

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

Registration for Virtual CM/ECF Training

Step A. Schedule Training:

Upon request, training will be scheduled on the 4th Friday of each month from 10:00 a. m. to 1:00 p.m.

1. Training Date Requested _____
2. Participant's Full Name _____
3. Please specify:
(A)ttorney or (S)upport Staff _____
4. Complete Address _____
5. Phone No. _____
6. E-mail _____
7. Contact Person _____

Step B. Tailoring Training.

Please answer the following:

1. My company/firm primarily represents:

- Debtor
- Creditor
- Trustee

2. What Chapter bankruptcy case will you or your firm file? Will your company/firm file an Adversary proceeding?

- Chapter 7 – Debtor and Joint Debtor
- Chapter 13 with Plan
- Chapter 11 – Business
- Adversary Complaint

3. My company/firm primarily files the following documents in CM/ECF for the EDNY.

- Motions/Applications/Presentation
- Answer
- Amended Schedule
- Making a Payment
- Upload Proposed Order
- Notice of Appearance
- Proof Claim
- Other

4. How long have you practiced or worked in bankruptcy _____

Send completed Registration Form for ECF Training Class to:
Email address: Ross_Matray@nyeb.uscourts.gov, or
Regular mail: U.S. Bankruptcy Court, 290 Federal Plaza, Central Islip, NY 11722.
Attorneys are strongly encouraged to have their support staff attend training.