

1 Superior Court of the State of California
2 County of San Bernardino
3 Department S31
4 247 W. Third Street
5 San Bernardino, CA 92415-0210
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8 SUPERIOR COURT OF THE STATE OF CALIFORNIA
9 COUNTY OF SAN BERNARDINO

10
11 TO ALL PARTIES SET FOR NON-JURY
12 TRIAL
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**STANDING TRIAL ORDER AND TRIAL
PROCEDURES FOR NON-JURY TRIAL**

(Effective May 13, 2024)

Hon. Stephanie Thornton-Harris
DEPARTMENT S-31

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

18 All parties are ordered to familiarize themselves with all aspects of this Standing Trial
19 Order and Trial Procedures for Non-Jury Trial. If one party is not present when this order is
20 distributed, the party receiving the order shall give notice of this order to all parties and provide
21 a copy of such.
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23 **I. JOINT TRIAL BINDER**

24 The parties must meet and confer on all pre-trial matters at least 10 calendar days
25 before the Trial Readiness Conference ("TRC"). On the date of the TRC, the parties shall bring
26 with them, a three-ring Joint Trial Binder that contains the following, if applicable:

- 27 **1. Table of Contents**
28 **2. Printed copies of the current operative pleadings** (including the operative
complaint; answer; cross-complaint. if any; and answer to cross-complaint);

- 1 **3. Joint Witness List** listing the name, brief description, and time estimate for each
2 witness. Two (2) courtesy copies of the Joint Witness List shall be provided to the clerk.
- 3 **4. Joint List of Controverted Issues.**
- 4 **5. Stipulations.**
- 5 **6. Joint Exhibit List.** Two (2) courtesy copies of the Joint Exhibit List shall be proved to
6 the clerk.
- 7 **7. Trial Briefs.**
- 8 **8. Motions in Limine** and oppositions, in order (motion followed by opposition, and reply
9 brief, if any). Counsel shall meet and confer in good faith before filing and serving the
10 Motions in Limine. Counsel shall comply with Local Rule 415 and the parties are
11 expected to read and become familiar with *Amtower v. Photon Dynamics Inc.* (2008 158
12 Cal.App4th 1582, *Kelly v. New West Financial Services* (1996) 49 Cal.App4th 659, and
13 *R&B Auto Center Inc. v Farmers Group Inc.* (2006 140 Cal.App 4th 327.

14 **II. JOINT EXHIBIT BOOK**

15 The parties shall meet, confer, and bring to Court on the first day of trial, two
16 complete copies of the Joint Exhibit Binder. One set, the original, shall be for the
17 witness. One copy shall be for the Court.

18 Each Exhibit shall be marked with a discrete number, and shall be correctly identified.

19 The parties must also provide copies of any deposition transcripts that will be used
20 during the trial.

21 **III. WITNESSES AND SCHEDULING**

22 Parties are expected to have their witnesses available to testify. If there are unique
23 circumstances that warrant calling witnesses out of order or accommodations for
24 scheduling, the parties should promptly bring those issues to the Court.

25 **IV. INTERPETERS**

26 If a witness or a party needs an interpreter, the parties are responsible for providing
27 their own interpreter.
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IV. COURT REPORTERS

Parties are to provide their own court reporter for the duration of trial, including the time period for jury deliberations.

IT IS SO ORDERED.

Dated: _____



Stephanie Thornton-Harris
Judge of the Superior Court