UNITED STATES BANKRUPTCY COURT
Central District of California

DESK REFERENCE MANUAL

March 2005
[Revised 10/17/05]

Barry Russell, Chief Judge
Jon D. Ceretto, Executive Officer/Clerk

NOTICE

The information contained in this ***Desk Reference Manual*** is accurate at the time of its publication. Please refer to the Court's web site, <*www.cacb.uscourts.gov*>, for recent updates.

COMMENTS

If you have any comments regarding this Manual, please write to the Court at:

United States Bankruptcy Court
Communications Department
Edward R. Roybal Federal Building
255 East Temple Street
Los Angeles, CA 90012

or e-mail us at <*CACB_Communications@cacb.uscourts.gov*>.

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I. GENERAL COURT INFORMATION

Quick Guide to the Court

LOCATIONS

OFFICE OF THE CLERK

Edward R. Roybal Federal Building
and United States Courthouse
255 East Temple Street
Los Angeles, CA 90012

LOS ANGELES DIVISION

United States Federal Building
300 North Los Angeles Street
Los Angeles, CA 90012

RIVERSIDE DIVISION

3420 Twelfth Street
Riverside, CA 92501-3819

SANTA ANA DIVISION

Ronald Reagan Federal Building
and United States Courthouse
411 West Fourth Street
Santa Ana, CA 92701-4593

NORTHERN DIVISION

1415 State Street
Santa Barbara, CA 93101-2511

SAN FERNANDO VALLEY DIVISION

21041 Burbank Boulevard
Woodland Hills, CA 91367-6603

WEB SITE

<www.cacb.uscourts.gov>

eFile Support Center

(213) 894-2365
Monday through Friday
9:00 a.m. to 4:00 p.m.
(excluding federal holidays)

TELEPHONE DIRECTORY

LOS ANGELES DIVISION
General Information (213) 894-3118
Emergency Filings (213) 894-4981

NORTHERN DIVISION
General Information (805) 884-4800
Emergency Filings (805) 884-4878

RIVERSIDE DIVISION
General Information (951) 774-1000
Emergency Filings (951) 774-1102

SAN FERNANDO VALLEY DIVISION
General Information (818) 587-2900
Emergency Filings (818) 587-2865

SANTA ANA DIVISION
General Information (714) 338-5300
Emergency Filings (714) 338-5330

AUTOMATED TELEPHONE SYSTEM FOR CASE INFORMATION

For free automated bankruptcy case information for any division of the Central District of California Bankruptcy Court, please call the Voice Case Information System (VCIS) at **(213) 894-411** or the toll free number at **(866) 522-6053**. VCIS enables direct access to the Court's case management system from a touch-tone telephone, and is available 24 hours a day, 7 days a week.

FEE ACCEPTANCE POLICY

The Bankruptcy Court will accept cash, U. S. Postal Service money orders, cashier's checks from an acceptable financial institution, attorney or law firm checks (payable to the U. S. Bankruptcy Court) and American Express, Diner's Club, Discover, MasterCard, and VISA for payment of fees. Credit card transactions must be made in person by the cardholder; however, this does not apply to electronically filed documents. The Court does not accept personal checks or credit cards from debtors to pay fees. All attorney/law firm checks must include a current pre-printed name, street address, telephone number and California attorney bar number.

PUBLIC HOURS OF OPERATION

Monday through Friday
9:00 a.m. to 4:00 p.m.
(excluding federal holidays)

FEE SCHEDULE FOR FREQUENTLY FILED DOCUMENTS

New Petition	Chapter 7	$ 274.00
	Chapter 9	$1,039.00
	Chapter 11	$1,039.00
	Chapter 12 (Family Farmer)	$ 239.00
	Chapter 13	$ 189.00
	Chapter 15 (replaces Ancillary (Sec. 304))	$ 1,039.00
Case Reopening	Chapter 7	$ 220.00
	Chapter 11	$1,000.00
	Chapter 12	$ 200.00
	Chapter 13	$ 150.00
Case Conversions	Chapter 7 to 13	No Fee
	Chapter 7 to 11	$ 780.00
	Chapter 13 to 11	$ 850.00
	Any Chapter to Chapter 7 Filing Fee	$ 15.00
Amendment	Schedules "D," "E," or "F"	$ 26.00
	Master Mailing List	$ 26.00
Motion	Motion to Terminate, Annul, Modify, or Condition the Automatic Stay	$ 150.00
	Motion to Compel Abandonment of Property	$ 150.00
	Motion to Withdraw Reference	$ 150.00
Adversary		$ 250.00
Appeals*		$ 255.00
Cross-Appeal*		$ 255.00

*See explanation on page 2-4.

Federal Holidays

The United States Bankruptcy Court is closed on the following holidays:

- New Year's Day
- Dr. Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Legal Publications

The following list of publications may be helpful for reference:

1. *Bankruptcy Code*.

2. *Federal Rules of Bankruptcy Procedure* (F.R.B.P.).

3. *Federal Rules of Civil Procedure* (F.R.C.P.).

4. *Local Bankruptcy Rules*.

5. *Federal Rules of Evidence*.

6. *California Commercial Code*.

Most of the above may be available at law libraries or on the Internet. (See *Appendix E* on page E-1 for law library locations.)

Local Bankruptcy Rules

The Court's *Local Bankruptcy Rules* are promulgated under the authority of F.R.C.P. 83 and F.R.B.P. 9029. The latest version of the Court's *Local Bankruptcy Rules* are effective as of October 17, 2005. Suggestions for improving the *Local Bankruptcy Rules* may be directed to the Executive Officer/Clerk of Court.

Obtaining the *Local Bankruptcy Rules*

The *Local Bankruptcy Rules*, which include the Local Bankruptcy Rules forms, may be downloaded free of charge from the Court's web site, <*www.cacb.uscourts.gov*>, or purchased from the on-site copy service in the Los Angeles, Riverside, Santa Ana, and San Fernando Valley divisions and from the Clerk's Office in the Northern Division.

Case Number

1. **Format**

A bankruptcy case number consists of a one-digit divisional office code, a two-digit year of filing, a two-character case type, five additional digits, and a two-character judge designation. For example, 2:05-bk-12345AA is a case filed in the Los Angeles Division in 2005, followed by the two character case type, the five-digit case number; and it is assigned to Judge Alan Ahart.

Division	One-Digit Code
Los Angeles	2
Riverside	6
Santa Ana	8
Northern	9
San Fernando Valley	1

Judge	Code
Alan M. Ahart	AA
Theodor C. Albert	TA
Robert W. Alberts	RA
James N. Barr	JB
Sheri Bluebond	BB
Samuel L. Bufford	SB
Ellen Carroll	EC
Peter H. Carroll	PC
Thomas B. Donovan	TD
Mitchel R. Goldberg	MG
Meredith A. Jury	MJ

Judge	Code
Geraldine Mund	GM
David N. Naugle	DN
Robin L. Riblet	RR
Ernest M. Robles	ER
Barry Russell	BR
John E. Ryan	JR
Erithe A. Smith	ES
Kathleen Thompson	KT
Maureen A. Tighe	MT
Vincent P. Zurzolo	VZ

2. **Finding a Case Number**

There are several ways to find the bankruptcy case number.

a. VCIS: See page 3-11 for access to this 24-hour free automated system.

b. Public Computers: Located in each division, computers in the public areas are available at no charge to check Court records for a case number and other related information.

c. General Information: Call the General Information number listed in the *Quick Guide to the Court* on page 1-3 for the division where the case was filed.

d. PACER: For a fee, registered PACER users can check Court records for a case number and other related information. (See *PACER* on page 3-7.)

e. Mail: Send a letter to the division's Records Section. (See *Quick Guide to the Court* on page 1-3 for the address of each division.) Include a $26.00 search fee for each name or item requested and the name of the parties in the case.

Determining the Assigned Trustee

Parties may obtain the trustee's name using the same methods as listed in paragraph 2 above. Trustee addresses and telephone numbers are listed in *Appendix C* on page C-1.

Case Files

Case files are available for public viewing at each division. PACER and computers in public areas can also be used to view and print electronic images of orders and the most frequently requested case file documents. (See *Obtaining Copies of Court Records* on page 1-13.)

NOTE: As of September 1, 2004, the Central District of California no longer maintains case files for any newly filed chapter 13 case. The Court will maintain files for these cases in electronic format only. The Court previously discontinued maintaining paper files for chapter 7 cases, regardless of asset/no-asset status on March 1, 2004 and for chapter 7 no-asset cases filed on or after October 1, 2003. The Court continues to maintain paper case files for chapter 11, chapter 12, and adversary proceedings.

Requesting a Case File

Complete a *File Request Form* available in the Records Section. (Many divisions have combined the Records and Intake Sections.) The Clerk's Office requires a valid driver's license or government-issued photo identification to check out case files.

The following information is required to view case files. You may check the Court's public computers to find some of the information such as case number, case status, etc., to help you complete this form.

1. Case Number.

2. Case Name (debtor). (Exact spelling is required.)

3. Case Status: open or closed.

4. Type of Request: main, adversary, or claim.

5. Volume Requested: first volume, current, or other.

6. Name, address, telephone number, and signature of the person making the request.

7. Judge's initials.

NOTE: If a file is unavailable, the *File Request Form* will be kept; and the Clerk's Office will notify you when the case file is available.

Archived Files

The Court transfers older closed case files to the National Archives and Records Administration (NARA), Office of Regional Records Services, in Perris, California, for storage. Each division has its own schedule for sending case files and dockets to the NARA.

1. **Determining if the File is Stored at the NARA**

   a. Call the General Information number for the division in which the case was filed. (See *Quick Guide to the Court* on page 1-3.)

   b. Go to the Records Section of the division in which the case was filed.

   c. There is a $26.00 search fee to obtain this information through the mail from the Clerk's Office.

The Clerk's Office staff will provide you with file location information and the information needed to retrieve case documents from the NARA (e.g., accession and box numbers).

2. **Clerk's Office File Retrieval**

For a $45.00 fee, the Clerk's Office will retrieve the case file from the NARA for the requester. To have a Records Clerk order the file for you, complete and submit to the Clerk's Office a *Request for Court to Retrieve Material from the National Archives and Records Administration*. (See *Appendix F* on page F-1.) Payment must be made before the Clerk's Office will request a file from the NARA.

3. **Viewing Archived Files at the NARA**

Archived files may be reviewed at the NARA in Perris, California. To request an appointment to review an archived file:

a. Contact the General Information telephone number listed for the division where the case was originally filed to obtain the accession, box and NARA location number. (See *Quick Guide to the Court* on page 1-3.)

b. Call (951) 956-2000, Monday through Friday, 9:00 a.m. to 2:30 p.m., and provide the NARA representative with the city in which the court is located, case file name(s), case file number, accession, box and location number. The NARA representative will then schedule an appointment to review the archived file.

4. **Obtaining Copies from the NARA**

To obtain a copy of the case file by mail or fax directly from the NARA, complete a *Request by Mail or Fax* form. **NOTE:** The NARA will assess a separate charge for photocopies. (See *Appendix F* on page F-1 for fees and forms.)

The NARA does not accept telephone requests and will not accept mail or facsimile requests without payment. If paying by credit card, requesters may fax requests to the NARA at (951) 956-2029.

5. **Directions to the NARA**

a. The address for the NARA is:

National Archives and Records Administration
Office of Regional Records Services -- Pacific Region (Riverside County)
23123 Cajalco Road
Perris, CA 92570-7298

b. From Los Angeles, Santa Barbara or San Fernando Valley

Take U.S. Highway 101 south to State Highway 60 east to Interstate 215 south. Take the Cajalco Expressway exit westbound (toward Ramona Expressway) Turn on Harvill Avenue. Turn right on Cajalco Road to end of street.

c. From Riverside

Take Interstate 215 south. Take the Cajalco Expressway exit westbound (toward Ramona Expressway). Turn left on Harvill Avenue. Turn right on Cajalco Road to end of street.

d. From Santa Ana

Take State Highway 91 east to Interstate 215 south. Take the Cajalco Expressway exit westbound (toward Ramona Expressway). Turn left on Harvill Avenue. Turn right on Cajalco Road to end of street.

Dockets/Claims Registers

A docket contains a chronological summary of all court proceedings and filed documents in each bankruptcy case and adversary proceeding. A claims register, (sometimes called a claims docket), is a summary of claims filed in a bankruptcy case. (**NOTE:** Claims are not docketed in a chapter 7 no-asset case.)

To View a Case Docket or Claims Register

1. **Public Area Computers:** You can view dockets and claims registers at computers located in the public areas of each division. There is no fee for this service.

2. **PACER:** See *PACER* on page 3-7 to register for this Internet access to dockets, claims registers, case information, and images of many case file documents. There is a fee for this service.

3. **Records Area Public Counter:** If the docket or claims register is not accessible from the public area computer or PACER, check with the Records staff at the public counter for assistance.

See *Obtaining Copies of Court Records* on page 1-13 for information about obtaining a copy of a docket or claims register by mail or fax.

Dockets and claims registers for cases filed on or after the following dates are available electronically through PACER or public area computers in each division.

Division	PACER Docket and Claims Register Availability for Cases Filed
Los Angeles	1995 or later
Riverside	On or after June 3, 1991
Santa Ana	On or after June 3, 1991
Northern	On or after June 1, 1992
San Fernando Valley	July 1996 or later

Hearing Information

1. **Obtaining a Hearing Date**

   To set a hearing date, first determine if the judge uses self-calendaring for the type of matter that is being scheduled. (See *Self-Calendaring* on page 2-12.) If self-calendaring does not apply, contact the Courtroom Deputy for the judge who is to hear the matter to obtain a hearing date, time, and location. (See *Appendix A* on page A-1.)

2. **Viewing the Court Calendar**

   a. The court calendar and tentative rulings (if issued by the judge) are available to the public on PACER and at computers in the public areas of each courthouse. (See *PACER* on page 3-7.)

   b. Kiosks are available at the Los Angeles, Riverside, Santa Ana, and San Fernando Valley divisions that display each judge's calendar and tentative rulings (when applicable).

   c. Printed calendars for the current hearing date are posted outside of the judge's courtroom.

3. **Making Special Hearing Arrangements**

   a. Telephonic and video conferencing may be available for parties who are not able to appear in the courtroom. Advance approval by the judge hearing the matter is required. (See *Teleconferencing* on page 3-9 and *Videoconferencing* on page 3-9.)

b. For persons with partial hearing loss, courtrooms are equipped with special headphones that are connected to the courtroom sound system. Prior to the hearing, contact the Courtroom Deputy to determine the availability of the equipment. (See *Appendix A* on page A-1.)

c. Language or sign language interpreters may be provided by the Court to assist parties in the courtroom. (See *Language/Sign Language Interpreters* on page 1-11.)

4. **Obtaining a Transcript or Tape of a Hearing**

Upon conclusion of a hearing, the public may request a transcript or tape of the hearing for a fee. (See *Transcript and Tape Ordering Instructions* on page 1-16 and *Appendix H* on page H-1.)

Language/Sign Language Interpreters

Language and sign language interpreters are sometimes required to assist parties participating in a court hearing.

1. **Language Interpreters**

The United States government will pay for *language* interpreters <u>only if the United States government initiates the hearing</u>.

2. **Sign Language Interpreters**

The United States will pay for *sign language* interpreters in a judicial proceeding whether or not the proceeding is initiated by the United States.

To request approval for a language or sign language interpreter, at least one week in advance of the hearing, contact the Deputy-in-Charge at the division where the proceeding will be held. (See *Appendix A* on page A-1.)

Interpreters for 341(a) Meeting of Creditors

Because the 341(a) Meeting of Creditors is not a judicial proceeding, requests for a language or sign language interpreter at these meetings must be made directly to the trustee assigned to the case. All requests should be made at least two weeks prior to the scheduled meeting. (See *Appendix C* on page C-1.)

Drop Box

To submit documents outside of Clerk's Office hours and for added convenience, a drop box is available at the Los Angeles and San Fernando Valley Divisions Monday through Friday from 7:00 a.m. to 6:00 p.m. Drop boxes are not available on weekends or federal holidays. All documents placed in the drop box during those hours will be processed with that day's date.

NOTE: The Los Angeles drop box can only be used for Los Angeles case filings. The San Fernando Valley drop box can only be used for San Fernando Valley case filings. Drop boxes are not available in the Riverside, Santa Ana, and Northern Divisions.

The drop box should not be used when immediate filing verification is required or the immediate return of a filed copy is needed.

1. **Drop Box Locations**

   Due to security regulations, drop boxes are not accessible to the public from outside of the building.

   a. Los Angeles Division — 300 North Los Angeles Street
Los Angeles, CA
First floor outside of the Intake area

   b. San Fernando Valley Division — 21041 Burbank Boulevard
Woodland Hills, CA
Main entrance lobby

2. **Instructions for Using the Drop Box**

   a. Secure appropriate fees (if required) to the top front of the document or messenger transmittal form. **Do not leave cash in the drop box.** All fee related filings must comply with the Court's Fee Acceptance Policy. (See *Fee Acceptance Policy* on page 2-4.)

   b. Place the document into an envelope. You may provide your own envelope or use an envelope available at the box. Documents that are too large for the box must either be filed at the Intake counter or placed in more than one envelope.

   c. To receive a Court-stamped copy, include a self-addressed, stamped envelope.

   d. Place the envelope(s) into the drop box.

Obtaining Copies of Court Records

1. Obtaining Copies Directly from the Court and Applicable Fees

a. Records Section Public Counter

The Records Section at each division (or the Intake Section in the Northern Division) will provide copies of case file documents for a fee. Only the Records Section can provide certified copies of case file documents. To request a copy, complete a *Document Request Form* and present it at the public counter.

b. PACER

See *PACER* on page 3-7 to register for Internet access to dockets, claims registers, case information, and images of many case file documents. There is a fee for this service.

c. By Mail

To request copies or certified documents by mail from the Clerk's Office, send a self-address, stamped envelope to the Records/Correspondence Section at the appropriate divisional office. Include the following information with the request:

(1) Case number.

(2) Document title.

(3) Document number (if available).

(4) Your name, address, and telephone number.

(5) Applicable fees.

d. Court Copy Fees

The Court must receive full payment before photocopies or certified documents may be obtained. If paying by check, see *Fee Acceptance Policy* beginning on page 2-4. If paying by mail, a "not-to-exceed" check may be used.

Photocopies made by court personnel (per page) . . . . . $ 0.50
Certification (per document) . . . . . $ 9.00
Retrieval fee if the case is archived at the NARA $45.00
Search Fee - Request by Mail (each name/item) $26.00

2. **Obtaining Court Copies from the On-Site Copy Service***

a. An on-site copy service is located in the Records area of the Los Angeles, Riverside, Santa Ana, and San Fernando Valley divisions and provides copies at reduced rates to the public.** Copies of case file documents that are not available in electronic format cost $0.50 per page. For additional fees, the on-site copy service can also fax copies of case file documents. See the following table for an outline of on-site copy service telephone and fax numbers and fees.

Division	Per Page Cost	Local Fax Surcharge***	Long Distance Fax Surcharge***
Los Angeles - JNS Copy Service Phone: (213) 628-9106 Fax: (213) 628-9108	$0.08	none	$1.00
Riverside - JNS Copy Service Phone: (951) 680-9035 Fax: (951) 680-9037	$0.12	$0.50	$1.00
Santa Ana - JNS Copy Service Phone: (714) 567-0014 Fax: (714) 567-0016	$0.12	none	$1.00
Northern Division - Clerk's Office Phone: (805) 884-4800	**NOT AVAILABLE**		
San Fernando Valley - JNS Copy Service Phone: (818) 887-8563 Fax: (818) 887-8565	$0.12	$0.50	$1.00

* On February 17, 2004, JNS Copy Service, the Court's on-site copy service, ceased operations in the Northern Division.

** In the Northern Division, items in electronic format that JNS Copy Service formerly supplied are available from the Clerk's Office at a cost of $0.10 per page.

*** Local and long distance fax surcharge amounts are in addition to the total per page copy cost.

b. Payment

Contact the appropriate on-site copy service for payment procedures and acceptable forms of payment.

c. Processing Time

Requests for photocopies totaling less than 30 pages will be completed the same day if the file is available, and the requested documents are in the file. Requests totaling more than 30 pages will be processed as quickly as possible.

d. Pick-Up/Mail

Completed work may be picked up at the on-site copy service counter or may be obtained by mail. To receive completed work by mail, parties may provide a self-addressed, postage-paid envelope to the on-site copy service or arrange for mailing services with the on-site copy service.

Obtaining Copies of Court Records

The public can access most Court forms and the *Local Bankruptcy Rules* forms from the Court's web site, <*www.cacb.uscourts.gov*>, at no charge, as well as from the on-site copy service (see table on page 1-14 for listing) and the Intake/Records Section at each division.

There are a number of ways to obtain bankruptcy forms.

1. **Court's Web Site**

   Many Court forms, including complete petition packages with instructions, are available at no charge from the Court's web site, <*www.cacb.uscourts.gov*>, in the *Procedures/Rules/Forms* section. Most forms are in fillable format and can be printed from any computer with Internet access and Adobe Portable Document Format (PDF) Reader software. (A link to the Adobe web site is also available on the Court's web site.)

2. **On-Site Copy Service (Los Angeles, Riverside, Santa Ana, and San Fernando Valley divisions only)**

   The on-site copy service in the Records Section in the above four divisions sells Court forms. (In the Northern Division, copies are provided by the Clerk's Office.) See page 1-14 for a list of the on-site copy service, telephone number, and fax number for each division.

3. **Intake Section**

A number of forms are available at no charge in the Public Information and/or Intake Section at each division. See page G-3 for a list of these forms.

Audio Ordering Instructions

Bankruptcy Court for the Central District of California has converted the method used to record court hearings from an analog tape system to digital technology. The Court has selected the *FTR Gold*™ digital recording product, as it offers superior sound reproduction capability compared to the former tape process.

Any hearings held after the effective date for the division (as listed in the table below) will be provided on a compact disc (CD). The cost is $26.00 for each CD.

Division	Effective Date	Contact Person	
San Fernando Valley	December 8, 2003	Josie Womack	(818) 587-2860
Riverside	March 1, 2004	Joyce Buchheit	(951) 774-1086
Santa Ana	May 3, 2004	Rick Reid	(714) 338-5361
Northern	June 21, 2004	Kam Rust	(805) 884-4873
Los Angeles	August 23, 2004	Sandra Peters	(213) 894-3150

NOTE: Any hearing held prior to the conversion date in a division will continue to be available **only** on tape.

1. **Request for Hearing Held After Effective Date - CD**

a. Requests

Submit a completed *Audio Recording of Court Proceedings Order Form* (see *Appendix H* on page H-1) and a $26.00 deposit for each hearing date in the form of a check made payable to the U. S. Bankruptcy Court to the cashier in the Clerk's Office where the court hearing was held. The Clerk's Office will notify the ordering party when the CD is complete. The completed CD may be picked up at the Public Information Center in Los Angeles or at the Intake Section in the Riverside, Santa Ana, Northern, and San Fernando Valley divisional offices. The order will be mailed if a padded, self-addressed, postage-paid envelope is provided. If the deposit is insufficient to cover the charges, the ordering party will be notified of the balance due. The outstanding balance must be paid before the Clerk's Office will mail the completed order.

b. Payment

The cost is $26.00 for each CD.

2. **Procedure for Unclaimed Audio Requests**

Completed audio requests will be stored in the Public Information Center in the Los Angeles Division or at the Intake Section in the Riverside, Santa Ana, Northern, and San Fernando Valley Divisions for 30 days after informing the requester that the audio is ready for pick up. After 30 days, the audio request will be canceled; and parties must submit a new audio request with a $26.00 deposit. To request a refund for an unclaimed audio, parties must submit a written request with proof of payment to the Court's Financial Services Department.

3. **341(a) Meeting Tapes (First Meeting of Creditors)**

Copies of trustee tapes from 341(a) meetings are **not** available from the Clerk's Office. Contact the U. S. Trustee's Office for information on obtaining copies. (See *Appendix C* on page C-1.)

4. **For Additional Information**

For additional information, call the Court Recorder Contact for the assigned judge as listed in *Appendix A* beginning on page A-1.

Transcript Ordering Instructions

To obtain a transcript, complete a Transcript Order Form. This form is available on the Court's web site, <*www.cacb.uscourts.gov*>, and at all divisional offices. (See *Appendix H* on page H-1.) Submit the request to the Clerk's Office location where the hearing was held.

1. Requests

   (1) Ordinary: An ordinary transcript is one that the transcription agency sends to the ordering party within 30 days from the date the court sends out the transcript to the transcription agency. The cost is $3.30 per page.

   (2) Expedited: An expedited transcript is one that the transcription agency sends to the ordering party within seven days from the date the transcript is sent to the transcription agency. With the request form, include an explanation for the necessity of an expedited order. If the Court approves the request, the transcript will be prepared. The cost is $4.40 per page.

2. Payment

   After receipt of a transcript request form by the Clerk's Office, the ordering party will be notified of the cost, given an order number, and instructed to submit a check or money order payable to the **appropriate transcription agency**. (Please write the order number on the check.) The order will be forwarded to the transcription service when payment is received. The transcription agency will forward the completed transcript to the ordering party. (If the deposit is insufficient to cover the charges, the ordering party will be notified to pay the full balance before receiving the transcript.)

3. **For Additional Information**

   For additional information, call the Court Recorder Contact for the assigned judge as listed in *Appendix A* beginning on page A-1.

II. FILING INFORMATION AND PROCEDURES

Privacy Policy

The Judicial Conference of the United States approved amendments to the Federal Rules of Bankruptcy Procedure, which implement the judiciary's privacy policy, effective December 1, 2003. It is the responsibility of the filing party, **not the Clerk's Office**, to ensure compliance with this policy. Filers should redact "personal identifiers" from documents filed with the Court, including attachments. "Personal identifiers" are considered to be the following:

1. **Social Security Numbers**

   If an individual's Social Security number (SSN) must be included in the document, only the last four digits of that number should be used. However, the debtor is required to submit a *Statement of Social Security Number(s)* containing their full nine-digit SSN at the time his/her petition is filed.* This form is not part of the public case file. On all other forms and documents, only the last four digits of the SSN should be used.

2. **Financial Account Numbers**

   If financial account numbers are relevant, only the last four digits of these numbers should be used.

3. **Dates of Birth**

   If an individual's date of birth must be included in the document, only the year should be used.

4. **Names of Minor Children**

   If the name of a minor child must be mentioned, only the initials of that child should be used.

The privacy policy applies to <u>all</u> documents filed with the Court, whether submitted by electronic means or by paper copy. The policy is not retroactive.

A full copy of the policy can be found on the Judiciary Privacy Policy Page at <*www.privacy.uscourts.gov*> under "Privacy Policy."

*For petitions filed via *eFile*, the debtor completes and signs the *Statement of Social Security Number(s)*, but the attorney does not submit the form to the Court. The attorney maintains the *Statement of Social Security Number(s)*, along with the original petition, schedules, and statements.

Fee Acceptance Policy

The Bankruptcy Court will accept cash, U. S. Postal Service money orders, cashier's checks from an acceptable financial institution, attorney or law firm checks (payable to the U. S. Bankruptcy Court) and American Express, Diner's Club, Discover, MasterCard, and VISA for payment of fees. Credit card transactions must be made in person by the cardholder; however, this does not apply to electronically filed documents. The Court does not accept personal checks or credit cards from debtors to pay fees. All attorney/law firm checks must include a current pre-printed name, street address, telephone number, and California attorney bar number.

Abbreviated Fee Schedule

The following table contains an abbreviated fee schedule issued in accordance with 28 U.S.C. § 1930 and F.R.B.P. 1006.

New Petition:	Chapter 7	$ 274.00
	Chapter 9	$1,039.00
	Chapter 11 (Not a railroad)	$1,039.00
	Chapter 11 (Railroad)	$1,039.00
	Chapter 12 (Family Farmer)	$ 239.00
	Chapter 13	$ 189.00
	Chapter 15 (replaces Ancillary Sec. 304))	$1,039.00
Case Reopening:*	Chapter 7	$ 220.00
	Chapter 11	$1,000.00
	Chapter 12	$ 200.00
	Chapter 13	$ 150.00
Case Conversion:	Chapter 7 to 13	None
	Chapter 7 to 11	$ 780.00
	Chapter 13 to 11	$ 850.00
	Any Chapter to Chapter 7 Filing Fee	$ 15.00
Amendments:	Schedules "D" "E" "F"	$ 26.00
	Master Mailing List (when filed separately)	$ 26.00

*The Court must collect these fees unless the reopening is to correct an administrative error or for actions related to the debtor's discharge. (See *Policy for Reopening a Bankruptcy Case* on page 2-22.)

Motions:	Motion to Compel Abandonment of Property	$ 150.00
	Motion to Terminal, Annul, Modify, or Condition Automatic Stay	$ 150.00
	Motion to Withdraw Reference	$ 150.00
Other:	Abstract of Judgment	$ 9.00
	Appeal*	$ 255.00
	Certification	$ 9.00
	Complaint**	$ 250.00
	Cross-Appeal*	$ 255.00
	Exemplification	$ 18.00
	Filing or Indexing of Miscellaneous Paper	$ 39.00
	Issuance of Out of District Subpoena	$ 39.00
	Photocopies made by Court Personnel (per page)	$ 0.50
	Registration of Judgment from Another District	$ 39.00
	Reproduction of Audio Recording (regardless of the medium	$ 26.00
	Retrieval of a Record from the NARA	$ 45.00
	Returned Check Charge	$ 45.00
	Search of Court Records (each name/item searched)	$ 26.00

*If a trustee or debtor in possession is the appellant, the fee should be payable only from the estate and to the extent that any estate is realized. This exception applies to the $250.00 appellate filing fee required by the fee schedule and not to the $5.00 notice of appeal fee authorized under 28 U.S.C. § 1930(c).

**Notwithstanding the Judicial Conference approved increase in the fee for filing a civil action under 28 U.S.C. § 1914(a) from $150.00 to $250.00 effective 01/01/05, fee increase for a complaint has been temporarily deferred until further notice.

Emergency Filings

Emergency filings, before and after regular business hours, are handled by Clerk's Office staff on a case-by-case basis. Some examples of what the Clerk's Office considers to be legitimate requests for emergency filings include:

- Petitioner is involved in a pending sale or foreclosure.

- Unlawful detainer order.
- Wage garnishment.
- Expedited hearings on shortened notice (e.g., Ex Parte Motion).
- Unusually large volume of documents (e.g., mega case pleadings).

Approval for an emergency filing must be coordinated with the Intake Supervisor or other Court official. For more information, call:

Division	Telephone Number
Los Angeles	(213) 894-4981
Riverside	(951) 774-1102
Santa Ana	(714) 338-5330
Northern	(805) 884-4878
San Fernando Valley	(818) 587-2865

Deficient Pleadings

Pleadings are considered deficient if the document:

1. Does not comply with either the *Federal Rules of Bankruptcy Procedure* or the *Local Bankruptcy Rules*.
2. Is not filed in the division where the case is pending.
3. Submitted with insufficient funds or paid in a method not accepted by the Court. (See *Fee Acceptance Policy* on page 2-4.)

Depending on the deficiency, a Rejection Notice may be issued for a deficient pleading at the time the document is presented for filing; or a deficiency notice will be mailed to the filing party.

Master Mailing List Format and Technical Instructions

Local Bankruptcy Rule 1007-2(a) specifies that the Master Mailing List of names, mailing addresses, and zip codes of all creditors listed on Schedules D, E, and F be prepared in accordance with instructions set by the Clerk of Court. Preparation depends on whether the petition is filed electronically or in paper format. The following provides formatting instructions for each type of petition filing.

NOTE: See Local Bankruptcy Rule 2002-2 or *Appendix D* on page D-1 for federal and state government unit addresses that must be included in the Master Mailing List.

1. **Filing a Petition**

   Registered users can electronically file chapter 7 voluntary petitions. (For additional information on *eFile*, see page 3-3.) Filers using *eFile* enter the Master Mailing List data directly into the *eFile* system using on-line procedures that are available on the Court's web site under the *eFile* subsection of *Electronic Services*. There is no limit to the number of creditors that can be entered.

2. **Filing a Printed Paper Petition at the Intake Section**

   The Master Mailing List for a printed paper petition must be formatted as follows. (For petitions with more than 100 creditors, please see paragraph i on page 2-8 and *Exhibit 3* on page 2-11.)

   a. Typed on **blank**, unlined, standard white 8-1/2 x 11 inch bond paper using uppercase and **lowercase** letter quality characters no smaller than **10 point** nor greater than **14 point** in either Courier, Times New Roman, Helvetica, or Orator.

   b. Typed in a single column with no letters closer than 1-1/2 inches from any edge of the paper and left justified.

   c. Typed with no more than **8 name/address blocks per page**. Each block must consist of no more than **4 lines total for each** name/address with at least **2 blank lines in between**.

   d. Include a **FIRST PAGE** reserved only for: **Debtor, Joint Debtor, Attorney for Debtor(s), Office of the United States Trustee**. (See *Exhibit 1* on page 2-9.) All subsequent pages contain the remaining creditors from Schedules D, E, and F of the petition.

e. Each line must be no more than **35 characters in length** including spaces. The **attention line**, if any, must be included on the **second line** of the block. **DO NOT INCLUDE ACCOUNT NUMBERS.** The **city, state (2-letter abbreviation in capital letters only, e.g., CA), and zip code** must be on the **last line**. Nine-digit zip codes should be separated by a hyphen. (See *Exhibit 2* on page 2-10.)

f. Contains **NO PUNCTUATION**, except for one comma between city and state (for example, Los Angeles, CA 90012).

g. **Provide page number on the back of each page.**

h. If a separate Equity Holders List is filed, it must comply with the above format requirements.

i. For cases with **more than 100 creditors**, the printed Master Mailing List and, if applicable, the printed Equity Holders List must be submitted along with a **non-returnable computer diskette** of all entities. Technical requirements for the diskette are listed in *Exhibit 3* on page 2-11.

Exhibit 1

Debtor Name
Mailing Address
City, State (2-letter abbreviation) Zip Code

Spouse of Debtor (if appropriate)
Mailing Address
City, CA Zip Code

Attorney of Debtor
Mailing Address
Suite Number
City, State Zip Code

United States Trustee
Address*
City, State Zip Code

*See *Appendix C* on page C-1 for U. S. Trustee addresses required by Local Bankruptcy Rule 2002-2(a)(4).

Exhibit 2

Acme Auto Repair
1234 S Street
Los Angeles, CA 90005

Acme Hair Repair
Attn Herman
1234 S Ave
Los Angeles, CA 90005-0001

Internal Revenue Service
Address*
City, State Zip Code

Acme Talent Agency
421 N Copper Canyon Way
Burbank, CA 91505-0002

Loans By Acme
7485 Chromium Circle
Beverly Hills, CA 90210

Acme And Sons Insurance
Attn D Acme
13363 Hierro Street Suite 25
Van Nuys, CA 91401

Acme Bar and Grill
114 Aluminum Alley
Chatsworth, CA 91313

*See *Appendix D* on page D-1 for Internal Revenue Service addresses required by Local Bankruptcy Rule 2002-2(c).

Exhibit 3

Technical Requirements for Diskette (100 or more creditors)

Pursuant to Local Bankruptcy Rule 1007-2(c), for cases with more than 100 creditors that are not electronically filed, the printed creditor matrix must be submitted along with a non-returnable computer diskette containing the names and addresses of all entities shown in Schedules D, E, and F of the petition.

1. PC-compatible 3.5" virus-free diskette.

2. Label diskette with case name and number.

3. Text in ASCII-readable format. File name must be “Creditor.TXT.”

4. No page breaks, miscellaneous characters, or other computer instructions are to be included in text.

5. Names and addresses of Debtor, Joint Debtor, Attorney for Debtor(s), and the Office of the United States Trustee are specifically to be excluded from diskette contents but must still be submitted on the printed copy.

Self-Calendaring

The self-calendaring system is designed to enable counsel and parties to schedule hearing dates for matters heard on regular notice without having to contact the Courtroom Deputy to obtain a hearing date. All bankruptcy judges in all divisions of the Court use self-calendaring to some degree. Self-calendaring instructions, types of matters that may be self-calendared, and hearing dates for each judge are posted on the Court's web site, <*www.cacb.uscourts.gov*>, in the *Self-Calendaring System* subsection of *Procedures/Rules/Forms*.

NOTE: Self-calendaring must be used for electronically filed Motions for Relief from Stay.

Self-calendaring information can also be accessed at each division by using the following automated telephone systems.

Division	Telephone Number	Quick Access to Automated Telephone Self-Calendaring Information
Los Angeles	(213) 894-3118	Once connected press ***4***.
Riverside	(951) 774-1100	Once connected, choose the appropriate judge.
Santa Ana	(714) 338-5300	Once connected, press ***3***, then ***4***.
Northern	(805) 884-4800	Once connected, press ***2***, then ***4***.
San Fernando Valley	(818) 587-2900	Once connected, press ***4***.

Filing a Proof of Claim

In the likelihood that a distribution of assets in a bankruptcy case will be made, the Court will mail to all creditors a *Proof of Claim* form with the 341(a) Meeting of Creditors notice.

1. *Proof of Claim* forms are available:

    a. At no cost in all divisions of the Court.

    b. In fillable format on the Court's web site at <*www.cacb.uscourts.gov*> in the *Court Forms* subsection of *Procedures/Rules/Forms*.

c. By mail. Send your request in writing to the Intake Section in the appropriate divisional office. The Court will mail you a *Proof of Claim* form within 24 hours of your request.

d. By phone. Contact the Intake Section in the appropriate divisional office. The Court will mail you a *Proof of Claim* form within 24 hours of your request.

2. **Instructions/Definitions**

Instructions for completing a *Proof of Claim* and related definitions are located on the back of the *Proof of Claim* form. To receive a "filed" stamped copy of the *Proof of Claim*, provide a copy of the claim at the time of filing along with a self-addressed, stamped envelope.

3. **Where to File**

The *Proof of Claim* should be filed at the division where the bankruptcy case is pending. The completed *Proof of Claim* can be mailed to the division (see *Quick Guide to the Court* on page 1-3 or *Appendix A* on page A-1 for division addresses) or filed at the Intake window during Court hours or through the drop box. (See *Drop Box* on page 1-12 for availability.)

4. **Fee**

There is no fee to file a *Proof of Claim* form.

Multiple Objections to Claims Calendar

Local Bankruptcy Rule 3007-1(d)(2)(A) states that if more than 10 objections to claims are noticed for one hearing in a single case, the objecting party must prepare and furnish to the appropriate Courtroom Deputy not less than 10 Court days before the hearing:

1. A non-returnable PC-compatible 3.5" diskette containing a calendar sheet for the hearing. The diskette should be labeled with the case number and pleading name. *Exhibit 4* on page 2-15 contains the technical requirements for the diskette.

2. A "hard copy" printed version of the calendar sheet. *Exhibit 5* on page 2-16 lists the requirements for the "hard copy." The calendar sheet should be organized by type of objection and should specify the following information for each claim in order of claim number or alphabetical order:

   a. The claims docket number;

   b. The claimant's name;

c. The amount of the claim;

d. The basis for the objection; and

e. The portion of the claim subject to the objection *(if different from the total amount of the claim)*.

Refer to *Exhibit 6* on page 2-17 for an example of the cover page and *Exhibit 7* on page 2-18 for an example of the calendar sheet.

Exhibit 4

Technical Requirements for Diskette (Ten or more Objections to Claims)

Pursuant to Local Bankruptcy Rule 3007-1(d)(2), attorneys or trustees filing more than 10 objections to claims are required to file a non-returnable computer diskette containing the claim numbers, the names of the claimants, and the amount of each claim. The diskette must meet the following requirements:

1. PC-compatible 3.5" virus-free diskette.

2. Labeled with the case number and pleading name.

3. File name should read “Claim.OBJ”.

4. Text in ASCII-readable format.

5. Cover page, instructions, comments, or other miscellaneous characters are not to be included in text.

6. Diskette should be sent directly to the respective Courtroom Deputy.

Exhibit 5

Format for Filing "Hard Copy" Printed Version of Diskette

The "hard copy" printed version of the diskette must be submitted in the following format:

1. Typed on blank, unlined, standard white 8-1/2" x 11" bond paper using uppercase and lowercase letter quality characters using Courier 10-point font.

2. The document must contain a header on the first page only as follows:

Claim Number	Claimant Name	Claim Amount	Basis for Objection	*(If applicable)* Portion of Claim Subject to Objection*

3. The claimant information must be typed with no more than 10 claims blocks per page. In cases where the claimant name is longer than the allowed 20 characters, the name should be continued on the next line.

4. Each line of the text must contain no more than 75 characters maximum and should not extend within one-half inch of any edge of the page.

5. Each block must consist of no more than 4 lines with at least 1 blank line between each.

6. The document must contain the original amount of the claim and, if different from the total amount of the claim, the portion of the claim subject to the objection.

7. The document must have a cover page containing the Case Name, Case Number, Title of Pleading, Hearing Date, Hearing Time, and Judge. Please see examples in *Exhibits 6* and *7* on pages 2-17 and 2-18, respectively.

*If different from the total amount of the claim.

Exhibit 6

Sample Cover Page

Multiple Objections to Claim Calendar Listing for:

Advent Development Corp. LA 98-10000-BB

Hrg RE: Trustee's Motion to Disallow Claim of Andrews Adjustment Service for Insufficient Documentation

Hearing Date: September 30, 2002
Hearing Time: 2:00 PM
Judge: Hon. Sheri Bluebond

Exhibit 7

Sample Calendar Listing

Claim Number	Claimant Name	Claim Amount	Basis of Objection	*(If applicable)* Portion of Claim Subject to Objection
PRIORITY				
101	Dept. of Treasury-IRS	$62,000.00	Duplicate Claim	
124	Jones & Smith, a Legal Corp.	$45,987.00	Late Claim	
149	State of Calif.-Franchise Tax Board	$3,200.00	Duplicate Claim	
SECURED				
102	Security Western National Bank, Inc.	$8,885.00	Duplicate Claim	
129	Reliable Credit Services	$6,895.00	Disputed Amt.	$5,000.00
UNSECURED				
135	America Online	$389.00	Late Claim	
170	Pacific Bell	$1,034.00	Duplicate Claim	
178	Gordon Industries	$5,900.00	Disputed Amt.	$1,200.00
181	American Express Financial Serv.	$14,000.00	Duplicate Claim	
202	Sears	$6,123.00	Late Claim	
284	FMAC	$548,000.00	Disputed Amt.	$8,000.00

Mediation Program

The Court, in cooperation with local bar associations, coordinates a mediation program to enable parties in a case to settle their dispute without going to court. Through mediation, cases may be resolved more quickly, at a lower cost, and to the parties' mutual satisfaction, often without the stress and pressure of litigation. The program is governed by Second Amended General Order 95-01.

1. **Cases Eligible for Mediation Program**

   Almost all controversies arising in an adversary proceeding, contested matter, or other dispute in a bankruptcy case are eligible for referral to the Mediation Program.

2. **How Cases are Assigned to the Mediation Program**

   A judge assigns a case to mediation in one of three ways:

   a. At the request of the parties, by filling out a *Request for Assignment to Mediation Program* form and a related *Proposed Order Assigning Matter to Mediation and Appointing Mediator and Alternate Mediator*.

   b. By order of the judge during the course of a court hearing.

   c. By order of the judge outside the course of a court hearing.

3. **Who May be Appointed as a Mediator**

   Both attorneys and non-attorneys may serve on the Panel of Mediators. Individuals who want to serve on the Panel apply to the Administrator of the Mediation Program in response to a Court-established deadline. After receiving Court approval, mediators are appointed to the panel for a three-year term. Mediators must meet certain qualifications before they are appointed and must complete 30 hours of mediation training (unless excused by the Court due to a sufficient amount of previous mediation training and experience).

   Except in certain limited circumstances, mediators serve without pay *(pro bono)*. If payment is requested, the mediator's compensation shall be on such terms as are satisfactory to the mediator and the parties and is subject to the prior approval of the judge if the estate is to be charged with the expense.

4. How Cases Proceed in the Mediation Program

When the judge assigns a matter to the Mediation Program, a mediator and an alternate mediator are appointed. The parties are normally given the opportunity to select a mediator and an alternate mediator from a list (Panel of Mediators) provided by the Court. If the parties cannot agree on a mediator, the judge will assign one. However, the judge may select and appoint a mediator and an alternate mediator without the parties' consent.

After selection, the mediator will contact the parties and arrange a time and a place to meet for a mediation conference. The parties must prepare a Mediation Statement five court days prior to the meeting. This statement is **confidential** and is not filed with the Court. No statements made in the Mediation Statement may be used for any purpose outside of the mediation conference. Mediation conferences are informal; the rules of procedure that apply in court are not used.

At the conclusion of the mediation conference, the mediator files a *Certificate Regarding Conclusion of Mediation Assignment* (Form 706) with the Court advising the judge whether the matter settled. If the parties reach a settlement, a document, providing details of the settlement, is prepared and filed with the Court. The Court must approve all agreements. If the parties cannot reach an agreement, the judge will hear the case in court.

5. How to Learn More about the Mediation Program

Mediation Program materials are available at no charge from the Court's web site, <*www.cacb.uscourts.gov*>, in the *Mediation Program* subsection of *Special Programs*. They may also be purchased from the on-site copy service located in each division. (See *Obtaining Copies of Court Records* on page 1-13.) Materials available include:

Mediation Materials Available from the Court's Web Site
Bankruptcy Mediation Program Application
Bankruptcy Mediation Program Materials Addendum
Bankruptcy Mediation Program - Panel of Mediators - Biographical Information
Bankruptcy Mediation Program - Panel of Mediators - Contact Information
Bankruptcy Mediation Program - Panel of Mediators - Counties in Which Mediators are Authorized to Serve
Bankruptcy Mediation Program - Panel of Mediators - Foreign Languages Spoken
Bankruptcy Mediation Program - Panel of Mediators - Non-Attorney Professions
Bankruptcy Mediation Program - Procedures Manual

Mediation Form Number	Description of Mediation Form
Form 701	Request for Assignment to Mediation Program; [Proposed] Order Thereon
Form 702	Order Assigning Matter to Mediation Program and Appointing Mediator and Alternate Mediator [No Hearing Required]
Form 703	Notice of Mediator's or Alternate Mediator's Unavailability to Serve in Mediation Matter
Form 704	Notice of Request and Request for Appointment of Successor Mediator and/or Alternate Successor Mediator to Mediation Program
Form 705	Notice of Non-Compliance with Second Amended General Order No. 95-01 Governing Mediation Program
Form 706	Mediator's Certificate Regarding Conclusion of Mediation Assignment
Form 708	Initial Mediation Confidentiality Agreement [Confidential - Not to be Filed with the Court]
Form 709	Mediator's Report of Mediation Conference [Confidential - Not to be Filed with the Court]
n/a	Notice of Entry of Order Assigning Matter to Mediation Program and Appointing Mediator and Alternate Mediator and Certificate of Mailing

Mega Case Procedures Checklist

The *Mega Case Procedures Checklist* was developed by the Clerk's Office to streamline the approval process for administrative orders in large bankruptcy cases. Local Bankruptcy Rule 5075-1 requires that all motions for administrative orders approving employment of persons or entities to perform certain duties of the Clerk's Office include the *Mega Case Procedures Checklist* form (along with completed Local Bankruptcy Rules form F 5075-1.1, *Declaration to be Filed with Motion Establishing Administrative Procedures RE 28 U.S.C. § 156(c)*. These duties include:

1. Processing proofs of claim and maintaining the claims register.

2. Serving notices.

3. Scanning documents.

4. Providing photocopies of documents filed in the case.

A courtesy copy of the motion, including the declaration and *Mega Case Procedures Checklist*, is to be provided to the Clerk's Office at the time the motion is filed. Movant's counsel must consult with the Clerk's Office in order to complete the checklist to the satisfaction of the Clerk's Office. The most recent version of the *Mega Case Procedures Checklist* is available on the Court's web site, <*www.cacb.uscourts.gov*>, in the *Court Forms* subsection of *Procedures/Rules/Forms*.

Policy for Reopening a Bankruptcy Case

The following table outlines the Court's policy for reopening a bankruptcy case. This table may be used to determine if a case must be reopened and whether or not a fee is required. If it is required that a case be reopened, a motion and order must be submitted to the Court. The order reopening the case must be entered before the subsequent filing can be filed.

Adversary Proceedings Filed in a Closed Case		Reopen Main Case	Collect Fee to Reopen Main Case?
1.	§ 523 adversary proceeding	Yes	No [F.R.B.P. 4007(b)]
2.	§ 727(d) adversary proceeding	Yes	No (28 U.S.C. § 1930)
3.	File an adversary proceeding or motion to remedy an alleged violation of the discharge	Yes	No (28 U.S.C. § 1930)
4.	Other adversary proceedings	Yes	Yes (unless related to discharge)

Motions/Other Documents Filed in a Closed Case		Reopen Main Case	Collect Fee to Reopen Main Case?
1.	File a § 522(f) motion to avoid lien	Yes	Yes
2.	File a § 362(d) motion to annul stay	Yes	Yes
3.	Motion to reopen case to seek additional assets or to reappoint a trustee to investigate or administer previously unadministered assets	Yes	Fee deferred pending discovery of assets
4.	Modify a plan in chapter 11 or chapter 13 case	Yes	Yes
5.	Motion for release of unclaimed funds	No	No
6.	§ 110 motions	Yes	*
7.	Amend Schedule to add or delete assets	Yes	Yes
8.	Amend Schedule to add or delete creditors	Yes	Yes
9.	Amend Schedules to amend claims of exemption	Yes	Yes
10.	Reaffirmation Agreements	Yes	Yes

*No fee payable if filed by the U. S. Trustee (Fee Compendium Section L). If filed by others, fee can be waived without referring to the judge if a general order is issued.

Motions/Other Documents Filed in a Closed Case		Reopen Main Case	Collect Fee to Reopen Main Case?
11.	Motions to vacate dismissals or other orders and motions for reconsideration of judicial rulings	No	No
12.	Any effort to enforce a judgment in an adversary proceeding (e.g., Writs of Execution, Judgment Debtor Examinations, etc.)	No	No
13.	Amendments to Petition (name, Social Security number, etc.)	Yes	Yes
14.	Other pleadings filed in a case	Yes	Yes

III. COURT TECHNOLOGY

eFile

1. **What is *eFile*?**

   eFile is the Court's user-friendly, Internet accessible system that enables registered users to electronically file documents from their computers.

2. **Mandatory Electronic Filing**

   Usage of the Court's *eFile* system is mandatory as of June 1, 2005, for those documents that are set up for electronic filing. The mandatory electronic filing policy provisions are set forth in Paragraph 19 of *Second Amended General Order 02-01*. See #8, "*eFile* Documents," on page 3-5 for a list of documents that must be electronically filed as of June 1, 2005.

3. **Advantages of Using *eFile***

   a. All Central District bankruptcy judges participate in the *eFile* program.

   b *eFile* is available 24 hours a day, 7 days a week to registered users and can be accessed from virtually any computer with an Internet connection.

   c. *eFile* saves time and money as registered users no longer need to travel to the Court or send a courier to file the types of documents accepted electronically.

   d. Use of *eFile's* batch-file feature (i.e., filing between 2 and 10 chapter 7 petitions simultaneously for the same division) will generally result in all the petitions being scheduled for the same 341(a) meeting and saving the time and expense associated with attending multiple meetings.

   e. The *eFile* submission process is fast, and the electronic forms are easy to complete.

   f. All activity on the Court's *eFile* site is secure.

   g. Electronically filed documents are immediately entered on the Court's docket, and an image of the filed document is simultaneously available for viewing in webPACER.

   h. Applicable filing fees are paid electronically by credit card.

   i. An *eFile* Support Center is available during business hours (Monday through Friday, 9:00 a.m. to 4:00 p.m., excluding federal holidays) for customer assistance.

j. The Court will provide service of entered orders on Motions for Relief From Stay filed through *eFile*, alleviating the need for the movant to provide the Court with copies of the order and self-addressed stamped envelopes.

k. For real property Motions for Relief from Stay, the legal description is captured in the order.

l. Submission of courtesy copies to chambers is not required. Filing electronically fulfills the courtesy copy requirement as stated in Local Bankruptcy Rule 9013-1(a)(8).

m. Unless otherwise ordered by the presiding judge, you will not be required to submit a Proposed Form of Order if your motion is granted at the court hearing.

n. The summons and notice of status conference are e-mailed back to the moving party for service the same day a complaint is electronically filed. This enables the plaintiff to provide service and subsequently submit the proof of service electronically.

4. Hardware/Software Equipment

Item	Requirement
Computer	Running Windows 95/98 or higher or Macintosh OS.
Printer	Any printer compatible with your computer.
Scanner	Any scanner compatible with your computer.
Browser	Internet Explorer 4.x and above with SSL enabled.
Exchange Software	The full version of Adobe Acrobat, which contains both Adobe PDF Writer and Adobe Reader.
E-Mail Account	An e-mail account that is configured to send and receive attachments. You should be aware of any mailbox size limitations imposed by the e-mail provider.

5. **Registering for *eFile***

An attorney in active status with the California State Bar and admitted to practice with the United States District Court for the Central District of California may register with the Court to obtain access to the *eFile* system. If you are an out-of-state attorney, you are required to have local sponsoring counsel pursuant to Local Bankruptcy Rule 2090-1(b)(3).

The online registration process takes less than 10 minutes to complete. To register, go to <*http://efile.cacb.uscourts.gov*> or from Court's web site, <*www.cacb.uscourts.gov*>, select ***Electronic Services***. From the Electronic Services menu, select ***eFile***. Valid credit card information will be required at registration for payment of applicable filing fees incurred for future electronic filings.

6. ***eFile* Support Center**

The *eFile* Support Center is available during regular business hours (Monday through Friday, 9:00 a.m. to 4:00 p.m., excluding federal holidays) by calling (213) 894-2365.

7. **Frequently Asked Questions and Online Procedures**

The most frequently asked questions and online procedures may be found at the Court's web site, <*www.cacb.uscourts.gov*>. From the left side of the Court's home page, select ***Electronic Services***. From the Electronic Services menu, select ***eFile***. From *eFile*, select either ***FAQs*** or ***Procedures***.

8. ***eFile* Documents**

The Court currently accepts electronically filed:

a. Chapter 7 Voluntary Petitions

b. Chapter 13 Voluntary Petitions

c. Motions for Relief From Stay

(1) F 4001-1M.PP (personal property)

(2) F 4001-1M.RP (real property)

(3) F 4001-1M.UD (unlawful detainer)

d. Complaints (adversary proceedings)

Web Site

The web site for the United States Bankruptcy Court for the Central District of California is <*www.cacb.uscourts.gov*>. The Court provides information on its web site as a public service to the communities served by the District. Material contained on the site includes the following.

Web Site Section	Information Provided
General Information	Welcome Message About Us Court Directory Court Locations FAQ Bankruptcy Information Fee Schedule Federal and State Addresses FRBP 5003(e) Policy for Reopening a Bankruptcy Case Panel Trustee Information Approved Credit Counseling Agencies & Financial Management Courses
Procedures/Rules/Forms	Judges Forms & Instructions Court Forms Petition Forms *Local Bankruptcy Rules* & Forms Mediation Forms Self-Calendaring System *Federal Rules of Bankruptcy Procedure* Judicial Ethics & Misconduct
Publications	Annual Reports Bankruptcy Filings *Court News* *Desk Reference Manual* Judicial Variance Survey Long Range Plans Written Opinions
Special Programs	Debtor Assistance Project Mediation Program Judicial Programs

Web Site Section	Information Provided
Notices & Orders	Enjoined Petition Preparer Notice Judicial Variance Notice Appointments/Reappointments Post Judgment Interest Rates Public Notices General Orders Cases of Interest Notices of Sale of Estate Property
Employment	Job Listings Job Application
Links	Adobe News & Information Associations Other Government Legal Federal Courts
Electronic Services	*eFile* E-Noticing CM/ECF PACER Voice Case Information System

Electronic Systems Status

The Court posts the status of the electronic systems serving the public on its web site, <*www.cacb.uscourts.gov*>. Click on ***Electronic Services Status*** in the upper right-hand corner of the web site for this information.

PACER
[Public Access to Court Electronic Records]

PACER is an Internet-based system that enables registered users to view and print case information and images of the most often requested case file documents for a fee. PACER is user-friendly and has the “look and feel” of an Internet web site.

1. **Retrieving Case Information**

   Users can retrieve the following case information:

a. Case number.

b. Adversary number.

c. Name of debtor and Social Security number or Tax Identification number (if applicable). **NOTE: For cases filed on or after December 1, 2003, only the last four digits of Social Security numbers will be available.**

d. Bankruptcy case and adversary proceeding dockets and claims registers.

e. Judge's calendars and tentative rulings, if available.

f. Images of the most commonly requested case file documents including all orders, bankruptcy petitions and many other documents filed with the Court.

g. Case status and other pertinent information such as 341(a) meeting date, complaint bar date, discharge or dismissal date (if applicable), debtor's attorney, assigned trustee, fees paid to professionals, etc.

2. **PACER Registration**

To access PACER information, users may register from the web site, <*www.pacer.psc.uscourts.gov*>, or by calling the PACER Service Center at (800) 676-6856, Monday through Friday, 8:00 a.m. to 5:00 p.m. (Central Time). (See *Appendix I* on page I-1.)

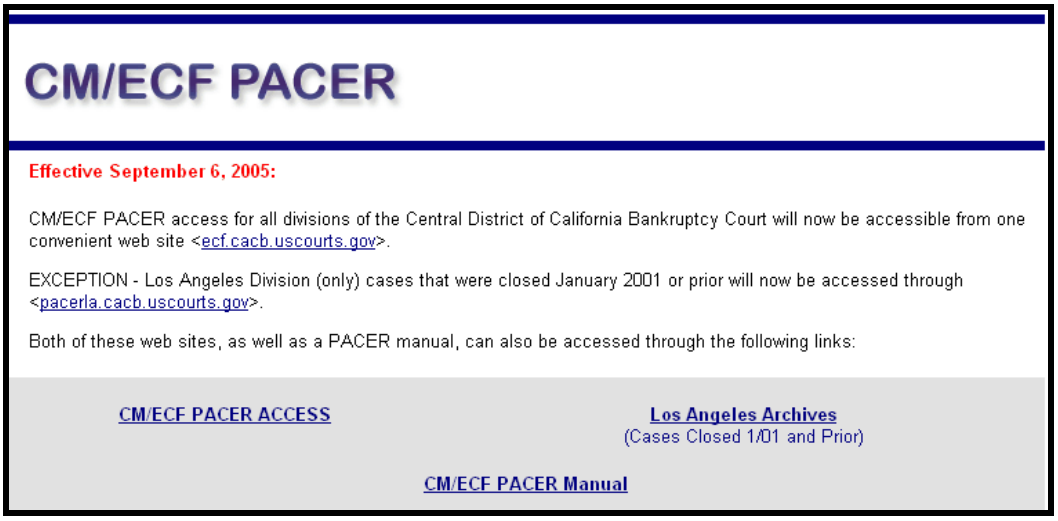
3. **Required Equipment for PACER**

Item	Requirement
Computer	Any computer system that has an Internet connection.
Printer	Any printer compatible with your computer.
Browser	Javascript enabled web browser
Internet Service Provider (ISP)	An Internet connection. Examples of ISPs include AOL, MSN, Earthlink, Compuserve, etc.

4. **Accessing CM/ECF PACER**

   a. From the Court's web site, <*www.cacb.uscourts.gov*>, select ***Electronic Services***. From the Electronic Services menu, select ***CM/ECF PACER***.

   b. From the **CM/ECF PACER** page, select **CM/ECF PACER ACCESS**:



CM/ECF PACER

Effective September 6, 2005:

CM/ECF PACER access for all divisions of the Central District of California Bankruptcy Court will now be accessible from one convenient web site <ecf.cacb.uscourts.gov>.

EXCEPTION - Los Angeles Division (only) cases that were closed January 2001 or prior will now be accessed through <pacerla.cacb.uscourts.gov>.

Both of these web sites, as well as a PACER manual, can also be accessed through the following links:

CM/ECF PACER ACCESS

Los Angeles Archives
(Cases Closed 1/01 and Prior)

CM/ECF PACER Manual

5. ***CM/ECF PACER* Fees**

   The cost of PACER is $0.08 per page. For billing purposes, a page is defined as 54 lines per page (without HTML formatting). Images will be billed according to the number of pages scanned; therefore, one scanned page equals one billable page.

Teleconferencing

A number of judges at the Court accommodate counsel or other parties by making telephonic appearances available, within guidelines, for those unable to appear in the courtroom. To determine if a judge offers telephonic appearances and obtain specific telephonic appearance procedures, contact the appropriate Courtroom Deputy. (See *Appendix A* on page A-1.) **NOTE:** All remote parties are connected to the Courtroom sound system, and their participation is recorded as part of the official court record.

Some of the participating judges provide telephonic appearance procedures and contact information on the Court's web site, <*www.cacb.uscourts.gov*>, in the *Judges Forms & Instructions* subsection of *Procedures/Rules/Forms*.

Users of telephonic appearance services are responsible for all expenses charged by vendors.

Videoconferencing

Videoconferencing is provided by the Court in every division to accommodate counsel or other parties that are unable to appear in the courtroom. Videoconferencing uses two-way audio and video monitors to connect parties between a courtroom and an off-site location. **NOTE:** All remote parties are connected to the courtroom sound system, and their participation is recorded as part of the official court record.

1. **Procedures**

   a. Obtain approval for scheduling a videoconference court hearing.

      Approval to use videoconferencing must be obtained to utilize the system. Contact the judge's Courtroom Deputy or Law Clerk to request approval for scheduling a videoconference hearing. See *Appendix A* on page A-1 for Courtroom Deputy/Law Clerk contact information.

   b. Test the videoconferencing equipment and connection.

      A connection test between the off-site location and the Court must be conducted before scheduling a hearing. The test will determine if equipment between the locations is compatible. It also allows the users to gain familiarity with the videoconferencing equipment and process. Contact the Court's Courtroom Technology Specialist at (213) 894-8264 to schedule a test date or discuss technical issues. System compatibility must be confirmed before a hearing date is scheduled.

   c. Schedule the videoconference hearing.

      Contact judge's Courtroom Deputy to schedule the videoconference hearing. Be sure to inform the Courtroom Deputy that all videoconferencing requirements specified by the Court's Courtroom Technology Specialist have been met. The Courtroom Deputy will provide the procedures and time frames for connecting to the hearing.

2. **Fees**

Ordinarily, the Court will not charge a fee for the use of videoconferencing. However, if videoconferencing results in the imposition of charges on the judiciary, then the party seeking permission for videoconferencing may be required to pay those costs. Users of videoconference appearance services are responsible for all expenses charged by vendors.

3. **Technical Specifications**

a. Comply with the telecommunications industry standard H.320 specification for videoconferencing via the ISDN circuits.

b. Have a minimum of three BRI (Basic Rate Interface) circuits with a total circuit equivalent to 384Kbs bandwidth.

c. Connect using either of the following methods:

(1) Bonding 0 (using all six telephone numbers).

(2) Bonding 1 (using one telephone number).

d. Have the capability of properly viewing all litigants attending and/or participating in the hearing.

e. Have a microphone system capable of properly picking up the voices of all participants.

Voice Case Information System (VCIS)

1. **What is VCIS?**

The Voice Case Information System (VCIS) enables the public to directly access the Court's case management system from a touch-tone telephone. This service is provided free of charge and is available 24 hours a day, 7 days week.

Case information is available approximately 24 hours after the case has been filed. A computer-synthesized voice relays the information to the caller. VCIS provides the following bankruptcy information:

a. Case number.

b. Names of debtors.

c. Case filing date.

d. Case chapter.

e. Name, address, and telephone number of debtor's attorney.

f. Name of trustee.

g. Name of assigned judge.

h. Discharge and closed dates.

i. Case status.

j. Asset information.

2. **Using VCIS**

   a. Using a touch-tone telephone, dial (213) 894-4111 or the toll free number at (866) 522-6053 and follow the computer-synthesized voice prompts.

Automated Telephone System

The automated telephone system enables callers to access recorded general information about the Court and is available in all divisions.* Callers may obtain:

1. General information regarding filing, claims, motions, and adversary proceedings.

2. Court locations.

3. Information about incomplete and emergency filings.

4. Court fees and Fee Acceptance Policy.

5. Records and case status information.

6. Tape and transcript information.

7. Calendar and hearing matter information.

***NOTE:** The Los Angeles and San Fernando Valley Divisions offer some information in Spanish.

By pressing menu option ***zero***, the caller will be transferred to a customer service representative during regular business hours (Monday through Friday, 9:00 a.m. to 4:00 p.m., excluding federal holidays).

The automated telephone system telephone numbers are:

Division	Telephone Number
Los Angeles	(213) 894-3118
Riverside	(951) 774-1000
Santa Ana	(714) 338-5300
Northern	(805) 884-4800
San Fernando Valley	(818) 587-2900

APPENDIX A

Telephone Directory
and
Court Locations

United States Bankruptcy Court
Central District of California

Edward R. Roybal Federal Building
255 East Temple Street
Los Angeles, CA 90012

Central District Administration

Executive Management

Executive Officer/Clerk of Court . . . . . (213) 894-6244
Secretary to Executive Officer/Clerk of Court . . . . . (213) 894-3130
Chief Deputy, Administration . . . . . (213) 894-0907
Chief Deputy, Operations . . . . . (213) 894-6050

Administrative Services

Manager . . . . . (213) 894-8932

Analysis & Information

Manager . . . . . (213) 894-1175

Communications

Supervisor . . . . . (213) 894-6463

eFile Support Center . . . . . (213) 894-2365

Financial Services

Manager . . . . . (213) 894-3836

Human Resources

Manager . . . . . (213) 894-3128
Receptionist . . . . . (213) 894-0213
24-Hour Job Information Line . . . . . (213) 894-3129

Information Technology

Network Division Manager . . . . . (213) 894-1659
Technical Administration Division Manager . . . . . (213) 894-1155
Telecommunications Specialist (Videoconferencing) . . . . . (213) 894-8264

Office Services

Manager . . . . . (213) 894-1740

Los Angeles Division

300 North Los Angeles Street
Los Angeles, CA 90012

Clerk's Office

General Information

Automated Telephone System; Self-Calendaring . . . . . (213) 894-3118
Voice Case Information System (VCIS) 24-Hour Access . . . . . (213) 894-4111
(866) 522-6053

Administration

Deputy-in-Charge . . . . . (213) 894-1156
Secretary to Deputy-in-Charge . . . . . (213) 894-6084

Courtroom Services

Division Manager . . . . . (213) 894-4902
Supervisor (Ahart, Albert, Bluebond, Bufford, Robles, and Russell Teams) . . . . . (213) 894-2008
Supervisor (E. Carroll, Donovan, Smith, and Zurzolo Teams) . . . . (213) 894-1435

Case Initiation

Intake

Supervisor . . . . . (213) 894-6751

Records

Supervisor . . . . . (213) 894-7742
Correspondence Section . . . . . (213) 894-7205

Judges, Chambers, and Courtroom Services Staffs

Chief Judge Barry Russell (BR), Courtroom 1668

Chambers	(213) 894-6091
Judicial Assistant	(213) 894-6092
Law Clerk	(213) 894-6093
Courtroom Deputy	(213) 894-3687
Court Recorder Contact	(213) 894-7202

Judge Alan M. Ahart (AA), Courtroom 1375

Chambers	(213) 894-3745
Law Clerk	(213) 894-1530
Law Clerk	(213) 894-3592
Courtroom Deputy	(213) 894-5856
Court Recorder Contact	(213) 894-1486

Judge Theodor C. Albert (TA), Courtroom 1675

Chambers	(213) 894-2552
Law Clerk	(213) 894-2553
Law Clerk	(213) 894-2494
Courtroom Deputy	(213) 894-5860
Court Recorder Contact	(213) 894-3720

Judge Sheri Bluebond (BB), Courtroom 1475

Chambers	(213) 894-8980
Law Clerk	(213) 894-8981
Law Clerk	(213) 894-8982
Courtroom Deputy	(213) 894-3688
Court Recorder Contact	(213) 894-1480

Judge Samuel L. Bufford (SB), Courtroom 1575

Chambers	(213) 894-0992
Judicial Assistant	(213) 894-0993
Law Clerk	(213) 894-0994
Courtroom Deputy	(213) 894-0995
Court Recorder Contact	(213) 894-3303

Judge Ellen Carroll (EC), Courtroom 1639

Chambers	(213) 894-4034
Law Clerk	(213) 894-4033
Law Clerk	(213) 894-4039
Courtroom Deputy	(213) 894-4085
Court Recorder Contact	(213) 894-6498

Judge Thomas B. Donovan (TD), Courtroom 1345

Chambers	(213) 894-3728
Judicial Assistant	(213) 894-3746
Law Clerk	(213) 894-1577
Courtroom Deputy	(213) 894-6172
Court Recorder Contact	(213) 894-5011

Judge Ernest M. Robles (ER), Courtroom 1568

Chambers	(213) 894-1522
Law Clerk	(213) 894-0294
Law Clerk	(213) 894-0295
Courtroom Deputy	(213) 894-4843
Court Recorder Contact	(213) 894-6233

Judge Erithe A. Smith (ES), Courtroom 1645

Chambers	(213) 894-4080
Judicial Assistant	(213) 894-4082
Law Clerk	(213) 894-1804
BAP Law Clerk	(213) 894-4958
Courtroom Deputy	(213) 894-7341
Court Recorder Contact	(213) 894-1485

Judge Vincent P. Zurzolo (VZ), Courtroom 1368

Chambers	(213) 894-3755
Judicial Assistant	(213) 894-3721
Law Clerk	(213) 894-3635
Courtroom Deputy	(213) 894-5855
Court Recorder Contact	(213) 894-3150

Riverside Division

3420 Twelfth Street, Room 125
Riverside, CA 92501-3819

Clerk's Office

General Information

General Information/Automated Telephone System . . . . . (951) 774-1000
Voice Case Information System (VCIS) 24-Hour Access . . . . . (213) 894-4111
(866) 522-6053

Administration

Deputy-in-Charge . . . . . (951) 774-1005
Secretary to Deputy-in-Charge . . . . . (951) 774-1002
Operations Manager . . . . . (951) 774-1003
Automation Systems Specialist . . . . . (951) 774-1015
Supervisor, Case Initiation . . . . . (951) 774-1101

Judges, Chambers, and Courtroom Services Staffs

Judge Peter H. Carroll (PC), Courtroom 303

Chambers . . . . . (951) 774-1031
Judicial Assistant . . . . . (951) 774-1031
Law Clerk . . . . . (951) 774-1032
Courtroom Deputy . . . . . (951) 774-1097
Court Recorder Contact . . . . . (951) 774-1073

Judge Mitchel R. Goldberg (MG), Courtroom 301

Chambers . . . . . (951) 774-1026
Judicial Assistant . . . . . (951) 774-1026
Law Clerk . . . . . (951) 774-1028
Courtroom Deputy . . . . . (951) 774-1085
Court Recorder Contact . . . . . (951) 774-1069

Judge Meredith A. Jury (MJ), Courtroom 302

Chambers . . . . . (951) 774-1043
Judicial Assistant . . . . . (951) 774-1043
Law Clerk . . . . . (951) 774-1045
Courtroom Deputy . . . . . (951) 774-1091
Court Recorder Contact . . . . . (951) 774-1073

Judge David N. Naugle (DN), Courtroom 304

Chambers	(951) 774-1021
Judicial Assistant	(951) 774-1021
Law Clerk	(951) 774-1021
Courtroom Deputy	(951) 774-1080
Court Recorder Contact	(951) 774-1069

Santa Ana Division

411 West Fourth Street, Suite 2074
Santa Ana, CA 92701-4593

Clerk's Office

General Information

General Information/Telephone Information System . . . . . (714) 338-5300
Voice Case Information System (VCIS) 24-Hour Access . . . . . (714) 338-5401

Administration

Deputy-in-Charge . . . . . (714) 338-5348
Operations Manager . . . . . (714) 338-5341
Automation Systems Specialist . . . . . (714) 338-5339

Judges, Chambers, and Courtroom Services Staffs

Judge Robert W. Alberts (RA), Courtroom 6C

Chambers . . . . . (714) 338-5420
Law Clerk . . . . . (714) 338-5422
Law Clerk . . . . . (714) 338-5423
Courtroom Deputy . . . . . (714) 338-5366
Court Recorder Contact . . . . . (714) 338-5370

Judge James N. Barr (JB), Courtroom 5B

Chambers . . . . . (714) 338-5430
Judicial Assistant . . . . . (714) 338-5431
Law Clerk . . . . . (714) 338-5432
Courtroom Deputy . . . . . (714) 338-5383
Court Recorder Contact . . . . . (714) 338-5381

Judge John E. Ryan (JR), Courtroom 5A

Chambers . . . . . (714) 338-5450
Judicial Assistant . . . . . (714) 338-5451
Law Clerk . . . . . (714) 338-5452
Courtroom Deputy . . . . . (714) 338-5360
Court Recorder Contact . . . . . (714) 338-5369

Northern Division

1415 State Street
Santa Barbara, CA 93101-2511

Clerk's Office

General Information

General Information/Automated Telephone System . . . . . (805) 884-4800
Voice Case Information System (VCIS) 24-Hour Access . . . . . (213) 894-4111
(866) 522-6053

Administration

Senior Deputy-in-Charge . . . . . (805) 884-4876
Operations Supervisor . . . . . (805) 884-4872

Judge, Chambers, and Courtroom Services Staffs

Judge Robin L. Riblet (RR), Courtroom 201

Chambers . . . . . (805) 884-4860
Judicial Assistant . . . . . (805) 884-4861
Law Clerk . . . . . (805) 884-4868
Courtroom Deputy . . . . . (805) 884-4873
Court Recorder Contact . . . . . (805) 884-4873

Visiting Judge, Courtroom 202

Chambers . . . . . (805) 884-4850
Judicial Assistant . . . . . (805) 884-4850
Law Clerk . . . . . (805) 884-4851

Courtroom Services Clerks

Select the last digit of the case number from the following table. The corresponding phone number will connect you to the clerk responsible for the case. For example, if the case number is ND94-10351RR, select the telephone number for digit 51.

Digits 01-50 . . . . . (805) 884-4873
Digits 51-00 . . . . . (805) 884-4881

San Fernando Valley Division
21041 Burbank Boulevard
Woodland Hills, CA 91367-6603

Clerk's Office

General Information

General Information/Automated Telephone System . . . . . (818) 587-2900
Voice Case Information System (VCIS) 24-Hour Access . . . . . (213) 894-4111
(866) 522-6053

Administration

Senior Deputy-in-Charge . . . . . (818) 587-2811
Operations Manager . . . . . (818) 587-2805
Supervisor, Operations . . . . . (818) 587-2860

Judges, Chambers, and Courtroom Services Staffs

Judge Geraldine Mund (GM), Courtroom 303

Chambers . . . . . (818) 587-2840
Law Clerk . . . . . (818) 587-2840
Law Clerk . . . . . (818) 587-2843
Courtroom Deputy . . . . . (818) 587-2849
Court Recorder Contact . . . . . (818) 587-2853

Judge Kathleen Thompson (KT), Courtroom 301

Chambers . . . . . (818) 587-2823
Law Clerk . . . . . (818) 587-2825
Law Clerk . . . . . (818) 587-2826
Courtroom Deputy . . . . . (818) 587-2832
Court Recorder Contact . . . . . (818) 587-2820

Judge Maureen A. Tighe (MT), Courtroom 302

Chambers . . . . . (818) 587-2806
Law Clerk . . . . . (818) 587-2808
Law Clerk . . . . . (818) 587-2809
Courtroom Deputy . . . . . (818) 587-2815
Court Recorder Contact . . . . . (818) 587-2818

APPENDIX B

Areas Served by the Central District of California

Areas Served by the Central District of California

1. **Los Angeles Division**

   Los Angeles County, except for the zip codes served by the San Fernando Valley Division.

2. **Riverside Division**

   San Bernardino and Riverside Counties.

3. **Santa Ana Division**

   Orange County.

4. **Northern Division**

   Santa Barbara and San Luis Obispo Counties and portions of Ventura County.

5. **San Fernando Valley Division**

   Portions of Los Angeles and Ventura Counties. The geographic area served is approximately as follows:

   Ventura/Los Angeles County line to the west, Kern/Los Angeles County line to the north, and the San Bernardino/Los Angeles County line to the northeast. Also included are the cities of San Fernando, North Hollywood, Studio City, Sherman Oaks, Encino, and Tarzana. The southern border for this office is the Pacific Ocean at Malibu.

The following communities are served by the San Fernando Valley Division:

Acton
Agoura Hills
Calabasas
Canoga Park
Canyon Country
Castaic
Chatsworth
Edwards
Encino
Granada Hills
Lake Hughes
Lancaster
Lebec
Littlerock
Llano
Malibu
Mission Hills
Newbury Park
Newhall
North Hills
North Hollywood
Northridge
Oak Park
Pacoima
Palmdale
Panorama City
Pearblossom
Reseda
San Fernando
Santa Clarita
Sherman Oaks
Simi Valley
Stevenson Ranch
Studio City
Sun Valley
Sylmar
Tarzana
Thousand Oaks
Toluca Lake
Topanga
Universal City
Valencia
Valley Village
Valyermo
Van Nuys
West Hills
Westlake Village
Winnetka
Woodland Hills

The San Fernando Valley Division serves communities with the following zip codes:

90263	91330	91364	91406	91610	93586
90265	91331	91365	91407	91611	93590
90290	91333	91367	91408	91612	93591
91301	91334	91371	91409	91614	93599
91302	91335	91372	91410	91615	
91303	91337	91376	91411	91616	
91304	91340	91377	91412	91617	
91305	91341	91380	91413	91618	
91306	91342	91381	91416	93062	
91307	91343	91382	91423	93063	
91308	91344	91383	91426	93065	
91309	91345	91384	91436	93093	
91310	91346	91385	91470	93094	
91311	91350	91386	91482	93510	
91312	91351	91387	91495	93532	
91313	91352	91388	91496	93534	
91316	91353	91390	91497	93535	
91319	91354	91392	91499	93536	
91320	91355	91394	91601	93539	
91321	91356	91395	91602	93543	
91322	91357	91396	91603	93544	
91324	91358	91399	91604	93550	
91325	91359	91401	91605	93551	
91326	91360	91402	91606	93552	
91327	91361	91403	91607	93553	
91328	91362	91404	91608	93563	
91329	91363	91405	91609	93584	

APPENDIX C

United States Trustee Information

United States Trustee Information

The Office of the United States Trustee is an Executive Branch agency of the Department of Justice. Its responsibilities include monitoring the administration of bankruptcy cases and detecting bankruptcy fraud. It is also responsible for appointing interim trustees (from a previously appointed panel of private individuals) to administer chapter 7 cases, lending support to and overseeing the Debtor in Possession in chapter 11 cases, and appointing standing trustees in chapter 13 cases. See *Appendix D* on page D-1 for U. S. Trustee service addresses as required by F.R.B.P. 5003(e) and Local Bankruptcy Rule 2002-2(a)(4).

The locations and telephone numbers of the Office of the United States Trustee for the Central District of California are:

Division Served	Location and Telephone Number
Los Angeles	725 South Figueroa Street, 26th Floor Los Angeles, CA 90017 (213) 894-6811
Riverside	3685 Main Street, Suite 300 Riverside, CA 92501 (951) 276-6990
Santa Ana	411 West Fourth Street, Suite 9041 Santa Ana, CA 92701 (714) 338-3400
Northern	128 E. Carillo Street, Suite 126 Santa Barbara, CA 93101
San Fernando Valley	21051 Warner Center Lane, Suite 115 Woodland Hills, CA 91367 (818) 716-8800

For additional information regarding either the trustee program or individual trustees, contact the Office of the United States Trustee at:

725 South Figueroa Street
26th Floor
Los Angeles, CA 90017
(213) 894-6811

The locations of the trustee meeting rooms used for 341(a) meetings and other trustee matters are:

Division Served	Meeting Room Location	
Los Angeles	**Chapters 7 and 13** 725 South Figueroa Street Lobby Level Los Angeles, CA 90017	**Chapter 11** 725 South Figueroa Street 20th floor Los Angeles, CA 90017
Riverside	3685 Main Street, First Floor Riverside, CA 92501	
Santa Ana	**Chapters 7 and 11** 411 West Fourth Street Third Floor Santa Ana, CA 92701	**Chapter 13** 411 West Fourth Street First Floor Santa Ana, CA 92701
Northern	128 East Carrillo Street, Suite 126 Santa Barbara, CA 93101	
San Fernando Valley	21051 Warner Center Lane, Suite 115 Woodland Hills, CA 91367	

NOTE: The following lists of trustees are accurate at the time of publication of this *Desk Reference Manual*. Please refer to the Court's web site, <*www.cacb.uscourts.gov*>, for updates.

Panel of Interim Trustees
Los Angeles Division

Peter C. Anderson
Attorney at Law
6055 East Washington Boulevard
Suite 608
Los Angeles, CA 90040-2466
Office (323) 727-9589

James L. Brown
Law Offices of James L. Brown
3660 Wilshire Boulevard
Suite 1118
Los Angeles, CA 90048
Office (213) 251-2330

Linda J. Chu
515 South Flower Street
Suite 4400
Los Angeles, CA 90071
Office (213) 688-1300

Richard K. Diamond
Danning, Gill, Diamond & Kollitz
2029 Century Park East
Third Floor
Los Angeles, CA 90067-3005
Office (310) 277-0077

Carolyn A. Dye
The Law Office of Carolyn Dye
1925 Century Park East
Suite 1150
Los Angeles, CA 90067-2712
Office (310) 789-2054

Howard M. Ehrenberg
SulmeyerKupetz
333 South Hope Street
35th Floor
Los Angeles, CA 90071-1406
Office (213) 626-2311

Helen Ryan Frazer
Atkinson, Andelson, Loya, Ruud & Romo
17871 Park Plaza Drive
Suite 200
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APPENDIX D

Register of Federal and State Government Unit Addresses [F.R.B.P. 5003(e)]

Pursuant to Federal Rules of Bankruptcy Procedure 5003(e) effective December 1, 2000, the following register includes the mailing addresses for federal and state agencies that have filed a statement with the court designating their mailing address. See Local Bankruptcy Rule 2002-2 for related noticing requirements.

1. **Federal Agencies**

a. Internal Revenue Service (IRS)

(1) IRS Los Angeles (Area 16) Office. For chapter 7, 11, and 13 cases filed in the San Fernando Valley Division, when the debtor's petition address is in Los Angeles County, and **all** cases filed in the Los Angeles Division, the Internal Revenue Service mailing address is:

Internal Revenue Service
Insolvency I Stop 5022
300 North Los Angeles Street, Room 4062
Los Angeles, CA 90012-9903

(2) IRS Laguna Niguel (Area 14) Office. For chapter 9, 11, 12, and 13 cases filed in the Santa Ana Division, the Internal Revenue Service mailing address is:

Internal Revenue Service
Insolvency Group 3 Mailstop 5503
24000 Avila Road
Laguna Niguel, CA 92677

(3) IRS Laguna Niguel (Area 14) Office. For chapter 7 cases filed in the Santa Ana and Riverside Divisions, the Internal Revenue Service mailing address is:

Internal Revenue Service
Insolvency Group 1 Mailstop 5501
24000 Avila Road
Laguna Niguel, CA 92677

(4) IRS San Jose District Office. For cases filed in the Northern Division and those cases filed in the San Fernando Valley Division when the debtor's petition address is in Ventura County, the Internal Revenue Service mailing address is:

Internal Revenue Service (HQ 5420)
P. O. Box 99
San Jose, CA 95103-0099

(5) IRS San Bernardino (Area 14) Office. For chapter 9, 11, 12, and 13 cases filed in the Riverside Division, the Internal Revenue Service mailing address is:

Internal Revenue Service
Insolvency Group 1
290 North "D" Street
San Bernardino, CA 92401-1734

(6) In all contested matters and adversary proceedings involving the Internal Revenue Service, the United States, the Attorney General in Washington, D.C., and the United States Attorney in Los Angeles shall be served at the following addresses:

United States Department of Justice Tax Division
Civil Trial Section, Western Region
P. O. Box 683
Ben Franklin Station
Washington, DC 20044

United States Attorney's Office Tax Division
Federal Building, Room 7211
300 North Los Angeles Street
Los Angeles, CA 90012

b. Securities Exchange Commission

Securities Exchange Commission
5670 Wilshire Boulevard, 11th Floor
Los Angeles, CA 90036

c. United States Trustee

The Office of the United States Trustee shall be included in the Master Mailing List. Papers shall be served on the Office of the United States Trustee at the following addresses:

(1) Papers in All Cases and Proceedings Assigned to Los Angeles Judges:

United States Trustee
725 South Figueroa Street, 26th Floor
Los Angeles, CA 90017

(2) Papers in All Cases and Proceedings Assigned to Santa Ana Division Judges:

United States Trustee
411 West Fourth Street, Suite 9041
Santa Ana, CA 92701-4593

(3) Papers in All Cases and Proceedings Assigned to Riverside Division Judges:

United States Trustee
3685 Main Street, Suite 300
Riverside, CA 92501

(4) Papers in All Cases and Proceedings Assigned to Northern Division and San Fernando Valley Judges:

United States Trustee
21051 Warner Center Lane, Suite 115
Woodland Hills, CA 91367

d. United States Attorney

In contested matters and adversary proceedings involving the United States (other than those involving the Internal Revenue Service), the United States Attorney and Attorney General shall be served at the following addresses:

Civil Process Clerk
United States Attorney's Office
Federal Building, Room 7516
300 North Los Angeles Street
Los Angeles, CA 90012

Attorney General
United States Department of Justice
Ben Franklin Station
P. O. Box 683
Washington, DC 20044

2. **State Agencies**

a. State of California Employment Development Department

Employment Development Department
Bankruptcy Group MIC 92E
P. O. Box 826880
Sacramento, CA 94280-0001

b. State of California Franchise Tax Board

Franchise Tax Board
Attention: Bankruptcy
P. O. Box 2952
Sacramento, CA 95812-2952

APPENDIX E

Law Library Locations

Law Libraries

Law libraries are located throughout the Central District. At the time of publication, the locations and hours of operation are as follows:

County	Location and Telephone Number	Hours of Operation
Los Angeles	Court of Appeals Law Library 125 South Grand Avenue Pasadena, CA 91105 (626) 229-7192	Monday - Friday, 8:30 a.m. - 5:00 p.m.
	Edward R. Roybal Federal Building 255 East Temple Street Street Level, Room 132 Los Angeles, CA 90012 (213) 894-8900	Monday - Friday, 8:30 a.m. - 4:30 p.m.
	Los Angeles County Law Library 301 West First Street Los Angeles, CA 90012 (213) 629-3531	Monday - Friday, 8:30 a.m. - 6:00 p.m. Saturday, 9:00 a.m. - 5:00 p.m.
	University of West Los Angeles 21300 Oxnard Street Woodland Hills, CA 91367 (818) 883-0529	Monday - Thursday, 10:00 a.m. - 10:00 p.m. Friday, 10:00 a.m. - 5:00 p.m. Saturday 10:00 a.m. - 5:00 p.m. Sunday, 10:00 a.m. - 5:00 p.m. Available for alumni and attorneys only. Attorneys must pay membership fees.
Riverside	Riverside County Law Library 3989 Lemon Street Riverside, CA 92501-3674 (951) 275-6390	Monday - Thursday, 8:00 a.m - 7:00 p.m. Friday, 8:00 a.m. - 5:00 p.m. Saturday, 9:00 a.m. - 1:00 p.m.
	San Bernardino County Law Library 402 North “D” Street San Bernardino, CA 92401 (909) 885-3020	Monday - Thursday, 8:30 a.m. - 7:00 p.m. Friday, 8:30 a.m. - 5:00 p.m. Saturday, 9:00 a.m. - 3:00 p.m.
San Luis Obispo	San Luis Obispo County Law Library County Government Center 1050 Monterey Street, Room 125 San Luis Obispo, CA 93408 (805) 781-5855	Monday and Friday, 8:30 a.m. - 4:30 p.m. and Saturday, 10:00 a.m. - 3:00 p.m.
Santa Ana	Orange Law Library Civic Center Plaza 515 North Flower Street, Building #32 Santa Ana, CA 92703 (714) 834-3397	Monday - Thursday, 8:00 a.m. - 8:00 p.m. Friday, 8:00 a.m. - 6:00 p.m. Saturday, 9:00 a.m. - 6:00 p.m.

County	Location and Telephone Number	Hours of Operation
Santa Barbara	Santa Barbara County Courthouse 1100 Anacapa Street Santa Barbara, CA 93101 (805) 568-2296	Monday - Friday, 8:00 a.m. - 5:00 p.m. Saturday, 12:00 p.m. - 4:45 p.m.
Ventura	Ventura County Law Library Government Center, Hall of Justice 800 South Victoria Avenue First Floor Ventura, CA 93009 (805) 642-8982	Tuesday and Wednesday, 8:00 a.m - 8:00 p.m. Friday, 8:00 a.m. - 5:00 p.m. Saturday, 9:00 a.m. - 4:00 p.m.

APPENDIX F

Request for Material from the National Archives and Records Administration (NARA)

Request for Court to Retrieve Material from the National Archives and Records Administration

Date _____

NAME _____

ADDRESS _____

TELEPHONE NUMBER _____

Please list all materials that will be needed. Provide a complete description, including the full bankruptcy number and debtor's name.

Is this file needed as a rush? YES ☐ NO ☐

Case Number: _____

Name of Debtor: _____

Please indicate the material you need:

Files ☐ Adversary ☐ Claim ☐

You will be notified of the arrival of items requested. The material will be returned to the National Archives and Records Administration after it has been held in this office 15 days from the date of notification. The 15-day period may be extended if a telephonic or written request for extension is received. If requested material is not viewed within the specified time period, it will not be reordered.

You must pay a $45.00 fee for this service.

COURT USE ONLY			
Record Group (21)	Accession #	Box #	Location

Regional Records Services - Pacific Region

23123 Cajalco Road, Perris, CA 92570-7298

REQUEST BY MAIL OR FAX FOR PERSONAL BANKRUPTCY CASE FILES ONLY

PLEASE USE ONE FORM PER CASE

Obtain the following information from the court where the case was filed and closed. ALL INFORMATION IS REQUIRED.

FRC LOCATION NUMBER	ACCESSION NUMBER	FRC BOX NUMBER

CASE FILE NUMBER	CASE FILE NAME

REQUESTER INFORMATION

PHONE: (____)_____

NAME: _____

ADDRESS: _____
(STREET)

_____

_____
(City) (State) (Zip)

MAIL REQUESTS TO:

NARA Pacific Region
Attn: Trust Fund Unit
Caller Box 8305
Perris, CA 92570-7298

FAX REQUESTS TO:

(951) 956-2029

REQUEST INFORMATION

Available by MAIL ONLY

A. Complete file (includes first 70 pages, $0.50 per page thereafter). **B. Specific Dockets.** (Obtain docket sheet from court and mark (x) the dockets you want. Attach/send the docket sheet with your request. (includes first 70 pages, $0.50 per page thereafter). **C. Certification.** If copies are to be certified, there is an additional $6.00 certification charge. NOTE: Certifications are only available on mail returns.

Please send: A ☐ Complete file $ 35.00 B ☐ Specific Dockets $ 35.00 C ☐ Certification? $6.00

Available by mail or fax

A **Bankruptcy Package** includes the discharge, list of creditors (schedules D, E, F,) and the original petition for individual cases only (not business or adversary cases.) The requested file may not contain all of the above. Packages over 20 pages will be mailed.

Please send: ☐ Package $10.00 Send copies via (check one) ☐ MAIL or ☐ FAX

Your FAX number (only if fax delivery is requested): (____)_____

PAYMENT INFORMATION

Enclose payment via credit card for **FAXED** orders **OR** via credit card, check or money order for **MAILED** orders.

Check or Money Order enclosed for $ _____, payable to NATIONAL ARCHIVES TRUST FUND.

Charge to: (circle one) Visa Master Card Discover American Express

ACCOUNT #: _____ EXP: ____/____ TOTAL $ AUTHORIZED: $ _____

QUESTIONS? Please see the back of this form for more instructions and information.

SEARCHER'S INITIALS	DATE OF SEARCH	SEARCHER'S REMARKS

Frequently asked questions about court case files in NARA's Riverside Record Center

1. **Why are court case files in NARA's Records Center?** NARA provides safe, secure, and economical records storage services for the courts. The regional Records Center in Laguna Niguel stores about 700,000 cubic feet of records from Federal agencies and courts combined. Among these files are closed court case files from Federal courts in: Phoenix, Tucson, and Yuma AZ; Los Angeles, San Bernardino, San Diego, Santa Ana, and Santa Barbara, CA; and Las Vegas, NV.

2. **Why must I get case file, accession, and location numbers from the courts before I contact NARA?** NARA cannot provide you with information about the existence or location of a file, because the files belong to the courts. Only the courts maintain lists of case file names, which are then indexed to file numbers and locations. In cooperation with the courts, NARA offers public access services to provide faster retrieval. Without this service, you would have to request a case from the court and then wait for the court to retrieve the file from our Records Center.

3. **What causes delays in servicing my order?** Delays are caused by: lack of complete case identifying information (obtained from the court); errors in the case identifying information; failure to include a phone number where we can contact you; lack of payment; credit card disapproval; illegible handwriting; and failure to include a fax number for faxed orders.

4. **How does NARA retrieve case files for public use?** After you provide ALL OF THE REQUIRED INFORMATION from the court, NARA staff will search for the file among the miles of record storage shelving in our warehouse. If any case information is missing or erroneous, we will not be able to locate the file.

5. **What happens if you can't find my file?** If we cannot find your file, we will contact you by mail and you must re-check all of the information with the court.

6. **How long will it take to retrieve, copy, and send a file?** After we receive a request, NARA staff will log it in, verify payment, retrieve the file, copy the file, and either mail or fax it to you. **Your photocopies will be sent to you as soon as workload permits. PLEASE REQUEST YOUR COPIES WELL IN ADVANCE OF ANY DEADLINES YOU ARE FACING.**

7. **Can I call NARA to check on the progress of my request?** First, please do NOT call us to confirm that we received your request. For fax requests, check your transmission report for confirmation. Calling us to confirm your request causes delays for everyone. NARA does not offer any expedite service, and operates on a first-come first-serve basis. Your request will be handled in the order it was received.

8. **What if my file is more than 70 pages?** Requests over 70 pages will cost an additional $ 0.50 per page thereafter.

9. **Should I order a package or a complete file?** You need to discuss your options with your attorney or the party who asked you for the case file information. NARA provides packages of selected documents that suffice for some reasons, but we cannot make the decision for you.

10. **What hours are you open?** We are open for appointments 8:00 a.m. to 2:35p.m, Monday through Friday except federal holidays. To request an appointment to review your file at our facility, call (951) 956-2020 between 9:00 a.m. and 2:30 p.m. We do not offer walk-in appointments, or expedite services for walk-ins. No copies will be made after 3:00 p.m.

11. **How do I get to the Records Center and where can I park?** Take I-215 and exit Romona Expressway toward Cajalco Expressway (which becomes Cajalco Expressway). Turn left on Harvill Avenue and right on Cajalco Road to end of street. Call us or visit our website http://www.archives.gov for directions. Parking is free.

12. **What can I expect when I visit the Records Center for a pre-arranged appointment?** Upon arrival you will check in with the front desk receptionist. You must show valid picture ID. You may bring only paper and pencil, laptop computers, or portable audio recording devices into the research room. All other items must be placed in a locker or returned to your car. You can order up to 50 pages while you wait, if you pay in advance by cash, check or credit card. If you need more than 50 pages, the additional ones will be mailed to you. No copies will be made after 3:00 p.m. Eating, drinking, and smoking are not permitted in the research room. There are snack, soda and coffee machines located on the second floor of the building. Please remember that we do not offer any walk-in services.

REQUESTS BY MAIL OR FAX
BUSINESS BANKRUPTCY CASE FILES ONLY

The National Archives and Records Administration (NARA) -- Pacific Region (Laguna Niguel) accepts requests for photocopies of business or corporate bankruptcy case files, and forwards the photocopies to the requestor via U. S. Postal Service (USPS) or FAX. Requestors may obtain photocopies of either the **ENTIRE CONTENTS** of a case file, the **PACKAGE** of commonly required documents, or specific **REQUESTED DOCUMENTS** off a docket sheet.

Please follow the 5 steps below to obtain certified or uncertified copies bankruptcy case files:

STEP 1 FOR EACH CASE, OBTAIN THE FOLLOWING INFORMATION FROM THE COURT WHERE THE CASE WAS FILED AND CLOSED. ***PLEASE USE ONE FORM PER CASE.***

NARA ACCESSION NUMBER 021-	AGENCY BOX NUMBER	NARA LOCATION NUMBER

CASE FILE NUMBER	CASE FILE NAME

STEP 2 Identify whether you want the **ENTIRE CONTENTS** of the case file, the **PACKAGE** of commonly documents, or specific **REQUESTED DOCUMENTS** off the docket sheet.

*The **ENTIRE CONTENTS** of the case file*. This option includes ALL of the documents in the requested case file and costs $50.00 for the first 100 pages and $0.50 per page thereafter.

***** FAX service is NOT available with this option. *****

*The **PACKAGE** containing commonly required/requested documents*. This option includes the documents listed below ONLY. The file may not contain all of the documents listed. If you choose the **PACKAGE**, you will receive ONLY the copies of the listed documents found in the file. All questions concerning file contents should be directed to the appropriate U. S. Bankruptcy Court. The **photocopy** cost of the **PACKAGE** is $10.00.

* Either Order of Discharge, Order of Dismissal, or Final Decree.
* Debtor's Voluntary Petition.
* Attached Mailing List of Creditors.
* Schedule A - Statement of All Liabilities of Debtor, including:
  a. Schedule A1 (E) - Creditors Having Priority.
  b. Schedule A2 (D) - Creditors Holding Security.
  c. Schedule A3 (F) - Creditors Having Unsecured Claims Without Priority.

***REQUESTED DOCUMENTS** from the docket sheet*. This option includes specific documents highlighted or otherwise clearly marked on a copy of the docket obtained from the Court. All questions concerning file contents should be directed to the appropriate U. S. Bankruptcy Court. The **photocopy** cost of the **REQUESTED DOCUMENTS** is $35.00 for the first 100 pages and $0.50 per page thereafter.

CERTIFICATION is a verification of true, legal copies and costs an additional $6.00. **Certification is NOT available with FAX service.**

FAX SERVICE is available for the **PACKAGE** or **REQUESTED DOCUMENTS**. NARA will ONLY return the first 50 pages of your request via FAX. Photocopies in excess of 50 pages will be returned via U. S. Postal Service.

---------- **FOR NATIONAL ARCHIVES AND RECORDS ADMINISTRATION USE ONLY** ----------

SEARCHER'S INITIALS	DATE OF SEARCH	SEARCHER'S REMARKS

STEP 3 Print your name, mailing address, **AND** telephone number below: DATE: _____

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DAYTIME TELEPHONE NUMBER (AREA CODE _____) _____

FAX TELEPHONE NUMBER (AREA CODE _____) _____

TO THE ATTENTION OF: _____

STEP 4 Check the box next to the copy work prices you wish for us to fulfill. We will **ONLY** process the request for the box(es) that you have marked FOR BUSINESS BANKRUPTCY FILES ONLY.

ENTIRE CONTENTS (UP TO 100 PAGES)	$50.00	☐
ENTIRE CONTENTS (UP TO 100 PAGES) ***CERTIFIED***	$56.00	☐
PACKAGE [MAILED]	$10.00	☐
PACKAGE [MAILED] ***CERTIFIED***	$16.00	☐
PACKAGE [FAXED]	$10.00	☐
REQUESTED DOCUMENTS (UP TO 100 PAGES)	$35.00	☐
REQUESTED DOCUMENTS (UP TO 100 PAGES) ***CERTIFIED***	$41.00	☐
REQUESTED DOCUMENTS (UP TO 50 PAGES) [FAXED]	$35.00	☐

Make checks or money orders payable to: **NATIONAL ARCHIVES TRUST FUND**

STEP 5 PAYMENT MAY BE IN THE FORM OF A MONEY ORDER, PERSONAL PRE-PRINTED CHECK, VISA, MASTERCARD, DISCOVER, OR AMERICAN EXPRESS.

PLEASE DO NOT MAIL CASH.

Mail your payment and/or this completed form to:

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF REGIONAL RECORDS SERVICES - PACIFIC REGION
ATTENTION: TRUST FUND UNIT
24000 AVILA ROAD, 1ST FLOOR, EAST ENTRANCE
LAGUNA NIGUEL, CA 92677-3497

or FAX your request to us at (949) 340-2636, if paying by credit card.

If charging this purchase to your VISA, MASTERCARD, DISCOVER OR AMEX, please circle the appropriate card above, enter the account number, expiration date, fees authorized, and sign below.*

CREDIT CARD # _____ EXP. DATE: _____/_____

TOTAL FEES AUTHORIZED $_____

SIGNATURE: _____

*Signature must be provided to authorize payment by credit card. If signature if not provided, the request will not be processed.

***** NOTE: MAIL AND FAX REQUESTS WILL NOT BE TAKEN BY TELEPHONE. *****

YOUR REQUEST AND ANY FEES SUBMITTED WILL BE RETURNED TO YOU IF:

a. The information supplied in **STEP 1** is incorrect or incomplete.
b. The name on the case file does not match the name requested.
c. You fail to enclose a check or money order or credit card number OR if the amount is incorrect.
d. Authorization cannot be obtained for the credit card number you supplied.
e. Clearly marked Docket Sheet for *Requested Documents* is not received.
f. Your ***Entire Case*** or ***Requested Documents*** contains over 100 pages.
g. Federal agency requests are submitted without proper fees.

APPENDIX G

Central District of California Bankruptcy Forms

1. Court forms are available at no charge from the Court's web site, <*www.cacb.uscourts.gov*>, and from the Clerk's Office in all divisions. Forms marked with an asterisk (*) are available only from the Clerk's Office in all divisions.

Title
Abstract of Judgment
Adversary Proceeding
Affidavit and Request for Issuance of Writ of Execution
Amended Schedule(s) and/or Statements
Application to Pay Filing Fees in Installments with Order Approving or Denying Application*
Audio Recordings of Court Proceedings Ordering Information
Ballot for Accepting or Rejecting a Plan (Chapter 11 cases only)
Certification of Judgment for Registration in Another District
Change of Address
Exhibit Register/Notice Re Disposition of Exhibits
Instructions to the Parties
Involuntary Petition
Mega Case Procedures Checklist
National Archives and Records Administration (NARA) Order Form
Notice of Appeal
Notice of Transcript(s) Adversary
Notice of Transcript(s) Bankruptcy
Notice to Attorneys and Trustees - Multiple Objections to Claims Calendar
Proof of Claim
Request for Special Notice
Statement of Indebtedness*
Subpoena for Rule 2004 Examination
Subpoena in an Adversary Proceeding
Subpoena in a Case Under the Bankruptcy Code
Transcript Order Form
Writ of Execution

2. Forms Available from the Court's Web Site and the On-Site Copy Service

The following are Local Bankruptcy Rules forms, which may be downloaded free of charge from the Court's web site, <*www.cacb.uscourts.gov*>, or purchased from the on-site copy service in the Los Angeles, Riverside, Santa Ana, and San Fernando Valley divisions and from the Clerk's Office in the Northern Division.

Form	Title
F 1010-1	Summons and Notice of Status Conference in an Involuntary Bankruptcy Case (Mandatory)
F 1010-2	Summons and Notice of Status Conference in Section 304 Case Ancillary to a Foreign Proceeding (Mandatory)
F 1015-2.1	Statement of Related Cases (Mandatory)
F 1017-1.1	Debtor's Motion to Convert Case under 11 U.S.C. §§ 706(a), 1112(a) or (d), 1208(a) or 1307(d) (Optional)
F 1017-1.2	Order on Debtor's Motion to Convert Case Under 11 U.S.C. §§ 706(a), 1112(a) or (d), 1208(a) or 1307(d) (Optional)
F 2014-1	Statement of Disinterestedness for Employment of Professional Person under F.R.B.P. 2014 (File with Application for Employment) (Optional)
F 2016-1.1	Notice of Hearing on Application for Payment of Interim or Final Fees and/or Expenses under 11 U.S.C. § 331 or § 330 (Optional)
F 2016-1.2	Application for Payment of Interim or Final Fees and/or Expenses under (11 U.S.C. § 331) and Final Fees and/or Expenses (11 U.S.C. § 330) (Optional)
F 2016-1.3	Order on Application for Payment of Interim or Final Fees and/or Expenses (11 U.S.C. § 331) and Final Fees and/or Expenses (11 U.S.C. § 330) (Optional)
F 2016-2.1	Trustee's Notice of Motion and Motion under Local Bankruptcy Rule 2016-2 For: Authorization to Employ Paraprofessionals and/or Authorization to Pay Flat Fees Up to $_____ to Tax Preparer (Mandatory)
F 2016-2.2	Notice of Motion and Motion No. _____ under Local Bankruptcy Rule 2016-2 for Approval of Cash Disbursements by the Trustee; Opportunity to Request Hearing; Declaration of Trustee; and Order Thereon (Mandatory)
F 2090-1.1	Declaration Re: Limited Scope of Appearance Pursuant to Local Bankruptcy Rule 2090-1 (Optional)
F 2090-1.2	Application to Non-Resident Attorney to Appear in a Specific Case [Local Bankruptcy Rule 9020-1(b)] (Optional)
F 2090-1.3	Order on Application of Non-Resident Attorney to Appear in a Specific Case [Local Bankruptcy Rule 2090-1(b)] (Optional)
F 2090-1.4	Substitution of Attorney (Optional)

Form	Title
F 3001.1	Request for Issuance of Notice of Transfer of Claim under F.R.B.P. 3001(e) (Optional)
F 3001.2	Notice of Transfer of Claim Pursuant to F.R.B.P. 3001(e) (Optional)
F 3007-1.1	Order on Objection to Claims (Optional)
F 3007-1.2	Notice of Trustee's/Debtor in Possession's Request for a Copy of Proof of Claim (Optional)
F 3011-1	Motion for Order Releasing Unclaimed Funds (Optional)
F 3015-1.1	Chapter 13 Plan (Mandatory)
F 3015-1.2	Notice of Section 341(a) Meeting and Hearing on Confirmation of Chapter 13 Plan with Copy of Chapter 13 Plan (Mandatory)
F 3015-1.3	Debtor's Request to Convert Chapter 13 Case to One under Chapter 7 Pursuant to 11 U.S.C. § 1307(a) (Optional)
F 3015-1.4	Declaration Setting Forth Postpetition, Preconfirmation Deed of Trust Payments [Local Bankruptcy Rule 3015-1(m)] (Mandatory)
F 3015-1.5	Notice of Motion under Local Bankruptcy Rules 3015-1(n) and 9013-1(g) to Modify Plan or Suspend Plan Payments (Mandatory)
F3015-1.6	Motion under Local Bankruptcy Rules 3015-1(n) and 9013-1(g) to Modify Plan or Suspend Plan Payments; Trustee's Comments; Order Thereon (Mandatory)
F 3015-1.7	Rights and Responsibilities Agreement Between Chapter 13 Debtors and Their Attorneys (Mandatory)
F 3015-1.8	Declaration RE Payment of Domestic Support Obligations (Preconfirmation)
F 3015-1.9	Declaration RE Tax Returns (Preconfirmation)
F 3015-1.10	Declaration Setting Forth Post Petition, Preconfirmation Payments on: 1. Leases of Personal Property; 2. Purchase Money Security Liens in Personal Property
F 3017-1	Chapter 11 Disclosure Statement
F 3017-2	Plan Ballot Summary (Optional)
F 3018-1	Chapter 11 Plan
F 4001-1.DEC	Declaration of _____ RE: Default Under Adequate Protection Order; Request for Entry of Order Granting Relief From Stay (Mandatory)
F 4001-1M.CUST	Notice of Motion and Motion for (A) Relief From the Automatic Stay under 11 U.S.C. § 362 (Real Property), and (B) Relief from Turnover under 11 U.S.C. § 543 by Prepetition Receiver or Other Custodian (with supporting declarations (Mandatory)

Form	Title
F 4001-1M.ER	Extraordinary Relief Attachment **(Optional to the Judge–see NOTE on page G-7)**
F 4001-1M.IS	Notice of Motion and Motion in Individual Case for Order Imposing a Stay or Continuing the Automatic Stay as the Court Deems Appropriate
F 4001-1M.NA	Notice of Motion and Motion for Relief From the Automatic Stay under 11 U.S.C. § 362 (with supporting declarations) (Action in Non-Bankruptcy Forum) (Mandatory)
F 4001-1M.PP	Notice of Motion and Motion for Relief From the Automatic Stay under 11 U.S.C. § 362 (with supporting declarations) (Personal Property) (Mandatory)
F 4001-1M.RP	Notice of Motion and Motion for Relief From the Automatic Stay under 11 U.S.C. § 362 (with supporting declarations) (Real Property) (Mandatory)
F 4001-1M.TCS	Trustee's Notice of Motion and Motion for Order Continuing the Automatic Stay under 11 U.S.C. § 362(h)(2), for Adequate Protection and for Delivery of Personal Property in Individual Case
F 4001-1M.TS	Notice of Motion and Motion in Individual Case for Order Confirming Termination of Stay under 11 U.S.C. § 362(j), or that No Stay is in Effect Under 11 U.S.C. § 362(c)(4)(A)(ii)
F 4001-1M.UD	Notice of Motion and Motion for Relief From the Automatic Stay under 11 U.S.C. § 362 (with supporting declarations) (Unlawful Detainer) (Mandatory)
F 4001-1M.13	Declaration of Agent for Standing Trustee (Chapter 12 and 13 cases only; Attach to Stay Motion) (Mandatory)
F 4001-1M.RES	Response to Motion for Order to Terminate, Annul, Modify, or Condition the Automatic Stay under 11 U.S.C. § 362 and Declaration(s) in Support (Optional)
F 4001-1O.CUST	Order Granting Motion for (1) Relief From the Automatic Stay under 11 U.S.C. § 362, and (2) Relief from Turnover under 11 U.S.C. § 543 by Prepetition Receiver or Other Custodian (Mandatory)
F 4001-1O.ER	Extraordinary Relief Attachment **(Optional to the Judge–see NOTE on page G-7)**
F 4001-1O.NA	Order Granting Motion for Relief From the Automatic Stay under 11 U.S.C. § 362 (Action in Non-Bankruptcy Forum) (Mandatory)
F 4001-1O.PP	Order Granting Motion for Relief From the Automatic Stay under 11 U.S.C. § 362 (Personal Property) (Mandatory)
F 4001-1O.RP	Order Granting Motion for Relief From the Automatic Stay under 11 U.S.C. § 362 (Real Property) (Mandatory)
F 4001-1O.TCS	Order Granting Trustee's Motion for Order Continuing the Automatic Stay, for Adequate Protection and for Delivery of Personal Property in Individual Case
F 4001-1O.IS	Order Granting Motion for Order Imposing a Stay or Continuing the Automatic Stay

Form	Title
F 4001-1O.UD	Order Granting Motion for Relief From the Automatic Stay under 11 U.S.C. § 362 (Unlawful Detainer) (Mandatory)
F 4001-1O.DENY	Order Denying Motion for Relief From the Automatic Stay under 11 U.S.C. § 362 (Mandatory)
F 4001-1.1	Debtor's Certification that Circumstances Exist Which Would Allow Cure of Monetary Default Underlying Judgment for Possession of Residential Property and Proof of Deposit (11 U.S.C. § 362(l)(1))
F 4001-1.2	Debtor's Further Certification of Cure of Monetary Default Underlying Judgment for Possession of Residential Property and Proof of Deposit (11 U.S.C. § 362(l)(2))
F 4001-1.3	Lessor's Objection to Debtor's Certification and/or Debtor's Further Certification Concerning Residential Property and Notice of Hearing (11 U.S.C. § 362(l)(3)(A))
F 4001-1.4	Lessor's Certification of (1) Prepetition Eviction Action Seeking Possession of Residential Property Based on Debtor's Prepetition Endangerment of Property or Illegal Use of a Controlled Substance, or (2) Endangerment of the Property or Illegal Use of a Controlled Substance within the Last 30 Days (11 U.S.C. § 362(b)(23))
F 4001-1.5	Debtor's Objection to Lessor's Certification and Notice of Hearing (11 U.S.C. § 362(m)(A) and (B))
F 4001-2	Statement Pursuant to Local Bankruptcy Rule 4001-2 (Cash Collateral Stipulations) (Optional)
F 4008-1.1	Reaffirmation Agreement (Mandatory)
F 4008-1.2	Notice of Hearing Re: Reaffirmation Agreement (Mandatory)
F 4008-1.3	Order Disapproving Reaffirmation Agreement with Notice of Entry (Mandatory)
F 4008-1.4	Order Approving Reaffirmation Agreement with Notice of Entry (Mandatory)
F 5075-1.1	Declaration to be Filed with Motion Establishing Administrative Procedures RE 28 U.S.C. § 156(c) (Mandatory)
F 6004-2	Notice of Sale of Estate Property
F 7004-1	Summons and Notice of Status Conference (Mandatory)
F 7016-1.1	Joint Status Report - Local Bankruptcy Rule 7016-1(a)(2) (Optional)
F 7016-1.1a	Joint Status Report - Additional Party Attachment
F 7016-1.2	Status Conference and Scheduling Order Pursuant to Local Bankruptcy Rule 7016-1(a)(3) (Optional)
F 7027-1	Request for Disclosure of Discovery Documents under Local Bankruptcy Rule 7027-1(d) (Optional)

Form	Title
F 9013-1.1	Notice of Motion (Hearing Required) (Mandatory)
F 9013-1.2	Notice of Motion under Local Bankruptcy Rule 9013-1(g)(1) for: (Optional)
F 9013-1.3	Notice of Opposition and Request for a Hearing (Optional)
F 9013-1.4	Notice of Non-Opposition (Optional)
F 9013-1.5	Notice of Motion and Motion to Avoid Lien under 11 U.S.C. § 552(f) (Real Property) (Optional)
F 9013-1.6	Order on Motion to Avoid Lien under 11 U.S.C. § 522(f) (Real Property) (Optional)
F 9013-1.7	Notice of Motion and Motion to Avoid Lien under 11 U.S.C. § 522(f) (Personal Property) (Optional)
F 9013-1.8	Order on Motion to Avoid Lien under 11 U.S.C. § 522(f) (Personal Property) (Optional)
F 9013.1-9	Declaration Re: Entry of Order Without Hearing Pursuant to Local Bankruptcy Rule 9013-1(g) (Optional)
F 9021-1.1	Notice of Entry of Judgment or Order and Certificate of Mailing (Optional)
F 9021-1.2	Request for Entry of Default under Local Bankruptcy Rule 9021-1 (Optional)
F 9021-1.3	Motion for Default Judgment under Local Bankruptcy Rules 9021-1 (Optional)
F 9021-1.4	Default Judgment (Without Prior Judgment) (Optional)
F 9021-1.5	Default Judgment (Based on Prior Judgment) (Optional)
F 9075-1	Order Shortening Time [Local Bankruptcy Rule 9075-1(b)] (Optional)

NOTE: Not all judges allow extraordinary relief to be requested by motion. If the judge to whom the case has been assigned allows the request by motion, then the use of this form is **mandatory**.

3. **Obtaining Copies from the On-Site Copy Service**

a. The on-site copy service in the Los Angeles, Riverside, Santa Ana, and San Fernando Valley Divisions is authorized to sell documents such as manuals, forms, and petition packages. (In the Northern Division, the Clerk's Office provides these documents.) The table on page G-8 lists the available documents.

b. Documents Available from the On-Site Copy Service in the Los Angeles, Riverside, Santa Ana, and San Fernando Valley Divisions

Document Title
Adversary Proceeding Forms
Bankruptcy Mediation Program Forms
Bankruptcy Mediation Program Mediator Panel Biographical Information
Bankruptcy Mediation Program Mediator Panel Information
Bankruptcy Mediation Program Procedures Manual for Parties, Attorneys, and Mediators
Desk Reference Manual
Chapter 7 Petition Package
Chapter 11 Disclosure Statement
Chapter 11 Forms
Chapter 11 Petition Package
Chapter 11 Plan
Chapter 13 Forms
Chapter 13 Petition Package
Local Bankruptcy Rules (Unabridged Edition)
Notice to Attorneys and Trustees Re: Multiple Objections to Claims Calendar Filing Procedures
Relief from Stay Forms

APPENDIX H

Audio and Transcript Ordering Forms

Order # _____

United States Bankruptcy Court
Central District of California

Audio Recording of Court Proceedings Order Form

Ordering Party: Name, Address, and Telephone Number

Name _____

Firm _____

Address _____

City, State, Zip _____

Phone _____

Case/Debtor Name:

Case Number: **Chapter No.:**

☐ **Bankruptcy** ☐ **Adversary**

Presiding Judge _____

Hearing Information (A separate form must be completed for **each** hearing date requested.)

Date of Hearing: _____ **Time of Hearing:** _____ **Calendar Matter Number:** ____
(Use one form for each hearing date.)

Do you want a recording of the ☐ entire hearing ☐ ruling, or ☐ part of a hearing. If you want a recording of only part of the hearing, please indicate which part below:

Number of copies requested: _____

Digital Formats (If the hearing date requested is prior to implementation of digital recording, please skip this section.)

For audio requests of hearings held ***after an office converted to digital recording***, you have the option to select the format for your CD-ROM. Please make your selection below.

- ☐ **CD - FTR Gold format** you must download the free *FTR Player Plus*™ onto your computer from <www.ftrgold.com>.
- ☐ **CD - Windows Audio format** will play using standard software installed on most computers.
- ☐ **CD - PC Audio format** (generic format) can be played on most CD-R and CD-RW compatible players designed to play music. **This is the only format which is compatible with either a Macintosh or Apple computer.**

Cost

The cost for one compact disc (CD) or one cassette tape is $26.00. A deposit of $26.00 is required for each hearing date before an audio request may be processed. Audio requests are ordinarily completed within two business days from receipt of the deposit. The ordering party will be notified by telephone when the audio request is ready. If additional fees are required, the ordering party will be notified. Payment of additional fees is required prior to picking up the completed order.

Signature of ordering party:

_____ Date: _____

By signing, I certify that I will pay all charges upon completion of the audio recording request.

Pick-up Verification:

_____ Date: _____

Media Duplicated _____ Total Cost: _____

	Date	By		
Order Received			Deposit Paid	
Deposit Paid			Total Charges	
Audio Duplicated			Less Deposit	
Party Notified to Pick-up			Total Due	

Cashier Verification:

Receipt Number _____

Stamp _____ (Seal) Rev. 2/04

UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA

ORDER NO. _____

CHAPTER _____

APPEAL _____

TRANSCRIPT ORDER FORM

Ordering Party's Name: _____

Firm: _____

Mailing Address: _____

_____

Telephone: ( ) _____ Person to Contact: _____

Bankruptcy Case #: _____ Adversary Motion #: _____

Date of Proceedings: _____ Time: _____
Debtor: _____

Case Name: _____ vs. _____

Presiding Judge: _____ Courtroom #: _____

NOTE: All due dates are computed from the date the deposit is received in the Clerk's Office. A Transcript Order Form must be completed for each hearing date requested.

Transcript Ordered: ( ) Full ( ) Partial

( ) Ordinary ( ) Expedited

( ) Copy Only ( ) Number of Copies _____

TO BE COMPLETED BY THE COURT RECORDER

Dated Request Received: _____ Estimated Pages: _____ Deposit Required: $_____

Quote Given to: _____ Date Quoted: _____ Quoted by: _____

Digital Recording
Time Start: _____ Time End: _____ Time Start: _____ Time End: _____
Analog Tape Recording
Tape # _____ Index # _____ to _____ Tape # _____ Index # _____ to _____

Date Deposit Received: _____ Due Date: _____

Transcription Company: _____ Date Sent: _____

Court Recorder: _____ Processed by: _____

Date Completed Transcript Received: _____

Revised August 2004

TO BE COMPLETED BY THE TRANSCRIPTION SERVICE

Place comments regarding recording material on this page and return this form with the completed transcript, audio, and logs to:

( ) COURT RECORDERS
U. S. Bankruptcy Court
255 East Temple Street
Los Angeles, CA 90012

( ) COURT RECORDERS
U. S. Bankruptcy Court
3420 Twelfth Street
Riverside, CA 92501

( ) COURT RECORDERS
U. S. Bankruptcy Court
411 West Fourth Street
Santa Ana, CA 92701

( ) COURT RECORDERS
U. S. Bankruptcy Court
1415 State Street
Santa Barbara, CA 93101

( ) COURT RECORDERS
U. S. Bankruptcy Court
21041 Burbank Boulevard
Woodland Hills, CA 91367

The transcriber is to use the following space to evaluate the audio and logs received with this order.

EVALUATION	VERY GOOD	SATISFACTORY	POOR
Sound quality			
Log legibility			
Log completeness			

Comments and suggestions for Court Recorder operator:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Administrative Office of the United States Courts

(Rev. 1/87)

TAPE ORDER

Read instructions on next page.

1. NAME	2. PHONE NUMBER	3. DATE	
4. MAILING ADDRESS	5. CITY	6. STATE	7. ZIP CODE

8. CASE NUMBER	9. CASE NAME	DATES OF PROCEEDINGS	
		10. FROM	11. TO
12. PRESIDING JUDICIAL OFFICIAL		LOCATION OF PROCEEDINGS	
		13. CITY	14. STATE

15. ORDER FOR			
APPEAL	CRIMINAL	CRIMINAL JUSTICE ACT	BANKRUPTCY
NON-APPEAL	CIVIL	IN FORMA PAUPERIS	OTHER (Specify)

16. TAPE REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which duplicate tape(s) are requested.)

PORTION(S)	DATE(S)	PORTION(S)	DATE(S)
VOIR DIRE		TESTIMONY (Specify Witness)	
OPENING STATEMENT (Plaintiff)			
OPENING STATEMENT (Defendant)			
CLOSING ARGUMENT (Plaintiff)		PRE-TRIAL PROCEEDING (Spcy)	
CLOSING ARGUMENT (Defendant)			
OPINION OF COURT			
JURY INSTRUCTIONS		OTHER (Specify)	
SENTENCING			
BAIL HEARING			

17. ORDER

	NO. TAPES	NO. COPIES	COSTS
REFORMATTED DUPLICATE TAPE(S) FOR PLAYBACK ON A STANDARD CASSETTE RECORDER AT 1-7/8 INCHES PER SECOND			
UNREFORMATTED DUPLICATE TAPE(S) FOR PLAYBACK ON A 4-TRACK CASSETTE RECORDER AT 1-7/8 INCHES PER SECOND			
UNREFORMATTED DUPLICATE TAPE(S) FOR PLAYBACK ON A 4-TRACK CASSETTE RECORDER AT 15/16 INCHES PER SECOND			
CERTIFICATION (18. & 19.) By signing below, I certify that I will pay all charges (deposit plus additional) upon completion of the order.	ESTIMATE TOTAL		

18. SIGNATURE	19. DATE	
PROCESSED BY	PHONE NUMBER	

	DATE	BY		
ORDER RECEIVED			DEPOSIT PAID	
DEPOSIT PAID			TOTAL CHARGES	
TAPE DUPLICATED			LESS DEPOSIT	
ORDERING PARTY NOTIFIED TO PICK UP TAPE			TOTAL REFUNDED	
PARTY RECEIVED TAPE			TOTAL DUE	

(All previous editions of this form are canceled and should be destroyed.)

DISTRIBUTION: COURT COPY ORDER RECEIPT ORDER COPY

INSTRUCTIONS
GENERAL

Use. Use this form to order duplicate tapes of proceedings. Complete a separate order form for each case number for which tapes are ordered.

Completion. Complete Items 1-19. Do *not* complete shaded areas which are reserved for the court's use.

Order Copy. Keep a copy for your records.

Mailing or Delivering to the Court. Mail or deliver two copies to the Office of the Clerk of Court.

Deposit Fee. For orders of 20 or more tapes, the court will notify you of the amount of the required deposit fee which may be mailed or delivered to the court. Upon receipt of the deposit, the court will process the order.

Delivery Time. Delivery time is computed from the date of receipt of the deposit fee (if requested, otherwise computed from the court's receipt date).

Completion of Order. The court will notify you when the tapes are completed.

Balance Due. If the deposit fee was insufficient to cover all charges, the court will notify you of the balance due which must be paid prior to receiving the completed order.

SPECIFIC

Items 1-19.	These items should always be completed.
Item 8.	Only one case number may be listed per order.
Item 15.	Place an "X" in each box that applies.
Item 16.	Check specific portion(s) and list specific date(s) of the proceedings for which a copy is requested.
Item 17.	Place an "X" in each box that applies. Indicate the number of additional copies ordered.
Item 18.	Sign in this space to certify that you will pay all charges upon completion of the order. (This includes the deposit plus any additional charges.)
Item 19.	Enter the date of signing.
Shaded Area.	Reserved for the court's use.

APPENDIX I

PACER Registration Form

Public Access to Court Electronic Records
PACER Service Center
Registration Form

PLEASE TYPE OR PRINT THIS FORM.

FIRM NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

_____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

PLEASE FAX THIS FORM TO (210) 301-6441 OR MAIL TO:

PACER SERVICE CENTER
PACER REGISTRATION
P. O. BOX 780549
SAN ANTONIO, TX 78278-0549

There is no registration fee. The access fee is currently $0.08 per page on the Internet. You will receive your log in and password in the mail within a week. Log ins and passwords cannot be faxed or given over the telephone. If you have any questions, call the PACER Service Center at (800) 676-6856.

APPENDIX J

Glossary of Terms

341(a) Meeting: See "First Meeting of Creditors."

Abstention Motion: Abstention is a rule that requires or allows a Bankruptcy Court to abstain from hearing a case because the case may more appropriately be heard in a state court or other specialized court such as the Tax Court. Under 28 U.S.C. § 1334(2), the Bankruptcy Court must abstain from hearing a noncore matter (see "Core Proceedings") involving only state law matters, where the only reason the noncore matter is before the Bankruptcy Court is because the debtor is in bankruptcy; and the noncore proceeding can be, or is, quickly commenced in another court. A party filing a motion for abstention pursuant to 28 U.S.C. § 1334(a) should file it with the Bankruptcy Clerk, and the motion will be heard by a bankruptcy judge.

Amendment: To change or modify. To alter by modification, deletion, or addition.

Administrative Office (AO): The administrative arm of the Federal Courts. This office is responsible for carrying out the policy decisions of the Judicial Conference. These duties include collecting court statistics and processing the federal courts' budget and payroll.

Adversary Proceeding: Type of action defined in Bankruptcy Rule 7001 that must be commenced by the filing of a complaint (requires a filing fee and must be served with a summons). All normal discovery rules of the *Federal Rules of Civil Procedure* (as modified by the Bankruptcy Rules) apply in adversary proceedings.

Affidavit of Service: See "Proof of Service."

AKA: A standard abbreviation for "also known as."

Appeal: A request for a review by a higher court of a judgment or decision made by a lower court. See "Bankruptcy Appellate Panel."

Asset: Any legal or equitable rights that belong to the debtor (e.g., real property, personal property, law suits, causes of action, etc.) that may be used to satisfy an outstanding debt. An *Asset Case* is one in which an adequate sum is recovered to distribute to creditors over and above the costs of administration and the debtor's exemptions. A *No Asset Case* is one in which there is not enough money in the estate to distribute to creditors.

Automatic Stay: When the debtor files bankruptcy, creditors are automatically prevented, or "stayed," from acting in any way to collect or enforce their debts from the debtor except through the Bankruptcy Court. 11 U.S.C. § 362(a) of the Code provides that damages can be assessed for willful violations of the stay. Moreover, the Code prohibits acts to exercise control over property of the debtor.

Avoid: To annul, cancel, make void; to destroy the efficacy of anything. This term may be used when describing the power of a trustee to avoid or cancel a pre-petition payment or transfer of property by the debtor.

BAFJA: Bankruptcy Amendments and Federal Judgeship Act of 1984. This Act added many new provisions to the Code.

Bankrupt: A term historically applied to an individual, partnership, or corporation that has filed a bankruptcy petition. This phrase has been replaced by the term *debtor*.

Bankruptcy: A federal system for collecting assets of the debtor and paying creditors' claims from those assets that are not exempt.

Bankruptcy Act: Refers to the federal statutes dealing with bankruptcy enacted in 1898, as amended, and formerly found in Title 11 of the United States Code. The Bankruptcy Act of 1898 was repealed and replaced in November 1978 by enactment of the Bankruptcy Reform Act of 1978 (Public Law 95-598). The former Bankruptcy Act continues to apply to cases first commenced prior to October 1, 1979.

Bankruptcy Reform Act of 1994: An Act that added many new provisions to the Bankruptcy Code.

Bankruptcy Appellate Panel (BAP): The BAP hears and determines appeals from final judgments, orders, and decrees entered by bankruptcy judges. Each appeal is heard and determined by a panel of three judges. A BAP judge may not participate in an appeal originating in a district from which the appellate panel judge is appointed or designated.

Bankruptcy Code: Title 11 of the United States Code that was passed by Congress in 1978 (to become effective November 1979) and thereafter. It contains provisions from which the structure, parties and their rights, and duties emanate. The Bankruptcy Code was amended by BAFJA in 1984, the Bankruptcy Judges, U. S. Trustees and Family Farmer Bankruptcy Act of 1986, and the Bankruptcy Reform Act of 1994.

Bankruptcy Court: A branch of the federal judicial system that administers bankruptcy law. The bankruptcy court is a "unit" of the district court.

Bankruptcy Judge: A federal judge appointed to preside over and administer bankruptcy cases. After an exhaustive merit screening process, bankruptcy judges are appointed to 14-year terms.

Bankruptcy Mediation Program: A program allowing parties to resolve a case or issue before a neutral fact finder instead of before a bankruptcy judge.

Bar or Members Thereof: Attorneys admitted to practice before state and federal courts.

Bar Date: A court-set date by which pleadings or claims must be filed; a deadline.

Board of Judges (Bankruptcy Court): Refers to the bankruptcy court judges assigned to this district.

Calendar: A list or register of matters in cases to be heard or tried in court arranged in order of appearance.

Canons: Rules regulating and governing the conduct of employees and judicial business in the court.

Cause: Relief from stays, dismissal, and other remedies under the Code are available on a showing of "cause." "Cause" in stay relief matters includes a lack of adequate protection of a creditor's rights but may also include judicial findings of bad faith by the debtor or other grounds.

Central District: Refers to the Central District of California, which is composed of Los Angeles, Orange, Riverside, San Bernardino, Santa Barbara, San Luis Obispo, and Ventura Counties.

Certification: The process by which a document is declared to be a true and complete copy of its counterpart in the court's possession.

Chapter 7: This chapter is used by an individual, partnership, or corporation that has no hope of financial rehabilitation. A voluntary or involuntary case in which the estate is being liquidated under provisions of chapter 7 of Title 11 of the United States Code. When an Order for Relief is entered under chapter 7, the nonexempt property of the debtor is liquidated by a trustee for the benefit of creditors, while the debtor is discharged (relieved) from paying certain debts.

Chapter 9: A type of bankruptcy in which a municipality or governmental unit, such as a water district, seeks relief under the Bankruptcy Code.

Chapter 11: This chapter is utilized in a voluntary or involuntary case in which an Order for Relief has been entered under provisions of chapter 11 of Title 11 of the United States Code. Under chapter 11, the debtor (called "Debtor in Possession" in chapter 11 cases) seeks to reorganize its financial and business affairs by proposing a plan of reorganization that must be approved by its creditors and the Court. After approval, the debtor in possession may be allowed to sell some or all of its assets and to reorganize its financial and business affairs with the goal of again becoming a viable economic entity. The U. S. Trustee's Office provides oversight for chapter 11 cases.

Chapter 12: This chapter provides a hybrid relief for "family farmers," adopting protection, rights, and duties from chapters 11 and 13. The "family farmers" requirements of Title 11 of the United States Code § 101(17) and regular income requirements to Title 11 of the United States Code § 101(18) must be satisfied.

Chapter 13: A type of bankruptcy in which an individual with a "regular income" proposes an arrangement or plan for payment of some or all debts over time, not to exceed five years. Previously called "wage earner" bankruptcies, only an individual may file a chapter 13. The debtor may not owe more than $922,975.00 in secured debts or more than $307,675.00 in unsecured debts. A standing trustee serves as a disbursing agent to collect and pay out that portion of the debtor's income and as provided for under the plan.

Chief Deputy: The Clerk's Office senior manager responsible for providing day-to-day supervision over operations or administration. In the Central District of California, there are two Chief Deputies, one for Operations and one for Administration.

Chief Judge: The presiding, most senior, or designated principal judge of a court. The additional duties of a chief judge are administrative. The chief judge does not supervise other judges in the district.

Claimant: The party asserting the right to money, property, or other legal or equitable remedy.

Claims: The broad definition of a claim in the Bankruptcy Code includes any right to payment, even if it is in dispute or not fixed in amount, and any right to an equitable remedy for breach of performance.

Administrative Claim: Claims that are reasonable and necessary expenses of the post petition estate, including postpetition wages, taxes, and the Debtor in Possessions (DIPs) and creditors' committee's attorneys' fees and costs, other professional fees and costs (accountants, etc.), and the compensation and/or reimbursement for a trustee or an examiner.

Junior Claim: See "Subordinated Claim" in this section.

Priority Claim: Claim that must be paid before unsecured claims are paid. Examples are: taxes, wages, consumer deposits, etc. Priority claims also include, as a first priority, all administrative claims of the estate.

Secured Claim: That portion of a claim in bankruptcy that is protected by a lien in property worth as least as much as the amount of the claim. Secured claims are not discharged and must be adequately protected by the debtor, or the debtor may lose the benefit of protection of the automatic stay.

Subordinated Claim: A claim that takes a junior position in priority to other claims. Claims may be subordinated by agreement or through an adversary proceeding.

Unsecured Claim: Those claims asserted in a bankruptcy proceeding that are not bolstered by lien rights in any real property or personal property of the estate or the debtor. An unsecured claim (e.g., an administrative claim) **may** have priority over other claims. (See "Administrative Claim" above.)

Clerk of Court: The Executive Officer of the court who manages nonjudicial administrative activities of the court. The Clerk is the custodian of the court's records.

Complaint: The pleading required to commence an adversary proceeding, setting forth the claims against defendants, the basis for the claims, and a request for relief in a brief fashion.

Confirmation: The determination by the bankruptcy judge and the hearing before the bankruptcy court on whether the proposed plan of reorganization in a Chapter 11 or plan for repayment in Chapter 13 has been accepted by the necessary group or groups of creditors and also meets other statutory restrictions.

Conform: The act of amending a copy of a document so that it reads exactly as the original in the court's possession.

Contempt: Any willful disregard or disobedience of a judge.

Continuance: To change a hearing date to a future date.

Conversion: Process in which debtor determines (or creditor moves) to change the Bankruptcy Code chapter under which relief was sought. Most commonly, conversion is from chapter 11 or 13 to a chapter 7, after the plan proves infeasible.

Core Proceedings: Those matters before a bankruptcy court directly tied to the bankruptcy case and arising under the Bankruptcy Code. In accordance with 11 U.S.C. § 157(b), core proceedings include estate administration matters, allowance or disallowance of claims, use and sale of property, obtaining credit by the debtor/estate, automatic stay litigation, nondischargeability litigation, etc.

Costs: The amount awarded by a judge to the successful party in a case to cover expenses incurred in defending or prosecuting the suit.

Court Seal: A device with an imprinted design of the Court's emblem. The seal creates an impression on a document to indicate its authenticity.

Cover Sheet: The standard form that lists the plaintiff(s), defendant(s), attorneys and their addresses, together with the cause of the action and nature of the suit.

Creditor: A person or party seeking payment of the debts owed him or her by the debtor.

Creditor's Meeting: See "First Meeting of Creditors."

DBA: Standard abbreviation for "doing business as."

Debtor: A person (defined as an individual, general or limited partnership, corporation, or municipality) concerning whom a case under Title 11 of the United States Code has been commenced.

Debtor in Possession: The official title of the debtor after having filed a chapter 11 proceeding. The debtor in possession exercises all the powers and rights of a trustee in bankruptcy and is similarly charged with such duties. For a corporation or business partnership, this means that current management will remain in control after filing chapter 11.

Declaration of Service: See "Proof of Service."

Default: Failure of any party to take a required step including failure of that party to respond to a pleading or appear at a hearing.

Default Judgment: A judicial ruling based upon the failure of a party to respond or appear.

Defendant: Any party against whom relief or recovery is sought in a civil or criminal action.

Discharge: The official order of the court that releases the individual debtor from certain unsecured debts incurred prior to bankruptcy and listed on the petition. Additionally, a discharge bars creditors from future collection efforts on released debts. However, some debts are not dischargeable, such as taxes that became legally due and owing by the debtor within a specified period of time, alimony, and child support, or debts not listed on the schedules filed by the debtor. Secured debts are not discharged, except to the extent that the collateral is insufficient to cover the amount of the claim.

Discovery: The discovery process is governed by various rules that allow, for example, inspection of documents and property, and require persons to answer questions under oath about matters relevant to the case. This encompasses the compulsory disclosure by one party or witnesses of facts, opinions, knowledge of events, documents, etc., to the opposing party who seeks the information to properly prosecute or defend the case.

Dismissal: Process by which a bankruptcy case or proceeding is terminated. Dismissal of a case terminates all stays and the existence of the bankruptcy estate.

District Court: A United States Court with Article III federal jurisdiction.

Docket: The official register for each case on which brief entries of all court proceedings and all filed documents are recorded. The case docket furnishes a brief index of every paper in a file and serves as a chronological history of the case or proceeding from beginning to end.

Entry of Judgment: The clerk's placing on the docket of the final judgment.

Estate: Upon the filing of a bankruptcy petition, a new entity is created consisting of all of a debtor's legal and equitable rights in the debtor's property, and is termed the bankruptcy "estate." The representative of the estate in a chapter 7 or 13 is the trustee, while it is the Debtor in Possession (DIP) in the chapter 11 case unless the court orders the appointment of a chapter 11 trustee.

Ex Parte: Without notice to other parties. Ex Parte relief is usually granted only under emergency circumstances or is limited to setting a hearing with limited notice or sooner than it would ordinarily be heard.

Exemptions: Those interests in property that an individual debtor is allowed by state law to keep or retain if the debtor elects to do so. Exempt property is not subject to unsecured creditor's claims.

Expunge: To strike, cancel, or erase.

Face Sheet: The first page of any pleading or complaint on which the names and addresses of parties are listed.

Federal Judicial Center (FJC): The research and education arm of the federal judicial system. The FJC was established by Congress in 1967 on the recommendation of the Judicial Conference of the United States.

File: To submit for entry into the records of the court. The clerk is to endorse upon the paper the date and time it is received and retain it in his office, subject to inspection by whomever wants to view or examine it.

Findings of Fact and Conclusions of Law: Decisions proposed regarding questions of fact and law reached as a result of a judicial examination or investigation.

First Meeting of Creditors: Debtor's first duty to appear and testify under oath and to be questioned by creditors occurs at this meeting. Also known as the "341(a) meeting," it is presided over by the trustee assigned to the case and is held approximately 40 days after the new petition is filed.

Foreclosure: To deprive a debtor of the right to retain property because of failure to make payments when due, with ownership of the property then passing to the creditor.

Hearing: A proceeding where evidence is taken to determine an issue of fact and reach a decision on the basis of that evidence. A relatively formal proceeding resembling a trial.

Insolvent: General inability to pay debts as they become due.

Interim Trustee: See "Office of the U. S. Trustee."

Interlocutory: Provisional; interim; temporary; not final. Something intervening between the commencement and the end of a suit that decides some point or matter but is not a final decision of the whole controversy.

Involuntary Petition: A petition that is filed by a group of three or more creditors whose aggregate unsecured claims must total at least $10,775.00. Such creditors seek an Order for Relief against the debtor under chapter 7 or 11. Usually, these creditors seek to utilize bankruptcy protection and the automatic stay to stop the action of another creditor or to control the actions of "insiders."

Judgment: The official and authentic decision of a court upon the rights and claims of the parties to a suit.

Judicial Conference of the United States: The Judicial Conference of the United States is the principal policy making body for the federal court system.

Junior Claims: See "Subordinated Claims" under Claims.

Jurisdiction: The power of a court over persons, property, or the subject matter of dispute. Bankruptcy courts are commonly held to have nationwide jurisdiction over persons.

Lien: A charge against or interest in property taken to secure payment of a debt or performance of an obligation.

Liquidation Bankruptcy: See "Chapter 7 Bankruptcy."

Litigant: A party to a lawsuit.

Local Bankruptcy Rules: The rules of each court, which must be in keeping with the Federal Rules that govern procedure in all federal courts.

Lodged: Indicates an acceptable document that has been presented to the court for filing and, pursuant to given rules, must be held for a specified period of time before it can be acted upon.

Master Mailing List: See "Matrix."

Matrix: A specifically designed list of names and mailing addresses of all parties in interest in a case to whom the clerk must mail required legal notices. Submitted to the court by the debtor or the debtor's representative with a bankruptcy filing.

Moot: A judgment on some matter that, when rendered, for any reason, cannot have any practical legal effect upon a then existing controversy.

Motion: Pleading used to commence a contested matter, usually setting forth the factual and legal basis for relief. Any request for a court order that is not an adversary proceeding under Rule 7001 should be commenced by a motion.

Movant: One who makes or files a motion before the court.

National Rules: Rules of procedure in bankruptcy cases, recommended by the Judicial Conference of the United States pursuant to 28 U.S.C. § 2075.

Noncore Proceedings: A claim or action that is related to a bankruptcy case but is not a core matter. See "Core Proceedings."

Nondischargeability: A proceeding filed by a creditor to have his particular unsecured debt declared nondischargeable; i.e., after bankruptcy, the debtor would still owe the creditor money. Grounds for a nondischargeability suit include fraud, false financial statements, and tax-related debts. Also included are child support, credit card binges, and injuries caused by drivers under-the-influence.

Notice: Under Bankruptcy Rule 2002, notice requirements are whatever time requirement is appropriate under the circumstances. Forms of notice may include formal written notice or notice by telephone, depending on the matter.

Notice of Motion: A document that sets a motion for hearing before the bankruptcy judge by notifying the defendant when and where he is to appear and sets forth the cause of the complaint.

Notice of Period: The amount of time allowed to elapse between the mailing of the notice and the actual date of the hearing.

Objection to Discharge: A creditor's adversary proceeding to have the debtor's discharge of debts entirely prevented. Grounds for a total bar of the discharge generally concern misconduct by the debtor after the bankruptcy filing.

Office of the U. S. Trustee: An Executive Branch (Department of Justice) agency that administers bankruptcy cases. This office appoints interim trustees, from a previously appointed panel of private individuals, to administer chapter 7 cases; lends support and oversees the Debtor in Possession in a Chapter 11 case; and appoints standing trustees in chapter 13 cases.

Order: A judicial command or direction. Orders are sought by motion.

Order for Relief: A term used in the Bankruptcy Code to establish the date on which a bankruptcy case begins.

Order to Show Cause (OSC): A court order commanding a party to show cause why an action should or should not be taken.

Petition: The document filed by a debtor that initiates a bankruptcy proceeding. Petitions may be voluntarily filed by the debtor or involuntarily filed against the debtor by three or more of his creditors.

Plaintiff: The individual who brings the suit asking for enforcement of a right or relief from a wrong.

Plan: A document that outlines a debtor's arrangement for accomplishing its reorganization. The proposed reorganization plan is subject to Court and creditor approval. The procedure involves the preparation and submission of the plan to the Court. After a hearing and Court determination that the plan is feasible and proper, it may be approved and may proceed to implementation.

Pleading: Any of the formal written statements presented by the parties in a case.

Prayer: The request for judicial action contained within the pleading document.

Preliminary Hearing: See "Pre-Trial Conference."

Pre-Trial Conference: An informal conference between the attorneys for both sides, with the judge as moderator, to clarify and narrow the issues and to attempt to work out a settlement in lieu of the judgment. Often used interchangeably in this court with "Preliminary Hearing" and "Status Conference."

Priority Claims: See "Claims."

Pro per: See "Pro se."

Pro se: In your own behalf; in person. Appearing for oneself, as in the case of one who does not hire a lawyer.

Proceeding: The conducting of judicial business before the court. Any step or act taken in a bankruptcy case from its beginning to conclusion.

Proof of Claim: Documentation provided that supports a bankruptcy claim. See "Claims."

Proof of Service: An affidavit stating that a copy of the pleading has been served upon the other parties in interest. Often used interchangeably with "Declaration of Service" and "Affidavit of Service."

Reaffirmation Agreement: Decision wherein the debtor wishes to reinstate a debt that would normally be discharged.

Record: A written collection of all the acts and proceedings in an action or suit.

Relief From Stay: A contested matter filed with the bankruptcy court in which a creditor requests that the court modify (or "lift") the automatic stay to allow the creditor to proceed in its actions against the debtor's property. See "Automatic Stay."

Remand: To send back. The act of a higher court in sending a case back to the court in which it was originally adjudicated.

Removal: The transfer of an action that is pending in one court into another court due to the involvement of its parties in impending litigation.

Reorganization Bankruptcy: See "Chapter 11 Bankruptcy."

Schedules: At the outset of a voluntary bankruptcy filing, the debtor is required to file with the court detailed lists of assets, liabilities, income, etc.

Secured Claim: See "Secured Claim" under "Claims" definition.

Standing Trustee: See "Office of the United States Trustee."

Status Conference: See "Pre-Trial Conference."

Stay: See "Automatic Stay."

Stipulation: A voluntary agreement between parties resolving a legal dispute or a part thereof. In a bankruptcy proceeding, stipulations often must be noticed to creditors.

Straight Bankruptcy: See "Chapter 7 Bankruptcy."

Subordinate Claims: See "Subordinated Claim" under "Claims" definition.

Subpoena: Command of the court for the party to whom it is addressed to appear at a specific place, at a specific time.

Summary Judgment: A decision in a case that results from a request for a judgment to a court or judge without the formality of a full proceeding.

Summons: To cite a defendant to appear in court to answer a suit (adversary complaint).

Testimony: A statement made by a witness under oath usually related to a legal proceeding.

Transcript: That which has been transcribed. A copy of any kind, though commonly the term refers to a copy of the record of a trial, hearing, or other proceeding.

Trustee: See "Office of the U. S. Trustee."

U. S. Trustee (Office of): See "Office of the U. S. Trustee."

United States Code (U.S.C.): The positive law for federal legislation. Separated into four volumes, there are 50 titles. (The Bankruptcy Code is Title 11.)

Vacate: To annul, set aside, cancel, or rescind a judicial decision.

Venue: Concept determining proper geographical location for filing a bankruptcy case or other action. Venue is proper if the debtor has resided or has a domicile, place of business or property in the district for 180 days preceding the filing of the petition.

Voir Dire: A period of inquiry in which prospective jurors are questioned regarding their qualifications and impartiality. It consists of a few general questions asked of the entire panel. More specific questions are addressed only to those prospective jurors who are then seated in the jurors' box.

Voluntary Petition: When a debtor files papers with the bankruptcy court seeking protection from creditors.

Work-up: The review and analysis of all legal documents and citations mentioned in a case by a debtor, trustee, U. S. Trustee's Office, and/or creditor counsel.

Writ: A formal written command, issued by the court, requiring the performance of a specific act.