

**SUPERIOR COURT OF CALIFORNIA COUNTY OF ORANGE
DEPARTMENT C24
JUDGE STEPHANIE GEORGE**

**COURT CLERK Elizabeth Perreault
COURT ATTENDANT Frances Camandang
(657) 622-5224**

[The Superior Court of California - County of Orange \(occourts.org\)](http://occourts.org)

Welcome to the Department C24 – General Civil Calendar. In order to facilitate the progress of your case and assure its timely disposition, the Court has set forth the following rules and procedures.

I. GENERAL CALENDAR

- A. **Ex Parte Applications**— heard Monday, Tuesday, and Thursday at 1:30 p.m.

Ex Parte matters need to be reserved with the Department by noon and filed by 3:00 p.m. the day prior. The Court will decide the matter in chambers on the application/opposition papers, unless the Court invites oral argument or other discussion. Attorneys should heed California Rules of Court, rules 3.1200-3.1207. Ex Parte Application must be for legitimate emergencies. Ex Parte Policies and Procedures are posted on the court website.

- B. **Law and Motion** – heard on Wednesday at 1:30 p.m.

Motion dates are reserved on the court website. All motions must be filed within 24 hours of the reservation **except for Motions for Summary Judgment**. Counsel should not wait until the last date to file since hearing dates might not be available.

The Court does not issue tentative rulings on all motions. Issued tentative rulings are available on the court's website by calling the clerk at 657-622-5224 no earlier than 3:00 p.m. the day before the hearing. If you submit to the tentative ruling please advise the clerk and/or court attendant by calling the courtroom.

- C. **MSCs** – Friday at 8:30 a.m. Unless all parties stipulate that the trial judge is to hold the MSC prior to the date, the MSC will be held by a temporary judge. Please review and comply with Local Rule 316 which will be strictly enforced. The parties necessary to effectuate settlement are required to appear.
- D. **Trial Call** - Friday at 9:30 a.m.
- E. **Trials** - Monday, Tuesday, and Thursday TBD based on the Court's calendar. Jurors may deliberate on Fridays.
- F. **Case Management Conferences** –Friday at 9:30 a.m.

Case Management conferences may not be continued by telephone or by stipulation unless Court approval is given. Appearances by trial counsel and self-represented (pro per) litigants are required to facilitate a meaningful conference. Failure to appear and/or file a CMC Statement may result in sanctions.

- G. **Default Prove Up Hearings** – Friday at 1:30 p.m.

II. **TRIAL PROCEDURES**

- A. **FILING OF TRIAL DOCUMENTS:** A Statement of Compliance shall be filed by 12:00 p.m. the Thursday before trial. **Exhibit binders, transcripts, and/or other documents are not to be delivered to the courtroom until notified by court staff.**
- B. **IN LIMINE MOTIONS:** Avoid general motions asking the Court to preclude mention of insurance or settlement offers, expert opinions not stated in the deposition, hearsay, and/or other obviously inadmissible evidence. Counsel and self-represented (pro per) litigants are to meet and confer to resolve as many of these motions as possible before addressing them with the Court. Motions in limine must be numbered on the face page of the motion. **Cases having more than five in limine motions and other pretrial motions shall include a joint index setting forth the moving/adjoining party, the title of the motion and corresponding ROA number, the opposing party's objection and corresponding ROA number, and a place for the Court to rule.**

- C. **VOIR DIRE:** The Court uses a six-pack method (18 prospective jurors) of jury selection to select 12 jurors. Alternates, if any, will be selected after the jury is impaneled.

EXHIBITS: The Court prefers its exhibits to be provided on a USB flash drive rather than in binders. Exhibits for the court should be delivered on a flash drive in the designated file format and naming convention. If possible, the exhibits should be delivered on a "PNY Pro Elite" Flash Drive for Personal Computers. Exhibits and case material for the Court should be numbered 1.pdf, 2.pdf, 100.pdf, 101.pdf, etc., and provided in the following file format:

- PDF – Documents
- MP4 – Video
- MP3 – Audio

The Court requires **joint exhibits**. One complete set of exhibits shall be delivered **upon request** for Court use ("Court USB" or "Court Binders"). A second complete set of exhibits shall be delivered **upon request** for in-court witnesses ("Witness Binders"). Hard-copy exhibits should be placed in 2 ½" three-ringed binders with tabbed dividers bearing the corresponding exhibit number. The parties shall fill out and staple a green exhibit tag (first page-top right) to each exhibit in the Witness Binder **only**

- D. **JURY INSTRUCTIONS AND VERDICT FORMS:** Jury instructions and proposed verdict forms shall be filed **and** a copy delivered to the clerk no later than the morning of the first day of trial. The Court generally discourages special instructions and generally favors the exclusive use of CACI. Be sure to give careful attention to special verdict forms. **The verdict form must not contain Doe defendants and/or the identity/address of an attorney.**

- E. **DEPOSITION TRANSCRIPTS:** **Certified, bound** deposition transcripts must lodged with Court.

Revised 5/1/23