



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO

720 NINTH STREET ~ ROOM 101

SACRAMENTO, CA 95814-1380 (916)

874-5522

WWW.SACCOURT.CA.GOV

CIVIL TRIAL SETTING PROCESS

Litigants referred to the Trial Setting Process are required to submit selected Trial and Mandatory Settlement Conference dates 60 days from the date of referral. Litigants will utilize the on-line submission form for this process. Court staff will review submitted dates and respond via e-mail with confirmation.

Available dates can be viewed at <http://saccourt.ca.gov/civil/trial-setting.aspx> or by calling (916) 874-6098.

Please keep in mind available dates and times may change frequently, therefore it is recommended you make your selections as early as possible after your referral.

It is the responsibility of all counsel (including self-represented parties) in the action to confer and agree upon at least three trial dates and three settlement conference dates prior to submitting dates. The selected dates are to be conveyed to court staff by completing the on-line submission form at <http://saccourt.ca.gov/civil/trial-setting.aspx>. If dates are not submitted on or before the 60th day from the referral date, court staff will set the dates for trial and mandatory settlement conference and notice all parties.

When selecting your trial and settlement conference dates, please note the following:

- **TRIALS** are calendared for Mondays and Tuesdays only at 8:30 a.m. in Department 47.
- **SETTLEMENT CONFERENCES** are calendared Monday through Thursday at 9:00 a.m. and 1:30 p.m. in Department 59, approximately 30 court days prior to the trial date.

It is the responsibility of the plaintiff's counsel to give notice of trial and settlement conference dates, times, and departments. Dates set by the court will be noticed by the court.

Motions to extend time to select Trial and Mandatory Settlement Conference dates through the Trial Setting Process must be made to the appropriate CMP department prior to the 60th day from the original referral to Trial Setting Process.

Motions to continue Trial and/or Settlement Conference dates must be made to the Presiding Judge prior to the selected dates.

We hope this program will assist you and your scheduling needs. If you have any questions, please contact the Civil Division at (916) 874-5522, selection #2.