

# Honorable Carolyn M. Caietti, Presiding

Rev. September 3, 2021

## Department Staff

Court Clerk Anthony Shirley: (619) 450-7070

Calendar Clerk Ernestina Castaneda: (619) 450-7325- Phone hours: 8:00 a.m. to 3:00 p.m.

1. **Ex Parte:** Ex parte appearances are scheduled on Tuesday through Thursday at 8:30 a.m., by reservation only. Papers should be filed by 10:00 a.m. at least one court day prior to the hearing, with the appropriate fee. **The Court requires courtesy copies of all E-filed documents on all ex parte motion papers delivered directly to the Dept. 70 drop box in the Hall of Justice.** To reserve an ex parte hearing, contact the calendar clerk at the number above. If you find you will not be appearing after reserving your date, please contact the Department to cancel.

**Guardianships, Publications of Summons, Default Prove-Ups:** Petitions for appointment of a Guardian Ad Litem, applications for orders for publication of summons, and submission of a default prove-up package may be made ex parte without the necessity of an appearance. The moving papers shall be submitted for review by the Court and the Court may set a hearing, if deemed necessary. Guardian ad litem applications will not be granted ex parte unless the moving party submits a declaration showing the minor is not the subject of a juvenile dependency or a probate guardianship and, if the parents are not living together, attaching a copy of the current child custody order. (See form: SDSC – CIV383) Proposed default judgments claiming punitive damages and/or non-economic damages will usually require a hearing.

2. **Law and Motion:** Noticed motion hearings are by reservation only. To reserve a date, contact the calendar clerk at the number above or utilize the online reservation system. Motions are heard on Fridays at 10:30 a.m. Tentative rulings are normally available by 4:00 p.m., one day prior to the hearing. At the conclusion of the Law and Motion hearing, the Court's Minute Order is the final order of the Court unless the Court directs counsel to prepare and submit an order. **The Court requires courtesy copies of all E-filed documents on all motion hearings (moving, opposing, etc.) delivered directly to the Dept. 70 drop box in the Hall of Justice.**
3. **Discovery Motions:** The Court makes itself available to parties during ex parte hours to discuss discovery disputes prior to the filing of motions to compel. **Voluntary ex parte noticed conferences are encouraged** in order to reach a resolution of discovery problems as an alternative to formal motions. **If a discovery motion is filed, the Court will set a status conference (schedule permitting) to informally discuss the discovery dispute. No more than a five-page summary outlining the discovery dispute should be filed five days prior to the status conference.**

**Sealing Records:** Requests to seal court records must comply with CRC 2.550 and 2.551. Note: "The court must not permit a record to be filed under seal based solely on the agreement or stipulation of the parties." CRC 2.551(a). If a party desires to file supporting documents under seal, CRC Rules Nos. 2.550 and 2.551 apply. The substantive motion will not be determined until the application or motion to seal has been calendared and decided. The Court prefers any motion to seal be heard at least two weeks before the corresponding substantive motions. Proposed stipulated protective orders for protection of confidential information will only be approved by the Court if the language in the proposed order is consistent with the Court's stated policy.

4. **Case Management Conference:** Case management conferences are heard on Fridays from 9:15 to 10:30 a.m.
5. **Continuances:** Stipulated requests to continue any applicable dates (trial, trial readiness, motion cut-off) and deadlines may be made by written stipulation. Please provide a proposed order with any stipulation. Disputed requests for continuances should be made by way of a noticed motion or an ex parte application. Please review CRC Rules 3.1200 through 3.1207 in connection with any ex parte application. The Court will review the stipulation and proposed order. If necessary, the Court will schedule an ex parte hearing.
6. **Trial Readiness Conference:** Trial readiness conferences are heard on Fridays at 9:00 a.m., unless otherwise designated by the Court.
7. **Trial Call:** Trials calls are set on Fridays at 8:30 a.m., unless otherwise designated by the Court.

8. **Trial:** Trial hours are Monday through Thursday, 9:00 a.m. until 12:00 noon and 1:30 p.m. until 4:30 p.m. unless otherwise ordered.
9. **Remote Appearances:** Pursuant to the San Diego Superior Court's Local Rules, virtual appearances are allowed for all matters unless otherwise ordered by the Court. Please see the Court's website for up-to-date information about how to appear virtually.

[D70 Advanced Trial Review Order](#)

[D70 Trial Requirements](#)

[Joint Exhibit List](#)

[Stipulation for Release of Exhibits](#)