

October 28, 2010

GUIDELINES FOR SUBMISSION OF ELECTRONIC ORDERS

To all parties submitting Orders electronically, please note: It is ultimately your responsibility to ensure that certain required information is provided to the Court at the time the Order is submitted electronically. Please follow the guidelines below when submitting Orders by e-mail. Failure to comply with these guidelines may delay consideration of the Order.

I. E-mail address to be used for submitting Orders and for inquiries regarding the status of an Order.

Orders and inquiries regarding the status of an Order should be submitted electronically and sent to the poughkeepsie.orders@nysb.uscourts.gov e-mail address. Review the docket before inquiring as to the status of an Order. **Orders should not be e-mailed to individual members of Chambers or the Clerk's Office unless instructed to do so.**

II. E-mail address to be used for submitting Confirmation and Chapter 13 Dismissal Orders ONLY and for inquiries regarding the status of those Orders.

Confirmation Orders, Chapter 13 Dismissal Orders, and inquiries regarding the status of those Orders should be submitted electronically and sent to the NYSBdb.Poughkeepsie13Orders@nysb.uscourts.gov e-mail address. Review the docket before inquiring as to the status of an Order. **Orders should not be e-mailed to individual members of Chambers or the Clerk's Office unless instructed to do so.**

II. Orders should be submitted at the time of filing the Motion, Notice of Presentment, Notice of Settlement, etc.

III. Format of Orders

Orders must be submitted in Word or WordPerfect format for conversion and docketing.

IV. Information to be provided when submitting Orders electronically:

When submitting Orders electronically, please include the following information in the text of the e-mail message accompanying the Order:

- A. The case number and name of the debtor(s);
- B. The adversary proceeding number, if applicable;
- C. The name of the party on whose behalf the Order is being submitted;
- D. The name, telephone number and other important contact information for the person submitting the Order;
- E. The earliest date upon which the Order may be considered by the Court for signature;
- F. If the Order is being submitted or settled at the direction of the Court at a hearing, please specify and provide the date of the hearing and the date upon which the Order should be presented for consideration by the Court for signature; and

- G. If the Order contains any unusual or extraordinary provisions (e.g., if prejudice is sought), please specify and state whether the Court has approved those provisions. In addition, please provide the following information in the subject line of the e-mail message accompanying the Order:
1. The debtor(s);
 2. The case number;
 3. The adversary proceeding number (if applicable);
 4. The party making the motion or application; and
 5. The type of Order being submitted.
- H. If submitting an Order or Stipulation that contains signatures, the signatures must be conformed.

Finally, the file should be named using the same information in the following sequence:

1. The case or adversary proceeding number;
2. The name of the debtor (for an individual debtor, give the first initial followed by the last name, **no periods**); and
3. The type of Order being submitted.

For example, when submitting an Order lifting the automatic stay pursuant to Section 362 of the Bankruptcy Code in debtor John Smith's case, which has a case number of 03-99999, the file should be named "03-99999;jsmith362" **no periods**.

If you have any questions or require additional information, please contact the Courtroom Deputy, Frances Fredericks, at (845) 452-4200 extension 4509.