

**United States Bankruptcy Court
District of Delaware**

**QUICK REFERENCE GUIDE
TO AGENDAS AND HEARING BINDERS**

This chart is intended to be a reference tool for counsel preparing hearing agendas and binders.
Each judge's chambers procedures should be referenced frequently for updates (available on the Court's website ~ www.deb.uscourts.gov).
Any case management order or administrative order supercedes the instructions in this reference guide.

NOTICE OF AGENDA OF MATTERS SCHEDULED FOR HEARING	
PREPARATION OF AGENDA	
REFER TO LOCAL RULE 9029-3 HEARING AGENDA REQUIRED USE LOCAL FORM 111 INCLUDE DATE FILED AND DOCKET NUMBER INCLUDE RESPONSE DEADLINE AND ANY EXTENSIONS LIST FEE APPS IN EITHER THE UNCONTESTED MATTERS GOING FORWARD OR CONTESTED MATTERS SECTION INDEX OF PLEADINGS FROM FEE APP BINDER MAY BE ATTACHED TO AGENDA AS AN EXHIBIT FOR THE UNCONTESTED FEE APPS LIST OBJECTIONS TO CLAIMS AND RESPONSES IN EITHER THE UNCONTESTED MATTERS GOING FORWARD OR CONTESTED MATTERS SECTION INDEX OF PLEADINGS FROM OBJS. TO CLAIMS BINDER MAY BE ATTACHED TO AGENDA AS AN EXHIBIT FOR THE UNCONTESTED OBJS. TO CLAIMS BE DETAILED IN STATUS LINE (INCLUDING STATUS OF <u>ALL</u> CLAIMS INCLUDED IN OMNIBUS OBJECTIONS) SUBMIT TO CHAMBERS IN MATTERS GOING FORWARD AND CNO BINDER (NOT PIECEMEAL) NOTE: AGENDA MUST BE E-FILED PRIOR TO DELIVERING TO CHAMBERS IN THE MATTERS GOING FORWARD AND CNO BINDER NOTE: NO ADDITIONS/ CORRECTIONS PAST DEADLINE FOR SUBMITTING MATTERS GOING FORWARD BINDERS ABSENT PRIOR JUDGE APPROVAL	
WHEN TO DELIVER	
WALRATH, WALSH, CAREY, GROSS, SHANNON, SONTCHI	SHAPERO
NO LATER THAN 12:00 NOON, 2 BUSINESS DAYS PRIOR TO HEARING DATE	NO LATER THAN 12:00 NOON, 7 BUSINESS DAYS PRIOR TO HEARING DATE. ALSO, E-MAIL COPY TO COURTROOM DEPUTY
WHERE TO DELIVER	
DELAWARE CHAMBERS	

**BINDER BASICS
(APPLIES TO ALL BINDERS)**

FRONT AND SPINE OF ALL BINDERS MUST BE LABELED AS FOLLOWS:

**TITLE OF BINDER
CASE NAME AND NUMBER
HEARING DATE AND TIME
FIRM NAME
NUMBER SEQUENCE IF MULTIPLE BINDERS (I.E. 1 OF 4)**

MUST BE IN GOOD CONDITION
CHECK CLASPS! (MUST BE SECURE)
MAXIMUM WIDTH OF 3 INCHES PER BINDER
DO NOT OVERSTUFF - MAY USE MULTIPLE BINDERS
FIRST DOCUMENT SHOULD BE AGENDA OR INDEX OF PLEADINGS
ALL DOCUMENTS SHOULD BE IN ORDER OF AGENDA/INDEX
DOCKET NUMBER AND DATE FILED MUST BE WRITTEN ON BOTTOM RIGHT OF 1ST PAGE OF ALL DOCUMENTS
ONLY INCLUDE SUBSTANTIVE DOCUMENTS AND PROPOSED ORDERS
DOCUMENTS SHOULD BE UNBOUND
DOCUMENTS MUST BE TABBED ACCORDING TO AGENDA/INDEX
IT IS THE RESPONSIBILITY OF DEBTOR'S COUNSEL TO SUBMIT BINDERS WHENEVER A HEARING AGENDA IS FILED (REFER TO LOCAL RULE 9029-3)

FIRST DAY HEARING BINDER

PREPARATION OF FIRST DAY HEARING BINDER

INDEX OF PLEADINGS SHOULD BE FIRST DOCUMENT
INCLUDE PETITION(S)
INCLUDE ALL MOTIONS WITH PROPOSED ORDERS
INCLUDE DECLARATION IN SUPPORT OF FIRST DAY MOTIONS
DOCKET NUMBER AND DATE FILED MUST BE WRITTEN ON BOTTOM RIGHT OF 1ST PAGE OF ALL DOCUMENTS
EACH DOCUMENT TO BE TABBED, CORRESPONDING WITH INDEX
NOTE: SEE BINDER BASICS SECTION FOR GENERAL INSTRUCTIONS WHICH APPLY TO THE PREPARATION OF ALL BINDERS
NOTE: BRING A COPY OF EACH ORDER WITH THE RELATED DOCKET NUMBER TO COURT (BOUND BY CLIP)

WHEN TO DELIVER

IMMEDIATELY AFTER E-FILING. IF FILED AFTER HOURS, MUST BE DELIVERED AT 8:00 A.M. THE FOLLOWING BUSINESS DAY.

WHERE TO DELIVER

CLERK'S OFFICE

MATTERS GOING FORWARD BINDER

PREPARATION OF MATTERS GOING FORWARD BINDER

AGENDA SHOULD BE FIRST DOCUMENT
INCLUDE ALL MATTERS GOING FORWARD WITH PROPOSED ORDERS
DOCKET NUMBER AND DATE FILED MUST BE WRITTEN ON BOTTOM RIGHT OF 1ST PAGE OF ALL DOCUMENTS
EACH DOCUMENT TO BE TABBED, CORRESPONDING WITH AGENDA
NOTE: SEE BINDER BASICS SECTION FOR GENERAL INSTRUCTIONS WHICH APPLY TO THE PREPARATION OF ALL BINDERS
NOTE: BRING A COPY OF EACH ORDER WITH THE RELATED DOCKET NUMBER TO COURT (BOUND BY CLIP)

WHEN TO DELIVER

WALRATH, WALSH, CAREY, GROSS, SHANNON, SONTCHI

NO LATER THAN 12:00 NOON,
2 BUSINESS DAYS PRIOR TO HEARING DATE

SHAPERO

NO LATER THAN 12:00 NOON,
7 BUSINESS DAYS PRIOR TO HEARING DATE

WHERE TO DELIVER

DELAWARE CHAMBERS

CNO BINDERS

PREPARATION OF CNO BINDERS

AGENDA SHOULD BE FIRST DOCUMENT
INCLUDE ALL MOTIONS ON AGENDA TO WHICH NO RESPONSE HAS BEEN FILED WITH COPY OF CNO AND SEPARATE PROPOSED ORDER
DOCKET NUMBER AND DATE FILED MUST BE WRITTEN ON BOTTOM RIGHT OF 1ST PAGE OF ALL DOCUMENTS
EACH DOCUMENT TO BE TABBED, CORRESPONDING WITH AGENDA, i.e. (1) Motion, (a) CNO, (b) Proposed Order
NO PARTIES OTHER THAN DEBTORS COUNSEL SHOULD SUBMIT CNOs FOR MATTERS LISTED ON AGENDA
CERTIFICATIONS OF COUNSEL MAY BE INCLUDED IN CNO BINDER IF REPLACING A CNO
NOTE: SEE BINDER BASICS SECTION FOR GENERAL INSTRUCTIONS WHICH APPLY TO THE PREPARATION OF ALL BINDERS

WHEN TO DELIVER

WALRATH, WALSH, CAREY, GROSS, SHANNON, SONTCHI

NO LATER THAN 12:00 NOON, 2
BUSINESS DAYS PRIOR TO HEARING DATE

SHAPERO

NO LATER THAN 12:00 NOON,
7 BUSINESS DAYS PRIOR TO HEARING DATE

WHERE TO DELIVER

DELAWARE CHAMBERS

FEE APPLICATION BINDERS

PREPARATION OF FEE APPLICATION BINDERS

INDEX OF PLEADINGS SHOULD BE FIRST DOCUMENT
INCLUDE INTERIM/MONTHLY FEE APPS WITH CNOS AND RESPECTIVE QUARTERLY FEE APPS
GROUP BY FIRM IN ACCORDANCE WITH INDEX
DOCKET NUMBER AND DATE FILED MUST BE WRITTEN ON BOTTOM RIGHT OF 1ST PAGE OF ALL DOCUMENTS
EACH DOCUMENT TO BE TABBED, CORRESPONDING WITH AGENDA
NOTE: INCLUDE ANY OBJECTIONS IN THE MATTERS GOING FORWARD BINDER
NOTE: SEE BINDER BASICS SECTION FOR GENERAL INSTRUCTIONS WHICH APPLY TO THE PREPARATION OF ALL BINDERS

WHEN TO DELIVER

WALRATH, WALSH, CAREY, GROSS, SHANNON, SONTCHI

NO LATER THAN 12:00 NOON, 5 BUSINESS DAYS
PRIOR TO HEARING DATE

SHAPERO

NO LATER THAN 2 WEEKS
PRIOR TO HEARING DATE

WHERE TO DELIVER

DELAWARE CHAMBERS

OBJECTIONS TO CLAIMS BINDERS

PREPARATION OF OBJECTION TO CLAIMS BINDERS

INDEX OF PLEADINGS SHOULD BE FIRST DOCUMENT
INCLUDE OMNIBUS OBJECTIONS WITH THOSE CLAIMS THAT ARE GOING FORWARD
INCLUDE DECLARATION OF CLAIMS AGENT
ON FIRST PAGE OF DOCUMENT, WRITE DOCKET NUMBER AND DATE FILED
EACH DOCUMENT TO BE TABBED, CORRESPONDING WITH INDEX

NOTE: SEE BINDER BASICS SECTION FOR GENERAL INSTRUCTIONS WHICH APPLY TO THE PREPARATION OF ALL BINDERS

WHEN TO DELIVER

WALRATH, WALSH, CAREY, GROSS, SHANNON, SONTCHI

SHAPERO

NO LATER THAN 12:00 NOON,
10 BUSINESS DAYS PRIOR TO HEARING DATE

NO LATER THAN 7 BUSINESS DAYS PRIOR TO HEARING DATE

WHERE TO DELIVER

DELAWARE CHAMBERS

JUDGE FITZGERALD

REFER TO PREPARATION OF AGENDA SECTION FOR INSTRUCTIONS ON PREPARING AGENDA

E-MAIL AGENDA TO PITTSBURGH AND DELAWARE (COURTROOM DEPUTY) (NOTE: DO NOT E-MAIL ANYTHING ELSE TO PITTSBURGH)

REFER TO BINDER BASICS SECTION FOR INSTRUCTIONS ON PREPARING BINDERS

DO NOT SUBMIT SEPARATE BINDERS FOR MATTERS GOING FORWARD, CNOs, & OBJECTIONS TO CLAIMS (SUBMIT TOGETHER IN ONE BINDER)

FEE APPS SHOULD BE IN A SEPARATE BINDER OR SUBMITTED IN ACCORDANCE WITH CASE MANAGEMENT ORDER

SUBMIT HEARING BINDERS TO PITTSBURGH & ALSO TO COURTROOM DEPUTY IN DELAWARE (EXCEPTION: DO NOT SEND UNCONTESTED FEE APPS TO C.D.)

ALL BINDERS MUST ARRIVE ONE CALENDAR WEEK BEFORE HEARING UNLESS ORDER STATES OTHERWISE

THE AGENDA ITEM # AND DATE OF HEARING SHOULD APPEAR ON ALL PROPOSED ORDERS IN ADDITION TO RELATED DOCUMENT #

CH. 11 DISCLOSURE STATEMENTS AND PLANS SHOULD BE SENT TO PITTSBURGH IN BINDERS AS SOON AS THEY ARE FILED (NO COPY TO C.D. NEEDED)

IF AMENDING CH. 11 DISCLOSURE STATEMENT OR PLAN, SUPPLY JUDGE WITH BLACKLINED COPY IN BINDER

ADDRESSES		
<p>The Honorable Mary Walrath, Chief Judge United States Bankruptcy Court District of Delaware 824 Market Street, 5th Floor Wilmington, DE 19801</p> <p>Courtroom 4</p>	<p>The Honorable Kevin J. Carey United States Bankruptcy Court District of Delaware 824 Market Street, 5th Floor Wilmington, DE 19801</p> <p>Courtroom 5</p> <p>Courtroom Deputy's E-mail Address Nancy_Hunt@deb.uscourts.gov</p>	<p>The Honorable Kevin Gross United States Bankruptcy Court District of Delaware 824 Market St., 6th Floor Wilmington, DE 19801</p> <p>Courtroom 2B in the U.S. District Court until further notice</p>
<p>The Honorable Brendan L. Shannon United States Bankruptcy Court District of Delaware 824 Market St., 6th Floor Wilmington, DE 19801</p> <p>Courtroom 1</p>	<p>The Honorable Christopher S. Sontchi United States Bankruptcy Court District of Delaware 824 Market Street, 5th Floor Wilmington, DE 19801</p> <p>Courtroom 6</p>	<p>The Honorable Peter J. Walsh United States Bankruptcy Court District of Delaware 824 Market Street, 6th Floor Wilmington, DE 19801</p> <p>Courtroom 2</p>
<p>The Honorable Judith K. Fitzgerald Judge's Address - Pittsburgh Chambers The Honorable Judith K. Fitzgerald United States Bankruptcy Court Western District of Pennsylvania 5490 U.S. Steel Tower 600 Grant Street Pittsburgh, PA 15219</p> <p>FOR AGENDAS ONLY- Pittsburgh E-Mail Address JKF@pawb.uscourts.gov</p> <p><u>Courtroom Deputy Address - Delaware</u> United States Bankruptcy Court District of Delaware 824 Market Street, 3rd Floor Wilmington, DE 19801</p> <p><u>Courtroom Deputy E-mail Addresses</u></p> <p>Courtroom Deputy for Chapter 13 Matters Rachel_Bello@deb.uscourts.gov</p> <p>Courtroom Deputy for Chapter 7 and 11 Matters Julia_Johnston@deb.uscourts.gov</p>	<p>The Honorable Walter Shapero United States Bankruptcy Court District of Delaware 824 Market Street, 6th Floor Wilmington, DE 19801</p> <p>Courtroom Deputy's E-mail Address Julia_Johnston@deb.uscourts.gov</p>	<p>Clerk's Office United States Bankruptcy Court District of Delaware 824 Market Street, 3rd Floor Wilmington, DE 19801</p>