

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA BARBARA STREET ADDRESS: 1100 Anacapa St MAILING ADDRESS: CITY AND ZIP CODE: Santa Barbara, CA, 93101 BRANCH NAME:		
PLAINTIFF: DEFENDANT:		
<b>TRIAL CALL ORDER</b>		CASE NUMBER:

On \_\_\_\_\_, this case was called for Trial before the undersigned judge and THE COURT MADE THE FOLLOWING FINDINGS AND ORDERS (ONLY CHECKED BOXES APPLY):

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*Date Certain:* This case shall start trial on the DATE CERTAIN of \_\_\_\_\_ at 9:00 am in this Department. All subpoenaed persons present in Court are ORDERED to be present in court on the DATE CERTAIN unless the Court has excused them.

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*Trailing:* This case shall trail to start trial on 22 hours' notice by telephone message or email. All subpoenaed persons present in Court are ORDERED to be present in court on 22 hours' telephonic notice from the person who subpoenaed them and to provide all telephone numbers where they may be reached on short notice to the Court's CLERK before leaving Court today.

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*All Trials:* Each party, if they have not already done so, shall **forthwith** file, serve and, e-mail to the court at [dgeck@sbcourts.org](mailto:dgeck@sbcourts.org) as an e-mail attachment (Microsoft Word preferred) the following:

1. The table of contents of the party's evidence binder
2. A complete witness list of the party's proposed witnesses;
3. The party's trial brief;
4. Any *in limine* motions offered by the party.

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*Evidence Binder:* Each party, if they have not already done so, shall meet and confer and **bring to the clerk of Dept 4 on the first morning of trial** their evidence binder, with sufficient copies for the Judge, witness stand and a copy for each side in the case. The evidence binder(s), each binder shall not exceed 2 ½ to 3 inches and shall comply with the following requirements.

1. Exhibits shall be numbered serially, without designation as "Plaintiff's" or "Defendants";
2. Each party shall be assigned a block of numbers sufficient for the number of exhibits to be offered by that party, with the lowest numbered block assigned to the plaintiff;
3. There shall be a separate, numbered tab in the binder for each exhibit or group exhibit;
4. Each group exhibit shall have an internal numbering system (Bates stamp or pagination);
5. Impeachment exhibits need not be in the evidence binder, but a numbered tab for a "reserved" exhibit must be in the evidence binder for each impeachment exhibit; and
6. Medical bills or invoices shall be tabbed separately from medical records.

Insert Case Name:	CASE NUMBER:
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☐ *Jury Demand:* A jury is demanded by all parties who represent that a timely demand for jury has been made and jury fees have been posted timely.

☐ *Jury Trials:* Each party, if they have not already done so, shall **forthwith** file, serve, and e-mail to the court at [dgeck@sbcourts.org](mailto:dgeck@sbcourts.org) as an e-mail attachment (Microsoft Word preferred) the following:

1. A list of the parties' requested CACI instructions, by number;
2. A document containing the edited text of each CACI Instruction as the party wants it given
3. The text of any requested special jury instruction, with supporting authorities;

☐ *Pre-Trial Order:* Each party shall obtain from the Department 4 Internet web page at [http://www.sbcourts.org/general\\_info/judicial\\_officers/dgeck/forms.htm](http://www.sbcourts.org/general_info/judicial_officers/dgeck/forms.htm) a blank copy of the court's pre-trial order and shall be prepared to argue and provide the court with accurate information called for by the pre-trial order at the pre-trial conference on the first day of trial. **The final all-inclusive trial estimate is \_\_\_\_\_ days.**

☐ *Sanctions:* Failure to comply with any of these orders will subject the non-complying party or attorney to sanctions.

☐ *Notice:* CLERK shall serve a copy of this order on each party to this action and each person under subpoena who appeared in court.

☐ *Email Addresses:* Any Email to the Court shall simultaneously be emailed with all attachments to all of the following Email addresses: [dgeck@sbcourts.org](mailto:dgeck@sbcourts.org);

☐ *Other:*

Dated: \_\_\_\_\_

\_\_\_\_\_  
Donna D. Geck  
JUDGE OF THE SUPERIOR COURT