

# Honorable Jerry W. Venters

(Visiting Judge from Kansas City, MO)

844 King Street

2<sup>nd</sup> Floor, Chambers 2124

Wilmington, Delaware 19801

**Courtroom Deputy/Scheduling: Ginger Ballek (302-573-6069)**

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

Prepared: 10/23/02

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 Kansas City 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 Kansas City unless the Judge directs otherwise. In those instances where 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, Kansas City **OR** Delaware, unless specifically directed.
5. **Hearing Binders:** Agendas and binders including all papers relating to all agenda items shall be submitted **seven business days prior** to the hearing. No additions or corrections to the binder or the agenda will be permitted past this seven day deadline. Binders relating 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.

- A. When a dispositive motion has been filed and the matter is ready for disposition because all responses and briefs have been filed, the moving party shall file a certification that briefing is complete and the matter is ready for disposition. The parties may request oral argument or the court may schedule oral argument *sua sponte* if it deems oral argument to be necessary. Otherwise, the matter will be decided on the pleadings and briefs submitted.
  - B. No matters will be heard in Kansas City absent exceptional circumstances.
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 Ginger Ballek, 302-573-6069, 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.**