

SELF-CALENDARING INSTRUCTIONS

Honorable Misty Perry Isaacson

The self-calendar system is designed to allow both 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. Matters that do not require hearings may be filed in accordance with Local Bankruptcy Rule ("LBR") 9013-1(o)(1). **All hearings will be held in Courtroom 303 on the 3rd Floor of the U.S. Bankruptcy Courthouse located at 3420 Twelfth Street, Riverside, California.**

I. Self-calendar is NOT available for the following matters:

- A. Applications for Orders Shortening Time
- B. Matters heard on Shortened Notice or on an emergency basis (including chapter 11 first day motions)
- C. Status Conferences and/or Pretrial Conferences (all chapters)
- D. Matters requiring more than 15 minutes
- E. Mass Objections to Claims (more than 20 objections set for a single hearing)
- F. Motions for Temporary Restraining Orders or Preliminary Injunctions
- G. Motions for Reconsideration
- H. Motions for Authority to Use/Restrict use of Cash Collateral
- I. Motions for Summary Judgment
- J. Reaffirmation Agreements
- K. Motions to Dismiss Adversary Proceedings
- L. Trials in Adversary Proceedings

To obtain a hearing date for any of the above matters, please contact the Courtroom Deputy Rosanna Sandoval, at (951) 774-1071 to obtain a hearing date.

II. The following matters MAY be self-calendared

- A. Motions for Relief from Stay
- B. Motions to Confirm that the Automatic Stay has been Terminated under 11 U.S.C. § 362(j)
- C. Trustee Motions under 11 U.S.C. § 362(h)(2)
- D. Motions to Convert or Dismiss under 11 U.S.C. § 1112
- E. Motions to Approve Disclosure Statements
- F. Objections to Claims (20 or less)
- G. Fee Applications
- H. Employment Applications
- I. Any motion in a Chapter 7, 11, or 13 Case or an Adversary Proceeding not identified in section A above as being ineligible for self-calendar

III. Matters Heard on Shortened Time that May be Self-Calendared

Although generally matters heard on shortened time may not be self calendared, (see section I.B. above), parties may self-calendar the following motions to be heard on shortened time (minimum 14 days notice) without prior approval of the Court:

A. Motions for Relief From Stay involving

1. Residential unlawful detainer actions.
2. At least two prior bankruptcy filings affecting the subject property within six months of the petition date.
3. Post-petition transfers of real property to the debtor
4. Pre-petition transfers to the debtor (1) within 90 days of the petition date or involving a fractionalized interest in real property.

B. Motions to continue or impose the automatic stay or confirm under 11 U.S.C. § 362 (c) (3) or (4).

To self-calendar any motion listed above on shortened time, the moving party must file and serve all moving papers on the debtor, the trustee, any creditor who may be affected by the relief requested and the creditor's attorney, if any, by overnight mail, facsimile or personal service at least 14 days before the date scheduled for the hearing. A declaration regarding service must be filed at least 7 days before the date scheduled for hearing. If the declaration regarding service is not timely filed, the motion may be continued or summarily denied. Any opposition must be filed at least 7 days before the hearing. If the court determines that a hearing is set using this procedure without meeting these requirements, the court may, among other relief, dismiss the motion with prejudice.

IV. Review the Posted Calendar for Self-Calendared Matters

STEP 1: Identify available dates and times for the type of matter that you want to calendar by referring to the monthly calendars posted on the court's website www.cacb.uscourts.gov or by calling the Court's general information number (855) 460-9641 and selecting the menu options necessary to direct you to the calendaring information for Judge Perry Isaacson.

- **PLEASE NOTE:** Calendar dates are subject to period revision, so please verify that you are referring to the current version of Judge Perry Isaacson's monthly calendar.

STEP 2: Prepare a notice of hearing for the date and time you have selected.

- **PLEASE NOTE:** By choosing a date for a relief from stay hearing that is greater than 30 days from the date you file your motion, you are deemed to have waived the time limits of 11 U.S.C. § 362(e).

- **PLEASE NOTE:** By choosing a date for a hearing on a motion to dismiss or convert under 11 U.S.C. § 1112 that is greater than 30 days from the date you file your motion, you are deemed to have waived the time limits of 11 U.S.C. § 1112(b)(3).

STEP 3: Give sufficient notice of all matters to all parties entitled to receive notice under the applicable provisions of the Local Bankruptcy Rules and Federal Rules of Bankruptcy Procedure or Federal Rules of Civil Procedure. Schedule hearing dates according to LBR 9013-1(d) notice requirements and time limits for service and filing of motions and LBR 9013-1(i) regarding evidence supporting the motion. If notice is insufficient, the motion may be continued or denied.

- **PLEASE NOTE:** Judge Perry Isaacson requires that a moving party or other party noticing a ZoomGov hearing do the following:
 - File and serve a completed Supplemental Notice of Hearing to be Held Remotely using ZoomGov Audio and Video (“Supplemental Notice”), at the same time the principal notice of such hearing is to be filed and served, or
 - Include ZoomGov Audio and Video information from the Supplemental Notice into the principal notice of the hearing.

The Court-approved Supplemental Notice form for a bankruptcy hearing can be accessed [here](#) and for an adversary proceeding can be accessed [here](#). The unique ZoomGov information, which is necessary to complete the Supplemental Notice, is posted on the first page of Judge Perry Isaacson’s publicly posted [hearing calendar](#).

STEP 4: File and serve the moving papers in a timely manner. Deliver a courtesy copy of all papers to the Judge’s chambers with the time and date of the scheduled hearing visible on the first page of the document. All Judge’s copies shall be served in accordance with LBR 5005-2(d) and Section 3-02 of the Central Guide. Please also see the “Instructions/Procedures” tab for Judge Perry Isaacson’s policy on service of Judge’s Copies.

STEP 5: Check the case docket to confirm that the matter has been calendared. Confirmation that your matter has been calendared will appear on the case docket within a few business days. The court reserves the right to reschedule any hearing. If the date you have selected is unavailable because you have given insufficient notice, the date and time are already fully booked, or for any other reason, the Courtroom Deputy will contact you to arrange an alternative date.

STEP 6: Upload the order on LOU immediately following the hearing. Do not lodge the proposed order prior to the hearing. However, you are strongly encouraged to serve the proposed order on other parties to afford them an opportunity to review the order, or as otherwise required by the Local Bankruptcy Rules.

Any questions regarding these instructions or procedures should be directed to Chambers at (951) 774-1021 or Judge Perry Isaacson’s Courtroom Deputy at (951) 774-1071.

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