

NOTICE—EFFECTIVE IMMEDIATELY

Hon. Charles M. Caldwell

The following procedure should now be used to report the resolution of a matter set before Judge Caldwell. **There is a different procedure for continuances that is detailed below.** Parties who wish to report the settlement or withdrawal of a pending matter should no longer call the Courtroom Deputy, but report via email. An email address has been established for this purpose, and this purpose only. No reply to the email will be forthcoming—with one exception—a request by the Court for clarification.

The email address is as follows: Caldwell287@ohsb.uscourts.gov

Please use the hearing date as your subject line and include the following in the body of the email.

Case number:
Case name:
Your name:
Firm name:
Party represented:
Date of hearing:
Matter(s) being heard (i.e., relief from stay, etc.):
Resolved by agreed order, withdrawal, etc.:
(Please submit/file appropriate document(s) within 10 days.)

Note: If a matter set for hearing will not be going forward, counsel are directed to so notify their clients so that they do not appear in Court unnecessarily.

CONTINUANCES: A continuance cannot be requested telephonically or via email. **SUCH CALLS OR EMAILS WILL NOT BE ACCEPTED OR RETURNED.** A continuance request must be in the form of a written motion filed and served at least **seven (7)** days prior to the hearing. The request must contain the reasons, and if applicable, a representation that the request is by agreement of all affected parties. The motion should be accompanied by a proposed order, leaving the continuance date blank. No continuance will be granted fewer than seven days prior to the hearing, absent a showing of extraordinary circumstances. In the absence of a timely continuance request, the parties shall appear.