

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

**GUIDELINES FOR SUBMITTING PROPOSED ORDERS TO
HON. ELIZABETH S. STONG BY E-MAIL**

Effective Date: Immediately

Purpose: To authorize e-mail submission of proposed orders

Participating Chambers: Judge Stong Only

Effective immediately, a proposed order in a case assigned to Judge Stong may be submitted by e-mail. For a transition period until further notice, a proposed order may also be submitted on a diskette and chambers copy. *Please note that e-mail submission of proposed orders is strongly preferred.*

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

1. A proposed order may be e-mailed to ESSOrders@nyeb.uscourts.gov as an attachment. *Do not use this e-mail address for any other purpose.* 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. You will receive an automatic e-mail reply confirming that the proposed order has been received.
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. The file attachment must be named with the case number followed by the letter “o”.
5. A proposed order must be sent in Word or WordPerfect format, not in PDF format.
6. Unless specifically requested, do not submit a paper or “chambers copy” of the proposed order.
7. 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.

May 1, 2007