

**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 May 13, 2024)**

Effective May 13, 2024, 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:

“Debtors, creditors, counsel, and other interested parties may attend the hearing in person or by Zoom.”

The notice must also include the court’s physical address, 280 S. First Street, San Jose, California, 95113 as well as the location designation of Courtroom 11.

Notices of hearing that do not contain the required language noted above may be stricken and the hearing vacated.

Attendance via Zoom:

Recording of any hearing by any means is strictly prohibited. Any person who records a court hearing shall be subject to sanction(s).

All parties must wear business professional attire and have a courtroom appropriate background.

If making an appearance, you must identify yourself using the calendar item number, your full name, and the name of case on which appearing. Otherwise, for security reasons, you will not be allowed into the Zoom hearing.

Please ensure you are connected 10 minutes prior to the start of the hearing to allow the Court sufficient time to check in all parties and test the participant’s audio.

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>