

ECF DIFFERENCES BETWEEN EDNY & SDNY

NOTE: The chart immediately below has been issued by the Clerk's Office of *both* judicial districts.

Process	Eastern District	Southern District
Hours open to the public	Intake: 9:00 am – 4:30 pm Records 9:00 am - 4:00 pm	Clerk's Office: 8:30 am - 5:00 pm [registers close at 4:00 pm]
Filing of Petition	<p>One all-inclusive PDF file – no attachments.</p> <p>The following should be filed as separate docket entries using the applicable ECF event:</p> <ol style="list-style-type: none"> 1. Certificate of Credit Counseling 2. Application to Pay Filing Fee in Installments; and/or 3. Application to Have Filing Fee Waived 	<p>One all-inclusive PDF file – no attachments.</p> <p>The following should be filed as separate docket entries using the applicable ECF event:</p> <ol style="list-style-type: none"> 1. Certificate of Credit Counseling; 2. Application to Pay Filing Fee in Installments; and/or 3. Application to Have Filing Fee Waived
Pay Stubs - Employee Income Records	Copies required to be filed with petition (14 day deficiency notice); Debtor's SS# should be redacted	Local Rule 4002-1(a): In a chapter 7, chapter 12, or chapter 13 case of individual debtors, copies of payment advices or other evidence of current income made available to the trustee under Bankruptcy Rule 4002(b)(2) shall not be filed with the Court. However, in the chapter 11 and 12 cases of individual debtors, copies should be filed in the case (with the Debtor's SS # and other private information redacted).
Designating the "ROLE" of the filer of a pleading	Automatic default is "DEBTOR"	<p>For filing a petition, the automatic default is "DEBTOR."</p> <p>For filing all other documents, the automatic default is "UNKNOWN"</p>
Motions/ Applications/ Notices of Presentment	<p>Must call chambers to get date and time of hearing or check court's website for hearing dates and times for specific judges</p> <p>Enter date and time of hearing when docketing</p>	<p>Prior to filing, the filer must call chambers to get the date and time of hearing.</p> <p>Enter date and time of hearing when docketing.</p>
Adversary Cover Sheet	Required as an attachment to the complaint	Not required if filing electronically. Required if filing conventionally