

### **Contact With the Court/Chambers**

- In general, parties and their lawyer should communicate with the court in writing.
- *Ex parte* communication with Judge Hanan, directly or indirectly, is prohibited.
- The following are appropriate instances in which the court's staff (chambers) may be contacted:
  1. Obtaining or rescheduling a hearing, if allowed/required by the court;
  2. Confirming the court's receipt of an order; or
  3. Alerting the court to a filing that: (i) is an emergency filing, (ii) affects a hearing that is in the near future, or (iii) was required by the court to be made by a certain time to permit a timely ruling.
- There are several instances where a party must call chambers to obtain a hearing date. Those instances are as follows:
  1. Motions to continue/impose the automatic stay
  2. Motions to convert or dismiss a chapter 11 case
  3. Approval of disclosure statements in a chapter 11 case
  4. Confirmation of chapter 12 plans
- You may contact chambers for one of the reasons listed above by calling 414-290-2650 Monday through Friday, between the hours of 8:30 a.m. and 5:00 p.m.
- If you need help with a technical matter related to filing a document, please call the CM/ECF Support Desk, at 414-290-2700.
- To participate in telephonic hearings conducted via a group telephone line, please refer to the court teleconference page (<https://www.wieb.uscourts.gov/teleconferences>).