

United States Bankruptcy Court  
Eastern District of New York  
GUIDELINES FOR SUBMITTING PROPOSED ORDERS TO  
HON. JIL MAZER-MARINO BY E-MAIL

Effective Date: Immediately

Purpose: E-mail Submission of proposed orders

Participating Chambers: Judge Mazer-Marino Only

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Orders submitted to Judge Mazer-Marino should follow the following guidelines. Orders that do not comply will be rejected.

Guidelines for the submission of a proposed order by e-mail are set forth below.

- A proposed order may be e-mailed to [JMMOrders@nyeb.uscourts.gov](mailto:JMMOrders@nyeb.uscourts.gov) as an attachment. Do not use this e-mail address for any other purpose. If more than one proposed order is submitted, each must be sent in a separate e-mail. No other attachment, such as a cover letter, motion or application may be included in the e-mail.
- A proposed order must be sent in Word or WordPerfect format, not in PDF format.
- The e-mail subject line must include (a) the case number; (b) the debtor name; and (c) the title of the proposed order.
- The e-mail message area must include (a) the case number; (b) the debtor name; (c) the title of the proposed order; (d) the attorney's name and telephone number; (e) the title and docket number of the motion or application to which the proposed order relates; and (f) any other necessary information.
- The recitals in the order must reference the related motion or application. The order does not have to include the full name of the motion or application but must include the docket number of the pleading and the party on whose behalf the relief is being requested (for example, Upon the motion [Dkt. No. \_\_] filed on behalf of XYZ requesting relief from the automatic stay).
- The recitals in the order must reference the hearing date or presentment date, if any. If no hearing was held, the order should not recite that a hearing was held.
- Unless the Court took evidence on a matter, the order should not recite that it is based on the evidence presented.
- Orders should not state that the motion is granted in all respects. Orders may provide that the motion is granted to the extent set forth in the order.
- Captions must conform to the caption of the case on the docket. Include middle initials, a/k/a, f/k/a, aliases and punctuation as they appear on the case docket.

- Do not insert attorney names or address above the caption box.
- Defined terms, if any, should be used consistently throughout the order.
- Document identification numbers and file/path names must be deleted from the proposed order prior to emailing the order.
- All related submissions, such as motions and applications (including first day motions, requests for orders to show cause or for hearings on shortened notice), must be docketed before the proposed order is e-mailed.

Judge Mazer-Marino prefers you use the following forms when appropriate:

- Order Granting Relief from the Automatic Stay
- Order Granting Conditional Relief from the Automatic Stay
- Order Granting In Rem Relief from the Automatic Stay
- Order Awarding Final Compensation and Reimbursement of Expenses in Chapter 11 Case
- Order Scheduling Confirmation Hearing in a Case Filed under Subchapter V

Please note that these procedures are in addition: to the Bankruptcy Rules and Local Bankruptcy Rules for the Eastern District of New York (including rules regarding service and notice); case management, administrative, and general Court orders; and the procedures respecting orders established by the Office of the United States Trustee.