

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI

Judge Gaines' requirements, order deadlines, extending minute entries and basic courtroom instructions

Reporting Settlements:

1. Matters set for preliminary hearing may be removed upon settlement.
2. Calls must be received by 4:00 p.m. two (2) business days prior to hearing.
3. Motions for Relief from Stay which include a co-debtor may not be removed until two (2) days prior to the preliminary hearing.
4. A telephonic message may be left for settlements with the following information:
 - a. Date of preliminary hearing
 - b. Debtor's last name
 - c. Bankruptcy or adversary case number
 - d. Docket entry number assigned to the pleading
 - e. Page number of calendar if available
5. If removing three (3) or more hearings, leave your name and telephone number and your call will be returned.

Minute Entries:

1. A minute entry is prepared for settlements with an order due date.
2. Order due dates on minute entries may be extended twice by the courtroom deputy.
3. Under extenuating circumstances a minute entry deadline may be extended beyond 2 times by contacting Rebecca Barrett, Judicial Assistant for Judge Gaines.

4. Noncompliance with a minute entry is sent to the judge's chambers for his review and a possible dismissal of the pleading.

Courtroom Instructions:

1. Attorneys are required to be in the courtroom by 10:00 a.m. for roll call.
2. Laptop computers may not be used in the courtroom except for displaying exhibits during a trial.
3. Exhibits displayed through a laptop computer or through the document projector must be accompanied by hard copies for the Judge and his Judicial Adviser.

Courtroom Equipment:

Courtroom is equipped with:

- a. Overhead document projector
- b. VHS player
- c. Audio cassette player
- d. Laptop connection for display of documents
- e. Display monitors throughout the courtroom

For testing of compatibility of your equipment and familiarization with courtroom and equipment, contact Janice Diaz, Courtroom Deputy at 228-563-1797.