

1 Superior Court of the State of California
2 County of San Bernardino
247 W. Third St

3
4 SUPERIOR COURT OF THE STATE OF CALIFORNIA

5 COUNTY OF SAN BERNARDINO

6 TO ALL PARTIES
7 FOR
NON-JURY TRIAL

STANDING TRIAL ORDER AND
TRIAL PROCEDURES FOR
NON-JURY TRIAL

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

9 All parties are ordered to familiarize themselves with all aspects of the Standing
10 Trial Order and Trial Procedures for Non-Jury Trial. If one party is not present when the order is
11 distributed, the party receiving the order shall give notice of this order and provide a copy.

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13 **I. JOINT TRIAL BINDER**

14 Parties must meet and confer on all pre-trial matters at least 10 court days prior to the Trial
15 Readiness Conference (TRC). On the date of the TRC, parties are to bring a three-ring
16 binder with Joint documents that contain the following (if applicable) in the order listed
17 below:

18 **1. Table of Contents**

19 **2. Trial Brief**

20 **3. Printed Copies** of the current operative pleadings (including complaint; answer;
21 cross-complaint; if any, an answer to the cross complaint.)

22 **4. Joint Exhibit List** Provide the clerk with a valid email address; the clerk will then
23 email parties an excel sheet to be completed by Counsel listing the joint exhibits. The
24 list is to be emailed back to the clerk by day one of trial.

25 **5. Joint Witness List** listing the name, brief description, and the time estimate for each
26 witness. Two (2) courtesy copies of the Joint Witness List shall be provided to the
27 Clerk.
28

STANDING TRIAL ORDER AND TRIAL PROCEDURES FOR NON-JURY TRIAL

7. Motions in Limine and Oppositions in order

II. JOINT EXHIBIT BINDER

III. TRANSCRIPT BINDER

IV. WITNESSES AND SCHEDULING

V. INTERPRETERS

VI. COURT REPORTERS

IT IS SO ORDERED.

Dated this 20th day of January, 2026

Kevin Lee
Judge of the Superior Court