

Court Hearing Scheduler (CHS)

The CHS program provides hearing dates for use with the open calendaring system. With CHS, you can easily obtain hearing dates and times for all Judges and divisions in one place. Please remember that some pleadings will require a response date in the Notice of Hearing that accompanies the motion.

In such cases, the Notice of Hearing will need to include:

- a specific date by which any responses to the pleading must be filed **AS WELL AS** a hearing date, time & location

In other words, matters such as objections to claims, motions to avoid lien, and motions for co debtor stay relief will be **automatically** placed on hearing calendars at the **time the pleading is filed**.

You are still encouraged, however, to upload proposed orders at the same time you file your pleading if it is likely no hearing will be necessary. Case Managers will follow up at the appropriate time to see if responses are actually filed. If not, proposed orders will be submitted to Chambers for review and the matter may be taken off the calendar before the actual hearing date.

If a response **is** filed, the matter will already be on a hearing calendar and will have already been noticed to all interested parties.

Here are the basic instructions to obtain hearing dates & times as well as response dates.

1. Enter case number, the date your pleading will be filed and click Continue.
2. Select the appropriate event type, arrow down and click on Next.
3. Verify the case number, Judge and Trustee are correct.
4. Review available hearing dates & times.
5. Does your pleading require a response date? If so, it will appear in red just above the hearing dates and times. If not, you only need to record the hearing date and time you select.
6. Prepare your pleading and the hearing notice. Use the date provided through CHS.
7. When you docket in CM/ECF, you will be prompted to enter a response date (if appropriate). Use the response due date provided through CHS.
8. A drop down list of hearing dates and times will also appear in CM/ECF. Once again, remember to use the same date you selected through CHS. The hearing date, time and location will automatically populate the final docket entry field, reducing the potential for errors.

The following example and screen shots will help familiarize you with CHS.

From the home page of the court's website (www.gamb.uscourts.gov), select the "Judges' Info tab.

Assume that you need to file a motion for relief from the stay as well as a motion for co-debtor relief in the same case. The motion for relief from stay would not require a response due date, but the motion for relief from co-debtor stay would. Both matters would be placed on a hearing calendar at the time of filing.

Here is a screen shot of the first CHS calendar screen. In the fields provided, enter the case number and the date that you will file your motion.

| Available Hearing Dates and Times | |
|--|-----------|
| Case Number: | 09-40018 |
| Date Motion Filed: | 12/7/2017 |
| Adversary Case Numbers must be entered as XX-XXXX without a leading zero | |
| <input type="button" value="Continue"/> | |

After clicking Continue, selecting the appropriate event, and clicking on Next, you will see the following for a motion for relief from stay:

| 12/07/2017 at 3:58 PM | |
|--|--------------------|
| If a response due date appears in red below, use this date in your Notice of Hearing. Hearing dates are current as of the above date and time. However, if you delay docketing in CM/ECF, the hearing date may no longer be valid. | |
| Relief from Stay | |
| Case Number | 09-40018 |
| Judge | Laney |
| Trustee | U.S. Trustee - MAC |
| File Date | 12/07/2017 |
| Number of calculated days | 3 |
| Available Hearing Dates and Times | |
| 01/03/2018 at 02:00 pm - Columbus Courthouse - 79 matter(s) set | |
| 01/23/2018 at 02:00 pm - Columbus Courthouse - 20 matter(s) set | |
| <input type="button" value="Return"/> | |

A response date is not included with this event so you need only to record the hearing date you desire. Before you prepare and docket the motion and notice of hearing, however, review the available hearing dates for the motion for relief from co-debtor stay.

Do that by clicking on the back button at the top of the screen, selecting the co-debtor stay relief event, and click on Next.

Here is what you will see. Notice that this event does include a response date. Notice also that there is only one available hearing date rather than the two dates provided for the stay relief event.

| 12/07/2017 at 4:00 PM | |
|--|--------------------|
| If a response due date appears in red below, use this date in your Notice of Hearing. Hearing dates are current as of the above date and time. However, if you delay docketing in CM/ECF, the hearing date may no longer be valid. | |
| Relief from Co-Debtor Stay | |
| Case Number | 09-40018 |
| Judge | Laney |
| Trustee | U.S. Trustee - MAC |
| File Date | 12/07/2017 |
| Response Due Date | 12/27/2017 |
| Number of calculated days | 20 |
| Available Hearing Dates and Times | |
| 01/23/2018 at 02:00 pm - Columbus Courthouse - 20 matter(s) set | |
| <input type="button" value="Return"/> | |

At this point, you have two options. First, you might elect to place both matters on the January 23, 2018 calendar. That date is available for both motions. You might, however, elect to place the motion for relief from the stay on the January 3, 2018 calendar and the co-debtor stay relief on the January 23, 2018 calendar. Notice that the response date for the co-debtor relief is December 27, 2017. In other words, if no response is filed to the co-debtor relief, and if you submitted a proposed order with your motion, it is likely that orders for both motions will be entered about the same time. No hearing, of course, would then be necessary for the motion for relief from co-debtor stay.

The CM/ECF procedures for filing a motion for relief from the automatic stay are essentially the same as before, so the instructions below do not include each step for filing. Enhancements to the procedure are highlighted. You will see the following during the process:

Select one of the following

With Notice of Hearing
With Proposed Consent Order

Next Clear

Click to highlight and choose one of the options in the drop down list. No hearing will be necessary if you will be using the e-orders program to upload a proposed consent order immediately after you file your motion. This example, however, is for a motion for relief from stay hearing, so the first option - “with notice of hearing” - is the correct one.

The next CM/ECF screen includes a drop down box with the same hearing dates you saw in CHS.

Pick Hearing

01/03/2018 at 02:00 PM - Columbus Courthouse
01/23/2018 at 02:00 PM - Columbus Courthouse

Next Clear

Use your arrow key or mouse to highlight and select the hearing date and time from the list of available hearing dates. This information will automatically be a part of the final docket entry. The date you choose should match the date included in your notice of hearing.

Final Docket Entry

Motion for Relief from Stay Receipt Number cc, Fee Amount \$181, filed by Creditor B-Line, LLC Hearing scheduled for 01/23/2018 at 02:00 PM - Columbus Courthouse. (Jones, J.)

Remember that the example includes filing a motion for relief from the co-debtor stay.

Remember also that a motion for relief from co-debtor stay requires a response due date.

Here is a CM/ECF screen shot for this event.

ENTER THE RESPONSE DUE DATE PROVIDED THROUGH CHS.

Objection due date: 12/27/2017 

Pick Hearing

01/23/2018 at 02:00 PM - Columbus Courthouse

Please enter the NAME of the codebtor B-Line, LLC

You will enter the response date you recorded from the CHS calendar screen and once again select the hearing date you included in your notice of hearing. This information will automatically be a part of the final docket entry.

Most events do require a response date and notice of hearing. The CHS calendar screen will provide a response due date if appropriate.

Below is a list of events included in the open calendaring system. (Last updated 2.8.2018)

Hearing Scheduler for all Chapters
Select the pleading you are filing; then click Next.

Hearing Required, No Response Date Needed
Attendance at Hearing is Required

- Counter Affidavit
- Motion for Adequate Protection
- Motion for Approval of Waiver of Discharge
- Motion for Authority to Obtain Credit
- Motion for Contempt
- Motion for Disgorgement of Attorney Fees
- Motion In Rem Relief from Stay
- Motion for Relief from Stay
- Motion for RFS & for Adequate Protection
- Motion to Compel
- Motion to Dismiss Case (All Types) by Creditor
- Motions to Dismiss Case (All Types) by Trustee
- Motion to Dismiss For Failure to Attend First Meeting by Trustee
- Motion to Reconsider or Vacate (all types)
- Motions to Sell Property (Ch. 11 - all types)
- Motion for Substantive Consolidation
- Motion to Use Cash Collateral
- Objection to Debtor's Claim of Exemptions
- Objection to Transfer of Claim
- Pre-Trial Conference (adversary cases)

Negative Notice Required
Attendance at hearing may be Required

- Application for Compensation
- Application to Pay Administrative Expenses
- Authorizing Continued Use of Existing Bank Accounts
- Motions for Approval of Agreement
- Motion for Co-Debtor Relief From Stay
- Motion for Hardship Discharge
- Motion for Joint Administration
- Motion for Turnover of Property
- Motion to Allow Late Claim
- Motion to Amend Complaint
- Motion Amend Order
- Motions to Avoid Lien (all types)
- Motion to Compromise Controversy
- Motion to Declare Account Status Current
- Motion to Declare Lien Satisfied
- Motions to Dismiss by Debtor
- Motion to Establish Compensation Procedures
- Motion to Extend Automatic Stay
- Motion to Impose (Stay)
- Motion to Incur Secured Debt
- Motion to Make Direct Plan Payments
- Motion to Modify Plan After Confirmation
- Motion to Redact

- Motion to Redeem Property of the Estate
- Motion to Re-Negotiate Home Loan
- Motion to Reopen Case
- Motion to Seal
- Motions to Sell Property (Ch.7,12,13 - all types)
- Motion Substitute Attorney
- Motion to Substitute Collateral
- Motion to Suspend Plan Payments (aka Moratorium)
- Motion to Transfer Case (BK Only)
- Motion to Waive Appearance
- Motion for Withdrawal of Claim
- Objection to Claim
- Objection to Claim by Trustee
- Objection to Claim by Trustee (Amended)

All Other Matters

Next