

**REQUIREMENTS FOR TRIAL  
DEPARTMENT S32**

**Settlement Conferences:** Parties with authority to settle must appear. Briefs should be filed in the Department at least 5 days before SC. [CRC 3.1380 & SBC Local Rule 610-617.]

**AT TIME OF READINESS CALENDAR**

Documents to be filed in the Department [CRC 3.1548 & SBC LR 411]:

**ALL OF THE ITEMS BELOW ARE TO BE SUBMITTED AT THE READINESS CALENDAR, NOT BEFORE.**

1. **Motions in Limine**, in writing, if any, having been served on opposing party 8 days before. [See *Kelly v. New West Federal Savings* (1996) 49 CA4th 659; SBC LR 415.]  
Also any oppositions.

**PLEASE DO NOT INCLUDE ORDERS TO BE SIGNED.**

2. **JOINT Witness List (Jury and Court Trials)**
3. **JOINT Exhibit List and Exhibits (Jury and Court Trials)**  
**NO SEPARATE LISTS/EXHIBITS FROM PLAINTIFF AND DEFENDANT**  
With stipulations, if any, re authenticity and/or foundation.  
Two binders for marked exhibits (One for the witness, one for the court)  
The court will prepare the actual exhibit labels.  
**TRANSCRIPTS** are not exhibits nor are they lodged. If used in trial one copy of transcript needed for the judge which will be returned.
4. **Proposed CACI Jury Instructions (Jury trials)**
  - (a) A face page listing all requested instructions;
  - (b) Attach prepared instructions without heading or any indication as to which party/attorney is requesting the instruction and with any cited authority on a separate page.
5. **JOINT Statement of the Case (Jury Trials)**
6. **Proposed Special Verdict form (if you are requesting one) (Jury Trials)**
7. **Proposed Voir Dire Questions and/or questionnaire, if any (Jury Trials)**
8. **Statement of Stipulated Facts, if any. (Jury Trials)**
9. **Trial Brief. (Jury and Court Trials)**

**NO DOCUMENTS SUBMITTED BEFORE THE READINESS HEARING.**

All of the above listed items are **MANDATORY**, except for the trial brief.

[See attached sua sponte rulings.]

**SUA SPONTE RULINGS OF THE COURT FOR TRIAL  
DEPARTMENT S32**

1. No witness may be called unless notice has been given to all parties of the date when the witness is expected to testify, except with court permission in exceptional circumstances. Such notice shall be given no later than at the end of the court day proceeding the court day before the witness is to testify.
2. All witnesses will be excluded from the courtroom, unless otherwise ordered, except parties and corporate representatives, etc.
3. Evidence of or reference to settlement negotiations, mediation, and materials related thereto which are privileged under the Evidence Code shall not be allowed.
4. Evidence of or reference to insurance, or the fact that an attorney is employed by or has been compensated by an insurance company, shall not be allowed.
5. Evidence of or reference to other claims or actions against any party to the litigation shall not be allowed without permission of the court.
6. Evidence of or reference to the financial position or wealth, or lack thereof, of any party to the litigation, shall not be allowed without permission from the court.
7. Where parties expect a dispute regarding the admission of evidence they should advise the court at the earliest opportunity. If an issue arises at trial regarding evidence not produced in discovery, each party must be prepared to share with the court the actual discovery record.