

Department F501 Standing Orders
John W. Vineyard, Judge
(Effective February 5, 2024)

Orders for all Proceedings

- 1. Unless contrary orders are made in writing or on the record in open court, the following standing orders apply in all cases assigned or heard in Department F501. References to “counsel” include self-represented parties.**
- 2. Failure to comply with these orders, or the Statutes, Rules of Court or Local Rules referenced in these orders, may subject parties and/or counsel to sanctions, including, but not limited to sanctions pursuant to Local Rule 5100, CCP §§ 575.2 and 177.5 and Cal. Rules of Court, Rule 5.**
3. In any situation addressed in these standing orders, in which personal appearance is required, the party or counsel is required to appear, in person, not via remote appearance or telephone, in Department F501, unless excused for good cause prior to the proceeding. Requests to be excused from personal appearance **will not** be considered on the day of the proceeding.
4. All requests for continuances, whether stipulated or not, require a showing of good cause. The fact that the parties or counsel stipulate does not constitute good cause. Good cause is a finding by the Court based on facts presented, by stipulation or otherwise. The Court expects requests for continuances to include sufficient facts justifying the request such that the Court can determine if good cause exists. As an example, a statement the counsel “has a conflict” is not sufficient to establish good cause. The Court will need additional information, such as what the conflict is, when it was discovered and why the conflict is more important than the appearance in Department F501.
5. The Court expects all parties and counsel to conduct litigation in compliance with the Code of Civility adopted by the State Bar of California on July 17, 2009. Failure to do so may subject counsel to sanctions.
6. Riverside Local Rules require personal appearance (not remote or via telephone) by all counsel and parties at Mandatory Settlement Conferences, Trial Setting Conferences and Trial Readiness Conferences, unless excused in advance for good cause. Failure to appear in person as required will be considered a Failure to Appear and will result in an Order to Show Cause re Imposition of Sanctions.
7. Failure to comply with the requirements of Local Rules 5150 – 5153 concerning the requirements for Mandatory Settlement Conferences, Trial Setting Conferences, Trial Readiness Conferences and Trial will result in a continuance and an Order to Show Cause re Imposition of Sanctions.

8. When local rule, statute or these orders require a joint statement, joint witness list or joint exhibit list, the Court will not consider a “separate statement” or unilateral joint statement, unless it is accompanied by a declaration demonstrating reasonable, good faith, diligence in working with the opposing party to prepare the required joint pleading.
9. For any hearing scheduled to review a report pursuant to FC 3027(b), all parties must be personally present, unless excused, in advance, for good cause.
10. The Court expects counsel and parties to promptly and timely check in for the morning and afternoon calendars. Check-in for the morning calendar closes at 9:00 am. Parties or counsel not checked in by 9:00 am may be considered absent.
11. The Court will not accept a request for “second call” or a later appearance without good cause and the courtesy of communication with opposing counsel or opposing party. In this context, “communication” requires either a telephone conversation or a response to an email or text. Simply leaving a message for opposing counsel is not sufficient. A party requesting second call must check in by 9:00 A.M. and request second call at check-in.
12. All electronic devices, including but not limited to laptop computers, tablets and cellphones, whether powered on or not, must be removed from the courtroom during all breaks in the proceedings, or at any time that Court is not in session.
13. In response to an Order to Show Cause re imposition of Sanctions, the Court orders a declaration to be filed as described in Riverside Local Rule 3116.
14. Pursuant to General Administrative Order 2024-8 (Effective 1/29/2024), the Court no longer provides court reporters in the Riverside Family Law Departments. There are certain limited exceptions, and parties may arrange to provide their own Court Reporter *pro tem*. All rules and procedures regarding court reporters and *pro tems* will be strictly enforced, and parties are responsible for knowing and complying with those rules and procedures.
15. As a result of the unavailability of court reporters, all stipulations must be submitted to the court in writing.

Orders Related to Trial

16. The Court may set a Trial Readiness Conference at any time before trial. All parties, counsel and anyone whose presence is necessary to settle the matter is required to personally appear at the Trial Readiness Conference.
17. No later than 10 days before the Trial Readiness Conference or Trial Setting 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).

18. 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.

19. Requests to continue trial should be by noticed motion. Stipulations will only be considered if good cause is established in the stipulation. If exigent circumstances exist, requests can be made by ex parte application. All trial-related *ex parte* applications will be heard Monday through Friday at 8:30 am. No requests for trial continuances will be considered on the day of trial. Moving counsel must appear in person. All other counsel may appear remotely. No unilateral request for a trial continuance will be considered.

20. If Department F501 is engaged in trial on the date scheduled for trial to commence, there is more than one matter ready for trial in Department F501 on the day set for trial, or in any other circumstance such that Department F501 is not available for trial, the matter may (1) be assigned to another available trial department, (2) trail until either Department F501 or another trial department is available, or (3) be continued, at the Court's discretion.

21. Trial counsel, parties, and persons with full authority to settle the case must personally attend the Trial Setting Conference, Trial Readiness Conference and Trial, unless excused by the court for good cause.

22. Other than parties and retained expert witnesses, all witnesses are excluded from the courtroom until they are called to testify. No motion is necessary.
23. Counsel should schedule and have available more witnesses than they believe will be necessary each day of trial. Parties shall at all times have at least one witness, in addition to the witness testifying, in the courthouse and ready to testify. No recess or continuance will be granted for lack of an available witness absent proof of service of a subpoena or notice to appear.
24. Before leaving the courtroom at the end of each trial day, Counsel shall notify opposing counsel of the identity of all witnesses that will be called the following trial day, including the order in which they will be called.
25. Department F501 is a digital courtroom, equipped to allow the electronic presentation of evidence. Counsel are encouraged to present evidence electronically to the extent possible, and to meet and confer regarding the joint, electronic presentation of evidence.
26. Counsel must provide no fewer than three (3) sets of exhibits for trial (One each for the Court, Courtroom Assistant and Witnesses). Each exhibit shall be pre-marked and pre-labeled. Labels are available at counsel table on the day of the hearing. The exhibits shall be in binders with tabs identifying each exhibit. Unless otherwise ordered by the court, all exhibits shall be pre-marked and exchanged 10 days before 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.). On the day of trial, the Court will only accept exhibits that are properly pre-labeled and pre-marked.
27. When a rule or order calls for the filing an exhibit list, only the list shall be filed with the Court. The actual exhibits should be exchanged between the parties, and appropriate copies should be available at trial.
28. Counsel will use the ELMO to display exhibits during trial. Permission to approach a witness to show an exhibit will be granted sparingly.
29. The Court will not entertain speaking objections. All trial objections should simply state "objection: ground." The court will request further explanation if necessary.
30. These Standing Orders incorporate 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 PROCEDURES ARE ORDERS OF THE COURT EXCEPT
AS MODIFIED BY THE COURT ON THE RECORD**

IT IS SO ORDERED.

Honorable John W. Vineyard
Judge of the Riverside Superior Court