

**DIVISION 3**  
**CIVIL RULES**

<b><u>Rule</u></b>	<b><u>Effective</u></b>
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**Chapter 1**  
**Civil Cases over \$25,000**

**Rule 300. Renumbered effective July 1, 2009**

*Rule 300 renumbered as Rule 359*

**Rule 301. Classification**

All cases described as personal injury, eminent domain, and other civil actions are subject to civil case management. Abandonment, adoption, mental health, conservatorship, family law and related matters are excluded from civil case management.

All actions involving the California Environmental Quality Act (CEQA) and Toxic Waste must be provisionally designated as complex litigation on the Civil Case Cover Sheet (Judicial Council Form CM-010) in addition to any of the actions which may be provisionally designated as complex litigation under the provisions of California Rules of Court, rule 3.400. Any action of the court to designate an action as complex litigation pursuant to California Rules of Court, rule 3.403, must be made by the Supervising Judge of the Civil Panel.

Misrepresentation by any party regarding case classification may lead to improper classification of the case. In those instances where that occurs and the misclassification has been discovered the case, if eligible, must be placed in the random selection and assignment processes used in civil case management. Counsel and/or the parties may be subject to sanctions according to law.

(Rule 301 revised and renumbered effective July 1, 2009; revised as Rule 431 effective May 1, 1994; revised effective July 1, 1995, July 1, 2003, January 1, 2007, January 1, 2008)

**Rule 302. Renumbered effective July 1, 2009**

*Rule 302 renumbered as Rule 361* Rule 303. All-Purpose Assignment to Judge

*(issued 4/1/22)*

Cases which are subject to civil case management will be randomly assigned to a judicial officer for all purposes, who will thereafter handle all proceedings in the case, including but not limited to, law and motion, pretrial (settlement) conferences, in limine motions and the trial. Nothing herein should be construed to interfere with the power of the presiding judge to assign or reassign cases.

(Rule 303 revised and renumbered effective July 1, 2009; revised as Rule 432 effective July 1, 1992, July 1, 1993, May 1, 1994, January 1, 2007, January 1, 2008)

**Rule 304. (Vacated effective January 1, 2004)**

(Adopted effective March 1, 1985; renumbered effective July 1, 1998; revised effective September 1, 1998; vacated effective January 1, 2004)

**Rule 305. Peremptory Challenges – *Repealed***

*Rule 433 renumbered and repealed effective July 1, 2009*

(Rule 433 revised effective July 1, 1992, May 1, 1994, January 1, 1995, July 1, 1998)

**Rule 306. Vacated effective July 1, 2000**

(Adopted effective January 1, 1989; revised effective July 1, 1994, January 1, 1995, renumbered effective July 1, 1998; vacated effective July 1, 2000)

**Rule 307. Renumbered effective July 1, 2009**

*Rule 307 renumbered as Rule 373*

**Rule 308. Renumbered effective January 1, 2012**

*Rule 308 renumbered as Rule 352*

**Rule 309. Improper Re-filing of Cases**

A party may not dismiss and thereafter re-file a case for the purpose of having such case assigned to a different judicial officer.

Whenever a case is dismissed and thereafter another case is filed involving the same, or essentially the same, parties, facts, or causes of action as the prior case, the plaintiff in any such

*(issued 4/1/22)*

subsequently filed case must disclose such facts on the face page of the new complaint. The subsequently filed case will be assigned to the same judicial officer for all purposes as the prior case.

(Rule 309 revised and renumbered effective July 1, 2009; revised as Rule 436 effective July 1, 1992, July 1, 1994)

**Rule 310. Renumbered effective July 1, 2009**

*Rule 310 renumbered as Rule 384*

**Rule 311. Special Master**

If it is determined the matter should be referred to a special master for an accounting or other designated proceedings, the court on its own motion or upon stipulation of the parties will make the referral. The work of the special master must be completed before the mandatory settlement conference (Rule 316).

(Rule 311 revised and renumbered effective July 1, 2009; revised as Rule 447 effective July 1, 1992)

**Rule 312. Renumbered effective July 1, 2009**

*Rule 312 renumbered as Rule 365*

**Rule 313. Collection Cases**

A matter is a collection case if the complaint is for the recovery of damages that are easily computable from the documentation filed with the complaint and will be subject to the following special rules:

- A. Disputes regarding whether or not a matter is a collection case may be resolved by the trial judge on the motion of any party, filed not later than 30 days after service has been completed on the first defendant, if the motion is by the plaintiff, or on the moving party if the motion is by a defendant. If the court determines the matter is a collection case at the motion hearing, the court may then proceed to set a trial date. The court will, if the matter has not been determined earlier, resolve whether or not the matter is a collection case at the case management conference.
  
- B. A collection case may be dismissed on the court's own motion 90 days after it is determined to be a collection case unless:

*(issued 4/1/22)*

1. A default judgment has been entered;
  2. A Certificate of Due Diligence has been filed stating why the defendant has not been served;
  3. A stipulated judgment payable in full or in installments or an agreement for periodic payments has been entered into and a copy of said agreement received by the court clearly setting forth the date certain of the last installment payment. (The copy of said agreement, at the request of the parties, may be confidential.) A judgment or agreement to pay in installments must set forth the date certain of the last payment. If an agreement, it must provide for the entry of judgment in the event of a default in payments which is not cured within a reasonable time.
- C. The time within which a stipulated judgment or agreement for periodic payments is required to be completed may be extended for good cause upon noticed motion.
- D. If the defendant has neither been served nor an agreement for periodic payments has been entered into, a Certificate of Due Diligence must be re-filed every 90 days unless there is an Application for Order for Publication pending.
- E. Upon completion of the periodic payments, the plaintiff must dismiss the action.

In those cases where liability is denied, every effort must be made to have the matter concluded within 90 days after it is determined that the matter is a collection case. To that end, the case management conference may also serve as the trial setting conference.

(Rule 313 revised and renumbered effective July 1, 2009; revised as Rule 451 effective July 1, 1992, January 1, 2007)

**Rule 314. Designation – Subsequent Documents**

All documents filed in cases subject to civil case management, with the exception of the original summons and original civil complaint, must have clearly typed on the face page of each document, under the case number, the following:

ASSIGNED FOR ALL PURPOSES TO:  
JUDICIAL OFFICER (insert name)  
DEPARTMENT (insert no.)

In addition, the face page of any subsequent document must also designate the nature of the document, the hearing date, department, the date action was filed and the trial date, if any, which must be below the case and judicial officer designation.

*(issued 4/1/22)*

Any petition for coordination brought pursuant to Code of Civil Procedure, section 404, et seq., or California Rules of Court, rule 3.501, et seq., and rule 3.521, et seq., which involves a case subject to civil case management, must indicate the name of the judicial officer assigned for all purposes in the caption of the document.

(Rule 314 revised and renumbered effective July 1, 2009; revised as Rule 435 effective July 1, 1994, January 1, 2007)

**Rule 314A. Register of Actions References for Related Documents.**

Any electronically filed document that is filed with or in response to another filed document shall include on the first page a reference to the Register of Actions number of the related document. This Rule does not apply to documents filed for trial.

For proceedings in civil law and motion, as defined in California Rules of Court, rule 3.1103, the first page of the document shall reference the Register of Actions number of the related Notice of Motion on all electronically filed Motion, Opposition, Reply, and supporting papers.

The Register of Actions number reference must be made below the nature of the paper statement (required by California Rules of Court, rule 2.111(6)), and above the hearing date, hearing time, and department (required by Rule 314). The documents must have clearly typed: “RELATED TO ROA # (insert number(s)).”

(Local Rule 314A Adopted January 1, 2020)

**Rule 315. Meet and Confer Statement**

Within 20 days after service of the responsive pleading by the first responding defendant, and thereafter as each defendant responds, the parties must meet and confer for the following purposes:

- A. To discuss facts which are presently available to support the allegations of the pleadings filed by each party.
- B. To discuss possible settlement of the action including possible arbitration.
- C. To exchange preliminary schedules of discovery.

Where necessary in multi-defendant cases, and upon a showing of good cause, the parties may apply for one extension of time within which to hold said meeting.

*(issued 4/1/22)*

The parties must file a joint Meet and Confer Statement within 30 days after service of the responsive pleading. It will be the responsibility of the plaintiff to arrange the conference and to prepare the joint statement, including areas of disagreement.

Failure to comply with the requirements of this rule may result in sanctions pursuant to Rule 381.

(Rule 315 revised and renumbered effective July 1, 2009; adopted as Rule 441 effective April 22, 1991; revised effective July 1, 1991, July 1, 1992, July 1, 2000)

### **Rule 316. Mandatory Settlement Conference**

- A. All trial counsel and parties must attend a mandatory settlement conference set by the assigned judge. Absent any objection, the settlement conference may be held by the assigned judge. When an objection has been filed, the case will be referred to the supervising judge of the panel for assignment to one of the other judicial officers on the same panel for purposes of settlement conference only.

Any objection to the assigned judge conducting the mandatory settlement conference must be filed together with the Settlement Conference Statement. If no such objection is filed, any further right to object will be deemed waived.

- B. The parties must execute a Settlement Conference Statement in the form adopted by the court, and must lodge it with the Clerk's Office, no later than five court days prior to the mandatory settlement conference. The statement will be confidential, must be sealed at the conclusion of the conference, and may be opened only by stipulation of the parties or subsequent court order.
- C. The purposes of the mandatory settlement conference will include:
1. Settlement discussions;
  2. Setting of a trial date, if not already set;
  3. Such other matters which may be necessary to assure a just and expeditious disposition of the case.
- D. At the conference, the attorney who will try the case must be present or represented by someone completely familiar with the case and who has full authority to enter into stipulations and settlement. If the court finds plaintiff or cross-complainant has not proceeded with due diligence in preparing the case for trial, that party's pleading may be dismissed pursuant to sections 583.410 et seq. or 581(d) of the Code of Civil Procedure and/or sanctions imposed pursuant to Rule 381. If the court finds that any defendant or cross-defendant has failed to comply with these rules, the court may impose sanctions pursuant to Rule 381.

*(issued 4/1/22)*



E. The failure of any person to prepare reasonably for, appear at, or participate in good faith in a settlement conference as required by this rule, unless good cause is shown for that failure, is an unlawful interference with the proceedings of the court, and the court may order the person at fault to pay the opposing party's reasonable expenses and attorneys' fees.

F. Duties of Counsel or Self-Represented Party

1. Duties of Plaintiff's and Cross-Complainant's Counsel

- a. Counsel must notify their client(s) in writing of the date, time, and department of the mandatory settlement conference and of the court's requirement that they be personally present. A copy of such written notification or, a declaration attesting that such written notification was given must be brought to the hearing and submitted to the court upon request.
- b. At least 5 days prior to the hearing, counsel or self-represented party must serve a settlement demand on all defendants and cross-defendants. The demand, with proof of service attached, is to be brought to the hearing, **not** filed in advance.

2. Duties of Defendant's and Cross-Defendant's Counsel

- a. Counsel must notify their client(s) in writing of the date, time, and department of the mandatory settlement conference and of the court's requirement that they be personally present. A copy of such written notification or, a declaration attesting that such written notification was given must be brought to the hearing and submitted to the court upon request.
- b. Counsel or self-represented party must notify all insurance carriers which may provide coverage to the client in connection with the matter in litigation in writing of the date, time, and department of the mandatory settlement conference and of the court's requirement that they have present a representative with full and unconditional authority to settle. A copy of such written notification or, a declaration attesting that such written notification was given must be brought to the hearing and submitted to the court upon request.
- c. No more than five days after receipt of the settlement demand described in section 1.b. hereof, the defendant or cross-defendant must serve a response to the settlement demand on plaintiff and cross-complainant. The response, with proof of service attached

*(issued 4/1/22)*

must be brought to the hearing, **not** filed in advance.

G. Duties of Parties and Insurance Carriers

1. Duties of Plaintiffs and Cross-Complainants

- a. All plaintiffs and cross-complainants must be personally present. An appearance by an attorney claiming to have settlement authority does not satisfy this requirement.
- b. If a plaintiff and/or cross-complainant is an entity other than a natural person, **all persons whose consent to a settlement is necessary must be present**, unless the representative present has written authorization, signed by all persons whose consent is required, extending unlimited and unconditional authorization to that representative to enter into a settlement.

2. Duties of Defendants and Cross-Defendants

- a. All defendants and cross-defendants must be personally present, unless an insurance carrier acknowledges an unqualified and unlimited duty to indemnify in connection with the matter in litigation and the consent of the client to the settlement is not required. An appearance by an attorney claiming to have settlement authority does not satisfy this requirement.
- b. If the defendant and/or cross-defendant is an entity other than a natural person, **all persons whose consent to a settlement is necessary must be present**, unless the representative present has written authorization, signed by all persons whose consent is required, extending unlimited and unconditional authorization to that representative to enter into a settlement.

3. Duties of Insurance Carriers

Each insurance carrier which acknowledges a duty to indemnify the defendant(s) and cross-defendant(s) and each insurance carrier as to which any party contends there is a duty to indemnify the defendant(s) and cross-defendant(s), whether such contention is disputed or not, must have a representative present. **Such representative must be a person who has the unlimited and unconditional authority to enter into a settlement.** All persons whose consent to the settlement is necessary must attend the settlement conference.

*(issued 4/1/22)*

4. Duty of All Parties and Insurance Carriers

All parties and insurance carriers must be prepared to make good faith offers of settlement.

5. Waiver of Requirement of Personal Presence

Whenever this rule requires a party or representative to be personally present, the court may waive such requirement provided (a) good cause is shown and (b) the application for waiver is made prior to the date scheduled for the mandatory settlement conference. In granting such application, the court may impose appropriate conditions.

(Rule 316 revised and renumbered effective July 1, 2009; adopted as Rule 448 effective April 22, 1991, July 1, 1991, July 1, 1992, July 1, 2000)

**Rule 317. Pre-Trial Requirements**

**A. Issue Conference**

An Issue Conference is required in all cases at least 14 days before the date set for trial, at which time the parties must meet and confer and exchange and/or sign as applicable the documents listed below. Plaintiff/Petitioner must arrange the Issue Conference at a mutually agreeable time and location.

At the Issue Conference the parties must:

1. Exchange exhibits and inspect photos and diagrams (to be submitted on the date of trial), excluding those that will be used only for impeachment or rebuttal.
2. Stipulate to all facts amenable to stipulation, and to the admission of and/or foundation for as many of the trial exhibits as possible.
3. Prepare a Joint Statement of the Case to be read to prospective jurors (Jury Trials only).
4. Prepare a Joint Witness List, excluding impeachment and rebuttal witnesses, with a brief description of who each witness is, and time estimates for the direct and cross-examination of each witness.
5. Prepare a Joint List of Controverted Issues for all issues that are to be determined by the Court rather than by a jury. If all the parties fail to agree that an issue is uncontroverted, then the issue should be listed as controverted.
6. Exchange all motions in limine.

*(issued 4/1/22)*

7. Discuss any proposed voir dire questions for the Court to include in its voir dire (Jury Trials only).
8. Execute a Statement of Compliance.

The above items, including the Statement of Compliance signed by all counsel and self-represented parties, must be filed no later than noon of the Wednesday before trial.

At the discretion of the assigned judicial officer, a Pre-Trial Conference may be scheduled in lieu of or in addition to the Issue Conference.

#### **B. Joint Trial Notebook**

By noon on the Wednesday before trial, the parties must deliver to the clerk in the trial department, for the Court, a tabbed three-ring Joint Trial Notebook that contains all of the following items, if applicable. Separate notebooks must be used if any notebook will be more than 3” thick. The Trial Notebook is a courtesy copy for the Court’s use and does not relieve the parties of their obligation to electronically file all trial-related documents.

1. Table of Contents.
2. Copies of the operative pleadings (including the operative complaint, answers, cross-complaints, if any, and answers to cross-complaints).
3. Joint Statement of the Case (Jury Trials only).
4. Joint Witness List, with the information set forth in Rule 317A(4), above. Two separate courtesy copies of the Joint Witness List must also be provided to the Clerk.
5. Stipulations of fact, exhibit admissibility and/or foundation, or of anything else relevant to the trial.
6. Joint List of Controverted Issues, as set forth in Rule 317A(5), above.
7. Joint Exhibit List, with columns for indicating whether the exhibits have been marked and entered. Two separate courtesy copies also must be provided to the Clerk.
8. Proposed Jury Instructions, including all stipulated instructions, non-stipulated instructions proposed by each party, and all proposed special instructions. A separate courtesy copy must also be provided separately to the Court. (Jury Trials only.)
9. Proposed Verdict Forms (Jury Trials only).
10. Any Trial Briefs.
11. Any Proposed Voir Dire Questions for the Court to include in its voir dire (Jury Trials only).

*(issued 4/1/22)*

12. Any motions in limine exchanged at the issue conference, along with all then-filed oppositions and replies thereto.

**C. Exhibit Notebooks; Motion in Limine Notebooks**

On the date set for trial, the parties also must bring with them:

1. Two complete sets of Joint Exhibit Notebooks, not to exceed 3” each. The original set will be for the witness, pre-marked with Court Exhibit tags, and one set will be for the Court. Each exhibit must be marked with a discrete number and must be accurately identified on the Joint Exhibit List.
2. For all opposed motions in limine, a separate notebook containing those Motions in Limine, grouping together all documents relevant to each motion in order (motion followed by opposition and any reply).

Failure to conduct the Issue Conference, submit a Joint Trial Notebook, or comply with any other provisions of this rule as required may result in sanctions pursuant to Rule 381.

*Rule 317 revised effective July 1, 2020, January 1, 2020, revised as Rule 450 effective July 1, 1992, July 1, 1995, July 1, 1996. July 1, 2013; Rule 317 revised and renumbered effective July 1, 2009;*

**Rule 318. Uninsured Motorist/Construction Defect/Toxic Pollution Cases**

Those cases in which an action is filed against a defendant who is an uninsured motorist, and where the plaintiff’s claim is subject to an arbitration provision, must be identified as “Uninsured Motorist” on the face of the complaint at the time of filing, or as soon thereafter as it becomes known. Uninsured motorist cases will not be assigned to a judicial officer for all purposes.

Those cases which involve causes of action for construction defect or toxic pollution should be identified accordingly on the face of the complaint at the time of filing so that such cases may immediately be assigned to a judicial officer on the civil complex panel.

(Rule 318 revised and renumbered effective July 1, 2009; revised as Rule 456 effective July 1, 1994)

**Rule 319. Execution on Installment Judgments**

Application for issuance of a writ of execution on orders or judgments payable in installments must be by declaration or affidavit of the party in whose favor the judgment was rendered, setting forth: (1) the pertinent provisions of such order or judgment, (2) the total principal matured, (3) the total principal paid, (4) the total principal unpaid, (5) if interest is claimed, the

*(issued 4/1/22)*

date of maturity of each installment on which interest is claimed, (6) the amount of interest claimed and (7) that no change of condition affecting the monetary amount due under the order or judgment, or any installment thereof, has occurred. If there has been any such change, the circumstances thereof must be fully disclosed.

(Rule 319 revised and renumbered effective July 1, 2009; renumbered as Rule 416 effective March 15, 1984; revised effective July 1, 1998)

## **Chapter 2**

### **Civil Cases \$25,000 and Under**

#### **Rule 320. Renumbered effective July 1, 2009**

*Rule 320 renumbered as Rule 341*

#### **Rule 321. Case Management Conference – Appearance**

Appearance at the case management conference is required by all counsel and self-represented parties unless one of the following occurred not less than five court days prior:

- A. An At-Issue Memorandum for Trial Setting has been filed;
- B. A disposition of the case has been achieved by the parties. A voluntary dismissal, judgment or transfer constitutes a disposition of the case.
- C. A Notice of Settlement has been filed.
- D. An Alternative Dispute Resolution stipulation has been filed.

Failure to comply with this rule may result in dismissal of the case and/or sanctions.

(Rule 321 revised and renumbered effective July 1, 2009; renumbered as Rule 348 effective July 1, 1998; revised effective January 1, 2002, July 1, 2003)

#### **Rule 322. Renumbered effective July 1, 2009**

*Rule 322 renumbered as Rule 345*

#### **Rule 324. Renumbered effective July 1, 2009**

*(issued 4/1/22)*

*Rule 324 renumbered as Rule 363*

**Rule 326. Vacated effective July 1, 2001**

(Renumbered effective July 1, 1998; vacated effective July 1, 2001)

**Rule 328. Vacated effective July 1, 1999**

(Renumbered effective July 1, 1998; vacated effective July 1, 1999)

**Rule 330. Vacated effective July 1, 2000**

(Renumbered effective July 1, 1998; vacated effective July 1, 2000)

**Rule 332. Pretrial Conference**

- A. When any party to a civil action, other than unlawful detainer, requests a jury trial or requests a court trial with an estimated time for trial of one day or more, a pretrial conference may be set to ascertain whether the matter can be disposed of by way of settlement, or whether the case is ready for trial.
- B. All parties are to be personally present unless counsel has unlimited authority to act, or if good cause exists, available for telephone contact with counsel during the conference.
- C. All parties must bring to the conference a Pretrial Conference Brief/Statement which must contain the material facts and damages.

(Renumbered effective July 1, 1998; revised effective July 1, 2009)

**Rule 334. Vacated effective July 1, 2007**

(Renumbered effective July 1, 1998; repealed effective January 1, 2007)

**Rule 336. Renumbered effective July 1, 2009**

*Rule 336 renumbered as Rule 386*

**Rule 338. Vacated effective July 1, 2000**

*(issued 4/1/22)*

(Renumbered effective July 1, 1998; revised effective July 1, 1999; vacated effective July 1, 2000)

**Rule 339. Civil Cases at Issue**

An At-Issue Memorandum for Trial Setting (Local form #L-31) may be filed when the case is at issue any time before the case management conference.

- A. The memorandum may be filed jointly or individually by any party.
- B. A party not in agreement with the information or estimates given in the memorandum may serve and file a counter-memorandum within 10 days after service of the memorandum.
- C. Local form #L-31, At-Issue Memorandum for Trial Setting, is a mandatory form for trial setting for any limited civil matter other than an Unlawful Detainer action.

(Adopted effective July 1, 2003; revised effective January 1, 2006)

**Chapter 3**

**Small Claims**

**Rule 340. Renumbered effective July 1, 2009**

*Rule 340 renumbered as Rule 353*

**Rule 341. Small Claims – Return of Service**

A small claims case is commenced by the filing of a Plaintiff's Claim and ORDER to Go to Small Claims Court and the scheduling by the clerk of a hearing date. Plaintiff must file proof of service on the defendant in the Clerk's Office at least five calendar days before the hearing or the case may be dismissed.

(Rule 341 revised and renumbered effective July 1, 2009; renumbered as Rule 320 effective July 1, 1998)

*(issued 4/1/22)*



**Rule 342. Renumbered effective July 1, 2009**

*Rule 342 renumbered as Rule 355*

**Rule 343. Delay Reduction – Small Claims**

- A. Plaintiff's failure to appear at the scheduled hearing may result in the case being dismissed.
- B. If the defendant is not served, the Clerk's Office will reset the case once. Any request for resetting must be done at least three court days before the original hearing date.

(Rule 343 revised and renumbered effective July 1, 2009; renumbered as Rule 354 effective July 1, 1998; revised effective July 1, 1999, July 1, 2003)

**Rule 344. Renumbered effective July 1, 2009**

*Rule 344 renumbered as Rule 356*

**Rule 345. Small Claims – Exhibits**

Exhibits in small claims cases will be returned to the proffering party at the hearing unless the court finds good cause and orders that the exhibit(s) be retained by the court.

(Rule 345 revised and renumbered effective July 1, 2009; renumbered as Rule 322 effective July 1, 1998)

**Rule 346. Renumbered effective July 1, 2009**

*Rule 346 renumbered as Rule 371*

**Rule 348. Renumbered effective July 1, 2009**

*Rule 348 renumbered as Rule 321*

*(issued 4/1/22)*

## Chapter 4

### All Civil Cases

#### **Rule 350. Renumbered effective July 1, 2009**

*Rule 350 renumbered as Rule 357*

#### **Rule 351. General**

In addition to these Civil Rules, attorneys and self-represented parties must comply with the provisions of the California Rules of Court and the Local Rules – Superior Court of California, County of Orange.

(Rule 351 revised and renumbered effective July 1, 2009; adopted effective July 1, 1991; renumbered as Rule 430 effective January 1, 1992)

#### **Rule 352. Electronic Filing in Civil Cases**

Pursuant to Code of Civil Procedure section 1010.6(d), documents filed by represented parties in all limited, unlimited, and complex civil actions must be filed electronically and allow for service electronically, unless the Court excuses parties from doing so. Although not required, self-represented parties are encouraged to participate in electronic filing and service. If a party with a fee waiver files documents electronically, that party is exempt from the fees and costs associated with electronic filing.

The electronic filing of documents must be effected using the court's electronic service providers. Electronic service provider information is available on the Court's website at [www.occourts.org](http://www.occourts.org).

Electronically filed documents filed prior to midnight on a court day will be deemed filed as of that day, pursuant to Code of Civil Procedure section 1010.6(b)(3) and California Rules of Court, rule 2.253(b)(7). For purposes of this Rule, filing occurs at the time the document is received by the court and a confirmation of receipt is created. (See Cal. Rules of Court, rule 2.259(a)(1) and (c).) Any electronically filed document received by the Court at midnight, or filed on a noncourt day, will be deemed filed on the first court day after it is received. This provision concerns only the method and effective date of filing; any document that is electronically filed must satisfy all other legal filing deadlines and requirements. This Rule does not affect the timing requirements for any documents that must be filed by a set time on the due date.

Pursuant to California Rules of Court rule 2.111(1), forms and papers filed at the court are to provide an email address on the first page. For purposes of electronic service, this first page  
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email address will be deemed to be the proper email address for service subject to the provisions set forth in Code of Civil Procedure section 1010.6(d).

This rule is subject to the provisions set forth in California Rules of Court, rules 2.250 to 2.259.

*Rule 352 revised effective July 1, 2019; Rule 352 revised effective January 1, 2014; Rule 352 revised effective July 1, 2013; Rule 352 revised effective January 1, 2013; July 1, 2012; adopted effective January 1, 1998; previously renumbered effective July 1, 1998; revised effective January 1, 2004, January 1, 2007, January 1, 2008, July 1, 2009; Rule 308 renumbered as Rule 352 and revised effective January 1, 2012.*

**Rule 353. Delay Reduction**

Trial court case disposition time goals as recommended by the Judicial Council of the State of California and listed in the Standards of Judicial Administration are hereby adopted. It is the policy of the Superior Court of California, County of Orange, to comply as consistently as possible with those standards to encourage prompt disposition of all matters coming before the court, and to thereby improve the administration of justice.

(Rule 353 revised and renumbered effective July 1, 2009; renumbered as Rule 340 effective July 1, 1998)

**Rule 354. Renumbered effective July 1, 2009**

*Rule 354 renumbered as Rule 343*

**Rule 355. Delay Reduction – General Civil**

All civil cases other than unlawful detainer and cases exempted under the California Rules of Court will be set for a case management conference (CMC) approximately 150 days after the complaint is filed. Upon receiving notice of the CMC, the party initiating the case (e.g. Plaintiff/Petitioner) must serve notice of the CMC to all other named parties (e.g., Defendant/Respondent). Parties who file pleadings that add parties to the case must serve notice of the CMC to the newly added parties when serving the pleading.

(Rule 355 revised effective July 1, 2021; revised and renumbered effective July 1, 2009; renumbered as Rule 342 effective July 1, 1998)

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**Rule 356. Delay Reduction – Unlawful Detainer**

If any of the following has not occurred within 30 days of the filing of a complaint for unlawful detainer, consistent with the policy set forth in Rule 353, the court will notice a hearing on an order to show cause why the complaint should not be dismissed:

- A. A request to set case for trial has been filed;
- B. The case has been designated as a general civil matter;
- C. A disposition of the case has been entered. (A dismissal, judgment or transfer constitutes a disposition of the case); or,
- D. A notice of settlement has been filed.

There will be no case management conference in an unlawful detainer case, unless the action is either re-designated as a general civil matter or specifically set by order of the court.

(Rule 356 renumbered effective July 1, 2009; renumbered as Rule 342 effective July 1, 1998; revised effective July 1, 2003)

**Rule 357. Delay Reduction – Notice of Settlement**

An order to show cause hearing regarding dismissal will be set or continued approximately 46 days from the filing of a Notice of Settlement on an unconditional settlement; or 46 days after the dismissal date specified in the Notice of Settlement on a conditional settlement. The timely filing of a Request for Dismissal will vacate the hearing.

(Rule 357 revised and renumbered effective July 1, 2009; renumbered as Rule 350 effective July 1, 1998)

**Rule 358. Delay Reduction – Continuance of Settlement Conference**

Status conferences may only be continued by motion to the court.

(Rule 358 renumbered effective July 1, 2009; renumbered as Rule 352 effective July 1, 1998)

**Rule 359. Assignment of Other Matters**

Motions for new trial, motions to tax costs, and other matters in reference to trials must be heard by the judicial officer who presided over the trial at a time designated by the judicial officer.

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All ex parte applications will be heard by the judicial officer to whom the case is assigned or by a judicial officer designated by the supervising judge.

(Rule 359 revised and renumbered effective July 1, 2009; renumbered as Rule 300 effective March 15, 1984)

**Rule 360. Alternative Dispute Resolution (ADR)**

A. Available ADR Programs

The Superior Court of California, County of Orange, encourages and supports the use of Alternative Dispute Resolution (ADR) in all civil cases. The Court recognizes the value of early case management intervention and the use of alternative dispute resolution options for amenable and eligible cases. It is the Court's expectation that litigants will utilize the Court's mediation and arbitration programs as a means of case settlement before trial.

B. ADR Administrator

A Civil Operations staff member will serve as the Alternative Dispute Resolution (ADR) Administrator, supervise the selection of arbitrators and mediators for the Court's panels, generally supervise the operation of the ADR programs, and employ such staff as are necessary to fulfill this responsibility.

C. ADR Committee

The ADR Committee of the Court will have the duties and responsibilities as specified by California Rules of Court, rule 10.783.

D. Judicial Arbitration

1. Authority

- a. The Superior Court is authorized to refer civil actions, except those heard in the Small Claims Court, to judicial arbitration pursuant to Code of Civil Procedure section 1141.11(a).
- b. Any at-issue limited civil case may be referred to judicial arbitration if the Court determines arbitration to be in the interest of justice.

2. Referral to Arbitration

- a. Any case will be submitted to arbitration pursuant to this rule upon the order of the Court where, in the opinion of the Court, the amount

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in controversy does not exceed fifty thousand dollars (\$50,000) for each plaintiff, which order will not be appealable. The provisions of this rule do not apply to any action exempt from arbitration pursuant to California Rules of Court, rule 3.811.

- b. Any at-issue limited or unlimited civil case may be referred to judicial arbitration, regardless of the amount in controversy, upon:
  - 1) Stipulation of the parties. Counsel may stipulate, at any time after the filing of the complaint, to a waiver of Government Code section 68616(g) for the purpose of allowing the court to order the case into arbitration, pursuant to Code of Civil Procedure sections 1141.10, et seq. or 1280, et seq., at an earlier date; or
  - 2) Filing of an election by all plaintiffs in which each plaintiff agrees that the arbitration award will not exceed \$50,000 as to that plaintiff.

3. Determination of Amount in Controversy

The amount in controversy in each case will be determined by the Court and the case referred to arbitration upon receipt of stipulation by counsel or by order of the Court at any conference at which all parties have been ordered or noticed to appear. The determination of the amount in controversy will be without prejudice to any finding on the value of the case by an arbitrator or in a subsequent trial de novo. The determination must be based on the total amount of damages; questions of liability or comparative negligence or other defenses may not be considered.

4. Administration of Program

Any case referred to arbitration must be submitted to the Superior Court Judicial Arbitration Program and is subject to all rules set forth herein.

5. Panel of Arbitrators

- a. The ADR Administrator will maintain a current list of arbitrators composed of active members of the California State Bar who have qualified to act as such.
- b. The Court will have a list of arbitrators for personal injury cases and such additional panels as the Presiding Judge may determine are needed.

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c. Appointment of Arbitrators

The appointment of arbitrators by the ADR Administrator will be at random and will be governed by the following procedures:

- d. The parties may stipulate to an arbitrator within 10 days after the case is ordered to arbitration by submitting a written stipulation for the arbitrator of their choice to the ADR Administrator.
- e. If no stipulation for an arbitrator is received within 10 days after the case is ordered to arbitration, the ADR Administrator will appoint an arbitrator at random from the panel of arbitrators.

6. Arbitrator's Duties and Responsibilities

a. Disqualification

It is the duty of the arbitrator to determine whether any cause exists for his/her disqualification in the case upon any of the grounds set forth in Code of Civil Procedure section 170.1 governing the disqualification of judges. If any member of the arbitrator's law firm would be disqualified under subdivision (a)(2) of section 170.1, the arbitrator is disqualified. The arbitrator must promptly notify the ADR Administrator of any grounds for disqualification known to him/her, and another arbitrator will be appointed as provided in these rules.

b. Hearings, Notice, When and Where Held

Within 15 days after the appointment of the arbitrator, the arbitrator must set the time, date, and place of the arbitration hearing and notify each party and the ADR Administrator in writing of the time, date, and place set. The arbitrator must serve a "Notice of Alternative Dispute Resolution (ADR) Session" upon all counsel of record and self-represented parties at least 30 days prior to the hearing date. The original notice must be filed with the ADR Administrator. The hearings must be scheduled to take place not sooner than 35 days and not later than 90 days from the date of the assignment of the case to the arbitrator, including any time due to continuances; provided, however, for good cause shown the Court may extend the time for arbitration.

The arbitrator must set the hearing at a convenient date, time and place in the County of Orange. The hearing may not be set on Saturdays, Sundays, or legal holidays without a stipulation of all

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parties and the arbitrator. The hearing may be held in a location outside Orange County upon stipulation of all parties and the arbitrator.

If the arbitrator cannot hold a hearing within the time limitations set forth supra, a notification must be submitted to the ADR Administrator who will return the case to the list of cases pending appointment of an arbitrator and will appoint a new arbitrator pursuant to section D.6 of this Rule.

7. Continuances

An Arbitration Hearing date may be continued:

- a. By written stipulation, signed by all parties, with the consent of the assigned arbitrator. The original copy of the stipulation must be filed with the ADR Administrator. The new hearing date must be set within 90 days from the date the arbitrator was appointed.
- b. By noticed motion, if the desired hearing date exceeds 90 days from the date the arbitrator was appointed. A written declaration must be submitted concurrently with the motion stating the reason for the extended setting. Such motions must be set for hearing before the judicial officer who signed the Arbitration Referral order.
- c. By written stipulation of all parties, and approval by the Court, if the hearing date exceeds 90 days from the date the arbitrator was appointed. A written declaration must be submitted concurrently with the stipulation, stating the reason for the delayed setting. The stipulation must be filed with the ADR Administrator.

The stipulation must be titled "Stipulation and Order for Continuance of Arbitration" and include, below the attorney signatures, the language "IT IS SO ORDERED", followed by a date and signature line for the judge who signed the Arbitration Referral Order.

8. Communication with the Arbitrator

Disclosure of any offers of settlement made by any party may not be made to the arbitrator prior to the filing of the award. There may not be any ex parte communication by counsel or the parties with the arbitrator except for the purposes of scheduling the arbitration hearing or requesting a continuance.

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9. Discovery

The parties to the arbitration have the right to conduct discovery, and to that end may exercise all of the same rights, remedies and procedures, and will be subject to all of the same duties, liabilities, and obligations as provided in Part 4, Title 3, Chapter 3 of the Code of Civil Procedure for unlimited civil cases, and as provided in Part 1, Title 1, Chapter 5.1 of the Code of Civil Procedure for limited cases, except that all arbitration discovery must be completed no later than 15 days prior to the date set for the arbitration hearing unless the Court, upon a showing of good cause, makes an order granting an extension of the time within which discovery must be completed. The parties may also stipulate to an extension of time.

10. Rules of Evidence at Hearing, Conduct of Hearing; The Award; Attorneys Fees; Entry of Judgment; Motion to Vacate; Arbitrator Fees

California Rules of Court, rules 3.810 et seq. are applicable to this Judicial Arbitration Program in its entirety.

11. Trial de Novo

- a. Within 30 days after the arbitration award is filed, any party may request a trial de novo by filing with the ADR Administrator a request for trial, with proof of service of a copy upon all other parties appearing in the case. The 30 day period within which to request trial may not be extended.
- b. Upon filing a request for trial de novo after arbitration the case will be returned to the judicial officer who signed the original Arbitration Referral order.
- c. The case will be tried as though no arbitration proceedings had occurred. No reference may be made during the trial to the arbitration award, to the fact that there had been arbitration proceedings, to the evidence adduced at the arbitration hearing, or to any other aspect of the arbitration proceedings, and none of the foregoing may be used for any purpose at the trial.
- d. If a party has requested a trial de novo after arbitration, the request may not be withdrawn except by a written stipulation, signed by all parties appearing in the case, expressly agreeing that a non-appealable judgment may be entered on the arbitration award.

E. Civil Mediation Program

The Superior Court of California, County of Orange, offers a voluntary civil

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mediation program for general civil cases.

1. Initiation of Mediation

Mediation is available on a voluntary basis only. The parties may file an Alternative Dispute Resolution (ADR) Stipulation form, and complete and submit an Alternative Dispute Resolution (ADR) Neutral Selection and Party List form. The Superior Court maintains a panel of court-approved mediators who have satisfied training and experience requirements established by the Court and who must adhere to minimum standards of practice pursuant to California Rules of Court, rule 3.850 et seq., and other program policies, guidelines and procedures. The parties may choose from the Court's Civil Mediation Panel an available mediator and an alternate mediator with no apparent conflict of interest. The parties must make the selection of a mediator on the Alternative Dispute Resolution (ADR) Neutral Selection and Party List form.

2. Attendance at Case Management Conference

If the parties file the Alternative Dispute Resolution (ADR) Stipulation form with the Clerk's Office at least 10 days before the Case Management Conference, then no appearance will be necessary at that hearing. In such case, the parties must request that the Case Management Conference be taken off calendar.

3. Payment of Mediators

- a. Mediators must be compensated directly by the parties. The fees and expenses of mediators must be shared equally between the parties, unless otherwise agreed by all the parties.
- b. Mediators on the Superior Court's Panel have agreed to charge \$300 for up to the first two hours and their individual rate per hour thereafter. Mediators may not charge the parties for preparation or administrative time, but may require that fees be deposited in advance of the mediation session.
- c. The Superior Court will establish a pro bono/modest means procedure that will be available to qualified parties.

4. Timing of Mediation and Trial Dates

The parties must complete the mediation process within 90 days of the date of referral. If the parties request an extension of time for mediation, they

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must file a stipulation showing good cause and indicating the date of the future mediation session, which stipulation must be approved by the Court.

5. Attendance at Mediation

All parties, their counsel, and persons with full authority to settle the case must personally attend the mediation, unless excused by the mediator for good cause. If any consent to settle is required for any reason, the person with consent authority must be personally present at the mediation.

6. Complaints

a. Application

The rules in this section establish the court's procedures for receiving, investigating, and resolving complaints about mediators in the court's mediation program for general civil cases, as required by rule 3.868 of the California Rules of Court. Nothing in these rules should be interpreted in a manner inconsistent with rules 3.865–3.872 of the California Rules of Court or as limiting the court's inherent or other authority, in its sole and absolute discretion, to determine who may be included on or removed from its list of mediators or who may be recommended, selected, appointed, or compensated as a mediator by the court.; These rules also do not limit the court's authority to follow other procedures or take other actions to ensure the quality of mediators who serve in the court's mediation program in contexts other than when addressing a complaint. The failure to follow a requirement or procedure in these rules will not invalidate any action taken by the court in addressing a complaint.

b. Definitions

As used in this chapter:

(1) "The rules of conduct" means the Rules of Conduct for Mediators in Court- Connected Mediation Programs for Civil Cases set out in rules 3.850–3.860 of the California Rules of Court.

(2) "Court-program mediator" means a mediator who:

1. Has agreed to be included on the court's list or panel of mediators for general civil cases and is notified by the

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court or the parties that he or she has been selected to mediate a case within the court's mediation program; or

2. Has agreed to mediate a general civil case in the court's mediation program after being notified by the court or the parties that he or she was recommended, selected, or appointed by the court or will be compensated by the court to mediate that case.
- (3) "Inquiry" means an unwritten communication presented to the court's complaint coordinator indicating that a mediator may have violated a provision of the rules of conduct.
- (4) "Complaint" means a written communication presented to the court's complaint coordinator indicating that a mediator may have violated a provision of the rules of conduct.
- (5) "Complainant" means the person who makes or presents a complaint.
- (6) "Complaint coordinator" means the person designated by the presiding judge to receive complaints and inquiries about the conduct of mediators.
- (7) "Complaint proceeding" means all of the proceedings that take place as part of presenting, receiving, reviewing, responding to, investigating, and acting on any specific inquiry or complaint.
- (8) "Mediation communication" means any statement that is made or any writing that is prepared for the purpose of, in the course of, or pursuant to a mediation or a mediation consultation, as defined in Evidence Code section 1115, and includes any communications, negotiations, and settlement discussions between participants in the course of a mediation or a mediation consultation.

c. Confidentiality

- (1) Preserving the confidentiality of mediation communications

All complaint proceedings will be conducted in a manner that preserves the confidentiality of mediation communications, including but not limited to the confidentiality of any communications between the mediator and individual

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mediation participants or subgroups of mediation participants.

(2) Confidentiality of complaint proceedings

All complaint proceedings will occur in private and will be kept confidential. No information or records concerning the receipt, investigation, or resolution of an inquiry or a complaint will be open to the public or disclosed outside the course of the complaint proceeding except as provided in rule 3.871(d) of the California Rules of Court or as otherwise required by law.

d. Submission of inquiries and complaints to the complaint coordinator

All inquiries and complaints should be submitted or referred to the complaint coordinator.

e. Addressing inquiries

If the complaint coordinator receives an inquiry, the coordinator must inform the person making the inquiry that the complaint procedure provides for investigation of written complaints only and that the person should submit a written complaint if he or she wants the court to conduct an investigation or take action. If the person does not submit a complaint, the complaint coordinator may prepare a written summary of the inquiry.

f. Acknowledgment and preliminary review of complaints

(1) Acknowledgment of complaints

When the complaint coordinator receives a complaint, the coordinator will send the complainant a written acknowledgment of this receipt.

(2) Preliminary review of complaints

1. The complaint coordinator will review each complaint to determine whether it warrants investigation or can be promptly, informally, and amicably resolved or closed. The coordinator may:

- a. Informally contact the complainant to obtain clarification or additional information or to provide information that may address the complainant's concern.

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- b. Communicate informally with the mediator to obtain the mediator's perspectives.
2. If it appears to the complaint coordinator that the mediator may have violated a provision of the rules of conduct, the complaint coordinator must inform the mediator about the complaint and give the mediator an opportunity to provide an informal response.
3. The complaint coordinator may close a complaint without initiating an investigation if:
  - a. The complaint is withdrawn by the complainant;
  - b. No violation of the rules of conduct appears to have occurred or the complaint is without sufficient merit to warrant an investigation;
  - c. The conduct alleged would constitute a very minor violation of the rules of conduct, the coordinator has discussed the complaint with the mediator, and the mediator has provided an acceptable explanation or response; or
  - d. The complainant, the mediator, and the complaint coordinator have agreed on a resolution to the complaint.

### (3) Notification of closure

If the complaint coordinator closes a complaint without initiating an investigation, the coordinator must send the complainant notice of this action.

#### g. Appointing an investigator or a complaint committee

The presiding judge will appoint an investigator who has experience as a mediator and is familiar with the rules of conduct, or a complaint committee that includes at least one such individual, to investigate and make recommendations concerning any complaint that is not resolved or closed by the complaint coordinator as a result of the preliminary review.

#### h. Investigations

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(1) Application

The procedures in this rule apply only if a complaint is not resolved or closed through the preliminary review or if the complaint coordinator initiates an investigation under (3).

(2) Referral of a complaint for investigation

If a complaint is not closed as a result of the preliminary review, the complaint coordinator will refer it to the investigator or complaint committee for investigation.

(3) The complaint coordinator will provide the investigator or complaint committee with a summary of the preliminary review that includes:

1. A copy of the complaint;
2. A copy or summary of any response from the mediator;
3. A list of any violations of the rules of conduct that it appears may have occurred; and
4. Copies of any previous complaints about the mediator and any written summaries of inquiries that are relevant to the current complaint.

(4) Initiation by the complaint coordinator

The complaint coordinator may initiate an investigation based on information received from any source, including an inquiry, indicating that a mediator may have violated a provision of the rules of conduct. To initiate the investigation, the complaint coordinator must refer the information received to an investigator or complaint committee with a list of the violations of the rules of conduct that it appears may have occurred.

(5) Mediator's notice and opportunity to respond

1. The investigator or complaint committee must provide the mediator with a copy of the materials provided to the

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investigator or complaint committee by the complaint coordinator under (2) or (3).

2. The mediator will be given an opportunity to respond to the complaint and the list of apparent violations.

(6) Preparing report and recommendation

The investigator or complaint committee will conduct the investigation that the investigator or complaint committee considers appropriate. Thereafter, the investigator or complaint committee will prepare a written report that summarizes the investigation and states the investigator's or complaint committee's recommendation concerning the final decision on the complaint. The investigator or complaint committee may recommend one or more actions that are permissible under rule 3.870 of the California Rules of Court.

(7) Informing mediator of recommendation

The investigator or complaint committee may inform the mediator of its recommendation and inquire whether the mediator accepts that recommendation. If the mediator accepts the recommendation, the investigator's or complaint committee's report must indicate this.

(8) Submitting report and recommendation

The investigator or complaint committee must submit its report and recommendation to the complaint coordinator. The complaint coordinator must promptly forward a copy of the report and recommendation to the presiding judge or to his or her designee.

i. Final decision on a complaint that was investigated

(1) Responsibility for final decision

The presiding judge is responsible for making the final decision about the action to be taken on any complaint that was investigated or for designating another judicial officer or a committee that includes a judicial officer to perform this function.

(2) Acting on recommendation

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1. Within 30 days after the investigator's or complaint committee's recommendation is forwarded to the presiding judge or the presiding judge's designee, the presiding judge or designee may submit to the complaint coordinator a decision:
  - a. Affirmatively adopting the investigator's or complaint committee's recommendation as the final decision on the complaint; or
  - b. Directing a different action that is permissible under rule 3.870 of the California Rules of Court.
2. If the presiding judge or his or her designee does not submit a decision within 30 days after the complaint committee's recommendation is forwarded, as provided in (1), the investigator's or complaint committee's recommendation will become the final decision on the complaint.

(3) Notification of final action

The complaint coordinator must promptly notify the complainant and the mediator in writing of the final action taken by the court on the complaint.

(4) Authorized disclosures

After the decision on a complaint, the presiding judge, or a person whom the presiding judge designates to do so, may authorize the public disclosure of information or records concerning the complaint proceeding that do not reveal any mediation communications. The disclosures that may be authorized under this subdivision include the name of a mediator against whom action has been taken, the action taken, and the general basis on which the action was taken. In determining whether to authorize the disclosure of information or records under this subdivision, the presiding judge or designee should consider the purposes of the confidentiality of complaint proceedings stated in rule 3.871 of the California Rules of Court.

j. Interim suspension pending a final decision on a complaint

If the preliminary review or the investigation indicates that a

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mediator may pose a threat of harm to mediation participants or to the integrity of the court's mediation program, the presiding judge or the other judicial officer or committee designated by the presiding judge to make the final decision about the action to be taken on any complaint may suspend the mediator from the court's panel or list pending final decision on the complaint. The complaint coordinator may make a recommendation to the presiding judge or the designee regarding such a suspension.

(Revised effective July 1, 2019; Adopted effective May 1, 1997; renumbered effective July 1, 1998; revised effective July 1, 1999, January 1, 2007, January 1, 2008, July 1, 2008, July 1, 2009)

**Rule 361. Jury Venire for Superior Court Sessions Held Outside the County Seat**

When sessions of the Superior Court are held in a location outside the County Seat the names of persons for master jury lists and the names of jurors summoned to serve during such sessions will be selected from the area served by the court in which such sessions are located. This rule will not preclude a judicial officer presiding over such sessions from ordering the use of a county-wide venire for good cause.

(Rule 361 revised and renumbered effective July 1, 2009; adopted effective March 15, 1984; revised effective January 1, 1988; renumbered as Rule 302 effective July 1, 1998; revised effective July 1, 1999)

**Rule 362. Instructions to Jury – *Repealed***

(Rule 362 repealed effective July 1, 2009; renumbered effective March 15, 1984; revised effective January 1, 1986; renumbered effective July 1, 1998; revised effective July 1, 2006, January 1, 2008)

**Rule 363. Verbatim Record [Repealed]**

*Rule 363 repealed effective July 1, 2012; revised and renumbered effective July 1, 2009; renumbered as Rule 324 effective July 1, 1998.*

**Rule 364. Vacated effective July 1, 2000**

(Renumbered effective March 15, 1984; renumbered effective July 1, 1998; vacated effective July 1, 2000)

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**Rule 365. Location of Filing for All Papers Not Otherwise Specified**

All papers subsequent to the complaint must be filed directly with the Clerk's Office in the Justice Center where the case is assigned, unless otherwise ordered by the judicial officer assigned or hearing the affected case.

(Rule 365 revised and renumbered effective July 1, 2009; adopted as Rule 312 effective January 1, 2001)

**Rule 366. Attorney Fees on Judgment by Default**

When a promissory note or contract provides for the recovery of, or a statute, authorizes the clerk or Court to enter a reasonable attorney fee the following schedule will be applied to the amount of the default judgment exclusive of costs:

- \$5,000.00 or less, 10% with a minimum of \$400.00;
- \$5,000.01 to \$25,000.00, \$500.00 plus 6% of the excess over \$5,000.00;
- \$25,000.01 to \$60,000.00, \$1,700.00 plus 3% of the excess over \$25,000.00;
- \$60,000.01 to \$100,000.00, \$2,750.00 plus 2% of the excess over \$60,000;
- \$100,000.01 or more, \$3,550.00 plus 1% of the excess over \$100,000.00.

In any case where an attorney claims to be entitled to a fee in excess of any of the above amounts, the attorney may apply to the Court and present proof to support a higher award. The Court will determine the reasonable fee amount according to proof.

(Re-numbered effective March 15, 1984, January 1, 1988; revised and re-numbered effective July 1, 1998; revised effective July 1, 1999, January 1, 2006, January 1, 2008, July 1, 2008)

**Rule 368. Repealed**

(Repealed effective January 1, 2017; Renumbered effective March 15, 1984; revised effective January 1, 1986; renumbered effective July 1, 1998)

**Rule 369. Case Management Statement and Conference**

No later than 15 calendar days prior to the case management conference, each party must file a case management statement as detailed in California Rules of Court, rule 3.725. The statement may be filed jointly. Appearance by counsel and self-represented parties at the case management conference, in person or telephonically, is mandatory.

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Failure to file the Case Management Statement or to appear may result in an order to show cause why sanctions should not be imposed, both monetary or evidentiary, pursuant to California Rules of Court, rule 2.30 and Code of Civil Procedure section 177.5.

(Rule 369 revised and renumbered effective July 1 2009; revised as Rule 445 effective July 1, 1992, January 1, 2007, January 1, 2008)

**Rule 370. Vacated effective July 1, 2000**

(Renumbered effective July 1, 1998; vacated effective July 1, 2000)

**Rule 371. Case Management Conference**

At the case management conference, the court will consider the present status of the case and how to achieve compliance with the Time Standards as adopted by the Judicial Council of the State of California. The court may make other orders as appropriate.

(Rule 371 revised and renumbered effective July 1, 2009; renumbered as Rule 346 effective July 1, 1998, July 1, 2003, January 1, 2008)

**Rule 372. Petitioning for Compromise of Claims  
(CCP Section 372; Probate Code Section 3500)**

All petitions for compromise of claims of minors, or incompetent persons, must comply with the following rules:

- A. The petition must contain a full disclosure of all information which has any bearing upon the reasonableness of the compromise or settlement, such as the sums, if any, to be paid to the other claimants in the same case.
- B. In computing attorney's fees based upon any contingent fee contract, parents who claim reimbursement for medical expenses, etc., will be required to pay their proportionate share of the attorney's fees, unless it would result in a hardship to require them to do so.
- C. When the Court orders the sum to be received for the benefit of the minor to be deposited pursuant to Probate Code Section 3600, the order approving the compromise must contain the further order "that a certified copy of this order be delivered to the manager of the depository, together with the sum to be deposited".

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(Renumbered effective March 15, 1984; revised effective January 1, 1986, January 1, 1988; renumbered effective July 1, 1998; revised effective January 1, 2004)

**Rule 373. Telephonic Appearances**

Notification that a party will appear telephonically must be made in accordance with rule 3.670, California Rules of Court.

Individual departments will advise the parties whether telephone calls are to be placed directly to the department or through a private telephone vendor. Instructions for making telephonic appearances and using a private telephone vendor are available in the individual departments and through the Court’s website at [www.occourts.org](http://www.occourts.org).

(Rule 373 renumbered effective July 1, 2009; adopted as Rule 307 effective January 1, 2008)

**Rule 374. Vacated effective July 1, 2000**

(Renumbered effective July 1, 1998; vacated effective July 1, 2000)

**Rule 375. Remote and In-Person Proceedings for Civil**

**(a) Purpose**

The purpose of this rule is to provide greater access to justice, promote court efficiency, and facilitate remote and in-person proceedings consistent with Code of Civil Procedure section 367.75 and California Rules of Court, rule 3.672. This rule sets forth the remote and in-person proceeding protocols for civil cases.

**(b) Definitions**

As used in this rule:

1. “Civil case” is defined as a limited civil case, unlimited civil case, complex civil case, or small claims action.
2. “Evidentiary hearing or trial” is any proceeding at which oral testimony may be provided.
3. “Non-evidentiary proceeding” is any proceeding other than an evidentiary hearing or trial.
4. “Oral testimony” is a spoken statement provided under oath and subject to examination.
5. “Party” is any person appearing in an action and that person’s counsel, as well as any nonparty who may be subject to discovery in the action.

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6. “Proceeding” means a conference, hearing, or any other matter before the court, including evidentiary hearing or trial.
7. “Remote appearance” or “appear remotely” means the appearance of a party at a proceeding through the use of remote technology.
8. “Remote proceeding” means a proceeding conducted in whole or in part through the use of remote technology.
9. “Remote technology” means technology that provides for the transmission of video and audio signals or audio signals alone. This phrase is meant to be interpreted broadly and includes a computer, tablet, telephone, cellphone, or other electronic or communications device.

**(c) Appearances for Trials, Judgment Debtor, and Evidentiary Proceedings**

Except as otherwise set forth in this rule or ordered by the court, trials and evidentiary hearings (including judgment debtor examinations) will be held in person. A party may file a motion for a remote evidentiary hearing or trial. A party may file an opposition to a court’s order or a party’s motion for a remote evidentiary hearing or trial.

**(d) Appearances in Non-Evidentiary Proceedings**

1. The Court will offer remote appearances for all law and motion, case management conferences, status conferences, ex partes, and other non-evidentiary proceedings in unlawful detainer, administrative appeals, civil unlimited, and civil complex cases.
2. For non-evidentiary proceedings, parties shall provide notice of remote appearance to the Court online by clicking on a court-provided hyperlink on the day of the hearing. By so clicking, a party is also making a request to appear remotely and agreeing to the remote appearance. For remote appearances in courtrooms using CourtCall, notice to the court is provided by initiating the CourtCall appearance. By initiating a CourtCall appearance, the party requests and agrees to a remote appearance.
3. By the commencement of the hearing, parties intending to appear remotely for non-evidentiary proceedings must provide notice to all parties or persons entitled to receive notice.
4. A party choosing to appear in person can do so by appearing in the courtroom on the date/time of the initial appearance.
5. The court reserves the right to require an in-person appearance pursuant to Code of Civil Procedure section 367.75 subdivision (b).
6. Information regarding the ability to appear in person or through the use of remote technology

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is available on the court's website at <https://www.occourts.org/media-relations/remotehearings.html>. The court's remote technology system is designed to ensure that all parties, whether appearing remotely or in person, can meaningfully participate in the conference, hearing, proceeding, or trial.

**(e) Small Claims Cases**

Unless the court orders otherwise, all Small Claims trials will initially be set for a remote evidentiary hearing to assess notice, opposition, trial readiness, technical capabilities to conduct a remote small claims trial, and to hear default prove-ups. Contested Small Claims trials will take place at a later date. A party choosing to appear in person can do so by appearing in the courtroom on the date/time of the initial appearance. Notice of the mode of appearance for the Small Claims trial is to be given at the initial appearance. Any opposition to remote appearance will be considered by the court at the initial appearance.

**(f) Unlawful detainer cases**

The procedures identified in sections (c) and (d) above addressing remote and in-person appearances for evidentiary and non-evidentiary proceedings apply equally to unlawful detainer cases.

**(g) Temporary Restraining Orders in Civil Harassment, Workplace Violence, School Site Violence, Transitional Housing Misconduct cases**

Ex parte requests for temporary restraining orders will be ruled on the papers without hearing for civil harassment, workplace violence, school site violence, and transitional housing misconduct. The Court will offer remote appearances for all other non-evidentiary proceedings for these case types. Trials and evidentiary hearings will be held in person.

**(h) Gun Violence Restraining Orders**

Pursuant to Penal Code section 18123(a), a party or witness may appear remotely at the hearing on a petition for a gun violence restraining order. Parties shall provide notice of remote appearance to the Court online by clicking on a court-provided hyperlink and agreeing to the remote appearance.

**(i) Administrative Appeals and Labor Commissioner Appeals**

1. The Court will offer remote appearances for the initial status conference in Labor Commissioner appeals.
2. The initial hearing in other administrative appeal cases will be set for in-person appearance.

**(j) Limited Civil Proceedings**

1. Remote telephonic appearances will be offered for all ex parte applications, law and motion,  
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case management conferences, status conferences, and other non-evidentiary proceedings in Civil Limited cases.

2. All evidentiary hearings or trials in Civil Limited cases (including hearings involving live testimony, etc.) will be set for in-person appearance unless the court orders otherwise on its own motion or the motion of a party for remote proceedings. Any party may file opposition to a motion seeking a remote trial or evidentiary hearing.

**(k) Civil Unlimited and Complex Proceedings**

Mandatory Settlement Conferences will be set for in-person appearances unless all parties stipulate to a remote mandatory settlement conference and the Court adopts this stipulation as an order of the Court.

**(l) Confidentiality, Privacy, and Security Settings**

1. Nothing in this rule is intended to modify any other rule, statute, or case law regarding confidentiality or access to confidential proceedings. All legal confidentiality requirements are equally applicable to both in-person appearances and remote appearances.
2. Any party appearing remotely must have the necessary privacy and security settings appropriate for the proceeding in which the remote appearance is made. Persons appearing remotely shall ensure that their remote location affords the required level of privacy for the proceeding.

**(m) Prohibition of Photography, Broadcasting, Recording, Streaming, and Filming**

Photography, broadcasting, video recording, audio recording, electronic recording, filming, and streaming of court proceedings, whether in person or remote, is prohibited except as expressly authorized by California Rules of Court, rule 1.150, or Local Rule 180. Violation of this subdivision or [Administrative Order 21/12](#) may result in the imposition of monetary sanctions in amounts of up to \$1,500 per violation pursuant to Code of Civil Procedure section 177.5; a citation for contempt in violation of Code of Civil Procedure section 1209, subdivision (a)(5); prosecution for criminal violations of Penal Code section 166, subdivisions (a)(3, 4, or 5), and/or other sanctions as provided by law.

**(n) Technology or Audibility Issues**

In the event any party, witness, official reporter, official reporter pro tempore, court interpreter, or other court personnel experiences technology or audibility issues that arise during any remote conference, hearing, proceeding, or trial, that person is to alert the court by calling the courtroom.

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Phone numbers for the courtrooms can be found at

<https://www.occourts.org/directory/civil/CivilPhoneDepartmentDirectory.pdf>. Information about potential technological or audibility issues that can arise and the options for appearing in person and through the use of remote technology are posted on the court website.

**(o) Public Access**

Media and public access to proceedings will be in person in the courtroom where the hearing is scheduled. In the event any proceeding is conducted entirely remotely, the press and public can obtain public access by contacting the courtroom.

**(p) Effective Dates**

This rule is effective from April 1, 2022 until July 1, 2023, or until the sunset date of Code of Civil Procedure section 367.75 if its sunset date is extended beyond July 1, 2023.

**Rule 376. Request for Returned Documents by Mail**

Any party requesting documents be returned by mail must include a self-addressed, stamped envelope at the time the request is made.

(Adopted effective July 1, 1998; revised effective July 1, 2009)

**Rule 378. Vacated effective July 1, 2000**

(Adopted effective April 1, 1984; revised effective August 1, 1989, July 1, 1992, July 1, 1994; renumbered eff. July 1, 1998; vacated effective July 1, 2000)

**Rule 380. Repealed**

(Adopted effective July 1, 1999; revised effective July 1, 2003, January 1, 2004, January 1, 2007, January 1, 2008, July 1, 2009; repealed effective July 1, 2011)

**Rule 381. Sanctions**

Upon notice and after hearing, if the court finds any counsel, a party represented by counsel,

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or a self-represented party has failed to comply with these local court rules or has not proceeded with due diligence in preparing the case for trial, the court, on motion of a party or on its own motion, may:

- A. Strike all or any part of any pleading of that party;
- B. Dismiss the action or proceeding or any part thereof;
- C. Enter a judgment by default against that party;
- D. Impose other penalties of a lesser nature as provided by law, and/or;
- E. Order that party or his or her counsel to pay the moving party the reasonable expenses incurred in making, and/or appearing at the hearing of, the motion, including reasonable attorney fees.

(Rule 381 revised and renumbered effective July 1, 2009; revised as Rule 454 effective July 1, 1996)

**Rule 382. Tentative Rulings Procedure**

Those tentative rulings which are posted on the Internet may be viewed at [www.occourts.org](http://www.occourts.org). In addition, tentative rulings on unlimited civil cases may be obtained by calling the clerk of the courtroom where the case is assigned, or the Clerk's Office if the case is a limited civil action, after 3:00 p.m. on the court day before the scheduled hearing.

(Adopted effective January 1, 2002; revised effective January 1, 2007, July 1, 2009)

**Rule 384. Default Judgments**

All Requests for Entry of Default, declarations for entry of default judgment, supporting evidence, and judgments must be submitted together as a single packet. Each exhibit must be separated by a hard 8 ½ x 11 sheet with hard paper or plastic tabs extending below the bottom of the page, bearing the exhibit designation. Any provision for attorney fees must be highlighted within the written contract with a light-colored highlighter pen. Parties should file such default packets in the Clerk's Office within five court days prior to any scheduled hearing date.

(Rule 384 revised and renumbered effective July 1, 2009; renumbered effective December 1, 1984; renumbered as Rule 310 effective July 1, 1998)

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**Rule 386. Examination of Judgment Debtors and Third Persons**

After a party has been served pursuant to Section 708.110 et seq. of the Code of Civil Procedure, the proof of service must be filed with the Clerk of the Court no later than three court days immediately preceding the hearing date, unless otherwise ordered by the court. If there is a failure to comply with this rule, the examination may be vacated without costs being awarded to the party who secured the order and no further hearing will be scheduled earlier than 120 days from the date of the originally scheduled hearing, except for good cause shown in writing.

If the party or attorney who procured the order fails to appear, but the person, firm or corporation named in the order appears, the examination may be vacated without costs being awarded to the party who secured the order and no further hearing will be scheduled earlier than 120 days from the date of such vacated date unless good cause shown in writing.

(Rule 386 revised and renumbered effective July 1, 2009; renumbered as Rule 336 effective July 1, 1998)

**Rule 388. No Extensions without Court Approval**

Except as specifically allowed by these rules, no hearing date or deadline specified by the rules of this division may be modified, extended, or continued by stipulation of the parties, without the written approval of the judicial officer.

(Rule 388 revised and renumbered effective July 1, 2009; adopted effective July 1, 1991; renumbered as Rule 453 effective January 1, 1992)

**Rule 392. Settlement, Federal Removal, Binding Arbitration**

Upon the settlement of a case with terms not to be performed within 45 days of the settlement, or removal of a case to Federal Court or submission of a case to binding arbitration, the Court may order monitoring of the case suspended. The Court may set a Review Hearing for a future date to evaluate the status of the case.

The parties are ordered to comply with California Rules of Court, rule 3.1385, by filing a dismissal upon completion of settlement terms or by notifying the department of the assigned judicial officer if the stay is vacated or upon dismissal or judgment following binding arbitration.

(Rule 392 revised and renumbered effective July 1, 2009; revised as Rule 455 effective July 1, 1992, January 1, 2007, January 1, 2008)

**Rule 393. Labor Commissioner Appeals**

Where the party initiating a labor commissioner appeal is required to e-file the notice of  
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appeal and the initiating party has obtained a bond or undertaking, a copy of the bond or undertaking documentation must be e-filed at the same time the notice of appeal is e-filed in order to comply with Labor Code section 98.2(b). Pursuant to California Rules of Court, rule 2.252(e), the original bond or undertaking must then be filed with the court within ten (10) calendar days. Failure to do so can have consequences on the ability of the appeal to move forward.

Where the party initiating a labor commissioner appeal will be depositing cash or check to satisfy the requirements of Labor Code section 98.2(b), that party is excused from the mandatory e-filing requirements set forth in Local Rule 352. In such case, the notice of appeal must be filed directly with the court in-person, and the cash or check must be filed directly with the court at the same time as the notice of appeal. Failure to do so can have consequences on the ability of the appeal to move forward.

(Rule adopted effective January 1, 2022)

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### Division 3

### Appendix A

### Summary of Required Filings

<b>Document Required</b>	<b>Local Rule</b>	<b>Time Frame</b>	<b>Format of Form</b>
Meet and Confer Statement	315	Signed by attorneys and filed within 30 days after service of the first responsive pleading	Pre-printed form "Meet and Confer Statement" available in Clerk's Office
Settlement Conference Statement	316	Prepared by attorneys and lodged with court five court days prior to mandatory settlement conference	Pre-print form "Settlement Conference Statement" available in Clerk's Office
Statement of Compliance	317	Prepared by attorneys and submitted to court by noon of Wednesday before trial date	Pre-printed form "Statement of Compliance available in Clerk's Office

(Appendix A revised July 1, 2020; Moved to Division 3 and revised effective July 1, 2009; Division 4 Appendix A adopted effective July 1, 1992; revised effective July 1, 1994, January 1, 2008)

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