



**UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA**

**IN RE: PROCEDURES FOR
PHASED REOPENING DURING
COVID-19 PUBLIC EMERGENCY**

GENERAL ORDER 23-01

Upon consideration of the continuation of the Continuity of Operations Plan (“COOP”) implemented on March 18, 2020 in response to the ongoing COVID-19 pandemic, the subsequent resumption of normal operations ordered in [United States District Court General Order 21-08](#), and the lifting of most restrictions by the Centers for Disease Control and Prevention (“CDC”) and the State of California,

IT IS HEREBY ORDERED as follows:

1. [General Order 21-05](#) is superseded by this General Order.
2. In-Person Court Hearings. All Courtrooms in all Divisions of the United States Bankruptcy Court are open to in-person attendance, and, effective June 28, 2021, permission to appear in person or by video or telephone is in the discretion of the presiding judge in that courtroom. Any judge may choose to continue to conduct matters remotely through video or telephonic means. Please check the Court’s website for the procedures for each judge at <https://www.cacb.uscourts.gov/judges/self-calendaring>.

- 1 3. Safety Measures in Court. Where an in-person matter is held in a courtroom,
2 all participants are to observe all safety protocols posted and announced
3 in the courtroom. The presiding judge will determine the protocols in effect
4 in the assigned courtroom consistent with guidance from the CDC.
- 5 4. Intake Areas. All Intake Areas of the Court will continue to be open to accept
6 in-person filings.
- 7 a. Safety. Anyone in the Intake Area must observe all posted rules
8 or be required to leave the Intake Area without further assistance.
- 9 b. Public Computers and Electronic Kiosks. At the discretion of
10 the Clerk of Court, public computers and electronic kiosks may
11 be disabled and re-installed as conditions permit.
- 12 c. Cash Payments. Cash will not be accepted for filing or copying fees
13 unless an exception is made by the Clerk of Court.
- 14 5. Face Coverings. In all public areas, anyone not following posted rules
15 may be refused service.
- 16 6. Self-Represented Filings. Individuals filing Chapter 7 or 13 bankruptcy without
17 an attorney may file in person, by mail, or through the Court's Electronic
18 Self-Representation module. The rules for such filings are posted on the
19 Court's website at <https://www.cacb.uscourts.gov/esr>. Parties requiring further
20 assistance may contact the Court at (855) 460-9641.
- 21 7. F.R.B.P. 5001(a). The electronic, mail, telephonic, and appointment access
22 provided through the above procedures and those detailed on the Court's
23 website are deemed sufficient to meet the requirements of F.R.B.P. 5001(a).
- 24 8. Mediations. Mediations will continue and are in the discretion of the mediator
25 in consultation with the parties as to whether to proceed in-person or remotely.
- 26 9. Judges' or Courtesy Copies. Except for documents over 25 pages, including
27 exhibits, the requirement to deliver judges' copies of documents to chambers
28 (LBR 5005-2(d)) continues to be temporarily suspended – including delivery

1 via U.S. mail, personal delivery, or any other means. Documents over
2 25 pages should still be provided unless the judge's specific updated
3 instructions have waived that requirement. Instructions for each judge can be
4 found under the judge's name at [https://www.cacb.uscourts.gov/judges/judge-
6 directory](https://www.cacb.uscourts.gov/judges/judge-
5 directory). Parties are reminded that the judge and chambers staff do not
7 receive electronic notices of filings, and therefore, (a) for documents that are
8 filed late, and (b) for matters that are either (i) not set for hearing, or (ii) not
9 the subject of an electronically uploaded order (LOU), parties must contact
10 the chambers of the presiding judge and advise chambers of the filing.

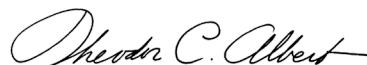
11 10. Signatures. Local Bankruptcy Rule 9011-1 is no longer suspended, effective
12 June 28, 2021.

13 11. Phased Reopening Plans. A modified version of the Court's COOP will remain
14 in place and be further modified as necessary. Details will be posted on
15 the Court's website and communicated to staff as they are implemented.

16 12. Individual Courthouses May Be Closed. Should local suspected or confirmed
17 cases of COVID-19 or local, state and federal guidance change, individual
18 Court Divisions or Courtrooms may be closed without further order in the
19 discretion of the Chief Bankruptcy Judge after appropriate consultation.
20 Signs will be posted on the doors of the Division(s) affected and directions
21 will be provided for obtaining needed court services. No further orders
22 will be issued for such temporary closures.

23 **IT IS SO ORDERED.**

24 DATED: March 1, 2023

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27 **Theodor C. Albert**
28 Chief Judge, United States Bankruptcy Court