

SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE

TRIAL RULES

Department PS1

(Effective April 1, 2015)

Trial counsel shall comply with the following requirements:

1. **Jury and Court Reporter Fees**- Non-refundable Jury Fees of \$150.00 are to be deposited at least (25) days prior to trial or jury is waived. CCP § 631(d)(5). At commencement of trial, and each day of trial thereafter, counsel are directed to pay their share of the daily jury fees and court reporter fees directly to the clerk's office and provide a copy of the receipt to the courtroom assistant.

2. **Motions in Limine**- Motions in limine shall be filed and served so opposing counsel receives them on or before 4:00 p.m. two (2) weeks prior to the date of trial. A courtesy copy shall be delivered to Dept. PS1 no later than one (1) week prior to trial. All motions shall be numbered consecutively and contain a separate proposed order.

Opposition to Motions in limine shall be filed and served so opposing counsel receives them on or before 4:00 p.m. one (1) week prior to the date of trial. A courtesy copy shall be delivered to Dept. PS1 no later than one (1) week prior to trial.

3. **Meet and Confer Declaration**- No later than one (1) week prior to trial, the parties shall meet and confer regarding a proposed joint statement of the case, joint witness list, joint exhibit list and joint list of proposed jury instructions. The parties shall prepare and exchange a neutral non-argumentative joint statement of the case suitable for reading to the venire panel, a joint witness list which includes the name, place of residence and occupation of each witness, a joint exhibit list, a proposed list of jury instructions, and proposed verdict forms.

On or before 4:00 p.m. the 4th calendar day before trial, lead trial counsel for each party shall file and serve a declaration confirming that items 2 and 3 above have been completed in good faith. The declaration shall set forth a concise statement of all agreed upon issues as well as a concise statement of any unresolved issues.

On or before 4:00 p.m. the 4th calendar day before trial, lead trial counsel shall email to the courtroom assistant the proposed joint statement of the case and proposed verdict forms in Word Format so as to allow the court to modify the documents.

4. **Exhibits**- Plaintiff shall number exhibits plaintiff intends to offer starting with 1. The parties shall designate a number range for plaintiff's exhibits, then assign a separate number range for each other party so that there will be a sufficient range of numbers available to each party, so that each exhibit receives only one number.

On the first day of trial, each party shall bring to the trial department a sufficient number of sets of exhibits it intends to offer so that the court, the courtroom assistant, witness, and all counsel will have a copy. Every page of exhibits is to be Bate stamped. Exhibits are to be on 8½ x 11 in. paper and shall be placed in 3-ring binders. Exhibit sets shall be numbered consecutively using the numbers designated as required in paragraph 4 above. Dept. PS1 has an ELMO projector for counsel's use to present photos, charts, and other exhibits. The ELMO system allows for connection to a laptop computer.

5. **Jury Instructions**- On the first day of trial, Jury instructions shall be submitted to the trial department with a disposition table and separated into the following two groups:
 - Agreed instructions; and
 - Disputed instructions
6. **Court Trial Hours**- Court expects to hear trials Monday through Thursday from 10:00 a.m. to noon and from 1:30 p.m. to 4:20 p.m.
7. **Ex Parte Hearings**- Ex Parte applications will be heard Monday through Friday at 8:30 a.m. The Court may exercise its discretion to deny or grant an ex parte application without a hearing.