

# UNITED STATES BANKRUPTCY COURT DISTRICT OF DELAWARE

## NOTICE

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The following procedures are to be followed in the **Montgomery Ward** cases assigned to Judge Raymond T. Lyons.

1. The Local Rules for the United States Bankruptcy Court for the District of Delaware will govern all procedural aspects of the case.
2. All original pleadings are to be filed with the Clerk of the U.S. Bankruptcy Court for the District of Delaware in Wilmington, Delaware. All proposed orders should include an original and a duplicate original order.
3. A courtesy copy of each substantive pleading is to be attached to an e-mail to **M\_Ward@njb.uscourts.gov**. In the reference box of the e-mail briefly describe the nature of the attached pleading (e.g., Cash Collateral Motion or Objection to Cash Collateral Motion). Substantive pleadings include motions, orders, objections, responses, certifications, briefs and the like. They do not include proof of service, notice of motion, or similar pleadings. Limit the name of the attached file to 8 characters with no spaces or backslashes. Attachments are preferred in WordPerfect or Word format.
4. Stand-alone orders may be submitted directly to the e-mail address along with a cover memo explaining the nature of the order.
5. 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. Final hearings will be scheduled on Omnibus Hearing dates scheduled in the Delaware Bankruptcy Court.
6. Agenda letters are to be filed with the U.S. Bankruptcy Court for the District of Delaware in Wilmington, Delaware. A copy of the Agenda is to be attached to an e-mail.
7. All proceedings and hearings before the court will be heard on the assigned dates in the Delaware Bankruptcy Court, unless otherwise scheduled by the court. All scheduling requests and other inquiries are to be directed to Danielle Gadson in the Delaware Bankruptcy Court at (302) 252-2911 or by e-mail **Danielle\_Gadson@deb.uscourts.gov**. No telephone contact shall be made directly with Judge Lyons' chambers unless specifically instructed otherwise.