



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK ECF NEWSLETTER

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IN THIS ISSUE

- Chapter 11 Information p. 1
- Judge Feller's Cases Reassigned p. 1
- Chambers Copies p. 2
- Guidelines for Fees and Disbursement for Professionals p. 2
- New Wi-Fi Service Availability p. 2
- ECF Tip of the Month p. 3
- Electronic Learning Modules p. 3
- Case Filing Statistics p. 3
- Reminders to ECF Filers pp. 4-5
- Standards of Civility: Duties of Court Personnel p. 5
- Training Class Schedule p. 6
- Contact Information p. 6

CHAPTER 11 INFORMATION

- Chapter 11 information can be found on the homepage of the Court's website: <http://www.nyeb.uscourts.gov/>
- For details on Rules and Procedures click on the link below: http://www.nyeb.uscourts.gov/main/usbc_content.php?id=ch11_rules
- For details on Chapter 11 Guidelines click on the link below: http://www.nyeb.uscourts.gov/main/usbc_content.php?id=ch11_guidelines
- For details on Chapter 11 Forms click on the link below: http://www.nyeb.uscourts.gov/main/usbc_content.php?id=ch11_forms
- For details on Professional Compensation click on the link below: http://www.nyeb.uscourts.gov/main/usbc_content.php?id=professional_compensation

REASSIGNMENT OF JUDGE FELLER'S CASES

- Chapter 13 cases and related adversary proceedings have been reassigned to the Honorable Nancy H. Lord. Click on the link below for the list of cases and related proceedings. http://www.nyeb.uscourts.gov/admin_orders/ord_615.pdf
- As a result of the reassignment identified above, Chapter 13 cases and related adversary proceedings previously assigned to the Honorable Nancy H. Lord have been reassigned to the Honorable Carla E. Craig. Michael Macco is now the Trustee for Chapter 13 cases assigned to the Honorable Carla E. Craig. Click on the link below for the list of cases and related proceedings. http://www.nyeb.uscourts.gov/admin_orders/ord_614.pdf
- Chapter 7 and 11 cases and related adversary proceedings have been reassigned to the Honorable Carla E. Craig, the Honorable Elizabeth S. Stong and the Honorable Nancy H. Lord. Click on the link below to see the list of cases and related proceedings. http://www.nyeb.uscourts.gov/admin_orders/ord_616.pdf

CHAMBERS COPIES

When filing Chambers copies pursuant to Judges' procedures, the Notice of Electronic Filing should be attached as the cover page to the document. See the requirements below regarding Chambers copies for each Judge for the Eastern District Bankruptcy Court.

Chief Judge Carla E. Craig and Judge Nancy H. Lord

Required for motion papers in Chapter 11 cases and for Chapter 11 plans and disclosure statements, and as otherwise requested by the Court.

Judge Dorothy T. Eisenberg and Judge Elizabeth S. Stong

Required for all motions or any related documents for all cases, including monthly operating reports in Chapter 11 cases.

Judge Alan S. Trust

Unless otherwise requested by the Court, chambers copies are required only for exhibits and witness affidavits submitted for evidentiary hearings and trials before Judge Trust. Counsel should also consult Judge Trust's procedures regarding the filing of exhibits. **Exhibits** for any trial or contested hearing shall be filed and retained in accordance with E.D.N.Y. LBR 9070-1(a). The Court will strictly follow E.D.N.Y. LBR 9070-1(b) with respect to removal of exhibits from the Court. Parties are reminded that a sufficient number of copies shall be brought to any trial or contested hearing so that copies may be provided to each counsel and a witness. In addition, three additional copies shall be provided for the Court.

Judge Robert E. Grossman

Required for (1) motions in Chapter 11 cases, (2) memoranda of law in all cases and (3) motion papers, including affidavits and exhibits, that are more than 50 pages in Chapter 7 and 13 cases.

GUIDELINES FOR FEES AND DISBURSEMENTS FOR PROFESSIONALS IN EASTERN DISTRICT OF NEW YORK BANKRUPTCY CASES

On June 4, 2013, the Board of Judges adopted guidelines for the district to provide professionals with clear and concise procedures for compensation and reimbursement of expenses.

Click on the link below for the guidelines.

http://www.nyeb.uscourts.gov/admin_orders/ord_613.pdf

NEW WI-FI SERVICE AVAILABILITY

The Bankruptcy Court now has Wireless Internet access available at the Brooklyn and Central Islip Courthouses. The service provides attorneys with the ability to communicate with their office and access relevant websites. Instructions to log in are posted within the courtrooms and designated attorney lounges.

ECF TIP OF THE MONTH – JULY 2013

Submission of Proposed Order

There is a two-step process for ECF filers to submit Proposed Orders to the Court for signature. They must be:

1. Uploaded to the docket for interested parties to review; and
2. Uploaded to Chambers using the Bankruptcy/Adversary Event - **Upload Proposed Order.**

On the Court's website are two Electronic Learning Modules (ELMs) for submitting proposed orders directly to Chambers for signature. **Upload Single Order** should be used when a hearing has been scheduled or held. You may view the ELM by clicking on this link: <http://www.nyeb.uscourts.gov/captivate/EOrder.htm>. **Upload Sua Sponte Order** should be used when no hearing is involved. You may view the ELM by clicking on this link: <http://www.nyeb.uscourts.gov/captivate/EOrdersSua.htm>

We encourage you to share this document with those on your staff that 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).

ELECTRONIC LEARNING MODULES

Electronic Learning Modules have been created to help ECF filers comply with docketing procedures and guidelines to minimize filing errors. To view the ELMs, visit the Court's website at: http://www.nyeb.uscourts.gov/main_attny/usbc_content.php?id=ecf_elm

2013 CASE FILINGS FROM JANUARY - JUNE 2013

Chapter 7	=	6,724
Chapter 9	=	0
Chapter 11	=	142
Chapter 12	=	0
Chapter 13	=	757
Chapter 15	=	4

Total Cases Filed from January to June 2013 = 7,627
Total Adversary Proceedings Filed from January to June 2013 = 473

REMINDERS TO ECF FILERS

- When filing a new petition, in addition to uploading the list of creditors in .txt format under Creditor Maintenance in the ECF system, you must also include a PDF list of creditors within the petition.
- The Help Desk is available to filers who are having difficulty with a particular matter relating to electronic case filing. We recommend that you and those on your staff who assist with e-filing attend the ECF training classes at the Court.
- New filers to this Court are reminded that they are responsible for timely service and must not rely on the Electronic Case Filing system as a form of service. See Local Bankruptcy Rule 9036-2.
- When requesting more than one relief for a motion, after selecting the first event from the Available Events, hold down the control (ctrl) key on the keyboard to choose the second event. Do not type any event in the text box. The text box may be used to differentiate or uniquely describe the document filed.
- The complete Social Security (SSN), or Individual Taxpayer-Identification Number (ITIN) are placed on Form 21. To be in compliance with Federal Bankruptcy Rule 9037, this form should be kept in your office with your clients records and should **not be uploaded to the docket.**
- If you are unsure of the event or relief to use, check the Available Events list in the ECF system or the alphabetical listing of Docket Events at the link below on the Court's website: http://www.nyeb.uscourts.gov/ecf/train_guide/atty/docket_event_alph_bk.pdf. If you cannot find an event/relief on either list, call the Help Desk. The Case Administrator will inform you of the best event to use.
- Always link to an actual document. Do not link or relate documents to hearing entries on the docket.

Logins and Passwords

- If you have **forgotten** your ECF login and/or password, call the Court's Help Desk. **Do not** re-submit an Attorney Password Application.
- In order to receive a login and password, filers must submit, by conventional mail, an original Attorney Password Application with an original signature.
- When notarizing the Attorney Password Application, make sure all information is legible.
- All logins and passwords will be sent to the primary email address on file. If you did not update your email address in the ECF system, you will be required to fax a signed letter

on your office letterhead requesting that the login and password be sent to your current email address.

- ECF logins and passwords are issued within three to five business days from the date the application is received.
- If you have not received your login and password by email and it appears that you should have, check your Trash and Spam folders before calling the Court.
- Attorneys and Trustees are asked to do due diligence before filing to ensure the case caption of documents has the debtor's full name, including aliases, as it appears in the ECF system.

QUARTERLY REMINDERS

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 a reason to believe that your password has been compromised, you must immediately notify the Court in writing. To update your profile in the ECF database regarding firm affiliation, address, telephone, fax and/or email, view the electronic learning module by clicking the link below:

http://www.nyeb.uscourts.gov/elms/maintain_user_account/MAINTAIN_YOUR_ECF_ACCOUNT.htm

ECF filers receive their Notices of Electronic Filing from the Bankruptcy Court Live email account. Filers are asked not to respond to emails received from the court's email address BKECF_LiveDB@nyeb.uscourts.gov as any emails sent to this address will not be answered.

NEW YORK STATE STANDARDS OF CIVILITY

The Board of Judges for the United States Bankruptcy Court for the Eastern District of New York adopted the New York State Standards of Civility for the legal profession, as guidelines for practice in all cases and proceedings in this Court. Highlighted in this issue are:

Duties of the Court Personnel of the Court, Lawyers and Litigants. For more information click on the link: http://www.nyeb.uscourts.gov/admin_orders/ord_568.pdf.

ELECTRONIC TRAINING CLASS SCHEDULE

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

- Central Islip Courthouse - Friday, September 20, 2013 from 9:30 a.m. to 1:00 p.m.
- Brooklyn Courthouse - Friday, October 18, 2013 from 9:30 a.m. to 1:00 p.m.

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 Intake Deputy 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 Court as soon as possible.

Margaret Clarke is the presenter for the classes in Central Islip and Brooklyn. The training room is in a secured area so attendees are asked to wait by the kiosk in the lobby area of the Central Islip Courthouse and to comply with the directions given by the Court Security Officers in Brooklyn.

The classroom training dates are also posted on the Court's website at:

http://www.nyeb.uscourts.gov/main_attny/usbc_content.php?id=ecf_training_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
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
Post Office Box 9013
Central Islip, NY 11722
631-712-6200
Help Desk: (631) 712-6200, press 6

The Voice Case Information - 866-222-8029

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

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

Contact Margaret_Clarke@nyeb.uscourts.gov with your ideas, articles and topics for the newsletter.