

**APPENDIX 2
LONG CAUSE TRIAL RULES CHECKLIST**

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number and address).	TELEPHONE AND FAX NOS.	FOR COURT USE ONLY
ATTORNEY FOR (Name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO 400 Government Center Redwood City, CA 94063		
In re the Marriage of PETITIONER(S)		
RESPONDENT(S)		
LONG CAUSE TRIAL RULES CHECKLIST		CASE NUMBER

- A. SEVEN COURT DAYS OR MORE BEFORE TRIAL**
1. Personally meet and confer with opposing counsel.
 2. Exchange trial briefs
 3. Where support or fees are at issue, exchange Income & Expense Declarations with required attachments.
 4. Exchange list of exhibits (see Local Court form FL-CV-09A) and copies of exhibits.
 5. Exchange list designating non-party witnesses (including name, address and telephone number) (see Local Court form FL-CV-11] and the subject matter each will testify to.
- B. FIVE COURT DAYS BEFORE TRIAL**
1. Confer with opposing counsel telephonically to discuss objections to the exhibits and in limine motions.
 2. If objections to exhibits unresolved, or motion in limine to be filed, schedule appointment for pre-trial conference.
 3. File with the court and serve in limine motions (see Local Court form FL-10]
 4. Arrange with clerk to pre-mark exhibits and file original exhibits.
 5. File trial brief, Income & Expense Declaration and court's copy of the exhibits in trial department.
- C. THREE COURT DAYS BEFORE TRIAL**
1. File with clerk of trial department and opposing counsel a written list of objections to the exhibits (see Local Court form FL-09].
- D. TWO COURT DAYS BEFORE TRIAL**
1. If there are unresolved objections to exhibits or if motions in limine were filed, confer personally with the court through the clerk.
- E. DAY OF TRIAL**
1. All objections to exhibits and motions in limine will be heard and a ruling will be issued.
 2. Each counsel must pay the mandated statutory court reporter fee for each half day of trial.
 3. At the conclusion of each day of trial, the court and counsel shall review the next days' witnesses, examination time and other calendaring issues.