

**Judge Euketa Oliver
Department 602
Trial / LRFO Requirements**

Parties are required to appear in person unless previously authorized by the Court to appear remotely.

Five (5) court days prior to the trial or long cause hearing, the Court requires two (2) trial notebooks, one for the court (copy) and one for the clerk (originals), be delivered to the courtroom to include the following:

1. Copy of Trial/LRFO Brief - Pursuant to California Rules of Court 5.393 and 5.394 and San Diego Superior Court Local Rule 5.8.2. The parties are to file and serve San Diego Superior Court Form D-241 (or a separate brief containing the same information in substantially the same format) at least five (5) court days prior to the hearing.
2. Pre-marked Exhibits (**Petitioner must use numbers for their exhibits** – pink tags; **Respondent must use letters for their exhibits** – yellow tags) - eliminate duplicative exhibits. Exhibits should be individually marked and separated by dividers. If an exhibit has multiple pages, Bates Stamp the individual pages. If you are submitting photographs, each photograph should have an individual exhibit number. You may obtain exhibit tabs from the Family Law business office located on the 4th floor or the department.
3. If submitting video evidence (via USB or CD), the submitting party is responsible for bringing in their own device in which to play such evidence.
4. Exhibit List - Grid format (see below for example) **containing the required heading.**
5. Witness List

COURT REPORTER: Parties are responsible for providing their own court reporter.

Exhibit list Example:

PTNR #	Identified	Admitted	Description	RESP #	Identified	Admitted	Description
1			Photo	A			
2			2008 Tax Return	B			
3			Pay stubs	C			

Exhibit List Tag Example:

Ptnr's Ex <u> 1 </u> D 123456 Rec'd _____ Dept <u> 602 </u> Clk <u> </u>

Resp's Ex <u> A </u> D 123456 Rec'd _____ Dept <u> 602 </u> Clk <u> </u>
