

**Superior Court of California
County of Orange**

HONORABLE JAMES CRANDALL

CLERK: Brett Crabtree
COURT ATTENDANT: Julie Carney

POLICIES AND PROCEDURES - DEPARTMENT C33

CENTRAL JUSTICE CENTER
700 CIVIC CENTER DRIVE
SANTA ANA, CA 92701
(657) 622-5233
www.occourts.org

[Remote Video Appearance](#)

I. GENERAL INFORMATION:

- A. **Trial** – Mondays at 9:00 a.m.
(Days in trial – Monday, Tuesday and Wednesday)
- B. **Small Claims Appeals** – Monday at 9:30 a.m.
- C. **CMC, OSC, Post Arbitration/Mediation, Review Hearing, Status Conference** – Monday, Tuesday, and Wednesday at 9:00 a.m.
- D. **Law and Motion** – Thursday at 10:00 a.m.
- C. **MSC** – Friday at 9:00 a.m.
- E. **Default Prove-up Hearings** - Friday at 9:00 a.m.
- F. **Ex Partes** – Monday, Tuesday, Wednesday and Friday at 9:00 a.m.

II. GENERAL PROCEDURES:

- A. CMCs – Please comply with Orange County Local Rule 369. The CMC Statement shall be filed 5 court days prior to the hearing. If the hearing is continued, an updated CMC statement shall be filed 5 court days prior to the hearing.

- B. MSCs – Please comply with Orange County Local Rule 316.
- C. Law and Motion- Online reservations are required prior to the filing of the moving papers. Tentative rulings will be posted on the Internet at <http://www.occourts.org> by 4:00 p.m. on the day before the hearing and posted outside of the courtroom.

Oral argument is always on the Thursday hearing date. If no one appears at the hearing the tentative will become the final ruling, effective the date of the hearing.

Prevailing party shall give notice of the final ruling to each party and prepare an order/judgment for the court's signature if the motion is dispositive of a party or the case.

- D. Ex Partes – Telephonic reservations are required by noon the day before the hearing. Moving party shall e-file documents by 3:00 p.m. the day before the hearing. Courtesy copies are not required.
- E. Trial Continuance – One trial continuance will be permitted by stipulation; thereafter, most other requests for trial continuance shall be by Ex Parte or noticed motion only.

III. TRIAL PROCEDURES:

All parties shall comply with Orange County Local Rule 317.

IV. TRIAL EXHIBITS:

The court recommends moving exhibits into evidence as soon as admissibility has been established, while they are freshly in the mind of all participants.

Counsel shall jointly prepare an Exhibit List. Only numbers should be used for identifying exhibits. Page numbers shall be placed on all pages of multi-page documents.

Department C33 is equipped with an overhead projector, dual inputs for laptop connections and a hanging screen for the purpose of evidence presentation. In addition to the standard HDMI inputs system provided by the Superior Court, Department C33 has the capability for wireless presentation of Evidence through Apple TV. Attorneys can try the entire case using an iPad rather than being tethered to their laptop and counsel table. The bench has its own iPad for viewing of all exhibits. JurisTech Systems installed this system in Department C33. There are numerous trial presentation software products available to assist counsel with uploading exhibits to an iPad or laptops.

The court prefers its exhibits to be provided on a USB drive rather than in binders. Exhibits for the court should be delivered on a flash drive in the designated file format and naming convention. If possible, the exhibits should be delivered on a "Sandisk iXpand Flash Drive for iPhone, iPad and Computer". Exhibits and case material should be provided in the following file format:

- **PDF – Documents**
- **MP4 – Video**

- **MP3 – Audio**

Exhibits should be numbered in the following numbering format: 1.pdf, 2.pdf, 100.pdf, 101.pdf, etc.

Only 1 set of paper exhibits is required to be prepared for this department to be used by the witnesses.

Exhibits should be placed in a 3-ring binder with tabbed dividers. Each tab should bear the corresponding exhibit number. All original exhibits must have the court exhibit tags filled out and stapled to the top right-hand corner of the exhibit. Green exhibit tags are required.