

United States Bankruptcy Court  
Eastern District of New York

ECF Tip of the Month

**Docketing Letters**

The April Tip of the Month deals with docketing a letter for the following:

- Adjournment of Hearing
- Adjourning the presentment or hearing on objection dates
- Adjournment directed by Chambers
- Explaining or clarifying a filed matter

When docketing a letter, the event can be found under **Other** on the Bankruptcy Events list.

<b>Relief Requested</b>	<b>Correct Available Event</b>
<b>Adjourning hearing from (old date) to (new date)</b>	<b>Letter of Adjournment</b> - Use this event when adjourning hearing dates on Motions. Identify the old and new hearing dates when prompted on the ECF screen.
<b>Adjourning the presentment date or hearing date on objection, if any</b>	<b>Letter Rescheduling Notice of Presentment</b> – Use to provide the Court with a new presentment date or a new hearing on objection date, if any.
<b>When Court directs a Movant to schedule a hearing</b>	<b>Letter Providing Notice of court Hearing (Only to be Used When Directed by Chambers)</b> – Used by Chambers to schedule a Court.
<b>Generally explaining or clarifying to the Court something in relation to a filed matter</b>	<b>Letter</b> – Use for any other letter except for those mentioned above. Briefly state the reason for the letter.

We encourage you to share this document with those on your staff that 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).