

LOS ANGELES SUPERIOR COURT
Pasadena Courthouse | Dept. R (“NE-R”)

Courtroom Procedures

Judicial Officer: Judge Jerry B. Marshak
Judicial Assistant: Alain Galindo
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Welcome to Dept. R. This department handles all of the unlawful detainer (eviction) cases for the Northeast and North Central Judicial Districts of the Los Angeles Superior Court. The Court’s goal is to provide a forum for a fair and efficient judicial process and trial.

The **Fourth Amended Standing Order Re. Unlawful Detainer District Hubs**, dated April 15, 2022 (the “Standing Order”), is attached here and provides policies and orders related to matters that are heard in this courtroom. Counsel and litigants are expected to have reviewed the Standing Order and to comply with its requirements. This document is intended to supplement the Standing Order and to provide information, practices and procedures that are unique to Dept. R. to assist counsel and litigants as to the rules and practices of this courtroom.

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Case Management or Status Conferences. The Court does not set formal Case Management Conferences. The Court will set a Status Conference to address any pretrial issue, upon request of the parties.

Check-in. Please check in with the Judicial Assistant before any hearing. If appearing remotely, please be prepared to check in 10 minutes prior to the hearing time. If in person, be prepared to provide a business card to the Judicial Assistant. Write on the business card: (1) the calendar number of the matter; (2) the party you represent; (3) your bar number; and (4) whether interpreter services will be needed and in which language.

Court Trials. Court trials are held at **8:30 AM** on Monday through Friday. Because trial dates are requested by the parties by filing a “Request/Counter-Request to Set Case for Trial – Unlawful Detainer” form, the Court will presume readiness for trial at the first date set for trial and will continue the trial only upon a showing of good cause.

Ex Parte Applications. All requests to hear a motion on an ex parte expedited basis are heard at **1:30 PM** on Monday through Friday. Parties are directed to paragraph 9 of the Standing Order for ex parte procedures.

- **Reservation Date:** A motion date must be reserved on Court Reservation System (“CRS”) prior to bringing any ex parte proceeding.
- **Time to File:** All ex parte applications and documents in support thereof should be filed with the Court as soon as possible but in no event later than 10:00 AM on the court day *before* the hearing. Strict compliance with the Cal. Rules of Court and Local Rules is required in order for the Court to consider the relief sought.
- **Notice Requirements:** All ex parte applications *must* include a sworn declaration detailing the notice provided to the opposing party, in strict compliance with Cal. Rule of Court 3.1200, *et seq.*, including the date, time and manner of notification; to whom notification was made; and the opposing party’s response, if any, regarding the relief sought and its intent to attend the hearing. ***Any ex parte application that does not contain this information regarding notice cannot be entertained by the Court.***
- **Proper Basis for Ex Parte Applications:** All ex parte applications to shorten time for a motion hearing or that seek a stay of execution must demonstrate irreparable harm, immediate danger, or statutory grounds for relief, per Cal. Rule of Court 3.1202(c). Please carefully review whether there is a proper basis to seek ex parte relief. The Court ***will not*** shorten the time for a future motion absent such a showing.
- **Advancing Future Hearing Dates:** Given the expedited notice and filing deadlines that are statutorily afforded to unlawful detainer cases, the Court will rarely grant ex parte applications to shorten the hearing date on an already-filed motion. If a party wishes to file an ex parte application to advance the hearing on such a motion because no hearing dates were available on the CRS before the trial date, please be advised that the available dates in the CRS cannot be changed by the Court. In other words, the date provided by CRS is the earliest possible hearing date available. Should a party wish to have a motion heard prior to the already-scheduled trial—bearing in mind that in unlawful detainer court, the trial date is requested *by the parties themselves*—the Court offers two alternatives: refrain from requesting a trial until after all pretrial motion practice is concluded or else move the Court to continue the trial date until shortly after the motion hearing date at issue. The parties’ careful and early attention to the discovery and pretrial motion needs of their case should generally allay any need to reschedule any motion hearing date.

Interpreters. Spanish language interpreters are available daily in this courthouse. Other language interpreters may be requested via the Interpreter Request Portal, located at <https://www.lacourt.org/irud/UI/index.aspx>

Please notify the Judicial Assistant on the date of any hearing or trial if interpreter services are needed, even if there was a request submitted. Similarly, please include this information on the business card supplied to the Judicial Assistant upon check-in.

Jury Trials. Should one party or both parties demand a jury trial and perfect that demand, pursuant to CCP § 631, then a jury trial date will be set by the clerk. ***The parties must comply***

strictly with the Standing Order, ¶¶ 15-18, regarding jury trial document preparation.

Specifically, at the *first* date set for jury trial, the parties must bring to court a three-ring binder with table of contents and the documents below, clearly labeled, and behind separate tabs:

- A – Operative Pleadings
- B – Joint Statement of the Case
- C – Motions in Limine
- D – Joint Witness List
- E – Joint Exhibits in exhibit books ***and*** Joint Exhibit List
- F – Joint Proposed Jury Instructions
- G – Joint Proposed Verdict Form
- H – Plaintiff’s Proposed Jury Instructions (disputed)
- I – Defendant’s Proposed Jury Instructions (disputed)

- The above documents must be prepared by the parties ***jointly***. Parties are directed to meet and confer ***no later than 5 days*** before the first scheduled trial date in order jointly to prepare trial-ready documents and place them in a tabbed and labeled binder. Failure to meet and confer with the opposing party and to contribute to the joint preparation of the trial binder may result in monetary or evidentiary sanctions or both.
- As discussed in the Standing Order, the optional “Compliance with Standing Order for Unlawful Detainer Jury Trial Readiness” (LA CIV form 244) is available for the parties ***jointly*** to utilize and to file *trial-ready* jointly-prepared documents and other trial-ready proposed documents. ***This is not a vehicle for one party to file its own separate trial documents.*** Nor is this a substitute or alternative for participating with the other party in preparing joint trial documents ***and*** to prepare trial notebooks for the Court’s review. To be clear: the parties must present trial-ready binders, in compliance with the Standing Order, regardless of whether any documents are filed with a “Compliance with Standing Order for Unlawful Detainer Jury Trial Readiness.”
- Should the Court determine that the trial binders are not in exact compliance with the Standing Order, then the Court will order the parties to comply with the Standing Order and will set a Trial Readiness Conference in order to ascertain compliance and readiness for jury trial. ***Cases will not be deemed ready for trial and no jury panel will be called until the above is completed.***

Law and Motion. All noticed motions are heard at ***1:30 PM*** on Monday through Friday. Motion hearing dates must be reserved using the Court Reservation System (CRS). Please do not call the courtroom to reserve a motion date.

Record of the Proceedings. As of August 6, 2018, all limited civil cases are electronically recorded, serving as the official record of proceedings. *See* Cal. Gov’t Code § 69957 and Cal. Rules of Court 2.952 and 2.956(c). Because there is no longer is a court reporter to remind counsel to speak louder, slower and to spell the names of people and places, counsel must therefore make an extra effort to ensure that the record accurately reflects the proceedings.

Please be sure to speak from counsel table and to face the microphones. Please do not move or adjust the microphones unless asked to do so by the Court. Remember: this is your record. If counsel stands in a place or faces a direction where the microphone cannot pick up what is said, the record will suffer.

Settlement. Should the case resolve but the parties require time to effectuate their agreement, the Plaintiff should file a “**Notice of Settlement**” and indicate on the face sheet any future court dates or hearings that have already been calendared (including trial) so that the Court can take them off calendar. The parties may then follow up by filing a Joint Stipulation for Judgment (*see infra*). The Notice of Settlement may also request that the Court calendar a “Status Conference Re. Settlement” or “Order to Show Cause Re. Dismissal/Settlement” and thus schedule a hearing in order to place the settlement terms on the record in that way.

Stipulations. The Court encourages parties to meet and confer as to any issue that can be resolved without the need for a hearing and welcomes the parties to file any **Joint Stipulation** for the Court’s consideration. Any such stipulation should: (1) be prepared and signed by all parties to the case (excluding any party who is in default status) and be deemed “jointly submitted”; (2) provide a concise request of the judicial action sought; (3) provide a [Proposed] Order for approval and filing; (4) indicate on the face sheet that the parties do not seek a hearing or court appearance and request that the Court take action based on the writing only; and (5) indicate any future court dates or hearings that have already been calendared and request that they either be taken off-calendar or remain, which should be indicated on the [Proposed] Order. The Court will reach out with any questions or else take the action requested.

Stipulation for Judgment. Should the case resolve via settlement, either in open court or else out-of-court, the parties may jointly prepare and file either the “Unlawful Detainer Stipulation and Judgment” (LASC Local Form no. CIV 136) or else the “Stipulation for Entry of Judgment (Unlawful Detainer)” (Judicial Council Form no. UD-115). The Court strongly prefers that the parties use one of these two forms to effectuate settlement. A few points to consider:

- Most settlements contemplate a present or conditional judgment, thereby terminating the case and obviating any need for a future court date. Thus, there is rarely a need to set a future hearing date for the Court to inquire about the status of the parties’ performance. Should a future hearing date be needed to enforce any provision of the settlement, any party may so request at a later date.
- Should a settlement contemplate that the Defendant “pay and stay,” then the settlement agreement will be lodged with the Court and the Court will dismiss the case, without prejudice, provided that the settlement agreement calls for the Court to retain jurisdiction to enforce the terms of the agreement, pursuant to CCP § 664.6. The Court prefers that any settlement fully dispose of the case without setting any future court date, but will set one upon a party’s request at time of settlement.

- Complicated or overly conditioned settlement terms may be difficult to interpret or enforce by the Court at a later date. Simpler and clearer terms of performance are the best practice.
- Should the parties reach agreement out-of-court, the above may be jointly filed by the parties. *See* “**Stipulations,**” *supra*. Please ensure that any such filing is signed by all parties. Please also detail any future court dates or hearings in the case and include request to take any such hearings off-calendar.

Trial Continuances. The Court is committed to complying with California Rules of Court, Standards of Judicial Administration, Standard 2.2(i), which requires management of unlawful detainer cases so that:

- (1) 90% are disposed of within 30 days after filing; and
- (2) 100% are disposed of within 45 days after filing.

Given the above, as well as the expedited nature of unlawful detainer proceedings and the statutory priority that they command over other civil proceedings, the Court is not likely to grant repeated trial continuances—even by stipulation—absent case-specific showing of good cause.

Trial Readiness Conference (Jury Trials Only).

- *See* “**Jury Trials,**” *supra*.
- Local Rule 2.48 provides: “Before a panel of prospective jurors is summoned, the trial judge will determine if a jury trial has been properly demanded, with fees timely posted, and if a jury will be waived.” The Court will thus ascertain whether any jury trial demand has been perfected.
- The Court assumes that if trial counsel have signed on to try this case, then they will be available to do so. Counsel should not announce “ready” for trial in this case if another matter is set for trial on the same day *and that other case has statutory priority* over this case. Purported “engagement” for trial elsewhere is not legal excuse to fail to be ready for trial in this department and is not good cause to defeat the imposition of any remedy for such delay, pursuant to CCP § 1170.5(c).

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1 resolved within 60 days of its filing. It is the Court's intent that, where possible, every effort should be
2 made to keep settled cases from becoming public as provided in CCP §§ 1161.2(a)(1)(F) and (a)(1)(G).
3 If the parties agree, the Court will retain jurisdiction to enforce any settlement after dismissal. [CCP
4 §664.6]

5 **SERVICE BY POSTING AND MAILING**

6 3. Service of the summons and complaint on a named party by posting and mailing may only be
7 done after an order is obtained, based upon an affidavit of due diligence. [CCP§415.45(a)] Such an
8 order will not extend to unnamed or unknown occupants.

9 **ADDRESSES AND TELEPHONE NUMBER**

10 4. Absent good cause, each party must have an address and telephone number listed on each
11 document filed with the Court. [CRC rules, 2.111 and 2.118]

12 **LAW AND MOTION**

13 5. All regularly noticed motions and demurrers will be heard on the court days at the time and
14 location in the courtroom designated in Paragraph 19. Hearing dates must be reserved by calling the
15 calendar clerk in the department the case is assigned or obtaining a date at the time the motion is filed.
16 All motions, oppositions to the motions, and reply papers must be electronically filed unless a party is
17 a self-represented litigant or otherwise exempt from mandatory electronic filing requirements. All
18 motions should be filed in the rooms designated in Paragraph 19 with respect to each Unlawful
19 Detainer Hub location.

20 6. If not served by personal delivery, the moving party must comply with the time extensions for
21 notice required by CCP §1013. The motion will not be heard otherwise.

22 7. Absent good cause, motions set on five (5) days' notice should not be personally served on the
23 last day of the week preceding the hearing. [LASC Rule 3.26 and Appendix 3.A(b)(1-4)]

24 8. A separate statement of undisputed or disputed facts is not required for summary judgment
25 motions. [CCP §§ 437c(s) and 1170.7; CRC rules 3.1350(c) and 3.1351] However, in cases with
26 multiple parties, complicated evidentiary issues, or intricate legal issues, the court may continue the
27 hearing and order the parties to file such statements.

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1 **EX PARTE APPLICATIONS**

2 9. Ex parte applications will be heard on the dates, times and at the location in the courtroom
3 designated in Paragraph 19. **Unless a party is self-represented or otherwise exempt from electronic**
4 **filing, all ex parte applications and supporting papers must be electronically filed by 10:00 a.m.**
5 **the day before the ex parte hearing. If a party is exempt from electronic filings, any application**
6 **must be filed no later than 8:30 a.m. on the day of the hearing for ex parte hearings scheduled at 8:30**
7 **a.m. in the room listed for the UD Hub in Paragraph 19. All applications must be filed no later than**
8 **11:00 a.m. on the day of the hearing in the room listed for the UD Hub in Paragraph 19 for ex parte**
9 **hearings scheduled at 1:30 p.m. Ex parte applications shall have a separate application, a separate**
10 **declaration of ex parte notice, and a proposed order.** Absent good cause, notice must be given by
11 10:00 a.m. the day before the hearing as required by CRC rule 3.1204(c).

12 **JURY TRIAL DEMANDS AND FEES**

13 10. The right to a jury trial may be deemed waived unless it is timely requested. [CCP §631 (f)(4)]
14 If one or more of the parties have demanded a jury trial, jury fees shall be deposited no later than five
15 days before trial. [CCP §631 (b) and (c)(1)] Failure to pay the required fee as required by law may result
16 in a waiver of jury trial. [CCP §631 (f)(5)] Jury demands should be filed separately from all other
17 pleadings.

18 11. With a timely-filed qualifying fee waiver, the court may waive jury fees and expenses for those
19 parties. Parties must complete and submit an official *Request to Waive Court and Order on Court Fee*
20 *Waiver (Superior Court)* [Judicial Council Forms FW-001 and FW-003] for consideration to receive
21 these services at no charge.

22 **STIPULATIONS TO CONTINUE TRIAL**

23 12. A trial will be postponed if all attorneys of record and/or the parties who have appeared in the
24 action stipulate in writing to the postponement. Such stipulated trial continuance will not be limited to
25 30 days. Stipulations to continue trial must be filed five (5) days in advance or an appearance by at least
26 one party will be necessary to continue the trial.

27 **INTERPRETERS AND COURT REPORTERS**

28 13. The Court will provide an interpreter for parties and witnesses at no charge.

1 14. Proceedings in court will not be transcribed by a court reporter unless supplied by a party to the
2 action as permitted by LASC Rule 2.21. Proceedings are recorded electronically. **Copies of the**
3 **recordings may be obtained and used by the parties as permitted by LASC Rule 9.2(a)(5).**

4 **JURY TRIALS AND COURT TRIALS**

5 15. Parties to an unlawful detainer action should have conducted the early meeting required in
6 Paragraph 2 above and should be ready to go to trial on the day of trial. Trial readiness—within the
7 meaning of this Standing Order—includes both having conducted the early meeting and having the
8 ability to begin trying a case forthwith or as directed by the court. Accordingly, parties who appear on
9 the day of trial and are not ready to try their case, or parties who announce "trial-ready" but are not
10 prepared to immediately try a case, are not acting in compliance with this Standing Order, regardless of
11 whether the parties' attorneys are appearing on behalf of other litigants in different actions on the same
12 day. Misrepresentations of a case's trial readiness on the day of trial is a violation of this Standing Order
13 and may subject the offending party to the imposition of monetary sanctions.

14 16. On the day of trial, parties shall have a three-ring binder with a table of contents containing
15 conformed copies of each of the following (each signed by attorneys and self-represented litigants)
16 behind a separate tab:

- 17 a) Copies of the Current Operative Pleadings (including operative complaint and answer;
- 18 b) Joint Statement of the Case (if a jury trial);
- 19 c) Motions in Limine, if any, which must be drafted in accordance with LASC Rule 3.57
20 and served and filed;
- 21 d) Joint Witness List disclosing the witnesses who will be called, what they will testify to,
22 whether an interpreter is needed, and how long their testimony will take;
- 23 e) Joint Exhibits in exhibit books, numbered appropriately, and a Joint Exhibit List; [LASC
24 Rules 3.52 and 3.53]
- 25 f) Edited Joint Proposed Jury Instructions printed out for the court (if a jury trial); and
- 26 g) Edited Joint Proposed Verdict Form(s) printed out for the court (if a jury trial).

27 To assist the parties, an optional *Compliance with Standing Order for Limited Jurisdiction Unlawful*
28 *Detainer [Eviction] Jury Trial Readiness* form (LACIV 244) is available on the Court's website, at:

1 www.lacourt.org/forms/unlawfuldetainer

2 17. If a party fails or refuses to meet and confer, the other party or parties shall prepare and bring to
3 trial the above listed documents labeled as “[Proposed] Joint Documents.”

4 18. Failure to provide any of the aforementioned documents in this Standing Order on the trial date
5 may cause a delay in the case being assigned to a trial court. Failure to comply with any provision of
6 this Standing Order without substantial justification may result in monetary sanctions.

7 **FILING LOCATIONS AND HEARING TIMES**

8 19. Filing locations and general information for each District Hub location are set forth below:

9 • **ANTELOPE VALLEY COURTHOUSE**

10 Trial Department: Department A22

11 Law and Motion Heard: Monday and Wednesday at 8:30 a.m.

12 Ex Parte Applications Heard: Monday through Friday at 8:30 a.m. Clerk’s Office for

13 Filing Documents: 1st Floor, Room 1000

14 Clerk’s Office for Filing Law and Motion: 1st Floor, Room 1000

15 • **CHATSWORTH COURTHOUSE**

16 Trial Department: Department F44

17 Law and Motion Heard: Monday and Wednesday at 8:30 a.m.

18 Ex Parte Applications Heard: Monday and Wednesday at 8:30 a.m.

19 Clerk’s Office for Filing Documents: Room 1200

20 • **COMPTON COURTHOUSE**

21 Trial Department: Department 7

22 Law and Motion Heard: Monday and Wednesday at 8:30 a.m.

23 Ex Parte Applications Heard: Monday through Friday at 8:30 a.m.

24 Clerk’s Office for Filing Documents: Room 902

25 Clerk’s Office for Filing Law and Motion: Room 902

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1 • **INGLEWOOD COURTHOUSE**

2 Trial Department: Department I

3 Law and Motion Heard: Monday through Friday at 1:30 p.m.

4 Ex Parte Applications Heard: Monday through Friday at 1:30 p.m.

5 Clerk's Office for Filing Documents: Room 630

6 Clerk's Office for Filing Law and Motion: Room 630

7 • **GOVERNOR GEOEGE DEUKEJIAN (LONG BEACH) COURTHOUSE**

8 Trial Department: Department SI3

9 Law and Motion Heard: Monday and Wednesday at 1:30 p.m.

10 Ex Parte Applications Heard: Monday through Friday at 8:30 a.m.

11 Clerk's Office for Filing Documents: Room 1401

12 Clerk's Office for Filing Law and Motion: Room 1401

13 • **NORWALK COURTHOUSE**

14 Trial Department: Department W

15 Law and Motion Heard: Monday through Friday at 9:30 a.m.

16 Ex Parte Applications Heard: Monday through Friday at 8:30 a.m.

17 Clerk's Office for Filing Documents: Room 101

18 Clerk's Office for Filing Law and Motion: Room 101

19 • **PASADENA COURTHOUSE**

20 Trial Department: Department R, 2nd Floor

21 Law and Motion Heard: Monday through Friday at 1:30 p.m.

22 Ex Parte Applications Heard: Monday through Friday at 1:30 p.m.

23 Clerk's Office for Filing Documents: Room 102

24 Clerk's Office for Filing Law and Motion: Room 102

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1 • **SANTA MONICA COURTHOUSE**

2 Trial Department: Department S

3 Law and Motion Heard: Monday and Wednesdays at 8:30 a.m., 10:00 a.m. or 3:00 p.m.

4 Ex Parte Applications Heard: Monday through Friday at 8:30 a.m.

5 Clerk's Office for Filing Documents: Room 224

6 Clerk's Office for Filing Law and Motion: Room 224

7 • **VAN NUYS COURTHOUSE**

8 Trial Department: Department H

9 Law and Motion Heard: Friday at 8:30 a.m. and 10:00 a.m.

10 Ex Parte Applications Heard: Monday through Friday at 1:30 p.m.

11 Clerk's Office for Filing Documents: Room 107

12 Clerk's Office for Filing Law and Motion: Room 107

13 • **WEST COVINA COURTHOUSE**

14 Trial Department: Department 2

15 Law and Motion Heard: Monday through Friday at 8:30 a.m.

16 Ex Parte Applications Heard: Monday through Friday at 11:00 a.m.

17 Clerk's Office for Filing Documents: Room 107

18 Clerk's Office for Filing Law and Motion: Room 107

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20 IT IS SO ORDERED.

21 Date: 4/15/22



22 Judge David J. Cowan
23 Supervising Judge, Civil Division
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