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**Judge Terrie E. Roberts**

**LONG CAUSE HEARING ORDERS FOR DEPARTMENT 902**

**Trial:**

- **Counsel, parties, and witnesses must appear in person for hearings in Dept. 902 unless the court has indicated otherwise.** Anyone who wishes to appear via Microsoft Teams or have your witnesses appear via Microsoft Teams, may make the request directly with the court. Information regarding the MS Teams platform can be found on the San Diego Superior Court website. The Court will not use Zoom or any other videoconferencing platform.
- **We will complete the trial/hearing in the number of days/hours you have set; have your witnesses ready and plan your presentation accordingly.** The Court has little flexibility to provide additional time.
- **If you cannot complete the trial in the time set, please request new dates at the pre-trial conference or you may come in ex parte to revise your time estimate or reset the trial date.**
- **All else being equal, half the time will go to the moving party and half to the opposition.**
- Between now and the date of trial, counsel is encouraged to meet and confer and settle as many issues as possible, presenting a *written* stipulation at trial. **If your matter settles before trial, please inform this Department’s clerk immediately.**
- Unless otherwise noted, **the first day of trial will start at 9:00 am.** There will be a break in the morning and afternoon and proceedings will conclude each day at **4:30 p.m.**
- **Trial Briefs, exhibits and witness lists per Fam. Code 217, are to be filed and served 7 days prior to the hearing.** Unless ordered otherwise, *all In Limine Motions are due four days before trial and any Opposition to In Limine Motions are due 2 days before trial.*
- All of Petitioner’s exhibits should be pre-marked and tabbed as numbers in numerical order. All of Respondent’s exhibits should be pre-marked and tabbed as letters in alphabetical order. If there are exhibits from Minor’s Counsel, Minor’s Counsel may use exhibits beginning with “AA-1, AA-2, etc.” Please take special care not to have duplicative exhibits. Unless the exception shown below is applicable, an Exhibit which contains multiple pages, must have an identifying number (bate stamped).

- Exhibits that can be considered as one exhibit and will not need each page to be bated stamped are: FCS Reports, Income and Expense Declarations, Letters, Photos (taken on the same date and time), Findings and Orders After Hearing, and Judgments.
- When judicial notice is taken of a document/exhibit, it is NOT indicated "RECEIVED" on the exhibit tag. If there are impeachment exhibits, they can be identified as "the next in order" and the clerk will mark and adhere the exhibit tag.
- The exhibit number is to be placed in the lower right-hand corner by way of an exhibit tag (Pink tag – Petitioner; Yellow tag – Respondent) and have the case number and exhibit number pre-written as follows:

Pink	Yellow
Ptnr's Ex: <b>1, 2, 3</b> <b>FL 123456</b> Rec'd                      Dept Clk	Resp's Ex: <b>A, B, C</b> <b>FL 123456</b> Rec'd                      Dept Clk

- Exhibit binders and lists are to be provided to the court. **Three (3) copies are to be provided – for the court, the court clerk, and the witness.** To assist the clerk and for the benefit of all to ensure the exhibits are correctly identified and received, **please be sure the exhibit list is formatted as follows:**

Pet #	Description	ID'd	Rec'd	Resp #	Description	ID'd	Rec'd
<b>1</b>				<b>A</b>			
<b>2</b>				<b>B</b>			
<b>3</b>				<b>C</b>			

- Parties are responsible for retrieving all of their exhibits at the end of trial unless otherwise approved by the court.

**Witness Testimony: All witnesses are to be in person unless approved otherwise.** If your witness has been authorized to appear via videoconferencing, please ensure that each witness knows how to

1 connect to Microsoft Teams and has a good connection *prior* to the hearing. **NOTE: All witnesses**  
2 **appearing remotely must have all exhibits available to them for easy reference during their testimony.**

3 **Child testimony:**

- 4 • If you would like to call a child as a witness, please review California Rule of Court 5.250(d)(3).
- 5 • Calling children to testify is not usually in their best interest, particularly when having to testify  
6 before their parents. Counsel should utilize other alternatives to present this information.

7 **Court Reporters:**

- 8 • Effective December 1, 2021, Official Court Reporters are not provided in Department 902. **The**  
9 **only exceptions are:**
  - 10 ▪ There is a fee waiver on file **and** the party with the fee waiver has made a formal  
11 request for a Court Reporter using form ADM-379;
  - 12 ▪ Contempt Trials

13 **Delivering filings to court:**

- 14 • All pleadings, lodgments, trial briefs, witness lists, exhibit lists, and any other written material  
15 **must be directly filed** in Department 902. **Before making the delivery, please call 619-844-**  
16 **2092 to ensure that the clerk has not been reassigned to another department for the day**  
17 **and inform the clerk that you will have items delivered.**

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19 Dated: \_\_\_\_\_

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20 Terrie E. Roberts  
21 Judge of the Superior Court  
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