

MEMORANDUM

To: All Bankruptcy Practitioners
From: Judge Kay Woods
Date: October 15, 2012
Subject: Reporting Of Various Chapter 7 and 13 Hearing Matters

Effective immediately, parties are required to advise the court of the settlement, withdrawal, or rescheduling of a matter on the Chapter 7 and 13 hearing docket by email notification to JudgeWoods-Reporting@ohnb.uscourts.gov no later than noon of the business day prior to the scheduled hearing. Movant must include in the email notification the hearing date, case number, debtor's name, type of pleading, and all relevant related information. Opposing counsel and any chapter trustee must be copied on the email communication. Failure to timely notify the Court will result in counsel being required to appear at the scheduled hearing date and time. Failure to appear at the scheduled hearing may result in the denial of the requested relief for want of prosecution by the Court.

For additional information, please review Judge Woods' Memorandum relative to Bankruptcy Court Polices and Procedures posted on the Court's website.