

Procedure to Schedule Hearings on Chapter 13 Trustees' Motions to Dismiss and Trustees' Objections to Confirmation, Using Presets:

- A. The following procedures apply to hearings on:
 1. Debtors' objections to the chapter 13 trustees' motions to dismiss; and
 2. Chapter 13 trustees' objections to confirmation.
- B. The objecting party (the debtor's counsel or the chapter 13 trustee) must file a notice of hearing and schedule the hearing date when filing the objection.
- C. **This procedure does not apply to motions/objections filed by creditors.**
 1. If you are not a Chapter 13 trustee and have filed an objection to confirmation, the Court will schedule the hearing on your objection.
 2. If a creditor files a motion to dismiss, the Court will set a hearing on the motion if the debtor timely objects.
 3. Contact chambers (414-290-2650) if you need to choose a hearing date other than the available dates listed on the Court's schedule.
- D. **Filing the Objection/Motion:**
 1. **Find the hearing date in CM-ECF.**
 - a. In CM-ECF go to the Reports Tab and look under Chambers Reports/Functions
 - b. Click on "CHAP Chamber Presets" and select Judge Hanan's name from the drop-down menu
 - c. This will display a table listing the available presets for Judge Hanan, as of the date you run the report. Choose a date and time to schedule your hearing, based on the trustee assigned to the case (Lieske or Garcia).
 2. **Add the hearing date to your notice.**
 - a. Once you select an appropriate hearing date and time, add the hearing date and time to your notice (or include the language from the notice as part of the Objection document).
 - b. A sample notice form for hearings on objections to Chapter 13 trustees' motions to dismiss is available on the Court's website at <https://www.wieb.uscourts.gov/local-sample-forms> ("Notice of Hearing on Motion to Dismiss BEH"). This is a fillable pdf form that you must print and save to PDF before filing. The language from the form notice may be modified by the Chapter 13 trustees, for use with objections to confirmation.
 3. **Docket the Objection, Notice of Hearing, and Certificate of Service.**
 - a. **For debtors' objections to motions to dismiss:** Go to the Bankruptcy Tab, then select Answer/Response, Reference an Existing Motion/Application and enter the case number.
 - b. **For Chapter 13 objections to confirmation:** Go to the Bankruptcy Tab, then select Trustee/US Trustee, enter the case number, and choose Objection to Confirmation of Plan in the selection menu.

- c. Make the following selection (DO NOT SKIP THIS STEP):

Are you including a Notice? Yes No

Are you including a Certificate of Service? Yes No

- d. Applicable to only debtors' objections to motions to dismiss: Pick Objection in the selection menu
- e. Select the filing attorney and party
- f. Attach the PDF of the objection and add attachments to the document (if attachments are applicable)

Attachments to Document: No Yes

- i. Attach the PDF of the Notice of Hearing and PDF of the Certificate of Service (only if you are separately attaching a notice and certificate of service—if not, skip this step)

1) Select the PDF document that contains the attachment.

Filename

Notice of Hearing on Motion to Dismiss-Conference Line Procedure (2).pdf

2) Fill in the fields below.

Category

and/or Description

Notice of Hearing

- g. Refer to Existing Event and use the drop-down menu under Set/Reschedule Hearing Information to choose the hearing date/time from your notice. (If needed, the Chamber Presets link opens the available preset dates also found under Reports.)

Refer to existing event(s)?

Set/Reschedule Hearing Information

In order to enter a hearing date/time/location, you must obtain prior approval from the presiding judge. Contact the Chambers of Judge Kelley.

Please select from the following hearings

Please select from the following hearings
11/03/2015 - 09:45 AM - Objections to Ch. 13 Motions to Dismiss-Tr. Rebecca Garcia [Slots: 16]
11/03/2015 - 11:00 AM - Objections to Ch. 13 Motions to Dismiss-Tr. Mary Grossman [Slots: 12]

[Chamber Presets](#)

Objection due date:

- h. Link to the event filed (for debtors, the trustee's motion to dismiss; for trustees, the plan to which the trustee is objecting)

E. Troubleshooting

1. If you can't find the presets, clear your cache. Instructional videos on how to clear your cache can be found on the Court's website under the "Attorney Resources" tab by clicking on the "Training" subtab.
2. For questions on other technical problems with filing, please contact the CM-ECF Support Desk at 414-290-2700.