

APPEARING BEFORE JUDGE SCOTT C. CLARKSON

Judge Clarkson starts matters promptly at the calendared hearing time. Please arrive at least five (5) minutes early to check in with the Courtroom DECRO.

1. Which Courtroom do I appear in—Riverside or Santa Ana?

For Riverside Matters, unless otherwise ordered or stated in the Court's tentative, appearances may be made in either:

Video Hearing Room 126
3420 Twelfth Street
Riverside, CA 92501

or

Courtroom 5C
411 West Fourth Street
Santa Ana, CA 92701

For Santa Ana matters, unless otherwise ordered or stated in the Court's tentative, appearances must be made in:

Courtroom 5C
411 West Fourth Street
Santa Ana, CA 92701

2. How do I check in?

Attorneys: Please give the DECRO **two (2) business cards**, and write the following on the front of the business card: 1) the name of the party you represent (i.e., Plaintiff, John Doe or Creditor, Big Bank); and 2) the Calendar Numbers in which you are appearing.

3. How do I know if I need to appear?

Unless the tentative specifically excuses appearances for a hearing, appearances are required.

4. May I appear telephonically?

Yes, unless specified below or otherwise instructed (please review the tentative rulings posted on the Court's website) parties may appear telephonically for hearings. Please see the link "Notice re: Telephonic Appearance Procedures," which provides instructions for appearing telephonically before the Judge. Telephonic appearances are not allowed (and therefore counsel must appear physically in Courtroom 5C in Santa Ana) for the following types of hearings:

- Motions anticipated to take longer than 15 minutes
- Pre-Trials
- Summary Judgment Motions
- Trials
- Confirmation hearings
- Disclosure Statement hearings
- Evidentiary hearings (i.e., any matter where witnesses may testify or be present)
- Motions to Dismiss

5. What if I want to make an appearance on a matter that has been VACATED or DISMISSED?

No appearances are permitted on matters that have been VACATED, except as set forth below.

With respect to matters which have been DISMISSED, generally and absent unusual circumstances, the only time the Court will permit appearances on cases which have been dismissed is where there is a motion for relief pending, which seeks annulment or in rem relief because the Court retains jurisdiction.

If you would like to appear on a matter that has been VACATED in a case that has been DISMISSED, please contact Chambers at least forty-eight (48) hours prior to the hearing at (714) 338-5460 with the date, time, and case number of the vacated matter on which you would like to appear. Also, please be prepared to explain why you will be appearing on a matter that has been vacated.

6. What to do if I'm running late?

If you are going to be late for a hearing, you must contact Chambers at (714) 338-5460 and inform Chambers of the reason for the delay and the anticipated length of delay. Failure to do so may result in your matter being called without your appearance. **Be advised that if you fail to appear at the time your matter is called and you have not called and spoken with Chambers prior to the hearing time, the Court may impose monetary or non-monetary sanctions, including dismissal of the proceeding or striking the answer.**

7. Courtesy/Judges Copies

Please remember to provide Chambers with a **fully tabbed** Chambers copy of any document filed, pursuant to LBR 5005-2(d). All copies should be delivered to Chambers at 411 West Fourth Street, Santa Ana, CA 92701. Please remember that the copy you send is the actual copy that the Judge works from and reviews. The failure to send a Judge's copy may result in your matter being denied or continued.