

FILED

Superior Court of California

County of Los Angeles

May 21, 2026

David W. Slayton, Executive Officer/Clerk of Court

By: M. Scott, Deputy

SUPERIOR COURT OF THE STATE OF CALIFORNIA**FOR THE COUNTY OF LOS ANGELES**

IN RE CIVIL LIMITED JURISDICTION CASES
CALENDARED IN DEPARTMENTS 25 AND 26
(NON-COLLECTION AND NON-UD CASES)

**FOURTH AMENDED STANDING
ORDER****(effective as of May 21, 2026)**

This Fourth Amended Standing Order (“this Order”) is promulgated pursuant to the California Code of Civil Procedure (“CCP”), the California Rules of Court (“CRC”), and the Local Court Rules of the Superior Court of Los Angeles County (LR).

This Order supersedes in its entirety the Third Amended Standing Order, dated February 24, 2020, and all prior orders pertaining to the same subjects.

This Order applies to all limited civil cases filed or to be heard in Departments 25 and 26 of the Spring Street Courthouse, or such other department of the Court that hears limited civil cases (other than collection and UD cases).

The court has set the trial date and the date for an Order to Show Cause re: Failure to file proof of service in this case. Those dates are found on the Notice of Trial and Notice of Order to Show Cause Setting Sanctions Hearing.

PLAINTIFFS’ OBLIGATION TO SERVE DOCUMENTS GENERATED**AT CASE INITIATION**

1. Plaintiffs are ordered to serve on defendants the summons, the complaint, this Order, the Notice of Trial and Notice of Order to Show Cause Setting Sanctions Hearing, the Notice of Availability of Limited Civil Jurisdiction Web Portal for Interpreter Requests, the General Order RE / Limited Jurisdiction Civil Procedure Notice of Web Portal Availability for Interpreter Requests, and the Notice of Assignment—Limited Civil Case, and to file proof of service, as required by this Order.

SERVICE OF SUMMONS AND COMPLAINT/**SANCTIONS FOR FAILURE TO MEET DEADLINES**

2. Within 60 days after the filing of the complaint, (a) the summons and complaint must be served on all named defendants and (b) proofs of service on those defendants must be filed. The same timing applies to cross-complaints. When the complaint or cross-complaint is amended to add a defendant or cross-defendant, that added defendant must be served, and proof of service must be filed, within 30 days after the filing of the amended complaint or cross-complaint. (CRC, rule 3.110, subd. (b).) If a party fails to serve pleadings as required as to all defendants or cross-defendants, and has not obtained an order extending time to so serve, the court may issue an order to show cause why sanctions shall not be imposed. (CRC, rule 3.110, subd. (f).)

3. Failure to serve the summons and complaint upon named defendants within two years after the complaint is filed in the action may result in dismissal, without prejudice, of the action, as to all unserved parties who have not been dismissed as of that date. (CCP § 583.410, subd. (a); CCP § 583.420, subd. (a)(1).)

4. Failure to serve the summons and complaint upon named defendants within three years after the complaint is filed in this action will result in dismissal, without prejudice, of the action, as to all unserved parties as of that date. (CCP § 583.210, subd. (a); CCP § 581, subd. (g).)

DEFAULT AND DEFAULT JUDGMENT

5. If a responsive pleading is not filed and served within the time limits after service of the initial complaint, and the defendants have not obtained an extension of time to file a responsive pleading, the plaintiffs must file a request for entry of default within 10 days after the time for service has elapsed. The court may issue an order to show cause why sanctions should not be imposed if the plaintiffs fail to timely file the request for the entry of default. (CRC, rule 3.110, subd. (g).)

6. Following the entry of default, the party who requested the default must obtain a default judgment against the defaulting party within 45 days after the default was entered, unless the court has granted an extension of time. The court may issue an order to show cause why sanctions should not be imposed if that party fails to obtain an entry of judgment against a defaulting party or to

///

request an extension of time to apply for a default judgment within that time. (CRC, rule 3.110, subd. (h).)

CONFERENCES

7. No case management, mandatory settlement or final status conferences will be conducted in this case except as ordered by the court.

ECONOMIC LITIGATION RULES

8. Parties are to follow the “Economic Litigation Rules” in Limited Civil Cases. (CCP §§ 90-100.)

LAW AND MOTION

9. All regularly noticed motions will be heard in the assigned courtroom on Mondays, Tuesdays, Wednesdays, and Thursdays at 10:00 a.m. and 10:30 a.m. A motion will be heard only if a party reserves a hearing date through the Court Reservation System (CRS). The CRS may be accessed on the Court’s website at www.lacourt.ca.gov. The hearing date may be reserved by accessing the “Online Services” drop-down menu at the top of the webpage and, under “Courtroom Services,” selecting “Court Reservation System.” CRS can also be accessed by typing “CRS” into “CourtHelp,” the Court’s automated support assistant.

10. Unless a party is a self-represented litigant or otherwise exempt from mandatory electronic filing requirements, all documents must be electronically filed with the court pursuant to LR 3.4. Self-represented litigants may also file documents by mail or in person at the Clerk’s Office at the Spring Street Courthouse, located at 312 North Spring Street, Los Angeles, California, 90012. All motions should be filed in accordance with CCP § 1005, subd. (b), and all other relevant statutes.

11. All parties may appear remotely for law and motion hearings unless otherwise ordered by the court. Parties are required to appear in person for trial unless excused in advance by the court. (See paragraph 16, below.) Remote appearances occur on the Court’s video service called LACourtConnect. A party intending to appear remotely must file the mandatory Judicial Council form RA-010-Notice of Remote Appearance (“Notice”) in advance of the day of the hearing. The Notice form may be accessed online at <https://selfhelp.courts.ca.gov/jcc-form/RA-010>. The Notice contains

///

information about how soon before the hearing the Notice must be filed and served. LACourtConnect can be accessed online at lacc.lacourt.ca.gov or by typing “LACourtConnect” into “CourtHelp,” the Court’s automated support assistant. Parties appearing remotely are expected to adhere to the same rules and decorum as if they were physically present in the courtroom. Remote appearances are not permitted from locations with excessive background noise or from moving vehicles.

12. Tentative Rulings may be posted on the Court’s website. To view a tentative ruling that may have been issued, a party may access the Court’s website at www.lacourt.ca.gov. The information may be accessed using the “Online Services” drop-down menu at the top of the webpage and, under “Case Information,” selecting “Access a Case,” selecting “Tentative Rulings,” selecting “Civil Tentative Rulings,” and then searching by case number or department. Tentative Rulings may also be accessed by typing “tentative ruling” into “CourtHelp,” the Court’s automated support assistant.

EX PARTE APPLICATIONS

13. Ex parte applications must be noticed for 1:30 p.m. in the assigned courtroom, and filed and served in accordance with CRC, rules 3.1201-3.1207. All electronic filers must submit the application and fees by 10:00 a.m. the court day before the noticed ex parte hearing. Any ex parte applications exempt from electronic filing must be submitted by 11:00 a.m. the day of the hearing at the filing window of the Clerk’s Office at the Spring Street Courthouse, 312 North Spring Street, Los Angeles, California 90012.

JURY FEES

14. The fees for a jury trial shall be due no later than 365 calendar days after the filing of the initial complaint or as otherwise provided by CCP § 631, subd. (c)(2).

TRIAL CONTINUANCES (POSTPONEMENTS)

15. Trial dates are firm and are postponed only upon a showing of good cause. In appropriate cases, where good cause is shown (CRC, rule 3.1332), a trial may be postponed if all attorneys of record and/or the parties who have appeared in the action stipulate in writing to a specific postponed date. If the stipulation is filed in fewer than five court days before the scheduled trial date, then a courtesy copy of the stipulation must be provided to the assigned courtroom. A proposed order

shall be (provided to, but not filed) along with the stipulation. The court is under no obligation to continue a trial date solely upon the stipulation of the parties.

TRIAL AND TRIAL PREPARATION

16. Parties are to appear in person on the trial date ready to proceed. Failure to appear may result in dismissal of the case or the striking of the answer.

17. Parties must meet and confer on all pretrial matters, and exchange witness names and exhibits, at least 20 calendar days before the trial date. Joint Trial Documents, signed by all parties, must be filed with the court at least five days before the trial date.

18. On the date of trial, the parties shall bring with them to the assigned courtroom a three-ring binder with a table of contents containing conformed copies of each of the following documents behind a separate tab:

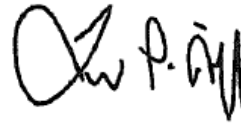
- 1) Printed copies of the current operative pleadings (including the operative complaint; answer; cross-complaint; and answer to cross-complaint);
- 2) Motions in Limine papers (motion, opposition, and reply), if any, which must be served and filed in accordance with LR 3.57;
- 3) Joint Statement of the Case (if a jury trial);
- 4) Joint Witness List disclosing the time expected for testimony of each witness, the total time expected for all witnesses, and the need, if any, for an interpreter;
- 5) Joint Exhibit List;
- 6) Printed and edited Joint Proposed Jury Instructions (if a jury trial); and
- 7) Printed Joint Proposed Verdict Form(s) (if a jury trial).

The parties shall also bring three additional binders for the court (one for the judge, one for the clerk, and one for the witnesses), containing the Joint Exhibits in an Exhibit Book numbered appropriately. The Exhibit Binder must include a table of contents, with each exhibit appropriately numbered. Failure to provide any of the aforementioned documents on the trial date may cause a delay in the case being assigned to a trial court.

19. If an interpreter is required for trial, parties are to submit a request in advance of the trial date at www.lacourt.ca.gov. An interpreter may be requested by accessing the “Online Services”

1 drop-down menu at the top of the webpage and, under “Courtroom Services,” selecting “Request an
2 Interpreter,” selecting “Request a Court Interpreter,” and then selecting, “Limited Jurisdiction Civil
3 (Collections and Non-Collections).” An interpreter may also be requested by typing “interpreter” into
4 “CourtHelp,” the Court’s automated support assistant. The Court is committed to providing interpreter
5 services for your hearing. Please submit your request as early as possible to allow sufficient time for
6 scheduling.

7
8 GOOD CAUSE APPEARING THEREFOR, IT IS ORDERED.

9
10 

11 DATED: May 21, 2026

12 _____
13 Judge Lawrence P. Riff
14 Supervising Judge, Civil Division
15
16
17
18
19
20
21
22
23
24
25
26
27
28