

## **Procedure Reminders**

Last Updated: February 8, 2024

- **Avoiding Judicial Liens in Chapter 13 Plans**

- Please see [LBR 3015-1\(g\)](#) when seeking to modify a judicial lien or security interest using [11 U.S.C. § 522\(f\)](#) and [11 U.S.C. § 506](#)

- **Confirm Hearings**

- To confirm, strike or continue hearings on the Judges' calendars, attorneys must submit the appropriate text-only entry (no PDF required) in ECF from the options listed below:

- (1) Notice to Court of Intent to Argue – Used to Confirm a Hearing
- (2) Notice to Court Agreement Reached
- (3) Notice to Court Motion to Withdraw
- (4) Notice to Court Requesting Continuance

- Once the moving attorney or an objecting party makes one of the confirmation entries above, all ECF participants associated with the case will receive an email from ECF advising them that the matter has been confirmed for oral argument, stricken, settled by agreement, or continued.
- Using the [E-Confirmation](#) process does not negate the requirement that any request for a continuance must have the consent of all objecting parties.
- IMPORTANT: When submitting a Notice to Court of Intent to Argue entry to confirm your hearing, if the matter has been continued from one hearing date to another, please link this entry to both the motion and to the last minute entry continuing the hearing to the hearing date you are confirming.
- After submitting a Notice to Court of Intent to Argue entry, run the following report to verify that it's on the calendar to be argued (Note: This report is not subject to PACER fees and is free of charge):

- (1) Select Reports > Calendar Events
- (2) Select the Judge's name and the Hearing Date
- (3) Select Run Report

- For Pro Se filers: Please contact the appropriate Courtroom Deputy to confirm hearings.

- **Correct Hearing Locations**

• Chapter 7 Cases	Judge	Hearing location*	Type of hearing*
King	CMA TWD	Seattle	In person
Island, San Juan, Skagit, Snohomish, Whatcom	MLB	Everett	ZoomGov
Clallam, Jefferson, Kitsap	CMA	Port Orchard	ZoomGov
Grays Harbor, Lewis, Mason, Pierce, Thurston	MJH BDL	Tacoma	In person or telephonic IFP and Reaff. Agmt. hearings - telephonic
Clark, Cowlitz, Pacific, Skamania, Wahkiakum	MJH BDL	Vancouver	ZoomGov IFP and Reaff. Agmt. hearings - telephonic
Chapter 13 Cases	Judge	Hearing location*	Type of hearing*
King	CMA TWD	Seattle	In person
Island, San Juan, Skagit, Snohomish, Whatcom	MLB	Everett	ZoomGov
Clallam, Jefferson, Kitsap	CMA	Port Orchard	ZoomGov
Grays Harbor, Lewis, Mason, Pierce, Thurston	MJH BDL	Tacoma	In person or telephonic Reaff. Agmt. hearings - telephonic
Clark, Cowlitz, Pacific, Skamania, Wahkiakum	MJH BDL	Vancouver	ZoomGov Reaff. Agmt. hearings – telephonic
Chapter 9, Chapter 11, Chapter 12 and Chapter 15 Cases	Judge	Hearing location*	Type of hearing*
Clallam, Island, Jefferson, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	CMA TWD MLB	Seattle	In person or per Judge’s direction
Grays Harbor, Lewis, Mason, Pierce, Thurston	MJH BDL	Tacoma	In person or telephonic
Clark, Cowlitz, Pacific, Skamania, Wahkiakum	MJH BDL	Vancouver	ZoomGov IFP and Reaff. Agmt. hearings – telephonic

\* See Judges’ calendar pages for dates/times, courtroom locations, and telephonic/ZoomGov directions.

- **Declaration of No Objection**
  - Electronic filers no longer need to create a separate pdf for a declaration of no objection under [LBR 9013-1\(f\)](#). A new "Declaration of No Objection (text only)" event in ECF is now available. The event will prompt the filer for specifics about service then create and docket a text only declaration. Electronic notice of the declaration goes out to those in the case. You can find the event by typing "declaration" in the search bar in ECF. Below is a sample of how the docketed text event will read. If you prefer to create and upload a pdf declaration, the "Declaration of No Objection (pdf uploaded)" event remains an option.
  
- **Electronic Signatures**
  - See [Fed. R. Bankr. P. 5005-1\(C\)](#). **ELECTRONIC CASE FILING**
  
- **Ex Parte Contact**
  - Please respect the prohibition against ex parte communication, [Fed. R. Bankr. P. 9003\(a\)](#) and avoid communications with chambers' staff concerning matters affecting a particular case other than procedural or scheduling matters. Emails should not be used to communicate with chambers regarding a case. Communication with chambers' staff is deemed to be communication with the Judge.
  
- **Ex Parte Motions**
  - See [LBR 9013-1\(g\)](#).
  
- **Linking**
  - See [LBR 9004-1. \(4\) \(c\)](#) **Linking**. Every pleading filed in response to or in connection with a motion or other initial pleading must be electronically linked to the initial pleading.
  
- **Mailing Matrix**
  - Responsibility for Mailing Matrix. Debtors' counsel is responsible for the accuracy of the mailing matrix. Amendments to the creditor list and balance of schedules are to be filed on the court docket, accompanied by a pdf of the additional creditors in matrix format, and a creditor upload into ECF. The debtor is required to give notice of the amendment, and provide newly added creditors with the 341 notice containing the complete social

security number or individual taxpayer identification number of the debtor, even if the 341 meeting has already occurred. See [Fed. R. Bankr. P.1009\(a\)](#); [LBR 1009-1\(c\)](#).

- **Miscellaneous Order Issues**

- Make sure that the case number in the caption is correct and the Debtor's name is spelled correctly.
- If a motion was heard on a calendar, confirm that terms of order agree with the Judge's ruling.
- Make sure all attachments referenced in the Order are attached.

- **Motions for Relief from Stay Involving VA Loan**

- The Department of Veterans Affairs is halting foreclosures for 6 months for veterans and servicemembers who have VA Loans. A new program to address COVID forbearance modifications will take effect after March 2024.

- **Motion to Extend Time to File Schedules and Statements**

- As of 12/1/23, can be done ex parte. See [LBR 1007-1](#).

- **Motions to Reopen**

- Only a closed case can be reopened. In a dismissed case, the dismissal must be vacated, not reopened. See [LBR 5010-1](#).