

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

In re: §
Continuance Procedures §
for Matters Pending Before §
Judge Jeffrey P. Norman §

**STANDING ORDER REGARDING CONTINUANCE PROCEDURES FOR
MATTERS PENDING BEFORE JUDGE JEFFREY P. NORMAN**

Continuances may be requested and granted without a motion if all parties are in agreement pursuant to the following procedures:

- An email addressed to all involved parties must be sent to Pat Kendrick (patrice_kendrick@lawb.uscourts.gov) and Michael Jones (michael_ryan_jones@lawb.uscourts.gov) no later than two business days prior to the scheduled hearing.
- The subject line of the email must reflect the date of the hearing, the last name of the debtor(s), and the case number (example: 1/1/2015; Doe; 15-12345).
- The body of the email should indicate that all parties request a continuance and provide a time-frame for the new hearing.
- If the Court grants the requested continuance, a reply will be sent to all parties with the new date and time. Further, a proceeding memo will be entered on the docket setting forth the new date and time of the continued hearing. Unless they receive a reply email with a new date and time, parties must assume the hearing will go forward as scheduled.

If all of the parties do not agree to a continuance, then a motion to continue must be filed as soon as practicable before the scheduled hearing date.

These procedures in this Standing Order only apply to those matters pending before Judge Jeffrey P. Norman.

DATE: 4/1/2015


JEFFREY P. NORMAN
UNITED STATES BANKRUPTCY JUDGE