

New Calendaring Program-Accurate Entry of Information Required at Time of Filing.

The Court has begun implementing a new calendaring program. The new calendaring program will populate relevant hearing data from CM/ECF into each respective Judge's calendar.

In order for the Judges' calendars to import complete and accurate information from CM/ECF, it is imperative that all hearing information including date, time and location be entered accurately by the filer at the time of filing.

Going forward, upon filing of motions and notices of hearing:

- Users must enter accurate and complete hearing information into CM/ECF **at the time the motion or notice of hearing is filed.**
- Court personnel will no longer make corrections on behalf of the filer.
- If inaccurate or incomplete information is entered by a filer, Clerk's Office personnel will contact the filer and note the necessary correction(s).
- Errors or omissions in docketing by filers will require a withdrawal of the erroneously filed document in addition to a proper re-filing of the pleading.

Going forward, when multi-docketing/batch filing motions in numerous adversary proceedings:

- Do not enter a hearing date when prompted in CM/ECF.
- First docket the motion solely in the lead bankruptcy case, entering the hearing information.
- After doing so, you can use the multi-docket/batch function to enter all of the adversary case numbers, and bypass the hearing screen when prompted. (This allows the hearing to display on the court calendar one time, rather than it being duplicated for as many adversary proceedings have been filed.)
- **Please note: Summons and Notice of Pretrial Conference can still be multi-docketed entering the hearing information. (Since this is not a document that is entered in the lead case)**

If you have questions or comments regarding this notice, please feel free to contact Lori Coster at 302-252-2936 or at lori_coster@deb.uscourts.gov.