

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

**GUIDELINES FOR SUBMITTING PROPOSED ORDERS TO
HON. ROBERT E. GROSSMAN
BY E-MAIL**

Effective immediately, a proposed order in an ECF case assigned to Judge Grossman shall be submitted by e-mail according to the following guidelines:

1. A proposed order shall be e-mailed to REGOrders@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 the following information: (a) the case or adversary proceeding number; (b) the debtor name or parties to the adversary (list one plaintiff and one defendant if more than one); and (c) the type of proposed order.
For example: 08-12345, Doe, Cash Collateral
3. The body of the e-mail must include the following information: (a) the case or adversary proceeding number; (b) the chapter number (7, 13 or 11); (c) the debtor name or parties to the adversary (list one plaintiff and one defendant if more than one); (d) the type of proposed order; (e) the attorney’s name and telephone number; (f) the title and docket number of the motion or application to which the proposed order relates; and (g) the presentment, settlement or hearing date, if any, of the motion to which the proposed order relates.
For example: 08-12345, Chapter 7, Doe, Cash Collateral
Joseph Smith, (631) 123-4567
Motion for Use of Cash Collateral [Docket # 20]
Hearing date: January 1, 2008
4. The file attachment must be named with the case number followed by the letter “o”.
For example: 08-12345-o.wpd (or) 08-12345-o.doc
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.