

JUDGE REYES BORDEAUX'S INSTRUCTIONS FOR CONTACTING CHAMBERS

Judge Reyes Bordeaux's staff cannot answer legal or procedural questions or assist a party in obtaining relief against another party. Because of concerns regarding *ex parte* communications, the court has prepared the following instructions for contacting chambers. Please review carefully before placing a call to chambers.

A. PHONE CALLS THAT WILL BE RETURNED

- 1. Requesting Emergency Hearings:** Judge Reyes Bordeaux requires compliance with [LBR 9075-1](#). If you seek a hearing on less than 48 hours notice under [LBR 9075-1\(a\)](#), please call Judge Reyes Bordeaux's chambers, (951) 774-1043, and leave a message. You must file the motion before a law clerk will call you back. If you are filing an application for an order setting a hearing on shortened time, follow the procedures outlined in [LBR 9075-1\(b\)](#), which do not require a phone call to chambers.
- 2. Placing a Hearing on Second Call:** If you are calling to place a matter on second call, please identify the calendar number of your matter. Your calendar number is on the [Tentative Ruling calendar](#). Please indicate how late the attorney or litigant will be, the reason for the delay, and whether you have notified the other parties who are appearing on the same matter.

B. PHONE CALLS THAT WILL NOT BE RETURNED

- 1. Status of Cases, Results of Hearings:** Judge Reyes Bordeaux's staff will not return calls asking about the status of a case or the results of a hearing. Instructions for obtaining an audio or written transcript are posted on the court's website at "[Audio Recording of Court Proceedings Order Form](#)" or "[Transcripts Order Form](#)."
- 2. Status of Orders:** Judge Reyes Bordeaux's staff will not return calls regarding the status of an order if less than 7 days have passed since the order was lodged.
- 3. Seeking Advice:** Judge Reyes Bordeaux's staff will not return calls asking for legal advice, including, but not limited to, how to file or respond to pleadings, which procedures to follow, and which rules apply.
- 4. Inquiring if a Hearing was Continued or if an Appearance is Necessary:** Judge Reyes Bordeaux's staff will not return calls asking whether a hearing was "taken off calendar." All parties should review Judge Reyes Bordeaux's [Tentative Rulings](#) that will generally be posted by 12:00 noon the day before the hearing.
- 5. Problems Filing or Lodging Documents:** If you have an issue with electronically filing or lodging a document, please call the CM/ECF Help Desk (213) 894-2365. If you received a Notice to Filer regarding a docketing error/issue, please contact Judge Reyes Bordeaux's Courtroom Deputy at (951) 774-1054.