

**Honorable Randa Trapp, Presiding**

**Department Staff**

Court Clerk: (619) 450-7070

Calendar Clerk: (619) 450-7325- Phone hours: 8:00 a.m. to 3:00 p.m.

1. **Ex Parte.** Ex parte appearances are scheduled on Tuesday through Thursday at 8:30 a.m., by reservation only. Papers are due by noon the day prior to the hearing, with the appropriate fee. To reserve an ex parte hearing, contact the calendar clerk at the number provided above. If you find that you will not be appearing after reserving your date, please contact the Department to cancel.

Petitions for appointment of a Guardian Ad Litem and applications for orders for publication of summons may be made ex parte without the necessity of an appearance. The moving papers shall be submitted for review by the court and the court may set a hearing if such hearing is deemed necessary

2. **Law and Motion.** Noticed motions hearing are by reservation only. To reserve a date contact the calendar clerk at the number provided above. Motions are heard on Fridays at 11:00 a.m. Tentative rulings are normally available by 4:00 p.m. one day prior to the hearing. At the conclusion of the Law and Motion hearing, the Court's Minute Order is the final order of the Court unless the Court directs counsel to prepare and submit an order.
3. **Case Management Conference.** Case management conferences are heard on Fridays from 9:15 - 10:45 a.m.
4. **Trial Readiness Conference.** Trial readiness conferences are heard on Fridays at 9:00 a.m., unless otherwise designated by the court.
5. **Trial Call.** Trials calls are set on Fridays at 8:45 a.m., unless otherwise designated by the court.
6. **Trial.** Trial hours are Monday through Thursday, 9:00 am until 12:00 noon and 1:30 pm until 4:30 pm unless otherwise ordered.
7. **Telephonic Appearance.** The California Rules of Court shall govern telephonic appearances.

[Dept. 70 - Advance Trial Review Order](#)

[Pre-Trial Checklist - Department 70](#)