

**United States Bankruptcy Court
Eastern District of New York
(Updated April 14, 2022)**

Clerk's Office and Pro Se Filings During National Emergency (COVID-19)

Due to the ongoing U.S. Coronavirus Public Health Emergency, and until further notice, physical access to the Bankruptcy Court Clerk's Offices at each location is closed to the public. The Clerk's Office remains fully operational in accordance with the procedural guidelines provided below.

Filing Papers: Any papers filed with the court by any means, must include your full name, address, phone number, and email address. Doing so will allow us to contact you should we need additional information.

Attorneys are required to obtain ECF filing privileges and file all documents electronically.

Pro se filers are strongly encouraged to file documents using the Court's Electronic Document Upload Program available at <https://www.nyeb.uscourts.gov/content/pro-se-electronic-document-upload-program> **Note:** Documents uploaded using this program are deemed filed with the court as of the date and time they are uploaded, as provided by the confirmation email received by the filer.

If you are unable to use the Court's Electronic Document Upload Program, documents can be mailed to the court (mailing addresses below). **Please note:** there may be delays in receiving and processing mail due to CDC and other health and safety guidelines. Only if necessary, you may deliver the documents personally to the court (please see below under "Emergency Filings").

Brooklyn Courthouse:

Conrad B. Duberstein United States Bankruptcy Courthouse,
271-C Cadman Plaza East, Suite 1595, Brooklyn, New York 11201-1800

Central Islip Courthouse:

Alfonse M. D'Amato Federal Courthouse,
290 Federal Plaza, Central Islip, New York 11722

Emergency Pro Se Filings: Documents uploaded using the Electronic Document Upload Program are deemed filed with the court as of the date and time uploaded, as provided by the confirmation email received by the filer. A case number will be generated within 24 hours.

Coming to the Court*: If you are unable to use the Court's Electronic Document Upload Program and time is of the essence, *pro se* filers may come to either courthouse **DURING REGULAR BUSINESS HOURS**, and utilize the drop boxes located in the

lobbies of both courthouses (see addresses above). All papers brought the court, must be in an envelope labeled with your name, address, phone number, and email address. Court officers will be there to deposit the envelope for you, and provide you with a date and time stamped receipt. Documents are deemed filed with the court as of the date and time the documents were deposited in the drop box as provided by the receipt you receive. A case number will be generated within 24 hours.

*Anyone entering either Court location must comply with all entry restrictions to each building which can be viewed on our website.

**Any *pro se* party with an emergency who plans to visit either courthouse should first call the following phone numbers during regular business hours before coming to the courthouse:

For Brooklyn cases: (347) 394-1700

For Central Islip cases: (631) 712-6200

Payment of Fees:

NO CASH: CASH IS NO LONGER AN ACCEPTED FORM OF PAYMENT FOR ANY BANKRUPTCY COURT FEE.

Pro Se Debtors must pay by money order or cashier's check, made payable to "*Clerk, U.S. Bankruptcy Court.*"

Pro Se Creditors may pay by money order or cashier's check as provided above, or by Credit or Debit Card by calling the Clerk's Office at either court to make such payment. **No checks.**

Requests for case documentation, certified copies, case information, and all other general inquiries must be made by telephone at (347) 394-1700 for the Brooklyn Clerk's Office, or (631) 712-6200 for the Central Islip Clerk's Office.

Outside of regular business hours*:

Brooklyn: If papers cannot be filed electronically, papers relating to cases pending in Brooklyn may be filed by depositing them in the night depository located in the courthouse lobby of the **United States District Court, 225 Cadman Plaza East, Brooklyn, New York 11201.**

Central Islip: If papers cannot be filed electronically, papers relating to cases pending in Central Islip may be filed by depositing them in the night depository located in the courthouse lobby of the **Alfonse M. D'Amato United States Courthouse, 290 Federal Plaza, Central Islip, New York 11722.** **Note:** If the Alfonse M. D'Amato United States Courthouse is closed, papers may be filed by depositing them in the night depository

located in the courthouse lobby of the United States District Court, 225 Cadman Plaza East, Brooklyn, New York 11201.

*If the papers are deposited in a night depository, they will be deemed filed as of the exact time and date stamped on the papers. Any document not accompanied by the requisite filing fee will be accepted for filing, however, an invoice for fees due will be sent to the filer.

**Any documents submitted for filing in a drop box must be time-stamped, sealed in an envelope addressed to the *Clerk of Court of the Bankruptcy Court*, and must include the filer's contact information (full name, address, telephone number and email address).

Clerk's Office Staff: Clerk's Office personnel are available for assistance by telephone during regular business hours and will be receiving and processing the mail. The intake counters, while not physically open to the public, will monitor both on-site and electronic drop boxes to process documents throughout the day.

Pro Se Office: Individuals needing assistance may call the *Pro Se* Law Clerk at (347) 394-1738 and review the information available on the court's website at <https://www.nyeb.uscourts.gov/filing-pro-se-without-attorney>

Dated: Brooklyn, New York
April 14, 2022