

## UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF CALIFORNIA

### **PUBLIC NOTICE: Policy for Providing Interpreters and Services to Hearing-Impaired and Other Persons with Communication Disabilities**

In accordance with the [Judicial Policy](#) adopted by the Judicial Conference of the United States, this Court provides reasonable accommodations and services to hearing-impaired and other persons with communication disabilities. When authorized, the Court may provide and pay for spoken and sign language interpreters or other appropriate auxiliary aids and services to parties, attorneys, and witnesses participating in court proceedings who are deaf, hearing-impaired, or have other communication disabilities. The Court will attempt to provide a requested auxiliary aid or service unless another equally effective means of communication is available, or if use of the means requested would fundamentally alter the nature of the Court proceeding, or pose an undue financial or administrative burden.

For purposes of this *Policy*, court proceedings include trials, hearings, court sponsored alternative dispute resolution programs, ceremonies and other public programs or activities conducted by the Court. Meetings of creditors held pursuant to Section 341 of the Bankruptcy Code are not court proceedings subject to this *Policy*. Requests for auxiliary aids and services must be made to the appropriate Access Coordinator as stated below.

**Use of Infrared Assisted Listening Device:** Each courtroom is equipped with an infrared assisted listening device. To request use of the infrared assisted listening device, contact the Access Coordinator (Courtroom Deputy) for the judge presiding at the court proceeding at least **24 hours** before (excluding Saturdays, Sundays and legal holidays) the scheduled proceeding start time.

**Use of a Spoken Language Interpreter Via Telephone:** For a Court hearing of **less than** 30 minutes, a self-represented party who lacks sufficient English language proficiency to effectively participate in the hearing may request a spoken language interpreter to assist the party via telephone. The request may be made during or prior to a hearing by contacting the Courtroom Deputy for the hearing judge.

(415) 268-2323 (Judge Montali)	(510) 879-3533 (Judge Lafferty)
(415) 268-2362 (Judge Blumenstiel)	(510) 879-3541 (Judge Efremsky)
(510) 879-3529 (Judge Novack)	(408) 278-7581 (Judge Hammond)
	(408) 278-7517 (Judge Johnson)

**Interpreter, or Other Auxiliary Aid or Service:** All other requests for a spoken or sign language interpreter, or other auxiliary aid or service, must be submitted in writing to the Access Coordinator listed below, at least **two weeks** prior to the date set for the proceeding, by completing an *Application for Services to Persons with Communications Disabilities*, available at the Clerk's office or the Court website at [www.canb.uscourts.gov](http://www.canb.uscourts.gov) > *Court Info* > *Persons With Disabilities*.

**By Mail:**

Edward J. Emmons, Clerk of Court  
U.S. Bankruptcy Court  
450 Golden Gate Avenue  
Mail Box 36099  
San Francisco CA 94102

**Or Via Facsimile:** (415) 268-2304

**Or Via E-Mail:**

[edward\\_emmons@canb.uscourts.gov](mailto:edward_emmons@canb.uscourts.gov)