

SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE

TRIAL RULES

Department PS1

(Effective July 14, 2017)

Trial counsel shall comply with the following requirements:

1. Non-refundable jury fees of \$150.00 are to be deposited prior to trial or jury is waived pursuant to CCP § 631 et. seq. At commencement of trial, and each day of trial thereafter, counsel are directed to pay their share of the daily jury fees and court reporter fees directly to the clerk's office and provide a copy of the receipt to the courtroom assistant.
2. Motions in limine shall be filed and served so opposing counsel receives them on or before 4:00 p.m. three (3) weeks prior to the date of trial. All motions in limine shall be numbered consecutively. A separate proposed order shall be filed with each motion in limine.

Oppositions to all motions in limine shall be filed and served so opposing counsel receives them by 4:00 p.m. ten (10) days prior to the date of trial.

A courtesy copy of all motions in limine, proposed orders, and oppositions shall be delivered to the Civil Clerk's Office for Department PS1 no later than one (1) week prior to date of trial.

3. No later than two (2) weeks prior to trial, the parties shall meet and confer regarding a proposed joint statement of the case, joint witness list, joint exhibit list, proposed jury instructions, proposed verdict forms, and a joint timeline chart for an accurate trial time estimate. The parties shall prepare and exchange the following: 1) a neutral non-argumentative joint statement of the case suitable for reading to the venire panel; 2) a joint witness list which includes the name, place of residence and occupation of each witness, as well as a brief description of the subject matter of each witness's testimony; 3) a joint exhibit list; 4) proposed jury instructions; 5) proposed verdict forms or special verdict forms (see paragraph 6 below for additional requirements concerning the proposed jury instructions and verdict forms and special verdict forms); and 6) a joint timeline chart including a time estimate in hours (not days) for all of the following for each party: opening statements, closing statements, direct, cross, and re-direct examination of each witness, and a total of all of the above time estimates in order to arrive at a realistic overall time estimate of the trial in hours. The parties are to file/submit these documents with the court and include a courtesy copy for the courtroom by 4:00 p.m. one (1) week prior to the date of trial.

The joint timeline chart is expected to be as accurate as possible in order to time qualify the jury as well as to give the jurors, the parties, counsel, and the court an accurate estimate of the length of the trial.

Plaintiff shall number the exhibits plaintiff intends to offer starting with 1. The parties shall designate a number range for plaintiff's exhibits, then assign a number range for each other party so that there will be a sufficient range of numbers available to each party, so that each exhibit receives only one number. Refer to paragraph 5 below for additional details.

4. On or before 4:00 p.m. the 5th calendar day before trial, lead trial counsel for each party shall file and serve a declaration confirming that the requirements set forth in items No. 2 and No. 3 above have been completed in good faith. The declarations shall also set forth a concise statement of all agreed upon issues as well as a concise statement of any unresolved issues, including, but not limited to, issues related to the authentication and/or admissibility of any exhibits and the admissibility of any anticipated testimony.
5. On the first day of trial, each party shall bring to the trial department a sufficient number of sets of exhibits it intends to offer so that the court, the courtroom assistant, court reporter, witnesses, and all counsel will have a copy of them all. Every page of the exhibits is to be pre-indexed, bates stamped and tabbed. Exhibits are to be on 8½ x 11 in. paper and shall be placed in 3-ring binders. Exhibit sets shall be numbered consecutively using the numbers designated as required in paragraph 3 above.

Department PS1 has an ELMO projector for counsel's use to present photos, charts, and other exhibits. The courtroom has hook-ups available, but all parties will need to provide their own cables to connect to the court's system.

6. The parties are to submit the following documents related to proposed jury instructions and verdict forms:
 - 1) All agreed upon proposed jury instructions with no blanks and no brackets: one set with authorities if applicable, and one set with text only in a format suitable to give to the jury;
 - 2) All proposed jury instructions in dispute (not agreed upon) with no blanks and no brackets: one set with authorities if applicable, and one set with text only in a format suitable to give to the jury, with pocket briefs by each party as to why their version is more appropriate for use;

- 3) All agreed upon proposed verdict form(s) and/or special verdict form(s): one set with authorities if applicable, and one set with text only in a format suitable to give to the jury;
- 4) All verdict form(s) and/or special verdict form(s) in dispute (not agreed upon): one set with authorities if applicable, and one set with text only in a format suitable to give to the jury, along with pocket briefs by each party as to why their version is more appropriate for use; and
- 5) A disposition table showing each jury instruction and verdict form and special verdict form (“verdict forms”) proposed by any party and indicating the following: 1) the party proposing the jury instruction or verdict form; 2) whether the other parties agree or disagree with the proposed jury instruction or verdict form; 3) whether the court agrees to give the proposed jury instruction or verdict form as proposed; 4) whether the court agrees to give the instruction or verdict form as modified; and 5) whether the court declines to give the proposed jury instruction or verdict form.

Parties are to file/submit these documents with the court and include a courtesy copy for the courtroom by 4:00 p.m. one (1) week prior to the start date of trial and also email all of these documents to the Courtroom Assistant in WORD format by 4:00 p.m. one (1) week prior to the date of trial.

7. The court expects to hear trials Monday through Thursday from 10:00 a.m. to noon and from 1:30 p.m. to 4:15 p.m.
8. Ex parte applications will be heard Monday through Friday at 8:30 a.m. The Court may exercise its discretion to deny or grant an ex parte application without a hearing.