

**Chambers Procedures for  
Honorable Kevin Gross**  
(Revised January 4, 2011)

CONTACT INFORMATION

Chambers:           The Honorable Kevin Gross  
                          United States Bankruptcy Court for the District of Delaware  
                          824 Market Street, 6<sup>th</sup> Floor  
                          Wilmington, DE 19801

Courtroom:         No. 3

Telephone:         (302)252-2913

Staff:               Ext. 2 - Laura J. Haney, Judicial Assistant (general and order inquiries)  
                          Ext. 3 - Sherry K. Scaruzzi, Courtroom Deputy (all scheduling inquiries)

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**PLEASE DELIVER BINDERS TO 824 MARKET STREET, 6<sup>TH</sup> FLOOR**

**\* RE: CERTIFICATES OF NO OBJECTION  
\*\* RE: COURTESY COPIES**

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ITEMS

General Chambers Procedures

Principles of Professionalism for Delaware Lawyers

Principles of Professionalism for Delaware Judges

Scheduling Order (Preference Cases)

Scheduling Order (All Other Matters)

Proposed Final Pretrial Order (Non-Preference Cases)

Trial Procedures (All Cases and Contested Matters)

General Order re Pretrial Procedures in Preference Cases

\* **CNO's and proposed orders may be submitted 48 hours after the response deadline. CNO's and proposed orders submitted within two days of a hearing should be included in the CNO hearing binder and so noted on the agenda.**

\*\* **Please do not provide courtesy copies of documents unless requested by Judge Gross.**

1. Please refer to the General Chambers Procedures which are applicable to all Judges.
2. Chambers will make every effort to respond to telephonic inquiries and requests within 24 hours. If Chambers does not respond within a reasonable time, a second inquiry or request is welcome.
3. The Court schedules hearings for one hour. You must notify the Court as soon as you know that a hearing will require more time.
4. Parties are invited to inquire, after a reasonable time under the circumstances of the matter at issue, into the status of matters pending decision or taken under advisement by e-mail to Chambers at:

[DEB Chambers Judge Kevin Gross@deb.uscourts.gov](mailto:DEB_Chambers_Judge_Kevin_Gross@deb.uscourts.gov)

In the body of the e-mail, reference should be made to the matter pending decision and the date such matter was taken under advisement. Parties should state in the "subject" of the e-mail the case name and number and "Request for Ruling Status." Please copy other interested parties.

5. The Court demands of itself and the lawyers who appear before it courteous and professional conduct. See Principles of Professionalism for Delaware Lawyers; and Principles of Professionalism for Delaware Judges.

#### **PRETRIAL AND TRIAL PROCEDURES IN NON-PREFERENCE ADVERSARY PROCEEDINGS AND CONTESTED MATTERS**

In addition to the provisions of the General Chambers Procedures applicable to adversary procedures, please review the forms for Scheduling Order, Scheduling Order (All Other Matters), Final Pretrial Order and Trial Procedures.

#### **PRETRIAL AND TRIAL PROCEDURES IN PREFERENCE CASES**

The procedures for preference cases are contained in the General Order, dated November 16, 2009. The goal is to maintain consistency among the judges of the Court and therefore the Order is virtually identical to the Orders entered by Judge Carey and Judge Sontchi.