



DEPARTMENT POLICIES AND PROCEDURES

Dept. SM4

**The Honorable Jed Beebe
Judge of the Superior Court**

*COURTROOM CLERK: Angie Moreno
JUDICIAL SECRETARY: Torey Winn*

*DEPT. TELEPHONE: 805-614-6515
DEPT. E-MAIL: SM4Continue@sbcourts.org*

Welcome to Department SM4. The court assumes counsel have read and familiarized themselves with the California Rules of Court and the Santa Barbara County Local Court Rules. Please keep in mind that each Judge may have certain additional requirements. Ex parte setting, trial setting, and trial preparation practices have nuances individual to each department. Below you will find helpful policies and procedures which are particular to Department SM4.

Court Calendar

Monday

8:30 a.m. – Adoption/Probate/Conservatorship/Guardianship – *Zoom authorized**
9:30 a.m./1:30 p.m. – Evidentiary Hearings/Court Trials/Jury Trials – *Personal appearances required*

Tuesday

8:30 a.m. – Family Law & Motion – *Zoom authorized**
1:30 p.m. – Evidentiary Hearings/Court Trials – *Personal appearances required*

Wednesday

8:30 a.m. – Case Management Conferences – *Zoom authorized**
9:30 a.m./1:30 p.m. – Evidentiary Hearings/Court Trials/Jury Trials – *Personal appearances required*

Thursday

8:30 a.m. – Civil Law & Motion – *Zoom authorized**
9:30 a.m./1:30 p.m. – Evidentiary Hearings/Court Trials/Jury Trials – *Personal appearances required*

Friday

8:30 a.m. – Small Claims – *Personal Appearances Required*
1:30 p.m. – MSCs or Collections Court Trials – *Personal Appearances Required*

*The court reserves the right to require in-person appearances for any matter on calendar.



Zoom Appearances

Zoom appearances in Dept. SM4 are authorized for certain hearings as set forth in the above “Court Calendar” section. If extenuating circumstances exist that require a remote appearance, the court requires the filing of local Form SC-2073, *Request to Appear by Zoom Videoconference/Order*, at least 10 calendar days prior to the hearing date for the court’s review and consideration. Zoom is typically not authorized for ex parte hearings or Mandatory Settlement Conferences, and the court discourages the filing of a request unless exigent circumstances exist.

Make sure that your video and audio are muted until your case is called and that your name is reflected on your screen. Direct all chat messages to the Courtroom Clerk. If you are in a vehicle, you must be parked when your case is called. Assess your surroundings before turning on your video to make sure your background is not offensive or unprofessional. More detailed information on Zoom appearances can be found at: <https://www.santabarbara.courts.ca.gov/system/files/general/zoom-information-civil-2025.pdf>.

Ex Parte Matters (Civil)

SM4 typically has a very impacted calendar. As such, civil ex parte hearings are set at the court’s discretion and availability. To request a civil ex parte hearing, contact Judicial Secretary Torey Winn at (805) 614-6515. Please reflect on the Rules of Court and Local Court Rules applicable to *ex parte* matters – mere desire for expediency is not sufficient. The court strongly disfavors unnecessary *ex parte* hearings and requires the personal appearances of the moving party on all ex parte matters.

Ex Parte Matters (Family)

For ex parte requests relating to family law matters, in the North County, please follow the procedures as set forth [ex-parte-instructions-cook-division-0223-2024.pdf](#). We DO NOT provide hearing dates for ex parte family law matters prior to the judicial officer’s review. You must file your documents without a hearing date inserted. The judicial officer will review your documents and decide if you need an ex parte hearing or an order shortening time. If required, the court will assign a hearing date and time.

Probate Notes/Tentative Rulings

To the extent practicable, Probate Notes will be posted on the court’s website no later than 5:00 p.m. the day before the hearing. Dept. SM4 typically does not post Tentative Rulings for its civil law and motion matters. The Probate Notes/Tentative Rulings are located at <https://www.santabarbara.courts.ca.gov/online-services/tentative-rulings>.

Pre-Trial

- Case Management Conferences (CMCs)
 - a. Case Management Statements are required to be filed for every CMC, unless otherwise specifically ordered. The court expects that counsel will be prepared to thoroughly discuss the



status of the case, discovery, amenability to mediation, and any unusual factual, legal, or evidentiary issues that may need resolution. Counsel who fails to appear will typically be set for an Order to Show Cause hearing as to why sanctions should not be issued.

- b. The court appreciates the listing of specific completion dates on the discovery portion of the CMC Statement as opposed to “per code”.
 - c. Generally, trial dates will not be set until a private mediation or CMADRESS session has been held.
- Mandatory Settlement Conferences (MSCs)
 - a. Personal appearances are required at the MSC and Zoom will not be authorized.
 - b. **No later than five court days** before the initial date set for the settlement conference, each party must submit to the court and serve on each party a mandatory settlement conference statement as required by CRC 3.1380(c) and Local Rule 1423.
 - c. If you wish an MSC Brief to be submitted *confidentially*, please select “Settlement Conference Statement,” as your eFiling code to ensure it is lodged confidentially. Include the hearing date in the filing description field.

To file a non-confidential brief, select eFiling code “Brief” and include “MSC” with the hearing date in the filing description field.

Exhibit Requirements

- Courtesy copies of all exhibits shall be brought to the court on the first day of trial (Court copy, Witness copy, Clerk copy, and a copy for each Counsel). The Clerk’s copy of the exhibits will be maintained for the record.
- Exhibits must be organized in the order they are listed on the Exhibit List.
 - a. The first page of the exhibit packet shall be the Exhibit List. The Exhibit List shall list (in numerical order) the number of the exhibit, the type of exhibit, and a brief description of the exhibit. Parties may print or download the Exhibit List local form (SC-1043) from the court’s website at <https://www.santabarbara.courts.ca.gov>.
 - b. For five (5) or less exhibits, and where the total number of pages of all exhibits combined does not exceed 25 pages: (If the number of pages exceeds 25, follow the instructions under c - e below)
 - Each exhibit shall have a divider sheet in front of the actual exhibit.
 - The divider sheet shall be blank except for the exhibit number displayed at the bottom.



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- c. For more than five (5) exhibits, exhibit packets shall be assembled in an exhibit binder, using numbered tab pages before each exhibit.
 - d. Plaintiff/Petitioner is assigned Exhibits 1 through 200 and Defendant/Respondent is assigned Exhibits 201 through 400.
 - e. If exhibits exceed 200, please contact the department for further guidance on numbering.
- Parties shall exchange their Exhibit List and their proposed exhibits, organized as above, by providing to the other party, copies of the exhibits submitted to the court, at least five (5) business days prior to the scheduled hearing or trial, unless a different date is set by the court. Copies may be provided in their physical form or may be sent electronically to opposing counsel. Copies may be provided in their physical form or may be sent electronically to a self-represented party who consents to electronic delivery of the exhibits, at their verified e-mail address.
 - Original deposition transcripts to be used at trial must be available to the court in hard copy.
 - **IMPORTANT: DO NOT** include any ex parte correspondence to the judge with your exhibit submissions. Any ex parte communication submitted will not be read or considered. You must present your arguments at the trial.
 - The court will retain all physical exhibits at the end of the hearing, unless the parties stipulate, and the court orders the exhibits returned to the respective parties in accordance with CCP §1952.
 - Electronic evidence such as CDs, DVDs, and other media will not be downloaded or duplicated by the court during the hearing.

Jury Trials

- Trial briefs are to be e-filed at least three (3) court days before the trial date, with a courtesy copy e-mailed to SM4Continue@sbcourts.org. Use eFiling code “Trial Brief”. Add the trial date in the Filing Description field.
- A joint exhibit list, to the extent possible, and separate exhibit lists otherwise, is to be e-filed at least three (3) court days before the trial date, with a courtesy copy e-mailed to SM4Continue@sbcourts.org. Use eFiling code “Exhibit List”. Add the trial date in the Filing Description field.
- Witness lists must be e-filed at least three (3) court days before the trial date, to show to the jury at the outset of voir dire, with a courtesy copy e-mailed to SM4Continue@sbcourts.org. Use eFiling code “Witness List”. Add the trial date in the Filing Description field.



- A joint statement of the case for the benefit of the jury to be read during voir dire, is to be e-filed three (3) court days before the trial date, with a courtesy copy e-mailed to SM4Continue@sbcourts.org. Use eFiling code “Statement”. Add the trial date in the Filing Description field followed by “Joint”.
- A list of proposed jury instructions by CACI numbers and any pinpoint instructions are to be e-filed three (3) court days before the trial date. Use eFiling code “Jury Instructions, Proposed, Filed”. Add the trial date in the Filing Description field.
- Motions in limine are to be e-filed at least three (3) court days before the trial date; Opposition papers shall be e-filed one (1) court day before the trial date. Motions in limine are usually heard on the first day of trial. Depending on the expected length of the hearing, the jury is often (but not always) brought in on the second day of trial for voir dire.
- A set of business cards from each attorney shall be presented to the courtroom clerk at the time in limine motions are heard or, at the very latest, on the first day of voir dire. If the CA State Bar license number is not noted on the card, it must be handwritten.
- The court will use a six-pack system for jury selection.
- Voir dire will be conducted by the court initially, with trial counsel allowed a reasonable follow-up time to examine the panel of 18 prospective jurors. If there are voir dire issues either side would prefer the court inquire about initially, the court will entertain those requests.
- The trial schedule is generally from 9:30 a.m. to noon with a 15-minute break, and then 1:30 p.m. to 4:30 p.m. with a 15-minute break, on Monday, Wednesday and Thursday. Tuesday and Fridays are usually dark days for trial due to the Family Law and Small Claims calendars taking place. Occasionally, the afternoons of Tuesday and Friday are available for trial, but those afternoons will be worked out with counsel during trial.
- The courtroom clerk will prepare a statement for the jury fees once the jury is selected (approximately \$300.00 per day for the length of the trial).
- **In-person appearances of all parties, witnesses, and counsel is required.** If exigent circumstances necessitate a Zoom appearance, local form SC-2073, *Request to Appear by Zoom Videoconference/Order*, must be e-filed for the court’s consideration at least 10-days prior to trial with service to the other side.

Court Reporters

- A court reporter or FTR audio recording is provided for all 8:30 a.m. calendar matters.



- Effective Monday, March 25, 2024, the Santa Barbara County Superior Court will no longer provide court reporters for evidentiary hearings, court trials and jury trials, in civil, family law, and probate matters.
- Should the court have an official reporter available, then reporter fees shall be posted in advance. Each side shall deposit one-half of the total amount due for the first five (5) trial days. Reporter fees are \$534.00 for a full day and \$267.00 for a half day. **Please be prepared to make payment on the first day of trial.** Checks are to be made payable to Clerk of the Court.
- Where court reporters are not provided, parties may privately arrange and pay for an official court reporter pro tempore. Please see *Hiring of Private Reporter Pro Tempore* on the court's website for instructions and the link to the pre-approved official reporter pro tempore list contact information at <https://www.santabarbara.courts.ca.gov/general-information/court-reporting-services>

Please contact the department secretary for further guidance on how to arrange for a private reporter.

Counsel may contact the Department Secretary, at 805-614-6515 or twinn@sbcourts.org if there are any questions.