

Central - Hall of Justice
Revised November 12, 2021

Honorable Matthew C. Braner, Presiding,

Phone Numbers

Court Clerk: (619) 450-7060
Calendar Clerk: (619) 450-7302

1. **For All Rescheduled Matters:** Unless otherwise ordered by Judge Braner, all hearings on civil motions, jury trials, court trials, and trial readiness conferences that were previously on calendar in an Independent Calendar Department and reassigned to Judge Braner in Department 60 as of November 11, 2021, have been vacated and parties must schedule a Status Conference in Department 60 to determine new dates. A Status Conference may be scheduled using the Online Civil Scheduling Assistant on the San Diego Superior Court's website, which can be accessed via the following web page: <https://rasc.sdscourt.ca.gov>. Any party who does not have access to the Online Civil Scheduling Assistant may contact the Department 60's calendar clerk at (619) 450-7302 for assistance in scheduling a Status Conference.
2. **Conformity with Local Rules:** Unless otherwise indicated herein, Department 60 adheres to the California Rules of Court and to the San Diego Superior Court Local Rules, Division II.
3. **Ex Parte Matters:** Ex parte appearance are set by reservation on Tuesday, Wednesday, and Thursday at 8:30 a.m., or at such other time as the court may designate. Papers are due before noon the day prior to the hearing, with the appropriate fee. All ex parte applications must comply with the California Rules of Court. **The court requires courtesy copies of all E-Filed documents on all ex parte papers delivered to the Department 60 drop box in the Civil Business Office, 2nd floor of the Hall of Justice.**

The court makes itself available to the parties during ex parte hours to discuss discovery disputes. Although not required, the Court highly encourages such a discussion. Parties must have actually discussed the dispute with each other before setting an ex parte meet and confer hearing.

4. **Law and Motion Matters:** All law and motion matters are heard by reservation. Call the calendar clerk at (619) 450-7302 to schedule a motion hearing or use the "[Reserve a Motion Date](#)" application on the Court's website.

Oral arguments on law and motion matters are heard at 9:00 am on Fridays or as otherwise ordered by the Court. Tentative rulings are issued pursuant to California Rules of Court and San Diego County Superior Court Rules and may be accessed any time after 4:00 p.m. on the date before the hearing.

If a motion goes off calendar before the hearing date, counsel must call and alert the calendar clerk.

5. **Case Management Conferences:** Case management conferences are held on Fridays between 10:30 and 11:45, or as otherwise ordered by the Court.
6. **Trial Readiness Conferences:** Trial readiness conferences are scheduled on Fridays at 8:45 a.m. Parties must submit their completed Joint Trial Readiness Conference Report five days before the scheduled TRC. Parties announcing ready will be required to review and sign the Court's Advance Trial Review Order, a copy of which is included on the court website.
7. **Trial Calls:** Trial counsel and self-represented parties are to appear for Trial Call on Friday at 8:30 a.m., or at such other time as the court may designate. As set forth in the Advance Trial Review Order, the parties must bring a separate binder of the motions in limine together with any opposition, arranged in order.

Unless permission to appear virtually is granted (usually at the trial readiness conference), the parties are to appear in person at the trial call and bring with them the **Joint Trial Notebook** as ordered in the Trial Requirements section of the Advance Trial Review Order. In order for parties to appear virtually at Trial Call, the Court must have in hand the **joint** trial notebook containing the following:

1. Agreed upon statement of the case
2. 3 copies of the Joint Witness List (all witnesses in alphabetical order on one list.)
3. 3 copies of the Joint Exhibit List with objections (numbered sequentially.)
4. Joint set of jury instructions, together with index, in the order in which they are requested to be given, with objections noted
5. Proposed verdict form(s)

All exhibits should be pre-marked, with pages numbered.

6. **Trials:** Trials take place Monday through Thursday, from 9:00 a.m. to 12:00 p.m. and 1:30 p.m. to 4:15 p.m.

8. **Virtual Appearances:** Pursuant to the San Diego Superior Court's Local Rules, virtual appearances are allowed for all matters unless otherwise ordered by the Court. Please see the Court's website for up to date information about how to appear virtually.

9. **Guardian Ad Litem/Publication of Summons.** Petitions for appointment of a guardian ad litem and applications for orders for publication of summons may be made ex parte without an appearance. The moving papers should be submitted for review by the court; the court may set a hearing if such hearing is deemed necessary. Guardian ad litem applications shall include attachment form CIV-383, except if adult dependent.

[Dept. 60 – Advance Trial Review Order](#)