

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

**GUIDELINES FOR SUBMITTING PROPOSED ORDERS TO
HON. ALAN S. TRUST BY E-MAIL**

Date: April 14, 2008

Purpose: To authorize e-mail submission of proposed orders

Effective immediately, a proposed order in an ECF case assigned to Judge Trust shall be submitted by e-mail.

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

1. A proposed order shall be e-mailed to ASTOrders@nyeb.uscourts.gov as an attachment. *Do not use this e-mail address for any other purpose.* A proposed order must be sent in Word or WordPerfect format, not in PDF format. If more than one proposed order is submitted, each must be sent in a separate e-mail. Your e-mail shall contain only an order and any exhibit to that order. Exhibits shall be in PDF format. No other documents such as motions or applications shall be attached to any e-mail. No blue backs shall be attached to any order. You will receive an automatic e-mail reply confirming that the proposed order has been received.
2. The e-mail subject line must include the following information:
 - (a) the case number or adversary number;
 - (b) the debtor name or parties to an adversary (list plaintiff and one defendant - add "et al" if more than one); and
 - (c) the type of the proposed order.
3. The e-mail message area must include the following information:
 - (a) the case number or adversary number;
 - (b) the chapter number (7, 13 or 11);
 - (c) the debtor name or parties to an adversary (list plaintiff and one defendant - add "et al" if more than one);
 - (d) the type of the proposed order;
 - (e) the attorney's name and telephone number;
 - (f) the title and docket number of the motion or application to which the proposed order relates; and
 - (g) Special Instructions.

Please use the Special Instructions area of the e-mail to state information previously located in a cover letter such as hearing, presentment or settlement dates, deadlines for objections, and/or counter orders with settlement dates, etc.

4. The file attachment must be named with the case number followed by the letter "o".

5. Unless specifically requested, do not submit a paper or “chambers copy” of the proposed order.

6. All related submissions, such as motions and applications, must be docketed before the proposed order is e-mailed.

Please note that this procedure does not alter the provisions of the Bankruptcy Rules, the Local Bankruptcy Rules for the Eastern District of New York, or any case management or other order entered by the Court, including provisions concerning service. This procedure also does not alter any requirements or procedures for the review of proposed orders by the United States Trustee.