

# Memorandum Regarding Operations at the Hall of Justice

January 6, 2023

This memo describes various changes to operations at the Hall of Justice, effective January 23, 2023. The most significant changes are to Departments 10 and 17, as described below.

## Preliminary Hearings:

- Department 10 will conduct all felony arraignments, Monday through Friday. Out-of-custody felony arraignments and early filed in-custody arraignments will begin at 9:00 am; other in-custody arraignments will begin at 1:30 pm. Fugitive arraignments will be conducted on Tuesday at 9:00 am; subsequent fugitive motions will also be heard in Department 10. Parole arraignments will be conducted on Tuesday and Thursday at 9:00 a.m. Department 10 will also handle related bail motions.
- Department 10 will conduct substantive Pre-Trial Conferences for Departments 9, 11, and 12 before 9:00 am, Monday through Friday. These Pre-Trial Conferences are ones in which offers and counteroffers have already been exchanged and the parties need a bench officer to assist with the resolution. These are not to be treated as discovery dispute conferences.
- Departments 9, 11, and 12 will handle all other substantive matters prior to any holding order, including: motions to set a preliminary hearing, ACM reports, 4011.5 and .6 requests and reports, and dispositions and sentencing. Departments 9, 11, and 12 will also conduct preliminary hearings that take 3 hours or less. Preliminary Hearings that are longer than 3 hours, or that have more than one defendant, will be heard in Department 20. Counsel should be prepared to respond to questions about why a hearing will take longer than 3 hours.
- Post-arraignment parole proceedings will be handled by Department 19 (parole revocation hearings) and Department 23 (parole court). After arraignment in Department 10, parole matters will be sent to Department 23 on Friday at 9:00 am. to set subsequent hearing dates. Department 19 will conduct any parole revocation hearings at 9:00 am on Monday.

- The District Attorney's Office is requested to deliver all Motions to Detain Without Bail to the clerk in Department 10:
  - by 2:00 p.m. the day before the next day's morning arraignment calendar.
  - by 11:00 a.m. for that day's afternoon arraignment calendar.
  
- The District Attorney's Office and the Adult Probation Department are requested to deliver all Motions to Revoke Probation to the clerk in Department 10:
  - by 2:00 p.m. the day before the next day's morning arraignment calendar.
  - by 11:00 a.m. for that day's afternoon arraignment calendar.

Misdemeanor Master Calendar:

- For trial calls held in Department 17 on Thursday mornings, cases ready for trial will be assigned a trial courtroom and ordered to a mandatory settlement conference the next day, with trial beginning the following Monday. Offers and counteroffers must be exchanged before the settlement conference commences. The District Attorney's Office must give DA appearing at the settlement conference authority to settle the case, and defense counsel must have the authority, if the client is not present, to resolve the case. If the DA or PD do not have authority, the managing attorney for the respective misdemeanor divisions will be required to appear at the settlement conference. Any plea dispositions from the settlement conferences will be taken at 1:30 p.m. on Friday in either Department 514 or Department 624.
  
- Every Monday, the District Attorney's Office and the Public Defender's Office will provide to the clerk in Department 17 a joint list of 20 misdemeanor cases that both parties agree are ready for trial in time for the Thursday trial call. This means that discovery has been provided, witnesses have been subpoenaed (including any experts) and if applicable, expert reports have been provided or a summary of expert testimony has been provided to the other side. The first list will be delivered to the clerk in Department 17 on Monday, January 23, 2023 by 10:00 a.m. Further instructions regarding D17 may be forthcoming.