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SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF ORANGE - WEST JUSTICE CENTER

TO TO ALL PARTIES SET FOR
JURY TRIAL

**STANDING TRIAL ORDER AND TRIAL
PROCEDURES FOR JURY TRIAL**

HON. SHEILA O. RECIO
Dept. W8

EACH PARTY AND TO THE ATTORNEY(S) OF RECORD FOR EACH PARTY:

Each party and their attorney(s) are ordered to familiarize themselves with all aspects of this Standing Trial Order and Trial Procedures for Jury Trial.

I. ISSUE CONFERENCE

Consistent with Orange County Local Rule 317 (hereinafter "Rule 317"), the parties shall meet and confer on all matters listed in Subdivision (A) of Rule 317 at least 14 calendar days before the date set for trial. Plaintiff must arrange the Issue Conference at a mutually agreeable time and location.

Failure to conduct the Issue Conference, submit a Joint Trial Notebook (described below), or comply with any other provision of this Standing Trial Order may result in

1 sanctions pursuant to Orange County Local Rule 381.

2
3 **II. JOINT TRIAL NOTEBOOK**

4 On the date set for trial (and not the Wednesday before trial), the parties shall bring
5 with them a tabbed three-ring Joint Trial Notebook that contains all of the items listed in
6 Subdivision (B) of Rule 317.

7 **Re Jury Instructions and Special Verdict Forms:** If counsel are unable to agree
8 on particular jury instructions or language contained in special verdict forms, the parties
9 should provide to the court the following three categories of documents: (1) instructions that
10 are jointly agreed to; (2) instructions/special verdict forms requested by plaintiff(s) and
11 objected to by defendant(s); and (3) instructions/special verdict form requested by
12 defendant(s) and objected to by plaintiff(s).

13 In the court's experience, the CACI instructions prepared by the Judicial Council of
14 California are often sufficient, if not excellent and appropriate.

15 **Re Motions in Limine:** Each motion in limine must be followed by the applicable
16 opposition and reply, if any.

17
18 **III. EXHIBIT NOTEBOOKS**

19 On the date set for trial, the parties must also bring with them two complete sets of
20 the Joint Exhibit Notebooks, not to exceed 3" each. One set will be for the witness, must be
21 pre-marked with Court Exhibit tags, and must be accurately identified on the Joint Exhibit
22 List. The appropriate exhibit tag may be downloaded from the court's website at
23 <https://www.occourts.org/forms/local/l529.pdf>. A copy is also attached hereto. The other
24 set will be for the Court.

1 **IV. DEPOSITION TRANSCRIPTS**

2 The parties shall meet and confer and bring to court on the date set for trial any
3 certified copies of any deposition transcripts that will be used during the trial.

4
5 **V. WITNESSES AND SCHEDULING**

6 Parties are expected to have their witnesses available to testify. If a party runs out of
7 witnesses, the party rests. If there are unique circumstances that warrant calling witnesses
8 out of order or accommodations for scheduling, the parties should promptly bring those
9 issues to the court.

10 **Interpreters:** If a witness or a party needs an interpreter, the parties should raise
11 those issues with the court before the commencement of the trial.

12
13 **VI. JURY FEES AND COURT REPORTERS**

14 Jury fees are to be paid and posted every day that the court is in trial.

15 Absent a court order, the court does not provide a court reporter for trial. If a party or
16 the parties desire to have an official court reporter, the party or parties must arrange for a
17 court reporter to be available. For jury trials, the same court reporter should be utilized
18 throughout the trial to avoid having the jury wait for any requested readback.

19 The parties should be prepared to discuss whether they are willing to waive a court
20 reporter for voir dire, for sidebar conferences, and for reading of jury instructions. It is the
21 practice of the court to memorialize all sidebar conferences as soon as practical on the
22 record.

23
24 **VII. MULTIPLE COUNSEL**

25 In the absence of permission by the court, only one attorney for a party may perform
26 any one of the following functions – select a jury, deliver an opening statement, deliver a
27 final argument, examine any particular witness, cross examine any particular witness, or
28

1 argue an issue.


2 Upon the request of a party, the court may, in its discretion, allow more than one
3 attorney per party to perform one or more of those trial functions. In making the request,
4 counsel may present the issue of providing an opportunity for a less experienced attorney to
5 perform any of those functions.

6
7 **VIII. COVID-19 PROTOCOLS**

8 The parties should check with the court's website for the latest guidance and
9 requirements about appearing in-person. Persons not feeling well, or exhibiting flu-like
10 symptoms should not enter the courthouse.

11
12 IT IS SO ORDERED.

13
14 Dated: 2/26/2023

15 
16 HON. SHEILA O. RECIO
17 Judge of the Superior Court

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| EXHIBIT NO. | | |
| <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 | | |
| Case No. | | |
| VS. | | |
| David H. Yamasaki, Clerk of the Court | | |
| By _____, Deputy | | |
| NOTE: THIS ITEM IS A PERMANENT COURT RECORD. DO NOT REMOVE FROM THE COURTROOM. | | |
| If found please contact: Superior Court of California, County of Orange (657) 622-7809 | | |

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