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UNITED STATES BANKRUPTCY COURT  
CENTRAL DISTRICT OF CALIFORNIA  
LOS ANGELES DIVISION

In re  
XXXXXXXXXXXXXXXXXXXX

Debtor.

XXXXXXXXXXXXXXXXXXXX

Plaintiff,

v.

XXXXXXXXXXXXXXXXXXXX

Defendants.

Case No. LAXX-XXXXX-ER  
Adv. No. ADXX-XXXXX-ER

Chapter XX

**ORDER RE: COURTROOM  
PROCEDURES**

This adversary proceeding or evidentiary matter having been set for trial or evidentiary hearing for the week of XXXX @ 10:00 a.m. it is hereby:

ORDERED that the following order shall apply to all matters set for trial or other proceeding in which evidence shall be taken:

1 1. Each party shall serve and exchange the following **not later**  
2 **than seven (7) court days prior to trial:**

- 3 1) a trial brief,
- 4 2) a set of proposed Findings of Fact and Conclusions of  
5 Law,
- 6 3) a list of trial exhibits and
- 7 4) a list of witnesses.

8 Copies of the above and a set of trial exhibits must also be  
9 delivered **directly to Judge Robles' chambers not later than seven**  
10 **(7) court days prior to trial.** (See also paragraph 1(c)(ii)  
11 below).

12  
13 a. Contents of trial brief

14  
15 i. The trial brief shall contain all those  
16 items set forth in Local Bankruptcy Rule  
17 9013-2;

18  
19 ii. Unless otherwise ordered, the trial  
20 brief shall not exceed twenty (20) pages in  
21 length and shall be accompanied by a table of  
22 contents and table of authorities.

23  
24 b. Contents of Proposed Findings of Fact and  
25 Conclusions of Law

1 i. The contents of the proposed Findings of  
2 Fact and Conclusions of Law shall conform  
3 with Local Bankruptcy Rule 7052-1;  
4

5 ii. The proposed Findings of fact shall not  
6 contain argument or facts for which there was  
7 no evidence submitted. Each finding of fact  
8 shall be supported by a reference to an  
9 exhibit or to expected testimony.  
10

11 c. Trial exhibits (the following procedures govern  
12 all exhibits except those used for purposes of  
13 impeachment):  
14

15 i. There shall be sufficient copies of  
16 exhibits for the Court, all parties  
17 participating in the trial and the witness;  
18

19 ii. Only the Judge's copies of the exhibits  
20 are required to be delivered seven (7) court  
21 days prior to trial. Copies for the witness  
22 and opposing counsel may be brought to court  
23 on the date set for trial;  
24

25 iii. All copies of exhibits shall be pre-  
26 marked prior to lodging with the Judge's  
27

1 chambers and shall conform with the exhibit  
2 list. Exhibit tags are available from the  
3 courtroom deputy. The exhibit tag shall be  
4 placed on the document so that it does not  
5 obscure any portion of the document.

6 Otherwise, it may be placed on the reverse of  
7 the document;

8  
9 iv. Plaintiff's (or Movant's) exhibits shall  
10 be identified numerically commencing with  
11 "Exhibit 1." Defendant's (or Respondent's)  
12 exhibits shall be marked alphabetically  
13 commencing with "Exhibit A" through  
14 "Exhibit Z." Subsequent exhibits for the  
15 Defendant shall be marked "AA" through "AZ",  
16 "BA through "BZ," etc. [see Local Bankruptcy  
17 Rules 1002-1(f) and 9013-2(b)]; and

18  
19 v. If a party has in excess of ten (10)  
20 exhibits, in addition to tagging the exhibit,  
21 that party's exhibits shall be placed in a  
22 three ring binder or binders. The exhibits  
23 shall be divided by a tab extending beyond  
24 the page on the right hand side and the tab  
25 shall bear the number or letter of the  
26 exhibit. If a party has less than ten (10)  
27 exhibits, each shall have an exhibit tag.

1 2. **Demonstrative Evidence:** The Court encourages the use of  
2 sketches, models, diagrams, pictures, summaries, charts, and  
3 other demonstrative evidence. Summaries may be required by the  
4 Court in actions on account, preferences, or other issues  
5 involving voluminous documentation of  
6 financial transactions.

7  
8 3. **Courtroom Etiquette:** Opening statements, oral motions,  
9 questioning of witnesses and closing arguments are to be made  
10 from the podium. Permission must be obtained before approaching  
11 a witness. Counsel making an objection or addressing the court  
12 shall rise to be recognized. Following these procedures will  
13 ensure that the electronic recording equipment shall accurately  
14 record these proceedings.

15  
16 4. **Counsel Tables:** Plaintiff or moving party should utilize the  
17 counsel table in front of and closest to, the witness stand. The  
18 defendant or responding party should utilize the counsel table  
19 furthest from the witness stand.

20  
21 It is further ORDERED, that plaintiff (or moving party) is  
22 to serve this Order on all parties appearing in the adversary or  
23 other evidentiary proceeding and must file with the court twenty  
24 days from the date of this Order a proof of service demonstrating  
25 that service has been made.

26  
27 It is further ORDERED, that failure to adhere to the above

1 may result in those sanctions set forth in Local Bankruptcy Rule  
2 9011-1, or such other sanction as the Court deems appropriate.

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4 Dated: XXXXXXXXXXXXXX

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Ernest M. Robles  
United States Bankruptcy Judge

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CERTIFICATE OF SERVICE BY MAIL

I, XXXXXXXX, hereby certify that I sent a copy of the above ORDER  
RE: COURTROOM PROCEDURES to the parties listed below on  
XXXXXXXXXXXXXXXXXX.

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Deputy Clerk

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