

***Procedures for Santa Barbara Document Duty**
Magistrate Judge Louise A. LaMothe

U.S. Bankruptcy Court
1415 State Street, Santa Barbara

***IN LIGHT OF THE COVID-19 PANDEMIC, DOCUMENT DUTY WILL PROCEED TELEPHONICALLY UNTIL FURTHER NOTICE. TO SCHEDULE DOCUMENT DUTY TELEPHONICALLY WITH JUDGE LAMOTHE, PLEASE FOLLOW THE BELOW DIRECTIONS.**

- Contact the clerk, Debbie Johnston, to schedule a date and time to meet with Judge LaMothe. Email: Debbie_Johnston@cacd.uscourts.gov / Desk: (213) 894-3787 / After-hours: (805) 433-5434
- The clerk will need to be provided with the name, telephone number, and email address of the agent and the AUSA on the case, as well as the type of documents to be executed.
- The AUSA will use the appropriate forms for warrant and application for warrant by telephone.
- The signature lines on all documents should state the location “Santa Barbara” and include Judge Louise A. LaMothe’s name in full.
- The AUSA will e-file documents pursuant to the Electronic Filing Pilot Project (G.O. 17-02) and email them to the clerk WITHOUT the blue ECF header to Debbie_Johnston@cacd.uscourts.gov and to the agent.
- Documents not required to be e-filed are to be emailed to the clerk Debbie_Johnston@cacd.uscourts.gov and the agent and a case number will be assigned. Search warrants associated with a complaint are not to be e-filed.
- Once received, the clerk will forward all documents to Judge LaMothe for review and, if necessary, revision.
- Once Judge LaMothe has reviewed the documents, she will call the agent and swear them telephonically.
- The clerk will ensure that all documents are submitted for docketing on ECF and forward full conformed copies to the agent and the AUSA via email.