

Local Rule 3401 Binder Guidelines

Cover page:

SUPERIOR COURT OF THE STATE OF CALIFORNIA FOR THE COUNTY OF RIVERSIDE	
NAME OF PLAINTIFF(S), Plaintiff, v. NAME OF DEFENDANT(S), Defendant.	CASE NO. 00000000 (Dept. ____; The Honorable _____, Judge, Presiding) [Complaint filed 00/00/00] TRIAL DATE: _____, 20__ TIME: 8:30 A.M. DEPT: _____
<hr/> TRIAL BINDER - JUDGE'S COPY <hr/>	
16.5 HOURS TESTIMONY	
<u>Plaintiff(s)</u> Counsel's Name, ESQ. Counsel's Name, ESQ. LAW FIRM Street Address Suite 000 City, California Telephone:	<u>Defendant(s):</u> Counsel's Name, ESQ. Counsel's Name, ESQ. LAW FIRM Street Address Suite 000 City, California Telephone:

Spine:

<i>PLAINTIFF vs. DEFENDANT</i>	TRIAL BINDER	Testimony – 16.5 Hours
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Index page:

No.	Document
1	Operative Pleadings
2	Joint Pretrial Statement
3	Trial Briefs
4	Joint Witness List
5	Joint Exhibit List
6	Request(s) for Judicial Notice
7	*Joint Statement of the Case
8	*Jury Instructions (Joint/Plaintiff's/Defendant's)
9	*Verdict Form(s)
10	*Motions <i>in Limine</i> (MILs) (Joint Index/Joint Proposed Order/ Plaintiff's 4 MILs/Defendant's 4 MILs)
	*Separate Binder with Additional MILs
PLAINTIFF'S 4 MOTIONS IN LIMINE	
(1)	TO PRECLUDE REFERENCE TO CASE SPECIFIC HEARSAY, PURSUANT TO PEOPLE v. SANCHEZ (PLF'S MIL #1)
(2)	PRECLUDE REFERENCE TO – INSERT DESCRIPTION OF MIL (PLF'S MIL #2)
(3)	PRECLUDE REFERENCE TO – INSERT DESCRIPTION OF MIL (PLF'S MIL #3)
(4)	PRECLUDE REFERENCE TO – INSERT DESCRIPTION OF MIL (PLF'S MIL #4)k
DEFENDANT'S 4 MOTIONS IN LIMINE	
(1)	TO PRECLUDE REFERENCE TO CASE SPECIFIC HEARSAY, PURSUANT TO PEOPLE v. SANCHEZ (DEF'S MIL #1)
(2)	PRECLUDE REFERENCE TO – INSERT DESCRIPTION OF MIL (DEF'S MIL #2)
(3)	PRECLUDE REFERENCE TO – INSERT DESCRIPTION OF MIL (DEF'S MIL #3)
(4)	PRECLUDE REFERENCE TO – INSERT DESCRIPTION OF MIL (DEFENDANT'S MIL #4)

*Additional documents required for jury trials

Tab 1 (right sided tab):

Pleadings

Sub Tabs (across the bottom):

Complaint

Answer(s)

Cross-Complaint(s)

Answer(s)

Complaint

Answer(s)

Cross-complaint

Answer(s)

Tab 2 (right sided tab):

Pretrial Statement

Sub Tabs (across the bottom):

None

Pretrial Statement

Tab 3 (right sided tab):

Trial Briefs

Sub Tabs (across the bottom):

Plaintiff

Defendant(s)

Trial Briefs



Tab 4 (right sided tab):

Witness List

Sub Tabs (across the bottom):

None



Tab 5 (right sided tab):

Exhibit List

Sub Tabs (across the bottom):

None

Exhibit List

Tab 6 (right sided tab):

Judicial Notice

Sub Tabs (across the bottom):

None

Tab 7 (right sided tab):

Statement of the Case

Sub Tabs (across the bottom):

None

Statement of the Case

Tab 8 (right sided tab):

Instructions

Sub Tabs (across the bottom):

Joint

Plaintiffs

Defense

Instructions

Joint	Plaintiffs	Defense
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Tab 9 (right sided tab):

Verdict Form(s)

Sub Tabs (across the bottom):

None

Verdict Form(s)

Tab 10 (right sided tab):

MILs

Sub Tabs (across the bottom):

Plaintiff(s) #1 Motion in Limine

Opposition

***Repeat if more than one MIL**

Defendant(s) #1 Motion in Limine

Opposition

***Repeat if more than one MIL**

Note: In this section, place all of the Plaintiff's Motions in Limine in numeric order prior to all of the Defendant's Motions in Limine, also listed in numeric order. If you have multiple Motions in Limine for both the Plaintiff and the Defendant create a tab for each Motion of Limine with a separate Opposition tab, as well.

MILS

