

ORANGE COUNTY SUPERIOR COURT
CJC Department C24

Judge: Lindsey E. Martínez
Tel.: 657-622-5224

Clerk: Diana Pittack
Attendant: Enrique Veloz

[Department C24](#) encourages remote appearances to save time and reduce costs.

<u>Schedule</u>	Trial	T-Th 9am-4:15pm	MSC	Fri. 9 am
	Ex Parte	M-Th 1:30 pm	Motions	Mon. 1:30 pm
	CMC/OSC	Mon. 8:45 am	Trial Call	Mon. 9:30 am

Case Management Conferences

- File a case management statement. (Cal. Rules of Court, rule 3.725.)
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Motions

- Use the online [reservation](#) system to reserve dates.
 - To expedite a ruling, stipulate to file briefs early and submit on the papers.
 - No court reporter is provided without a [fee waiver](#), available [here](#).
 - Information about interpreter services is available [here](#).
 - The court usually posts a [tentative ruling](#) the day before the hearing by 4 pm.
 - Call all parties. If **everyone** submits to the tentative ruling, call the clerk. Otherwise, the court may make a different ruling at the hearing. (*Lewis v. Fletcher Jones Motor Cars, Inc.* (2012) 205 Cal.App.4th 436, 442, fn. 1.)
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Ex Parte

- Call the dept. **by 10 am the court day before** you would like your ex parte to be set to make a reservation. Then give notice to all parties by 10 am the court day before the hearing. File the application by 12 pm the court day before the hearing. No courtesy copy is required.
 - **File any opposition as soon as you can.** The court may decide the ex parte on the papers without a hearing. (Code Civ. Proc., § 166, subd. (a)(1).)
 - **File your motion** before applying ex parte to advance a motion hearing date.
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Stipulations

- Please file a **single** document containing **both** the parties' stipulation and the proposed order. Please leave space for the court to add appropriate terms.
- If you are requesting a new date, please include as many proposed dates as possible to aid the court in managing its calendar.

DEPT. C24 PRETRIAL ORDER

“The policy of the state is that the parties to a lawsuit ‘shall cooperate.’ Period. Full stop.” (*Lasalle v. Vogel* (2019) 36 Cal.App.5th 127, 130.) The court encourages remote and hybrid bench trials to save time and money. Trial dates are firm, and continuances are disfavored. (Cal. Rules of Court, rule 3.1332.)

Electronic Evidence Portal

- For bench trials, parties must submit exhibits through the [Electronic Evidence Portal](#).

Pretrial Checklist (Please follow all statutes, Rules of Court, and local rules.)

- **As soon as possible**
 - ☐ Agree with opposing counsel to an exhibit numbering system
 - ☐ Arrange for [court reporter](#), if desired.
- **14 or more days before trial** (Local Rule 317-A)
 - ☐ Conduct an issue conference – talk to each other.
 - ☐ Exchange all exhibits. Make sure each page is numbered.
 - ☐ Exchange all motions in limine. Discuss resolving them informally.
 - ☐ Prepare joint trial documents: “Joint” means ***all*** sides agree. Each side does not get to make their own. Witness lists must have time commitments.
- **By 12 pm on the Wednesday before trial** (Local Rule 317-B)
 - ☐ E-file all joint trial documents and motions in limine.
 - ☐ Deliver a Joint Trial Notebook to Dept. C24. It must contain 12 things.
- **At Monday trial call**
 - ☐ Lead trial counsel must appear, in person or remotely.
 - ☐ Deliver the Motion in Limine binder to Dept. C24 (Local Rule 317-C)
 - ☐ Deliver the original, tagged exhibits to Dept. C24 (Local Rule 317-C)
 - ☐ Deliver all deposition transcripts to Dept. C24 and e-file a notice of lodging
 - ☐ Be prepared to schedule all witnesses and resolve all evidentiary issues.

For complex issues, the court may set a pretrial conference.

Exhibit Notebooks

- Number ***every page*** of every exhibit. Attach a numbered exhibit tag to the front of each original exhibit. Notebooks should be 3” thick or less. (Local Rule 317-C.)

Motions in Limine

- Each side is limited to 5 motions in limine, each not exceeding 5 pages. Anything above these limits requires leave of court.
- **Meet and confer before** filing any motion in limine. Motions to exclude “any evidence” are often improper. Motions should identify the **exhibit number** or **specific words** of testimony to be excluded. (*Kelly v. New West Federal Savings* (1996) 49 Cal.App.4th 659, 670-671.) Reach stipulations on matters of professional courtesy.
- Coordinate motion numbering with opposing counsel. There should be only **one** Motion #1, **one** Motion #2, etc.

Jury Selection and Instructions

- The court uses a 6-pack method to select jurors. The court suggests the following: For trials 6 days or fewer, 2 alternates; 7 to 20 days, 3 alternates; 20+ days, four alternates.
- Jury instructions are due up front. (Code Civ. Proc., § 607a.) CACI instructions “are the official instructions for use in the state of California.” (Cal. Rules of Court, rule 2.1050(a).) Be prepared to supply a Word version.
- Exercise professional judgment before proposing special instructions. If you cannot agree to all instructions, file three sets of instructions: (1) agreed-upon, (2) plaintiff’s proposed, and (3) defendant’s proposed.

Special Verdict Form

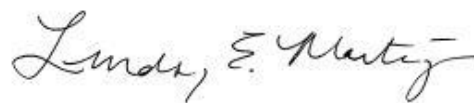
- The court has discretion to give a general verdict form if the parties cannot agree on a special verdict form. Proposals shall be legally correct and logical.
- Be prepared to supply a Word version. If there is no joint special verdict form, file a general verdict form. (CACI No. VF-5000, 5001.)

Courtroom Expectations

- Be nice, show respect, give professional courtesy.
- Avoid surprising the court. Raise issues as soon as possible.
- Sidebars are rarely granted. Raise issues before trial or wait until a break.
- Have witnesses available for the full day, to testify for all purposes one time.
- Time estimates will be strictly enforced.
- Prepare junior attorneys to examine a witness or argue a motion.

For good cause, it is so ordered.

August 5, 2026



Hon. Lindsey E. Martínez
Orange County Superior Court