

## **INFORMAL DISCOVERY CONFERENCES AND SETTLEMENT CONFERENCES IN UNLIMITED CIVIL DEPARTMENTS**

1. The Court may order the parties to conduct an informal discovery conference (IDC) or a mandatory settlement conference (MSC). Alternatively, if all parties involved in a discovery dispute believe that an IDC would be helpful in attempting to resolve that dispute, or if all parties in the action believe that a voluntary settlement conference (VSC) would be helpful in attempting to reach a settlement, counsel may request such a conference. (For purposes of this procedure, “counsel” includes any self-represented party.)
  
2. Until further notice, any IDC, MSC, or VSC shall be conducted by conference call, and any request for either an IDC or VSC shall be made by email. To request either an IDC or a VSC, counsel may send an email to the department to which the case is assigned with a copy to all counsel in the action. For these purposes only, the email addresses for the unlimited civil departments are:

Dept1@riverside.courts.ca.gov

Dept2@riverside.courts.ca.gov

Dept3@riverside.courts.ca.gov

Dept4@riverside.courts.ca.gov

Dept5@riverside.courts.ca.gov

Dept6@riverside.courts.ca.gov

Dept7@riverside.courts.ca.gov

Dept10@riverside.courts.ca.gov

DeptPS1@riverside.courts.ca.gov

DeptPS2@riverside.courts.ca.gov

DeptS302@riverside.courts.ca.gov

DeptS303@riverside.courts.ca.gov

Dept260@riverside.courts.ca.gov

3. Any request for an IDC shall list at least three different dates and times at which counsel for all parties to the discovery dispute have agreed to be available for a telephonic conference with the Court. The proposed dates may be Monday through Friday and should be no more than four weeks away from the date of the request. The proposed times should be between 1:00 P.M. and 3:00 P.M.

4. Any request for a VSC shall include:
  - a. A list of at least three dates and times at which all counsel, parties, party representatives, and any necessary insurance professionals have agreed to conduct a settlement conference with the Court. The proposed dates may be Monday through Friday and should be no more than four weeks away from the date of the request. The proposed times should be between 1:00 P.M. and 3:00 P.M.; and
  - b. Local Form RI-CI028 (Stipulation to Allow Trial Judge to Conduct Settlement Conference), available on the Court's website at [www.riverside.courts.ca.gov/FormsFiling/LocalForms/ri-ci028.pdf](http://www.riverside.courts.ca.gov/FormsFiling/LocalForms/ri-ci028.pdf), executed by counsel and the parties.
  
5. Ex Parte Communications:
  - a. Until the IDC, MSC, or VSC begins, all communication with the Court must be conducted by email and must be copied to counsel for all parties in the action.
  - b. The messages sent to the Court must be limited to information related to the request. The Court will consider the discussion of any other topics or the attachment of any other documents to be an attempt at an improper ex parte communication.