

SERVING JUDGE'S COPIES OF DOCUMENTS FOR CASES ASSIGNED TO JUDGE VICTORIA S. KAUFMAN (UPDATED AS OF MARCH 2, 2022)

Judge Kaufman requires judge's copies in accordance with the Central Guide, Section 2-02. Judge Kaufman has waived service of judge's copies for documents that (A) are 25 pages or less; and (B) have a maximum of one exhibit.

If service of judge's copies is required, then all exhibits to the judge's copy must be tabbed. The copies must contain durable tabs and be securely bound with a staple, prong fastener, or other method that is unlikely to be disturbed during the normal processing of paperwork. [LBR 5005-2(d)(1)]. Binder clips and rubber bands are not sufficiently secure to bind judge's copies. Regular post-it notes are not sufficiently durable to serve as appropriate tabs. Judge's copies should be single-sided with one page of text per page, and should be identical to the filed version of the document.

Judge Kaufman also has waived service of judge's copies of the following documents, as set forth in the Central Guide, Section 2-02:

1. Case commencement documents in chapter 7, 12 and 13 cases, including amended case commencement documents.
2. Proofs of claim.
3. Non-hearing motions when the response deadline has not passed. Please wait until the response deadline has passed without any response or request for a hearing. THEN, file the declaration of service and non-response or request for a hearing, **attach the motion as an exhibit and service this as a judge's copy.**
4. Chapter 13 motions/applications filed under Local Bankruptcy Rule 3015-1(w).'
5. Documents intended only for the United States Trustee.
6. Lodged orders uploads or LOU receipts.
7. Substitutions of attorney.
8. Notices of transfer of a claim pursuant to Federal Rule of Bankruptcy Procedure 3001(e).
9. **Notices of trustee's/debtor's request for a copy of proof of claim.**
10. Rights and responsibilities agreements between chapter 13 debtors and their attorneys.
11. Certifications about a financial management course.
12. Abstracts of judgment.
13. Certifications of judgment for registration in another district.
14. Change of address forms.
15. Notices of continuances of § 341(a) meetings of creditors.
16. Requests for special notice.
17. Writs of execution
- 18.

The Central Guide is located on the Court's website at: www.cacb.uscourts.gov/the-central-guide

Revised 3/2/22