

**United States Bankruptcy Court  
Eastern District of New York**

**GUIDELINES FOR SUBMITTING PROPOSED ORDERS TO  
HON. NANCY HERSHEY LORD BY E-MAIL**

Effective Date:	Immediately
Purpose:	To authorize e-mail submission of proposed orders for those without CM/ECF access
Participating Chambers:	Judge Lord Only

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Effective immediately, attorneys without CM/ECF access may submit by e-mail a proposed order in a case assigned to Judge Lord.

Guidelines for the submission of a proposed order by e-mail are set forth below.

1. A proposed order may be e-mailed to [NHL\\_Hearings@nyeb.uscourts.gov](mailto:NHL_Hearings@nyeb.uscourts.gov) as an attachment. If more than one proposed order is submitted, each must be sent in a separate e-mail. No other attachment, such as a cover letter, motion, application, or “blue-back”, may be included in the e-mail.
2. The e-mail subject line must include (a) the case number; (b) the debtor name; and (c) the title of the proposed order.
3. The e-mail message area must include (a) the case number; (b) the debtor name; (c) the title of the proposed order; (d) the attorney’s name and telephone number; (e) the title and docket number of the motion or application to which the proposed order relates; and (f) any other necessary information.
4. A proposed order must be sent in Word or WordPerfect format, not in PDF format.
5. Unless specifically requested, do not submit a paper or “chambers copy” of the proposed order.
6. All related submissions, such as motions and applications, must be docketed before the proposed order is e-mailed.

Please note that this procedure does not alter the provisions of the Bankruptcy Rules, the Local Bankruptcy Rules for the Eastern District of New York, or any case management or other order entered by the Court, including provisions concerning service. This procedure also does not alter any requirements or procedures for the review of proposed orders by the United States Trustee.

June 21, 2018