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SUPERIOR COURT OF THE STATE OF CALIFORNIA  
COUNTY OF ORANGE

**STANDING ORDER RE TRIAL-  
READINESS CONFERENCE**  
[updated 7/18/2022]

**DEPARTMENT: L69**

Prior to any trial or evidentiary hearing estimated to take longer than 45 minutes, the clerk will set a Trial Readiness Conference. Provided the parties agree, the Trial Readiness Conference shall be REMOTE. The Trial Readiness Conference shall be scheduled on Wednesdays at 8:30 a.m., two weeks prior to the trial date.

Counsel and self-represented parties are ordered to meet and confer at least **seven days** prior to the Trial Readiness Conference, at which time counsel and self-represented parties are to prepare the following documents:

- **Joint Statement of Issues** using the templates located in the Orange County Superior Court website. To access the templates, follow these instructions:
  1. Click on “CLICK HERE” at the top of the opening page;
  2. Scroll down and click on “Family Law and Family Court Services;”
  3. Scroll down to “Policies Procedures and General Information” and click on Remote Hearings Rules and Standing Orders;”
  4. See the first item on the list “Witness list. . . Joint Statement Templates” and press the plus sign to the right which will list the available templates.
- **Joint Witness List**, including time-estimate for testimony.
- **Stipulation of Facts** identifying facts that are not disputed as well trial exhibits admissible by agreement of the parties.

At least **three court days** prior to the Trial Readiness Conference the parties shall upload trial exhibits using the **Electronic Evidence Portal** located in the Orange County Superior Court website. To access the evidence portal, follow these instructions:

1. Click on "Online Service" at the top of the opening page.
2. On the dropdown menu, click on "Electronic Evidence Portal."
3. Read and follow the instructions on that page before clicking on the blue box "Click Here to Access the Portal."
4. When prompted to add the "hearing date," use **THE TRIALDATE**.
5. Do not upload to the evidence portal documents like stipulations, witness lists, or other pleadings. **Only upload documents intended to be used as evidence at trial.**
6. Once exhibits are uploaded, the application will allow the party to view and print or download an exhibit list created by the application.


At least **three court days** prior to the Trial Readiness Conference the parties **shall electronically file** the Joint Statement of Issues, the Joint Witness List, the Stipulation of Facts, and the Exhibit List generated by the Electronic Evidence Portal.

At the Trial-Readiness Conference, counsel and self-represented parties shall be prepared to discuss the following issues:

- Motions in limine.
- Time estimates for opening statements, each witness' testimony, and closing arguments.
- Whether the parties will be using laptops to access the exhibits uploaded to the portal or need a display screen.
- Whether interpreters will be needed at trial.
- Whether experts are expected to testify and on what topics.
- Whether the parties have engaged in settlement negotiations.

At the Trial-Readiness Conference the Court will not consider discovery issues or motions. Discovery motions must be filed in compliance with the Discovery Act and must be heard at least 15 days before the date initially set for the Trial-Readiness Conference.

**Failure to proceed with due diligence in preparing the case for trial as required by this Court may result in sanctions described in CCP § 177.5 and Local Rule 381.**

  
CARMEN R. LUEGE  
Orange County Superior Court Judge

7/18/2022  
Date