

INSTRUCTIONS FOR SELF CALENDARING OF HEARINGS BEFORE JUDGE KWAN THROUGH MAY 31, 2024

These instructions are for counsel and self-represented parties who need to notice a motion or matter for hearing before Judge Kwan on regular 21-days' notice under Local Bankruptcy Rule 9013-1(d) on their own without first having to clear a hearing date and time with the court.

These instructions do not apply to motions or matters heard on shortened notice of hearing of less than 21 days or emergency motions. Hearings on shortened notice or emergency motions are governed by Local Bankruptcy Rule 9075-1, and hearings on such motions may not be self-calendared before Judge Kwan.

Some hearing dates are excluded on the schedule of dates in these instructions due to scheduling conflicts of Judge Kwan for other commitments, such as judicial conferences or court meetings. The list of excluded dates will be periodically updated on this webpage. If a specific hearing date is needed, but not authorized by these self-calendaring instructions, counsel and self-represented parties should contact Judge Kwan's courtroom deputy clerk (or courtroom deputy, for short) at (213) 894-3385, to obtain an authorized hearing date.

Unless otherwise ordered by the Court, appearances for matters heard by Judge Kwan in Courtroom 1675 may be made in-person, by video through Zoom for Government (ZoomGov), or by telephone through ZoomGov. If appearing through ZoomGov, hearing participants and other parties in interest may connect to the video and audio feeds, free of charge, using the connection information provided in the court's posted calendar. Judge Kwan's publicly posted hearing calendar, may be viewed online at: <https://ecf-ciao.cacb.uscourts.gov/CiaoPosted/?jid=RK>.

As a hearing participant, you are free to choose any of these options, except that evidentiary hearings/trials must be in person in the courtroom (unless otherwise ordered). You do not need to call the courtroom deputy for advance approval or notice.

If you choose to appear in person, you must comply with all applicable Centers for Disease Control and Prevention (CDC) guidelines regarding the wearing of face coverings and physical distancing inside and outside of the courtroom. Pursuant to the Court's [General Order 23-01](#), where an in-person matter is held in a courtroom, all participants are to observe all safety protocols posted and announced in the courtroom, and Judge Kwan as the presiding judge will determine the protocols in effect in his assigned courtroom consistent with guidance from the CDC. By order of Judge Kwan, all persons that choose to appear in person must wear a face covering or mask covering their nose and mouth, and must observe physical distancing inside and outside of the courtroom.

However, with permission of Judge Kwan, a witness testifying on the witness stand may remove his or her face covering while testifying in order for the court and the parties to observe the witness's demeanor. You should not enter the courthouse when feeling unwell, if you have tested positive for COVID-19, or if you fall within the quarantine recommendations after having come into close contact with someone who has COVID-19.

1. LAW AND MOTION MATTERS REQUIRING HEARING TIME OF 15 MINUTES OR LESS

Judge Kwan hears law and motion matters (including motions and applications) requiring hearing time of 15 minutes or less on **Tuesdays at 1:30 p.m.** Such matters may be noticed for hearings on Tuesdays at 1:30 p.m. except for excluded dates as listed below.

Excluded Dates: March 12, 2024, March 19, 2024

2. LAW AND MOTION MATTERS REQUIRING HEARING TIME IN EXCESS OF 15 MINUTES

Judge Kwan through his courtroom deputy will specially set law and motion matters requiring hearing time in excess of 15 minutes, and this requires the moving party to contact Judge Kwan's courtroom deputy to obtain a permitted hearing date. Generally speaking, this includes all motions for summary judgment and motions to dismiss for failure to state a claim upon which relief can be granted under Rule 12(b)(6) of the Federal Rules of Civil Procedure. Counsel and self-represented parties should contact Judge Kwan's courtroom deputy at (213) 894-3385, to obtain a date and time for hearing before filing and serving the matter.

Depending on the particular day's hearing calendar, specially set matters may be set for Tuesdays after the regular 1:30 p.m. law and motion calendar or on another day.

Excluded dates: March 6 to 19, 2024

Revised as of February 6, 2024