

Canceling or Rescheduling a Hearing

Canceling a hearing:

The court will cancel a hearing only if a written resolution (such as a stipulation or withdrawal of a motion or objection) is filed by the deadline indicated below. If the resolution is not filed by that time, the court may proceed with the hearing. Failure to appear may result in the court ruling against the non-appearing party.

- For all evidentiary hearings or trials, the written resolution must be filed by 4:00 p.m. the business day before the hearing.
- For preliminary hearings scheduled to begin before 12:00 p.m., the written resolution must be filed by 4:00 p.m. the business day before the hearing.
- For preliminary hearings scheduled to begin after 12:00 p.m., the written resolution must be filed by 11:00 a.m. the day of the hearing.

Rescheduling an evidentiary hearing:

For adjournment of an evidentiary hearing, the parties must file a joint letter request on the docket, ***no later than three business days prior to the hearing***, stating the reason for the request and whether any parties will be prejudiced by the adjournment. Generally, the court will grant such a request only in extraordinary circumstances.

Rescheduling a preliminary hearing:

A party may request to reschedule a preliminary hearing (***except for a hearing on a motion seeking relief from the automatic stay, see below***) in one of two ways.

1. The party may contact chambers at 414-290-2670 with all other interested parties on the line to reschedule the hearing to a different date.
2. The party may file a letter with the court requesting that the hearing be rescheduled. The letter must include the reason why the party is making the request, the efforts taken to contact the other parties to obtain their consent to rescheduling the hearing, and at least two alternate dates that the party (and/or their counsel) is available. For chapter 13 cases, the alternate dates should be Tuesdays.

Hearings on motions for relief from the automatic stay must be heard within 30 days after the motion is filed or relief may be provided to the movant as a matter of law. *See* 11 U.S.C. § 362(e)(1). This requirement also applies to renewed motions made by letter. If parties seek to reschedule the hearing beyond 30 days after the motion is filed, they must file a joint letter request explaining the circumstances for the request. Any joint letter request should include at least two alternate dates and be filed in sufficient time before the hearing to allow the court to review the request and rule on it. The court will not adjourn a hearing on a motion for relief from stay beyond 30 days after the motion is filed based on a telephonic request.