

## **JUDGE SANDRA R. KLEIN'S INSTRUCTIONS FOR TELEPHONING CHAMBERS**

Fed. R. Bankr. P. 9003(a) provides that “[e]xcept as otherwise permitted by applicable law. . . any party in interest, and any attorney, accountant, or employee of a party in interest shall refrain from ex parte meetings and communications with the court concerning matters affecting a particular case or proceeding.” Because of concerns regarding ex parte communications, the court has prepared the following instructions for telephoning chambers. Please review carefully before placing a call to chambers.

### **A. PHONE CALLS THAT WILL BE RETURNED**

**1. Requesting Emergency Hearings:** Judge Klein requires compliance with LBR 9075-1. If you seek a hearing on less than 48 hours notice under LBR 9075-1(a), please call Judge Klein’s chambers, (213) 894-7741, and leave a message. You must file the motion as well as hand-deliver a Judge’s copy of the motion to chambers before a law clerk will call you back. If you are filing an application for an order setting a hearing on shortened time, follow the procedures outlined in LBR 9075-1(b), which do not require a phone call to chambers.

**2. Placing a Hearing on Second Call:** If you are calling to place a matter on second call, please identify the calendar number of your matter by checking the tentative ruling calendar on the main page of the court’s website, [www.cacb.uscourts.gov](http://www.cacb.uscourts.gov). Please indicate how late the attorney or litigant will be, the reason for the delay, and whether you have notified the other parties who are appearing on the same matter.

### **B. PHONE CALLS THAT WILL NOT BE RETURNED**

**1. Status of Cases, Results of Hearings:** Judge Klein’s staff will not return calls asking about the status of a case or the results of a hearing. Instructions for obtaining an audio or written transcript are posted on the court’s website on the “Other Forms” page under the links “Audio Recording of Court Proceedings Order Form” or “Transcripts Order Form.”

**2. Status of Orders:** Judge Klein’s staff will not return calls regarding the status of an order if less than 7 days have passed since the order was lodged.

**3. Seeking Advice:** Judge Klein’s staff will not return calls asking how to file or respond to pleadings, which procedures to follow, which rules apply, etc.

**4. Inquiring if a Hearing was Continued or if an Appearance is Necessary:** Judge Klein’s staff will not return calls asking whether a hearing was “taken off calendar.” All hearings remain on the calendar, although appearances may not be required in certain cases, so all parties should review Judge Klein’s tentative rulings that will generally be posted by 12:00 noon the day before the hearing.

**5. Special Procedures and Required Forms for Judge Klein:** Special procedures and required forms for Judge Klein are posted on her section of the website at

[www.cacb.uscourts.gov](http://www.cacb.uscourts.gov). If a special procedure is not posted, Judge Klein requires compliance with the applicable Local Bankruptcy Rules.

**6. Problems Filing or Lodging Documents:** If you have an issue with electronically filing or lodging a document, please call the CM/ECF Help Desk (213) 894-2365. If you received a Notice to Filer regarding a docketing error/issue, please contact Judge Klein's Courtroom Deputy, Thais May, (213) 894-5856.