

NOTIFICATION OF SETTLEMENTS OR WITHDRAWALS AND REQUESTS FOR CONTINUANCES

Settlement or Withdrawal of a Matter

With the exception of matters scheduled by the Chapter 13 Trustee for the court's regular Chapter 13 docket hearings, the parties to a settlement or withdrawal of any matter scheduled for hearing or trial shall notify the court by email, as noted below, as soon as a settlement is reached, but in any event, **not later than 4 p.m. of the day prior to the hearing. If an email is not timely sent, at least one counsel of record must appear at the hearing to put any settlement on the record, unless specifically notified by chambers otherwise.**

A notification of a withdrawal should be made by the moving or objecting party or indicate the moving or objecting party has consented to the withdrawal. A notification of a settlement should be copied to all counsel of record or be clear that all counsel have agreed to the settlement.

The email address for settlements is humphrey337@ohsb.uscourts.gov. **Do not use this email for any other purpose other than notifying the court of settlements.** In the **subject line** of the email, please include the hearing date and time and include the following information in the **body** of the email:

- Case name and number
- Attorney name, firm name, and party you represent
- Matter set for hearing
- Resolution of the matter
- If an agreed order is not to be submitted within seven days, please notify the court of when and how the settlement will be documented

The court does not send reply emails to settlement or withdrawal notifications.

Continuances

All requests for continuances require a motion or agreed order prior to the date and time of the hearing. **The court suggests that counsel initiate a conference call with all counsel of record and the Courtroom Deputy (Joni_Behnken@ohsb.uscourts.gov) to obtain a new date and time for the continued hearing or trial, followed by submission of an agreed order containing that agreed upon new date and time. Matters are not continued except by separate order of the court or notification from chambers that the continuance request has been approved.**