

United States Bankruptcy Court  
Eastern District of New York

ECF Tip of the Month

**Using the Search Menu to Find the Events**

The February Tip of the Month deals with searching for the proper docketing event before beginning the electronic filing process. If you do not know the event to use or are having difficulty finding an event, use the **Search** menu on the ECF menu bar to find the event.

[Click here](#) to view the Electronic Learning Module (ELM) to use the Search menu to find the correct event.

In addition, there is an extensive Bankruptcy Events List on the court's website at:  
[http://www.nyeb.uscourts.gov/sites/nyeb/files/docket\\_event\\_cat.pdf%20](http://www.nyeb.uscourts.gov/sites/nyeb/files/docket_event_cat.pdf%20) (Category) and  
[http://www.nyeb.uscourts.gov/sites/nyeb/files/docket\\_event\\_alph.pdf](http://www.nyeb.uscourts.gov/sites/nyeb/files/docket_event_alph.pdf) (Alphabetical)

Please note that there is no **Other** category under the Adversary menu on the ECF menu bar. To search for an event that should be listed under the **Other** category of the Adversary menu, select **Bankruptcy** then select **Other** from the Bankruptcy Events List. For example, to docket a "Letter of Adjournment" on an Adversary case, go to **Bankruptcy** on the ECF menu bar and select the **Other** category. Be sure to enter the adversary case number when prompted to do so.

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 you file a document. The number is 347-394-1700 then press 6 (Brooklyn) and 631-712-6200 then press 6 (Central Islip).