
BRIDGING THE GAP

**MAKING YOUR
WAY THROUGH
COURT**

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE
CIVIL CASE TIME SCHEDULE**

UNLIMITED (OVER \$25,000)			
Day	Event	Comment	Authority
1	Complaint filed with Civil Case Cover Sheet	Judicial Officer is assigned for all purposes.	SCOC rule 303 CRC 3.220
Varies	Request for Entry of Default filed.	10 days after expiration of response time.	CRC 3.110(g)
Varies	Deadline for filing responsive pleading	Parties may stipulate to 15 day extension.	CRC 3.110
Varies	Service of cross-complaint that names new parties	Proof of service filed within 30 days of filing of cross-complaint.	CRC 3.110(c)
60	Deadline for filing proof(s) of service on the complaint.	Failure to meet deadline may result in the court scheduling an Order to Show Cause Hearing.	CRC 3.110(b)
Varies	Meet and Confer	Parties must meet and confer within 20 days after service of the responsive pleading. Joint Meet and Confer Statement (local form #L-964) must be filed within 30 days after service of the responsive pleading.	SCOC rule 315 CRC 3.724
Anytime	Stipulation to Arbitration, Mediation, or Early Neutral Evaluation		SCOC rule 360
180	Deadline for Case Management Conference and Case Management Order	Court must give minimum of 45 days notice. Parties must file Case Management Statement 15 calendar days <u>prior</u> to hearing (Judicial Council Form #CM-110).	CRC 3.722(b) SCOC rule 317 CRC 3.725(a)
Varies	Mandatory Settlement Conference	May be scheduled at the Case Management Conference. Settlement Conference Statement (local form #L-52) lodged 5 court days prior to Mandatory Settlement Conference.	SCOC rule 316
10 days prior to trial	Issue Conference and trial related documents	Counsel required to meet and confer. Statement of Compliance and trial related documents (local form #L-81) submitted by noon, Friday prior to trial.	SCOC rule 317
LIMITED (\$25,000 OR LESS)			
1	Complaint filed with Civil Case Cover Sheet		CRC 3.220
Varies	Request for Entry of Default filed.	10 days after expiration of response time.	CRC 3.110(g)
Varies	Deadline for filing responsive pleading	Parties may stipulate to 15 day extension.	CRC 3.110
Varies	Service of cross-complaint that names new parties.	Proof of service filed within 30 days of filing of cross-complaint.	CRC 3.110(c)
Varies	File At-Issue Memorandum For Trial Setting (local form #L-31)	May be filed when the case is at issue any time before the Case Management Conference. Case Management Conference will be taken off calendar.	SCOC rule 339
60	Deadline for filing proof(s) of service on the complaint	Failure to meet deadline may result in the court scheduling an Order to Show Cause Hearing.	CRC 3.110(b)
Varies	Meet and Confer	Parties must meet no later than 30 calendar days before the Case Management Conference.	CRC 3.724
180	Deadline for Case Management Conference and Case Management Order	Court must give minimum of 45 days notice. Parties must file Case Management Statement 15 calendar days <u>prior</u> to hearing (Judicial Council Form #CM-110).	CRC 3.722(b) SCOC rule 321 CRC 3.725(a)
Varies	Pretrial Settlement Conference	May be set by the court when jury trial or court trial is estimated to last one day or more. Parties must submit a Pretrial Conference Brief/Statement at the time of the conference.	SCOC rule 332

Note: Superior Court of Orange County is abbreviated as "SCOC"

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name & Address): <div style="display: flex; justify-content: space-between;"> <div> Telephone No.: E-Mail Address (Optional): ATTORNEY FOR (Name): </div> <div> Fax No. (Optional): Bar No: </div> </div>	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE JUSTICE CENTER: <input type="checkbox"/> Central - 700 Civic Center Dr. West, Santa Ana, CA 92701-4045 <input type="checkbox"/> Civil Complex Center - 751 W. Santa Ana Blvd., Santa Ana, CA 92701-4512 <input type="checkbox"/> Harbor-Laguna Hills Facility - 23141 Moulton Pkwy., Laguna Hills, CA 92653-1251 <input type="checkbox"/> Harbor-Newport Beach Facility - 4601 Jamboree Rd., Newport Beach, CA 92660-2595 <input type="checkbox"/> Lamoreaux - 341 The City Drive, Orange, CA 92868-3205 <input type="checkbox"/> North - 1275 N. Berkeley Ave., P. O. Box 5000, Fullerton, CA 92838-0500 <input type="checkbox"/> West - 8141 13 th Street, Westminster, CA 92683-4593	
PLAINTIFF: DEFENDANT:	CASE NUMBER:
CERTIFICATE OF DUE DILIGENCE	Case assigned to: Judge: Department: Date complaint filed: Hearing/trial date:

I certify that I am and was on the dates herein mentioned, over the age of 18 years and not a party to the action. After due and diligent effort. I have been unable to effect personal service on the within-named defendant(s):

due to the following reasons: *(If additional space is needed, attach separate page(s) and indicate the number of pages attached.)*

Residence Address	Date and Time Service Attempted	Reason for Non-Service

Business Address	Date and Time Service Attempted	Reason for Non-Service

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

(TYPE OR PRINT NAME)

(SIGNATURE OF DECLARANT)

CERTIFICATE OF DUE DILIGENCE

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name & Address): Telephone No.: _____ Fax No. (Optional): _____ E-Mail Address (Optional): _____ Bar No: _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE <input type="checkbox"/> Central Justice Center, 700 Civic Center Dr. West, Santa Ana, CA 92701-4045 <input type="checkbox"/> Civil Complex Center, 751 W. Santa Ana Blvd., Santa Ana, CA 92701-4512	
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	CASE NUMBER:
MEET AND CONFER STATEMENT Unlimited Civil	Case assigned to: Judge: Department: Date complaint filed: Hearing/trial date:

Pursuant to Rule 315 of the Local Rules – Superior Court of California, County of Orange, the counsel for all parties have met and conferred on the following issues:

- Those facts currently known which support the allegations of the pleadings filed by each party, it being expressly understood that no statement made at this conference can be used against the party making the statement in these proceedings.
- Possible settlement of this action including possible stipulations for mandatory or binding arbitration.
 ** Indicate name(s) of any arbitrator(s) agreed upon: _____
- The following discovery has been tentatively scheduled.

<u>PARTY</u>	<u>DESCRIPTION</u>	<u>DATE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(attach a separate sheet of paper if necessary)

NOTE: Failure to comply and file this document may result in sanctions pursuant to Rule 381 of the Orange County Superior Court Rules.

<u>ATTORNEY FOR</u>	<u>SIGNATURE (TYPE OR PRINT NAME BELOW)</u>	<u>DATE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Parties may stipulate to court-ordered arbitration prior to the case management conference. Counsel may secure a list of arbitrators from the Arbitration Office. A stipulation to court-ordered arbitration does not constitute a plaintiff's election to arbitrate pursuant to Code of Civil Procedure, section 1141.12(b) or California Rules of Court, rule 3.810.

MEET AND CONFER STATEMENT

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name & Address): Telephone No.: _____ Fax No. (Optional): _____ E-Mail Address (Optional): _____ ATTORNEY FOR (Name): _____ Bar No: _____	FOR COURT USE ONLY	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE JUSTICE CENTER: <input type="checkbox"/> Central - 700 Civic Center Dr. West, Santa Ana, CA 92701-4045 <input type="checkbox"/> Civil Complex Center - 751 W. Santa Ana Blvd., Santa Ana, CA 92701-4512 <input type="checkbox"/> Harbor-Laguna Hills Facility - 23141 Moulton Pkwy., Laguna Hills, CA 92653-1251 <input type="checkbox"/> Harbor - Newport Beach Facility - 4601 Jamboree Rd., Newport Beach, CA 92660-2595 <input type="checkbox"/> North - 1275 N. Berkeley Ave., P.O. Box 5000, Fullerton, CA 92838-0500 <input type="checkbox"/> West - 8141 13 th Street, Westminster, CA 92683-0500		
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:		
ALTERNATIVE DISPUTE RESOLUTION (ADR) STIPULATION		CASE NUMBER:

Plaintiff(s)/Petitioner(s), _____

and defendant(s)/respondent(s), _____

agree to the following dispute resolution process:

- ☐ Mediation
- ☐ Arbitration (must specify code)
- ☐ Under section 1141.11 of the Code of Civil Procedure
- ☐ Under section 1280 of the Code of Civil Procedure
- ☐ Neutral Case Evaluation

The ADR process must be completed no later than 90 days after the date of this Stipulation or the date the case was referred, whichever is sooner.

☐ I have an *Order on Court Fee Waiver* (FW-003) on file, and the selected ADR Neutral(s) are eligible to provide pro bono services.

☐ The ADR Neutral Selection and Party List is attached to this Stipulation.

We understand that there may be a charge for services provided by neutrals. We understand that participating in an ADR process does not extend the time periods specified in California Rules of Court rule 3.720 et seq.

Date: _____ (SIGNATURE OF PLAINTIFF OR ATTORNEY) _____ (SIGNATURE OF PLAINTIFF OR ATTORNEY)

Date: _____ (SIGNATURE OF DEFENDANT OR ATTORNEY) _____ (SIGNATURE OF DEFENDANT OR ATTORNEY)

ALTERNATIVE DISPUTE RESOLUTION (ADR) STIPULATION

1. **Party or parties** *(answer one)*:
 - a. ☐ This statement is submitted by party *(name)*:
 - b. ☐ This statement is submitted **jointly** by parties *(names)*:
2. **Complaint and cross-complaint** *(to be answered by plaintiffs and cross-complainants only)*
 - a. The complaint was filed on *(date)*:
 - b. ☐ The cross-complaint, if any, was filed on *(date)*:
3. **Service** *(to be answered by plaintiffs and cross-complainants only)*
 - a. ☐ All parties named in the complaint and cross-complaint have been served, have appeared, or have been dismissed.
 - b. ☐ The following parties named in the complaint or cross-complaint
 - (1) ☐ have not been served *(specify names and explain why not)*:
 - (2) ☐ have been served but have not appeared and have not been dismissed *(specify names)*:
 - (3) ☐ have had a default entered against them *(specify names)*:
 - c. ☐ The following additional parties may be added *(specify names, nature of involvement in case, and date by which they may be served)*:
4. **Description of case**
 - a. Type of case in ☐ complaint ☐ cross-complaint *(Describe, including causes of action)*:

PLAINTIFF/PETITIONER:	CASE NUMBER:
DEFENDANT/RESPONDENT:	

4. b. Provide a brief statement of the case, including any damages. *(If personal injury damages are sought, specify the injury and damages claimed, including medical expenses to date [indicate source and amount], estimated future medical expenses, lost earnings to date, and estimated future lost earnings. If equitable relief is sought, describe the nature of the relief.)*

☐ *(If more space is needed, check this box and attach a page designated as Attachment 4b.)*

5. **Jury or nonjury trial**

The party or parties request ☐ a jury trial ☐ a nonjury trial. *(If more than one party, provide the name of each party requesting a jury trial):*

6. **Trial date**

a. ☐ The trial has been set for *(date)*:

b. ☐ No trial date has been set. This case will be ready for trial within 12 months of the date of the filing of the complaint *(if not, explain)*:

c. Dates on which parties or attorneys will not be available for trial *(specify dates and explain reasons for unavailability)*:

7. **Estimated length of trial**

The party or parties estimate that the trial will take *(check one)*:

a. ☐ days *(specify number)*:

b. ☐ hours (short causes) *(specify)*:

8. **Trial representation** *(to be answered for each party)*

The party or parties will be represented at trial ☐ by the attorney or party listed in the caption ☐ by the following:

a. Attorney:

b. Firm:

c. Address:

d. Telephone number:

f. Fax number:

e. E-mail address:

g. Party represented:

☐ Additional representation is described in Attachment 8.

9. **Preference**

☐ This case is entitled to preference *(specify code section)*:

10. **Alternative dispute resolution (ADR)**

a. **ADR information package.** Please note that different ADR processes are available in different courts and communities; read the ADR information package provided by the court under rule 3.221 for information about the processes available through the court and community programs in this case.

(1) For parties represented by counsel: Counsel ☐ has ☐ has not provided the ADR information package identified in rule 3.221 to the client and reviewed ADR options with the client.

(2) For self-represented parties: Party ☐ has ☐ has not reviewed the ADR information package identified in rule 3.221.

b. **Referral to judicial arbitration or civil action mediation** (if available).

(1) ☐ This matter is subject to mandatory judicial arbitration under Code of Civil Procedure section 1141.11 or to civil action mediation under Code of Civil Procedure section 1775.3 because the amount in controversy does not exceed the statutory limit.

(2) ☐ Plaintiff elects to refer this case to judicial arbitration and agrees to limit recovery to the amount specified in Code of Civil Procedure section 1141.11.

(3) ☐ This case is exempt from judicial arbitration under rule 3.811 of the California Rules of Court or from civil action mediation under Code of Civil Procedure section 1775 et seq. *(specify exemption)*:

PLAINTIFF/PETITIONER: _____ DEFENDANT/RESPONDENT:	CASE NUMBER: _____
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10. c. Indicate the ADR process or processes that the party or parties are willing to participate in, have agreed to participate in, or have already participated in (*check all that apply and provide the specified information*):

	The party or parties completing this form are willing to participate in the following ADR processes (<i>check all that apply</i>):	If the party or parties completing this form in the case have agreed to participate in or have already completed an ADR process or processes, indicate the status of the processes (<i>attach a copy of the parties' ADR stipulation</i>):
(1) Mediation	<input type="checkbox"/>	<input type="checkbox"/> Mediation session not yet scheduled <input type="checkbox"/> Mediation session scheduled for (date): <input type="checkbox"/> Agreed to complete mediation by (date): <input type="checkbox"/> Mediation completed on (date):
(2) Settlement conference	<input type="checkbox"/>	<input type="checkbox"/> Settlement conference not yet scheduled <input type="checkbox"/> Settlement conference scheduled for (date): <input type="checkbox"/> Agreed to complete settlement conference by (date): <input type="checkbox"/> Settlement conference completed on (date):
(3) Neutral evaluation	<input type="checkbox"/>	<input type="checkbox"/> Neutral evaluation not yet scheduled <input type="checkbox"/> Neutral evaluation scheduled for (date): <input type="checkbox"/> Agreed to complete neutral evaluation by (date): <input type="checkbox"/> Neutral evaluation completed on (date):
(4) Nonbinding judicial arbitration	<input type="checkbox"/>	<input type="checkbox"/> Judicial arbitration not yet scheduled <input type="checkbox"/> Judicial arbitration scheduled for (date): <input type="checkbox"/> Agreed to complete judicial arbitration by (date): <input type="checkbox"/> Judicial arbitration completed on (date):
(5) Binding private arbitration	<input type="checkbox"/>	<input type="checkbox"/> Private arbitration not yet scheduled <input type="checkbox"/> Private arbitration scheduled for (date): <input type="checkbox"/> Agreed to complete private arbitration by (date): <input type="checkbox"/> Private arbitration completed on (date):
(6) Other (<i>specify</i>):	<input type="checkbox"/>	<input type="checkbox"/> ADR session not yet scheduled <input type="checkbox"/> ADR session scheduled for (date): <input type="checkbox"/> Agreed to complete ADR session by (date): <input type="checkbox"/> ADR completed on (date):

PLAINTIFF/PETITIONER:	CASE NUMBER:
DEFENDANT/RESPONDENT:	

11. Insurance

- a. ☐ Insurance carrier, if any, for party filing this statement (*name*):
- b. Reservation of rights: ☐ Yes ☐ No
- c. ☐ Coverage issues will significantly affect resolution of this case (*explain*):

12. Jurisdiction

Indicate any matters that may affect the court's jurisdiction or processing of this case and describe the status.

☐ Bankruptcy ☐ Other (*specify*):

Status:

13. Related cases, consolidation, and coordination

- a. ☐ There are companion, underlying, or related cases.
- (1) Name of case:
- (2) Name of court:
- (3) Case number:
- (4) Status:
- ☐ Additional cases are described in Attachment 13a.
- b. ☐ A motion to ☐ consolidate ☐ coordinate will be filed by (*name party*):

14. Bifurcation

- ☐ The party or parties intend to file a motion for an order bifurcating, severing, or coordinating the following issues or causes of action (*specify moving party, type of motion, and reasons*):

15. Other motions

- ☐ The party or parties expect to file the following motions before trial (*specify moving party, type of motion, and issues*):

16. Discovery

- a. ☐ The party or parties have completed all discovery.
- b. ☐ The following discovery will be completed by the date specified (*describe all anticipated discovery*):
- | <u>Party</u> | <u>Description</u> | <u>Date</u> |
|--------------|--------------------|-------------|
|--------------|--------------------|-------------|

- c. ☐ The following discovery issues, including issues regarding the discovery of electronically stored information, are anticipated (*specify*):

PLAINTIFF/PETITIONER: _____	CASE NUMBER:
DEFENDANT/RESPONDENT:	

17. **Economic litigation**

- a. ☐ This is a limited civil case (i.e., the amount demanded is \$25,000 or less) and the economic litigation procedures in Code of Civil Procedure sections 90-98 will apply to this case.
- b. ☐ This is a limited civil case and a motion to withdraw the case from the economic litigation procedures or for additional discovery will be filed (*if checked, explain specifically why economic litigation procedures relating to discovery or trial should not apply to this case*):

18. **Other issues**

- ☐ The party or parties request that the following additional matters be considered or determined at the case management conference (*specify*):

19. **Meet and confer**

- a. ☐ The party or parties have met and conferred with all parties on all subjects required by rule 3.724 of the California Rules of Court (*if not, explain*):
- b. After meeting and conferring as required by rule 3.724 of the California Rules of Court, the parties agree on the following (*specify*):

20. Total number of pages attached (*if any*): _____

I am completely familiar with this case and will be fully prepared to discuss the status of discovery and alternative dispute resolution, as well as other issues raised by this statement, and will possess the authority to enter into stipulations on these issues at the time of the case management conference, including the written authority of the party where required.

Date:

(TYPE OR PRINT NAME)



(SIGNATURE OF PARTY OR ATTORNEY)

(TYPE OR PRINT NAME)



(SIGNATURE OF PARTY OR ATTORNEY)

☐ Additional signatures are attached.

This information sheet is for anyone involved in a civil lawsuit who is considering taking part in an **expedited jury trial**—a trial that is shorter and has a smaller jury than a traditional jury trial. Taking part in this type of trial means you give up your usual rights to appeal.

Please read this information sheet before you agree to have your case tried under the expedited jury trial procedures.

This information sheet does not cover everything you may need to know about expedited jury trials. It only gives you an overview of the process and how it may affect your rights. **You should discuss all the points covered here and any questions you have about expedited jury trials with your attorney. If you do not have an attorney, you should consult with one before agreeing to an expedited jury trial.**

1 What is an expedited jury trial?

An expedited jury trial is a short trial, generally lasting only one day. It is intended to be quicker and less expensive than a traditional jury trial.

As in a traditional jury trial, a jury will hear your case and will reach a decision about whether one side has to pay money to the other side. An expedited jury trial differs from a regular jury trial in several important ways:

- **The trial will be shorter.** Each side has 3 hours to put on all its witnesses, show the jury its evidence, and argue its case.
- **The jury will be smaller.** There will be 8 jurors instead of 12.
- **Choosing the jury will be faster.** The parties will exercise fewer challenges.
- **All parties must waive their rights to appeal.** In order to help keep down the costs of litigation, there are no appeals following an expedited jury trial except in very limited circumstances. These are explained more fully in (5).

2 Will the case be in front of a judge?

The trial will take place at a courthouse and a judge, or, if you agree, a temporary judge (a court commissioner or an experienced attorney whom the court appoints to act as a judge) will handle the trial.

3 Does the jury have to reach a unanimous decision?

No. Just as in a traditional civil jury trial, only three-quarters of the jury must agree in order to reach a decision in an expedited jury trial. With 8 people on the jury, that means that at least 6 of the jurors must agree on the verdict in an expedited jury trial.

4 Is the decision of the jury binding on the parties?

Generally, yes, but not always. A verdict from a jury in an expedited jury trial is like a verdict in a traditional jury trial. The court will enter a judgment based on the verdict, the jury's decision that one or more defendants will pay money to the plaintiff or that the plaintiff gets no money at all.

But parties who agree to take part in expedited jury trials are allowed to make an agreement before the trial that guarantees that the defendant will pay a certain amount to the plaintiff even if the jury decides on a lower payment or no payment. That agreement may also put a cap on the highest amount that a defendant has to pay, even if the jury decides on a higher amount. These agreements are known as "high/low agreements." You should discuss with your attorney whether you should enter into such an agreement in your case and how it will affect you.

5 Why do I give up most of my rights to appeal?

To keep costs down and provide a faster end to the case, all parties who agree to take part in an expedited jury trial must agree to waive the right to appeal the jury verdict or decisions by the judicial officer concerning the trial unless one of the following happens:

- Misconduct of the judicial officer that materially affected substantial rights of a party;
- Misconduct of the jury; or
- Corruption or fraud or some other bad act that prevented a fair trial.

In addition, parties may not ask the judge to set the jury verdict aside, except on those same grounds. Neither you nor the other side will be able to ask for a new trial on the grounds that the jury verdict was too high or too low, that legal mistakes were made before or during the trial, or that new evidence was found later.

6 How else is an expedited jury trial different?

The goal of the expedited jury trial process is to have shorter and less expensive trials. The expedited jury trial rules set up some special procedures to help this happen. For example, the rules require that several weeks before the trial takes place, the parties show each other all exhibits and tell each other what witnesses will be at the trial. In addition, the judge will meet with the attorneys before the trial to work out some things in advance.

The other big difference is that the parties can make agreements about how the case will be tried so that it can be tried quickly and effectively. These agreements may include what rules will apply to the case, how many witnesses can testify for each side, what kind of evidence may be used, and what facts the parties already agree to and so do not need to take to the jury. The parties can agree to modify many of the rules that apply to trials generally or even to expedited jury trials (except for the four rules described in 1).

7 Who can have an expedited jury trial?

The process can be used in any civil case that the parties agree may be tried in a single day. To have an expedited jury trial, both sides must want one. Each side must agree that it will use only three hours to put on its case and agree to all the other rules in 1 above. The agreements between the parties must be put into writing in a document called a Proposed Consent Order Granting an Expedited Jury Trial, which will be submitted to the court for approval. The court must issue the consent order as proposed by the parties unless the court finds good cause why the action should not proceed through the expedited jury trial process.

8 Can I change my mind after agreeing to an expedited jury trial?

No, unless the other side or the court agrees. Once you and the other side have agreed to take part in an expedited jury trial, that agreement is binding on both sides. After you enter into the agreement, it can be changed only if **both** sides want to change it or stop the process or if a court decides there are good reasons the expedited jury trial should not be used in the case. This is why it is important to talk to your attorney **before** agreeing to an expedited jury trial.

You can find the law and rules governing expedited jury trials in Code of Civil Procedure sections 630.01–630.12 and in rules 3.1545–3.1552 of the California Rules of Court. You can find these at any county law library or online. The statutes are online at www.leginfo.ca.gov/calaw.html. The rules are at www.courts.ca.gov/rules.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name & Address): Telephone No.: _____ Fax No. (Optional): _____ E-Mail Address (Optional): _____ ATTORNEY FOR (Name): _____ Bar No: _____	FOR COURT USE ONLY CONFIDENTIAL NOT TO BE FILE STAMPED
SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE <input type="checkbox"/> Central Justice Center, 700 Civic Center Dr. West, Santa Ana, CA 92701-4045 <input type="checkbox"/> Civil Complex Center, 751 W. Santa Ana Blvd., Santa Ana, CA 92701-4512	
PLAINTIFF / PETITIONER: DEFENDANT / RESPONDENT:	CASE NUMBER:
SETTLEMENT CONFERENCE STATEMENT UNLIMITED CIVIL	Case assigned to: Judge: Department: Date complaint filed: Hearing date:

1. Describe the nature of the case: _____

2. Describe any equitable relief being sought: _____

 - a. The probability of plaintiff receiving a favorable judgment regardless of amount: _____ %
 The probability of cross-complainant receiving a favorable judgment regardless of amount:
 _____ %
 - b. The minimum and maximum potential judgment according to your evaluation.
 Minimum \$ _____ Maximum \$ _____
3. If the case involves a defense(s) of comparative negligence, your assessment of negligence attributable to the parties:

Plaintiff _____	_____ %
Defendant _____	_____ %
Defendant _____	_____ %
Defendant _____	_____ %
Cross-Complainant _____	_____ %
Cross-Defendant _____	_____ %
Cross-Defendant _____	_____ %

SETTLEMENT CONFERENCE STATEMENT

SHORT TITLE:	CASE NUMBER:
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a. Describe the conduct of plaintiff/cross-complainant that will bar or diminish any recovery:

b. Describe the factual basis of any legal defenses that will bar or diminish any recovery by plaintiff/cross-complaint.

4. If this is a personal injury or wrongful death action, each plaintiff/cross-complainant shall complete the following:

a. Nature and extent of injuries: _____

b. Permanent injuries being claimed: _____

c. Nature of any surgical procedures recommended or scheduled: _____

d. Total medical expenses to date: _____

e. Future medical expenses: _____

f. Loss of earnings to date: _____

g. Future loss of earnings: _____

h. Other special damages: _____

SETTLEMENT CONFERENCE STATEMENT

SHORT TITLE:	CASE NUMBER:
--------------	--------------

i. General damages: _____

j. Punitive damages: _____

5. If this is not a personal injury case, each plaintiff shall state the following with respect to each alleged item of damage:

a. Identify each item of damage supported by documentary evidence (type and amount):

b. Identify each item of damage not supported by documentary evidence (type and amount):

6. If you are a plaintiff/cross-complainant in this action, state your demand in order to settle this matter:

7. If you are a defendant/cross-defendant in this action, state the terms of your demand in order to settle this matter:

8. Describe the status of any previous settlement negotiations:

SUBMIT THIS DOCUMENT NO LATER THAN FIVE (5) COURT DAYS PRIOR TO
THE MANDATORY SETTLEMENT CONFERENCE HEARING.

Date: _____

(SIGNATURE OF PARTY OR ATTORNEY)

Attorney for: _____

SETTLEMENT CONFERENCE STATEMENT

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name & Address): Telephone No.: _____ Fax No. (Optional): _____ E-Mail Address (Optional): _____ ATTORNEY FOR (Name): _____ Bar No: _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE <input type="checkbox"/> Central Justice Center, 700 Civic Center Dr. West, Santa Ana, CA 92701-4045 <input type="checkbox"/> Civil Complex Center, 751 W. Santa Ana Blvd., Santa Ana, CA 92701-4512	
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	CASE NUMBER:
<p style="text-align: center;">STATEMENT OF COMPLIANCE Unlimited Civil</p>	Case assigned to: Judge: Department: Date complaint filed: Hearing/trial date:

This Statement of Compliance shall be executed by all counsel and filed with the court clerk in the department of the judge to whom the case has been assigned for trial.

1. Counsel has inspected all exhibits and diagrams and the exhibits are ready for premarking by the clerk. All stipulations as to admission into evidence or waiver of foundation are submitted with the exhibits(s).
2. Pretrial motions have been exchanged by all parties.
3. If trial is by jury, proposed jury instructions, proposed special findings and/or general verdict and/or special verdicts will be exchanged before the commencement of trial.
4. Joint Statement of the case and joint witness list has been prepared for submission to the court as required.**
5. Counsel has prepared a joint list of controverted issues.**
6. All counsel have prepared a list of stipulated facts and made a good faith effort to stipulate to as many documents, waiver of foundational requirements, etc., as reasonably possible.**
7. Each party agrees that once the trial commences, witnesses shall be available to utilize to the fullest extent possible every trial day.
8. Parties have agreed on a division of jury fees (if applicable) and reporter fees, which are due each day before trial commences.

_____ (SIGNATURE OF ATTORNEY)	_____, Attorney for Plf/Def/X-Compl/X-Def (NAME OF PARTY)	_____ (DATE)
_____ (SIGNATURE OF ATTORNEY)	_____, Attorney for Plf/Def/X-Compl/X-Def (NAME OF PARTY)	_____ (DATE)
_____ (SIGNATURE OF ATTORNEY)	_____, Attorney for Plf/Def/X-Compl/X-Def (NAME OF PARTY)	_____ (DATE)
_____ (SIGNATURE OF ATTORNEY)	_____, Attorney for Plf/Def/X-Compl/X-Def (NAME OF PARTY)	_____ (DATE)

**Please attach to this Statement of Compliance: Joint Statement of Case, Joint Witness List, Stipulated Facts, Requested Voir Dire Questions and List of Controverted Issues.

STATEMENT OF COMPLIANCE

Event	Date	Atty Cal	Firm Cal.	Done
Case Name	Ralph v. Sam			
Case number				
Our client	Ralph			
TRIAL DATE:	Saturday, February 09, 2013			
TIME:	9:00 a.m.			
DEPT:				
MSC:				
PRE TRIAL EVENTS				
90 Days Before Trial: Last chance to do written discovery; Pre-trial and Supplementary discovery	Sunday, November 11, 2012			
75 Days Before Trial: Last day to demand exchange of expert witness information BY MAIL [CCP 2034.220]	Monday, November 26, 2012			
70 Days Before Trial: Last day to demand exchange of expert witness information BY HAND [CCP 2034.220]	Saturday, December 01, 2012			
*** 70 Days Before Trial: Last day to serve written discovery by MAIL ***	Saturday, December 01, 2012			
50 Days Before Trial: Expert witness information disclosure [CCP 2034.230(b)]	Friday, December 21, 2012			
30 Days Before Trial: DISCOVERY CUT-OFF: All discovery must be completed by this date [CCP 2024.020(a)]	Thursday, January 10, 2013			
25 Days Before Trial: Last Day to serve Notice to Appear with Production of Documents in Lieu of Subpoena BY MAIL [CCP 1987]	Tuesday, January 15, 2013			
20 Days Before Trial: Last Day to serve Notice to Appear with Production of Documents in Lieu of Subpoena BY HAND [CCP 1987]	Sunday, January 20, 2013			
15 Days Before Trial: Last Day to have discovery motions heard before trial [CCP 2024.030]	Friday, January 25, 2013			
15 Days Before Trial: Last Day to complete expert witness depositions and discovery [CCP 2024.030]	Friday, January 25, 2013			
15 Days Before Trial: Last Day to serve Notice to Appear Without Documents BY MAIL [CCP 1987]	Friday, January 25, 2013			
10 Days Before Trial: Last Day to have expert witness discovery motions heard [CCP 2024.030]	Wednesday, January 30, 2013			
10 Days Before Trial: Last Day to serve Notice to Appear Without Documents BY HAND [CCP 1987]	Wednesday, January 30, 2013			
10 Days Before Trial: Issue Conference. OCSC Rule 450	Wednesday, January 30, 2013			
3 Days Before Trial: File Issue Conference Documents	Wednesday, February 06, 2013			
DAY OF TRIAL	Saturday, February 09, 2013			

ROY COMER'S ADDITIONAL RESOURCES LIST

1. Ball, *David Ball on Damages 3* (NITA)
2. Cotchett, *California Courtroom Evidence* (LexisNexis)
3. Danner & Varn, *Pattern Deposition Checklists* (4th Ed., Thomson)
4. Fine, *The How-To-Win Trial Manual* (4th Ed., Juris Publishing)
5. Friedman & Malone, *Rules of the Road* (Trial Guides, LLC)
6. Goren, *Litigation by the Numbers* (4th Ed., Lawdable Press)
7. Hermann, *The Curmudgeon's Guide to Practicing Law* (ABA)
8. Judicial Council of California, *Civil Approved Civil Instructions* (Thomson)
9. Kwong, *California Pretrial Practice and Forms* (James)
10. MacCarthy, *MacCarthy on Cross Examination* (ABA)
11. Matthews & Lancaster, *California Causes of Action* (James)
12. McElhaney, Litigation column, ABA Journal
13. Read, *Winning at Trial* (NITA)
14. Sandler & Archibald, *Model Witness Examinations* (2d. Ed., ABA)

ENCYCLOPEDIC REFERENCES

1. California Practice Guide, Civil Trials and Evidence, (Thomson)
2. California Practice Guide, Civil Procedure Before Trial, (Thomson)

ADDITIONAL SUGGESTIONS

1. Robert Musante adverse and expert deposition seminars, www.killerdepo.com

"NEVER FAIL" SUPPORT

1. Find a mentor
2. Lunch with other attorneys for second opinion