

Judge Kevin B. Weiss  
Circuit Civil - Division 36  
[36orange@ninthcircuit.org](mailto:36orange@ninthcircuit.org) (Jonathan Rosado – Judicial Assistant)

All parties are responsible for complying with the policies and procedures of Division 36

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

WEBEX LINK for all Virtual Appearances: <https://ninthcircuit.webex.com/meet/36orange>

EX PARTE/SHORT MATTERS: All short matters are virtual and occur Monday-Thursday at 8:30 a.m. unless blocked off on the Judge's ai Calendar. Please check ai Calendar before appearing for short matters. All Short Matters MUST be noticed for 8:30 a.m. 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 [36orange@ninthcircuit.org](mailto:36orange@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.

The Court DOES NOT accept hearing materials for short matters, other than any filed motion and response to the motion. If your case requires hearing materials, it may be more appropriate for regular court hearing time or for a ruling in chambers (see policies and procedures).

All hearing materials must be submitted electronically via email, with opposing counsel copied.

Hearing Requests: Please review the policies and procedures prior to coordinating hearings.

Hearings longer than 1 hour require judicial approval (in chambers by motion or 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 shall be in person unless otherwise indicated by court Order.

To secure hearing time, coordinate with opposing counsel, comply with the meet and confer requirement, then email [36orange@ninthcircuit.org](mailto:36orange@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:

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

**THE COURT WILL ONLY HEAR MOTIONS THAT ARE PROPERLY NOTICED.**