

TRIAL PART G RULES

Hon. Christel F. Garland

1. All parties or their counsel must check in with the Court Clerk, Court Officer or Court Attorney upon entering the Part. There will be no roll or calendar call.
2. All pre-trial conferences will be conducted with the Court Attorney assigned to Part X to conduct pre-trial conferences. All cases assigned to Part G must be ready for trial upon transfer from Part X.
3. All parties/counsel scheduled for trial must appear ready to proceed at 9:30 a.m. Witnesses must be present in the Court room by the default time. All cases scheduled for trial at 9:30 a.m. will be defaulted at 10:00 a.m. All cases scheduled for trial at 2:15 pm. will be defaulted at 3:00 p.m.
4. Upon transfer from Part X, parties are presumed to be **trial ready**. This means that an answer has been interposed, and **all** motion practice has **concluded**. No motion shall be brought in the trial part without **first** obtaining prior permission from the Court. There will be **no** exceptions.
5. In nonpayment proceedings, upon Respondent's default Petitioner/Petitioner's counsel must inform the Court whether Respondent remains in default and provide a current rent breakdown. After review, if the Court finds that Respondent remains in default, a default judgment will be entered against Respondent. If Petitioner defaults, a default judgment will be entered dismissing the petition without prejudice.
6. In holdover proceedings, the Court will hold an inquest in the event Respondent defaults and issue a default judgment if Petitioner meets his/her/its burden of proof. In the event Petitioner defaults, the Court will enter a judgment dismissing the petition.
7. Cases in the trial part may not be adjourned except by application to the Court and will be adjourned only in exceptional circumstances.
8. In cases where both parties are represented, counsel must inform the Court as early as possible if a settlement has been reached prior to the scheduled trial date. In cases where one party is unrepresented and a settlement has been reached, the parties must

appear before the Court for allocation of the settlement by the Court. Advance notice should be given to the Court to the extent possible.

9. Only parties and their attorneys may appear in the well. Nonparty witnesses may only testify if they have been outside of the Courtroom during the trial and prior to their testimony.

10. All attorneys, including those who appear of counsel, must file a notice of appearance with proof of service on all other parties in any case in which they appear. If an attorney is appearing of counsel, they should note the extent of the appearance. All notices of appearance, withdrawals, substitutions, or discharges must be submitted in proper form. Attorneys are obligated to ensure that a current notice of appearance is on file with the Court.

11. Parties may not stipulate to have a case submitted for consideration. The Court is to determine, with or without consultation with the parties, when the record on any matter is closed. Parties should expect to submit post trial memoranda to the Court following each trial.

12. All electronic devices such as cellular telephones and laptops must be silenced while parties are in the Courtroom and may be utilized only following prior approval of the Court.

13. Any party represented by an attorney or for whom a *guardian ad litem* has been appointed may only appear by the attorney or guardian *ad litem*, as the case may be, for all purposes.

These rules are subject to modification without notice at the discretion of the Court