

Judge Michael Deen

Circuit Civil - Division 39

[39orange@ninthcircuit.org](mailto:39orange@ninthcircuit.org) (Henrietta Coffee – Judicial Assistant)

All parties are responsible for complying with the policies and procedures of Division 39, located at: <https://ninthcircuit.org/judges/circuit/michael-deen>.

Please refer to the procedures to answer your questions before emailing the judicial assistant.

WEBEX LINK for all Virtual Appearances: <https://ninthcircuit.webex.com/join/39orange>

EX PARTE/SHORT MATTERS: All short matters are virtual and occur Monday-Thursday at 8:30 a.m. All Short Matters MUST be noticed for 8:30. These timeslots are NOT viewable. No coordination with the JA is needed, but you MUST submit copy of filed Notice of Hearing (NOH) & Motion at Least 2 days before hearing date via email at [39orange@ninthcircuit.org](mailto:39orange@ninthcircuit.org); otherwise, the Court WILL NOT address your motion. Hearings must be coordinated with opposing party; failing that, the NOH must state a detailed reason for not coordinating the short matters hearing accompanied by any coordination attempts in writing.

There will be NO Short Matters on the following days for 2025 (please continue to check): All Court Holidays, 2/19, 2/20, 2/21, 3/6, 3/7, 7/2, 7/3, 7/7, 7/8, 7/9

Please review and become familiar with the Ninth Circuit's Holiday Schedule (<https://www.ninthcircuit.org/about/court-holidays>).

Hearing Requests: Please review the policies and procedures prior to coordinating hearings. Hearings longer than one hour require judicial approval, submit these requests either by email or by speaking to the judge at short matters.

Virtual vs. In-person: All non-evidentiary hearings 30 minutes or less may be presumed virtual unless otherwise requested by the parties by motion. All **evidentiary** hearings must be in person unless leave of court is granted via motion.

To secure hearing time, coordinate with opposing counsel, then email [39orange@ninthcircuit.org](mailto:39orange@ninthcircuit.org) with the following in the body of the email:

**Case No.:**

**Full Case Style:**

**Motion(s) to be heard:**

**Date/Time Coordinated:**

**Amount of time requested:**

**In-Person or Virtual:**

**Date "meet & confer" completed:**

**Is the case evidentiary (require testimony and/or submission of exhibits):**

Hearings (other than short matters) MUST be confirmed by the Judicial Assistant BEFORE parties are allowed to file a Notice of Hearing (NOH). Upon receiving a confirmation from the Judicial Assistant, a notice of hearing which shall contain a certificate of compliance that a meet and confer took place on the motion notice. A courtesy copy of the filed NOH must be emailed to JA to secure timeslot.

IF A MOTION IS NOT ON THE NOTICE OF HEARING, THEN IT WILL NOT BE HEARD UNLESS BOTH PARTIES AGREE AND TIME PERMITS.