

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>

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 your date on ai Calendar BEFORE setting a hearing for short matters to see if a date is blocked off. Short matters timeslots are NOT viewable.

All Short Matters MUST be noticed for 8:30 a.m.

No coordination with the JA is needed for short matters, 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.

Short Matters 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).

REGULAR HEARING REQUESTS: Please review the policies and procedures prior to coordinating hearings, especially for evidentiary hearings. All hearing materials must be submitted electronically via email, with opposing counsel cc'ed.

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

Hearings longer than 30 minutes require judicial approval (in chambers motion or short matters).

To secure hearing time, coordinate with opposing counsel, then email 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):

Regular hearing requests 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.

THE COURT WILL ONLY HEAR MOTIONS THAT ARE PROPERLY NOTICED.