

## COMMUNICATIONS REGARDING CASES

- Scheduling and hearing attendance questions should be directed to the Clerk's Office (316) 315-4110 or [KSBml\\_Wichita\\_CRDs@ksb.uscourts.gov](mailto:KSBml_Wichita_CRDs@ksb.uscourts.gov)
- Clerk's Office personnel and Judge Herren's law clerks are not allowed to provide legal advice.
- All interested counsel or unrepresented parties should be copied on case-specific emails or other correspondence with Court staff.
- Correspondence sent to Judge Herren is subject to being filed in the case. Unless the judge invites correspondence in a specific instance, motions, briefs, and pleadings properly served on the parties are the appropriate way to communicate with him.