

**COURT PROCEDURES**  
**JEFFREY P. NORMAN**  
**UNITED STATES BANKRUPTCY JUDGE**

**1. Applicable Rules.**

Practice in this Court is governed by the Federal Rules of Bankruptcy Procedure, the Local Rules of the United States Bankruptcy Court for the Western District of Louisiana, and these Court Procedures.

All parties appearing before the Court are charged with responsibility for compliance with applicable rules.

**2. Contact with Court and Court Personnel.**

Communications with the Court should be in the form of pleadings filed with the clerk of court. Attorneys and parties who are not represented by counsel may contact the Court's Judicial Assistant: Patrice Kendrick at [patrice\\_kendrick@lawb.uscourts.gov](mailto:patrice_kendrick@lawb.uscourts.gov) or 318-676-4269. If Ms. Kendrick is out of the office and you have an emergency, please contact the Bankruptcy Clerk's office at (318) 676-4267.

Contact with Judge Norman and his law clerks, other than by pleadings, is strictly prohibited. Letters and telephone calls to chambers are prohibited.

Courtesy copies and other communications by mail should be directed to United States Bankruptcy Court, Attn: Patrice Kendrick, 300 Fannin, Suite 4400, Shreveport, Louisiana 71101.

**3. Attendance at Hearings.**

Unless otherwise set forth in the local rules, these procedures, or an order by this Court, a person with authority to bind the client must attend each hearing. For parties represented by an attorney, this will generally be an attorney with full authority to act on the matter before the Court. If a client represented by counsel does not give full authority to the counsel who will appear, a representative of the client with full authority on the matter to be considered should accompany counsel at the hearing.

**4. *Ex Parte* Motions, Motions and Applications, Hearings, Response Deadlines and Certificates of Service.**

Parties are directed to the Court's Standing Order Regarding *Ex Parte* Motions or Applications; Response Deadlines and Certificates of Service effective December 5, 2016. Requested relief that is unopposed by written response prior to the response deadline may be ruled on without the necessity of a hearing. The Court may grant or deny any relief sought in any motion/application or objection without hearing based on responsive pleadings. Parties may upload agreed orders granting relief prior to any scheduled hearing and the Court may grant agreed relief without further

hearing or notice. All agreed orders in Chapter 13 cases require the signature of the Chapter 13 Trustee.

## **5. Continuances.**

Continuances may be acquired and granted without a motion, if all parties are in agreement. Parties should reference the Court's Standing Order Regarding Continuance Procedures dated April 15, 2015. When all parties do not agree to a continuance, a continuance may only be requested by motion, and such motion requires an affidavit indicating the efforts the parties took to obtain consent to the continuance. The Court may deny a continuance request even if all parties have agreed to the continuance.

## **6. Video Participation (Shreveport Only).**

The Court has replaced telephone participation with participation by video. Requests for video participation must be made by timely *ex parte* motion. Motions must be filed at least 24 hours prior to any scheduled hearing. A sample Motion and Order are available on the Court's website under Shreveport Forms→All Chapters Forms. Technical requirements are outlined below.<sup>1</sup> Video appearances are not permitted in evidentiary matters. Witnesses may not be presented nor examined by video. Parties participating by video must do so from a closed office environment, as any sound caught by a video microphone will broadcast over the Court's speaker system. Participants who broadcast excessive noise will be disconnected by the Court from video participation; therefore, use of microphone muting during docket calls is recommended. If a participant's technological problem arises, the hearing will continue without the participation of the video participant. The Court will not delay hearings for hardware or internet problems, interference, or video failure by any video participants. Accordingly, persons choosing to attend a hearing by video do so at their risk of their own technological failure. Parties appearing by video may contact the Court's Judicial Assistant, Patrice Kendrick, at (318) 676-4269 no later than 24 hours prior to a scheduled hearing to test a video connection. No video or telephone participation is available in the Monroe Division; however, matters may be set on the Monroe Division docket that require parties to participate by video to the court in Shreveport.

## **7. Exhibits.**

The Court has a standing order regarding requirements for exhibits in adversary proceedings and contested matters. Exhibits must conform to the standing order or they will not be admitted. Exhibits list must be filed prior to the hearing, exhibits must be pre-marked by party and number, exchanged prior to the hearing and there are copy requirements. Parties should reference the Standing Order Regarding Requirements for Exhibits in Adversary Proceedings and other Contested Matters before Judge Jeffrey P. Norman entered January 16, 2015.

---

<sup>1</sup> High speed internet (DSL or Cable), a video camera with a minimum resolution of 720p, and Internet Explorer 11 or Chrome web browser are required to participate by video.

## **8. Discovery Disputes.**

Discovery disputes that cannot be resolved between the parties should ordinarily be submitted by written motion. However, if a dispute arises during an oral deposition, a party may contact the Court's Judicial Assistant, Patrice Kendrick at [patrice\\_kendrick@lawb.uscourts.gov](mailto:patrice_kendrick@lawb.uscourts.gov) or 318-676-4269 during the deposition and request a telephonic hearing with the Court.

The Court intends to enforce Federal Rule of Civil Procedure 37 as made applicable to proceedings in this Court by Federal Rule of Bankruptcy Procedure 7037.

## **9. Settlements.**

Settlements are always encouraged. If a case is settled, the parties should promptly contact the Court's judicial assistant. The proposed settlement may be presented in the form of a written order prior to the scheduled hearing. If the proposed settlement has been approved in writing by all parties, then only one counsel is required to attend the hearing, though all interested parties are invited to attend. If the Court does not approve of the proposed settlement, the hearing will be reset for a subsequent date.

Settlements submitted prior to the hearing date will normally be signed by the Court prior to the hearing and the hearing canceled. Only when an order is signed and docketed is the hearing canceled.

If a settlement is in an adversary proceeding and requires approval pursuant to Federal Rule of Bankruptcy Procedure 9019, the 9019 motion should be filed in the main case only. A proposed form of order in the main case and a proposed form of judgment or order in the adversary proceeding should be attached to the 9019 motion.

## **10. Consent or Agreed Orders in Chapter 13 Cases**

Consent or agreed orders in Chapter 13 cases require the signature of the Chapter 13 Trustee. All consent or agreed orders presented without the Trustee's signature will be denied without prejudice and may be resubmitted.

## **11. Amended Orders.**

Parties may only request that a signed order be amended through filing a motion to amend. Merely submitting a proposed amended order is insufficient. The motion to amend should be filed with the proposed amended order.

## **12. Oral Rulings.**

The Court may issue oral rulings either immediately following a hearing or trial or on matters under advisement. When issuing an oral ruling, the Court reserves the right, without changing its final ruling, to correct the transcript, not only as to inaccuracies in transcription, but also as to content. In order to ensure that the oral ruling fully and clearly states the Court's rationale for its

decision, the Court may: (1) add, alter, or delete any language in the transcript of the oral ruling; (2) correct grammar or punctuation; and/or (3) add or delete any citations to authority. If the Court's edits to the transcript of the oral ruling go beyond the correction of transcription errors, then the document filed by the Court will no longer be a transcript at that point. Instead, the Court will docket it as a corrected and modified bench ruling, although the Court's holdings on the issues before it will not change.