



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK ECF NEWSLETTER

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IN THIS ISSUE

Filing Statistics...p. 2

GovDelivery...p. 2

CHAP Calendar
Application...pp. 2-3

Reminders...pp. 3-4

Courtroom Change
for Judge Trust

Amendment to
Bankruptcy
Schedules or List of
Creditors

Keeping Your ECF
Account Accurate

Training Schedule...p.
4

Contact
Information...p. 5

NEW CHAMBERS' RULE

Effective August 1, 2018, Chambers Rule of Chief Judge Craig, Judge Trust, Judge Grossman, and Judge Scarcella will follow the [72 Hour Deadline](#) for filing papers in opposition to the Chapter 13 Trustees' motions to dismiss and submission of documents to the Chapter 13 Trustee.

LOSS MITIGATION

In Chapter 13 cases before Judges Grossman and Scarcella, the Request for Loss Mitigation must be filed separately from the Chapter 13 Plan. When filing the Chapter 13 Plan, delete the date that populates the "Objection to Loss Mitigation due date" box. When filing a Request for Loss Mitigation, please use the applicable Local Bankruptcy Rule form [Loss Mitigation Request by Debtor](#) or [Creditor](#).

NEW ADVERSARY EVENT

The new event for the Adversary Cover Sheet is found under the Bankruptcy Event **OTHER** in **CM/ECF**. This event is used when filing the Adversary Cover Sheet as a separate docket entry. The Adversary Cover Sheet must be filed under the Adversary number.

CHANGES to the BANKRUPTCY COURT MISCELLANEOUS FEES SCHEDULE EFFECTIVE: SEPTEMBER 1, 2018

Item 1 of the Bankruptcy Court Miscellaneous Fee Schedule

1. (a) For reproducing any document and providing a copy in paper form, \$.50 per page. This fee applies to services rendered on behalf of the United States if the document requested is available through electronic access.

- (b) For reproducing and transmitting in any manner a copy of an electronic record stored outside of the court's electronic case management system, including but not limited to, document files, audio recordings, and video recordings, \$31 per record provided. Audio recordings of court proceedings continue to be governed by a separate fee under item 3 of this schedule.

FILING STATISTICS

January – August 2018

Chapter 7	=	6521
Chapter 9	=	0
Chapter 11	=	264
Chapter 12	=	0
Chapter 13	=	4273
Chapter 15	=	0

Total Cases Filed January – August 2018 – 11,058
Total Adversary Proceedings Filed January – August 2018 –216

GOVDELIVERY

GovDelivery is a **free** email alert subscription service specifically designed for the public sector. It monitors Court websites for content updates and automatically generates email alerts when changes are detected. During the subscription process you select the type of alerts you want to receive.

These alerts include such items as “News and Announcements” and “Written Decisions and Opinions.” Other judicial selections from the United States Court’s website are also available. For more information click on <http://www.nyeb.uscourts.gov/content/govdelivery-button-0>

CHAPMOBILE CALENDAR APPLICATION

The United States Bankruptcy Court for the Eastern District of New York, is pleased to announce the roll out of the CHAP Public Mobile Calendar App (CHAPMobile). This **free** calendar application can be downloaded to iOS and Android devices. Features include:

Hearing Calendar: Displays hearing data organized by judge.
Searchable by debtor name and case number.

341 Calendar: Displays all scheduled §341 First Meetings by Trustee.
Searchable by debtor name, case number and attorney.

Attorney Search: Search an attorney name to view his/her cases scheduled on the hearing calendar.

My List: Create an attorney “favorites” list to quickly view his/her cases scheduled on the hearing calendars.

Locations: Displays court office address, contact information and website.

Settings: Each user can set his/her preferences at any time and view app information for the “Last Updated” date and time.

To view video version, click on the YouTube link:

<https://www.youtube.com/watch?v=KS2wdPx2rqI>

REMINDERS

Courtroom Change for Judge Trust

Starting August 27, 2018, the Honorable Alan Trust's calendar will be heard in Courtroom 960 at the United States Bankruptcy Court in Central Islip. Parties filing motions to be heard before Judge Trust are directed to reference Courtroom 960 in all future notices as applicable.

Amendment to Bankruptcy Schedules or List of Creditors

Attorneys are being reminded to select Amended Schedule(s), Statement(s) and Affidavit Pursuant to E.D.N.Y. LBR 1009-1(a) (Fee Due) when adding or deleting a creditor to or from Schedules D, E, or F or the List of Creditors. The cost is \$31.00. [See the United States Bankruptcy Court, Eastern District of New York Fee Schedules](#)

Keeping Your ECF Account Current

Attorneys are responsible for keeping their information current regarding firm affiliation, address, telephone, fax and/or email. This information can be electronically updated by accessing your CM/ECF account under the **Utilities** menu and selecting “Maintain Your ECF Account.” Should you have reasons to believe that your password has been compromised, you must immediately notify the Court in writing.

Notwithstanding the above, if you want the Clerk’s Office to change information relating to an attorney profile, all requests must be on business letterhead and signed by the person holding the account. This letter can be faxed to 631-712-6209, digitally signed, or emailed as an attachment to the ECF_Helpdesk@nyeb.uscourts.gov, or mailed to the United States Bankruptcy Court,

Eastern District of New York, Alfonse M. D'Amato U.S. Courthouse, 290 Federal Plaza, Central Islip, NY 11722.

The above procedures are also applicable to Limited Access users who have limited access passwords. Requests to change information relating to their limited access creditor profile, including deactivating a password, must be on the company's business letterhead and signed by both the employee and supervisor or the supervisor.

ECF TRAINING CLASS

The next Electronic Case Filing (ECF) training classes for attorneys and their support staff will be held at the:

- **Brooklyn Courthouse - Friday, October 26, 2018 from 9:30 a.m. to 12:30 p.m.**
- **Central Islip Courthouse - Friday, October 26, 2018 from 9:30 a.m. to 12:30 p.m.**

The **Nuts and Bolts of Bankruptcy Procedures for New ECF Users (Nuts and Bolts)** is offered in connection to the ECF training class. While the ECF class is designed to teach attorneys and their support staff how to electronically docket, **Nuts and Bolts** is designed to familiarize attorneys who will be practicing before the Court with some basic bankruptcy rules and procedures. During the first 30 minutes of these bimonthly sessions, the participants hear from one of our judges (Brooklyn only) a representative of the United States Trustee's office, and a bankruptcy attorney, on a range of topics covering bankruptcy basics and attorney obligations.

The topics include key Federal Rules of Bankruptcy Procedure and Local Bankruptcy Rules, judges' procedures, noticing, civility guidelines, preparing and signing papers and their representation to the Court, duty of disclosure and reasonable inquiry, and preparing for the meeting of creditors pursuant to Bankruptcy Code Section 341.

Attendance is no longer required to receive an ECF password to docket. However, first time users of the ECF system are strongly encouraged to attend the training class with their support staff. **It is important that attendees be on time for class.** Those arriving late must go to the Clerk's Office on the second floor of the Bankruptcy Court in Central Islip and first floor in Brooklyn to speak to the Public Information Clerk who will announce your arrival or escort you to the training room. Participants must register before attending the class. If you register for a class and must cancel, notify the Clerk's Office as soon as possible.

The classroom training dates are posted on the Court's website at:
<http://www.nyeb.uscourts.gov/ecf-training-class-schedule>

CONTACT INFORMATION

United States Bankruptcy Court
Eastern District of New York
Conrad B. Duberstein United States
Bankruptcy Courthouse
271-C Cadman Plaza East, Suite 1595
Brooklyn, NY 11201-1800
(347) 394-1700
Help Desk: (347) 394-1700 press 6

United States Bankruptcy Court
Eastern District of New York
Alfonse M. D'Amato United States
Courthouse
290 Federal Plaza
Central Islip, NY 11722
(631) 712-6200
Help Desk: (631) 712-6200 press 6

The Voice Case Information System (VCIS) - 866-222-8029

The Court's website address is: <http://www.nyeb.uscourts.gov/>

Email your non-emergency procedural questions to: ECF_Helpdesk@nyeb.uscourts.gov

This newsletter and previous issues are available for online viewing. [Click here](#) to visit the ECF Newsletter Archive.

In order to cut down on the number of error emails sent to filers each year, we would like to hear from you as to how we can best assist in making docket entries consistent with the requirements of this Court. Send me an email at Margaret.Clarke@nyeb.uscourts.gov letting me know how we can help.

Contact Margaret.Clarke@nyeb.uscourts.gov with your suggestions, articles, and topics for the newsletter.