

CASE NAME:  DATE(S) OF TRIAL:  TIME ESTIMATE:	FOR COURT USE ONLY    <hr/> CASE NUMBER:
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**TRIAL RULES AND PROCEDURES**

**INITIALS**

1. A Trial Readiness Conference may be set by the court prior to the trial. All persons with full authority to settle the case must personally attend unless excused by the court for good cause. \_\_\_\_\_
  
2. No later than 10 days before the Trial Readiness Conference, or 10 days before trial (if no Trial Readiness Conference is set), all attorneys and self-represented parties shall prepare and file a written stipulation including:
  - (a) Undisputed facts;
  - (b) Disputed facts, including each party’s proposed finding on each disputed fact;
  - (c) Undisputed issues;
  - (d) Disputed issues, including each party’s proposed order on each disputed issue;
  - (e) Exhibits that can be admitted without foundation;
  - (f) Exhibits requiring further foundation, including a description of the exhibit and identifying the proffering party (not including impeachment exhibits);
  - (g) Time estimate for trial; and
  - (h) List of witnesses each party intends to call, a short description of anticipated testimony, and time estimates for direct and cross examination (not including impeachment witnesses).
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3. At least 10 days before the trial, the parties shall update and serve on each other the following documents:
  - (a) Current income and expense declaration, including all required attachments (pay stubs/profit and loss);
  - (b) Two most recent tax returns, including personal and corporate returns, if applicable, including all attachments and schedules, W–2 forms, and 1099 forms;
  - (c) Most recent financial statements, showing current balances of any assets and debts that the parties will request the court to make findings or orders on;
  - (d) Financial statements showing balances of assets and debts at date of separation that the parties will request the court to make findings and orders on;
  - (e) Supporting documents for any credits or reimbursements sought;
  - (f) Documents showing fair market values of property;
  - (g) Any documents related to imputation of income, including:
    - i. job listings
    - ii. job search efforts
    - iii. vocational evaluations; and
  - (h) A Proposed Judgment with a good faith settlement of all issues in the case.

The parties must provide the documents listed in #3 to the court upon request.

PETITIONER:	CASE NUMBER:
RESPONDENT:	

4. Unless otherwise ordered by the court, all exhibits shall be pre-marked and exchanged 10 days before the day of trial. The court will only accept pre-marked exhibits in court on the day of trial. Petitioner's exhibits shall be marked with numbers (1, 2, 3, etc.) and the Respondent's exhibits marked with letters (A, B, C, etc.). \_\_\_\_\_
5. Reporter fees for the entire trial shall be paid 10 days prior to the first day of trial.
  - Fee for half day (four hours or less) is \$189.00 due from each party for a total of \$378.00.
  - Fee for a full day (four hours or more) is \$378.00 due from each party for a total of \$756.00.
 If you are unable to pay court reporter fees, you should apply for a Fee Waiver no later than 10 days prior to the first day of trial. If you have not requested a fee waiver previously, use Judicial Council forms FW-001 & FW-003. \_\_\_\_\_
6. Trial counsel, parties, and persons with full authority to settle the case must personally attend the Trial Readiness Conference and trial, unless excused by the court for good cause. \_\_\_\_\_
7. In accordance with Local Rule 5125, requests for continuances will be in writing and granted only for good cause shown. \_\_\_\_\_
8. Violation of and/or failure to comply with these rules may result in sanctions pursuant to Local Rule 5100, CCP § 575.2 and Cal. Rules of Court, rule 5.14. \_\_\_\_\_
9. This document incorporates by reference the minutes of the court of the date this matter is set for trial and serves as notice of trial pursuant to CCP § 594 (a) and (b). \_\_\_\_\_

**THESE RULES AND PROCEDURES ARE THE ORDER OF THE COURT EXCEPT AS MODIFIED BY THE COURT ON THE RECORD.**

We have read and will comply with the above rules and procedures:

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Petitioner: \_\_\_\_\_ Attorney for Petitioner: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Respondent: \_\_\_\_\_ Attorney for Respondent: \_\_\_\_\_

**IT IS SO ORDERED:**

Date: \_\_\_\_\_ \_\_\_\_\_  
(JUDICIAL OFFICER)