



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK ECF NEWSLETTER

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CHANGES IN BANKRUPTCY FORMS AUTOMATIC ADJUSTMENT OF CERTAIN DOLLAR AMOUNTS EFFECTIVE APRIL 1, 2019

Automatic adjustments to the dollar amounts stated in various provisions of the Bankruptcy Code, one provision in Title 28, seven Official Bankruptcy Forms, and two Director's Forms went into effect April 1, 2019. The adjustments and revised forms apply to cases filed on or after April 1, 2019. The revised seven Official Bankruptcy Forms and two Director's Forms have been incorporated into the Official Bankruptcy Forms which can be found at this link: [Bankruptcy Forms](#)

- Official Form 106C, Schedule C: The Property You Claim as Exempt;
- Official Form 107, Statement of Financial Affairs for Individuals Filing for Bankruptcy;
- Official Form 122A-2, Chapter 7 Means Test Calculation;
- Official Form 122C-2, Chapter 13 Calculation of Your Disposable Income;
- Official Form 201, Voluntary Petition for Non-Individuals Filing for Bankruptcy;
- Official Form 207, Statement of Financial Affairs for Non-Individuals Filing for Bankruptcy;
- Official Form 410, Proof of Claim;
- Director's Form 2000, Required Lists, Schedules, Statements, and Fees; and
- Director's Form 2830, Chapter 13 Debtor's Certification Regarding Domestic Support Obligations and Section 522(q).

For more information, see the United States Courts article, [Pending Changes in Bankruptcy Forms. Revised Dollar Amounts in Specific Forms Effective April 1, 2019.](#)

ADOPTION OF MODIFIED LOSS MITIGATION PROGRAM PROCEDURES

The Board of Judges of the United States Bankruptcy Court for the Eastern District of New York, recently instituted a uniform, comprehensive, court-supervised loss mitigation program.

[See Administrative Order #676](#)

UPDATED MEANS TEST INFORMATION

The Updated Means Test Information for cases filed on and after May 1, 2019 has been posted on the court's website at: <https://www.nyeb.uscourts.gov/news/updated-means-test-information-cases-filed-and-after-may-1-2019>.

MEDIATION BROWN BAG DISCUSSION

A Brown Bag discussion on Mediation will take place on May 13, 2019 from 12:30 to 2:00 p.m. a.m. in Brooklyn in the Joseph P. Hurley (JPH) Training Room.

EDNY BANKRUPTCY COURT ANNOUNCES JUNIOR LAWYERS WORKSHOP AT THE BROOKLYN AND CENTRAL ISLIP COURTHOUSES

Register Today!

The EDNY Bankruptcy Court will conduct a workshop for junior lawyers at the Central Islip Courthouse on May 14, 2019 from 6:00 to 7:30 p.m.

The workshop will give junior and less experienced lawyers the opportunity to gain experience and training in courtroom skills by arguing motions that were filed in chapter 7, 11 and 13 cases. Generally, motions will be argued without opposition, but some opportunities to argue with opposition will be available. Please indicate when registering if you wish to argue with opposition.

All motions will be on a teaching calendar called and argued in Court with an EDNY Bankruptcy Judge presiding. Participating lawyers will each be assigned a motion in advance, will argue it and receive feedback from the Bankruptcy Judge and more experienced bankruptcy lawyers

present who are members of the EDNY Chapter 11 Lawyers' Advisory Committee. Approximately ten minutes will be set aside for each participant to present arguments and receive individual feedback. After the motions on the calendar have been argued, there will be time for questions and discussion.

The workshop will not be a competition or moot court exercise. It is designed to provide a "safe" environment for junior and less experienced lawyers to practice argument and improve their courtroom skills.

The workshop is offered to help implement the policy recently adopted by the Court that, "where junior lawyers are familiar with the matter under consideration, but are not experienced in arguing before a court, they should be encouraged to participate." In these circumstances, "where it creates an opportunity for a junior lawyer to argue, this Court is amenable to permitting more than one lawyer to argue for a party." The new policy is highlighted at the top of the Court's web site home page, <https://www.nyeb.uscourts.gov/>

There will be a limited number of lawyers in the workshop. The Bankruptcy Judges are volunteering their time to prepare for and preside at the workshop. Please register only if you are able to commit to participate. The deadline to register for the workshop in Central Islip has been extended.

Junior lawyers, including first year associates who have taken the Bar exam as well as lawyers who have practiced for a number of years but have limited or no courtroom experience, may register for the workshops by following the link posted in the "News & Announcements" section of the Court's web site home page or use this link [to register for the Central Islip workshop](#) to be held May 14, 2019.

In addition to junior and less experienced lawyers, all members of the Bar are invited to register to attend the workshops as an observer by following the links mentioned above.

DOCKETING EXHIBITS IN CM/ECF

Exhibits should be filed in CM/ECF as an attachment to the main document. However, if the filer did not attach the Exhibits to the main document, the Exhibits may be filed as a separate docket entry by selecting from the main menu **Bankruptcy Events**, then **Other**, then **Exhibit**.

To make the **Exhibit** docket text clearer, we are recommending that the filer comply with one of the steps listed below so that the final docket text will show a distinct beginning (#) and ending (;) for each Exhibit entry.

- I. On the attachment screen in CM/ECF, after uploading the main document at Browse

- Select from the **Category** list, **Exhibit** from the dropdown list.
- In the Description field type the name of the exhibit. For example, **Exhibit A – Note;**
- Include a **semicolon**, and enter a space using the spacebar.
- **Exception:** For the last Exhibit entry, there is no need to use the semicolon or space.

2) *Fill in the fields below.*

Category and/or **Description**

Exhibit A - Note;

- II. If you prefer not to use the Category dropdown list, then type the name of the Exhibit in the **Description** field as follows:

2) *Fill in the fields below.*

Category and/or **Description**

Exhibit A - Note;

When the steps listed above are followed, the **Docket Text: Final Text** below shows how the **Exhibit** docket text in CM/ECF should read:

Docket Text: Final Text

Affirmation in Opposition Filed by Margaret Clarke on behalf of Creditor A (RE: related document(s)[4] Motion for Relief From Stay filed by Debtor John Doe, Joint Debtor Jane Doe, Motion to Authorize/Direct) (Attachments: # 1 Exhibit A - Note; # 2 Exhibit B – Payment History; # 3 Exhibit C – Schedules; # 4 Exhibit D – Letter; # 5 Exhibit E – Cover Sheet; # 6 Exhibit F – Advices; # 7 Exhibit G – Statement; # 8 Exhibit H – Guidelines; # 9 Exhibit I – Proposed Order)(Clarke, Margaret)

FILING STATISTICS

January – December 2018

Chapter 7	=	9,590
Chapter 9	=	0
Chapter 11	=	395
Chapter 12	=	0
Chapter 13	=	6,231
Chapter 15	=	1

Total Cases Filed January – December 2018 – 16,217
Total Adversary Proceedings Filed January – December 2018 – 318

January – March 2019

Chapter 7	=	2,475
Chapter 9	=	0
Chapter 11	=	121
Chapter 12	=	0
Chapter 13	=	1,733
Chapter 15	=	0

Total Cases Filed January – March 2019 – 4,329
Total Adversary Proceedings Filed January – March 2019 – 87

REMINDERS

Keeping Your ECF Account Current

Attorneys are responsible for keeping their information current regarding firm affiliation, address, telephone, fax and/or email. This information can be electronically updated by accessing your CM/ECF account under the **Utilities** menu and selecting “Maintain Your ECF Account.” Should you have reason to believe that your password has been compromised, you must immediately notify the Court in writing.

Notwithstanding the above, if you want the Clerk’s Office to change information relating to an attorney profile, all requests must be on business letterhead and signed by the person holding the account. This letter can be faxed to 631-712-6209, digitally signed, or emailed as an attachment to the ECF_Helpdesk@nyeb.uscourts.gov, or mailed to the United States Bankruptcy Court, Eastern District of New York, Alfonse M. D’Amato U.S. Courthouse, 290 Federal Plaza, Central Islip, NY 11722.

The above procedures are also applicable to Limited Access users who have limited access passwords. Requests to change information relating to their limited access creditor profile, including deactivating a password, must be on the company's business letterhead and signed by both the employee and supervisor or the supervisor.

GovDelivery

GovDelivery is a **free** email alert subscription service specifically designed for the public sector. It monitors Court websites for content updates and automatically generates email alerts when changes are detected. During the subscription process, select the type of alerts you want to receive.

These alerts include such items as "News and Announcements" and "Written Decisions and Opinions." Other judicial selections from the United States Court's website are also available. For more information click on <http://www.nyeb.uscourts.gov/content/govdelivery-button-0>

ChapMobile Calendar Application

The United States Bankruptcy Court for the Eastern District of New York, is pleased to announce the roll out of the CHAP Public Mobile Calendar App (ChapMobile). This **free** calendar application can be downloaded to iOS and Android devices. Features include:

- Hearing Calendar:** Displays hearing data organized by judge.
Searchable by debtor name and case number.

- 341 Calendar:** Displays all scheduled §341 First Meetings by Trustee.
Searchable by debtor name, case number and attorney.

- Attorney Search:** Search an attorney name to view his/her cases scheduled on the hearing calendar.

- My List:** Create an attorney "favorites" list to quickly view his/her cases scheduled on the hearing calendars.

- Locations:** Displays court office address, contact information and website.

- Settings:** Each user can set his/her preferences at any time and view app information for the "Last Updated" date and time.

To view video version, click on the YouTube link:
<https://www.youtube.com/watch?v=KS2wdPx2rqI>

ECF Training Classes

The next Electronic Case Filing (ECF) training classes for attorneys and their support staff will be held at the:

- **Brooklyn Courthouse - Friday, May 10, 2019 from 9:30 a.m. to 12:30 p.m.**
- **Central Islip Courthouse - Friday, June 21, 2019 from 9:30 a.m. to 12:30 p.m.**

The **Nuts and Bolts of Bankruptcy Procedures for New ECF Users (Nuts and Bolts)** is offered in connection to the ECF training class. While the ECF class is designed to teach attorneys and their support staff how to docket electronically, **Nuts and Bolts** is designed to familiarize attorneys who will be practicing before the Court with some basic bankruptcy rules and procedures. During the first 30 minutes of these bimonthly sessions, the participants hear from one of our judges (Brooklyn only) a representative of the United States Trustee's office, and a bankruptcy attorney, on a range of topics covering bankruptcy basics and attorney obligations.

The topics include key Federal Rules of Bankruptcy Procedure and Local Bankruptcy Rules, judges' procedures, noticing, civility guidelines, preparing and signing papers and their representation to the Court, duty of disclosure and reasonable inquiry, and preparing for the meeting of creditors pursuant to Bankruptcy Code Section 341.

Attendance is no longer required to receive an ECF password to docket. However, first time users of the ECF system are strongly encouraged to attend the training class with their support staff. **It is important that attendees be on time for class.** Those arriving late must go to the Clerk's Office on the second floor of the Bankruptcy Court in Central Islip and first floor in Brooklyn to speak to the Public Information Clerk who will announce your arrival or escort you to the training room. Participants must register before attending the class. If you register for a class and must cancel, notify the Clerk's Office as soon as possible.

The class schedule for the next Electronic Case Filing (ECF) training classes for attorneys and their support is posted on the Court's website at: <http://www.nyeb.uscourts.gov/ecf-training-class-schedule>

CONTACT INFORMATION

United States Bankruptcy Court
Eastern District of New York
Conrad B. Duberstein United States
Bankruptcy Courthouse
271-C Cadman Plaza East, Suite 1595
Brooklyn, NY 11201-1800
(347) 394-1700
Help Desk: (347) 394-1700 press 6

United States Bankruptcy Court
Eastern District of New York
Alfonse M. D'Amato United States
Courthouse
290 Federal Plaza
Central Islip, NY 11722
(631) 712-6200
Help Desk: (631) 712-6200 press 6

The Voice Case Information System (VCIS) - 866-222-8029

The Court's website address is: <http://www.nyeb.uscourts.gov/>

Email your non-emergency procedural questions to: ECF_Helpdesk@nyeb.uscourts.gov

This newsletter and previous issues are available for online viewing. [Click here](#) to visit the ECF Newsletter Archive.

In order to cut down on the number of error emails sent to filers each year, we would like to hear from you as to how we can best assist in making docket entries consistent with the requirements of this Court. Send me an email at Margaret_Clarke@nyeb.uscourts.gov letting me know how we can help.

Contact Margaret_Clarke@nyeb.uscourts.gov with your suggestions, articles, and topics for the newsletter.