

Procedure to Schedule Hearings on Chapter 13 Dismissal Motions Using Presets

Debtor's counsel is responsible for scheduling hearings when filing (1) objections to the chapter 13 trustee's motions to dismiss; and (2) motions for relief from a prior "doomsday order."

*****Contact Chambers (414-290-2650) if you need to choose a hearing different from the available preset date (especially where a case falls on the Green Bay calendar) or if the motion to dismiss was filed by a creditor.*****

I. Filing the Objection:

A. Find the hearing date in CM-ECF.

1. In CM-ECF go to Reports and look under Chambers Reports / Functions

Chambers Reports / Functions

[CHAP Chamber Presets](#)

[Docket Activity](#)

2. Click on the CHAP Chamber Presets
3. On the Preset Guidelines table for Judge Hanan, choose an available preset date and time for "Objections to Chapter 13 Motions to Dismiss" based on the appropriate trustee. **Please be aware that the dates will change based on when the report is run.**

<u>Available Chamber Presets</u>			
Please Note: The slots, shown below, may not be available if you delay filing your notice of hearing. We docket your notice of hearing as soon as possible. Certain presets are restricted by case, chapter and or Trust			
<u>Chambers of Judge Hanan, Beth E.</u>			
Preset Guidelines:			
Preset Date & Time	Available Slots	Time Allotted	Types of Hearings
Nov 24 2015, 9:30 am	16	5 mins	Trustee Mary Grossman's Objections to Confirmation of the Plan
Nov 24 2015, 9:30 am	20	5 mins	Objections to Chapter 13 Motions to Dismiss - Trustee Mary Grossman
Nov 24 2015, 10:30 am	20	5 mins	Trustee Rebecca Garcia's Objections to Confirmation of the Plan
Nov 24 2015, 10:30 am	20	5 mins	Objections to Chapter 13 Motions to Dismiss - Trustee Rebecca Garcia

B. Add the hearing date to your notice.

For suggested language to use in the Notice of Hearing, please refer to Judge Hanan's General Procedures, section VIII.D.

C. Docket the Objection, Notice of Hearing, and Certificate of Service.

1. Go to Answer/Response, Reference an Existing Motion/Application and enter the case number.

2. Make the following selection:

Are you including a Notice? Yes No

Are you including a Certificate of Service? Yes No

3. Pick Objection in the selection menu
4. Select the Party and Filing Attorney
5. Attach the PDF of the Objection and add Attachments to Document

Attachments to Document: No Yes

- a. Attach the PDF of the Notice of Hearing and PDF of the Certificate of Service

1) Select the PDF document that contains the attachment.

Filename

Notice of Hearing on Motion to Dismiss-Conference Line Procedure (2).pdf

2) Fill in the fields below.

Category

and/or Description

Notice of Hearing

6. Refer to Existing Event and use the drop down menu under Set/Reschedule Hearing Information

Refer to existing event(s)?

Set/Reschedule Hearing Information

In order to enter a hearing date/time/location, you must obtain prior approval from the presiding judge. Contact the Chambers of Judge Kelley.

Please select from the following hearings

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11/03/2015 - 09:45 AM - Objections to Ch. 13 Motions to Dismiss-Tr. Rebecca Garcia [Slots: 16]
11/03/2015 - 11:00 AM - Objections to Ch. 13 Motions to Dismiss-Tr. Mary Grossman [Slots: 12]

Objection due date:

(If needed, the Chamber Presets link opens the available preset dates also found under Reports)

- a. Link to the event filed by the trustee (Motion to Dismiss or Renewed Motion to Dismiss)

II. Troubleshooting:

If you can't find the presets, clear your cache. Instructional videos on how to clear your cache can be found on the Court's website under Training or by following the below link: <http://web.uscourts.gov/index.php/component/content/article/40-orders-rules/76-training>

For questions on other technical problems with filing, please contact the CM-ECF Support Desk at 414-290-2700.