

Procedures for Noticing and Conducting Hearings
Assigned to Judge M. Elaine Hammond in the San Jose Division
United States Bankruptcy Court for the Northern District of California
(Effective October 2, 2023)

Effective October 2, 2023, all debtors, creditors, counsel, and other interested parties shall comply with the following procedures when noticing or participating in hearings in cases assigned to Judge M. Elaine Hammond. The failure to comply with these procedures may result in hearing dates being vacated or continued.

All matters before Judge Hammond are conducted in the courtroom, unless otherwise ordered by the court. Litigants and interested parties may appear at the hearing either in person or by Zoom.

Language required for Notice in matters set for hearing:

Counsel, parties, and other interested parties may attend the hearing in person or by Zoom.

Access to Zoom:

Litigants and interested parties who have filed pleadings in connection with a calendared matter will receive an invitation to join the Zoom webinar from the Courtroom Deputy, Anna Rosales, three (3) days in advance of the hearing. Do not forward or share the Zoom webinar invitation with anyone.

Parties or counsel who have not filed papers but wish to attend the hearing may contact the Courtroom Deputy no less than two (2) days prior to the hearing by email at Anna_Rosales@canb.uscourts.gov to request an invitation to the Zoom webinar. The Courtroom Deputy will email you an invitation prior to the hearing. They will attend in LISTEN-ONLY MODE.

Notices of hearing that do not contain the language required for Notice in matters set for hearing may be stricken and the hearing may be vacated.

For general open calendar procedures, please continue to refer to Judge Hammond's Open Calendar Procedure.¹

¹ <https://www.canb.uscourts.gov/procedure/san-jose/hammond/judge-hammonds-open-calendar-procedure>