

Superior Court of California  
County of Orange County

HONORABLE CRAIG L. GRIFFIN  
DEPARTMENT N17

CLERK: Lenora Silva  
COURT ATTENDANT: Emma Segura

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

**COVID-19 PANDEMIC UPDATES**

1. **Modifications of Policies and Procedures:** Some of the following policies and procedures may be modified due to the COVID-19 pandemic (e.g., jury selection). Modifications will be discussed with Counsel and Parties as applicable to specific cases.
2. **Remote Versus In-Person Proceedings:** Non-evidentiary proceedings, meaning those where live, oral testimony is not expected (e.g., Law & Motion, Ex Partes, CMCs, OSCs and the like) will be set (and should be so noticed) for a remote hearing/appearance. Parties can access the Department's virtual courtroom on the date and time indicated by using the following link: <https://www.occourts.org/media-relations/civil.html>. Check-in instructions and instructional video are available at <https://www.occourts.org/media-relations/aci.html>. *MSCs will be remote as scheduled by the assigned settlement judge unless otherwise ordered by the court.* Evidentiary proceedings (such as trials, debtor exams or other hearings where oral testimony will be taken) will be in-person absent a prior court order. Parties are expected to review the Court's "Appearance Procedures and Information-Civil Unlimited and Complex" ("Appearance Procedures") and "Guidelines for Remote Appearances" ("Guidelines") also available at <https://www.occourts.org/media-relations/aci.html>. These requirements will be strictly enforced. Parties preferring to appear in-person for proceedings designated as remote may do so by providing a timely notice of in-person appearance.

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

**I. GENERAL CALENDAR**

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

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

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

**\*N17 Does not require courtesy copies of motion papers\***

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

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

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

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

G. **Mandatory Settlement Conferences** – Fridays at 9:00 AM

H. **Ex Parte** – Monday through Friday at 8:30 AM

I. **Judgment Debtor Hearings** – Fridays at 11:00 AM

**II. GENERAL PROCEDURES**

A. Stipulations and Orders must be submitted as **ONE** document in **WORD** format. Please make sure the Stipulation is very detailed, and there is a Proposed Order attached. Please make sure that the signature line for the Judge is not the only item on the page.

B. Case Management Conferences – The court strictly enforces the timely filing of a CMC statement pursuant to CRC 3.725(a). Failure to comply with CRC 3.725(a), may result in sanctions being levied.

C. Mandatory Settlement Conferences – MSC Statements are to be e-Filed (They will be “Received” and will be kept confidential). The Court actively participates in settlement. Failure to comply with rule 316, may result in sanctions being levied. **FAILURE TO SUBMIT MSC STATEMENTS BY ALL PARTIES WILL RESULT IN THE MSC GOING OFF CALENDAR WITH THE TRIAL DATE TO REMAIN. PLEASE INCLUDE E-MAIL ADDRESS OF SETTLEMENT COUNSEL ON THE MSC STATEMENT.**

- D. Post – Arbitration continuances – If all parties stipulate to continue the arbitration hearing and a written stipulation is signed by the arbitrator, the Court will grant the continuance on the basis of the submitted Stipulation and Order. Counsel must include a declaration for good cause therewith. The Order must include a rescheduling of the Arbitration Review hearing.
- E. Law and Motion – Argument/hearings are Mondays at 2:00 PM. Every effort will be made to post tentative rulings by 12:00 PM on the scheduled date. **As a reminder, the court does not provide Court Reporters for Law and Motion matters.**
- F. Ex Parte matters – See the attached information sheet re: particulars.
- G. **REQUESTS FOR PRIORITY IS REQUIRED NO LATER THAN 1 HOUR BEFORE THE HEARING.**

### III. **TRIAL PROCEDURES:**

- A. This Court will use the six-pack method of jury selection. Challenges will be addressed to the group of potential jurors in the box. Usually two alternates will be selected during Voir Dire.
  - 1. In all jury trials, the following rules and procedures are followed:
    - a. A statement of Compliance must be submitted and must be completed prior to being signed by all counsel.
    - b. In accordance with the Judicial Council’s Standards on Voir Dire (Cal. Rules of Court Appendix Div. 1, Section A), the judge will normally conduct the initial Voir Dire of prospective jurors using applicable questions contained in these standards.
    - c. Counsel is then permitted Voir Dire in conformance with the law.
- B. The Court generally favors the exclusive use of CACI. Please give special attention to special verdict forms.
- C. **Trial Notebook for the Court:** In addition to the exhibit binders required for trial exhibits, Counsel shall jointly prepare a trial notebook for the court. The trial notebook is a courtesy copy for the court’s use; it does not absolve the Parties of the need to e- file all trial-related documents. The court’s trial notebook shall be delivered to Department N17 when instructed by department N17. The court’s trial notebook shall contain the following, each separately tabbed:
  - 1. Joint Statement of the Case;
  - 2. Executed Statement of Compliance;
  - 3. Joint List of Stipulated Facts;
  - 4. Joint List of Controverted Issues;
  - 5. Joint Exhibit List;
  - 6. Joint Witness List;
  - 7. Proposed Voir Dire Questions (if any) for court voir dire;

8. Factual Stipulations;
9. Proposed Verdict Form;
10. In Limine Motions and Oppositions.

**\*\*Do not deliver courtesy copies, trial binders, exhibit binders or deposition transcripts until instructed to by Department N17\*\***

#### D. Exhibits

1. The Parties are to cooperate in preparing a **joint exhibit list and joint exhibit notebooks (see attached optional form)**. Two (2) complete sets of exhibits in **circular 3-ring binders (not "D" ring binders)** with the exhibit list identifying each such exhibit, and with number tabs separating each exhibit, shall be submitted to the Court (one for the Court and one for the witness stand) Each tab should bear the corresponding exhibit number. Every exhibit in the witness copy must have an exhibit tag filled out and attached (**see attached form**).
2. The original exhibits, with exhibits list, will be given to the clerk on the 1<sup>st</sup> day of the trial. Another set of such binders, similarly tabbed, should be prepared for the Court. Counsels are encouraged to highlight any language of the exhibit that is expected to be particularly important at trial. (**This is for the Court's copy only**).
3. In a two-party case, Plaintiff shall number its exhibits starting with 1; Defendants shall number its exhibits starting with 200. If in a particular case these numbers are not sufficient to cover all exhibits, the Parties are to cooperate and agree to an appropriate number range for each party. If there are more than two Parties, the Parties are to cooperate in agreeing on a number range for each party. **No two Parties are to use the same number, and duplicate exhibits are to be avoided**. Every page of each exhibit must be separately numbered. Each exhibit should be moved into evidence as soon as admissibility has been established. **No exhibit shall be published to the Jury prior to being admitted**.
4. If you plan to use a video exhibit, or video-taped dispositions, or an overhead projector, the Court should be advised at the earliest opportunity since Court permission is required before these pieces of equipment can be used at trial. It is Counsel's responsibility to supply the necessary equipment and to have it set up before trial or during recess.
5. If you anticipate any problems with exhibits, please consult with the clerk before trial.
6. Each exhibit must have a green color Court Exhibit Tag attached (**This is for the witness copy only**). **\*The Clerk does NOT need an exhibit binder. \***

- E. **Motions in Limine and all other Trial Documents (Jury Instructions, Exhibit List, etc.)** - Two sets of **joint** 3 ring trial binders shall be brought to Courtroom on the day of Trial. (One for the Clerk and one for the Judge). Binders shall include a very detailed joint index setting forth which trial documents are included in the binder; and for Motions in Limine, the name of the motion, the identity of the moving party and the number of the motion. All Motions in Limine, Oppositions and Replies must be numbered on the face page of the motion. Please contact the department for any questions regarding the preparation of these binders. \* **Please remember to label the spines of each binder (Trial Binder, Exhibit Binder, etc.)**

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

**Superior Court of California  
County of Orange County**

**HONORABLE CRAIG GRIFFIN – DEPARTMENT N17**

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

**EX PARTE INFORMATION**

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

**Papers are to be E-Filed by 11:00 A.M. to the court the day prior to the Ex Parte.  
N17 does not require courtesy copies.**

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

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

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

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

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

**Superior Court of California**

County of Orange County

**HONORABLE CRAIG GRIFFIN – DEPARTMENT N17**

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

**LAW AND MOTION PROCEDURES**

Law and Motion matters are heard every Monday at 2:00 P.M. Motion reservation dates **are required** in this department and are made through the court's website at [www.occourts.org](http://www.occourts.org). **N17 does not require courtesy copies of motion papers.**

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

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

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

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

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

**NOTICE TO COUNSEL OR OPPOSING PARTY, IF NO COUNSEL**

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

**SINGLE PARTY EXHIBIT LIST**



<b>EXHIBIT NO.</b>		
<input type="checkbox"/> ID only (Date)		
<input type="checkbox"/> IN EVIDENCE (Date)		
<input type="checkbox"/> Plaintiff/People	<input type="checkbox"/> Defendant	<input type="checkbox"/> Joint
<input type="checkbox"/> Petitioner	<input type="checkbox"/> Respondent	<input type="checkbox"/> Court
<input type="checkbox"/> (Other)		
Signature of Atty/Party Introducing Sensitive Exhibit		
<b>Case No.</b>		
Vs.		
David H. Yamasaki, Executive Officer and Clerk		
By _____, Deputy		
<b>NOTE: THIS ITEM IS A PERMANENT COURT RECORD. DO NOT REMOVE FROM THE COURTROOM</b>		
If found please contact: Superior Court of California, County of Orange (657) 622-7809		
<b>EXHIBIT NO.</b>		
ID only (Date)		
IN EVIDENCE (Date)		
Plaintiff/People	Defendant	Joint
Petitioner	Respondent	Court
(Other)		
Signature of Atty/Party Introducing Sensitive Exhibit		
<b>Case No.</b>		
Vs.		
David H. Yamasaki, Executive Officer and Clerk		
By _____, Deputy		
<b>NOTE: THIS ITEM IS A PERMANENT COURT RECORD. DO NOT REMOVE FROM THE COURTROOM</b>		
If found please contact: Superior Court of California, County of Orange (657) 622-7809		

<b>EXHIBIT NO.</b>		
<input type="checkbox"/> ID only (Date)		
<input type="checkbox"/> IN EVIDENCE (Date)		
<input type="checkbox"/> Plaintiff/People	<input type="checkbox"/> Defendant	<input type="checkbox"/> Joint
<input type="checkbox"/> Petitioner	<input type="checkbox"/> Respondent	<input type="checkbox"/> Court
<input type="checkbox"/> (Other)		
Signature of Atty/Party Introducing Sensitive Exhibit		
<b>Case No.</b>		
Vs.		
David H. Yamasaki, Executive Officer and Clerk		
By _____, Deputy		
<b>NOTE: THIS ITEM IS A PERMANENT COURT RECORD. DO NOT REMOVE FROM THE COURTROOM</b>		
If found please contact: Superior Court of California, County of Orange (657) 622-7809		
<b>EXHIBIT NO.</b>		
ID only (Date)		
IN EVIDENCE (Date)		
Plaintiff/People	Defendant	Joint
Petitioner	Respondent	Court
(Other)		
Signature of Atty/Party Introducing Sensitive Exhibit		
<b>Case No.</b>		
Vs.		
David H. Yamasaki, Executive Officer and Clerk		
By _____, Deputy		
<b>NOTE: THIS ITEM IS A PERMANENT COURT RECORD. DO NOT REMOVE FROM THE COURTROOM</b>		
If found please contact: Superior Court of California, County of Orange (657) 622-7809		