

## **Procedure Reminders**

Last Updated: July 10, 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

• Office	Chapter 7 and 13 Cases	Judge	Type of hearing*	ECF Hearing Location
SEA	King	CMA TWD	In person	Judge Alston's Courtroom 7206 Judge Dore's Seattle Courtroom 8106
SEA	Island, San Juan, Skagit, Whatcom	CMA	Zoom	Judge Alston's Everett/Port Orchard ZoomGov
SEA	Snohomish	CMA TWD	CMA – Zoom TWD – in person in Seattle	Judge Alston's Everett/Port Orchard ZoomGov Judge Dore's Seattle Courtroom 8106
SEA	Clallam, Jefferson, Kitsap	CMA	Zoom	Judge Alston's Everett/Port Orchard ZoomGov
TAC	Grays Harbor, Lewis, Mason, Pierce, Thurston	MJH TWD	MJH/TWD - In person MJH - IFP and Reaff. Agmt. hearings – telephonic	Judge Heston's Courtroom H Judge Dore's Tacoma Courtroom I
TAC	Clark, Cowlitz, Pacific, Skamania, Wahkiakum	MJH	Zoom IFP and Reaff. Agmt. hearings - telephonic	Vancouver ZoomGov Hearing MJH
Office	Chapter 9, 11, 12 and 15 Cases	Judge	Type of hearing*	
SEA	Clallam, Island, Jefferson, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	CMA TWD	In person or per Judge's discretion	Judge Alston's Courtroom 7206 Judge Dore's Seattle Courtroom 8106
TAC	Grays Harbor, Lewis, Mason, Pierce, Thurston Clark, Cowlitz, Pacific, Skamania, Wahkiakum	MJH	In person or per Judge's discretion Zoom	Judge Heston's Courtroom H Vancouver ZoomGov Hearing MJH

\* Hearings should be set on the calendar for the judge currently assigned to the case. See Judges' calendar pages for dates/times, courtroom locations, and directions.

\* For setting or resetting ch 13 341 meetings w/confirmation hearings, use the confirmation hearing location as indicated on the **Confirmation Hearings (WAWB)** report found in ECF, which is slightly different from the location name found on this chart. This chart is primarily for QC'ing docket events with hearings filed by attorneys.

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- **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](#).