

United States Bankruptcy Court  
Eastern District of New York

ECF Tip of the Month

**Chambers Copies**

Electronic filing eliminated the requirement for **some** chambers copies. Each bankruptcy judge in the Eastern District of New York has his or her chambers' rules. They are not all the same.

When unnecessary hard copies are sent to the Court, time is spent reviewing the documents and checking the dockets to make sure they are filed. To eliminate these unnecessary steps, filers must comply with the procedures the judge assigned to the case has instituted.

Before sending a copy of a document to the Clerk's Office go to the [Court's website](#); hover the mouse over the tab **Information about Judges**, select [Judges' Procedures](#); and select **Chambers Copies**. Look for the judge assigned to the case and comply with his or her instructions on chambers copies.

Required chambers copies are to be delivered to the Clerk's Office with a copy of the **Notice of Electronic Filing (NEF)** affixed to the front page of the filed document. This NEF serves as a receipt and an acknowledgement that the document was electronically filed.

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).