

LOCAL RULE 04 | SCHEDULING A CASE FOR TRIAL

To schedule a case for trial please follow the procedure set forth in Administrative Order [#2016-28-Civ](#). No unilateral trial settings are permitted. Any disputes regarding a trial date are to be set on the Court's uniform motion calendar. Please note that trials are to be scheduled using CMS.

The order of the trial docket will be determined at calendar call. **Attendance by the attorney of record at calendar call is mandatory. Parties must appear by Zoom. Calendar call commences at 9:00 A.M. on your scheduled date.** If your case settles prior to calendar call please call the office so that your attendance may be excused. No motions will be heard at calendar call. Failure to attend a calendar call may result in dismissal or other sanctions.

If your case is not selected as the first case for trial at the calendar call, it is very likely that your case will be placed in the Civil Trial Pool, where other judges with time available will be assigned your case for trial. Please see Administrative Order [#2008-41-Civ](#). Do not assume your case will not be reached. Your case may be called for trial during any day of the docket. Please do not call chambers to find out the status of your trial.

All parties must be available during the complete trial period. If a party is unavailable during a portion of the trial period, a notice of unavailability must be filed and motion for continuance must be set at least 7 days prior to calendar call.

If your case is not reached on the trial docket, the court will generally issue an order specifying a new trial docket. If you have not received such an order within 10 days of the end of the trial period, call the office to inquire when your case will be reset.

Please [click here](#) for instructions on evidence presentation in the courtroom. Please note: exhibits must be published electronically (PDF) through the courtroom AV system. Exhibits must be pre-marked with numbers; all exhibits shall be downloaded for display (PDF) by counsel's computer through the courtroom video system. Hard copies of the exhibits go with the jury during deliberations. A flash drive with all exhibits should be provided to the in-court clerk.

All Uniform Trial Order deadlines must be complied with including the submission of joint jury instructions and a joint pretrial stipulation at least 10 days prior to calendar call.



Please see [Sample Jury Instructions](#) used by Division 09 during jury trial.

