

SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN DIEGO  
DEPARTMENT 66 – HONORABLE KENNETH J. MEDEL

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**TRIAL REQUIREMENTS**

Call the Courtroom Clerk before 10:00 am on the day before trial call to report: 1) readiness for trial 2) the estimated trial length and 3) whether a jury will be required.

Please bring the following to the Friday Trial Call:

The Court requires that counsel bring a **Joint Trial Notebook** that includes the following:

1. Table of Contents;
2. Joint Trial Readiness Report;
3. Motions In Limine / Oppositions with an index of the motions;
4. Joint Witness List with a short sentence describing the witness (i.e. “Dr. Joe Smith, an internist from Mercy Hospital”);
5. Joint Exhibit List (follow grid format on attachment to the Advance Trial Review Orders);
6. Trial Briefs;
7. Joint Statement of the Case (if not in Joint Trial Readiness Report);
8. Proposed Voir Dire questions counsel want the Court to ask;
9. Jury Instructions – in sequential order with a post-it note indicating who objects to the instruction;
10. Special Verdict Form – either an agreed upon form or each side’s proposed form. The form should follow CACI as closely as possible and include all cause of actions and all parties. It should be complete and on pleading paper without the firm name.

Note on Exhibits: Eliminate duplicative exhibits. Any exhibit that is duplicative will be identified throughout the trial as the first number used. Exhibits should be individually marked with the brown exhibit tags and multi-paged exhibits must be paginated. If you are submitting photographs, each photograph should be on a separate page.

Please bring the following to the first day of actual trial (not Trial Call):

1. Two sets of exhibits binders, original set is the official set to be used by the witnesses. It must have the San Diego Superior Courts’ brown exhibit tag on the first page of each exhibit. The second set is for the court to use;

2. Copies of Deposition Transcripts that will be used during trial;
3. Three copies of the Joint Witness List;
4. Three copies of the Joint Exhibit List – if different than the one in the joint trial notebook. Exhibit list must be on pleading paper with a case title on it;
5. Three copies of the index of Motions In Limine;
6. Email the clerk prior to trial call in Word format a copy of the exhibit list, witness list and the index of the Motions In Limine. You will be provided with the email address at the trial readiness conference.