

M-82

FILED  
SEP 30 1988  
U.S. BANKRUPTCY COURT  
SO. DIST. OF NEW YORK

UNITED STATES BANKRUPTCY COURT  
SOUTHERN AND EASTERN DISTRICTS OF NEW YORK

IN RE

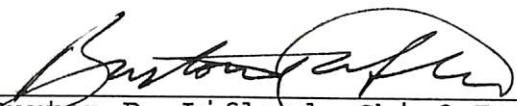
CHANGE IN  
CLERKS' OFFICE HOURS

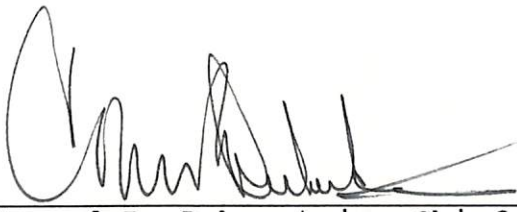
JOINT ORDER

Pursuant to a joint resolution of the Councils of Judges of the United States Bankruptcy Courts for the Southern and Eastern Districts of New York, due to staffing reductions and increased filings and therefore an increased burden on the staff of the clerks' offices, in order to efficiently and expeditiously process files and documents, it has become necessary to amend the hours of the clerks' offices pursuant to the attached orders.

Dated: September 27, 1988  
New York, New York  
Brooklyn, New York

BY ORDER OF THE COURT.

  
\_\_\_\_\_  
Burton R. Lifland, Chief Judge  
UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF NEW YORK

  
\_\_\_\_\_  
Conrad B. Duberstein, Chief Judge  
UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK

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

**In the matter of Policy  
Change in Office Hours and  
Public Review of Records**

**General Order of the Court  
#100388**

Based upon information provided by the Bankruptcy Clerk of this Court, filings continue to rise in this District at a rate of 10% per annum and staffing continues to be mandatorily reduced by the Administrative Office. The current staffing allocation of 95%, combined with the recent loss of two (2) Estate Administrator Positions has steadily contributed to an ever increasing backlog in mandatory functions performed by the Clerk's Office, i.e., legal and claim docketing, noticing, filing and other administrative duties. By reason thereof, it is hereby

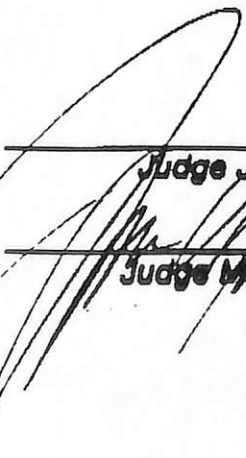
ORDERED that effective October 3, 1988, and continuing thereafter, the following schedule will be enforced by the Clerk's Office:

- | <u>EVENT</u>  | <u>HOURS</u>                |
|---|-----------------------------|
| 1. Filing of any paper, petition, pleading, etc.  | 9:00 a.m. UNTIL 4:30 p.m.*  |
| * Emergency Filings will be accommodated, when necessary, outside of these hours on a case by case basis. The Cashier will be available until 5:00 p.m. |                             |
| 2. Records Review   |                             |
| Pulling files for Public Review   | 10:00 a.m. until 12:00 p.m. |
| Docket Review   | 2:00 p.m. until 4:00 p.m.   |
| Pulling dockets for Public Review   |                             |
| Telephone Inquiries   |                             |
| Public Inquiries  |                             |
| 3. Mail Inquiries   |                             |
| All Mail Inquiries will be processed on a received basis.   |                             |

Dated: Brooklyn, New York  
September 28, 1988

BY ORDER OF THE COURT

  
Conrad B. Duberstein, Chief Judge

  
\_\_\_\_\_  
Judge Jerome Faller

\_\_\_\_\_  
Judge Robert John Hall

\_\_\_\_\_  
Judge Marvin A. Holland

\_\_\_\_\_  
Judge Cecelia H. Goetz

# United States Bankruptcy Court

Office Of The Clerk  
Eastern District Of New York

Carol Ann Robinson  
Clerk of Court

75 Clinton Street  
Brooklyn, New York 11201

(718) 330-2188  
FTS 656-2188

November 7, 1988

*Ms. Kathleen Farrell  
Acting Clerk, U. S. Bankruptcy Court  
Southern District of New York  
United States Custom House  
One Bowling Green, 6th Floor  
New York, New York 10004-1408*

*Dear Kathleen:*

*Enclosed is your original joint order dated September 27, 1988 in re CHANGE IN CLERKS' OFFICE HOURS which was signed by Judge Lifland and subsequently signed here by Judge Duberstein.*

*Thank you for your assistance in expediting this order. The effect, I'm sure, will benefit both districts tremendously.*

*Very truly yours,*

  
*Carol Ann Robinson  
Clerk of Court*

*CAR:meh  
Encl.(1)*