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UNITED STATES BANKRUPTCY COURT
 SOUTHERN DISTRICT OF NEW YORK

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In re:	:	Chapter 11
	:	
ALEXANDER GALLO HOLDINGS,	:	Case No. 11-14220
LLC, <i>et al.</i> , ¹	:	
	:	(Jointly Administered)
Debtors.	:	
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NOTICE, CASE MANAGEMENT AND ADMINISTRATIVE PROCEDURES

On September 7, 2011, Alexander Gallo Holdings, LLC and certain of its subsidiaries and affiliates, as debtors and debtors in possession (collectively, the “Debtors”), each filed a voluntary petition for relief under chapter 11 of title 11 of the United States Code (the “Bankruptcy Code”) in the United States Bankruptcy Court for the Southern District of New York (the “Court”). The Debtors are operating their business and managing their properties as debtors in possession pursuant to sections 1107(a) and 1108 of the Bankruptcy Code.

On October 3, 2011, the Court entered an order (the “Procedures Order”) approving the notice, case management and administrative procedures (the “Case Management Procedures”) set forth herein pursuant to sections 102(1), 105(a) and 105(d) of the Bankruptcy Code, Rules 1015(c), 2002(m), 9006, 9007, 9014, and 9036 of the Federal Rules of Bankruptcy Procedure (the “Bankruptcy Rules”) and Rule 2002-2 of the Local Bankruptcy Rules for the Southern District of New York (the “Local Rules”) [Docket No. 131]. Anyone may obtain a copy of the Procedures Order, as well as any document filed with the Court in these chapter 11 cases, by: (a) accessing the website (the “Case Website”) maintained by Kurtzman Carson Consultants LLC (“KCC” or the “Notice and Claims Agent”), available at www.kccllc.net/AGH;

¹ The Debtors, together with the last four digits of each Debtor’s federal tax identification number, are: Alexander Gallo Holdings, LLC (4040); Set Depo, LLC (4236); AG/Sanction LLC (2187); Unlimited Languages, Inc. (7755); The Hobart West Group, Inc. (9849); Deponet, LLC (0336); Esquire Deposition Services, LLC (9684); Esquire Litigation Solutions, LLC (0947); Esquire Solutions, LLC (9382); Hobart West Solutions, LLC (6005); and D-M Information Systems, Inc. (3504).

(b) contacting KCC directly at 2335 Alaska Avenue, El Segundo, California, 90245, by telephone at 877-660-6625 or internationally at 732-645-4133, facsimile 310-823-9133; or (c) accessing the PACER system on the Court's web site at <http://www.nysb.uscourts.gov> for a nominal fee. Finally, paper copies of all pleadings filed in the Debtors' chapter 11 cases may be available from the Court.

Pursuant to the Case Management Procedures Order, all notices, motions, applications, briefs, memoranda, affidavits, declarations, objections, responses and other documents filed in these chapter 11 cases are subject to, and will not be deemed properly served unless they are served in accordance with, these Case Management Procedures. Additionally, while the Bankruptcy Code, the Bankruptcy Rules and the Local Rules apply to these chapter 11 cases, to the extent there is a conflict between the foregoing and the Case Management Procedures, the Case Management Procedures govern in all respects. As such, all parties in interest are strongly encouraged to review these Case Management Procedures in their entirety and consult their own legal counsel with respect to any of the matters discussed herein prior to filing any documents in these chapter 11 cases.

Case Management Procedures

I. Omnibus Hearing Dates

A. All Matters to be Heard at Omnibus Hearings. The Court shall schedule periodic omnibus hearings (the "Omnibus Hearings") to consider all notices, motions, applications and other requests for relief, all briefs, memoranda, affidavits, declarations, replies and other documents filed in support of such papers seeking relief (collectively, the "Requests for Relief") and all objections and responses to such Requests for Relief (collectively, the "Objections," and together with the Requests for Relief and all other filed documents, the "Court Filings") pursuant to the following procedures:

1. Ordinary Scheduling Procedures. In accordance with Local Rule 9006-1(b), in the event that a party files and serves a Request for Relief at least fourteen (14) days before the next regularly scheduled Omnibus Hearing, the matter shall be set for hearing on the next regularly scheduled Omnibus Hearing date.
2. Emergency Scheduling Procedures. Notwithstanding the Ordinary Scheduling Procedures, every party shall retain the ability to request an emergency hearing pursuant to the Local Rules.
3. Initial Omnibus Hearings. The first two Omnibus Hearings shall be held on the following dates and times:
 - 10:00 a.m. on the 17th day of November, 2011; and
 - 10:00 a.m. on the 14th day of December, 2011.

- B. Subsequent Omnibus Hearings. At or before the Omnibus Hearing held on December 14, 2011, the Debtors shall request that the Court schedule additional Omnibus Hearings. The Court shall schedule such Omnibus Hearings and, upon scheduling, KCC shall post the date of the Omnibus Hearing on the Case Website. Entities may contact KCC for information concerning all scheduled Omnibus Hearings.
- C. Telephonic Participation in Hearings. If a party desires to participate in a hearing by telephone, such party must request permission from chambers and notify the attorneys for the Debtors at least forty-eight (48) hours prior to the scheduled hearing. If chambers permits telephonic participation, the party participating telephonically must arrange such telephonic participation with Court Call, adhering to the procedures for telephonic participation applicable in the United States Bankruptcy Court for the Southern District of New York. Those parties participating by phone may not use speakerphones, unless first authorized by the Court; by reason of technical limitations of the equipment and the way speakerphones disrupt proceedings in the courtroom, speakerphone authorizations usually will not be granted. Parties participating by phone must put their phones on “mute” except when they need to be heard. Parties so participating are not to put their phones on “hold” in any circumstances.
- D. Proposed Omnibus Hearing Agenda. The Debtors shall prepare Omnibus Hearing agendas in accordance with the following:
1. Two (2) business days prior to each Omnibus Hearing, Debtors’ counsel shall file a proposed agenda with regard to the matters that are scheduled to be heard at such Omnibus Hearing (the “Proposed Hearing Agenda”). The Proposed Hearing Agenda may include notice of matters that have been consensually adjourned to a later Omnibus Hearing in lieu of parties filing a separate notice of such adjournment; *provided, however*, that for all matters adjourned to be heard at a later Omnibus Hearing or some other future date, the Debtors will also electronically file on the docket (but need not serve) a notice of adjournment with respect to such matter(s).
 2. The Proposed Hearing Agenda will include, to the extent known by Debtors’ counsel: (i) the docket number and title of each matter to be scheduled for hearing on such Omnibus Hearing, including the initial filing and any responses, replies or documents related thereto; (ii) whether the matters are contested or uncontested; (iii) whether the matters have settled or are proposed to be continued; (iv) other comments that will assist the Court; and (v) a suggestion for the order in which the matters should be addressed.
- II. Filing and Notice Procedures; Deadlines for the Filing of Responsive Pleadings
- A. Procedures Established for Filing Court Filings. All Court Filings filed in the chapter 11 cases shall be filed electronically with the Court on the docket of In re

Alexander Gallo Holdings, LLC, Case No. 11-14220, in accordance with the Court's General Order M-399, by registered users of the Court's electronic case filing system and by all other parties in interest on a 3.5 inch floppy disk. Further, pursuant to Local Bankruptcy Rule 9070-1, at least one hard copy of any Court Document filed with the Court (other than proofs of claim) shall be (a) marked "Chambers Copy" and delivered in an unsealed envelope to the chambers of the Honorable Allan L. Gropper, United States Bankruptcy Court, One Bowling Green, New York, New York 10004-1408, not later than the next business day following the date on which such Document is electronically filed and (b) delivered by first class mail to the Office of the United States Trustee for the Southern District of New York (Attn: Nazar Khodorovsky, Trial Attorney) (the "U.S. Trustee") as well as every party listed on the Master Service List (as defined herein).

- B. Procedures Established for Notices. All Court Filings shall be filed with the Court or other applicable court and served in accordance with the notice procedures set forth herein (the "Notice Procedures").
- C. Notices of Motions or Applications. A notice shall be affixed to the front of each Motion or Application, and the notice shall set forth (a) the title of the Motion or Application, (b) the time and date of the objection deadline (as determined herein) and (c) the Omnibus Hearing date at which the party intends to present the Motion or Application. The notice may also include a statement that the relief requested therein may be granted without a hearing if no objection is timely filed and served in accordance with the Case Management Procedures (a "Presentment Notice"). If the notice filed with a Motion or Application includes a Presentment Notice, after the objection deadline has passed and if no objection has been filed and served in accordance with the procedures set forth herein, counsel to the entity who has filed a Motion or Application may file a certification that no objection has been filed or served on the entity who has filed the Motion or Application and may request that the proposed order be entered without a hearing.
- D. Filing and Service of Objections, Replies and Other Responsive Pleadings.
1. Deadline for Objections. The deadline to file Objections (the "Objection Deadline") shall be (i) seven (7) calendar days before the applicable hearing by 4:00 p.m. (prevailing Eastern Time) or (ii) otherwise as ordered by the Court. For Motions or Applications that are set on an expedited basis and less than ten (10) calendar days after such Motion or Application is filed, the Objection Deadline shall be by 12:00 p.m. (prevailing Eastern Time) on the business day preceding the hearing date. Failure to file Objections by the Objection Deadline may cause the Court to not consider the Objection.
 2. Extension of Objection Deadline. The Objection Deadline may be extended without order of the Court upon the consent of the entity filing the Motion or Application.

3. Service of Objections. All Objections shall be filed with the Court and served by the applicable Objection Deadline upon the entity filing the Motion or Application, those entities on the Master Service List, the 2002 List, and each Affected Entity (all as defined herein), with such Affected Entities to be determined based on the particular Court Filing being served; *provided, however*, that if the Objection Deadline is after the date that is seven (7) calendar days before the applicable hearing, then Objections shall also be served by e-mail, facsimile, hand delivery, or overnight mail upon the Debtors, the Committee (as defined herein) and its counsel, any other committee appointed in the case, the Office of the United States Trustee for the Southern District of New York (Attn: Nazar Khodorovsky, Trial Attorney), and each Affected Entity.
 4. Service of Replies to Objections. If a Court Filing is a reply to an Objection, such reply shall be filed with the Court and served so as to actually be received by the Debtors, each party that filed an Objection, the Committee and each Affected Entity, in all cases by 12:00 p.m. (prevailing Eastern Time) at least one (1) business day before the applicable hearing date, unless otherwise agreed by the Affected Entity(ies) and the Debtors.
- E. Definition of Entities Entitled to Service. All Court Filings shall be served on the Master Service List, the 2002 List and any other Affected Entities (each as defined hereinafter and collectively referred to as the “Service List”) according to the notice procedures described herein.
1. Master Service List. In accordance with Bankruptcy Rule 2002 and Local Rule 2002-1, KCC shall maintain a master service list (the “Master Service List”), which shall be updated monthly. An updated Master Service List shall be made available by (a) accessing the Case Website; (b) contacting KCC directly; or (c) contacting the Debtors’ counsel directly. The Master Service List shall include the following parties:
 - a. The Office of the United States Trustee for the Southern District of New York;
 - b. the Debtors and their counsel;
 - c. the members and counsel to the statutory committee of unsecured creditors appointed in the chapter 11 cases (the “Committee”), or until such time as any committee is appointed, the entities listed on the Consolidated List of Creditors Holding the Thirty (30) Largest Unsecured Claims filed pursuant to Bankruptcy Rule 1007(d);
 - d. any other committee appointed in the cases;
 - e. the Debtors’ secured lenders;
 - f. the Office of the U.S. Attorneys; and

- g. the Internal Revenue Service.
 - 2. 2002 List. This group shall be comprised of all entities that have filed a request for service of filings pursuant to Bankruptcy Rule 2002. An updated 2002 List can be obtained on the Case Website.
 - 3. Affected Entities. This group shall be comprised of all entities with a particularized interest in the subject matter of the specific Court Filing, including the entity filing the Request for Relief (each, an "Affected Entity").
- F. Filing Requests for Documents Requires E-mail Address. A request for service of papers pursuant to Bankruptcy Rule 2002 (each, a "2002 Notice Request") filed with the Court shall be deemed proper if and only if it includes the following information with respect to the party filing such request: (a) name; (b) street address; (c) name of client(s), if applicable; (d) telephone number; (e) facsimile number; and (f) electronic mail (or e-mail) address.
- G. Certification Opting Out of E-mail Service. Any individual or entity filing a 2002 Notice Request who does not maintain (and cannot practicably obtain) an e-mail address and thereafter cannot receive service by e-mail must include in the 2002 Notice Request a certification to that effect (the "Certification"). The Certification shall include a statement certifying that the individual or entity (a) does not maintain an e-mail address and (b) cannot practicably obtain an e-mail address at which the individual or entity could receive service by e-mail. Such individual entity will thereafter receive paper service as provided in the Case Management Procedures.
- H. 2002 Notice List. The Debtors shall be responsible for maintaining an updated list (the "2002 List") of those who have submitted a proper 2002 Notice Request. It is the responsibility of each entity submitting a 2002 Notice Request to file with the Court updated 2002 Notice Requests from time to time as necessary to reflect changes to any information, including e-mail address and contact person, and to serve a copy of any such update upon the Debtors.
- I. Updates to the 2002 List. At least every fifteen (15) days during the first sixty (60) days of the Debtors' chapter 11 cases, and thereafter at least every thirty (30) days, KCC shall maintain and update the 2002 List by: (a) making any additions and deletions; (b) filing the updated 2002 List; (c) serving the updated 2002 List on the parties listed thereon; (d) filing a proof of service; and (e) simultaneously with the filing of the 2002 List, posting an updated version of the 2002 List on the Case Website.
- J. Service of Motions. With respect to filings for which particular notices are required to be served on all creditors and parties in interest, including Bankruptcy Rules 2002(a)(2) and (3), 4001, 6004, 6007 or 9019, parties shall serve all such filings only on the Service List by electronic mail or otherwise (if an exemption is

granted) or, in the case of those parties on the Master Service List, by electronic mail and by first class mail, in accordance with the following procedures, unless otherwise ordered by the Court —

1. in the case of any use, sale, lease or abandonment of substantially all of the Debtors' property, on each entity asserting an interest in that property;
2. in the case of a motion for relief or modification of the automatic stay, on each entity asserting a lien or encumbrance on the affected property;
3. in the case of a motion relating to the use of cash collateral or obtaining credit, each party asserting an interest in the cash collateral or a lien or other interest in property upon which a lien or encumbrance is proposed to be granted;
4. in the case of a motion under Bankruptcy Rule 9019, all parties that are parties to the relevant compromise and settlement or that may be directly affected by such compromise or settlement;
5. in the case of assumption, assignment or rejection of an executory contract or an unexpired lease, each party to the executory contract or the unexpired lease;
6. any objection, opposition, response, reply or further document filed directly in response to a document shall be served on the entity who filed such document; and
7. all matters for which the Bankruptcy Rules specifically require notice to all parties in interest shall be served on all parties in interest unless otherwise directed by the Court.

K. Except as set forth herein or otherwise provided by order of the Court, the Notice Procedures shall not apply to notices of the matters or proceedings described in the following Bankruptcy Rules:

1. Bankruptcy Rule 2002(a)(1) (meeting of creditors pursuant to section 341 of the Bankruptcy Code);
2. Bankruptcy Rule 2002(a)(2) (any proposed use, sale or lease of property of the estate other than in the ordinary course of business, to the extent that such use, sale or lease concerns all or substantially all of the Debtors' assets);
3. Bankruptcy Rule 2002(a)(4) (hearing on the dismissal of a case or cases or the conversion of a case to another chapter);
4. Bankruptcy Rule 2002(a)(5) (time fixed to accept or reject a proposed modification of a chapter 11 plan);

5. Bankruptcy Rule 2002(a)(7) (time fixed for filing a proof of claim pursuant to Bankruptcy Rule 3003(c));
 6. Bankruptcy Rule 2002(b)(1) (time fixed for filing objections and any hearing to consider approval of a disclosure statement);
 7. Bankruptcy Rule 2002(b)(2) (time fixed for filing objections and any hearing to consider confirmation of a chapter 11 plan);
 8. Bankruptcy Rule 2002(d) (certain matters for which notice is to be provided to equity security holders);
 9. Bankruptcy Rule 2002(f)(1) (entry of an order for relief);
 10. Bankruptcy Rule 2002(f)(2) (dismissal or conversion of a case to another chapter of the Bankruptcy Code);
 11. Bankruptcy Rule 2002(f)(3) (time allowed for filing claims pursuant to Bankruptcy Rule 3002);
 12. Bankruptcy Rule 2002(f)(6) (waiver, denial or revocation of a discharge as provided in Bankruptcy Rule 4006);
 13. Bankruptcy Rule 2002(f)(7) (entry of an order confirming a chapter 11 plan); and
 14. Bankruptcy Rule 2002(f)(8) (summary of the trustee's final report and account should a case be converted to chapter 7 of the Bankruptcy Code).
- L. Certificates of Service. Certificates of service of all Court Filings, including a Service List, shall be filed with the Court; *provided, however*, that parties shall not be required to serve the certificate of service to such recipients.
- M. Serving Adversary Proceedings. All pleadings and other Court Filings in any adversary proceeding commenced in the chapter 11 cases shall be served upon each Affected Entity and any other entities required to be served under any applicable Bankruptcy Rule or Local Rule.
- N. Service of Orders. All parties submitting orders shall serve a conformed copy of any entered order on (i) each Affected Entity, (ii) the Notice and Claims Agent and (iii) the Debtors within two (2) business days of entry of the order. The Debtors shall post all orders on the Case Website.
- O. Right to Request Special Notice Procedures. Nothing herein shall prejudice the right of any entity to move the Court to further limit or expand notice of contested matters and adversary proceedings upon a showing of good cause, including without limitation the right to file a motion seeking emergency *ex parte* relief or relief upon shortened notice.

- P. Section 342 Notice Requirements. Any notice sent by the Debtors or any other party in interest shall be deemed to comply with the requirements set forth in section 342(c)(1) of the Bankruptcy Code so long as the notice contains the information contained in footnote 1 of these Case Management Procedures.

III. Service by Electronic Mail; Service to Master Service List by First Class Mail

- A. Service by Electronic Mail. All Court Filings shall be electronically served on the Court's Electronic Filing System, other than service of a summons and complaint in an adversary proceeding or documents filed under seal, which shall be deemed to constitute proper service for all parties who are sent such electronic mail service; *provided, however,* that Court Filings shall be served on the Master Service List by electronic mail and by first class mail. Subject to the limited exclusions set forth herein, each party that has filed a notice of appearance and a request for service of papers shall be deemed to have consented to electronic service of papers. A party filing a Court Filing that is served on entities via the Court's Electronic Filing System has no further obligation for service of such Rule 2002 Court Filing with respect to such entities to be proper.
- B. If a 2002 Notice Request fails to include an e-mail address or a Certification, the Debtors shall forward a copy of these Case Management Procedures to such party within five (5) business days specifically requesting an e-mail address. If no e-mail address or no Certification is provided in response to such request, such party shall not be added to the 2002 List and shall not be served with copies of Court Filings filed in these cases unless such pleadings and/or documents directly affect such party.
- C. For purposes of clarification, the filing deadlines and requirements set forth herein do not require three additional days notice as set forth in Rule 6(e) of the Federal Rules of Civil Procedure (made applicable to contested matters indirectly by Bankruptcy Rule 9014(b) and to adversary proceedings by Bankruptcy Rule 7005(b)(2)(D)), and Bankruptcy Rule 9006(f)).