

**United States Bankruptcy Court
Eastern District of New York**

Clerk's Office Filings

Method of Payments:

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

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

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: Required to obtain ECF filing privileges and file all documents electronically.

Options for Pro Se Filers:

- Electronic Self-Representation Program (eSR) can be used to file chapter 7 petitions. Instructions on how to use eSR can be found at: <https://www.nyeb.uscourts.gov/esr-electronic-self-representation>
- Electronic Document Upload Program can be used to file documents electronically, and is available at <https://www.nyeb.uscourts.gov/content/pro-se-electronic-document-upload-program>

Note: Documents uploaded using any of these programs 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.

Hours of Operation: The intake counters at both court locations are open from 9 AM until 4 PM each business day. If you are unable to use any of the above programs, pro se filers may come to either courthouse or mail their documents to either of the below addresses. (**Please note** there may be delays in receiving and processing mail.)

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

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

After Hours Filing*

As per Local Bankruptcy Rule 5001-2, when the Clerk's Office is closed, papers relating to cases pending in Brooklyn may be submitted in a night depository located in the courthouse lobby of the U.S. District Court, 225 Cadman Plaza East, Brooklyn, New York 11201. The Brooklyn night depository is open 24 hours a day, seven days a week.

When the Clerk's Office is closed, papers relating to cases pending in Central Islip may be submitted in a night depository located in the courthouse lobby of the Alfonse M. D'Amato U.S. Courthouse, 290 Federal Plaza, Central Islip, New York 11722. The Central Islip night depository is open Monday through Friday until 7:00 P.M., **except legal holidays**. If the Alfonse M. D'Amato U.S. Courthouse is closed, papers may be filed at the U.S. 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.

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
September 27, 2022