Superior Court of California
County of Orange County

DEPARTMENT POLICIES & PROCEDURES

HON. SHEILA O. RECIO
Dept. W8
(Revised 9/21/2023)

West Justice Center
8141 13th Street
Westminster, CA 92683

Clerk: Shannon Castillo
657-622-5908

CALENDERS:	**Trial Call**	M (8:45 am)
	Trial Days	T-W-Th (9:00 am – 4:15 pm)
	OSC/Review/Default/Debtor Exams	M (9:00 am)
	CMCs/Status Conferences	M (10:00 am)
	Small Claims Appeals	M (1:30 pm)
	Ex Partes	M-T-W-Th (1:30 pm)
	MSCs	F (9:00 am)
	Law & Motion	F (9:30 am)

CIVIL COURT REPORTERS: Department W8 does not provide the services of an official court reporter. For rules and procedures for court reporters obtained by the parties, please see the court's website at http://www.occourts.org/directory/cris/availability.html.

EVIDENTIARY PROCEEDINGS:

- **IN PERSON:** See Section 367.75 of the Code of Civil Procedure (Remote technology; in person requirements) and Orange County Local Rule 375 (Remote and In-Person Proceedings for Civil). Evidentiary proceedings (such as trials, judgment debtor examinations, or other hearings where oral testimony will be taken) will be in-person absent a prior court order.

NON-EVIDENTIARY PROCEEDINGS:

- **Trial Call:** On the first date set for trial, the court will hold a trial call at 8:45 am in Dept. W8 via the court's online check-in process available through the court's website https://www.occourts.org/general-information/covid-19-response/civil-covid-19-response/civil-remote-hearings. All counsel and self-represented parties appearing for such hearings **must check-in online at least 5 minutes before** the 8:45 a.m. hearing.

- Counsel/self-represented parties should be prepared to announce whether they are ready for trial and whether they would like to proceed with a jury trial (if jury fees have been posted pursuant to Code of Civil Procedure section 631) or court trial.

- **REMOTE:** Department W8 conducts most non-evidentiary proceedings (including for law & motion, case management conferences, status conferences, and *ex partes*) via Zoom through the court's online check-in process available through the court's website at https://www.occourts.org/general-information/covid-19-response/civil-covid-19-response/civil-remote-hearings. All counsel and self-represented parties appearing for such hearings (except for *ex parte* proceedings) **must check-in online at least 5 minutes before** the scheduled hearing.

  The court encourages the parties and attorneys to take advantage of remote appearances for non-evidentiary hearings to reduce travel time, parking costs, and potential hearing delays. However, keep in mind that potential technological or audibility issues could arise when using remote technology, which may require a delay of or halt the proceedings. To help avoid such, please log in and test your equipment in advance of the hearing. Also, if technological or audibility issues arise during the proceeding, please call **(657) 622-5908**.

  All remote video participants shall comply with the the court's "Guidelines for Remote appearances", found at https://www.occourts.org/system/files/guidelinesforremoteproceedings.pdf
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- **IN-PERSON:** Parties preferring to appear in-person for a non-evidentiary hearing may do so pursuant to Section 367.75 of the Code of Civil Procedure and Orange County Local Rule 375.

- ***EX PARTES –***

  - Comply with all requirements for *ex partes*, including "an affirmative factual showing in a declaration containing competent testimony based on personal knowledge of irreparable harm, immediate danger, or any other statutory basis for granting relief *ex parte*." (Cal. Rules of Court, rule 3.1202(c).)

  - A reservation must be made with the courtroom (Department W8, 657-622-5908) by noon the court day before the hearing. File the application by 1:30 pm the court day before the hearing.

- Any Opposition should be in writing and e-filed unless you are self-represented. (Orange County Local Rule 352.) File the opposition as soon as you can. The court may decide the *ex parte* on the papers. (Code Civ. Proc., § 166(a)(1).)

- *Ex parte* applications circumvent the usual notice requirements that are designed to ensure fairness. As such, *ex partes* are highly disfavored and granted only if absolutely necessary.

- Before applying *ex parte* to advance a motion hearing date, file your motion first.

- **LAW & MOTION –** Tentative Rulings and information regarding Motions are available on the court's website at https://www.occourts.org/online-services/tentative-rulings/civil-tentative-rulings.

- **SIGNATURES** – Stipulations, pleadings, declarations, and other documents must be signed before submission to the court. Failure to comply will result in the document being rejected.

PUBLIC ACCESS: The courtroom remains open for all evidentiary and non-evidentiary proceedings.

No filming, broadcasting, photography, or electronic recording is permitted of the video session pursuant to California Rules of Court, rule 1.150 and Orange County Superior Court Rule 180.