

COURTROOM PROCEDURES

Omaha & Lincoln

CONTINUE A HEARING:

The Court appreciates being timely notified in advance as to requests for continuances. If the parties agree 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) 437-1631

Include the case number and the name of debtor(s) in the *Subject* line of any email transmittal. Indicate that all parties agree 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 must file in CMECF a Motion to Continue Hearing. The request must comply with Neb. R. Bankr. P. 9006-2.

CONTINUE A TRIAL:

The parties must file a formal request in CMECF. The request must 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 email or phone:

- e-mail: NEBml_Orders@neb.uscourts.gov
- phone: Omaha (402) 661-7463 or Lincoln (402) 437-1631

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:

Do not file proposed orders in CM/ECF. They must be submitted directly to the courtroom department at Nebml_Orders@neb.uscourts.gov.

- In the *Subject* line include the case number and name of the respective debtor(s)
- Order must be in Word or PDF.

TRANSCRIPT REQUESTS:

A transcript may be requested by filing a formal request, by phone, or email.

- Formal request: File a *Request for Transcript* in CM/ECF
- Phone: First contact Deb Kalamaja (402) 661-7463, if not available, contact Kelsi Harmon (402) 437-1631.
- Email: Nebml_questions@neb.uscourts.gov

The request must indicate the following:

- Date of the hearing/trial
- How soon the transcript is needed (i.e.: 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.