SUPERIOR COURT OF CALIFORNIA
COUNTY OF ORANGE

JUDGE MELISSA R. McCORMICK
DEPARTMENT CX104

CLERK: V. Harting
COURT ATTENDANT: I. Olivares

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Welcome to Department CX104. To facilitate the progress of your case and assure its timely disposition, the court has established the following procedures.

I. GENERAL CALENDAR INFORMATION

A. Initial Case Management Conferences: Thursday at 9:00 a.m.
The Initial Case Management Conference Statement shall be filed at least 5 court days before the conference. Counsel should use pleading paper, not Judicial Council Form CM-110, and should include in the statement a discussion of the applicable subjects set forth in California Rules of Court 3.727 and 3.750(b). The parties are encouraged to meet and confer and file a joint statement.

B. Status Conferences: Thursday at 9:00 a.m.
Joint status conference reports shall be filed 5 court days before each status conference.

C. Mandatory Settlement Conferences: Friday at 8:30 a.m.

D. Review Hearings and Order to Show Cause Hearings: Thursday at 9:00 a.m.

E. Default Prove-up Hearings: Thursday at 10:00 a.m.

F. Law and Motion: Thursday at 2:00 p.m.

G. Jury Trial and Court Trial: Monday, Tuesday and Wednesday at 9:00 a.m.

H. Ex Parte Applications: Monday through Thursday at 1:30 p.m.

II. GENERAL PROCEDURES

A. Compliance with Rules: All counsel and self-represented litigants must read and be familiar with the applicable Orange County Superior Court Local Rules and all applicable California Rules of Court.

B. Cooperation, Civility and Courtesy: The court expects all counsel to cooperate with each other to the fullest extent and to act all times with civility and courtesy. Counsel should review the State Bar of California Attorney Guidelines of Civility and Professionalism and the Orange County Bar Association Civility Guidelines.

C. Court Reporters: Department CX104 typically does not provide the services of an official court reporter. If the parties desire the services of a court reporter, the parties should follow the procedures set forth on the court's website.

III. EX PARTE APPLICATIONS

A. Ex Parte Hearings: Ex parte applications are generally heard Monday through Thursday at 1:30 p.m., pending other matters in progress. The court may in appropriate cases rule on an ex parte application without a hearing.

B. Telephonic Notice to Courtroom: Reservations must be made with the department no later than 12:00 p.m. the business day before hearing.

C. Filing and Delivery of Ex Parte Papers: All papers in support of an ex parte application (including the proposed order) must be e-filed no later than 12:00 p.m. the business day before the ex parte hearing. Courtesy copies must be delivered to the courtroom by 12:00 p.m. the business day before the ex parte hearing.

D. Content of Ex Parte Applications: Ex parte applications must comply with CRC 3.1200 through 3.1207. Applications must be in writing and include all of the following:

1. A declaration setting forth details of the notice given to opposing counsel of the ex parte hearing and stating whether the application will be opposed;
2. A declaration, based on personal knowledge, describing the irreparable harm that will occur if the relief requested is not granted;
3. A concise memorandum of points and authorities in support of the application; and
4. A separate proposed order in Word format.

E. Oppositions to Ex Parte Applications: If any party intends to oppose an ex parte application, the party should telephone the clerk in Department CX104 and file any opposition papers as soon as is feasible. Courtesy copies of any opposition papers should be delivered to the courtroom before the hearing whenever possible, or brought to the hearing.

IV. LAW AND MOTION: Law and motion matters are heard Thursdays at 2:00 p.m.

A. Reserving Motion Dates: Motion hearing dates must be reserved via the court's online reservation system.

B. Tentative Rulings: The court endeavors to post tentative rulings by 9:00 a.m. the day of the hearing. For further information, including information about the court's tentative rulings and

how to submit on a tentative ruling, see the court's Tentative Rulings page on the court's website.

V. TRIAL PROCEDURES

A. Trial Days: Trials are called Mondays at 9:00 a.m. and usual trial days are Monday, Tuesday and Wednesday at 9:00 a.m.

B. Pretrial Conferences: The court usually will hold a pretrial conference approximately 30 days before the trial date.

C. Local Rule 317 and Motions in Limine: The court requires the parties to comply fully with Local Rule 317. The court will discuss other trial procedures and requirements with the parties at the pretrial conference, and may make other orders after consultation with the parties at the pretrial conference. The court typically requires all Local Rule 317 documents to be filed and served 5 court days before the pretrial conference, and all motions in limine to be briefed per Code for hearing at the pretrial conference.