

DEPT. S24 COURTROOM RULES/PROCEDURES

EX PARTE APPLICATIONS

All ex-parte applications must be reserved directly with the department prior to any filing. (909)708-8718. Ex partes are set Monday through Friday at 9:00 a.m.

Self-represented litigants may use e-file or file the pleadings directly in the courtroom. Attorneys must use e-file only. No courtesy copies are allowed. The pleadings must be received in the courtroom or time stamped (if using e-file) before 11:45 a.m. the day prior to your hearing. If the documents are not received in the courtroom or e-filed before the cut-off time, the hearing will not be set, and the reservation will be canceled. You are welcome to file early.

The Court shall review and rule on the ex-parte in chambers. No appearances are required for an ex-parte in this department. Parties can check the court docket for the court's ruling at the end of the day. Movant is required to give notice to all parties of the court's ruling.

INITIAL TRIAL SETTING CONFERENCE

Except for collection and or landlord tenant cases, initial trial setting conferences are not called on the record and no appearance is required. A minute order will be prepared with the next hearing date and notice will be mailed to all parties or attorneys with an address on file.

COURT CALL

S24 does not accept CourtCall appearances. All telephonic appearances must be made through Zoom. Refer Remote Proceeding tab and Zoom Rules for S24 for further instruction.

VIRTUAL APPEARANCES

Virtual appearance for trial or evidentiary hearings requires prior Court approval. Virtual appearances are allowed for all other hearings without prior Court approval.

Please use [local form No.13-20100-360](#) when submitting a request to appear virtually.