

UNITED STATES BANKRUPTCY COURT
for the
NORTHERN DISTRICT OF CALIFORNIA

UNITED STATES COURTHOUSE AND FEDERAL BUILDING
280 SOUTH FIRST STREET, ROOM 3035
SAN JOSE, CALIFORNIA 95113-3099

MARILYN MORGAN
UNITED STATES BANKRUPTCY JUDGE

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JUDGE MORGAN'S POLICY FOR COURTESY COPIES

Courtesy copies shall be provided to the chambers of the assigned judge in a case pursuant to the procedures set forth below by each judge. A printed copy of the "Notice of Electronic Filing" shall be attached to the courtesy paper copy of the electronically filed pleading and marked "Judge's copy." All courtesy copies are to be submitted to the court to the attention of the Courtroom Deputy of the judge assigned to the case.

For Judge Morgan's cases, submit copies to the attention of Millie McGowan.

1. Motions for Relief From Stay:
 - A. Chambers copies of a cover sheet and certificate of service in all cases.
 - B. No chambers copy of the remaining papers are required regardless of length.
2. In Adversary Proceedings:
 - A. No chambers copies are required of the complaint, answer, counterclaim, etc., regardless of length.
 - B. Chambers copies are required of all Case Management Conference Statements.
 - C. Chambers copies of other papers are not required unless page count of all related documents, e.g., notice, motion/application, declaration, and points and authorities - exceeds 25 pages. Page count includes exhibits but not proofs of service.
3. In All Chapters:
 - A. Chambers copies are required of fee applications with time records.
4. In Chapter 11 Cases:
 - A. Chambers copies are required of all "first day" motions and all plans and disclosure statements.

B. Chambers copies of other papers are not required unless page count of all related documents, e.g., notice, motion/application, declaration, and points and authorities - exceeds 25 pages. Page count includes exhibits but not proofs of service.

C. No chambers copies are required of the petition, schedules of assets and liabilities, statement of financial affairs and similar documents filed at the onset of case.

5. In Chapter 7 and 13 Cases:

A. Chambers copies are required of all motions to extend or impose the automatic stay and supporting documents.

B. Chambers copies of papers are not required unless page count of all related documents, e.g., notice, motion/application, declaration, and points and authorities - exceeds 25 pages. Page count includes exhibits but not proofs of service.

C. No chambers copies are required of the petition, schedules of assets and liabilities, statement of financial affairs and similar documents filed at the onset of case.