

United States Bankruptcy Court  
Eastern District of New York

**ECF Tip of the Month**

**Local Bankruptcy Rule 9004-2 CAPTION—PAPERS, GENERAL**

The Tip of the Month for October/November is a reminder to all filers to comply with **Local Bankruptcy Rule 9004-2 CAPTION—PAPERS, GENERAL** which states:

(a) All papers submitted for filing shall have a caption stating “United States Bankruptcy Court, Eastern District of New York” and shall include the title and chapter of the case. Subsequent to the filing of the petition for relief, all papers shall also include the case number and the Judge code. All papers filed in an adversary proceeding shall also contain the full title of the lawsuit and the adversary proceeding case number. Except for involuntary petitions, all petitions for relief shall also set forth the last four digits of the debtor’s social security number and/or any other federal tax identification number of the debtor.

(b) In consolidated cases, the docket number for the lead case shall be listed first and shall be followed by the docket numbers of all cases contained in the consolidation in ascending order.

(c) The return date and time of a motion shall be included in the upper right hand corner of the caption of the motion and all related papers.

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).