

Trial and Evidentiary Hearing Procedures

Honorable William Altenberger
Courtroom #1639

During the week prior to a trial or evidentiary hearing, Judge Altenberger may move the starting date and time of a particular matter. Judge Altenberger's Courtroom Deputy, Sonny Milano, will advise parties of any such change by telephone. Parties are cautioned to be prepared to adjust their schedules accordingly. The first trial or evidentiary hearing of the week will begin promptly on Monday morning. Judge Altenberger will expect counsel and witnesses to be available on 2-3 hours telephonic notice for the remainder of the week.

BRIEFS

LBR Reference: Please comply with LBR 9013-2
Judge's Copy: Please comply with LBR 5005-2(d)
Please comply with Court Manual Sections 2-5(d), 3-5(b) and Appendix F

EXHIBITS

LBR Reference: Please comply with LBR 9070-1
Identification: Per LBR 9070-1(a)(2):
Numbers: plaintiff/movant exhibits must be marked with numbers in increasing order.
Letters: defendant/respondent exhibits must be marked with letters in alphabetical order.

Tags

All parties presenting exhibits are responsible for tagging their own exhibits prior to the start of trial. Exhibit tags may be obtained from the Courtroom Deputy, Sonny Milano, in Room 940 or the court recorder prior to the trial.

#of Copies

Please bring one original set for the court recorder and 4 sets of copies (1/each counsel, 1/judge, 1/witness)

Exhibit Register

All parties presenting exhibits must prepare an exhibit register on Form B 3024 "EXHIBIT REGISTER AND NOTICE RE DISPOSITION OF EXHIBITS" available on the court's website at www.cacb.uscourts.gov, under "Court Forms".

Continuance /Settlement:

Motions for continuance or stipulation for settlement must be filed and a proposed order lodged with the assigned judge at least five (5) **court** days prior to the scheduled trial or evidentiary hearing date with courtesy copies delivered to Judge Altenberger's Courtroom Deputy, Sonny Milano at Room 940. He will contact the parties as to whether the continuance/settlement agreement has been granted or denied.

Lodging Orders

Orders that are capable of being lodged electronically shall be lodged with the original assigned judge via the Court's electronic Lodge Order Upload (LOU) system.

If you have further questions regarding Judge Altenberger's procedures please contact **Sonny Milano @ 213.894.1485.**