

INSTRUCTIONS -- Hon. Vincent P. Zurzolo, U.S. Bankruptcy Judge

**REQUESTS UNDER LBR 9075-1 FOR A HEARING ON
AN EMERGENCY BASIS OR SHORTENED NOTICE**

UPDATED April 2023

Please read these instructions carefully **before** you place a call to chambers. Thank you.

A. Requests for a Hearing on an Emergency Basis Under LBR 9075-1(a)

REQUESTS FOR HEARINGS ON AN EMERGENCY BASIS **MUST BE MADE BY AN ATTORNEY WHO IS KNOWLEDGEABLE ABOUT THE CASE OR PROCEEDING, UNLESS THE REQUESTING PARTY IS NOT REPRESENTED BY AN ATTORNEY**

If you have a true emergency requiring a hearing on **less** than 48 hours of notice under LBR 9075-1(a), follow **all** of these instructions to make your request:

1. **Before** calling chambers, be prepared with this “Required Information”:
 - a. name of Debtor(s),
 - b. applicable bankruptcy case or adversary proceeding number,
 - c. identity and role of party seeking relief,
 - d. relief to be requested in the motion(s); and
 - e. specific need for the motion(s) to be heard within 48 hours.
2. Call Judge Zurzolo’s law clerk(s):
 - a. **First**, call **Judy Villa** at **(213) 894-3635**. If no answer is received, **then**
 - b. Call **Jeff Cozad** at **(213) 894-3721**.
3. If neither law clerk is available to take your call, do **all** of the following:
 - a. **Leave a message** with Required Information for **both**: Judy Villa: **(213) 894-3635**
Jeff Cozad: **(213) 894-3721**
 - b. **Email** the Required Information to **both**: Judy Villa: **Judy_Villa@cacb.uscourts.gov**
Jeff Cozad: **Jeffrey_Cozad@cacb.uscourts.gov**

One of the law clerks will respond by phone or email to inform you whether Judge Zurzolo has denied or granted the request and, if granted, to provide notice, service and filing deadlines.

B. Requests for a Hearing on Shortened Notice Under LBR 9075-1(b)

If you do not need a hearing within 48 hours, **do not** call Chambers. Comply with LBR 9075-1(b) and **section 3-07 of The Central Guide** is required; [Hearings Motions: SHORTENED NOTICE: Fewer than 21 Days’ Notice | Central District of California | United States Bankruptcy Court \(uscourts.gov\)](#): **(1)** file the underlying motion, **(2)** file LBR form F 9075-1.1.APP.SHORT.NOTICE; **(3)** lodge LBR form F 9075-1.1.ORDER.SHORT.NOTICE, and **(4)** serve the judge’s copy by personal delivery or overnight mail so that it is delivered no later than 24 hours after the document is filed.

Do not put a hearing date on the application or underlying motion. If the application is granted, the court will enter an order that notifies you of: **(1)** the hearing date and time, **(2)** the manner of service required for notice of the hearing and all other required documents, and **(3)** the deadlines for filing and serving any opposition to the motion and any replies in support of the motion.