

**Self-Calendaring Procedures for  
Judge Saltzman's Cases  
(All Divisions, Effective March 5, 2020)**

Judge Deborah J. Saltzman hears matters in the court's Los Angeles, Northern, and San Fernando Valley Divisions in the following locations:

Los Angeles: Hearings are held in *Courtroom 1639, United States Bankruptcy Court, 255 East Temple Street, Los Angeles, California 90012.*

Northern: Hearings are held in *Courtroom 201, United States Bankruptcy Court, 1415 State Street, Santa Barbara, California 93101.*

San Fernando Valley: Hearings are held in *Courtroom 1639, United States Bankruptcy Court, 255 East Temple Street, Los Angeles, California 90012.*

Please refer to the appropriate Federal Rules of Bankruptcy Procedure, Local Bankruptcy Rules ("LBRs"), and the Court Manual regarding the filing and service of motions.

Judge Saltzman's self-calendaring system allows counsel and parties to schedule hearing dates for matters heard on regular notice without prior approval from the chambers or the Courtroom Deputy. Please see below regarding Judge Saltzman's procedure for allowing self-calendaring motions to continue the automatic stay under 11 U.S.C. § 362(c)(3) or to impose a stay under 11 U.S.C. § 362(c)(4) on at least 14 days' notice.

Judge Saltzman's calendar of available dates and times for hearings is posted on the court's website, [www.cacb.uscourts.gov](http://www.cacb.uscourts.gov).

Matters that do not require a hearing may be filed in accordance with LBR 9013-1(p), (q), or (o)(1).

## **I. HEARING DATES**

Subject to the exceptions set forth below parties should self-calendar matters on an available hearing date and time shown on the posted calendar for the division in which the case or proceeding is pending.

### ***Exceptions to self-calendaring:***

Hearings on the following matters should not be self-calendared. Please contact chambers to request a hearing.

1. Motions to dismiss or convert bankruptcy cases, except motions for which no hearing is required pursuant to LBR 9013-1(o), (p), or (q) and motions

filed by the United States Trustee based solely on compliance deficiencies;

2. Motions to appoint a chapter 11 trustee or examiner;
3. More than 20 objections to claim that the objecting party wishes to set on a single calendar (also refer to LBR 3007-1(a)(5) and the Court Manual);
4. Motions for summary judgment;
5. Motions to dismiss adversary proceedings;
6. Motions for judgment on the pleadings;
7. Discovery motions subject to LBR 7026-1(c); and
8. Any other matter that will require more than 15 minutes.

On “Telephonic Only” dates, all matters will be heard telephonically. The courtroom will be locked; parties must appear by telephone and will not be permitted to appear in the courtroom. To set a matter for hearing at a “Telephonic Only” time, the moving party must first confirm that the matter is eligible for telephonic hearing under Judge Saltzman’s “Procedures for Telephonic Appearances,” which is available in the “Judges” section of the court’s website, and must also confirm that all parties impacted by the matter are represented by counsel and agree to appear telephonically. If any party is self-represented, the matter cannot be set for hearing on these dates. The notice for any matter set for hearing on a “telephonic only” date must specifically state that the hearing is being set on a telephonic only calendar and that all parties impacted by the matter are represented by counsel and have consented to the telephonic-only hearing. If any of these procedures have not been followed, the matter will not be put on calendar.

## **II. MOTIONS TO CONTINUE OR IMPOSE A STAY**

Although generally matters heard on shortened time may not be self-calendared, parties may self-calendar motions to continue the automatic stay under 11 U.S.C. § 362(c)(3) or to impose a stay under 11 U.S.C. § 362(c)(4) on at least 14 days’ notice without prior court approval. Matters self-calendared on shortened time must still be set for hearing on an available and appropriate hearing date and time pursuant to these procedures.

To self-calendar a continue or impose stay motion on at least 14 days’ notice, the moving party must file and serve all moving papers on the debtor, the trustee, any creditor as to which the motion seeks to continue or impose stay, and any counsel for each, by overnight mail or personal service, at least 14 days before the selected hearing date. A declaration regarding service must be filed at least 7 days before the selected hearing date. If the declaration regarding service is not timely filed, the motion may be continued or summarily denied. Any opposition to a motion self-calendared on

shortened notice must be filed at least 7 days before the hearing. Any reply to such an opposition must be filed at least 2 days before the hearing. If the court determines that a hearing is set using this procedure without meeting these requirements, the court may dismiss the motion with prejudice.

### III. SELF-CALENDARING INSTRUCTIONS

STEP 1: Select an available date and time from the calendar of available dates and times for hearings for the type of matter that you want to calendar.

STEP 2: Prepare a notice of hearing for the date and time you have selected. If your motion is regarding the stay, the motion and notice of hearing must be in the form required by LBR 4001-1(b) (F 4001-1 series of the court-approved forms).

**Please Note:** If you choose 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 Bankruptcy Code section 362(e).

STEP 3: Schedule hearing dates to give sufficient notice of all matters to all parties entitled to receive such notice pursuant to applicable provisions of the Federal Rules of Bankruptcy Procedure and the LBRs. Be sure that moving papers include competent evidence in support of the motion. Moving parties are referred to LBR 9013-1(i) regarding evidence supporting the motion.

STEP 4: File and serve your papers in a timely manner. Late-filed moving papers cannot be placed on the calendar date you have chosen and you will be contacted by the court to set a new hearing date. Refer to the Federal Rules of Bankruptcy Procedure and LBRs for applicable filing and service deadlines. If proof of service is insufficient, the moving party's motion may be continued or denied.

**Please Note:** Deliver a Judge's Copy (marked "Judge's Copy") of all papers to Judge Saltzman's **Los Angeles** chambers in the form and manner required by LBR 5005-2(d) and the Appendix F of the Court Manual posted on the court's website. The date and time of the scheduled hearing must appear on all documents next to the caption box. If a Judge's Copy is not received in accordance with these procedures, the motion will not be heard on the calendar date you selected.

STEP 5: If the date selected is unavailable for any reason, the court will contact you to arrange an alternative date. LBR 9004-1(a)(1) and the Court Manual require that you include your telephone number, fax number, and e-mail address at the top left corner of the pleading.

The court will make every reasonable effort to honor your selection of a hearing date. However, the court reserves the right to reschedule any hearing and will promptly notify you of any changes.

**STEP 6:** After the hearing, a proposed order should be submitted electronically via the Lodged Order Upload program (“LOU”) in accordance with the LOU Procedures in Section 4 of the Court Manual posted on the court’s website. Except as provided by LBR 9021-1(b)(1)(B), a proposed order should not be submitted prior to the hearing absent permission of the court.