

Trial and Evidentiary Hearing Procedures

Revised 1/9/25

Briefs

LBR Reference: Please comply with LBR 9013-2. Judge Houle requires that each party
Judge's Copy: timely file a trial brief, unless excused by court order.
Please comply with LBR 5005-2(d)
Please comply with Court Manual Sections 2.5, 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 scheduled trial or evidentiary hearing. The mandatory yellow (Plaintiff) and blue (Defendant) exhibit tabs may be downloaded from the Courts website under LBR Forms **F 9070-1.1** EXHIBIT.TAG.PLAINTIFF- Exhibit Tag (Plaintiff) and **F 9070-1.2** EXHIBIT.TAG.DEFENDANT- Exhibit Tag (Defendant). Exhibit tags must be placed on the back, bottom left-hand corner, of the last page of each exhibit. (Original Copy Only)

Assembly **/Witness List &** **Exhibit Register:**

All exhibits must be assembled in a binder or notebook. Each such binder or notebook must include a witness list and an exhibit register. The exhibit register shall be prepared using Form B 3024 "EXHIBIT REGISTER AND NOTICE RE DISPOSITION OF EXHIBITS," which is available on the court's website at www.cacb.uscourts.gov., under "Court Forms."

of Copies:

All parties shall prepare one tagged original set of exhibits to be offered into evidence and four sets of conformed copies (one for each counsel, one for the judge, and one for the witness). All sets of exhibits shall be delivered to Judge Houle's Courtroom Deputy, at least five court days prior to the scheduled trial or evidentiary hearing.

Continuance **/Settlement:**

Motions for continuance or stipulations for settlement must be filed and a proposed order lodged with the court at least five (5) court days prior to the scheduled trial or evidentiary hearing date, with courtesy copies delivered to chambers.

Lodging Orders:

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

For any further questions regarding Judge Houle's procedures, please contact Courtroom Deputy at (714) 338-5372.