

**COURT PROCEDURES/PRACTICE GUIDE**  
**JEFFREY P. NORMAN**  
**UNITED STATES BANKRUPTCY JUDGE**

**1. Applicable Rules.**

Practice in this Court is governed by the Federal Rules of Bankruptcy Procedure, the Local Rules of the United States Bankruptcy Court for the Southern District of Texas, and these Court Procedures.

All parties appearing before the Court are charged with responsibility for compliance with applicable rules.

**2. Contact with Court and Court Personnel.**

Communications with the Court should be in the form of pleadings filed with the clerk of court. Attorneys and parties who are not represented by counsel may contact the Court's Case Manager, Mario Rios, at [mario\\_rios@txs.uscourts.gov](mailto:mario_rios@txs.uscourts.gov) or (713) 250-5393. If Mr. Rios is out of the office, you may contact Tracey Conrad, at [tracey\\_conrad@txs.uscourts.gov](mailto:tracey_conrad@txs.uscourts.gov) or (713) 250-5772. The chambers main line number is (713) 250-5252, or you may contact the Clerk's office at (713) 250-5500.

Unless otherwise permitted in these Courtroom Procedures, contact with Judge Norman and his law clerks, other than by pleadings, is strictly prohibited. Letters and telephone calls to Judge Norman and his law clerks are prohibited.

Courtesy copies and other communications by **mail** should be directed to United States Bankruptcy Court, Attn: Mario Rios, 515 Rusk St., 4<sup>th</sup> Floor, Houston, Texas 77002. Courtesy Copies via **email** may be directed to [mario\\_rios@txs.uscourts.gov](mailto:mario_rios@txs.uscourts.gov) and [tracey\\_conrad@txs.uscourts.gov](mailto:tracey_conrad@txs.uscourts.gov).

**3. Attendance at Hearings.**

Unless otherwise set forth in the local rules, these Court Procedures, or an order by this Court, a person with authority to bind the client must attend each hearing. For parties represented by an attorney, this will generally be an attorney with full authority to act on the matter before the Court. If a client represented by counsel does not give full authority to the counsel who will appear, a representative of the client with full authority on the matter to be considered should accompany counsel at the hearing.

**4. Motions, Applications, Objections, Hearings and Response Deadlines.**

Most non-emergency main case motions/applications/objections should be self-calendared for hearing. Adversary motions should not be self-calendared and will always be set by the Court. However, the following motions may be filed in main cases without self-calendaring and may be

ruled on by the Court *ex parte*, or alternatively will be set for hearing by the Court. No other *ex parte* motions are permitted.

Administrative Motions and Orders filed by the Clerk of Court

Application to Pay Filing Fee in Installments;

Application to Waive Chapter 7 Filing Fee;

Debtor's Motion for Exemption from Credit Counseling or Financial Management Course;

Debtor's Motion to Extend Time to File Schedules and Statement of Financial Affairs;

Debtor's Motion to Convert Case to a Chapter 7;

Debtor's Motion to Convert Case to a Chapter 13, unless he/she has previously converted;

Debtor's Motion to Dismiss Chapter 13 Case, unless he/she has previously converted from another chapter;

Debtor or Unopposed Creditor Motion to Delay Entry of Discharge Order, for purpose of filing a reaffirmation agreement;

Fee Applications of not more than \$1,000.00;<sup>1</sup>

Motion for *Pro Hac Vice* Admission;

Motion for Entry of an Agreed Order or Unopposed Motions;

Motion for Expedited Hearings;

Motion for Temporary Restraining Order;

Motions or Orders authorized by prior Court Order;

Motion Requesting Pre-Confirmation Disbursement by Chapter 13 Trustee of Administrative Expenses;

Motion to Proceed *In Forma Pauperis*;

Motion to Allow Late Filed Objection/Response;

Motion to Continue Hearing;<sup>2</sup>

Motion to Defer Fee;

Motion to Enroll/Substitute Attorney;

Motion to Extend or Shorten Response Time;

Motion to Limit Notice to Parties;

Motion to Reopen Case under 11 U.S.C. §350;

Motion to Appear at Hearing by Telephone (*if required*);

Motion to Restrict Public Access or Motion to Redact Identifiers;

Motion to Seal;

Motion to Vacate Dismissal for Non-payment of Filing Fee;

Motion to Waive Local Rules;

Notice/Motion to Withdraw;

Trustee's Application to Appoint Trustee's Law Firm as Attorney for the Trustee;

Trustee's Motions for Ex Parte Order on Secured Claims

Trustee's or United States Trustee's Motion for a 2004 Examination of the Debtor (*if required*);

Motion to Dismiss for failure to attend 341 meeting

Wage Orders/Terminations

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<sup>1</sup> Fee Applications of not more than a \$1,000.00 must contain a certificate of service showing service on both the debtor(s) and Trustee, if the Trustee is not the applicant. This includes fee applications for accountants and appraisers.

<sup>2</sup> Must include an affidavit of conference.

Any *ex parte* motion, application, or other pleading not provided for by this order may be stricken or denied by the Court without hearing or notice.

Hearing dates for self-calendaring of motions/applications/objections are posted on the Court's website. Generally, Chapter 7, 11, and 12 stay relief dockets are set monthly at 9:30 a.m. on the first and third Tuesdays of each month, with a general motion docket set at 1:30 p.m. Chapter 13 stay relief dockets are set at 9:30 a.m. on the first, second and last Wednesday of each month, with a motion docket at 1:30 p.m. Chapter 13 confirmation hearings occur randomly on a monthly basis over two days split into four equal hearing groups with settings at 9:30 a.m. and 1:30 p.m. The Chapter 13 Trustee's post-confirmation docket is held monthly on a single day with four equal hearing groups at 9:30 a.m., 11:00 a.m., 1:30 p.m. and 3:30 p.m.

Applications/Objections/Motions require a minimum of 24 days negative notice; however, claim objections require a minimum of 33 days negative notice. The response deadline must be at least seven days prior to the scheduled hearing. Any hearing notice without sufficient negative notice will be stricken by the Court *sua sponte*. Emergency motions will be set for hearing by the Court pursuant to BLR 9013-1(i). Motions to Extend the Automatic Stay or Impose the Automatic Stay, if not self-calendared, will also be set by the Court. Parties may also request by motion an expedited hearing on any motion/application. Courtesy copies of emergency motions or a request for an expedited hearing may be sent via email to [mario\\_rios@txs.uscourts.gov](mailto:mario_rios@txs.uscourts.gov) as they may not be seen by chambers staff until the next business day. The Court may grant or deny any relief sought in any motion/application/objection without hearing based on responsive pleadings. Parties may upload agreed orders granting relief prior to any scheduled hearing and the Court may grant agreed relief without further hearing or notice. All agreed orders in Chapter 13 cases require the signature of the Chapter 13 Trustee. Agreed Orders filed within 24 hours of a scheduled hearing may not be seen by the Court prior to the scheduled hearing. Courtesy copies of late filed Agreed Orders should be forwarded to the Court's Case Manager and Courtroom Deputy for entry prior to the scheduled hearing.

Each motion, application, objection, and response filed with the court must be accompanied by a proposed order pursuant to Local Bankruptcy Rule 9013-1 (h). Failure to file a proposed order can be grounds for denial of the motion. Orders should be succinct and not contain unnecessary findings or verbiage.

The Court will generally rule on all motions based on responsive pleadings unless the presentation of evidence is required. Hearings that are set may not be heard if the Court can rule on a motion without the necessity of a hearing. If your motion is unopposed, the Court is likely to sign your order after the response deadline but before the hearing date. Motions that are ruled on before the hearing date are stricken from the Court's docket. If your motion does not appear on the Court's docket, then the Court has already entered its order. There may be a delay between the Court ruling on your motion and the docketing of the order, especially if your order is signed the day of your hearing.

The Court reviews pleading form and service on every motion. Defective pleading form or incorrect service will lead to denial of your motion. The Bankruptcy Rules create a system of notice and service requirements. The following is a general aid for notice and service:

- a. Motions are typically governed by Bankruptcy Rules 9013 and 9014. These rules require pleadings state with particularity the relief requested and the grounds for such relief, and require the pleadings be served in the same manner as a summons and complaint under Bankruptcy Rule 7004.
- b. Most applications (e.g., to sell or use property of the estate, professional employment, Rule 9019 settlement or compromise, compensation) must be served in accordance with Bankruptcy Rule 2002.
- c. Service of pleadings are additionally governed by BLR 9013-1(d).

All motions, except those made at trial, must be made in writing and state with particularity the grounds supporting the motion and the relief or order sought. Motions should address each issue presented and follow with the pertinent facts, statutory framework, legal arguments, and the specific relief requested.

Motions filed in adversary proceedings are not subject to the negative notice requirements of main bankruptcy cases and shall be governed by the Federal Rules of Civil Procedure and the Federal Rules of Bankruptcy Procedure. The Court will set all motions in adversary proceedings for hearing and will also set a response deadline. At the expiration of the response deadline, the Court may rule without the necessity of a hearing based on responsive pleadings.

## **5. CHAPTER 13 PRACTICE.**

Practice in Chapter 13 cases is largely dictated by the procedures of the Chapter 13 Trustee. The Standing Trustee assigned to this Court is William Heitkamp, 9821 Katy Freeway, Suite 590, Houston, Texas 77024 (713) 722-1200. Counsel may contact the Trustee for assistance regarding any Chapter 13 procedures. The Southern District of Texas has a mandatory Uniform Chapter 13 plan posted on its website.

Attorneys representing debtors on a fixed fee basis must complete and file the required “Bankruptcy Rule 2016(b) Disclosure and Application for Approval of Fixed Fee Agreement” not later than the 20<sup>th</sup> day following the date of the Chapter 13 petition or conversion to Chapter 13. Attorneys not opting into the “No Look” fee order must file fee applications in order to be compensated. The Court strictly enforces Bankruptcy Rule 2016 across all Chapters. Local Chapter 13 forms effective 12/1/2017 are available on the Bankruptcy Court’s website.

Motions to Extend the Automatic Stay may be self-calendared and should be filed as soon as a bankruptcy case is filed. Motions not timely filed that do not allow for sufficient negative notice may be denied. Should the Court’s calendar not allow for a hearing within the thirty (30) day limit required by the Bankruptcy Code, the debtor should seek an expedited hearing. Unopposed motions are generally granted after the response deadline, without hearing, with the requirement that the debtor maintain a wage order over the life of the Chapter 13 case. However, the Court

may condition the stay on the debtor's pay history in his/her prior case. The Court reviews the pay history of every case dismissed within the last year prior to ruling on any Motion to Extend the Automatic Stay. The Court does not have access to pay records for dismissed cases filed outside the Southern District of Texas. In these cases, unless a pay history is attached to the Motion to Extend the Automatic Stay, the Court will require a hearing and the debtor's testimony.

Motions to Impose the Automatic Stay always require an evidentiary hearing, even if unopposed. The Court will always strictly condition the imposition of the automatic stay in Chapter 13 cases.

The Southern District of Texas has numerous Chapter 13 form motions and orders reflected on its website.

Wage orders do not require a motion. Wage orders are required in every Chapter 13 case unless excused by the Court. Termination, amendments, or modifications of wage orders also do not require a motion. Termination, amendments, or modifications of wage orders may be uploaded as a wage order and the Court will sign them *sua sponte*. However, termination of a wage order by the Court is not a defense to dismissal of a Chapter 13 case for nonpayment.

Consent or agreed orders in Chapter 13 cases require the signature of the Chapter 13 Trustee. All consent or agreed orders presented without the Trustee's signature will be denied without prejudice but may be resubmitted.

Unopposed Chapter 13 Plans that meet the standards for confirmation may be recommended for confirmation without actual presentation by the Trustee and are stricken from the docket. Thereafter, the Court conducts an *in camera* review of the debtor's Chapter 13 plan and schedules. Once the Court has conducted its review, it will sign the order confirming the Chapter 13 plan if it has no independent concerns or objections. Where it appears the confirmation standards may not have been met, the Court will typically set the case for an evidentiary hearing or may deny confirmation outright. The Court will thereafter enter an order setting a hearing that sets forth the Court's concerns. Unless that order provides otherwise, the debtor's attendance at the evidentiary hearing is mandatory. Any Chapter 13 plan not in a position to be confirmed at a scheduled confirmation hearing may be dismissed at the Court's discretion. Unopposed confirmation orders may be uploaded by the Chapter 13 Trustee at any time.

## **5. Continuances.**

Continuances may be requested and granted without a motion, if all parties are in agreement. Parties seeking a continuance must jointly email chambers consenting to a continuance. Emails should be addressed to [mario\\_rios@txs.uscourts.gov](mailto:mario_rios@txs.uscourts.gov) and [tracey\\_conrad@txs.uscourts.gov](mailto:tracey_conrad@txs.uscourts.gov). The parties will receive a reply email indicating whether the Court grants or denies the continuance request. If the parties do not receive a reply email, they should assume that the hearing will go forward as scheduled. When all parties do not agree to a continuance, a continuance may only be requested by motion, and such motion requires an affidavit indicating the efforts the parties

took to obtain consent to the continuance. The Court may deny a continuance request even if all parties have agreed to the continuance.

## **6. Fee Applications (All Chapters).**

Fee Applications do not require a cover sheet until district wide cover sheets are adopted. Fee applications must recite the following:

- a. The date the debtor filed the petition;
- b. The date the court authorized the employment of the applicant (where required);
- c. Whether this is the first, second, etc., or final application;
- d. If it is the first application, it shall recite the retainer received by the applicant. If it is a subsequent application, it shall state the date of all prior applications and the amounts approved by the court;
- e. A list of extraordinary circumstances involved in the case. *See generally, Johnson v. Georgia Highway Express*, 488 F.2d 714 (5<sup>th</sup> Cir. 1974);
- f. A statement of the legal experience of the attorneys and paralegals involved;
- g. Attached to the application shall be a chronological listing of all the time for which the application is requesting compensation;
- h. An itemization of expenses.

## **7. Telephone Participation.**

Parties may listen by telephone to any hearing. The Court's conference call number is (712) 770-8095, conference code 159497. Parties may appear by telephone on all non-Chapter 13 panels but may not present evidence or question witnesses. Parties who wish to appear by telephone should give advance notice via email to the Court's Case Manager and Courtroom Deputy. Parties appearing by telephone do so at their own risk. If technological problems arise, hearings will continue without the participation of the telephone participant.

## **8. Exhibits.**

Exhibit lists must be filed and exchanged prior to hearings pursuant to BLR 9103-2. Exhibits must be pre-marked by party and number, and exchanged prior to the hearing. At hearings and trials, the Court requires three copies of each exhibit list and exhibits, including the copies for witnesses.

## **9. Adversary Proceedings.**

Should a properly served defendant not file an answer, then the plaintiff should file a Motion for Entry of Default pursuant to Federal Rule of Civil Procedure 55(a). Thereafter, the Clerk of the Bankruptcy Court will enter default against the defendant. After entry of default by the Clerk, the plaintiff may file its Motion for Default Judgment pursuant to Federal Rule of Civil Procedure 55(b). Thereafter, the Court will set a response deadline and evidentiary hearing date. At the expiration of the response deadline, the plaintiff should upload a proposed form of Default Judgment. The Court will consider all of the pleadings, including any relevant affidavits and, if possible, rule before the scheduled evidentiary hearing date. Should the Court not enter the proposed Default Judgment, the plaintiff should be ready to present evidence at the scheduled default judgment hearing.

Parties should attempt to make their Rule 26(f) disclosures prior to the scheduling conference in every adversary proceeding. The Court will enter a scheduling order after the scheduling conference. Parties should be ready to provide the Court time estimates for discovery and trial. Parties can expect trial settings within six months of the scheduling conference unless there are exigent circumstances or the case is overly complex. Plaintiffs may avoid appearing at pretrial conferences if the Clerk has entered default against all defendants prior to the scheduling conference, as the Court will remove the case from its docket. Should a plaintiff not appear at a scheduled pretrial conference, the Court may dismiss the adversary without prejudice for lack of prosecution.

## **10. Discovery Disputes.**

Discovery disputes that cannot be resolved between the parties should ordinarily be submitted by written motion. However, if a dispute arises during an oral deposition, a party may contact the Court at (713) 250-5252 during the deposition and request a telephonic hearing.

The Court intends to enforce Federal Rule of Civil Procedure 37 as made applicable to proceedings in this Court by Federal Rule of Bankruptcy Procedure 7037.

## **11. Settlements.**

Settlements are always encouraged. If a case is settled, the parties should promptly contact the Court. The proposed settlement may be presented in the form of a written order prior to the scheduled hearing. If the proposed settlement has not been approved in writing by all parties, then only one counsel is required to attend the hearing, though all interested parties are invited to attend. If the Court does not approve of the proposed settlement, the hearing will be reset for a subsequent date.

Settlements submitted prior to the hearing date will normally be signed by the Court prior to the hearing and the hearing canceled. Only when an order is signed and docketed is the hearing canceled.

If a settlement is in an adversary proceeding and requires approval pursuant to Federal Rule of Bankruptcy Procedure 9019, such motion should be filed in the main case only. A proposed form of order in the main case and a proposed form of judgment or order in the adversary proceeding must be attached to the 9019 motion.

## **12. Consent or Agreed Orders in Chapter 12 or 13 Cases**

Consent or agreed orders in Chapter 12 or 13 cases require the signature of the Chapter 12 or 13 Trustee. All consent or agreed orders presented without the Trustee's signature will be denied without prejudice and may be resubmitted.

## **13. Amended Orders.**

Parties may only request that a signed order be amended through filing a motion to amend. Merely submitting a proposed amended order is insufficient. The motion to amend should be filed with the proposed amended order.

## **14. Oral Rulings.**

The Court may issue oral rulings either immediately following a hearing or trial or on matters under advisement. When issuing an oral ruling, the Court reserves the right, without changing its final ruling, to correct the transcript, not only as to inaccuracies in transcription, but also as to content. In order to ensure that the oral ruling fully and clearly states the Court's rationale for its decision, the Court may: (1) add, alter, or delete any language in the transcript of the oral ruling; (2) correct grammar or punctuation; and/or (3) add or delete any citations to authority. If the Court's edits to the transcript of the oral ruling go beyond the correction of transcription errors, then the document filed by the Court will no longer be a transcript. Instead, the Court will docket it as a corrected and modified bench ruling, although the Court's holdings on the issues before it will not change.