

## RULE 10 FORM OF PLEADINGS AND OTHER PAPERS

(a)-(c) [Reserved]

### (a) Format Requirements

- - (4) [no proposed changes]

(5) *Translation of Documents.* Any documents filed in the court file in Spanish, or any other foreign language, must be accompanied by a translated version in English with a sworn declaration identifying the name of the person who conducted the translation, as well as information about their experience and any credentials with translating and/or interpreting. [Amended September 1, 2022] Is this one document or two separate filings? If one, please give consideration to requiring the English version be filed first in the document. Otherwise, folks will need to scroll to locate where the English version begins.

(6) *Document Format.* Any item filed with the court clerk that is not a document shall be treated as an exhibit. Compact discs, digital video disks, audio tapes, thumb drives and similar devices containing recorded information shall not be attached to documents filed with the court clerk. In order to make such recorded information part of the court's permanent record, ~~they~~ it must be transcribed and then filed as a document in paper format. All exhibits filed with the court clerk are subject to the clerk's exhibit retention schedule. If a party wishes for its exhibit to be considered and admitted at a hearing, they shall submit a duplicate copy of the item to Court Administration and all legal parties. The judicial officer hearing the case will then address admission of the item as an exhibit at the hearing. If both parties agree that an exhibit may be reviewed in advance of the hearing, they may provide such notice in submissions to the court file. Remove the word "file"?

## 2.1 TRANSFER TO ARBITRATION

### (a) Time of Transfer

In every civil case, when any party has determined that the case is ready for trial and that the case is subject to arbitration, either mandatory or by stipulation, such party shall file ~~with the Clerk a Note for Motion Docket, pay associated filing fee, and file a Demand for Arbitration~~ setting the matter on the Motion Calendar not earlier than nine court days from the date such demand is filed.

A few comments on the above. There is a \$250 filing fee to transfer to arbitration. Additionally, if a note for calendar is not filed, the demand will not appear on a calendar for action. Unless the intent is these will be handled directly through Court Admin and no longer part of the permanent record?

(5) *Failure to Appear for Motion.* If the noting party fails to appear for a hearing on a motion, and the opposing party appears, the motion will be denied. If the moving party appears and the opposing party fails to appear, the relief requested will be granted, if warranted. If neither appear, the motion will be ~~passed~~ stricken. In this event, the moving party may later apply, ex parte, for the relief requested, upon satisfying the Court by clerk's notes, or any other satisfactory evidence, of lack of opposition to the motion.

I am unsure what is meant by clerk's notes?