

INSTRUCTIONS -- Hon. Vincent P. Zurzolo, U.S. Bankruptcy Judge

REQUESTING A HEARING UNDER LBR 9075-1 ON AN EMERGENCY BASIS OR A HEARING ON SHORTENED NOTICE

July 2018

Please read these instructions carefully **before** you place a call to chambers. Thank you.

A. Requests for a Hearing on an Emergency Basis Under LBR 9075-1(a)

REQUESTS FOR HEARINGS ON AN EMERGENCY BASIS MUST BE MADE BY AN ATTORNEY WHO IS KNOWLEDGEABLE ABOUT THE CASE OR PROCEEDING, UNLESS SOMEONE IS NOT REPRESENTED BY AN ATTORNEY

If you have a true emergency requiring a hearing on **less** than 48 hours of notice under LBR 9075-1(a), follow **all** of these instructions when requesting a hearing:

1. **Before** calling chambers, be prepared with this “Required Information”:
 - a. name of Debtor(s),
 - b. applicable bankruptcy case or adversary proceeding number,
 - c. identity and role of party seeking relief,
 - d. relief being sought by the motion(s); and
 - e. specific need for the motion(s) to be heard within 48 hours.
2. **Call Judge Zurzolo’s law clerk:**
 - a. First, call Judy Villa at (213) 894-3635. If no answer is received, then
 - b. Call Jeff Cozad at (213) 894-3755.
3. **If neither of the law clerks answer your call, do **all** of the following:**
 - a. Leave a message with the Required Information for **both** Judy Villa at (213) 894-3635 **and** Jeff Cozad at (213) 894-3755; **and**
 - b. Email the Required Information to the attention of **both:**
Judy Villa at Judy_Villa@cacb.uscourts.gov and
Jeff Cozad at Jeffrey_Cozad@cacb.uscourts.gov.

One of the law clerks will call you to discuss the request and determine whether the Court will set a hearing on less than 48 hours of notice and, if so, identify deadlines to serve/file papers.

B. Requests for a Hearing on Shortened Notice Under LBR 9075-1(b)

If you do not require a hearing within 48 hours, **do not** call Chambers. Compliance with LBR 9075-1(b) and Court Manual Appendix F is required; this entails: (1) filing the underlying motion, (2) filing LBR form F 9075-1.1.APP.SHORT.NOTICE, (3) lodging LBR form F 9075-1.1.ORDER.SHORT.NOTICE, and (4) serving the judge’s copy by personal delivery or overnight mail no later than 24 hours after the document is filed.

Do not put a hearing date on the application or underlying motion. If the application is granted, the court will notify you of: (1) the hearing date and time, (2) the manner of service required for notice of the hearing and all other required documents, and (3) the deadlines for filing and serving any opposition to the motion and any replies in support of the motion.