

**JUDGE CHARLES E. BELL, JR.**  
**DEPARTMENT E-5**  
**SUBMISSION OF ELECTRONIC RECORDINGS**

1. Please reference the following rules regarding the submission of electronic recordings:
  - a. California Rule of Court 2.1040
  - b. San Diego Superior Court Local Rule 5.5.5 (RFO)
  - c. San Diego Superior Court Local Rule 5.8.3 (Trials)
2. The party/counsel must lodge a transcript of the recording and the thumb drive/CD with the court pursuant to the rules discussed in #1 above.
3. The transcript and recording must be timely served on the other side.
4. The lodgment (recording/transcript) will not be reviewed in advance as the judicial officer in Department 5 does not review lodgments in advance of hearings.
5. It is incumbent on the offering party to lay a foundation and determine in advance how to play the video/recording for the Court at the time of the hearing. If appearing virtually, the offering party can be made a "presenter" rather than an attendee in the Microsoft Teams session. That gives the offering party the ability to share his/her/their screen and play the video/recording through his/her/their own device at the time of hearing. If the hearing is following a hybrid model (one party present and the other is appearing virtually) and the offering party is personally present, the offering party must bring in his/her/their own device on which to play the recording.
6. It is strongly recommended that the offering party call the courtroom in advance to make sure this is properly set up prior to the time of hearing.