

**2. OPEN CALENDAR PROCEDURES -
Instructions for Self-Selecting Hearing Dates and
Times for Motions/Applications Other Than Motions
for Relief from Stay in Cases Assigned to Judge Ellis-Monro**

1. Except as previously set forth in these Case Management Procedures, Judge Ellis-Monro has adopted self-calendaring for motions for relief from the automatic stay ([click here](#)) and the open calendar procedures for other types of motions/applications for certain calendars. This is not an interactive website. You cannot set a hearing from this website.

2. From the list of currently available dates, select date, time, and appropriate location (Atlanta) on which you want your motion/application to be heard. (Current available dates are listed separately on subsection 4. AVAILABLE OPEN CALENDAR DATES.) There is nothing to do on this website except to find an appropriate date, time, and location for the hearing you want to schedule. If you file electronically, you will be prompted on one screen to insert the date, time, and location you selected, and then you must fill in the date, time, and place on the hearing information screen. (Make sure you fill in all three fields). **Hearings for Atlanta cases before Judge Barbara Ellis-Monro are in Courtroom 1402, 75 Spring Street, SW, Atlanta, GA.** On the screen permitting the user to enhance docket text, type in the words “and Notice of Hearing” after the description of your pleading. Make sure the notice of hearing is included as part of the PDF document but it should follow the motion, even though when you serve the motion you may attach the notice of hearing to the front of the motion. If you file on paper, you simply insert the date, time, and location in the notice of hearing that you will serve with your motion. Whether filed on paper or electronically, the certificate of service must mention service of both the motion and the notice of hearing.

3. Prepare the Notice of Hearing into which you will insert the date, time, and location that you selected from the list of available dates. Combine the notice with the motion, brief, if any, and certificate of service in one document, which, if you file electronically, will be filed as a Motion Event. Click here for suggested [form of notice and certificate of service](#). (This is a PDF document).

4. With respect to all motions filed on the open calendar, make sure they are filed timely and served with sufficient notice of same as required by Bankruptcy Code, Rules and Official Forms (e.g. Objections to Proof of claim requires a thirty-three (33) days notice time).

Hearings set that do not meet the notice requirements of the Bankruptcy Code and/or Rules with respect to length of time of notice WILL NOT BE HEARD. (Please also see instructions for setting hearings on Motions for Relief.)

5. **There is no need to call Chambers to find out if your motion has been put on the calendar.** You may review the calendar in the CM/ECF system, which you may access through PACER, even if you do not file electronically.

6. **RESETS:** You may use the Open Calendar Procedure to reset a hearing date only if all

parties agree.

7. **This procedure may not be used by non-attorneys. All pro se pleadings will be reviewed and hearings, if appropriate, will be scheduled by the Courtroom Deputy.**