

United States Bankruptcy Court
Eastern District of New York

ECF Tip of the Month

**Office Selection
When Opening a Bankruptcy Case**

The Tip of the Month for May deals with selecting the **Office** in which the bankruptcy case should be filed.

Office assignment is generally based on the debtor's place of residence or the principal place of business.

At the **Open Voluntary Bankruptcy Case** screen, it is noted that:

- Cases are generally assigned to the courthouse in **Brooklyn**, New York, for Kings, Queens and Richmond counties.
- Cases are generally assigned to the courthouse in **Central Islip**, New York, for Nassau and Suffolk counties.

Filers are asked to **verify the Office selection** before advancing to the next field. The **Office** field defaults to Brooklyn. Keep the default selection when the debtor's county of residence or principal place of business is either Kings, Queens, or Richmond County; or

Select the drop down arrow to change the **Office** selection to Central Islip when the debtor's county of residence or principal place of business is either Nassau or Suffolk County.

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?OpenBkCase

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

For Kings, Queens, and Richmond counties select **BROOKLYN**
For Nassau and Suffolk Counties select **CENTRAL ISLIP**

Office Brooklyn ←

Case type bk

Date filed 6/29/2012

Chapter

Joint Petition n

Deficiencies n

Note: The Clerk's Office will mail a "Notice of Deficiency", if applicable. It is the responsibility of the Filer to satisfy the deficient documents pursuant to Bankruptcy and local rules.

Next Clear

Select Next

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 you file that document. The numbers are 347-394-1700, then press 6 (Brooklyn) and 631-712-6200, then press 6 (Central Islip).