

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK**

Effective June 18, 2007

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Attorney Instructions for Submitting Orders Via E-Mail to the Honorable Carla E. Craig, Chief Judge

NOTE: Orders for signing at a hearing, or requiring the U.S. Trustee's signature shall be on diskette. The following applies only to orders which are settled or submitted, including orders submitted by Notice of Presentment.

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Submit all orders to the court as an e-mail attachment (in WORD or WordPerfect, not as an Adobe Acrobat document (.pdf)) to CECOrders@nyeb.uscourts.gov. Your e-mail shall contain only an order and any exhibit to that order. No other documents such as motions or applications shall be attached to any e-mail. No blue backs shall be attached to any order.

This process applies to orders in ECF cases only.

All related motions or applications must be docketed before you e-mail this order to the court. When applicable, attach the proposed order as an exhibit to your docketed motion.

No other documents including pleadings, e-communications or correspondence shall be sent to the above e-mail address other than orders.

One order per e-mail.

Do not submit a cover letter.

It is unnecessary to send a chambers copy of an order to the court. A chambers copy of all other documents you file electronically must be sent to the court.

You shall receive an automatic reply from the court when the order is received. This is your receipt.

Any order requiring signature by the U.S. Trustee shall be served on that office with a diskette and a hard copy. Do not e-mail that type of order to the court.

The subject line of the e-mail shall include: (1) case and chapter numbers; (2) debtor's last name, corporate name or parties to an adversary proceeding (list only one plaintiff and one defendant, if more than one); and (3) type of order. An example is: 07-12345-ch. 11- Smith-Use of Cash Collateral. It is unnecessary to include the judge initials, office code, middle initials and corporate designation (i.e., corp. or inc.).

The body of the e-mail shall contain: (1) case number; (2) debtor's last name or corporate name; (3) attorney contact information; (4) type of order; (5) docket number of related motion or application; and (6) any special instructions. **ONLY** use the special instructions area to state information that would be noted in a cover letter such as hearing, presentment or settlement dates, deadlines for objections, and/or counter orders with settlement dates, etc. Orders regarding notices of presentment shall have the following information in the special instructions section: ***Please take notice that this order will be presented for signature to the Honorable Carla E. Craig, Chief Judge on [date].***

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.