

United States Bankruptcy Court  
Eastern District of New York

ECF Tip of the Month

**Amended Motion**

The January Tip of the Month deals with filing an Amended Motion. An Amended Motion is a new motion that must be docketed when reliefs are added or the text has been changed. It is important to remember:

1. Use the **original relief/event** if the text is being modified:
  - a. If the fee was originally paid, do not pay the fee again.
  - b. Call the Help Desk and inform the Case Administrator of the outstanding fee against your account.
2. Use a **new relief/event** if adding a relief to the original motion.
  - a. Select the new relief from the Available Events in ECF
  - b. If the new relief warrants a fee, it must be paid no later than midnight.
3. Failure to pay any required fee will cause the ECF system to lock out the user.

We encourage you to share this document with those on your staff who assist with e-filing. If you have any questions, please call our Help Desk before filing. The numbers are 347-394-1700 then press 6 (Brooklyn) and 631-712-6200 then press 6 (Central Islip).