

## **GENERAL POLICIES AND PROCEDURES**

*Updated 2/4/2011*

Judge Wallace permanently sits in Santa Ana, but is assigned both Riverside division and Santa Ana division cases. Please note that unless ordered otherwise, counsel and parties may appear at either Judge Wallace's courtroom in Santa Ana, or his video courtroom in Riverside:

### **Santa Ana**

United States Bankruptcy Court  
Central District of California  
411 West Fourth Street  
Courtroom 6C  
Santa Ana, CA 92701-4593

### **Riverside**

United States Bankruptcy Court  
Central District of California  
3420 Twelfth Street  
Video Courtroom 225  
Riverside, CA 92501-3819

All hearings for Judge Wallace's Santa Ana division cases must be noticed with the Santa Ana address; and all hearings for Judge Wallace's Riverside division cases must be noticed with the Riverside address.

## **SANTA ANA DIVISION CASES**

Absent unusual circumstances, court will start on time. Counsel should make every effort to arrive in the courtroom no later than 30 minutes prior to the scheduled time of the hearing and should provide the Courtroom Deputy or the DECRO with the calendar number of the matter on which he or she is appearing, the name of the person, company or organization on whose behalf the appearance is made and a business card on which counsel's name is imprinted. The Courtroom Deputy and DECRO have been instructed to cut off the taking of business cards 10 minutes prior to the scheduled time of the hearing in order to permit sufficient time for such information to be provided to Judge Wallace in a usable format.

Counsel who are not present at the time their matter is called risk having the matter heard and determined in their absence. If opposing counsel is present and consents, the matter will be transferred to second call.

Self-represented persons (also called "pro se litigants" or "persons who have chosen to represent themselves without an attorney") are subject to the same rules applicable to counsel. A self-represented person who does not have a card with his or her name imprinted on it should simply provide the Courtroom Deputy or DECRO with the correct spelling of his or her first and last names and the matter number on which he or she is appearing. When the matter number is called, please step forward, stand before the lectern and state your name so the Court knows you would like to be heard in the matter. (If you do not do this, the Court may not be aware that you are in the courtroom or would like to be heard).

If an attorney or self-represented person is unavoidably detained for reasons beyond his or her control (for example, a flat tire or accident), please call Claudia Lee (Judge Wallace's law clerk) at (714) 338-5471 to explain the circumstances and provide an estimated time of arrival.

## **RIVERSIDE DIVISION PROCEDURES**

Hearings on Riverside Division cases usually will occur by video. The court will make every effort to start on time, but occasionally technical difficulties relating to the video technology will make this impossible. Nevertheless, every effort will be made to commence proceedings as soon as the technical problems have been resolved. Please be aware of this possible contingency in making your plans for the day.

Subject to the preceding paragraph, court will start on time. Counsel should make every effort to arrive in the courtroom no later than 30 minutes prior to the scheduled time of the hearing and should provide the Courtroom Deputy or the DECRO with the calendar number of the matter on which he or she is appearing, the name of the person, company or organization on whose behalf the appearance is made and a business card on which counsel's name is imprinted. The Courtroom Deputy and DECRO have been instructed to cut off the taking of business cards 10 minutes prior to the scheduled time of the hearing in order to permit sufficient time for such information to be provided to Judge Wallace in a usable format.

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