<h1 style="text-align:center">Communications With Judge Cavender's Chambers By E-Mail</h1>

You may communicate with Chambers by e-mail at **jwcchambers@ganb.uscourts.gov**. Chambers receives literally 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. Attorneys may use e-mail to submit proposed orders with electronic signatures; see numbered paragraph 5 below.

Please follow the procedures in formatting e-mail messages and proposed orders.

1. Subject Line. The subject line of every message must begin with the case or adversary proceeding number in the form 00-12345 (for AP's, 00-01234), followed by the name of the Debtor, followed by a brief description of the subject matter. So, for example, a subject line might read as follows following the word "subject" on the e-mail software form:

99-54321; John Doe; Proposed Consent Order
Do not type "Re:" at the beginning of the subject line.

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 to 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: Ms. Chapple

3. Rule 9003. Rule 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 404-555-1212)

4. Attachments. Text or imaged files may be attached to an e-mail message, but files containing images should not exceed 300 Kb. The primary word processing software used by the

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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 txt file) before attaching it to your communication. Alternatively, proposed orders may be in portable document format (PDF). The consent or absence of opposition to a proposed order of other parties in the contested matter or adversary proceeding should be indicated on the proposed order as set forth below.

5. Names of attorneys in proposed orders. Below the court's signature line, the signature lines of counsel should be set forth in the following format:

Prepared By:
/s_____
Sam Spade
Attorney for Maltese Falcon, Inc.
Bar No. 999999999
Address
Telephone
E-mail address

Consented To:
/s_____
John Lawyer by Sam Spade
With Express Permission
Mr. Lawyer's: State bar No.: 888888888
Address
Telephone
E-mail
etc.

No Opposition by:
[same format]

6. E-mail not a way to avoid filing pleadings. Attorneys are not to use e-mail as a substitute for filing appropriate motions in the case.

7. Routine matters. Attorneys may use e-mail to communicate with the courtroom deputy clerk about routine non-substantive matters, such as to inquire whether a matter is on a calendar or whether an order has been entered, to request a hearing date, to inform the deputy clerk that one will be late or cannot attend for some good reason, etc. Nonetheless, these rules must be followed in all respects, and when in doubt about whether Bankruptcy Rule 9003 is implicated, copy the other side.

March 2018