

## Communications with Judge Baisier's Chambers By E-Mail

Chambers receives hundreds of calls, letters and personal visits from attorneys or messengers each month. Much of that communication can be done more rapidly, more efficiently and more economically by e-mail. You may communicate with Chambers by e-mail at [BaisierChambers@ganb.uscourts.gov](mailto:BaisierChambers@ganb.uscourts.gov).<sup>1</sup>

Please follow the procedures in formatting e-mail messages.

**1. Subject Line.** The subject line of every message must begin with the case or adversary proceeding number, followed by the name of the Debtor, followed by a brief description of the subject matter. For example, a subject line might read as follows, following the word "subject" on the e-mail form:

99-54321; John Doe; Motion for Relief from Stay (Doc. 6) - **OR** –  
AP 00-1234; Doe v. Smith; Motion to Compel (Doc. 11)

If the Debtor is a company and the name is long, such as Doe Mechanical and Electrical Contractors Company, Inc., put in enough to indicate the name; e.g., Doe Mech. Contractors.

**2. Text.** The text of an e-mail message should begin with the name of the person for whom the e-mail is intended. For almost all communications, this will either be the Courtroom Deputy Clerk or the Law Clerk. For example: To: Ashleigh Marchant.

**3. Rule 9003.** Federal Rule of Bankruptcy Procedure 9003(a) states: "Except as otherwise permitted by applicable law, any examiner, any party in interest, and any attorney, accountant, or employee of a party in interest shall refrain from ex parte meetings and communications with the court concerning matters affecting a particular case or proceeding."

Every message sent to Chambers must be sent to all parties in the contested matter or adversary proceeding (or specific dispute in an adversary proceeding), where Rule 9003 would require that a communication to Chambers sent by conventional means be served on other parties. If a party does not have an e-mail address, an indication that a copy was transmitted to that party and the method of transmission should be shown at the beginning of the text of the e-mail. For example:

To: Law Clerk  
cc: John Doe, Debtor (by regular U.S. Mail at {address})  
cc: Richard Roe, Attorney for xyz, Inc. (by facsimile at {number})

**4. Attachments.** Files (other than programs) smaller than 250K may be attached to an e-mail message. (This would exclude imaged files exceeding about 5 pages.) The primary word processing software used by the court is Microsoft Word. If the word processing software used to prepare the proposed order is anything other than Word, save the document in ASCII (as a text file) before attaching it to your communication.

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<sup>1</sup> Unless directed to do so by the Judge, attorneys may not use e-mail to submit proposed orders, but should instead upload the orders via ECF. Refer to BLR 5005-1 and 9013-2 for proposed order requirements.

**5. E-mail is not a way to avoid filing pleadings.** Attorneys are not to use e-mail as a substitute for filing appropriate motions in the case. Refer to BLR 9003-2 for further detail.

**6. Routine Matters.** Attorneys may use e-mail to communicate with the Courtroom Deputy Clerk about routine non-substantive matters but should not send e-mails to inquire regarding whether a matter is on the calendar, whether an order has been entered, or for such other information that can be ascertained on ECF. Attorneys may use e-mail to request a hearing for a matter not subject to the Open Calendar Procedure, or to alert Chambers regarding the filing of an emergency motion or other matter that needs expedited treatment. Nonetheless, these rules must be followed in all respects and when in doubt about whether Rule 9003 is implicated, send a copy of your e-mail to the other party's attorney (or to the party if they are not represented).