

# **Honorable Donal D. Sullivan**

**(Visiting Judge)**

**824 N. Market Street**

**6<sup>th</sup> Floor**

**Wilmington, Delaware 19801**

**Courtroom Deputy/Scheduling: Nancy Hunt (302) 252-2883**

All matters are heard in Courtroom on 6th Floor, 824 N. Market Street, Wilmington, Delaware

## **The following general procedures are to be followed in all cases assigned to Judge Sullivan:**

1. All matters regarding Delaware cases assigned to the Judge are to be handled through the Judge's Delaware staff.
2. The Local Rules for the United States Bankruptcy Court for the District of Delaware will govern all procedural aspects of the case.
3. Nothing is to be sent by facsimile to chambers unless specifically directed.
4. Generally, all matters are to be scheduled for hearing in Wilmington.
5. Hearing Binders: Agendas and binders, including all papers related to all agenda items shall be submitted **by 12:00 noon seven business days prior to the hearing. No amended agendas will be permitted.** All agendas are to be electronically filed with the Clerk of the U.S. Bankruptcy Court and must be emailed in .pdf format to Nancy\_Hunt@deb.uscourts.gov. Chambers must be notified as soon as possible of any matters that have resolved and/or are not going forward in the hearing. Binders related to fee applications must be submitted **two weeks prior** to the hearing.
6. Adjournments/Continuances - Once the agenda has been submitted, matters may only be continued or rescheduled for cause, upon court approval. An appropriate motion and proposed order must be filed and submitted to Chambers.
7. All motions need to be filed 20 days (23 days if served by mail) before the hearing. All objection deadlines need to be at least **nine (9) business days** before the scheduled hearing. If the objection deadline falls after the **nine (9) business days**, the motion will not be heard until the next scheduled hearing. Objection deadlines for fee applications need to be set so that the deadline has expired prior to the submission of the fee application binder.
8. 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.
8. 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. 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. If they are not approved by the Judge's courtroom deputy, they **will not** be heard. 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 courtroom deputy to participate by telephone conference.

9. Telephonic Appearances: All persons wishing to appear by telephone should consult the new procedures on the Court's website. Local counsel must always appear in person.

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

Updated: March 16, 2005