

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN DIEGO**

CASE NAME: _____ VS. _____

CASE NUMBER: _____

**ADVANCE TRIAL REVIEW ORDER
HONORABLE ROBERT C. LONGSTRETH
DEPARTMENT 65**

The Court, having determined that the above referenced matter is now ready for trial, hereby issues its Advance Trial Review Order as follows:

Trial counsel for the parties are ordered to meet in person within the County of San Diego at least three (3) court days before the initial trial call date for the purpose of arriving at stipulations and agreements resulting in the simplification of triable issues. At the meeting, the following information shall be prepared, displayed and/or exchanged:

STIPULATIONS

1. Stipulations and agreements shall be reduced to writing. Expert witness qualifications are an exception to this order.

EVIDENCE/EXHIBITS

2. Counsel shall produce and pre-mark all exhibits the parties seek leave of Court to introduce at trial. There shall be no subparts to an exhibit. Counsel shall prepare a joint numerical index of all exhibits for submission to the trial judge. The index shall indicate: (1) the exhibit number, (2) by whom the exhibit is being offered, (3) a brief description of the exhibit, (4) whether the parties have stipulated to admissibility, and if not, (5) the legal ground[s] for objection[s] that the objecting party intends in good faith to rely on at trial (see the attached exemplar). The index shall be submitted in triplicate.
3. All exhibits comprised of more than one page shall be marked as one exhibit and pages bate stamped.
4. Exhibits not included in the index and displayed or exchanged are subject to exclusion at trial, true impeachment exhibits excepted.
5. Brown exhibit tags must be completed and attached on the lower right-hand corner of each exhibit.

6. All exhibits will be pre-marked as Court exhibits.

DEPOSITIONS

7. If depositions are intended to be used in lieu of live testimony, counsel shall submit the excerpts to be used to opposing counsel at the above meeting. Proposing and opposing counsel shall make a good faith effort to resolve any objections. Any remaining objections shall be brought to the Court's attention prior to the start of trial. It shall be the responsibility of the proponent of the evidence to prepare clean copies of the excerpts, which shall include the beginning and ending page and line numbers, to be given to the trial judge and placed in the record to eliminate the need of reporting the reading of the testimony.
8. The original transcripts of all depositions which may be used at trial for any purpose shall be made available for use by the Court before the commencement of trial, along with a list of any changes made by the deponent after the taking of the deposition. Any problems in this regard shall be brought to the Court's attention prior to the start of trial.

AUDIO OR VIDEO RECORDINGS

9. With regard to any audio or video presentations intended to be used at trial, the Proponent shall prepare a written transcript and comply with the procedure set for in the preceding paragraph #7 shall apply. It is strongly recommended counsel ensure the equipment being used functions properly, before the trial begins. The courtroom has a video screen. Counsel will need to bring their own video equipment and a table to place it on.

STATEMENT OF CASE/WITNESS LIST

10. Counsel shall jointly prepare a brief non-argumentative summary of the factual nature of the case, including a brief summary of plaintiff's injuries, if applicable, for submission to the trial judge. The purpose of the summary is to provide an overview of the case for the jury. This statement shall include a joint list of the complete names of all witnesses who are likely to be called in alphabetical order.

VOIR DIRE

11. If counsel wish to expand the scope of the judge's initial voir dire beyond the Judicial Council questions found in CRC Standards of Judicial Administration 3.25 (c), they shall prepare written questions for submission to the trial judge. These written questions shall be submitted to opposing counsel not later than the above meeting. Duplicate questions shall be eliminated.

JURY INSTRUCTIONS

12. Counsel shall prepare a joint set of jury instructions accompanied by a listing of each instruction by CACI number, if any, and title. This set shall consist of one package of instructions for all parties. The instructions shall be in the order they are to be given. Any objections to instructions shall be identified by a Post-It which identifies the objecting party. Counsel may propose alternative jury instructions. When alternative instructions are presented, those instructions shall be successive instructions in the joint instruction package.
13. The full text of all proposed instructions must be presented to the trial judge at or before the time of the trial call. If CACI instructions are used, all blanks shall be filled in and all bracketed material that is not applicable shall be deleted.
14. The submission of a list of CACI numbers is not acceptable. Neither are multiple packages of instructions acceptable whether arranged by parties, objections or some other method.
15. Jury instructions not prepared in accordance with this Advance Trial Review Order or not listed in the Trial Readiness Conference Report are subject to exclusion at trial.

FILING DEADLINES/READINESS

16. Motions in limine shall be prepared and filed and faxed (in accordance with the California Rules of Court) or personally served at least five court days in advance of the trial. The title of each in limine motion shall identify the moving party and describe the nature of the motion, and shall be numbered sequentially, indicating the total number of in limine motions submitted by the moving party. Example: "Plaintiff JANE DOE'S Motion In Limine to Exclude the Testimony of Joe Expert [No. 1 of 6]". Written opposition, if any, shall be separately filed to each motion in limine. The opposition shall be filed and faxed (in accordance with the California Rules of Court) or personally served at least two court days in advance of the trial date and shall identify both the party filing the opposition, and the specific motion which is being opposed by name of moving party and motion number. Example: "Defendant RICHARD ROE'S Opposition to Plaintiff JANE DOE'S Motion In Limine No. 1". Counsel are urged to file trial briefs five days advance of the trial date.

WITNESS/READINESS

17. Trial will not be delayed to accommodate witness scheduling problems. In the absence of extraordinary circumstances, the party will be deemed to have concluded the presentation of his/her case once the examination of available witnesses is concluded.
18. Witnesses not listed on the parties' Trial Readiness Conference Report are subject to exclusion at trial.
19. By signing below, trial counsel confirms their availability for trial on the date set.

20. Each counsel is ordered to telephone the Court Clerk (619) 450-7065, prior to 10:00 am on the day before the initial trial call date, and again prior to 10:00 am on the day before any continued trial call date, to confirm: 1) their readiness for trial, including the status of their compliance with this Order, 2) the estimated trial length, and 3) whether a jury will be required. Counsel are to email the clerk the final joint exhibit list, the joint witness list, and the motion in limine index prior to commencement of trial. The clerks email address will be provided at trial call.
21. The stipulation for release of exhibits shall be signed by counsel for all parties and filed with the Court at the time of trial call.

ADDITIONAL ORDERS

FAILURE OF COUNSEL FOR ANY PARTY TO COMPLY WITH THE ABOVE ORDERS MAY RESULT IN THE EXCLUSION OF EVIDENCE OR BE CONSIDERED AN ABANDONMENT OR FAILURE TO PROSECUTE OR DEFEND DILIGENTLY. ACCORDINGLY, JUDGMENT MAY BE ENTERED AGAINST THE DEFAULTING PARTY EITHER WITH RESPECT TO A SPECIFIC ISSUE OR ON THE ENTIRE CASE. IF COMPLIANCE WITH ANY PART OF THIS ORDER BECOMES UNDULY BURDENSOME, THAT FACT SHALL BE BROUGHT TO THE JUDGE’S ATTENTION IMMEDIATELY.

WE THE UNDERSIGNED ATTORNEYS OF RECORD IN THIS CASE, HAVE READ AND UNDERSTAND THE ABOVE TRIAL REVIEW ORDER:

COUNSEL (Printed name and signature)

COUNSEL FOR (Name of Client)

IT IS SO ORDERED.

DATED: _____

ROBERT C. LONGSTRETH
 Judge of the Superior Court

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN DIEGO**

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TRIAL EXHIBIT INDEX

<u>EXH. NO.</u>	<u>OFFERED BY</u>	<u>DESCRIPTION</u>	<u>LEGAL GR. FOR OBJECT</u>	<u>DATE OFFR'D</u>	<u>DATE ADMIT.</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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GROUNDS FOR OBJECTION

- | | |
|--|---|
| <ul style="list-style-type: none"> 1. No Objection: Admissibility Stipulated 2. Irrelevant (§ 210) 3. Hearsay (§ 1200) 4. Best Evidence (§ 1500) 5. Inadmissible Opinion (§ 800) 6. Insufficient Foundation (§ 403)
(Relevancy, Personal Knowledge, Authenticity (§ 1500, Identity)) | <ul style="list-style-type: none"> 7. Unduly Time Consuming, Prejudicial, Confusing, or Misleading (§ 352) 8. Subsequent Repair (§ 1151) 9. Other (Specify): _____ |
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SUPERIOR COURT OF CALIFORNIA

COUNTY OF SAN DIEGO

DEPARTMENT 65 – HON. ROBERT C. LONGSTRETH

TRIAL REQUIREMENTS

Please bring the following to the Friday Trial Call:

The Court requires a Joint Trial Notebook be prepared that includes the following:

1. Table of contents
2. Joint Trial Readiness Report
3. Limine motions and oppositions and index of Limine motions
4. Copy of Joint Witness List. Listing the witness as either percipient or expert
5. Copy of Joint Exhibit List (follow grids format – see attachment to ADR)
6. Copy of Trial Briefs
7. Joint Statement of the Case
8. Voir Dire questions counsel requests court to ask
9. Jury Instructions – packet of agreed upon instructions and packet of not agreed upon instructions with a post-it note indicating who opposes the instruction
10. Special Verdict Form – either an agreed upon form or each side’s proposed Special Verdict Form
11. Copy of the operative pleading, ie: complaints and answers.

Due on the 1st day of trial:

1. Two exhibit binders (original for the witness premarked with Court Exhibit tags and one copy for the Court)
2. Three copies of the Joint Witness List
3. Three copies of the Joint Exhibit List
4. Copies of Deposition Transcripts that will be used during trial

Date: _____

Case No: _____

PRE-TRIAL CHECKLIST (DEPT. 65)

1. Time Estimate
2. Motions in Limine?
3. Any 402 hearing issues?
4. Any witness problems?
5. Are the following ready:
 - a. Joint Witness List
 - b. Joint Exhibit List
 - c. Jury Instructions
 - d. Verdict Form(s)
6. Voir Dire Process:
 - a. 35 Pack
 - b. Counsel get approximately 30 minutes of voir dire to group of 35 (Subject to expansion, as necessary)
 - c. Counsel should submit in writing questions they want the Court to ask.
 - d. No asking jurors how they would decide based on assumed facts; No asking for promises from jurors;
 - e. Challenges to 12 in box. New jurors selected in order.
7. Courtroom Rules:
 - a. Counsel need only to ask permission to approach witness once.
 - b. Counsel should not cross-examine witness leaning over witness' shoulder; should examine from behind counsel table or at podium unless necessary to go over exhibit.
 - c. Counsel may request sidebar only if absolutely necessary; Offers of proof may be made at the next break in the proceeding if requested.
 - d. If deposition transcripts are to be used during examination, a copy must be available for the court.
 - e. Counsel may stand or sit at their discretion when addressing the court or when the Court is addressing them. Counsel should remain seated if not addressing the Court or being addressed by the Court.
8. Jury is not be kept waiting:
 - a. Counsel are ordered to appear promptly at 9 a.m. and following each recess;
 - b. Counsel are ordered to have all witnesses on standby so they can be called without delay;
 - c. Witnesses who are at any risk for not appearing should be placed under subpoena;
 - d. Counsel should be aware that they might be forced to rest if witnesses are not available without good cause.
9. All exhibits should be pre-marked, unless some valid reason not to.
10. Counsel are ordered to meet and confer on jury instructions.

By signature below counsel acknowledge receiving and reviewing a copy of the Department 65 Pre-Trial Checklist.

Counsel for Plaintiff

Counsel for Defendant

Rev. 03/24