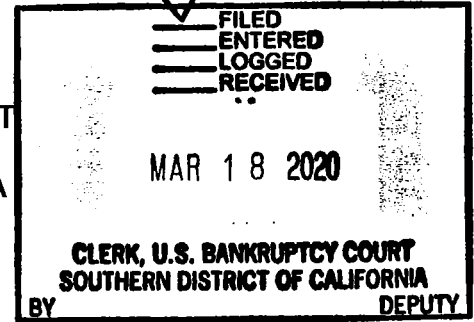


UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF CALIFORNIA



In the matter of)
) Administrative Order
) No. 20-1
CASE MANAGEMENT PROCEDURES)
DURING THE COVID-19 PUBLIC)
EMERGENCY)
_____)

On March 17, 2020, the United States District Court for the Southern District of California entered its Order of the Chief Judge No. 18 ("Order 18"), which detailed certain procedures to be followed for cases pending in the District Court based on the judicial emergency resulting from the coronavirus health crisis. Order 18 also noted that the United States Bankruptcy Court remained open to conduct its judicial business. Order 18 did not establish specific procedures to manage the cases pending in the Bankruptcy Court, however.

To advance the objective of Order 18 to protect public safety but address exigent legal needs which arise, the Bankruptcy Court adopts the following procedures for managing the cases pending before it. These procedures are detailed below and will remain in effect through April 16, 2020, or as otherwise ordered by the District Court or Bankruptcy Court:

1. Although the Court remains open to the public and matters for hearing can be scheduled in the ordinary course, all hearings will be conducted telephonically, unless otherwise ordered by the individual bankruptcy judge to whom the matter is assigned.
2. The parties are directed to follow the Mandatory Telephonic Hearing Guidelines posted on the court's website and which are attached and incorporated by reference.

IT IS SO ORDERED.

Date: March 18, 2020


MARGARET M. MANN,
Chief United States Bankruptcy Judge



MANDATORY TELEPHONIC HEARING GUIDELINES

In order to protect public safety, and prevent the spread of the coronavirus (COVID-19), the Court has implemented the following procedures for telephonic hearings. Unless otherwise directed by the specific Judge, all hearings will be held telephonically. Using this AT&T system is at no cost to the parties or the public.

NOTE: Pursuant to Judicial Conference policy, no external recordings of these hearings may be made.

Dial-In Procedures for the AT&T Reservation-less Conference Call System

- **Using a landline**, dial the appropriate toll-free number shown on the list below; **no cell phones or speaker phones should be used**. This will improve the clarity of the call for all participants.
- Enter the access code associated with the toll-free number.
- Dial in at least 10 minutes before the hearing time. You will hear a message that the “host has not joined the call”. When the court is ready to proceed, the courtroom deputy will bring all participants into the call.
- Place all phones on mute. Under no circumstance should you place this call on hold. Remember no cell or speaker phones.
- The courtroom deputy will call each case.
- Each time you speak, identify yourself for the record.

Chief Judge Mann - Department 1

Dial-In Number: 888-363-4735

Access Code: 9131028

Judge Adler - Department 2

Dial-In Number: 866-434-5269

Access Code: 8111598

Judge Taylor - Department 3

Dial-In Number: 888-398-2342

Access Code: 9081287

Judge Latham - Department 5

Dial-In Number: 888-557-8511

Access Code: 7516966