

**January 12, 2004**

Revised Chambers Procedures for  
Honorable Kevin J. Carey  
(Visiting Judge from Philadelphia, Pennsylvania)

The following are revised chambers procedures, effective immediately, applicable to all Delaware cases assigned to Judge Carey. These revisions are designed to streamline administration of Judge Carey's Delaware cases for the benefit of both bar and court staff.

1. **Courtroom.** All matters are heard in the Robert N.C. Nix, Sr. Federal Building & Courthouse, 900 Market Street, Second Floor, Courtroom No. 1, Philadelphia, Pennsylvania.
2. **Addresses, phone numbers, e-mail addresses:**

	<b>Philadelphia</b>	<b>Wilmington</b>
Chambers:	United States Bankruptcy Court Eastern District of Pennsylvania Robert N.C. Nix, Sr. Federal Courthouse 900 Market Street, Suite 201 Philadelphia, PA 19107 (215) 408-2970	United States Bankruptcy Court District of Delaware 824 North Market Street 3rd Floor Wilmington, DE 19801 (302) 252-2884
E-mail:	Chambers_of_Judge_Kevin_Carey@paeb.uscourts.gov	
Staff:	Carmen Stratford, Judicial Assistant (215) 408-2971	
	Janet I. Moore, Law Clerk (215) 408-2972	
Courtroom Deputy:	Pamela Blalock (215) 408-2801	Ginger Ballek (302) 252-2884
E-mail:	Pamela_Blalock@paeb.uscourts.gov	Ginger_Ballek@deb.uscourts.gov

**Communications with and deliveries to Judge Carey.**

3. Unless directed otherwise, all matters regarding Delaware cases assigned to the Judge are to be handled through the Judge's Delaware staff.

Nothing is to be sent to Philadelphia unless specifically provided below or as otherwise directed; nothing is to be sent by facsimile to chambers, Philadelphia or Delaware, unless specifically directed.

**Local Rules.**

4. The Local Rules for the United States Bankruptcy Court for the District of Delaware will

govern all procedural aspects of the case.

5. **Submissions to Chambers Under Certification.**

All submissions to chambers under certification shall be sent to Judge Carey's **Philadelphia** chambers.

6. **Hearing Binders.**

Agendas and binders, including all papers related to all agenda items shall be submitted to the Judge's **Philadelphia** chambers address by 12 Noon three business days prior to the hearing. An amended agenda may be filed until 12 Noon of the day prior to the hearing, with a hard copy provided to the Judge's **Philadelphia** chambers. Alternatively, an amended agenda may be e-mailed (by the same deadline) to the Judge's chambers e-mail address. Philadelphia chambers must be notified telephonically as soon as possible of the filing of any amended agenda or of any matters that have resolved and/or are not going forward in the hearing.

The Judge's Delaware staff must be notified immediately if the omnibus hearing is expected to last longer than one hour or if an evidentiary hearing will be held.

7. **Fee Applications/Hearings.**

All fee applications will be considered in accordance with the respective Administrative Order entered in each case and under the Local Rules for the U.S. Bankruptcy Court for the District of Delaware. Unless the respective Administrative Order provides otherwise, no orders will be signed regarding the payment of the 80% monthly fees and monthly expenses. Hearings for interim applications will be scheduled on Omnibus Hearing dates and the date for hearing must be approved by the Judge's deputy at least one month prior to the hearing. All interim fee applications (including quarterly applications) will be heard on one date.

Even in the absence of any objection to a fee application, a representative of the Applicant who is familiar with the services rendered and costs incurred which are the subject of the Application shall appear in person at such hearing in support of the Application, unless such person is not local to the Court, in which event, such person shall make prior arrangements with the Judge's Delaware courtroom deputy to participate by telephone conference.

8. **Telephonic Participation.**

Attorneys wishing to participate in hearings by telephone shall make arrangement with Ginger Ballek, the Judge's Delaware courtroom deputy, no later than 4 P.M. the day prior to the hearing. Local counsel are required to appear in person.

9. **Orders.**

All orders are processed and docketed in the Delaware Bankruptcy Court.

Please do not contact Philadelphia chambers for the status of orders.