to the court the day prior to the Ex Parte.
Courtesy copies must be delivered to N17 by 11:30 A.M. the day prior.

The fee required for each Ex Parte application must be paid in the Civil Clerk’s Office (Central Justice Center, Civil and Small Claims) prior to presenting documents in the courtroom.

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

- A declaration of Notice of Ex Parte hearing.
- A statement that irreparable harm will occur if the relief requested is not granted.
- A declaration based on personal knowledge.
- A brief and concise Points and Authorities.
- A Separate proposed Order and a copy to conform.

Oppositions to Ex Parte Applications are required to be E-Filed with the Court. (The Court will hear oral oppositions.)

The hearing of Ex Parte matters shall not interfere with or delay the trial in progress. Counsel may have to wait.

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10/27/2021

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LAW AND MOTION PROCEDURES

Law and Motion matters are heard every Monday at 2:00 P.M. Motion reservation dates **are required** in this department and are made through the court's website at www.occourts.org. Courtesy copies of all Motion documents are to be delivered to N17 upon filing.

Please check the court's public website at www.occourts.org or telephone (657) 622-5617 for questions about motions or to confirm hearing dates.

Tentative rulings are posted on the internet at: <http://www.occourts.org/directory/civil/tentative-rulings/> by 12:00 P.M. on the scheduled motion day.

Oral argument is always on the Monday hearing date commencing at 2:00 P.M. as indicated above. No additional papers will be allowed at the time of the hearing.

If no one appears for argument, the tentative ruling will become the final ruling on the matter effective the date of the hearing.

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

NOTICE TO COUNSEL OR OPPOSING PARTY, IF NO COUNSEL

If opposing parties appear unnecessarily because of the failure to give notice of the above procedures, sanctions may be levied.

SINGLE PARTY EXHIBIT LIST

10/27/2021

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| Case Number: | |
| Case Name: | |
| Court Clerk: | |
| Department: | |
| Type of Hrg: | |
| Exhibit List of: | |

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