

## Quick Reference to Administrative Order S-2024-021

6	Related Cases	<ul style="list-style-type: none"> <li>■ Plaintiff's obligation to notify court</li> <li>■ "Related" defined</li> </ul>
7	Consolidation	<ul style="list-style-type: none"> <li>■ Higher numbered case gets consolidated into lower numbered case</li> <li>■ Once consolidated, caption must show all cases</li> </ul>
11	Motions	<ul style="list-style-type: none"> <li>■ A. Certificate of conferral should be filed with non-dispositive motions</li> <li>■ B. Procedure for obtaining ruling on motion to compel without hearing.</li> <li>■ C. Procedure for obtaining ruling on non-evidentiary pretrial motions without a hearing</li> </ul>
12	Hearings  (Categories explained, scheduling, appearances)	<ul style="list-style-type: none"> <li>■ A. Uniform Motion Calendar hearings</li> <li>■ B. 15 or 30 minute hearings</li> <li>■ C. Hearings in excess of 30 minutes</li> <li>■ D. Requirements for Notices of Hearing</li> <li>■ E. Cross-Noticing/"Piggy-Backing"</li> <li>■ F. Cancellation</li> </ul>
13	Orders and Final Judgments	<ul style="list-style-type: none"> <li>■ A. Consult with opposing party/counsel on form and content of the order within 3 days of ruling</li> <li>■ B. Submit proposed order within 5 days of ruling</li> <li>■ C. Properly title proposed orders to reflect motion/pleading ruled upon</li> <li>■ D. Include the date of the hearing in the first paragraph of the proposed order; no "orphan" signature pages; pages should be numbered</li> <li>■ E. Cover Letters must state that a copy has been provided to all other parties/counsel and whether the form and content has been agreed to or no objection raised within 5 days</li> <li>■ F. Use PDF/A format for proposed orders submitted through portal</li> </ul>
16	Exhibits	<ul style="list-style-type: none"> <li>■ A. Exhibits should be identified numerically; use coversheets; use exhibit list; pre-mark; bring paper copies of exhibit list</li> <li>■ B. File electronically through portal; manually submit in paper to clerk if necessary</li> <li>■ C. Procedure for exhibits submitted through portal</li> <li>■ D. Procedure for exhibits submitted in paper form</li> <li>■ E. Large/Non-Paper Exhibits</li> </ul>
19	Emergencies	<ul style="list-style-type: none"> <li>■ A. Temporary Injunctions</li> <li>■ B. Other emergencies</li> </ul>
20	Foreclosure Cases	<ul style="list-style-type: none"> <li>■ A. Mediation</li> <li>■ B. Uncontested summary judgment motions</li> <li>■ C. Contested summary judgment motions</li> <li>■ D. Procedure for obtaining ruling on non-evidentiary motions</li> <li>■ E. Hearings on Non-summary judgment matters</li> <li>■ G. Non-jury trials</li> <li>■ H. Judicial sales</li> </ul>