

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF LOUISIANA

**ATTORNEY ADVISORY - EMERGENCY NOTIFICATION**

During hurricane season (June 1<sup>st</sup> through November 30<sup>th</sup>), the Bankruptcy Court will adhere to the following:

The Court will monitor the progress of storms and hurricanes as they near the Gulf of Mexico. When a storm is five (5) days from landfall, the Building Security Committee will meet to determine the appropriate action to be taken. In all likelihood, if New Orleans is within the cone of probability for landfall, the court will close three (3) days prior to a strike.

The court's Continuity of Operations Plan (COOP) provides for fail-over replication of our automated systems. In the event of a court closure or the evacuation to an emergency relocation site, the critical systems of the court (i.e. CM/ECF) will be available to the public.

If it is necessary to cancel a motion day, all matters scheduled for hearing will be continued to the next available motion day without further action by the parties. There is no need to contact chambers or the clerk's office. In the event of an extended facilities closure, the emergency relocation site for this court will be the U.S. Bankruptcy Court for the Middle District of Louisiana, 707 Florida Street, Suite 119, Baton Rouge, LA 70801.

Regular notices to the bar regarding court closure or relocation will be posted via this website [www.laeb.uscourts.gov](http://www.laeb.uscourts.gov) and through registered e-mail accounts. Because e-mail notification will be one of our primary means of communication, we urge you to make sure your registered e-mail address is kept current and is accessible both during and after regular business hours. Your CM/ECF profile, which contains your registered e-mail address, also allows for secondary e-mail addresses to be entered (i.e. secretary, administrative assistant, paralegal, etc.). In addition please be sure to update your profile with the Louisiana State Bar Association [www.lsba.org](http://www.lsba.org).

May 30, 2018