

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK**

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In the matter of: :
: :
Retention of a Claims and Noticing Agent : Administrative Order No. 658
Pursuant to 28 U.S.C. § 156(c) : :
: :
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Pursuant to 28 U.S.C. § 156(c), certain administrative duties of the Clerk of Court – such as providing notice and claims processing – may be performed by a facility or service, provided that the costs of such facility or service are paid out of estate assets. A facility or service performing this role serves as the claims and noticing agent in a case where it has been retained by Court order to function as such. This Administrative Order requires the retention – pursuant to an order of the Court – of an approved claims and noticing agent¹ in a case having, in the aggregate, one thousand (1,000) or more creditors and/or equity security holders.

Nothing in this Administrative Order prevents a debtor from retaining a claims and noticing agent where the number of creditors and/or equity security holders, in the aggregate, is less than 1,000, provided that such retention is obtained by Court order.

To implement this Administrative Order, the Clerk’s Office may issue a protocol, model documents and guidelines pertaining to the retention of a claims and noticing agent, and may make revisions to such without the need to amend this Administrative Order.

Dated: Brooklyn, New York
April 13 , 2017

s/Carla E. Craig
Honorable Carla E. Craig,
Chief United States Bankruptcy Judge

¹ See the Court’s website [www.nyeb.uscourts.gov] for the list of approved claims and noticing agents.