

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF LOUISIANA  
SHREVEPORT and MONROE DIVISIONS

IN RE:

EX PARTE MOTIONS AND  
APPLICATIONS

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CASES ASSIGNED TO JUDGE  
JEFFREY P. NORMAN, ONLY

**STANDING ORDER REGARDING EX PARTE MOTIONS OR APPLICATIONS;  
RESPONSE DEADLINES AND CERTIFICATES OF SERVICE**

1. Every application or motion shall contain a certificate of service, as set forth below, except where the motion or application seeks *ex parte* relief or is to be noticed by the Clerk. Every application or motion shall also include a twenty-one (21) day notice of hearing, except where one of the following applies:
  - A. Bankruptcy Rule 2002 or other Federal Rule of Bankruptcy Procedure provides otherwise;
  - B. this order exempts a particular motion or application from the twenty-one (21) day notice requirement;
  - C. the Local Rules of Court Applicable to Bankruptcy Proceedings in the United States District Court for the Western District of Louisiana provide otherwise;
  - C. when a motion or application is joined by a Motion for Expedited Hearing; or
  - D. upon order of the court for cause shown.
2. The date to answer, object or oppose any motion or application shall be clearly and succinctly stated in bold type on the notice of hearing and shall be referred to as the Response Deadline. The Response Deadline shall be seven calendar days prior to the hearing date. The Court may extend or reduce the Response Deadline for cause and by order.
3. The form attached to this order as Exhibit A may be used to give notice of the Response Deadline:
4. Effective February 1, 2016, the following motions or applications do not require the certificate of service and notice referenced herein and may be filed with the Clerk on an *ex parte* basis. No other *ex parte* motions are permitted.

Application to Pay Filing Fee in Installments;  
Application to Waive Chapter 7 Filing Fee;  
Debtor's Motion for Exemption from Credit Counseling or Financial Management Course;  
Debtor's Motion to Extend Time to File Schedules and Statement of Financial Affairs;  
Debtor's Motion to Convert Case to a Chapter 7;  
Debtor's Motion to Convert Case to a Chapter 13, unless he/she has previously converted;  
Debtor's Motion to Dismiss Chapter 13 Case, unless he/she has previously converted from another chapter;  
Debtor or Unopposed Creditor Motion to Delay Entry of Discharge Order, for purpose of filing a reaffirmation agreement;  
Fee Applications of not more than \$1,000.00;<sup>1</sup>  
Motion for *Pro Hac Vice* Admission;  
Motion for Entry of an Agreed Order or Unopposed Motions;  
Motion for Expedited Hearings;  
Motion for Temporary Restraining Order;  
Motion to Proceed *In Forma Pauperis*;  
Motion Requesting Pre-Confirmation Disbursement by Chapter 13 Trustee of Administrative Expenses;  
Motion to Allow Late Filed Objection/Response;  
Motion to Continue Hearing;<sup>2</sup>  
Motion to Defer Fee;  
Motion to Enroll Attorney;  
Motion to Extend or Shorten Response Time;  
Motion to Limit Notice to Parties;  
Motion to Reopen Case under 11 U.S.C. §350;  
Motion to Appear at Hearing by Telephone;  
Motion to Restrict Public Access or Motion to Redact Identifies;  
Motion to Seal;  
Motion to Vacate Dismissal for Non-payment of Filing Fee;  
Motion to Waive Local Rules;  
Notice of Withdrawal;<sup>3</sup>  
Trustee's Application to Appoint Trustee's Law Firm as Attorney for the Trustee;  
Trustee's or United States Trustee's Motion for a 2004 Examination of the Debtor;  
Motions or Orders authorized by prior Court Order;  
Wage Orders.

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<sup>1</sup> Fee Applications of not more than a \$1,000.00 must contain a certificate of service showing service on both the debtor(s) and Trustee, if the Trustee is not the applicant. This includes fee applications for accountants and appraisers and includes Motions for Compensation from Property of the Estate for Conversion to Chapter 7.

<sup>2</sup> Must include an affidavit of conference.

<sup>3</sup> Parties need only file a notice of withdrawal to withdraw a pleading or other document; a motion and order are no longer required. The notice must be served on all parties affected by such withdrawal.

5. Any *ex parte* application or motion not provided for by this order may be struck or denied by the Court without hearing or notice.

6. **Certificate of Service.** Except as set forth herein for allowed *ex parte* motions or for applications and motions joined by a Motion for Expedited Hearing, a certificate of service shall be part of the motion or application (i.e. not separately filed). The certificate of service shall be signed and shall:

- A. identify, with specificity, the filing or other paper served;
- B. state the date and method of service; and
- C. identify, by name and address, each entity served; if service is made through the court's ECF System, the address shall be denoted as "served electronically through the court's ECF System at the email address registered with the court."

D. **Differing Addresses.** If the address used for service of any filing, application, motion or other paper or document differs either from the address shown in the debtor's petition or schedules, the notice address on the addressee's proof of claim, or an address on the addressee's prior filing, if any, said difference must be explained.

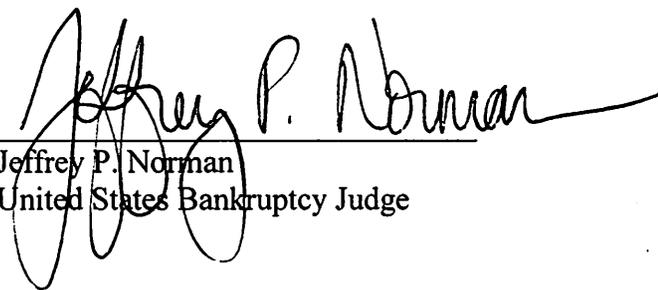
E. The form attached to this order as Exhibit B may be used for any certificate of service.

7. Any application or motion that does not contain a certificate of service or does not provide a twenty-one (21) day notice of hearing not permitted by this Standing Order may be struck or denied by the Court, without hearing or notice.

8. This Standing Order shall only be applicable to those cases assigned to Judge Jeffrey P. Norman.

**IT IS SO ORDERED.**

Dated: 1/4/2016

  
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Jeffrey P. Norman  
United States Bankruptcy Judge

**EXHIBIT A**

**NOTICE OF (MOTION/APPLICATION) RESPONSE DEADLINE**

(Name) has filed papers with the court to obtain (relief sought in motion/application). Your rights may be affected. You should read these papers carefully and discuss them with your attorney, if you have one in this bankruptcy case. If you do not have an attorney, you may wish to consult one. If you do not want the court to grant the relief sought in the motion/application/objection, then **on or before seven days from the hearing date set forth for the (motion/application)**, you must file with the court a written response explaining your position by mailing your response by regular U.S. Mail to (address of bankruptcy court clerk's office) OR your attorney must file a response using the court's ECF System.

The court must receive your response on or before the date set above.

You must also send a copy of your response either by 1) the court's ECF System or by 2) regular U.S. Mail to:

(movant/objector's name and address) and

(names and addresses of others to be served).

**IF YOU OR YOUR ATTORNEY DO NOT TAKE THESE STEPS, THE COURT MAY DECIDE THAT YOU DO NOT OPPOSE THE RELIEF SOUGHT IN THE MOTION/OBJECTION AND MAY ENTER AN ORDER GRANTING THAT RELIEF WITHOUT FURTHER HEARING OR NOTICE.**

**EXHIBIT B**

**CERTIFICATE OF SERVICE**

I hereby certify that on (month), (day), (year), a copy of the foregoing (specific name of filing) was served on the following registered ECF participants, electronically through the court's ECF System at the email address registered with the court:

(Name)

(Name)

U.S. Trustee

and on the following by ordinary U.S. Mail addressed to:

(Name)

(Mailing address)

(Name)

(Mailing address)

/s/ Attorney Name, Esq.  
Attorney Name, Esq.