

January 2020

PRE-TRIAL ORDER AND INSTRUCTIONS **For Department 30**

Before the trial of any issue, the parties are ordered to comply with the following requirements. Failure to comply may result in sanctions, including issue sanctions.

30 days before the date set for trial:

Discovery: Discovery must be complete 30 days before trial, except that any expert witness may be deposed as late as 10 days before trial.

Expert Witnesses: Unless demanded earlier pursuant to CCP §2034.230, disclose in writing any expert witnesses. The written disclosure shall include a time estimate for testimony, a summary of the testimony, a summary of the expert's qualifications, and a copy of the expert's report, if one has been prepared.

14 days before the date set for trial:

Serve and file a list of all non-expert witnesses.

7 days before the date set for trial:

Exhibits: Serve exhibits on the other party. The exhibits are to be pre-marked with exhibit stickers (numbers for Plaintiff/Petitioner, letters for Defendant/Respondent), and include the case number on each sticker. The exhibits must be submitted in binders with an exhibit list. (Please see reverse side for a sample exhibit list format). Exhibits **MUST** include tabbed dividers with exhibit numbers or letters. You must have the original (For the witness), plus a copy for the Court and for yourself. Bates stamping the pages is preferred, but not required. **PLEASE DO NOT LODGE EXHIBITS WITH THE COURT IN ADVANCE OF THE TRIAL – BRING THEM WITH YOU ON THE TRIAL DATE.** Do not file exhibits with the clerks' office.

Trial Briefs: Serve on the other party and file with the Court.

Additional Requirements:

Stipulations: Before trial, the parties shall meet and confer and attempt to stipulate to facts, and admissibility or authenticity of evidence.

Manner of Service: Any document served on another party 7 days or fewer before trial must be served by hand delivery, or, only if the receiving party has agreed, by electronic mail or fax.

Court Reporters: The civil courts in Contra Costa County no longer provide court reporting services. (Local Rule 24.) If you wish to have your matter reported, you must obtain the Civil Protocols for Use of Private Pro Tempore Court Reporters packet and comply with all the requirements therein.

<input type="checkbox"/> CONCORD 2970 WILLOW PASS ROAD CONCORD, CA 94519	<input type="checkbox"/> MARTINEZ 725 COURT STREET, RM. 127 P. O. BOX 911 MARTINEZ, CA 94553	<input type="checkbox"/> PITTSBURG 45 CIVIC AVENUE PITTSBURG, CA 94565	<input type="checkbox"/> RICHMOND 100 37TH STREET, RM. 189 RICHMOND, CA 94805	<input type="checkbox"/> WALNUT CREEK 640 YGNACIO VALLEY ROAD P. O. BOX 5128 WALNUT CREEK, CA 94596
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Hon. _____ Dept. # _____ Case No. _____
Clerk: _____ Reporter: _____

Counsel

Counsel:

EX-03/DT/Rev. 10-13-98