

MEMORANDUM

September 24, 2007

To: All Bankruptcy Practitioners
From: Chief Judge Randolph Baxter
Subject: **Procedural Change for Agreed Order Notification**

Effective immediately, notification concerning Agreed Orders for motion settlements, withdrawals and consent judgments must be communicated to the Court by submitting an email to RBSettlementNotification@ohnb.uscourts.gov at least 48 hours before the scheduled hearing. When communicating the settlement of agreed orders by email, the subject line must include the hearing date, debtor's name, case number, and order type as follows.

To	RBSettlementNotification@ohnb.uscourts.gov
cc	
bcc	
Subject	[Hearing Date]. [Debtor Name]. [Case #]. [Order Type: e.g., agreed entry, consent jdmt, w/d]

To ensure that settled matters are applied to the final docket in a timely manner, practitioners are strongly encouraged to commence case-related discussions well in advance. Failure to notify the Court of an agreement by the deadline will result in counsel being required to appear at the scheduled hearing.