



**SUPERIOR COURT OF CALIFORNIA
County of Sacramento**

Public Notice – Short Cause Civil Trial Calendar

The Short Cause Civil Trial Calendar is held one day per week, at 9:30 a.m., on Thursdays, in Department 47. All cases scheduled for a short cause civil trial will receive a case-specific Notice of Hearing Civil Trial Assignment – Short Cause (Notice of Hearing) and the Zoom Reference Guide for Hearing Participants (Zoom Guide). The Notice of Hearing will indicate the date and time of the short cause civil trial and pretrial requirements. The Zoom Guide will indicate the Zoom meeting information for parties to appear remotely in Department 47.

Requests for Short Cause Civil Trial:

Requests for short cause civil trial shall be made pursuant to the same filing requirements in effect prior to the COVID-19 pandemic (e.g. *Limited Civil Case Status Memorandum, Labor Commission Appeal, Other Administrative Appeal, Request to Set Case for Trial - Unlawful Detainer*). Required filings to set short cause trials shall be submitted by mail (preferred) or by drop box at the Gordon D. Schaber Courthouse, located at 720 Ninth Street, Sacramento, CA 95814.

After the required filings are complete and the Court determines that a short cause civil trial should be scheduled, the parties will receive a case-specific Notice of Hearing and Zoom Guide. The Notice of Hearing will indicate the date and time of the short cause civil trial and pretrial requirements. The Zoom Guide will indicate the Zoom meeting information necessary for parties to appear in Department 47.

Pretrial Requirements Regarding Witnesses and Exhibits:

As detailed in the Notice of Hearing, before the scheduled date for short cause civil trial, parties shall provide the Zoom meeting information for Department 47 to anyone that they intend to call as a witness during their trial.

As stated in the Notice of Hearing, by the specified deadlines prior to the trial date, parties must also provide the Court and opposing party, copies of any exhibits (e.g. relevant

documents) that they intend to use at trial. Parties may e-mail scanned copies or mail physical copies of their exhibits as explained in the Notice of Hearing.

If any party fails to notify witnesses or to submit their exhibits to the Court and to the opposing party in compliance with the deadlines indicated in the Notice of Hearing, such failure may result in the Court not considering the party's exhibits or in a continuance of the short cause trial.