

**MEMORANDUM**

October 12, 2007

To: All Bankruptcy Practitioners

From: Judge Pat E. Morgenstern-Clarren

Subject: **Procedural Change for Agreed Order and Document Withdrawal Notification**

Effective immediately, any party wishing to advise the court of an agreed order or withdrawal of a document must send an email to [AgreedOrders-PMC@ohnb.uscourts.gov](mailto:AgreedOrders-PMC@ohnb.uscourts.gov) no later than 9:30 a.m. E.S.T. the day before the hearing. Opposing counsel should be copied on the email. Please note that this is the same time frame that has been in use, but that the email notice will replace in its entirety the previous practice of permitting parties either to call the courtroom deputy with a resolution or send an email.

When sending an agreed order or withdrawal notice, the subject line must include the hearing date, debtor's name, case number and order type as follows:

To	<a href="mailto:AgreedOrders-PMC@ohnb.uscourts.gov">AgreedOrders-PMC@ohnb.uscourts.gov</a>
cc	
bcc	
Subject	(Hearing Date), (Debtor Name), (Case #), (Order Type)

If the email is not timely sent, counsel will have to appear at the scheduled hearing.

We hope that this change will be more efficient for both the parties and the court. Thank you for your anticipated cooperation.