

Superior Court of California  
County of Orange

**Honorable Scott A. Steiner**

**DEPARTMENT N18**

CLERK: Lorena Chico

COURT ATTENDANT: Laura Diaz

NORTH JUSTICE CENTER  
1275 N. BERKELEY AVE.  
FULLERTON, CA 92832  
(657) 622-5618  
[www.occourts.org](http://www.occourts.org)

[Remote Video Appearance](#)

To help us process your case and paperwork faster, please limit telephone calls to the court. Most questions can be answered by referring to the relevant California Codes, California Rules of Court, Orange County Superior Court Local Rules, and the Court's website ([www.occourts.org](http://www.occourts.org)). If you do have to call the court, however, please have your case name and number available.

**I. EX PARTE PROCEDURES**

Ex parte hearings will be heard Monday through Friday at 1:30 p.m. No reservation is required. Ex parte papers must be received by the Court before 2:00 p.m., the day before the hearing. If the moving papers are not received before 2:00 p.m., the ex parte will be rejected. This rule will be strictly enforced. In most matters, the Court will rule on ex parte hearings from chambers without a formal hearing. In the event the Court wants to conduct a formal hearing, you will receive a phone call from the clerk.

Fee and filing information are available on the court's website. Notice to opposing parties is to be given pursuant to California Rules of Court 3.1200 to 3.1207.

Moving papers must include a declaration of notice of ex parte hearing, a declaration based on personal knowledge, points and authorities, and a proposed order. Please submit the proposed in an editable word-processing format. The application shall set forth the irreparable harm that will occur if the relief

requested is not granted. Counsel should read Mission Power Engineering Company v. Continental Casualty Company (C.D. Cal. 1995) 883 F.Supp. 488, which although is a federal case, expresses the court's view on ex parte matters.

The moving party shall submit on the application unless the Court invites oral argument. Any hearing of ex parte matters shall not interfere with or delay any trial in progress. Counsel may have to wait.

## **II. GENERAL CALENDAR**

A. Jury Trials – Trial Call is on Mondays at 9:00 AM. Full trial days on Monday, Tuesday, Thursday and Friday from 9:30 AM – 3:45 PM.

Jury fees must be posted prior to the Case Management Conference.

In the absence of posted fees by both sides, the right to a jury trial is deemed waived.

If the jury demanding party fails to post jury fees within 10 days of a matter being set for trial, and the other side has requested jury and posted jury fees, the Court will set the matter for an Order to Show Cause re: Sanctions Pursuant to Code of Civil Procedure 177.5 for failure to post fees as ordered.

### **\*COUNSEL ARE REQUIRED TO BRING THEIR OWN COURT REPORTERS\***

B. Law and Motion Hearings – Wednesdays at 10:00 A.M.

Law and Motion – Tentative rulings and information regarding Law and Motion are available on the court's website at: [Civil Tentative Rulings | Superior Court of California | County of Orange \(occourts.org\)](https://www.courts.ca.gov/civil-tentative-rulings)

Every effort will be made to post tentative rulings by 12:00 PM on the scheduled date. Please do not contact the courtroom and inquire when tentative rulings will be posted.

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C. Case Management Conferences – Tuesday and Thursday at 9:00 AM

D. Order to Show Cause Hearings – Tuesday and Thursday at 9:00 AM

E. Mandatory Settlement Conferences – Fridays at 9:00 AM

Mandatory Settlement Conference Statements are to be e-Filed (They will be “Received” and will be kept confidential). The Court actively participates in settlement. Failure to comply with rule 316, may result in sanctions being levied.

**FAILURE TO SUBMIT MSC STATEMENTS TIMELY BY ALL PARTIES WILL RESULT IN THE MSC GOING OFF CALENDAR WITH THE TRIAL DATE TO REMAIN. PLEASE INCLUDE E-MAIL ADDRESS OF SETTLEMENT COUNSEL ON THE MSC STATEMENT.**

F. Default Prove-Up Hearings – Tuesday and Thursday at 9:00 AM

G. Ex Partes– Monday -Friday at 1:30 p.m. No appearances-counsel Ex Parte Application must be filed by 02:00 p.m. the day prior. Opposition filed by 09:00 a.m. the same day of the hearing.

H. Informal Discovery Conferences – Fridays at 10:00 AM. One per week. Counsel must appear in-person and submit a summary of the issues two days prior to the scheduled conference. Contact the clerk or court attendant to email the summary/brief to the court.

J. Remote Appearances – Counsel/parties appearing are required to have *functioning* video cameras. The Court must be able to both see and hear remotely appearing parties. If counsel do not have a functioning video camera, he or she is ordered to personally appear.

Cooperation, Civility, and Courtesy – Please refer to the Orange County Bar Association’s Civility Guidelines, which are posted outside of this Department and available online at: [civility\\_guidelines.pdf \(ocbar.org\)](https://www.ocbar.org/civility-guidelines.pdf)

### **III. CONTINUANCES**

Law and motion matters and review hearings may be continued once for not more than 60 days by written stipulation of the parties and submission of the continuance fee, subject to approval by the court. Even if a continuance is unopposed, counsel must submit a supporting declaration stating facts that constitute good cause for a continuance. A proposed order is to be submitted with the request, stipulation, and supporting declaration. Any additional continuances or continuances for more than 60 days may be requested by ex parte application or a motion to continue.

#### **IV. APPEARANCES IN EVIDENTIARY AND NON-EVIDENTIARY PROCEEDINGS**

Parties are expected to review Orange County Superior Court Local Rule 375 on Remote and In-Person Proceedings for Civil, which is on the Court's website.

- A. Non-Evidentiary Proceedings - Except for mandatory settlement conferences (see § III.D), the Court will offer remote appearances for all non-evidentiary proceedings (meaning any proceeding at which oral testimony is not expected, such as Law and Motion, ex partes, case management conferences, status conferences, hearings on order to show cause, and trial call). Remote appearances will be via the Civil Remote Check-In Program. To access the Civil Remote Check-In Program or for more information regarding the Remote Check-In Program please visit the Court's website at [Civil Remote Hearings | Superior Court of California | County of Orange \(occourts.org\)](https://occourts.org). However, parties preferring to appear in-person may do so.

No filming, broadcasting, photography, or electronic recording is permitted of this video session pursuant to California Rules of Court, rule 1.150 and Orange County Superior Court rule 180.

- B. Evidentiary Proceedings - Evidentiary proceedings (such as trials, debtor examinations, or other hearings where oral testimony will be taken) will be in-person, unless ordered otherwise by the Court.
- C. The Court does not provide interpreters.
- D. Media and public access to proceedings will be in person in the courtroom where the hearing is scheduled. In the event any proceeding is conducted entirely remotely, the press and public can obtain public access by contacting the courtroom at (657) 622-5618.

#### **V. TRIAL PROCEDURES**

- A. On the date scheduled for the first day of trial, the court will hold a trial call at 9:00 a.m. in Department N18. All trial counsel and self-represented parties can remotely access the trial call by joining the [Civil Remote Hearings | Superior Court of California | County of Orange \(occourts.org\)](https://occourts.org). Information regarding use of the Civil Remote Check-In Program is available on the OC Superior Court public website, [Home | Superior Court of California | County of Orange \(occourts.org\)](https://occourts.org), by clicking the COVID-19 box at the top of the home page, and then proceeding to "Civil," then click on the gold ribbon that states "Click here to appear for the online Check-

In/Zoom Program”, click on Department N18. However, parties preferring to appear in-person for the trial call may do so.

All trial counsel and self-represented parties should connect to the remote videoconferencing program by 9 a.m. on the trial date to enable the courtroom clerk to perform timely check-ins. Counsel/self-represented parties are responsible for ensuring they can connect, speak, hear, see, and be seen with the remote videoconferencing program. If counsel/self-represented parties are unable to appear through the remote videoconferencing program, they should contact the courtroom clerk in Department N18 at (657) 622-5618, so that other arrangements can be made.

Counsel/self-represented parties should be prepared to announce whether they are ready for trial and whether they would like to proceed with a jury trial (if jury fees have been posted pursuant to Code of Civil Procedure section 631) or court trial.

- B. Counsel shall jointly conduct an Issues Conference at least 14 days before trial, in compliance with Orange County Superior Court Local Rule 317. The statement of compliance with Local Rule 317 must be filed by noon on the Wednesday before the Monday trial date. The Joint Trial Notebook, as set forth in Local Rule 317, must be delivered to the clerk in Department N18 by noon on the Thursday before the Monday trial date. If the statement of compliance or Joint Trial Notebook are not timely filed or delivered, the court may continue the trial or trail the trial while the parties comply with Local Rule 317.
- C. Court Reporting Services – The Orange County Superior Court will no longer provide the services of an official court reporter in this department. Counsel are ordered to obtain a court reporter for trial.

#### D. Exhibits

- 1. Pursuant to Local Rule 317, counsel must jointly prepare an exhibit list. Counsel shall avoid duplicates. Each exhibit should be listed by exhibit number. The exhibit list should set forth each number along with a very brief description which includes the date of the document or a notation that the document is undated. Copies of the exhibit list should be made for the court, the clerk, the court reporter, and each counsel.
- 2. Only numbers should be used. It is not appropriate to designate plaintiff's or defendant's exhibits.

3. Page numbers shall be placed on all pages of multiple-page documents.
4. Counsel must prepare exhibit notebooks pursuant to Local Rule 317. Exhibits should be placed in three-ring binders, not to exceed 3", with tabbed dividers. Each tab should bear the corresponding exhibit number. All original exhibits must have the court exhibit tags filled out, printed and attached to the first page of each exhibit in the upper right-hand corner. Exhibit tags are available on the court's website.
5. Enlargements of exhibits and transparencies for use with an overhead projector shall not be used as original exhibits. Instead, a normal-size paper version of the exhibit should be marked and treated as the official exhibit. Blowups and transparencies are informally marked with the same exhibit number and referred to by the same exhibit number during trial.
6. If you plan to use a video exhibit or videotaped depositions, it is counsel's responsibility to supply the necessary equipment and to have it set up before trial or during a recess. Please have electronic exhibits intended to be admitted into evidence on a flash drive or CD/DVD for their use, as needed, in the jury deliberation room.

#### E. Voir Dire

The court will conduct the initial questioning. When the court has completed its questioning, each counsel will be permitted to do a mini-opening statement of two minutes early in voir dire in order to give the jurors a short "road map" of the evidence and give them a frame of reference for answering your questions. Counsel will question potential jurors for cause, subject to the following limitations: (1) the attorneys must not engage in questioning that violates Standards of Judicial Administration 3.25(f) or Code of Civil Procedure section 222.5; (2) no repetitive questioning; (3) no pre-conditioning of the jury; (4) no hypothetical verdicts; and (5) no questions regarding pleadings, law, or juror comfort without prior permission of the court.

#### F. Witnesses

It is counsel's responsibility to arrange the appearance of witnesses in such a manner as to avoid delay of the trial. Counsel are to confer with each other regarding the witnesses' order of appearance and advise the court of any anticipated witness problems before trial commences. The Court generally permits remote appearances by witnesses, if needed.

#### G. Courtroom decorum

1. Counsel shall instruct their clients and witnesses as to proper behavior around jurors and warn against discussing the case in the presence of jurors and against engaging in conversation with a juror until after the case has been concluded.
2. All witnesses, except children, are to be addressed only by their last name. Counsel must request permission to approach a witness or diagram near the witness but must retreat after the purpose has been accomplished.
3. No speaking objections in front of a jury. Opposing counsel should not speak before the court rules unless the court requests input or unless counsel requests to respond and is granted permission. Any substantial discussion regarding objections will be had outside the presence of the jury.
4. Objections, statements, and arguments are to be addressed to the court rather than opposing counsel or witnesses.
5. Jurors shall be referred to in voir dire by their three-digit juror identification badge number, not their names.

