

**JUDGE CHARLES E. BELL, JR.**  
**DEPARTMENT 5**  
**TRIAL/LONG HEARING REQUEST FOR ORDER REQUIREMENTS**

Five court days before the trial or hearing, the Court requires a trial notebook (notebook may be joint or individual) that includes the following be delivered to the courtroom Clerk.

1. Copy of Trial/RFO 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 serve and file San Diego Superior Court Form D-241 (or a separate brief containing the same information in substantially the same format) at least 5 court days before the long cause hearing or trial.
2. Pre-marked Exhibits (Petitioner should use numbers for their exhibits – pink tags; Respondent should use letters for their exhibits – yellow tags) - Try to eliminate duplicative exhibits. Exhibits should be individually marked. If an exhibit has multiple pages, Bates Stamp the individual pages. If you are submitting photographs, each photograph should have an individual exhibit number. [See California Rule of Court 2.1040, San Diego Local Rules 5.5.5 \(RFOs\) and 5.8.3 \(Trials\) for submission of electronic recordings, which includes the requirement of lodging and serving a transcript of any recording.](#)
3. Exhibit List - Grid format – see below for example
4. Witness List ([California Judicial Council Form FL-321](#))

**NOTE: 2 trial notebooks are required - one for the Court and one for the Clerk.**

**REPORTER:** You will need to provide your own reporter should you want the hearing reported [unless there is a fee waiver in the case](#). The Court will only provide a reporter for contempt hearings. Please go to the Court's website at [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov) for a list of reporters.

**Exhibit list example**

PTNR #	Marked	Rec'd	Description	RESP #	Marked	Rec'd	Description
1			Photo	A			2010 Bank Statement from Bank of America
2			2008 Tax Return	B			Work Schedule
3			Pay stubs	C			List of household furnishings

**EXHIBIT TAG EXAMPLE:**

Ptnr's Ex <u>1, 2, 3</u>
D <u>123456</u>
Rec'd _____
Dept ____ Clk ____

Resp's Ex <u>A, B, C</u>
D <u>123456</u>
Rec'd _____
Dept ____ Clk ____