

**Chambers Procedures for
Honorable Kevin Gross**
(Revised April 11, 2012)

CONTACT INFORMATION

Chambers: The Honorable Kevin Gross
 United States Bankruptcy Court for the District of Delaware
 824 Market Street, 6th Floor
 Wilmington, DE 19801

Courtroom: No. 3

Telephone: (302)252-2913

Staff: Ext. 2 - Laura J. Haney, Judicial Assistant (general and order inquiries)
 Ext. 3 - Sherry K. Scaruzzi, Courtroom Deputy (all scheduling inquiries)

E-mail: [DEB Chambers Judge Kevin Gross@deb.uscourts.gov](mailto:DEB_Chambers_Judge_Kevin_Gross@deb.uscourts.gov)

PLEASE DELIVER BINDERS TO 824 MARKET STREET, 6TH FLOOR

ITEMS

General Chambers Procedures

Principles of Professionalism for Delaware Lawyers

Principles of Professionalism for Delaware Judges

Scheduling Order (Preference Cases)

Scheduling Order (All Other Matters)

Proposed Final Pretrial Order (Non-Preference Cases)

Trial Procedures (All Cases and Contested Matters)

General Order re Pretrial Procedures in Preference Cases

**THE COURT DEMANDS OF ITSELF AND THE LAWYERS WHO
APPEAR BEFORE IT COURTEOUS AND PROFESSIONAL CONDUCT**

See Principles of Professionalism for Delaware Lawyers; and
Principles of Professionalism for Delaware Judges

**Please refer to the General Chambers Procedures
which are applicable to all Judges**

CNO'S AND PROPOSED ORDERS

1. CNO's and proposed orders may be submitted 48 hours after the response deadline. CNO's and proposed orders submitted within two days of a hearing should be included in the CNO hearing binder and so noted on the agenda.
2. Please do not provide courtesy copies of documents unless requested by Judge Gross.

TELEPHONIC APPEARANCES AND REQUESTS

1. Chambers will make every effort to respond to telephonic inquiries and requests within 24 hours. If Chambers does not respond within a reasonable time, a second inquiry or request is welcome.

SCHEDULING AND HEARING PROCEDURES

1. Hearings are scheduled for one hour and if parties require more than one hour they must make arrangements with Judge Gross well in advance.
2. Hearings will conclude for the day not later than 4:45 p.m., subject to Judge Gross' determination that it is necessary to continue. Parties should plan accordingly.
3. If parties intend to call witnesses at a hearing, they must file and submit their intention to do so at least 24 hours prior to the hearing. The filing must contain the identity of each witness and the scope of testimony.
4. Scheduled Trials will be removed from Judge Gross' calendar unless the plaintiff or moving party advises Chambers two weeks in advance of the scheduled date in writing, docketed and submitted to Chambers, that it is going forward. This means that absent being advised by counsel as directed above that a trial will proceed, Judge Gross will assume it is settled or being adjourned. Judge Gross will no longer inquire if a trial is proceeding.

MATTERS UNDER ADVISEMENT

1. Parties are invited to inquire, after a reasonable time under the circumstances of the matter at issue, into the status of matters pending decision or taken under advisement by telephone or e-mail to Chambers at:

[DEB Chambers Judge Kevin Gross@deb.uscourts.gov](mailto:DEB_Chambers_Judge_Kevin_Gross@deb.uscourts.gov)

In the body of the e-mail, reference should be made to the matter pending decision and the date such matter was taken under advisement. Parties should state in the “subject” of the e-mail the case name and number and “Request for Ruling Status.” Please copy other interested parties.

PRETRIAL AND TRIAL PROCEDURES IN NON-PREFERENCE ADVERSARY PROCEEDINGS AND CONTESTED MATTERS

1. In addition to the provisions of the General Chambers Procedures applicable to adversary procedures, please review the forms for Scheduling Order, Scheduling Order (All Other Matters), Final Pretrial Order and Trial Procedures.

PRETRIAL AND TRIAL PROCEDURES IN PREFERENCE CASES

1. The procedures for preference cases are contained in the General Order, dated November 16, 2009. The goal is to maintain consistency among the judges of the Court and therefore the Order is virtually identical to the Orders entered by Judge Carey and Judge Sontchi.