

**Self-Calendaring Procedures for
Judge Saltzman's Cases
(Northern Division, Effective February 11, 2019)**

Judge Deborah J. Saltzman holds hearings in **Courtroom 201, United States Bankruptcy Court, 1415 State Street, Santa Barbara, California**. Please refer to the appropriate Federal Rules of Bankruptcy Procedure, Local Bankruptcy Rules ("LBRs"), and the Court Manual regarding the filing and service of motions.

Judge Saltzman's self-calendaring system allows counsel and parties to schedule hearing dates for matters heard on regular notice without prior approval from the chambers or the Courtroom Deputy. Judge Saltzman's calendar of available dates and times for hearings is posted on the court's website, www.cacb.uscourts.gov.

Matters requiring more than 15 minutes should not be self-calendared. Please contact the Courtroom Deputy to obtain a hearing date for any matter requiring more than 15 minutes.

Matters that do not require a hearing may be filed in accordance with LBR 9013-1(p), (q), or (o)(1).

I. HEARING DATES

A. All Chapter 7, 9, 11, 12, and 15 Motions and Chapter 11 Status Conferences

All self-calendared motions filed in cases under Chapters 7, 9, 11, 12, and 15 and all Chapter 11 status conferences must be set either:

1. At **11:00 a.m.** on a date listed as "Ch. 7, 9, 11, 12, & 15" on the calendar of available dates and times for hearings; or
2. At **2:00 p.m.** on an available "Telephonic Only" calendar date, subject to the requirements in section D below for telephonic only hearings.

B. All Chapter 7 Motions

All self-calendared motions filed in cases under Chapter 7 must be set either:

1. At **11:00 a.m. or 11:30 a.m.**, as indicated on the calendar, on a date listed as "Ch. 7, 9, 11, 12, & 15" or as "Ch. 7" on the calendar of available dates and times for hearings; or
2. At **2:00 p.m.** on an available "Telephonic Only" calendar date, subject to the requirements in section D below for telephonic only hearings.

C. Adversary Proceeding Motions and Status Conferences

All motions filed in adversary proceedings, and all status conferences, must be set at **1:00 p.m.** on an available "Adv. Matters" calendar date.

Certain matters may be set on an available "Telephonic Only" calendar date; please refer to the requirements in section D below for telephonic only hearings

D. “Telephonic Only” Hearings for Chapter 11 and Chapter 12 Motions, Adversary Proceeding Motions, and Status Conferences

On “Telephonic Only” dates, all matters will be heard telephonically. The courtroom will be locked; parties must appear by telephone and will not be permitted to appear in the courtroom. To set a matter for hearing at a “telephonic only” time, the moving party must first confirm that the matter is eligible for telephonic hearing under Judge Saltzman’s “Procedures for Telephonic Appearances,” which is available in the “Judges” section of the court’s website, and must also confirm that all parties impacted by the matter are represented by counsel and agree to appear telephonically. If any party is self-represented, the matter cannot be set for hearing on these dates. The notice for any matter set for hearing on a “telephonic only” date must specifically state that the hearing is telephonic by consent of the parties. If any of these procedures have not been followed, the matter will not be put on calendar.

II. SELF-CALENDARING INSTRUCTIONS

STEP 1: Select an available date and time from the calendar of available dates and times for hearings for the type of matter that you want to calendar.

STEP 2: Prepare a notice of hearing for the date and time you have selected. If your motion is regarding the stay, the motion and notice of hearing must be in the form required by LBR 4001-1(b) (F 4001-1 series of the court-approved forms).

Please Note: If you choose a date for a relief from stay hearing that is greater than 30 days from the date you file your motion, you are deemed to have waived the time limits of Bankruptcy Code section 362(e).

STEP 3: Schedule hearing dates to give sufficient notice of all matters to all parties entitled to receive such notice pursuant to applicable provisions of the Federal Rules of Bankruptcy Procedure and the LBRs. Be sure that moving papers include competent evidence in support of the motion. Moving parties are referred to LBR 9013-1(i) regarding evidence supporting the motion.

STEP 4: File and serve your papers in a timely manner. Late-filed moving papers cannot be placed on the calendar date you have chosen and you will be contacted by the court to set a new hearing date. Refer to

the Federal Rules of Bankruptcy Procedure and LBRs for applicable filing and service deadlines. If proof of service is insufficient, the moving party's motion may be continued or denied.

Please Note: Deliver a Judge's Copy (marked "Judge's Copy") of all papers to Judge Saltzman's **Los Angeles** chambers in the form and manner required by LBR 5005-2(d) and the Appendix F of the Court Manual posted on the court's website. The date and time of the scheduled hearing must appear on all documents next to the caption box. If a Judge's Copy is not received in accordance with these procedures, the motion will not be heard on the calendar date you selected.

STEP 5: If the date selected is unavailable for any reason, the court will contact you to arrange an alternative date. LBR 9004-1(a)(1) and the Court Manual require that you include your telephone number, fax number, and e-mail address at the top left corner of the pleading. The court will make every reasonable effort to honor your selection of a hearing date. However, the court reserves the right to reschedule any hearing and will promptly notify you of any changes.

STEP 6: After the hearing, a proposed order should be submitted electronically via the Lodged Order Upload program ("LOU") in accordance with the LOU Procedures in Section 4 of the Court Manual posted on the court's website. Except as provided by LBR 9021-1(b)(1)(B), a proposed order should not be submitted prior to the hearing absent permission of the court.