

## SERVING THE JUDGE'S COPY

When serving the Judge's Copy, please comply with all Local Bankruptcy Rules and instructions/requirements set forth in the Court Manual. Please remember that the copy you send is the actual copy that the Judge reviews and works from. The failure to send a Judge's Copy may result in your matter being denied or continued.

Judge Clarkson's chambers are located at:

U.S. Bankruptcy Court, Ronald Reagan Federal Building  
411 West Fourth Street  
Suite 5130  
Santa Ana, CA 92701-4593

Pursuant to Local Bankruptcy Rule 5005-2(d), a paper copy of a document filed or lodged with the court, either electronically or non-electronically, must be marked "Judge's Copy" and served on the judge **in chambers**, in the manner and not later than the deadline set forth in the Court Manual available from the clerk and on the court's website. (**emphasis added**)

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Pursuant to Appendix F of the Court Manual, Judge's Copies of documents filed electronically or non-electronically may also be left in:

Bin beside 5<sup>th</sup> Floor Elevators  
U.S. Bankruptcy Court, Ronald Reagan Federal Building  
411 West Fourth Street  
Santa Ana, CA 92701-4593

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The Judge's Copy **must be TABBED**. See LBR 5005-5-2(d)(1)

If the document is filed or lodged electronically a Judge's Copy must be accompanied by a copy of the NEF or LOU receipt confirming the filing or lodging of the original document. See LBR 5005-5(d)(2). Please attach a copy of the NEF or LOU receipt to the **BACK** of the Judge's Copy.

A list of documents that DO NOT need to be served on the Judge can be found in Appendix F of the Court Manual.