

HELPFUL HINTS FOR THE COURTROOM

1. Be on time for hearings. If you have informed your client(s) to arrive at a specific time, make sure your attorney is present. Please inform your client(s) to dress appropriately for court.
2. Please inform the Courtroom Deputy or the ECRO if your attorney is standing in for another attorney. This information will allow the record to be clear and will also assist the ECRO in their duties.
3. If a matter is settled, please notify the courtroom personnel by email. (Be sure to notify your client(s) immediately that the matter is resolved and thus it is not necessary to come to court)

Judge Doub: [Dana Sebastian@nceb.uscourts.gov](mailto:Dana_Sebastian@nceb.uscourts.gov)
[Lynn Boyd@nceb.uscourts.gov](mailto:Lynn_Boyd@nceb.uscourts.gov)

Judge Leonard: [Felecia Lucas@nceb.uscourts.gov](mailto:Felecia_Lucas@nceb.uscourts.gov)
[Anne Moell@nceb.uscourts.gov](mailto:Anne_Moell@nceb.uscourts.gov)

Judge Humrickhouse: [Allyson McNeill@nceb.uscourts.gov](mailto:Allyson_McNeill@nceb.uscourts.gov)
[Sarah Donleycott@nceb.uscourts.gov](mailto:Sarah_Donleycott@nceb.uscourts.gov)

4. If a matter is to be continued, please notify the above courtroom personnel and file a Motion to continue as early as possible. Please include the number of continuances that have been requested in your document title – “First Motion to Continue”.
5. When filing a pleading that pertains to a hearing scheduled the same day or the next day, please send an email to courtroom personnel and the Judge’s law clerk notifying them of the filing. Please do not send settlements and/or continuances to the law clerks.

Judge Doub: [Linsy Aul@nceb.uscourts.gov](mailto:Linsy_Aul@nceb.uscourts.gov)
[Andrew Perry@nceb.uscourts.gov](mailto:Andrew_Perry@nceb.uscourts.gov)

Judge Leonard: [Blake Boyette@nceb.uscourts.gov](mailto:Blake_Boyette@nceb.uscourts.gov)
[Lauren Miller@nceb.uscourts.gov](mailto:Lauren_Miller@nceb.uscourts.gov)

Judge Humrickhouse: [Bess Hilliard@nceb.uscourts.gov](mailto:Bess_Hilliard@nceb.uscourts.gov)
[Tracy Davis@nceb.uscourts.gov](mailto:Tracy_Davis@nceb.uscourts.gov)

6. Have all exhibits marked and organized in a binder. Have enough copies to present to counsel , witnesses, the law clerk and the court. Arrive early to become familiar with the courtroom technology for document presentation.

7. Court calendars are saved to the internet in two formats, entire and remaining. The “entire” calendar contains all cases scheduled along with any resolution. The “remaining” calendar contains only the matters to be heard. Please have your attorney use an updated “remaining” calendar. For Judge Doub and Judge Leonard’s court please refer to the number on the updated “remaining” calendar along with debtor(s) name when announcing settlements in court.
8. A permanent record is being digitally recorded in the courtroom. Attorneys need to speak clearly, loudly and within close proximity to a microphone to ensure a clear record.
9. Audio files can be accessed from the docket. See the court’s website for instructions on how to access these files. Also, remind your attorneys not to disclose any personal information like social security numbers, minors names, etc..
10. CD request forms are available on the court’s website. Please complete all requested information including the hearing date and docket the request in the case file. Ecros are notified once these are docketed and paid for through Pay.gov. (These fees are going up from \$26 to \$30.00)
11. Transcript Request forms are also located on the court’s website. Please complete the form and include delivery directions. Ecros are notified when these forms are docketed and will process the request upon receipt. Transcripts are processed by an outside service and payment must be made to the transcription service, not the court.
12. Due to the court’s heavy court schedule, Judge Humrickhouse and Judge Leonard frequently hold court on the same day. Please make your attorney and client(s) aware of the correct courtroom

Judge Humrickhouse holds court in the 2nd floor courtroom
Judge Leonard holds court in the 3rd floor courtroom.
13. Parking in downtown Raleigh can be difficult. There are several parking decks available that are close to the courthouse. Remind your client(s) to plan their trip accordingly in order to arrive on time.
14. The courtroom staff is here to assist you. We are happy to answer any questions you have. Please be aware that we spend a great deal of time in court so an email is one of the best ways to contact us.
15. We appreciate the help all of you provide us throughout the year. Thank you for making our jobs easier.