

## A Thumbnail guide to Department 21

1. Case Management/Trial Setting Conference: Mondays at 9am. This is the initial conference after the Commissioner has handled the case. By now the case is at issue. By that I mean the complaint has been answered, some discovery may have been done and the parties have been to mediation. Please have a Case Management Statement filed five days before the hearing. (Judicial Counsel formatted forms are acceptable) At the conference I will encourage additional ADR and set the matter for trial if the parties desire. If a trial date is set, I will set a Pretrial Conference and Mandatory Settlement Conference as well.
2. Mandatory Settlement Conference “MSC”: This conference will generally occur in the Central Branch in San Mateo and either Judge Fineman or Judge Chou will hear it. It will be set before the Pretrial Conference. All parties are required to comply with Local Rule 3.111. Rule 3.111 explains what needs to be filed and when. It also sets forth that all parties with authority must be present. Any relief from a personal appearance must be authorized by the judge.
3. Pretrial Conference “PTC”: The Pretrial Conference will be set two weeks before the trial. At the pretrial conference counsel are expected to appear in person. All in limine motions must be filed by the Friday before the Pretrial Conference. The Court will inquire about the readiness of the trial as well as the time estimate. The Court will make orders requiring the parties to meet and confer as to their in limine motions, jury instructions and verdict forms. Please see Department 21’s Civil Pretrial Order for more specifics.
4. Trial Date: Trials are conducted Mondays from 1:30-4:30 and Tuesday, Wednesday and Thursday from 9:00 to 4:30. On the first day of trial (generally Monday) in limine motions are heard. The next full day is then spent selecting a jury if needed. Opening statements and the remainder of the trial will be in Department 21’s regular courtroom in Redwood City.
5. Law and Motion is heard on Fridays at 9am, Complex cases at 2pm.
6. Ex Partes are heard on Mondays and Thursdays in person at 1:30pm. When giving notice we ask that you also contact our department at 650-261-5121 and Dept21@sanmateocourt.org so to alert the Court.
7. Judge Foiles will not be available for Ex Partes on the following dates: 11/14/22; 12/19/22; 12/22/22; 12/29/22; 01/02/23; 01/16/23; 02/13/23; 02/20/23; 03/16/23; 04/27/23; 07/03/23; 10/09/23 & 10/12/23