

**SERVING JUDGE'S COPIES OF DOCUMENTS FOR CASES  
ASSIGNED TO JUDGE MAGDALENA REYES BORDEAUX**

**(UPDATED ON DECEMBER 21, 2023 AND EFFECTIVE DATE: JANUARY 1, 2024 )**

Judge Reyes Bordeaux requires judge's copies in accordance with the Central Guide, Section 2-02.

Single-Side Pagination Requirement:

Judge's copies **must be single-sided** with one page of text per page and should be identical to the filed version of the document. Double-sided copies will not be accepted.

Exhibit Requirements:

All exhibits to the judge's copy, when required, **must be tabbed**. Copies must also contain **durable tabs** and be securely bound with a staple, prong fastener, or other method that will securely fasten exhibits during the normal processing of paperwork. [LBR 5005-2(d)(1)].

Binder clips and rubber bands cannot be used to secure to bind judge's copies. Post-it notes cannot be used as exhibit tabs. Exhibits secured by rubber bands or clips will not be accepted. Tabs which are done by posts-its will not be accepted.

Judge Reyes Bordeaux also has waived service of judge's copies of the following documents, as set forth in the Central Guide, Section 2-02:

1. Case commencement documents in chapter 7, 12 and 13 cases, including amended case commencement documents.
2. Proofs of claim.
3. Non-hearing motions when response deadline has not passed; please wait until a response and request for a hearing has been filed. **If a response and request for a hearing has been filed, then serve a judge's copy of the Motion.**
4. Chapter 13 motions/applications filed under Local Bankruptcy Rule 3015-1(w)
5. Documents intended only for the United States Trustee.
6. Lodged orders uploads or LOU receipts.
7. Substitutions of attorney.
8. Notices of transfer of claim under Federal Rule of Bankruptcy Procedure 3001(e).
9. Notices of trustee's/debtor's request for a copy of proof of claim
10. Rights and responsibilities agreements between chapter 13 debtors and their attorneys.
11. Certifications about a financial management course.
12. Abstracts of judgment.
13. Certifications of judgment for registration in another district.
14. Change of address forms.
15. Notices of continuances of § 341(a) meetings of creditors.
16. Requests for special notice.
17. Writs of execution