

# PROCEDURE FOR APPEARING AT COURT HEARINGS

**Updated April 8, 2025**

**PLEASE CONTINUE TO CHECK THIS WEBPAGE FOR UPDATES**

## **Judge Zurzolo's Courtroom 1368**

is **OPEN** to the public

Roybal Federal Building & Courthouse  
255 E. Temple St., Los Angeles, CA 90012

Do I have a choice to appear in person or appear by phone? **Yes, unless the court instructs otherwise in an order or in a tentative ruling.**

Is there a choice to appear by video? **No**

How do I find out if my hearing is going forward as scheduled?

Please view "Tentative Rulings / Posted Judicial Calendars" to determine if your hearing is going forward. **Calendars are posted on the court's website:** Home page, Left side

How do I check in for a hearing?

**ALL PARTIES** must check-in before the hearing by registering to indicate whether you will appear in person or by phone. This includes trustees, attorneys, and self-represented parties.

### **REGISTER TO INDICATE IF YOU WILL APPEAR BY PHONE OR IN PERSON**

#### **1) Deadlines**

- a. Tues/Thurs hearings** -- no later than 12:00 noon the day prior
- b. Monday Chap 13 hearings** -- no later than 12:00 noon the prior Friday

2) Send an email to **Chambers\_VZurzolo@cacb.uscourts.gov**

3) In the subject line, insert "**Registration -- Telephonic Appearance**"  
**OR** "**Registration -- In Person Appearance**"

4) Include in the email all of the following information:

- a. Your full name, State Bar #, office phone #, and client's full name
- b. Hearing date and time, and matter number on the calendar
- c. Debtor's name and case number and, if applicable, adversary procedure number

### **JOIN JUDGE ZURZOLO'S ZOOM GOV PHONE LINE:** If you are

appearing by phone, join Judge Zurzolo's Zoom Gov line 15 minutes before the hearing. Keep your phone on mute until your matter is called.

**Call either phone line:** (669) 254-5252 or (669) 216-1590

**Meeting ID:** 160 995 2562 **Participant ID:** # **Passcode:** 13682022