

COURTROOM PROCEDURES

Omaha & Lincoln

CONTINUE A HEARING:

The Court appreciates being timely notified in advance as to requests for continuances. If the parties are in agreement to continue a hearing, the parties may contact the courtroom department by one of the two following methods:

- e-mail: NEBml_Orders@neb.uscourts.gov
- phone: Omaha (402) 661-7463 or Lincoln (402) 437-1630

Include the case number and the name of debtor(s) in the subject line of any email transmittal. Indicate that all parties are in agreement and how long of a continuance is being requested. If possible, reference the pleading(s) and the filing number(s).

If the parties are not in agreement, the requesting party shall file a Motion to Continue hearing on CM/ECF. The request shall comply with Neb. R. Bankr. P. 9006-2.

CONTINUE A TRIAL:

The parties shall file a formal request with the Court on CM/ECF. The request shall comply with Neb. R. Bankr. P. 9006-2.

CANCEL A HEARING/TRIAL DUE TO SETTLEMENT:

The Court appreciates being timely notified in advance as to settlements. The parties may contact the courtroom department by one of the two following methods:

- e-mail: NEBml_Orders@neb.uscourts.gov
- phone: Omaha (402) 661-7463 or Lincoln (402) 437-1630

Include the case number and name of the debtor(s) in the subject line of any email transmittal. Indicate how the matter is being settled (i.e., stipulation, stipulated order, withdrawal of underlying motion or resistance). Normal procedure is to allow the parties fourteen (14) days to submit settlement documents or proposed orders. If more time is needed, please request such in the e-mail.

PROPOSED ORDERS:

Proposed orders shall not be filed on CM/ECF. Proposed orders shall be submitted to the courtroom department as follows:

- e-mail: NEBml_Orders@neb.uscourts.gov
- Include the case number and name of the debtor(s) in the subject line of any email transmittal
- Acceptable formats: Word or PDF

TRANSCRIPT REQUESTS:

The requesting party may request a transcript by one of the two following methods:

- Filing a formal request for transcript on CM/ECF (as a pdf document)
- Phone: First contact Deb Kalamaja @ (402) 661-7463, if not available, you may contact Monica Malchow (402) 437-1630.

The request shall indicate the following:

- Date of the hearing/trial
- How soon the transcript is needed (ie: 1 day, 7 day, 14 day, 30 day)
- If the transcript is for an appeal
- If you want the transcript e-mailed to you rather than in paper form, please include your e-mail address.