



## United States Bankruptcy Court Eastern District of California

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### New Courtroom Deputy for Sacramento, Department C

Longtime Sacramento Department C Courtroom Deputy Sheryl Arnold retired in March 2017 after more than 30 years of service to the Court. Jennifer Tillery is the new Courtroom Deputy for Department C. She may be reached at (916) 930-4473.

### Searching for Documents in PACER

When viewing a PACER docket, you can use the **Ctrl-F** feature to easily search for key words or phrases to find specific documents on the docket.

For example, if you need to find all of the motions filed in a case when you are looking at the docket, you can use the keys **Ctrl** and **F** to bring up a search box. You can then type the word *motion* into the box and all motions that have been filed in the case will be highlighted in a different color on the docket. You can narrow the search in larger cases by typing a more specific phrase, such as *relief from stay* or *shorten time*.

### Printing Master Address Labels from PACER

You can print Master Address labels from PACER by using the following steps:

- Log in to PACER.
- Click on **Reports** on the blue toolbar.
- Click on **Master Mailing List/Mailing Labels by Case**.
- Enter the case number. The check box next to “All” is checked by default. This means that all participants in the case (except the judge) will appear on the labels. You can customize the list by unchecking the box next to “All,” and then by selecting individual participants or groups of creditors. There is also information on this screen regarding the type of labels to use, and tips on adjusting your printer.
- Click the **Next** button when you have made all your selections.
- Your labels will appear on the screen. Right click and select print.

**Did you know?** Pursuant to Local Bankruptcy Rule 7005-1, you can consent to receive or to opt out of electronic service from other parties. You can change your preference at any time by logging into e-Filing and clicking on **My Account**.

## Chapter 7 Trustee Motion to Dismiss for Failure to Appear at 341 Meeting

In 2011, the Court adopted a Motion to Dismiss procedure when chapter 7 debtors fail to appear at the meeting of creditors. The Chapter 7 Trustee docket events that continue the meeting of creditors and send a motion to dismiss the case, along with a *Notice of Hearing and Opposition* and proof of service for the debtor and debtor's attorney. To have the motion heard by the judge, the debtor can file *Notice of Hearing and Opposition* and proof of service with the court.

Though we will accept any document filed in opposition to these motions to dismiss, we strongly encourage all parties to consider using the forms that are provided, rather than drafting custom pleadings. Using these forms is the best way to ensure that the opposition appears correctly on the docket and that the documents are routed to our Calendar Clerks for review and inclusion on the Court Calendar. If you choose to draft your own pleading, please ensure that the Docket Control Number included on the Notice of Trustee's Motion to Dismiss is used.

### Docket Control Numbers

Docket Control Numbers (DCN's) are required by Local Rule 9014-1 in motions filed in bankruptcy cases and adversary proceedings in the Eastern District of California. They are extremely helpful to the judges and to the Clerk's Office staff who review documents and place them on calendar. Additionally, because they allow documents that relate to each other to be grouped together, they streamline the process for review by the judges.

To create a DCN, use your initials or the initials of your law firm—at least two letters, but no more than three—followed by a dash and the number that is one number higher than the number of motions previously filed by the attorney or law firm in connection with that case or proceeding. For example, the first Docket Control Number for attorney John D. Doe would be JDD-1. The next would be JDD-2, and so forth. This would be repeated for each case or proceeding in which Mr. Doe files motions.

It is also important that this same DCN appears on related pleadings such as notices of hearing, exhibits, declarations, and other supporting documents. DCN's are also required on responses and other documents that are filed after the fact by opposing parties, so that the Court can link the appropriate documents together. These linkages to more efficiently search the docket to ensure efficiency and a complete and accurate review of all documents submitted.

### Updated Delegation of Authority

The Court recently posted General Order 17-01. This updated *Delegation of Authority* gives the Clerk's office the ability to sign orders to redact personally identifiable information from the court's docket or claims register. Attorneys should no longer submit proposed orders redacting or restricting personal identifiers, as the court will generate its own order. The full text of the General Order is available on the **Local Rules & General Orders** page at [www.caeb.uscourts.gov](http://www.caeb.uscourts.gov).