

COVID-19 and PROCEDURE FOR APPEARING AT COURT HEARINGS

Updated August 13, 2020

Judge Zurzolo's courtroom is **CLOSED** to the public **until further notice**.

Please refer to the home page of the court's website for other information on public access to the Roybal Building, including **General Order 20-06** and **Public Notice 20-009**.

PLEASE CONTINUE TO CHECK THIS WEBPAGE FOR UPDATES

STEP # 1 -- Please view hearing calendars to determine if your hearing is going forward. **Calendars are accessible on the court's website:**
** Home page, Left side
** **Link is** "Tentative Rulings / Posted Judicial Calendars"

STEP #2 -- **All phone appearances are made on a new, toll-free line.**
Please refer to the following three tables to determine how to appear.

AUGUST 13, 2020 – until further notice

All trustees, attorneys and self-represented parties must appear by phone using a **new, toll-free conference call line dedicated to Judge Zurzolo's hearings**. **Do not arrange your appearance with Court Call or any other paid conference call service**

STEP #1: If your hearing is going forward, you must register for a phone appearance no later than 12:00 noon the day prior to the hearing, using the following procedure:

- 1) Send an email to **Chambers_VZurzolo@cacb.uscourts.gov**
- 2) In the subject line, insert "**Registration -- Telephonic Appearance**"
- 3) Include in the email all the following information:
 - a. Your full name, State Bar number, office phone number, 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

STEP #2: Join Judge Zurzolo's conference call line 15 minutes before the hearing.

New toll-free conference line: (877) 411-9748 Passcode: 5919677

STEP #3: Keep your phone on mute until your hearing matter is called.

SEPTEMBER 14, 2020 CHAPTER 13 HEARINGS: PLAN CONFIRMATION AND MISCELLANEOUS HEARINGS

To register for a telephonic appearance, follow the procedure indicated above, **except:**

- (1) you must register by 12:00 noon on the **Wednesday September 9th**; and
- (2) if you will participate in more than one hearing, register by sending one email only and in that email provide requested information for each separate hearing.