

United States Bankruptcy Court  
Eastern District of New York

ECF Tip of the Month

**Locating and Using the Public Calendar**

The Tip of the Month for October/November deals with locating and using the **Public Calendar** posted on the website of the United States Bankruptcy Court, Eastern District of New York.

A. There are several ways to locate the **Public Calendar**.

(1) You may simply click on the link:

<http://apps.nyeb.uscourts.gov/pubcal/> ;

(1) From the **kiosks** located:

- a. In the lobby of the Brooklyn Courthouse.
- b. In the 2<sup>nd</sup> floor hallway leading to the Bankruptcy Court Public Intake Counter (southeast side) of the Central Islip Courthouse.
- c. Outside each courtroom. The hearing information at these kiosks is specific to the judge who sits in that courtroom.

B. **Purpose:**

- (1) To provide a non-authoritative view of the scheduled court hearings and 341 meetings of creditor's events so that anyone needing more information pertaining to a hearing or first meeting date may go to the Court's website. If you are at the Courthouse, you may use the kiosk.
- (2) Any Court hearings or 341 Meeting dates that have been entered on the docket will be on the **Public Calendar**.
- (3) The dates on the monthly calendar are color coded– **Court hearings (blue)**; **341 Meetings (green)**; or **both hearings and 341 Meetings (teal)**.
- (4) The Calendar defaults to the current date.

- (5) For current and future months, Court hearings will pop up first and then 341 Meetings of Creditors.
- (6) If you click on past days, weeks or months, you will get the following message:

**NOTHING FOUND FOR SELECTED DATE. PLEASE CHECK THE CALENDARS TO THE LEFT FOR POSSIBLE HIGHLIGHTED DATES.**

### C. Quick and Advanced Search

- a. You may initiate a **Quick Search** by case name or case number; or an
  - b. **Advanced Search** to expand the search features specific to the information you need. You can search by the **Event Type, Location, Attorneys, Chapter, Judge, Case Type or Trustee.**
  - c. If you click on the + sign to the left of the date column, you will be able to get more information on the case such as the Chapter, Debtor's Attorney, Trustee and other attorneys involved in the case.
- (1) If you select the name of the attorney from the drop down pick list, you will be able to view the matters that are scheduled for that attorney. Different Court hearings and 341 Meeting dates are also highlighted on the monthly calendar to the left of the screen. If you select the hyperlink for **Week**, all matters scheduled for that attorney for the week will appear. Matters are arranged in date, time and judge order.
  - (2) **Status:**  
If a matter is adjourned or an action is taken on the case prior to the hearing, you may look under the category **Matter** to view the status of the hearing/meeting.
  - (3) You may drag a column to the gray colored bar to group the column. For example if you wanted to view the matters by Judge only, drag the Judge column to the gray bar.
  - (4) The directional arrows allow you to advance to the next, first or last pages.
  - (5) You may also print the calendar.
  - (6) The **Reset Search Filters**, for an **Advanced Search** clear the current screen and bring up the default screen. The **Event Type** field defaults to **Court & 341** and the **Case Type** field defaults to **BK and AP**. All other fields default to **All**.
  - (7) The order of the public calendar will not be in the same order as the Court calendar.

We encourage you to share this document with those on your staff who assist with e-filing. If you have any questions, please call our Help Desk before filing. The numbers are 347-394-1700 then press 6 (Brooklyn) and 631-712-6200 then press 6 (Central Islip).