

Location: Norwalk Courthouse – Department F

Judge: Lee W. Tsao

Judicial Assistants: Kevin Caudill/Frances Palumbo

Courtroom Assistant: Maryann Tran

Phone: 562-345-3703

Types of Hearing heard in Dept. F: Trial Setting Conferences, Orders to Show Causes, Mandatory Settlement Conferences, Final Status Conferences, Jury Trials, Non-Jury Trials, Motions for Trial Preference

Ex Parte matters are heard Monday through Friday, at 8:30 a.m. Counsel are to proceed directly to Department F. Ex Parte Applications for the department are requests to continue trial.

When checking in for the calendar, please provide the Court with a business card containing your name, the party you represent, the number of your case on the Court's calendar, and your California State Bar number.

Dept. F's trial rules are as follows:

1. With respect to expert witness designation and discovery, absent a court order to the contrary, the parties shall comply with the provisions of CCP Sections 2034.
2. All discovery, excluding depositions of experts designed pursuant to CCP Section 2034, shall be concluded no later than 30 days prior to the first trial date set by the court unless specifically ordered otherwise by the court. Expert discovery shall be concluded no later than 15 days to the initially set date.
3. No later than 5 days prior to the Final Status Conference, all counsel and parties in pro per shall exchange with each other and e-File the following items in writing:
 - a. A brief statement of the case suitable to be read to prospective jurors by the Judge before voir dire, if a jury case. (All parties are encouraged to reach an agreed statement outlining the case for information of the trial judge and jury panel.)
 - b. List of names of all witnesses to be called at trial, an estimate for the time for such testimony, their occupation and city of residence.
 - c. All motions in limine with proposed order. (Except for good cause shown, motions in limine not reduced to writing and timely served upon other parties shall not be considered by the trial court.) Page 2 of 2
 - d. Proposed jury instructions (including special forms and modified CACI instructions), if jury is demanded. (The form of such instructions shall comply with Los Angeles Superior Court Local Rules, Chapter 3. Special and modified CACI instructions).

e. Identify, assemble, and list in logical order of presentation all exhibits to be used at time of trial as described in Los Angeles Superior Court, Chapter 3 (except for good cause shown, failure to so disclose shall preclude admission of undisclosed exhibits.)

4. Prior to the Final Status Conference, all counsel and parties in pro per shall cause any depositions expected to be used to have been corrected and signed or made subject to stipulation for use without signature.

5. Counsel MUST comply with the provisions of the Los Angeles Superior Court Rules Chapter 3.

6. Mandatory Settlement Conference Brief must be submitted no later than five court days before the settlement conference in accordance with CRC 3.25.

7. Any parties not served, fictitious or otherwise, is dismissed pursuant to content.

8. Jury has been waived or demanded.

9. Trial briefs are required and shall be filed and served no later than the date set for trial.

10. Appearing counsel were personally served a copy of the trial setting order.

11. Notice of dates of Trial, Final Status Conference, and Mandatory Settlement Conference are waived.

For any procedural questions, please contact Department F.