

## JUDGE STONG'S PROCEDURES

<b>Procedures for obtaining hearing dates</b>	<p><b>Chapter 7 and 13 cases:</b> Hearing dates for motions in chapter 7 and 13 cases may be selected from the list of available hearing dates for Judge Stong posted on the Court's website under "Calendars/Scheduling" at <a href="http://www.nyeb.uscourts.gov/calendars/scheduling/ess_sch.pdf">http://www.nyeb.uscourts.gov/calendars/scheduling/ess_sch.pdf</a>.</p> <p><b>Chapter 9, 11, 12 and 15 cases and all adversary proceedings:</b> To schedule a hearing on a motion in a case under any other chapter of the Bankruptcy Code, call Sheree Jackson, Judge Stong's Courtroom Deputy, at (347) 394-1864.</p>
<b>Policy regarding waiver of appearances</b>	<p>Unless the Court directs otherwise, the Court will waive the appearance of Chapter 7 Trustees and their retained professionals on a motion to dismiss for failure to attend the Section 341 meeting of creditors.</p> <p>Unless the Court directs otherwise, the Court will waive the appearance of Chapter 7 Trustees and their retained professionals at the final meeting of creditors if no objections have been filed and neither the Trustee nor any of the professionals is requesting compensation, including commissions or fees and expenses, in excess of \$10,000. If a party does not file an objection but appears at the final meeting of creditors, then the Court may adjourn the matter to a new hearing date and require an appearance.</p>
<b>Procedures for seeking an adjournment and for requesting telephonic appearances</b>	<p>Requests for adjournment, preferably on consent, should be made in writing and on notice to the appropriate parties, docketed on CM/ECF, and sent to Sheree Jackson, Judge Stong's Courtroom Deputy, by fax at (347) 394-1865, no later than two business days before the hearing.</p>

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	Requests to appear by telephone should be made in writing and sent to Sheree Jackson, Judge Stong's Courtroom Deputy, by fax at (347) 394-1865, no later than two business days before the hearing.
<b>Procedures for seeking an emergency hearing</b>	To schedule an emergency hearing, call Sheree Jackson, Judge Stong's Courtroom Deputy, at (347) 394-1864.
<b>Policy regarding motions made on presentment</b>	<p>Any motion may be made on presentment, except that a motion for relief from the automatic stay in a Chapter 13 case may not be made on presentment.</p> <p>The Court may schedule a hearing on any motion that is made on presentment, including where the motion is not opposed.</p>
<b>Procedures for requesting a pre-motion conference</b>	Requests for a pre-motion conference should be made in writing and on notice to the appropriate parties, docketed on CM/ECF, and sent to Sheree Jackson, Judge Stong's Courtroom Deputy, by fax at (347) 394-1865.
<b>Procedures for submission of proposed orders</b>	Proposed orders should be submitted in Word or WordPerfect format and e-mailed to <a href="mailto:ESSOrders@nyeb.uscourts.gov">ESSOrders@nyeb.uscourts.gov</a> Additional information concerning the electronic submission of proposed orders may be found at <a href="http://www.nyeb.uscourts.gov/ecf/email_order_subm/ess_order_submission.pdf">http://www.nyeb.uscourts.gov/ecf/email_order_subm/ess_order_submission.pdf</a> .
<b>Policy regarding e-mails and letters to chambers concerning pending cases</b>	<p>E-mail should not be used to communicate with chambers concerning pending cases unless authorized by the Court.</p> <p>Letters may be used to communicate with chambers concerning pending cases to request an adjournment or to appear by telephone as described above, and as</p>

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	<p>authorized by the Court.</p> <p>Letters should not be used to request relief that is available by motion or adversary proceeding.</p>
<p><b>Policy regarding monthly compensation requests</b></p>	<p>Judge Stong will entertain requests for monthly compensation in appropriate cases. Requests should be made in accordance with General Order No 538, which is available on the Court's website.</p>