

**CHAMBERS PROCEDURES: JUDGE ELIZABETH E. BROWN  
UNITED STATES BANKRUPTCY COURT, DISTRICT OF COLORADO**

**Contacting Chambers: Do's and Don'ts**

**DO CONTACT CHAMBERS TO:**

1. Let us know if a matter set for hearing has settled.
2. Let us know if you think a matter may have been overlooked by chambers. One call is sufficient for this purpose. More than one call is likely to be inappropriate.
3. Ask procedural questions, such as reserving courtroom technology or to request being placed at the end or beginning of a long docket due to a conflict with another hearing. Consult the chambers' contact list to see which individual is the appropriate person to contact in regard to your question.
4. Alert us if a motion you have already filed involves an urgent matter requiring an immediate hearing.

**DON'T CONTACT CHAMBERS TO:**

1. Ask legal advice.
2. Fax a document. We cannot accept faxes from parties regarding a case.
3. Email chambers to ask substantive questions about your case or to inform the Court of recent developments in your case. On occasion, chambers may email all of the parties to coordinate a date for a hearing or regarding similar procedural matters. In those instances, it is acceptable to respond to chambers by email.
4. Engage in *ex parte* communications with chambers. For those who do not have the benefit of an attorney, please understand that we cannot ethically communicate with one party without also communicating with the other party(ies). If you want the Court to be aware of something or to request some action from the Court, file a motion and send a copy to the other side(s).
5. Ask for a continuation of a hearing or an extension of deadlines. Please file a motion.