

United States Bankruptcy Court
Eastern District of New York

ECF Tip of the Month

**Obtaining Hearing Dates from the
Available Chambers Presets Report**

The May Tip of the Month deals with self-calendaring hearings using the **Available Chambers Presets Report**. This report provides 24 hour access to hearing dates and times that are automatically placed on the Judges' calendars. The calendars will be updated once the filers docket their motions in CM/ECF.

The Available Chambers Presets Report can be found under Reports on the ECF menu bar and on the Court's website at: <https://ecf.nyeb.uscourts.gov/cgi-bin/showPreset.pl>.

There are a few things to keep in mind when selecting hearing dates and times from the Available Chambers Preset Report:

When docketing, if the hearing date that was selected is not on the drop down pick list, the filer may have waited too long to docket the hearing date and all slots for that hearing date were used by other filers.

If your hearing date is no longer available, you must change the date in your Notice of Motion and restart docketing the motion by selecting Bankruptcy on the ECF menu bar.

Unless otherwise directed by chamber's staff, all hearing dates and times must be selected from the drop down pick list when docketing.

If you have any questions about hearing dates, always refer to the **Judges' Procedures**. <http://www.nyeb.uscourts.gov/judges-procedures>

For additional information [click here](#) to view the Electronic Learning Module (ELM) for the Available Chambers Presets Report or [click here](#) for the printable PDF version..

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 you file that document. The numbers are 347-394-1700 then press 6 (Brooklyn) and 631-712-6200 then press 6 (Central Islip).