



## UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK

Robert A. Gavin, Jr.  
Clerk of Court

Brooklyn (347) 394-1700  
Central Islip (631) 712-6200

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**\*\*IMPORTANT NOTICE\*\***  
**TO ALL ECF ACCOUNT HOLDERS**

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Effective March 1, 2008, the United States Bankruptcy Court for the Eastern District of New York will implement a **Reduced Paper Module (RPM)** feature in the ECF system. RPM will eliminate a majority of the paper notices sent through the U.S. Postal Service to attorneys and trustees with ECF accounts. This will result in substantial cost savings for the Court. However, please be advised that the first meeting of creditors notice will continue to be generated in paper form and mailed to account holders.

Attorneys and trustees with ECF accounts will continue to receive the e-mail *Notice of Electronic Filing (NEF)*. It is important to emphasize that it is the attorney's responsibility to carefully manage their ECF account, including the listing of e-mail addresses, and to monitor their case activity due to the elimination of the paper notices and the reliance on e-mail notification. You may update your account information in the *Maintain Your ECF Account* option under the Utilities menu or by sending your request to [Paula\\_Mazziotti@nyeb.uscourts.gov](mailto:Paula_Mazziotti@nyeb.uscourts.gov).

The court will attempt to contact an account holder when an e-mail message is returned to the court due to an invalid e-mail address. If the account holder does not respond to the court's inquiry, the account will be deactivated. *Notice of Electronic Filing* e-mails returned to the court as undeliverable will not be recreated.

The *Notice of Electronic Filing* e-mail is sent by [BKECF\\_LiveDB@nyeb.uscourts.gov](mailto:BKECF_LiveDB@nyeb.uscourts.gov). **Do not reply to this e-mail address.** Responses or inquiries directed to this e-mail address will be deleted. Direct your questions to our HelpDesk at either the Central Islip or Brooklyn office. The number in Central Islip is 631-712-6200, and press six. The number in Brooklyn is 347-394-1700, and press six. Hours for the HelpDesk are Monday to Friday from 9:00 a.m. to 4:00 p.m.

Due to the volume of e-mail messages from the court, your Internet Service Provider (ISP) may view court e-mail as spam. To avoid ISP blocking of court messages as spam, the ISP account should permit all e-mails from [BKECF\\_LiveDB@nyeb.uscourts.gov](mailto:BKECF_LiveDB@nyeb.uscourts.gov).

If you would like to verify that you have received all of your *Notice of Electronic Filing* e-mail notifications for a particular date, you may use the *Summary of ECF Activity Report* located under the Reports menu. Please note that you will incur PACER charges when running this report.

An attorney or trustee who has an ECF account and wants to continue receiving paper notices in all instances must submit a written request via e-mail stating a valid reason to Paula Mazziotti at [rpm@nyeb.uscourts.gov](mailto:rpm@nyeb.uscourts.gov).

Please be advised that pursuant to Federal Rule of Bankruptcy Procedure 9036, notice by electronic means is complete upon transmission.

Thank you for your cooperation.