

1 COURT PREPARED

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8 **SUPERIOR COURT OF CALIFORNIA**  
9 **COUNTY OF SAN LUIS OBISPO**

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11 \_\_\_\_\_,  
12                      Petitioner,  
13 vs.  
14 \_\_\_\_\_,  
15                      Respondent.

Case No.: \_\_\_\_\_

**SAN LUIS OBISPO COUNTY SUPERIOR**  
**COURT FAMILY LAW DIVISION**  
**INITIAL STANDING ORDER**

16  
17        This case has been assigned to the Family Law calendar. Whenever a new or existing case  
18 is assigned, the Court issues this Initial Standing Order (“ISO”). This Order sets out the Judge’s  
19 rules and expectations that all parties must follow. In addition to this ISO, parties are required to  
20 follow the California Code of Civil Procedure, California Rules of Court, and the Local Rules of  
21 San Luis Obispo Superior Court (“SLOSC”).

22        The Court hereby ORDERS as follows:

23        I. **CIVILITY AND PROFESSIONALISM**

24        Parties must be civil, respectful, and professional at all times. The Court expects the  
25 parties to be familiar with and follow the California Guidelines of Civility and Professionalism,  
26 *available at:* [http://www.calbar.ca.gov/Attorneys/Conduct-Discipline/Ethics/Attorney-Civility-](http://www.calbar.ca.gov/Attorneys/Conduct-Discipline/Ethics/Attorney-Civility-and-Professionalism)  
27 [and-Professionalism](http://www.calbar.ca.gov/Attorneys/Conduct-Discipline/Ethics/Attorney-Civility-and-Professionalism), as well as the San Luis Obispo Bar Association’s Civility Guidelines.  
28 Uncivil or unprofessional behavior will not be tolerated and may be met with sanctions. The

1 Court expects parties to resolve all disputes regarding scheduling or time extensions without the  
2 necessity of Court involvement.

3 **II. CONTINUANCES AND EXTENSIONS OF DEADLINES**

4 Due to the impacted court calendars, the Court has a ***strong interest*** in adhering to  
5 scheduled dates. Changes in dates are generally disfavored absent a showing of good cause.  
6 Accordingly, the Court will address continuances pursuant to these guidelines:

7 • Request for Order (“RFO”) and Trial Setting Conference (“TSC”):

8 Only one (1) continuance will be freely granted. Continuances by email may be requested  
9 at any time prior to, but no later than, *the day before the hearing at 3:00 PM*. Email continuances  
10 will be granted only if both parties agree to the continuance, as confirmed either by (1) a conjoint  
11 email to the court's clerk with confirmed receipt; (2) or a signed stipulation. After one (1)  
12 continuance, appearances by both sides will be required to request any further continuance and  
13 will require a showing of good cause.

14 • Trial, Settlement Conference (“SC”), Trial Readiness Conference (“TRC”) and Specially  
15 Set Matters:

16 Trial, SC, TRC and Specially Set Matter dates set by the Court are ***firm*** and will rarely be  
17 changed. Any request, whether by stipulation or motion, to continue these matters must be filed  
18 with the clerk's office and must be supported by a sufficiently detailed explanation of the grounds  
19 for the requested continuance or extension of time. The Court will only continue these matters  
20 upon a showing of good cause. If the parties are not prepared to go forward, then the Court  
21 reserves the option to vacate all pending dates.

22 **III. MEET AND CONFER PRIOR TO RFO HEARING:**

23 Pursuant to California Rules of Court rule 5.98, all parties and all attorneys are required  
24 to meet and confer to resolve as many issues as possible prior to an RFO hearing except for cases  
25 involving domestic violence. This meeting shall be conducted in person, telephonically or through  
26 a videoconferencing platform. This meet and confer shall include discussing “financial issues” as  
27 referenced below, which shall encompass agreeing and/or narrowing areas of disagreement as to  
28 the various inputs relevant to any required calculations/submittals.

1 CRC 5.98 likewise requires the parties to exchange all documentary evidence (other than  
2 rebuttal or impeachment documents) that will be relied upon to prove a material fact. This is a  
3 requirement of the CRC and this Court. The Court may decline to consider documents that were  
4 not exchanged before the hearing. This requirement does not apply to cases involving domestic  
5 violence in which an active restraining order exists, and the protected party is self-  
6 represented. *Under no circumstances may a restrained party communicate directly with a*  
7 *protected party under the guise of complying with any meet and confer requirement.*

8 IV. **MEDIATION**

9 If child custody or visitation is at issue and the parties have not attended mediation with  
10 Family Court Services within the past 120 days, the parties are ordered to attend mediation prior  
11 to their hearing date. The Court may impose a monetary sanction on the parties for failure to  
12 appear at mediation or for failure to cancel the appointment upon reaching an agreement.

13 V. **FINANCIAL ISSUES**

14 In any trial or hearing where financial matters are at issue (e.g., child support, spousal  
15 support, attorney's fees, payment of debts, or calculation/payment of arrearages), both parties  
16 must comply with San Luis Obispo County Family Law Department Family Law Policies and  
17 Procedure section 2:8.2. Accordingly, the parties must file and serve current and complete  
18 Income and Expense Declarations (FL-150). "Current" is defined as being completed within the  
19 last three (3) months before the date of the RFO, long-cause hearing or trial. *See* CRC 5.260(a)(3)  
20 (support) and 5.427(d) (attorney's fees). Failure to comply with this requirement may result in  
21 the Court drawing an adverse inference against the non-complying party.

22 In addition, if child support or temporary spousal support is at issue, both parties shall  
23 provide the Court with competing (or joint where the parties agree) *Dissomaster* calculations  
24 (based upon the most recent financial information) supporting their respective positions on the  
25 amount of support sought. In those instances where support is not at issue, but attorney's fees (or  
26 other similar relief) are sought, which in turn requires a consideration of a party's financial  
27 capacity or needs, the parties shall nonetheless provide *Dissomaster* calculations to demonstrate  
28 the parties' respective disposable net incomes after accounting for support obligations and/or tax

1 consequences. Where retroactivity is sought, and income amounts vary during the retroactivity  
2 period in question, separate *Dissomaster* calculations shall be provided for each such timeframe  
3 with appropriate labels and identification to assist the Court and the parties. Parties shall be  
4 prepared to email the working file (i.e., not a pdf version) of each *Dissomaster* calculation to the  
5 judicial officer's clerk upon request.

6 **VI. FINDINGS AND ORDER AFTER HEARING (the "FOAH"):**

7 Unless the Court orders otherwise or the parties stipulate to the contrary, the moving party  
8 (i.e., the party who filed the RFO) shall prepare the findings and order after hearing. The parties  
9 shall comply with CRC 5.125 in preparing and submitting the proposed order (and any objections  
10 or alternate proposed order).

11 **VII. GETTING TO A LONG-CAUSE HEARING OR TRIAL**

12 Parties may calendar a long-cause hearing or trial at their request in court at an RFO  
13 hearing, DVPA hearing or by filing an “At Issue Memorandum for Trial Setting”. If property  
14 issues are to be litigated, such as is the case for a dissolution, the parties must have complied with  
15 Family Code § 2104 requiring exchange of Preliminary Declarations of Disclosure (“PDDs”)  
16 prior to filing the “At Issue Memorandum.” You will be placed on calendar for a Trial Setting  
17 Conference (“TSC”) that will set in motion a series of events designed to bring the case, in whole  
18 or in part, to a resolution by way of agreement or trial.

19 a. **Trial Setting Conference (“TSC”)**: At the TSC, the Court will assess whether the parties  
20 are reasonably ready for trial. If appropriate based on the circumstances of your case, the Court  
21 may set a date for a settlement conference with another Family Law judge or commissioner to  
22 help try to settle your entire case. The Court will also give you other dates, such as dates to  
23 exchange witness lists, exhibits, a Trial Readiness Statement and give you a Trial Readiness  
24 Conference court date.

25 b. **Meaningful Meet and Confers:** In most cases, you will be ordered to have a “meaningful  
26 meet and confer” which is where all parties and attorneys meet to try to settle your entire case out  
27 of court. A *meaningful* meet and confer is one where the parties and their attorneys attend, devote  
28 their **full** attention to the meeting, and legitimately discuss which issues may be resolved out of

1 court. *Failure to meet this requirement may result in monetary sanctions against the non-*  
2 *cooperating individual(s).*

3 d. **Trial Readiness Conference (TRC) and Trial Readiness Statement:** The last  
4 appearance you will have before your long-cause hearing or trial is the TRC. This is where you  
5 tell the judge or commissioner that you are or are not ready for trial. You will also be ordered to  
6 file a Trial Readiness Statement to be filed before the TRC which shall contain the following  
7 applicable information and attachments:

8 1. Issues resolved between the parties with specificity; and  
9 2. Identification of each issue left unresolved to be determined and ruled upon at  
10 trial/hearing.

11 3. **Expert Reports:** Please request that your experts meet and confer before trial to  
12 compare their reports, spot the differences, and draft a “Side-by-Side” report to be used at trial.  
13 A “Side-by-Side” report is one that provides an overview of both reports, highlighting the  
14 differences.

15 4. If property is at issue, the parties are to prepare a *jointly* executed SCHEDULE OF  
16 PROPERTY “FREDMAN FORM” (FL001^ – San Luis Obispo), or *Propertizer*. Please be  
17 prepared to email the clerk a working file of your *Propertizer* for the Court's use barring objection  
18 of either party.

19 5. If spousal support is at issue, the parties shall complete the 4320 Factor Form^  
20 with the marital standard of living “MSOL” and each of the Family Code section 4320 factors.

21 6. A Current Income and Expense Declaration (FL-150^)

22 7. A Proposed Dissomaster calculation for child support, if at issue.

23 e. **Trial:** The dates set for trial are firm. Continuances will be granted only upon an  
24 affirmative showing of good cause requiring a continuance. *See* CRC 3.1332. Motions in  
25 Limine must be filed and served on the opposing party no later than five (5) court days before the  
26 trial date. Oppositions to any Motions in Limine must be filed and served no later than two (2)  
27 court days before the trial day. Reply briefs regarding such motions are not permitted. Parties  
28 should take special care to only file those Motions in Limine which are appropriate.

1 Trials set for the same day will be prioritized by issue, age of case, state of readiness, and  
2 time commitment. Trials not completed on the date set for trial shall continue day-to-day until  
3 completed, unless otherwise ordered by the Court.

4 **VIII. EXHIBITS**

5 For a complete description, see: the San Luis Obispo County Family Law Policies and  
6 Procedures Manual, 2:10.1(2)(a)&(b). Whether your hearing or trial is by Zoom or in person, you  
7 must always provide the court with a hard copy of all of your exhibits before your trial starts.  
8 Attaching them to your declarations or filing them electronically is not sufficient. You must  
9 provide hard copies for each separate hearing or trial even if they are duplicates from another,  
10 previous hearing.

11 Hearings by Zoom: All exhibits must be exchanged either electronically or in hard copy  
12 (depending on what you agreed to at the TSC). Any witness that testifies remotely must be in a  
13 quiet location with stable Wi-Fi as well appear on a desktop computer or laptop – not a smart  
14 phone or tablet. The witness must also have hard copies of the exhibits with them. Electronic  
15 copies are not allowed as they are difficult to manage and use during testimony and delay the  
16 proceedings.

17 Hearings in person: Bring a hard copy of all of your exhibits, ideally in an exhibit binder,  
18 for each attorney, the witness stand, the court and one extra for the clerk.

19 Video, audio or photographic evidence: The Court cannot insert a USB drive, “thumb”  
20 drive, CD-ROM or any other device into the court computer system, including televisions in the  
21 courtroom. Please discuss this with the bench officer at the TSC to discuss how you will present  
22 such evidence.

23 Stipulations to admissibility of exhibits: Before your hearing or trial, the Court will require  
24 the parties to meet to review all exhibits to see if you can stipulate to the admissibility of some or  
25 all of your exhibits.

26 Return of Exhibits: At the completion of your long-cause hearing or trial and barring  
27 objection of the parties or counsel, all exhibits will be returned to the respective owners and  
28 ordered held for the appellate period of time.

1 **IX. OBJECTIONS AT HEARINGS/TRIALS**

2 Speaking objections *are not allowed*. Proper objections should be made as follows:

- 3 1. State the word "Objection;"
- 4 2. State the legally recognized basis for the objection; and
- 5 3. Remain silent and await the Court's ruling on the objection.

6 The Court's ruling on an objection is not a request for further comment by counsel. If the

7 Court requires additional input on an objection, then the Court will request additional input.

8 **X. OTHER ISSUES**

9 a. **Communication with the Court**: Occasionally, parties and/or attorneys may

10 communicate with the courtroom clerks about non-substantive issues regarding your case or

11 upcoming court hearings. The court is ethically barred from having any "ex parte"

12 communications with any party or their attorney so a judge or commissioner will never speak

13 with a party or attorney about their case without all parties and attorneys present. However, you

14 may wish to speak with the court clerk about a calendaring issue. If you wish to communicate

15 with the court clerk in some way, please make sure you include the other party and their attorney

16 in the email. If you don't, the email will be deleted immediately and not read.

17 b. **Notice of this Order**: Petitioner's counsel or Petitioner (if appearing on his or her own

18 behalf) shall immediately serve this Order on all parties, including any new parties to the action.

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20 **IT IS SO ORDERED:**

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22 DATED: \_\_\_\_\_

23 \_\_\_\_\_

24 Honorable Erin M. Childs  
San Luis Obispo County Superior Court  
Supervising Family Law Judge

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