

United States Bankruptcy Court
Eastern District of New York

ECF Tip of the Month

Single Docket Entry

The February/March Tip of the Month deals with docketing a single docket entry such as **Memorandum of Law in Support/Opposition**. These two events/reliefs can be found in the Electronic Case Filing system under **Bankruptcy Events – Answer/Response**. They must each be docketed on the docket as a single entry. Listed below are other events/reliefs that should be docketed as a single entry on the docket.

- Objections
- Summons Service Executed
- Application for Compensation
- Application for Individuals to Pay Filing Fee in Installments
- Application to Have Chapter 7 Filing Fee Waived (IFP Chapter 7)
- Application to Waive Filing Fees to reopen case, or to waive the filing fee for related documents in an IFP case that require fees, i.e., Amended Schedule D, E, or F
- Certificate of Credit Counseling
- Employee Income Records/Copies of Pay Statement
- Certification About a Financial Management Course
- Operating Reports
- Chapters 11 Plan and Disclosure Statement
- Chapter 13 Plan and Disclosure Statement
- Means Tests documents when filed on a different date and time from a petition
 - Chapter 7 Statement of Your Current Monthly Income and when applicable Statement of Exemption from Presumption of Abuse Under §707(b)(2)
 - Chapter 7 Means Test Calculation
 - Chapter 11 Statement of Your Current Monthly Income
 - Chapter 13 Statement of Your Current Monthly Income and Calculations of Commitment Period
 - Chapter 13 Calculation of Your Disposable Income

Note: When filing Motions with two or more events/reliefs requiring fees, each event/relief must be a separate docket entry.

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 filing. The numbers are 347-394-1700 then press 6 (Brooklyn) and 631-712-6200 then press 6 (Central Islip).