

Department 68 Policies and Procedures - Honorable Terrie E. Roberts

Central – Hall Of Justice

Rev. Jan. 27, 2026

Department 68 Staff: Telephone Numbers:

Court Clerk: (619) 450-7068

Calendar Clerk: (619) 450-7328- Phone hours: 8:00 a.m. to 3:00 p.m.

The following are a few reminders which we hope will make your appearance in this department relatively stress free:

1. *Ex Parte* Matters: *Ex parte* appearances are set by reservation for Tuesday, Wednesday, and Thursday at 8:45 a.m., or at such other time as the court may designate. Please call the calendar clerk at (619) 450-7328 to schedule an *ex parte* hearing. Papers are due by 10:00 a.m. the day prior to the hearing, with the appropriate fee. No late filings will be accepted. All *ex parte* applications must comply with California Rules of Court.

2. Law and Motion Matters: All law and motion matters are heard by reservation. If you wish to calendar a motion, please either call the calendar clerk at (619) 450-7328, or use the “Reserve a Motion Date” application on the Court’s website. Per Local Rule 2.1.19 “The demurrer, motion or order to show cause should be ready to be filed when the reservation is obtained.”

Oral arguments on law and motion matters are heard at 10:30 a.m. on Fridays. Tentative rulings are issued pursuant to California Rules of Court and San Diego County Superior Court Rules and may be accessed any time after 4:00 p.m. on the date before the hearing at www.sdcourt.ca.gov. You will find the link to Tentative Rulings under the “Civil” tab at the top of the home page.

THIS DEPARTMENT WILL ALLOW REMOTE APPEARANCES FOR MOTION HEARINGS. IF YOU WISH TO APPEAR REMOTELY, YOU MUST FILE JUDICIAL COUNCIL FORM RA-010 (NOTICE OF REMOTE APPEARANCE) PRIOR TO YOUR HEARING DATE.

To ensure prompt resolution of disputed matters, the parties are directed to submit courtesy copies of all motion papers filed in Imaged/E-File cases, directly to Department 68.

3. Case Management Conferences: Case Management Conferences are held as scheduled on Fridays at 9:30 a.m. and 10:00 a.m. or as otherwise ordered by the Court.

4. Trial Readiness Conferences: Trial Readiness Conferences are heard as scheduled on Fridays at 9:15 a.m. Prior to the Trial Readiness Conference, trial counsel and self-represented litigants are to have filed their completed Joint Trial Readiness Conference Report. The Court will discuss with counsel and self-represented litigants the requirements for the joint trial notebook. **THIS DEPARTMENT WILL ALLOW REMOTE APPEARANCES FOR TRIAL READINESS CONFERENCES. IF YOU WISH TO APPEAR REMOTELY, YOU MUST FILE JUDICIAL COUNSEL FORM RA-010 (NOTICE OF REMOTE APPEARANCE) PRIOR TO YOUR HEARING DATE.**

5. Trial Calls: Trial counsel and self-represented parties are to appear for trial calls on Friday, at 9:00 a.m., as scheduled, or at such other times as the court may designate. **PLEASE NOTE THAT PERSONAL APPEARANCE BY TRIAL COUNSEL AND SELF-REPRESENTED LITIGANTS IS REQUIRED AT THE TRIAL CALL. THE COURT WILL NOT ACCEPT TELEPHONIC OR SUBSTITUTE APPEARANCES, ABSENT GOOD CAUSE. IF YOU ARE UNABLE TO PERSONALLY APPEAR, YOU MUST OBTAIN APPROVAL TO APPEAR REMOTELY, BY CONTACTING THE COURT CLERK AT THE ABOVE PHONE NUMBER AT LEAST 48 HOURS IN ADVANCE OF YOUR HEARING.**

At trial call, trial counsel and self-represented litigants are to present their joint trial notebook, which must contain the following:

1. Table Of Contents;

2. Copy of Joint Trial Readiness Report submitted at the Trial Readiness Conference;
3. Copies of filed *In Limine* Motions and Oppositions, with an index of the motions;
4. Copy of Joint Witness List, with a short description of the witness (i.e., "Dr. Joe Smith, Internist from Mercy Hospital");
5. Copy of Joint Exhibit List (follow grid format – See Attachment to the Advanced Trial Review Order);
6. Copy of filed Trial Briefs;
7. Joint Statement Of The Case;
8. Voir Dire questions that counsel wish the Court to ask;
9. Jury Instructions: one packet of instructions, with post-it notes on any objected-to instructions, indicating who objects, and the basis for the objection, and
10. Special Verdict Form: either an agreed-upon form, or each side's proposed Special Verdict Form.

6. Trials: Trials take place Monday through Thursday, from 9:30 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m. Motions *in limine* must be filed at least five **(5) court days** prior to trial call. Opposition to Motions *in limine* must be filed no later than two **(2) court days** prior to trial call. Jury fees must be posted according to Code.

7. Continuances: Requests for continuances may be done either by *ex parte* motion or stipulation.

8. Remote Appearances: Remote Appearances will be allowed without prior Court approval for MOST hearings, with the exception of **Trial Calls and the trial itself**. Any parties wishing to appear remotely are ordered to file Judicial Council form RA-010 (Notice of Remote Appearance).

9. Stipulated Protective Orders Re: Confidential Information: The Court requires adherence with statutory procedures to file documents under seal. The Court will not seal any document not submitted in accordance with California Rules of Court, Rule Nos. 2.550 and 2.551. (See, *NBC Subsidiary (KNBC-TV), Inc. v. Superior Court* (1999) 20 Cal.4th 1178). Documents submitted "conditionally under seal" will not be sealed unless the submitting party complies with CRC Rule Nos. 2.550, 2.551, and 3.1302(b).

For determination of discovery and other motions, the Court prefers to accept confidential documents as "lodged documents." All lodged documents are returned to the submitting party upon the Court's determination of the motion or application. (CRC Rule No. 3.1302(b).)

If a party desires to file supporting documents under seal for any motion, CRC Rule Nos. 2.550 and 2.551 apply. The motion will not be determined until a noticed motion to seal has been calendared and decided. Note: CRC Rule No. 2.550 does not apply to discovery motions and records filed or lodged in connection with discovery motions or proceedings. (CRC Rule No. 2.550 (a)(3)).

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 discussed above.

10. Discovery Dispute Outline in Lieu of Separate Statement: Code of Civil Procedure sections 2030.300, 2031.310, and 2033.290 allow a court to authorize a moving party to submit a concise outline of the discovery request and each response in dispute. This Court permits such practice without express court order. Therefore, parties do not need to file an *ex parte*, as discussed in Local Rule 2.1.21, for permission to file a concise outline in lieu of a separate statement with a motion to compel further responses to discovery.