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**FILED**  
Superior Court of California  
County of San Francisco  
NOV 21 2022  
CLERK OF THE COURT  
BY: *[Signature]*  
Deputy Clerk

Attorneys for Plaintiff(s),  
CRISTINA JAOCHICO, and all others similarly situated

**SUPERIOR COURT OF THE STATE OF CALIFORNIA**

**FOR THE COUNTY OF SAN FRANCISCO**

**(UNLIMITED JURISDICTION)**

CRISTINA JAOCHICO, on behalf of herself, all  
others similarly situated, the general public, and  
as an "aggrieved employee" on behalf of other  
"aggrieved employees" under the Labor Code  
Private Attorneys General Act of 2004,

Case No. CGC-19-575243

**[PROPOSED] ORDER  
PRELIMINARILY APPROVING  
CLASS ACTION SETTLEMENT**

*Plaintiff(s),*

vs.

CARITAS MANAGEMENT CORP., a  
California corporation; and DOES 1-50,  
inclusive,

*Defendant(s).*



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1 The Motion of Plaintiff Cristina Jaochico (hereafter referred to as "Plaintiff") for  
2 Preliminary Approval of a Class Action Settlement (the "Motion") was considered by the Court,  
3 Vedica Puri presiding. The Court having considered the Motion, the Joint Stipulation of Class  
4 Action Settlement and Release of Claims ("Settlement" or "Settlement Agreement"), and  
5 supporting papers, HEREBY ORDERS THE FOLLOWING:

6  
7 1. Attached hereto as "**Exhibit 1**" is a true and correct copy of the Court's Tentative  
8 Ruling.

9 2. The Court grants preliminary approval of the Settlement and the Settlement Class  
10 based upon the terms set forth in the Settlement filed as an Exhibit to the Motion for Preliminary  
11 Approval. All terms herein shall have the same meaning as defined in the Settlement. The Court  
12 has determined there is sufficient evidence to preliminarily determine that (a) the terms of the  
13 Settlement appear to be fair, adequate, and reasonable to the Settlement Class and (b) the  
14 Settlement falls within the range of reasonableness and appears to be presumptively valid, subject  
15 only to any objections that may be raised at the final hearing and final approval by this Court. The  
16 Court will make a determination at the hearing on the motion for final approval of class action  
17 settlement (the "Final Approval Hearing") as to whether the Settlement is fair, adequate and  
18 reasonable to the Settlement Class.

19  
20 3. For purposes of this Preliminary Approval Order, the "Settlement Class" means  
21 all persons hourly, non-exempt desk clerk in California (collectively "Class Members"), who  
22 worked anytime during the Class Period. The "Class Period" shall mean the period of time from  
23 April 12, 2015, through the date of preliminary Court-approval of this Settlement. Defendant  
24 estimates that as of the date of preliminary Court-approval of this Settlement, there were 155  
25 potential Settlement Class Members. The "Effective Date" means as follows: If no objection to  
26



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1 this Settlement or to any of the terms and or conditions of the Settlement are filed by Plaintiff,  
2 another member of the Settlement class, or any intervenor to this Lawsuit, the Effective Date shall  
3 occur on the day that the Court enters an order of final approval of this Settlement; however, if  
4 any objection to this Settlement or to any of the terms and or conditions of the Stipulation is filed  
5 by a member of the Settlement class, or any intervenor to this Lawsuit, the Effective Date shall  
6 occur upon the expiration of the time for the filing any appeal of the order of final approval of  
7 this Settlement. If an appeal is filed or any writ granted, then the Effective Date shall occur after  
8 the appeal has been dismissed or the writ dissolved and when there is no further time to appeal  
9 the dismissal of the appeal or the dissolution of the writ. The occurrence of the Effective Date is  
10 a prerequisite to any obligation of Defendant to pay any funds into the Settlement account.

11  
12 4. This action is provisionally certified pursuant to section 382 of the California Code  
13 of Civil Procedure and Rule 3.760, et seq. of the California Rules of Court as a class action for  
14 purposes of settlement only with respect to the proposed Settlement Class.

15  
16 5. The Court hereby preliminarily finds that the Settlement was the product of  
17 serious, informed, non-collusive negotiations conducted at arm's length by the Parties. In making  
18 this preliminary finding, the Court considered the nature of the claims set forth in the pleadings,  
19 the amounts and kinds of benefits which shall be paid pursuant to the Settlement, the allocation  
20 of Settlement proceeds to the Settlement Class, and the fact that the Settlement represents a  
21 compromise of the Parties' respective positions. The Court further preliminarily finds that the  
22 terms of the Settlement have no obvious deficiencies and do not improperly grant preferential  
23 treatment to any individual Class Member. Accordingly, the Court preliminarily finds that the  
24 Settlement was entered into in good faith.

25  
26 6. The Court finds that the dates set forth in the Settlement for mailing and  
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1 distribution of the Class Notice meet the requirements of due process and provide the best notice  
2 practicable under the circumstances, and constitute due and sufficient notice to all persons entitled  
3 thereto, and directs the mailing of the Class Notice by first class mail and, where available, email  
4 to the Settlement Class as set forth in the Settlement. Accordingly, the Court orders the following  
5 implementation schedule for further proceedings:  
6

7 a. Defendant shall provide CPT Group, Inc., the appointed Settlement  
8 Administrator, with: (a) An electronic database of all Class Members, last  
9 known mailing address, email address (where available), Social Security  
10 number and Defendant's employee identification number ("Class Members'  
11 Data"); and (b) Corresponding to each Class Member's name, Defendant shall  
12 provide a figure indicating the total number of Individual Member  
13 Employment Weeks during the Class Period in which Defendant employed the  
14 class Member. That number of Individual Member Employment Weeks shall  
15 be referred to as that Class Member's "Individual Member Employment  
16 Weeks;" (c) If any of the Class Members' Data are unavailable to Defendant,  
17 Defendant will so inform Class Counsel and the Parties will make their best  
18 efforts to reconstruct or otherwise agree upon the Class Members' Data prior  
19 to when it must be submitted to the Settlement Administrator. Class Members'  
20 Data will otherwise remain confidential and will not be disclosed to anyone,  
21 except as necessary to applicable taxing authorities, or pursuant to Defendant's  
22 express written authorization or by order of the Court.  
23

24  
25 b. **Mailing of Class Notice.** Approximately fourteen (14) days after receiving the  
26 Class Members' Data, or as soon thereafter as it can do so, the Settlement  
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1 Administrator will mail the Class Notice to all identified Class Members via  
2 first-class U.S. mail using the mailing address information provided by  
3 Defendant, unless modified by any updated address information that the  
4 Settlement Administrator obtains in the course of administration of the  
5 Settlement.

6  
7 c. **Returned Class Notice.** If a Class Notice is returned because of an incorrect  
8 address, the Settlement Administrator will promptly, and not later than ten (10)  
9 days from receipt of the returned Class Notice, search for a more current  
10 address for the Class Member and re-mail the Class Notice to the Class  
11 Member. The Settlement Administrator will use the Class Members' Data and  
12 otherwise work with Defendant's Counsel and Class Counsel to find a more  
13 current address. The Settlement Administrator will be responsible for taking  
14 reasonable steps, consistent with its agreed-upon job parameters, court orders,  
15 and fee, to trace the mailing address of any Class Member for whom a Class  
16 Notice is returned as undeliverable by the U.S. Postal Service. These  
17 reasonable steps shall include the tracking of all undelivered mail; performing  
18 address searches for all mail returned without a forwarding address; and  
19 promptly re-mailing to Class Members for whom new addresses are found. If  
20 the Class Notice is re-mailed, the Settlement Administrator will note for its  
21 own records and notify Class Counsel and Defendant's Counsel of the date and  
22 address of each such re-mailing as part of a weekly status report provided to  
23 the Parties.

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25  
26 d. **Declaration of Settlement Administrator.** Not later than twenty-one (21)  
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1 court days prior to the Final Approval Hearing, the Settlement Administrator  
2 will provide the Parties for filing with the Court a declaration of due diligence  
3 setting forth its compliance with its obligations under this Agreement. Prior to  
4 the Final Approval Hearing, the Settlement Administrator will supplement its  
5 declaration of due diligence if any material changes occur from the date of the  
6 filing of its prior declaration.  
7

8 **e. Requests for Exclusion from Settlement; and Objections to Settlement.**

9 Class Members may submit requests to be excluded from the effect of the  
10 Settlement, or objections to the Settlement, pursuant to the following  
11 procedures:  
12

- 13 **i. Request for Exclusion from Settlement.** A Class Member may  
14 request to be excluded from the effect of this Agreement, and any  
15 payment of amounts under this Agreement, by timely email to the  
16 Settlement Administrator or mailing a letter to the Settlement  
17 Administrator stating that the Class Member wants to be excluded from  
18 this Action. This letter must include the Class Member's name,  
19 address, telephone number, and signature. To be valid and timely, the  
20 request to be excluded must be postmarked by the date specified in the  
21 Class Notice (60 days from the initial mailing of the Class Notice by  
22 the Settlement Administrator). A Class Member who properly submits  
23 a valid and timely request to be excluded from the Action shall not  
24 receive any payment of any kind in connection with this Agreement or  
25 this Action, shall not be bound by or receive any benefit of this  
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1 Agreement, and shall have no standing to object to the Settlement. A  
2 request for exclusion must be mailed to the Settlement Administrator  
3 at the address provided on the Class Notice. The Settlement  
4 Administrator shall transmit the request for exclusion to counsel for the  
5 Parties as follows:

6  
7  
8 *To Class Counsel:*

9 David G. Spivak, Esq.  
10 The Spivak Law Firm  
11 8605 Santa Monica Bl  
12 PMB 42554  
13 West Hollywood, CA 90069  
14 david@spivaklaw.com

*To Defense Counsel:*

Dorothy S. Liu  
Hanson Bridgett, LLP  
Dorothy S. Liu Esq.  
425 Market Street  
26<sup>th</sup> Floor  
San Francisco, CA 94105  
dliu@hansonbridgett.com

14 ii. **Objections to Settlement.** The Class Notice will provide that any  
15 Class Member who does not request exclusion from the Action and  
16 who wishes to object to the Settlement should submit an objection in  
17 writing to the Settlement Administrator by 60 days after the Settlement  
18 Administrator mails the Class Notice, a written objection to the  
19 Settlement which sets forth the grounds for the objection and the other  
20 information required by this paragraph. The objection should be  
21 emailed to the Settlement Administrator or mailed to the Settlement  
22 Administrator at the address provided on the Class Notice. The  
23 Settlement Administrator shall transmit the objections to counsel for  
24 the Parties as follows:

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1           *To Class Counsel:*

2           David G. Spivak, Esq.  
3           The Spivak Law Firm  
4           8605 Santa Monica Bl  
5           PMB 42554  
6           West Hollywood, CA 90069  
7           david@spivaklaw.com

*To Defense Counsel:*

                  Dorothy S. Liu  
                  Hanson Bridgett, LLP  
                  Dorothy S. Liu Esq.  
                  425 Market Street  
                  26th Floor  
                  San Francisco, CA 94105  
                  dliu@hansonbridgett.com

7           The written objection should state the objecting Class Member's full  
8           name, address, and the approximate dates of his or her employment  
9           with Defendant. The written objection should state the basis for each  
10          specific objection and any legal support in clear and concise terms. The  
11          written objection also should state whether the Class Member intends  
12          to formally intervene and become a party of record in the action, and  
13          upon formally intervening, appear and argue at the Final Approval  
14          Hearing. However, the objectors will be provided with the opportunity  
15          to speak at the final approval hearing regardless of whether they have  
16          filed an appearance or submitted a written opposition beforehand.

17          If the objecting Class Member does not formally intervene in the action  
18          and/or the Court rejects the Class Member's objection, the Class  
19          Member may still be bound by the terms of this Agreement.

- 20          f. **Report.** Not later than fourteen (14) days after the deadline for submission of  
21          requests for exclusion, the Settlement Administrator will provide the Parties  
22          with a complete and accurate list of all Class Members who sent timely  
23          requests to be excluded from the Action and all Class Members who objected  
24          to the settlement.



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1           7. The Court approves, as to form and content, the Class Notice in substantially the  
2 form attached as Exhibit A to the Settlement, the Exclusion Request form in substantially the  
3 form attached as Exhibit B to the Settlement, and the Individual Member Employment Weeks  
4 Dispute form in substantially the form attached as Exhibit C to the Settlement. Class Members  
5 may submit disputes by email to the Settlement Administrator.

6  
7           8. The Court approves, for settlement purposes only, David Spivak of The Spivak  
8 Law Firm and Walter L. Haines of United Employees Law Group as Class Counsel.

9           9. The Court approves, for settlement purposes only, Cristina Jaochico as the Class  
10 Representative.

11           10. The Court approves CPT Group, Inc. as the Settlement Administrator.

12           11. The Court preliminarily approves Class Counsel's request for attorneys' fees and  
13 costs subject to final review by the Court.

14           12. The Court preliminarily approves the estimated Settlement Administrator costs  
15 payable to the Settlement Administrator subject to final review by the Court.

16           13. The Court preliminarily approves Plaintiff's Class Representative Payment subject  
17 to final review by the Court.

18  
19           14. A Final Approval Hearing shall be held on 12/30/22 at 9:30 .m. in the  
20 Superior Court for the State of California, County of San Francisco, located at Civic Center  
21 Courthouse, 400 McAllister Street, San Francisco, CA 94102-3680 to consider the fairness,  
22 adequacy and reasonableness of the proposed Settlement preliminarily approved by this  
23 Preliminary Approval Order, and to consider the application of Class Counsel for attorneys' fees  
24 and costs and the Class Representative Payment to the Class Representative. The notice of motion  
25 and all briefs and materials in support of the motion for final approval of class action settlement  
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1 and motion for attorneys' fees and litigation costs shall be served and filed with this Court on or  
2 before 16 Court days before the Final Approval Hearing.

3 15. If for any reason the Court does not execute and file a final approval order and  
4 judgment, or if the Effective Date, as defined in the Settlement, does not occur for any reason, the  
5 proposed Settlement that is the subject of this order, and all evidence and proceedings had in  
6 connection therewith, shall be without prejudice to the status quo ante rights of the Parties to the  
7 litigation, as more specifically set forth in the Settlement.  
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1 16. The Court expressly reserves the right to adjourn or continue the Final Approval  
2 Hearing from time to time without further notice to members of the Class. The Plaintiff shall give  
3 prompt notice of any continuance to Settlement Class Members who object to the Settlement.

4 **APPROVED AS TO FORM AND CONTENT:**

5 THE SPIVAK LAW FIRM

6 Dated: 11 / 08 / 2022

7 By: 

8 DAVID SPIVAK  
9 MAYA CHEAITANI  
10 Attorneys for Plaintiff, CRISTINA  
11 JAOCHICO

12 **APPROVED AS TO FORM AND CONTENT:**

13 HANSON BRIDGETT LLP

14 Dated: November 8, 2022

15 By: 

16 DOROTHY S. LIU  
17 EMILY J. LEAHY  
18 JOSUE R. APARICIO  
19 Attorneys for Defendant, CARITAS  
20 MANAGEMENT CORPORATION

21 **IT IS SO ORDERED.**

22 DATED: 11/17/22

23   
24 THE HONORABLE VEDICA PURI  
25 JUDGE OF THE SUPERIOR COURT



26 PIVAK LAW

27 Employee Rights Attorneys

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# **EXHIBIT 1**

Case Title: CRISTINA JAOCHICO VS. CARITAS MANAGEMENT CORPORATION ET AL

Court Date: AUG-19-2022 09:30 AM

Calendar Matter: Notice Of Motion And Motion For Preliminary Approval Of Class Action Settlement

Rulings: Matter on calendar for Friday, August 19, 2022. Line 1 PLAINTIFF CRISTINA JAOCHICO'S Motion For Preliminary Approval Of Class Action Settlement. "THE COURT'S FULL AND COMPLETE TENTATIVE RULING HAS BEEN EMAILED TO ALL COUNSEL" A hearing is required on Plaintiffs motion for preliminary approval of class action settlement and related relief as to the issues set forth in the email sent to counsel. For the 9:30 a.m. Law & Motion calendar, all attorneys and parties may appear in Department 302 remotely. Remote hearings will be conducted by videoconference using Zoom. To appear remotely at the hearing, go to the court's website at [sfsuperiorcourt.org](http://sfsuperiorcourt.org) under "Online Services," navigate to "Tentative Rulings," and click on the appropriate link, or dial the corresponding phone number. Any party who contests a tentative ruling must send an email to [contestdept302tr@sftc.org](mailto:contestdept302tr@sftc.org) with a copy to all other parties by 4pm stating, without argument, the portion(s) of the tentative ruling that the party contests. The subject line of the email shall include the line number, case name and case number. The text of the email shall include the name and contact information, including email address, of the attorney or party who will appear at the hearing. Counsel for the prevailing party is required to prepare a proposed order which repeats verbatim the substantive portion of the tentative ruling and must email it to [contestdept302tr@sftc.org](mailto:contestdept302tr@sftc.org) prior to the hearing even if the tentative ruling is not contested. The court no longer provides a court reporter in the Law & Motion Department. Parties may retain their own reporter, who may appear in the courtroom or remotely. A retained reporter must be a California certified court reporter (CSR), for only a CSR's transcript may be used in California courts. If a CSR is being retained, include in your email all of the following: their name, CSR and telephone numbers, and their individual work email address = (302/VP)

Case Number: CGC19578723

Case Title: ROBERT MCCULLOUGH VS. SAN FRANCISCO GENERAL HOSPITAL ET AL

Court Date: AUG-19-2022 09:30 AM

Calendar Matter: MOTION FOR SUMMARY ADJUDICATION By Defendant The Regents Of The University Of California

Rulings: Matter on calendar for Friday, August 19, 2022, Line 2 1. DEFENDANT THE REGENTS OF THE UNIVERSITY OF CALIFORNIA'S MOTION FOR SUMMARY ADJUDICATION. Off calendar. Request for dismissal of entire action filed by plaintiff on 8/3/22. = (302/VP)

Case Number: CGC19578723

Case Title: ROBERT MCCULLOUGH VS. SAN FRANCISCO GENERAL HOSPITAL ET AL

Court Date: AUG-19-2022 09:30 AM

Calendar Matter: MOTION FOR SUMMARY JUDGMENT Or, In The Alternative, Summary Adjudication

Rulings: Matter on calendar for Friday, August 19, 2022, Line 2 2. DEFENDANT CITY AND COUNTY OF SAN FRANCISCO'S MOTION FOR SUMMARY JUDGMENT Or, In The Alternative, Summary Adjudication. Off calendar. Request for dismissal of entire action filed by plaintiff on 8/3/22. = (302/VP)

Case Number: CGC19578723

Case Title: ROBERT MCCULLOUGH VS. SAN FRANCISCO GENERAL HOSPITAL ET AL

Court Date: AUG-19-2022 09:30 AM

Calendar Matter: MOTION FOR SUMMARY ADJUDICATION Amended Notice Of Motion And Motion For Summary Adjudication By Defendant The Regents Of The University Of California

Rulings: Matter on calendar for Friday, August 19, 2022, Line 2 4. DEFENDANT THE REGENTS OF THE UNIVERSITY OF CALIFORNIA'S MOTION FOR SUMMARY ADJUDICATION. Off calendar. Request for dismissal of entire action filed by plaintiff on 8/3/22. = (302/VP)

Case Number: CGC19579536

Case Title: JANE DOE VS. THE BRANDEIS SCHOOL OF SAN FRANCISCO ET AL

Court Date: AUG-19-2022 09:00 AM

Calendar Matter: Notice Of Motion And Plaintiff Jane Doe'S Motion To Compel The Deposition Of Lawrence Russo And Discovery Responses By Lawrence Russo And For Sanctions

Rulings: Matter on the Discovery Calendar for Friday, August 19, 2022, Line 2, 2- PLAINTIFF JANE DOE'S Motion To Compel The Deposition Of Lawrence Russo And Discovery Responses By Lawrence Russo And For Sanctions (Part 1 of 2 for purposes of entry of Tentative Ruling). Pro Tem Judge Paul Renne, a member of the California State Bar who meets all the requirements set forth in CRC 2.812 to serve as a temporary judge, has been assigned to hear this motion. Prior to the hearing all parties to the motion will be asked to sign a stipulation agreeing that the motion may be heard by the Pro Tem Judge. If all parties to the motion sign the stipulation, the hearing will proceed before the Judge Pro Tem who will decide the motion with the same authority as a Superior Court Judge. If a party appears by telephone, the stipulation may be signed via fax or consent to sign given by email. If not all parties to the motion sign the stipulation, the Pro Tem Judge will hold a hearing on the motion and, based on the papers submitted by the parties and the hearing, issue a report in the nature of a recommendation to the Dept. 302 Judge, who will then decide the motion. If a party does not appear at the hearing, the party will be deemed to have stipulated that the motion will be decided by the Pro Tem Judge with the same authority as a Superior Court Judge. The Pro Tem Judge has issued the following tentative ruling: PLAINTIFF'S MOTION TO REQUIRE THE DEPOSITION OF DEFENDANT RUSSO AND RESPONSES TO HER DISCOVERY REQUESTS IS GRANTED AS FOLLOWS: (1) WITHIN TEN (10) DAYS FROM THE DATE OF THIS ORDER DEFENDANT RUSSO WILL SUBMIT TO A REMOTE DEPOSITION AT A TIME AND PLACE AGREED TO BY THE PARTIES IN ADVANCE OF THE HEARING ON AUGUST 19, 2022, WHICH DATE SHOULD BE SPECIFIED IN THE COURT'S ORDER. (2) WITHIN TWENTY (20) DAYS DEFENDANT RUSSO WILL SERVE PLAINTIFF WITHOUT OBJECTION, SAVE AS TO A CLAIM OF A/C PRIVILEGE OR PRIVACY, FULL AND COMPLETE RESPONSES TO THE REQUESTS FOR PRODUCTION OF DOCUMENTS, SPECIAL INTERROGATORIES AND FORM INTERROGATORIES AND REQUESTS FOR ADMISSION. TO THE EXTENT THAT DEFENDANT RUSSO IS WITHHOLDING ANY RESPONSIVE DOCUMENT HE WILL IDENTIFY EACH DOCUMENT WITH SUFFICIENT SPECIFICITY TO ALLOW PLAINTIFF TO CHALLENGE THE CLAIM OF PRIVILEGE OR PRIVACY. TO THE EXTENT THAT DEFENDANT RUSSO HAS PREVIOUSLY PRODUCED A DOCUMENT IN RESPONSE TO HIS DEPOSITION, HE NEED NOT DUPLICATE IT IN

Counsel:

Due to the court website's character limitations, we are emailing the parties directly with the below tentative ruling in its entirety for the matter set for hearing on August 19, 2022 at 9:30 am. In Dept. 302.

A hearing is required on Plaintiff's motion for preliminary approval of class action settlement and related relief as to the following issues:

1. The Court cannot find that the manner of notice proposed (e.g., first-class mail only) is the best notice practicable under the circumstances. Notice shall be provided to class members both by first-class mail and, where available, by email. Defendant shall provide all known email addresses of class members to the settlement administrator with the other information required for class notice.
2. Class members shall also be entitled to submit objections to their notice of estimated settlement share, requests for exclusion, and objections to the proposed settlement by email.
3. If these additional requirements affect the estimated costs of administration, the parties shall update the estimated cost, which shall be capped in the settlement agreement at a "not to exceed" amount rather than a projected amount.
4. The final approval motion should include a declaration of the class representative detailing her participation in the litigation, including an estimate of the number of hours spent doing so. (See *In re Cellphone Termination Fee Cases* (2010) 186 Cal.App.4th 1380, 1394-1395.) A \$10,000 payment to the class representative seems reasonable.
5. The final approval motion should also include a declaration of counsel setting forth a factual showing by counsel sufficient to allow the Court to conduct a lodestar cross-check. (See *Laffitte v. Robert Half International, Inc.* (2016) 1 Cal.5th 480, 505-506.)

Counsel shall appear to address these issues and the scheduling of the final fairness hearing.

In addition, the court will execute the parties proposed stipulation and order allowing for the filing of the second amended complaint.

For the 9:30 a.m. Law & Motion calendar, all attorneys and parties may appear in Department 302 remotely. Remote hearings will be conducted by videoconference using Zoom. To appear remotely at the hearing, go to the court's website at [sfsuperiorcourt.org](https://www.sfsuperiorcourt.org) under "Online Services," navigate to "Tentative Rulings," and click on the appropriate link, or dial the corresponding phone number.

Any party who contests a tentative ruling must send an email to [contestdept302tr@sfc.org](mailto:contestdept302tr@sfc.org) with a copy to all other parties by 4pm stating, without argument, the portion(s) of the tentative ruling that the party contests. The subject line of the email shall include the line number, case name

and case number. The text of the email shall include the name and contact information, including email address, of the attorney or party who will appear at the hearing. Counsel for the prevailing party is required to prepare a proposed order which repeats verbatim the substantive portion of the tentative ruling and must email it to [contestdept302tr@sftc.org](mailto:contestdept302tr@sftc.org) prior to the hearing even if the tentative ruling is not contested.

The court no longer provides a court reporter in the Law & Motion Department. Parties may retain their own reporter, who may appear in the courtroom or remotely. A retained reporter must be a California certified court reporter (CSR), for only a CSR's transcript may be used in California courts. If a CSR is being retained, include in your email all of the following: their name, CSR and telephone numbers, and their individual work email address.