

# 1 General Court Information

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## 1.1 Quick Guide to the Court

<b>Website</b> <i>www.cacb.uscourts.gov</i>	<b>CM/ECF Help Desk</b> (213) 894-2365 ECF_support@cacb.uscourts.gov Mon. through Fri., 9:00 A.M. – 4:00 P.M.
<b>AUTOMATED TELEPHONE SYSTEM FOR CASE INFORMATION</b>	
<p>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 the toll free number <b>(866) 222-8029</b>. 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.</p>	
<b>LOCATIONS AND TELEPHONE DIRECTORY</b>	
<b><u>All Divisions</u></b> For general information: (855) 460-9641	
<b><u>Office of the Clerk</u></b> Edward R. Roybal Federal Building and United States Courthouse 255 East Temple Street Los Angeles, CA 90012	<b><u>Los Angeles Division</u></b> Edward R. Roybal Federal Building and United States Courthouse 255 East Temple Street Los Angeles, CA 90012  Emergency Filings (213) 894-8401
<b><u>Santa Ana Division</u></b> Ronald Reagan Federal Building and United States Courthouse 411 West Fourth Street Santa Ana, CA 92701  Emergency Filings (714) 338-5330	<b><u>Riverside Division</u></b> 3420 Twelfth Street Riverside, CA 92501  Emergency Filings (951) 774-1102
<b><u>San Fernando Valley Division</u></b> 21041 Burbank Boulevard Woodland Hills, CA 91367  Emergency Filings (818) 587-2864	<b><u>Northern Division</u></b> 1415 State Street Santa Barbara, CA 93101  Emergency Filings (805) 884-4878

**1.2 Fee Acceptance Policy**

**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, 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. **Do not send cash through the mail.**

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<b>ABBREVIATED FEE SCHEDULE<sup>1</sup></b>		
<b>EFFECTIVE 12/1/20</b>		
<b>New Petition</b>	Chapter 7	\$ 338.00
	Chapter 9	\$ 1,738.00
	Chapter 11	\$ 1,738.00
	Chapter 12 (Family Farmer)	\$ 278.00
	Chapter 13	\$ 313.00
	Chapter 15	\$ 1,738.00
<b>Case Reopening:<sup>2</sup></b>	Chapter 7	\$ 260.00
	Chapter 9	\$ 1,167.00
	Chapter 11	\$ 1,167.00
	Chapter 12	\$ 200.00
	Chapter 13	\$ 235.00
	Chapter 15	\$ 1,167.00
<b>Case Conversions:</b>	Chapter 7 to Chapter 13	None
	Chapter 7 to Chapter 11	\$ 922.00
	Chapter 11 to Chapter 7	\$ 15.00
	Chapter 12 to Chapter 7	\$ 60.00
	Chapter 13 to Chapter 11	\$ 932.00
	Chapter 13 to Chapter 7	\$ 25.00
<b>Amendments:</b>	Schedules D, E/F	\$ 32.00
	Master Mailing List (exceptions listed in "Miscellaneous Fee Schedule")	\$ 32.00
<b>Motions:</b>	Motion to Compel Abandonment of Property	\$ 188.00
	Motion to Terminate, Annul, Modify, or Condition the Automatic Stay	\$ 188.00
	Motion to Withdraw Reference of a case of proceeding	\$ 188.00
	Motion to Sell Property of the Estate Free & Clear of Liens under 11 U.S.C. §363(f)	\$ 188.00
	Motion to make redactions to previously filed documents in a bankruptcy case	\$ 26.00
<b>Other:</b>	Abstract of Judgment	\$ 9.00
	Appeal <sup>3</sup>	\$ 298.00
	Certification	\$ 11.00
	Claims Transfer	\$ 26.00
	Complaint (Adversary Proceeding)	\$ 350.00
	Cross-Appeal <sup>3</sup>	\$ 298.00
	Exemplification	\$ 23.00
	Filing any document that is not related to a pending case or proceeding	\$ 49.00
	Issuance of Out of District Subpoena	\$ 46.00
	Photocopies Made by Court Personnel (per page)	\$ 0.50
	Printed Copies from the Courthouse Public Terminal (per page)	\$ 0.10
	Registration of Judgment from Another District	\$ 49.00
	Reproduction of Audio Recording (regardless of the medium)	\$ 32.00
	Retrieval of Records from NARA (first box)	\$ 64.00
	Retrievals of Records from NARA (each additional box)	\$ 39.00
	Retrievals involving Multiple Boxes of NARA via SmartScan	\$ 19.90 plus .65 per page
	Returned Fee Charge (e.g., insufficient funds, disputed charges)	\$ 53.00
	Search of Court Records (each name/item searched)	\$ 32.00

1. Issued in accordance with 28 U.S.C. §1930(b) and FRBP 1006.

2. The Court collects the fee unless a party files a complaint to obtain a determination under Rule 4007(b); or when a debtor files a motion to reopen a case based on alleged violation of the terms of the discharge under 11 U.S.C. §524; or whether the reopening is to correct an administrative error.

\* If the Court of Appeals authorizes a direct appeal, or direct cross appeal, **an additional fee of \$207.00** will be collected by the bankruptcy clerk.

### 1.3 **Federal Holidays and Legal Publications**

(a) **Federal Holidays.** The United States Bankruptcy Court is closed on the following holidays:

- (1) New Year's Day
- (2) Dr. Martin Luther King Jr. Day
- (3) President's Day
- (4) Memorial Day
- (5) Juneteenth National Independence Day
- (6) Independence Day
- (7) Labor Day
- (8) Columbus Day
- (9) Veteran's Day
- (10) Thanksgiving Day
- (11) Christmas Day

(b) **Legal Publications.** The following list of publications may be helpful for reference (most are available at law libraries or on the Internet. See Appendix E for law library locations):

- (1) Bankruptcy Code
- (2) Federal Rules of Bankruptcy Procedure (FRBP)
- (3) Federal Rules of Civil Procedure (F.R.Civ.P.)
- (4) Local Bankruptcy Rules
- (5) Federal Rules of Evidence
- (6) California Commercial Code

## 1.4 Local Bankruptcy Rules and Cross Reference Table

- (a) **The Court's Local Bankruptcy Rules.** The Local Bankruptcy Rules are promulgated under the authority of F.R.Civ.P. 83 and FRBP 9029. Suggestions for improving the *Local Bankruptcy Rules* may be directed to the Clerk of Court.
- (b) **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 website at [www.cacb.uscourts.gov](http://www.cacb.uscourts.gov), or purchased from the Clerk's Office in the Los Angeles, Riverside, Santa Ana, San Fernando Valley and Northern divisions.

### Cross-Reference Index: Local Bankruptcy Rule References to the Court Manual

Rule Number	Title	Subsection Title	Court Manual Section
LBR 1002-1	Petition - General	(c) Number of Copies (d)(1) Incomplete Petitions (e) Redaction of Personal Identifiers	2.1(a); 2.2(a) 2.8; 3.6
LBR 1007-1	Lists, Schedules, and Statements	(a) Master Mailing List	2.3
LBR 1071-1	Divisions - Place of Filing	(a)(2) Filing of Petition	2.1(a)(4)
LBR 2002-2	Notice to and Service Upon the United States or Federal Agencies	(a)(3) United States Trustee; Exceptions to Electronic Notice and Service (a)(5) Place of Service for Non-electronic Notice or Service (c) Internal Revenue Service; General Notice Matters and Adversary Proceedings and Contested Matters	3.8(f); 4.2(b); Appendix D
LBR 3007-1	Objections to Claims	(a)(5) More than 20 Objections	2.7
LBR 3015-1	Procedures Regarding Chapter 13 Cases	(b)(1) Filing and Service of Petitions, and Other Case Commencement Documents	2.1(h)

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Rule Number	Title	Subsection Title	Court Manual Section
LBR 4001-1	Automatic Stay	(b)(2)(B) Form; Orders for Relief From the Automatic Stay as Settled by Stipulation	4.2
LBR 5005-2	Filing Papers – Number of Copies	(a) Number of Copies (d) Judge’s Copy	2.1(a); 2.5(a); 3-5(c); Appendix F
LBR 5005-4	Electronic Filing	(a) Mandatory Electronic Filing (c) Exceptions to Mandatory Electronic Filing Requirement	3.1(b); 3.11
LBR 5010-1	Reopening a Bankruptcy Case	(a) Motion (d) Fee	2.8(c)
LBR 5075-1	Motions for Administrative Orders Pursuant to 28 U.S.C. § 156(c)	(b) Procedure	2.8(d)
LBR 7054-1	Taxation of Costs and Award of Attorneys’ Fees	(d) Items Taxable as Costs	2.8(f)
LBR 9004-1	Form of Papers Filed or Lodged with Court	(a)(1) General	2.5
LBR 9013-1	Motion Practice and Contested Matters	(o)(3)(B) Motions and Matters Not Requiring a Hearing; No Response and Request for Hearing; Lodged Proposed Order	4.2
LBR 9021-1	Orders and Judgments	(a) General (b)(1) Preparation, Lodging and Signing of Orders	4.1; 4.2
LBR 9036-1	Notice and Service By Electronic Transmission	(a)(1) Service by Electronic Means	3.8
LBR 9075-1	Emergency Motions and Applications For Orders Shortening Time	(a)(2) Obtaining Hearing Date and Time	3.5(g) Appendix H



## 1.5 Case and Adversary Numbers

- (a) **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-12345-AA 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. (Example of an Adversary Case: 2:05-ap-02345-AA.)

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
Martin R. Barash	MB
Neil W. Bason	NB
Sheri Bluebond	BB
Julia W. Brand	WB
Scott C. Clarkson	SC
Mark D. Houle	MH
Thomas B. Donovan	TD
Wayne Johnson	WJ
Victoria S. Kaufman	VK

Judge	Code
Sandra R. Klein	SK
Robert N. Kwan	RK
Geraldine Mund	GM
Ernest M. Robles	ER
Barry Russell	BR
Deborah J. Saltzman	DS
Erithe A. Smith	ES
Maureen A. Tighe	MT
Mark S. Wallace	MW
Scott H. Yun	SY
Vincent P. Zurzolo	VZ

- (b) **Finding a Case Number.** There are several ways to find the bankruptcy case number.
- (1) **VCIS.** See section 5.6 for access to this 24-hour free automated system.
  - (2) **Public Computers.** Located in each division, computers in the public areas are available at no charge to review court records for a case number and other related information.

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- (3) General Information. Call the General Information number listed in the *Quick Guide to the Court*, section 1.1, for the division where the case was filed.
- (4) PACER. For a fee, registered PACER users can check court records for a case number and other related information. (See *PACER*, section 5.3.)
- (5) Mail. Send a letter to the division's Intake Section. (See *Quick Guide to the Court*, section 1.1 for the address of each division.) Include a \$32.00 search fee for each name or item requested and the name of the parties in the case.

### 1.6 Information about Assigned Trustee & U.S. Trustee

If a case trustee has been assigned to a bankruptcy case, the trustee's name and contact information will be identified on page one of the case docket. For more information about case trustees and the United States trustee, please refer to *Appendix C* of this Manual or visit the U.S. Trustee website at <http://www.usdoj.gov/ust/r16/>.

### 1.7 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 most case file documents. (See *Obtaining Copies of Court Records*, section 1.12.)

#### a) Official Time of Case Filing

The official time of case filing is when a petition is entered and docketed in CM/ECF (See section 3.3, *Effective Dates of Filing*, for the timing of filing applicable to all documents). Once the petition is docketed in CM/ECF, an electronic header appears on the petition indicating the case number, date filed, and the time the petition was entered in CM/ECF (See also, section 3.2(a)(3) *Notice of Electronic Filing*).

#### b) Examples of the Time Filing

- If filed electronically, the official date and time of filing is when the document is entered and docketed in CM/ECF.
- If filed at the intake window, the official date and time of filing is when the document is entered and docketed in CM/ECF. (Once a filer first arrives at the Intake window, the clerk will take several minutes to

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review that all documents satisfy the Court's completion requirements and collect fees (if applicable).

- If delivered by mail, the official date and time of filing is when the document is entered and docketed in CM/ECF (Clerk's Office staff will enter and docket documents received through the mail during business hours).
- If submitted through the eSR module (see section 1.13(c), *Electronic Self-Representation (eSR)*), the official date and time of filing is when the document is entered and docketed in CM/ECF. (Clerk's Office staff will enter and docket an eSR petition during business hours.)
- If submitted through the Electronic Drop Box (EDB), the official date and time of filing is when the document is entered and docketed in CM/ECF (Clerk's Office staff will docket EDB submissions during business hours.)
- If placed into the physical drop box, the official date and time of filing is when the document is entered and docketed in CM/ECF. (Clerk's Office staff will enter and docket all submissions during business hours.)

As listed above, the official time of filing is when the document appears on CM/ECF, regardless of the filing method (in person, electronically through CM/ECF, through eSR or EDB, by mail, or left in the physical drop box).

### 1.8 **Archived Files**

- (a) **National Archives and Records Administration (NARA)**. The Court transfers paper case files and docket sheets for cases filed before 2003, and closed for over one year, to the National Archives and Records Administration in Perris, California. Case files, documents and docket sheets stored at NARA cannot be viewed at NARA.
- (b) **Obtaining a Copy of a Case File, Document, or Docket Sheet from NARA**. There are a number of ways to get copies of case files, documents and docket sheets from the NARA. Each method, as listed below, will require that the requestor identify the case number, transfer number, and box number for the requested case file, document or docket sheet. To get these numbers and other information, contact the Court's Call Center at 855-460-9641, or use the online chat feature at [www.cacb.uscourts.gov](http://www.cacb.uscourts.gov).

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- (1) Online. Order directly from NARA using their online service at: <https://eservices.archives.gov/orderonline/>. Registration is required to submit a **Reference Request** or **Order Reproductions** online.
  
- (2) By Mail, Fax, CD/DVD, Electronic Transfer. Use the *National Archives and Records Administration Bankruptcy Cases Order Form* at: <http://www.archives.gov/research/court-records/form-90.pdf>.

The mailing address for NARA is:  
NARA Riverside Federal Records Center  
Trust Fund Unit  
23123 Cajalco Road  
Perris, CA 92570-7298

- (3) PDF by Email (SmartScan). To receive a PDF of a case file document stored at the NARA by email through the NARA's SmartScan program, make a request at the Intake Section of one of the Court's divisions. Payment must be made at the Intake Section, both when the request is made, and again when the final cost has been determined.
  
- (4) Retrieve a Case File from NARA for Viewing at a Court Division. To retrieve a case file from NARA for viewing at the Intake Section of one of the Court's divisions, complete the National Archives and Records Order Form that is available on the Court's website under *Other Forms* or [http://www.cacb.uscourts.gov/forms/other\\_forms](http://www.cacb.uscourts.gov/forms/other_forms). Follow the directions on the form to complete the request.

**1.9 Dockets and Claims Registers**

- (a) **The Docket.** 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.
- (b) **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*, section 5.3, 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) **Intake Area Public Counter.** If the docket or claims register is not accessible from the public area computer or PACER, check with the Intake staff at the public counter for assistance.
  - (4) **Obtaining Copies.** See *Obtaining Copies of Court Records*, section 1.12, for information about obtaining a copy of a docket or claims register by mail or fax.
  - (5) **Cases Filed in 1991 or Later.** 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

## 1.10 Hearing Information

- (a) **Obtaining a Hearing Date.** To set a hearing date, first determine if the judge uses self-scheduling for the type of matter that is being scheduled. If self-scheduling 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.*)
- (b) **Self-Scheduling.** The self-scheduling 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-scheduling to some degree. Self-scheduling instructions, types of matters that may be self-scheduled, and hearing dates for each judge are posted on the court's website at <[www.cacb.uscourts.gov](http://www.cacb.uscourts.gov)> -> *Judges.*

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

- (c) **Self-scheduling Information.** Self-scheduling information can also be accessed for all divisions by contacting the court's Call Center, at (855) 460-9641, and selecting Option #4.
- (d) **Viewing the Court Calendar.**
- (1) 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*, section 5.3.)
  - (2) Kiosks are available at the Los Angeles, Riverside, and San Fernando Valley divisions that display each judge's calendar and tentative rulings (when applicable).
  - (3) Calendars for the current hearing date are posted outside of the judge's courtroom.
- (e) **Making Special Hearing Arrangements.**
- (1) 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*, section 5.4, and *Videoconferencing*, section 5.5.)
  - (2) 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.*)

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- (3) Language or sign language interpreters may be provided by the court to assist parties in the courtroom. (See *Language and Sign Language Interpreters*, section 1.11.)
- (f) **Obtaining a Transcript or Audio Recording of a Hearing.** Upon conclusion of a hearing, the public may request a transcript or audio recording of the hearing for a fee. (See *Audio Recordings of Court Proceedings Ordering Information*, section 1.14, and *Transcript Ordering Instructions*, section 1.15.) (Information regarding order forms may be found in this manual under section 6, *Forms*.)

### 1.11 **Language and Sign Language Interpreters**

- (a) **Language Interpreters.** The United States government will pay for language interpreters in a court hearing only if the United States government initiates the hearing.
- (b) **Sign Language Interpreters.**
- (1) The United States will pay for *sign language* interpreters in a judicial proceeding whether or not the proceeding is initiated by the United States.
- (2) To request approval for a sign language interpreter, at least three weeks prior to the hearing, contact the court's ADA Officer (213) 894-8894 or by email at [ADA\\_Coordinator@cacb.uscourts.gov](mailto:ADA_Coordinator@cacb.uscourts.gov) to submit the following form: *Application to Provide Services to the Hearing Impaired*.
- (c) **Interpreters for § 341(a) Meeting of Creditors.** The United States Trustee provides a new telephone interpreter program available at § 341(a) meetings for virtually every language. Because the § 341(a) Meeting of Creditors is not a judicial proceeding, requests for a 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*.)

### 1.12 **Obtaining Copies of Court Records**

- (a) **Public Intake Counter.** The Intake Section at each division will provide copies of case file documents for a fee. Only the Intake 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.

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- (b) **PACER.** See *PACER*, section 5.3, 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-addressed, stamped envelope to the Intake/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; and
  - (5) Applicable fees.

### 1.13 Obtaining Central District Bankruptcy Forms

- (a) **Court's Website.** Many court forms, including complete petition packages with instructions, are available at no charge from the court's website at [www.cacb.uscourts.gov](http://www.cacb.uscourts.gov) -> *Forms*. 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 website is also available on the court's website.)
- (b) **Intake Section.** A number of forms are available at no charge in the Public Information and/or Intake Section at each division. (See *Forms*, section 6, for a list of these forms.)
- (c) **Electronic Self Representation (eSR).** eSR is a free electronic document preparation system that allows debtors to submit a chapter 7 or chapter 13 bankruptcy petition via the Internet, when they have decided to file bankruptcy without an attorney. There is no cost to use eSR. Once the petition is completed using eSR, debtors may file the bankruptcy case by paying only the bankruptcy filing fee, submitting the eSR petition electronically, and providing signatures for the supplemental documents required. eSR provides a question and answer process for completing bankruptcy forms. It is accessible 24 hours a day at [www.cacb.uscourts.gov/esr](http://www.cacb.uscourts.gov/esr). Individuals who wish to file a chapter 7 or chapter 13 bankruptcy petition and who live in the Central District of California may access eSR using a unique login and password.



## 1.14 Audio Recordings of Court Proceedings Ordering Information

- (a) **Digital Technology.** The 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*<sup>™</sup> digital recording product, as it offers superior sound reproduction capability compared to the former tape process. (Forms are available at <[www.cacb.uscourts.gov](http://www.cacb.uscourts.gov)> -> *Forms* -> *Other Forms*.)
- (b) **Audio Recordings.** Audio recordings of court proceedings requested for hearings held after an office converted to the new digital system will be provided on a compact disc (CD). Audio recordings of hearings held before implementation of the new system will continue to be provided in a cassette tape format. The cost of either one compact disc (CD) or one cassette tape is \$32.00 each.
- (c) **Audio Requests.** Audio requests provided on compact discs (CDs) may be purchased from the court in lieu of a transcript for **personal use only and are not the official record. The official record of court proceedings can only be obtained in the form of a transcript through a court-approved Transcription Service Provider from materials provided to that transcriber by the court** (see Transcript Ordering Instructions, section 1.15.(b)). Audio CDs may be ordered in one of three formats, *FTR Gold*, *Windows Audio*, or MP3.
- (1) **FTR Gold.** This format must be played using *FTR Player Plus*<sup>™</sup> which is available at no charge on the *FTR Gold*<sup>™</sup> website at <[www.ForTheRecord.com](http://www.ForTheRecord.com)>. (Note the minimum system requirements as listed on the *FTR Gold*<sup>™</sup> website and the availability of separate downloads for various Windows products.) If audio is played using this software the user will be able to navigate through the recording by using the time references from the actual hearing. One day's hearings may be provided on one CD using this format.
  - (2) **Windows Audio.** This format will play using the standard Windows Media Player software installed on most personal computers. One day's hearings may be provided on one compact disc (CD) using this format.
  - (3) **MP3.** This format is the most versatile. It will play on many CD-R and CD-RW compatible players. Select this option if the audio will be played in a vehicle or on a personal CD player (most newer portable players are MP3 compatible). This format also plays on standard PC media players installed on most computers. One day's hearings will fit onto one CD in this format. In addition, this is the **only format compatible with Apple/Macintosh ("Mac") computers.**

- (d) **Offices in the Central District converted to digital recording in 2004.** Should you have questions regarding digital recording, please contact the court's Call Center, at (855) 460-9641, and select Option #0, then Option #9.

### 1.15 **Transcript Ordering Instructions**

- (a) **Transcript Requests.** A separate form must be completed for each hearing date requested. The court does not accept transcript requests by fax, email or telephone. Transcript ordering instructions and PDF fillable order forms are available at <[www.cacb.uscourts.gov](http://www.cacb.uscourts.gov)> -> *Information* -> *Transcripts*. The court's approved *Transcript Order Form* is the only form the court will accept. Five types of transcript orders are:
- (1) **Ordinary.** A transcript to be delivered within thirty (30) calendar days after receipt of the deposit.
  - (2) **14 Days.** A transcript to be delivered within fourteen (14) calendar days after receipt of the deposit.
  - (3) **7 Days.** A transcript to be delivered within seven (7) calendar days after receipt of the deposit.
  - (4) **3 Days.** A transcript to be delivered within three (3) calendar days after receipt of the deposit.
  - (5) **Daily.** A transcript to be delivered within 24 hours after receipt of the deposit.

**NOTE:** The **341(a) Meeting of Creditors is recorded by the Trustee.** The court does not keep or provide a copy of the recording. For **341(a) Recording Request Procedures**, visit the U.S. Trustee website (<[www.justice.gov/ust/r16](http://www.justice.gov/ust/r16)>).

- (b) **Transcript Processing.** The court does not transcribe court proceedings. **The official record of court proceedings is transcribed by a court-approved transcriber from materials provided to that transcriber by the court.** When a *Transcript Order Form* is received, the court will forward the hearing information and materials for transcription to the Transcription Service Provider that the ordering party designates on the *Transcript Order Form*. The Transcription Service Provider will contact the ordering party regarding receipt of the transcript. Thereafter, questions regarding a transcript order should be directed to the Transcription Service Provider. Transcripts cannot be picked up at the court. More information is available at [www.cacb.uscourts.gov/track-transcript-status](http://www.cacb.uscourts.gov/track-transcript-status).

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- (c) **Transcript Costs/Forms of Payment**. The Transcription Service Provider will contact the ordering party directly regarding transcript costs and forms of payment. Rates may vary but may not exceed maximum charges set by the Judicial Conference of the United States (maximum rates are listed at [www.cacb.uscourts.gov/transcripts](http://www.cacb.uscourts.gov/transcripts)).
- (d) **Submission**. Parties with an ECF account shall file the *Transcript Order Form* in CM/ECF on the related case docket using docket event, “*Transcript Order Form (Public Request)*.” Self-represented litigants and parties without an ECF account may hand-deliver or mail the Court’s *Transcript Order Form* to the division in which the matter was heard\*:

*DIVISION	ADDRESS
<b>Los Angeles (LA)</b> (855) 460-9641	United States Bankruptcy Court 255 E. Temple Street Los Angeles, CA 90012 Attn: Transcript Orders (name of Judge who held the hearing)
<b>Northern (ND)</b> (855) 460-9641	United States Bankruptcy Court 1415 State Street Santa Barbara, CA 93101 Attn: Transcript Orders (name of Judge who held the hearing)
<b>Riverside (RS)</b> (855) 460-9641	United States Bankruptcy Court 3420 Twelfth Street Riverside, CA 92501 Attn: Transcript Orders (name of Judge who held the hearing)
<b>San Fernando Valley (SV)</b> (855) 460-9641	United States Bankruptcy Court 21041 Burbank Boulevard Woodland Hills, CA 91367 Attn: Transcript Orders (name of Judge who held the hearing)
<b>Santa Ana (SA)</b> (855) 460-9641	United States Bankruptcy Court 411 West Fourth Street Santa Ana, CA 92701 Attn: Transcript Orders (name of Judge who held the hearing)

(e) **Copies of Transcripts.**

- (1) **Copies Obtained from Transcriber.** Once the *Transcript Order Form* requesting a transcript of a hearing is entered on the related case docket, a Transcription Service Provider is designated and materials for transcription are sent by the court to the designated Transcription Service Provider. If more than one party files a *Transcript Order Form* for the same hearing, the first *Transcript Order Form* on the docket takes precedence. All other parties that wish to obtain a transcript of the same hearing are to contact the Transcription Service Provider designated on the case docket.
- (2) **Transcripts with 90-Day Restriction.** Finished transcripts are provided to the court by the designated Transcription Service Provider. The transcript is filed on the case docket and restricted for 90 days from the filed date as set forth in the [Guide to Judiciary Policy Vol. 6, §510.25.10](#). During the 90-day restriction period, the transcript may be viewed at the Clerk's Office on a public computer terminal or a copy purchased from the designated Transcription Service Provider that created the original transcript. After the 90-day restriction has ended, the filed transcript will be available for inspection and copying in the Clerk's Office (See *Abbreviated Fee Schedule*, section 1.2, for photocopy fees) and for download from the court's CM/ECF system through the judiciary's PACER system (PACER fees may apply).

## 1.16 **Mediation Program**

- (a) **Coordination.** 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.
- (b) **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.
- (c) **How Cases are Assigned to the Mediation Program.** A judge assigns a case to mediation in one of three ways:
  - (1) 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*.

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- (2) By order of the judge during the course of a court hearing.
- (3) By order of the judge outside the course of a court hearing.

### (d) Who May be Appointed as a Mediator.

- (1) 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).
- (2) 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.

### (e) How Cases Proceed in the Mediation Program.

- (1) 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.
- (2) 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 7 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.
- (3) At the conclusion of the mediation conference, the mediator files Mediator's Certificate Regarding Conclusion of Mediation Conference (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.

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- (f) **How to Learn More about the Mediation Program.** Mediation Program materials are available at no charge from the court's website, <[www.cacb.uscourts.gov](http://www.cacb.uscourts.gov)> -> Forms. They may also be purchased from the Intake Section at each division. (See *Obtaining Central District Bankruptcy Forms*, section 1.13, and section 6, *Forms*.) Materials available include:

<b>Mediation Materials Available from the Court's Website</b>
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

<b>Mediation Form Number</b>	<b>Description of Mediation Form</b>
Form 701	Request for Assignment to Mediation Program; 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 Conference

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Mediation Form Number	Description of Mediation Form
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