

October 2009

**Guidelines for Submission of Electronic Orders to Judge Drain**  
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**To all parties submitting orders electronically, please note:** failure to follow the following guidelines will delay consideration of the order.

1. The e-mail address [rdd.chambers@nysb.uscourts.gov](mailto:rdd.chambers@nysb.uscourts.gov) should be used for submitting proposed orders. Orders should not be e-mailed to individual members of Chambers or the Clerk's Office unless you are instructed to do so. Confirmation orders for chapter 13 plans need to be submitted to the chapter 13 trustee first, who will then forward the order to chambers.

2. The order should be submitted in Word/Word Perfect format only.

3. The order should be submitted only (a) after Judge Drain has granted the relief requested, or (b) after the objection period has passed for a notice of presentment or loss mitigation request.

4. The cover e-mail for the proposed order must contain the following information:

a. If the relief was granted by the court, the cover e-mail must contain a representation that the relief was granted and the date on which it was granted.

b. If the order is being submitted after the applicable objection period has passed on a notice of presentment, the cover e-mail must contain a representation that (a) the movant sought relief by notice of presentment and (b) the objection period has passed and no objections have been filed. In addition to attaching the proposed order, the e-mail should attach the underlying notice of presentment and all attachments.

c. It should reference the case name and the ECF document number of the relevant motion papers.

d. It should include the name, telephone number and e-mail address of the person submitting the order.

5. Judge Drain has several model forms of orders that ordinarily should be followed when submitting proposed orders on those specific subjects. [Click here for copies of the model orders.](#)