

Honorable Randall J. Newsome
(Visiting Judge from Oakland, CA)
844 King Street
2nd Floor, Chambers 2124
Wilmington, DE 19801

Courtroom Deputy/Scheduling: Nancy Hunt (302-573-6062)

All matters are heard in courtroom 2B, 844 King Street, J. Caleb Boggs Federal Courthouse.

1. All matters regarding Delaware cases assigned to the Judge are to be handled through the Judge's Delaware staff. No contact is to be made with the Oakland Court or Clerk's office under any circumstances.
2. All hard copies submitted to the Court must indicate on their face the corresponding docket number.
3. **Nothing** is to be sent to Oakland unless the Judge directs otherwise. In those instances where the documents are specifically requested by the Judge, the Judge's deputy in Delaware must be notified immediately of the transmissions.
4. **Nothing** is to be sent by facsimile to chambers, Oakland **OR** Delaware, unless specifically directed.
5. **Hearing Binders:** Agendas and binders including all papers relating to all agenda items shall be submitted **by 12 Noon seven business days prior** to the hearing. All agenda letters are to be electronically filed with the Clerk of the U.S. Bankruptcy Court and must be e-mailed in .pdf format to Nancy_Hunt@deb.uscourts.gov. No additions or corrections to the binder or the agenda will be permitted past this seven day deadline. Binders related to fee applications must be submitted **two weeks** prior to the hearing. No proofs of service should be included in binders.
6. All matters shall be scheduled so that the date for filing a response or responsive pleading conforms to the binder requirement set forth in paragraph 5.
7. Motions, opening briefs and responding briefs in all adversary proceedings and contested matters **shall be no longer than 15 pages in size 12 font**. Reply briefs **shall be no longer than five pages in size 12 font**. Briefs that exceed these page limits will be stricken or not read.
8. 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. **No hearings will be continued or rescheduled unless an appropriate motion and proposed order (original and copy)** have been filed with the Clerk of the Bankruptcy Court in Delaware at least seven days before the scheduled hearing date.
9. 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.
10. Attorneys wishing to participate in hearings in Delaware by telephone shall make arrangements with Nancy Hunt, the Judge's deputy, no later than five calendar days before the scheduled hearing date.

11. **Fee Applications:** 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. Accordingly, orders will only be signed for interim fee applications (quarterly applications). 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 a month prior to the hearing. All interim fee applications (quarterly applications) will be heard on one date. Detailed fee applications shall be submitted with the interim applications.

This document should be reviewed frequently for revisions.

Modified: 11/04/03