

Available Chambers Presets Report

Slide 1 - Welcome

United States Bankruptcy Court
Eastern District of New York
Available Chambers Presets Report

Welcome to the United States Bankruptcy Court Eastern District of New York's lesson on Available Chambers Presets Report.

Available Chambers Presets Report

Slide 2 - Navigation Instructions

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

Navigation Instructions

Table of Contents:

Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:

The arrow in the top left corner of the screen, 

Or

The TOC button in the Navigation bar. 

Playback Controls:

Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. 

You can turn the audio on or off by clicking the speaker icon. 

Additional Information:

Additional information on this module will be displayed when the filer clicks on the “i”. 

Additional filing information is displayed when the mouse hovers over the tip star icon. 

Select START when you are ready to begin.

START

The Navigation Instructions are listed below. When you are ready to begin, select Start.

Available Chambers Presets Report

Slide 3 - Objective

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court



Objective

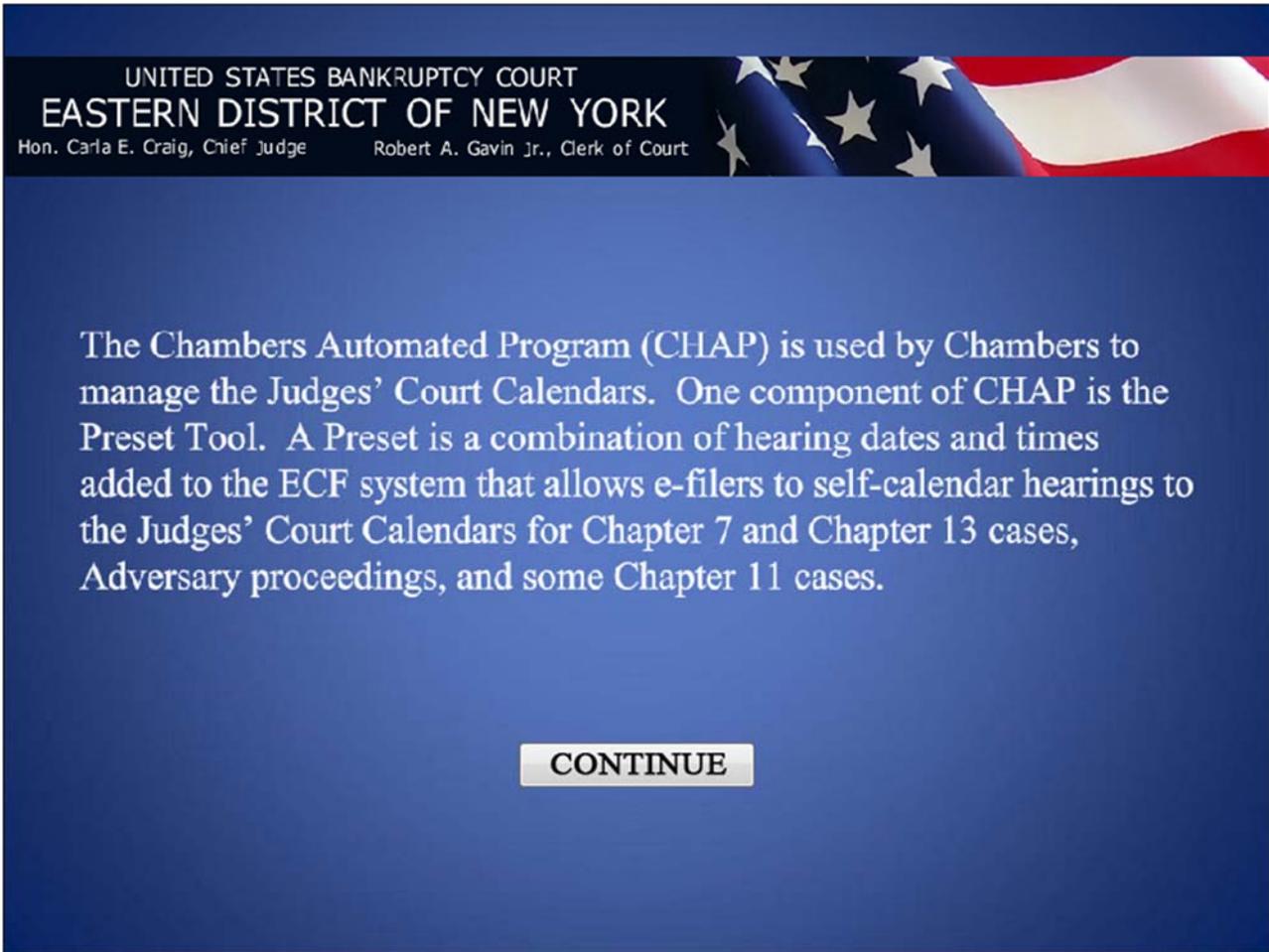
At the end of this lesson, you will be able to:

- Use the Reports menu to locate the Available Chambers Presets Report
- Select a hearing date and time from the Available Chambers Presets Report

CONTINUE

Available Chambers Presets Report

Slide 4 - Information



UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

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The Chambers Automated Program (CHAP) is used by Chambers to manage the Judges' Court Calendars. One component of CHAP is the Preset Tool. A Preset is a combination of hearing dates and times added to the ECF system that allows e-filers to self-calendar hearings to the Judges' Court Calendars for Chapter 7 and Chapter 13 cases, Adversary proceedings, and some Chapter 11 cases.

CONTINUE

Available Chambers Presets Report

Slide 5 – Information (Cont'd)

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

Hon. Carla E. Craig, Chief Judge

Robert A. Gavin Jr., Clerk of Court

These hearing dates and times can be selected from an Available Chambers Preset Report. E-filers must view this report, select hearing dates for the Judge assigned to the case, and immediately docket the motion to secure the desired date and time. This eliminates the need to contact Chambers and provides access to hearing dates at the filer's convenience.

The Available Chambers Preset Report can be found on the Court's website:

<http://www.nyeb.uscourts.gov/calendars/preset/preset.html>, or in CM/ECF, from the Reports menu.

CONTINUE

Available Chambers Presets Report

Slide 6 - ECF Main Menu



To access the Available Chambers Preset Report after logging into CM/ECF, select **Reports**.

Available Chambers Presets Report

Slide 7 - Reports



From the **Reports** screen, select **Chap Preset Report**.

Available Chambers Presets Report

Slide 8 - Available Chambers Presets

The screenshot shows a web browser window with the URL https://nyebdb.nyeb.gtwy.dcn/cgi-bin/loc_show_presets.pl. The page title is "Available Chambers Presets". A warning message states: "It is recommended that you docket your papers as soon as possible after you have selected a date and time from this report. Failure to docket timely may result in the hearing date that you selected to no longer be available." Below this, it says "Certain presets are restricted, as specified by the (.)" and provides a link for "Color Description". A green instruction reads: "Click the link of chambers below to find the available schedules:". The list of chambers includes: "Chambers of Chief Judge Carla E. Craig", "Chambers of Judge Jerome Feller", "Chambers of Judge Elizabeth S. Stong", "Chambers of Judge Nancy Hershey Lord", "Chambers of Judge Dorothy Eisenberg", "Chambers of Judge Alan S Trust" (highlighted with a red box and a tooltip that says "Select Chambers of Judge Alan S Trust"), and "Chambers of Judge Robert E. Grossman". The browser's address bar shows the URL with a query parameter: https://nyebdb.nyeb.gtwy.dcn/cgi-bin/loc_show_presets.pl?1966291.

From the **Available Chambers Presets** Report, find the Judge assigned to your case. For this lesson, select the **Chambers of Judge Alan S Trust**.

Available Chambers Presets Report

Slide 9 - Available Chambers Presets (Cont'd)

Available Chambers Presets

It is recommended that you docket your papers as soon as possible after you have selected a date and time from this report. Failure to docket timely may result in the hearing date that you selected to no longer be available.

Certain presets are restricted, as specified by the (). [Color Description](#) Scroll down until you see your applicable Type of Hearing

Chambers of Judge Alan S Trust

Preset Guidelines: The following matters may be self-calendared for hearing at the following times. Counsel may utilize this self-calendaring procedure for the scheduling of motions requiring 30 minutes or less of court time (time estimate must include estimates for the entire hearing). This procedure will allow counsel to self-select available dates and times on the appropriate judge's calendar and serve notice without contacting the courtroom deputy for a hearing date. The court strongly encourages the use of this self-calendaring procedure when appropriate.

PLEASE NOTE: For additional information regarding certain chambers' procedures and requirements, please go to [this page](#).

| Types of Hearings | Preset Date & Time | Available Slots |
|---|-----------------------|-----------------|
| CHAPTER 11 | Apr 24 2013, 9:30 am | 1 |
| | Apr 24 2013, 12:00 pm | 1 |
| | May 08 2013, 12:00 pm | 1 |
| | May 08 2013, 2:00 pm | 1 |
| | May 22 2013, 9:30 am | 1 |
| | May 22 2013, 10:00 am | 1 |
| | May 22 2013, 12:00 pm | 1 |
| | May 22 2013, 2:00 pm | 1 |
| Final Meetings and Application for Compensation - Chapter 7 | Apr 02 2013, 1:30 pm | 9 |
| | Apr 23 2013, 1:30 pm | 15 |

Review and comply with the Judge's **Preset Guidelines**.

The available hearing dates and times are divided into specific **Types of Hearings**. In addition, **Available Slots** indicates the amount of available hearing dates for a particular Type of Hearing. When a motion is docketed using a preset hearing **Date & Time**, the amount of **Available Slots** for that particular hearing date and time automatically decreases. In this lesson, we are docketing a Motion for Relief from Stay, or in the alternative Motion to Dismiss, so scroll down until you see the applicable Type of Hearing.

Available Chambers Presets Report

Slide 11 - Available Chambers Presets (Cont'd)

| | May 22 2013, 2:00 pm | 1 |
|---|-----------------------|----|
| Final Meetings and Application for Compensation - Chapter 7 | Apr 02 2013, 1:30 pm | 9 |
| | Apr 23 2013, 1:30 pm | 15 |
| | May 07 2013, 1:30 pm | 15 |
| | May 21 2013, 1:30 pm | 15 |
| MICS - Chapter 7 & 13 | Apr 02 2013, 9:30 am | 7 |
| | Apr 23 2013, 9:30 am | 9 |
| | May 07 2013, 9:30 am | 10 |
| | May 21 2013, 9:30 am | 10 |
| Motion - Extend or Impose the Stay - Chapter 7 & 13 | Apr 04 2013, 9:30 am | 5 |
| | Apr 25 2013, 9:30 am | 5 |
| | May 09 2013, 9:30 am | 5 |
| | May 23 2013, 9:30 am | 5 |
| Motion - Relief from Stay (Vehicles) - Chapter 7 & 13 | Apr 04 2013, 10:00 am | 7 |
| | Apr 25 2013, 10:00 am | 10 |
| | May 09 2013, 10:00 am | 10 |
| | May 23 2013, 10:00 am | 10 |
| Motion - Relief from Stay - Chapter 7 & 13 | Apr 04 2013, 10:30 am | 19 |
| | Apr 25 2013, 10:30 am | 20 |
| | May 09 2013, 10:30 am | 20 |
| | May 23 2013, 10:30 am | 20 |

We are docketing a Motion for Relief from Stay on a Chapter 7 case, so choose a **Preset Date & Time** from that category. In this lesson, we will select **April 04 2013, 10:30 am**. This hearing date and time should be indicated on your Notice of Motion, which will be docketed with the rest of the Motion. Once the motion is docketed, the number of **Available Slots** for your desired hearing date will automatically decrease. To avoid losing your desired hearing date, you should docket your Motion as soon as possible.

Available Chambers Presets Report

Slide 12 - Summary

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court



You have completed the lesson on using the Available Chambers Presets Report. You should now be able to:

- Use the Reports menu to locate the Available Chambers Presets Report
- Select a hearing date and time from the Available Chambers Presets Report

The next step in docketing a motion with multiple reliefs is to file the motion itself. See the separate module on "Motion Seeking Multiple Reliefs" to learn how to do this.

To exit this module press Ctrl W on your keyboard or click on the X on the page tab at the top of the screen to close the current tab.