

EMERGENCY MOTIONS PROCEDURES FOR JUDGE THEODOR C. ALBERT

To obtain a hearing date for a motion on an emergency basis, the movant must file the following documents with the Clerk's Office:

1. Application for an order setting the hearing date for a motion on an emergency basis and a proposed order thereon;
2. Supporting declaration(s) justifying the setting of a hearing on an emergency basis; and
3. Motion, including all supporting papers, for which the movant seeks an emergency hearing.

To expedite the process of obtaining an emergency motion hearing date, when the movant files the documents with the Bankruptcy Court Clerk's Office, they should also place courtesy copies of all the pleadings in the courtesy copy box outside of Judge Albert's Chambers' door on 5th floor of the Santa Ana Divisional office, The Ronald Reagan Building, 411 West Fourth Street, Santa Ana, CA 92701-4593.

Judge Albert's Law Clerk will prepare an order (applicants are invited to submit Court-approved form orders) within 48 hours of the documents being filed. If the movant is not contacted by the Law Clerk within 48 hours of filing the emergency motion, the movant may call Amna Chaudhary, Judge Albert's Law Clerk, at (714) 338-5432.

(Revised 8/11/06)