

Trustee Noticing – Quick Reference Guide

(Please contact the noticing team if you have any issues with the process: trusteenoticing@flmb.uscourts.gov)

Motion with Combined Notice of Hearing

If a motion or objection will be filed that requires a hearing, you will need to schedule and notice that hearing. The simplest way is to file your motion and notice of hearing together:

1. Go to CM/ECF > Reports > CHAP Reports - CHAP Chambers Presets
2. Choose the appropriate Judge and then the appropriate preset date and time. Pay attention to guidelines, restrictions and available slots. **Note: If the case is already scheduled on a designated preset date, consult your internal calendaring procedures to determine if proper noticing time exists to add the additional matter.**
3. Create the motion with the combined notice including the date, time and location you have chosen and ensuring the notice of hearing is prominently displayed on the first page.
4. Select the appropriate event in CM/ECF.
5. Attached the document.
6. When the system asks whether or not a hearing is included, select “Yes”.
7. On the hearing date selection screen, select the date, time and location you chose from the CHAP Chambers Preset report from the drop down list.
8. Take a moment to review the docket text preview screen for accuracy including whether or not the hearing date, time and location displayed matches the date, time and location in your document.

Note: Canceling and rescheduling a hearing must be done by the filing of a motion to continue or reschedule.

Separate Notice of Hearing

If a response or objection is filed in regards to your negative noticed motion, you must file a hearing notice. In addition if you choose not to file your motion with negative notice, you must file a hearing notice separately if not combined with your motion:

1. Go to CM/ECF > Reports > CHAP Reports - CHAP Chambers Presets
9. Choose the appropriate Judge and then the appropriate preset date and time. Pay attention to guidelines, restrictions and available slots. **Note: If the case is already scheduled on a designated preset date, consult your internal calendaring procedures to determine if proper noticing time exists to add the additional matter.**
2. Create the notice of hearing with the date, time and location you have chosen.
3. Select the appropriate event in CM/ECF.
4. Attach the document.
5. Relate the notice of hearing back to the original motion(s) and response(s) referenced in the notice.
6. Enter the title of the matter or matters being heard in the text box. Copy/Paste to save keystrokes.
7. On the hearing date selection screen, select the date, time and location you chose from the CHAP Chambers Preset report from the drop down box.
8. Take a moment to review the docket text preview screen for accuracy including whether or not the hearing date, time and location displayed matches the date, time and location in your document.

Note: Canceling and rescheduling a hearing must be done by the filing of a motion to continue or reschedule.

Notice of Hearing Language

Language consistent with that displayed below should be utilized for separate notices of hearing and when combining a hearing notice with a motion. In addition, similar to the negative notice legend, the notice of hearing must be prominently displayed on the first page of the document when combined with the motion.

A preliminary hearing in this case will be held on Hearing Date at time in Courtroom #, and complete Courthouse address to consider and act upon the following *or* this matter (*if combined with motion, application or objection*) and transact such other business that may come before the court:

Name of Motion, Application Objection by Trustee
to/for _____ (*if not combined with motion, application, objection*) (Doc. No. #)

1. The hearing may be continued upon announcement made in open Court without further notice.
2. Appropriate Attire. You are reminded that Local Rule 5072-1(b)(16) requires that all persons appearing in Court should dress in business attire consistent with their financial abilities. Shorts, sandals, shirts without collars, including tee shirts and tank tops, are not acceptable.
3. Avoid delays at Courthouse security checkpoints. You are reminded that Local Rule 5073-1 **restricts the entry of cellular telephones** and, except in Orlando, computers into the Courthouse absent a specific order of authorization issued beforehand by the presiding judge. Due to heightened security procedures, persons must present photo identification to enter the Courthouse.