

JUDGE CRAIG'S PROCEDURES

Procedures for obtaining hearing dates	<p>Chapter 7 and 13 cases and adversary proceedings in chapter 7 and 13 cases: Hearing dates for motions in chapter 7 and 13 cases may be selected from the list of available hearing dates for Judge Craig posted on the Court's website under "Calendars/Scheduling" at http://www.nyeb.uscourts.gov/calendars/scheduling/cec_sch.pdf. No call to the courtroom deputy is necessary.</p> <p>Chapter 11 cases and adversary proceedings in chapter 11 cases: To schedule a hearing on any motion in a chapter 11 case, call the courtroom deputy at 347-394-1844.</p>
Policy regarding waiver of appearances	<p>Motions to dismiss by a chapter 7 trustee due to failure to appear at a 341 meeting. Unless the Court directs otherwise, appearance by the chapter 7 trustee is excused.</p> <p>Final meeting. Unless the Court directs otherwise, the Court will excuse the appearance of chapter 7 trustees and their retained professionals at the final meeting of creditors if no objections have been filed and neither the trustee nor any of the professionals is requesting compensation, including commissions or fees and expenses, in excess of \$10,000.00. If a party does not file an objection but appears at the final meeting of creditors, then the Court may adjourn the matter to a new hearing date and require an appearance.</p>
Procedures for seeking an adjournment	<p>Adjournments with the consent of all parties in interest may be requested by telephone at least two business days prior to the scheduled hearing. Requests should be made to the courtroom deputy at 347-394-1844. If the requested adjournment is granted, a follow-up letter emailed to CEC_Hearings@nyeb.uscourts.gov, confirming consent to the adjournment by all parties in interest, must be received at least 24 hours in advance of the hearing. Unless the follow-up letter is received by that time, the matter will remain on the calendar. The follow-up letter should also be filed electronically on the docket.</p>

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Procedures for requesting telephone appearances	To request a telephone appearance, call the courtroom deputy at 347-394-1844, at least two business days in advance of the hearing.
Procedures for seeking an emergency hearing	To schedule an emergency hearing, call the law clerk at 347-394-1843.
Policies regarding chambers copies	Chambers copies will not be required after June 1, 2009 for motions scheduled for a hearing in chapter 7 or chapter 13 cases, provided that the motion papers, including memoranda, affidavits and exhibits, total fewer than 50 pages. Chambers copies will continue to be required for motions made in chapter 11 cases, and for motions made in any chapter by notice of presentment.
Policy regarding motions by notice of presentment	<p>Judge Craig will entertain motions by notice of presentment to the extent permitted by the Bankruptcy Code and Rules, and in accordance with E.D.N.Y. Local Bankruptcy Rule 2002-1, with the exception of motions for stay relief in chapter 13 cases, which must be scheduled for a hearing.</p> <p>The Court may schedule a hearing on any motion that is made on presentment, including where the motion is not opposed.</p>

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Procedures for requesting a pre-motion conference	A pre-motion conference may be requested by letter emailed to CEC_Hearings@nyeb.uscourts.gov , with a copy to all parties in interest, and a follow-up call to the courtroom deputy at 347-394-1844. If possible, the email should include several proposed dates and times for the conference. The letter requesting the conference should also be filed electronically on the docket.
Procedures for submission of proposed orders	<p>Proposed orders should be submitted in Word or WordPerfect format and may be transmitted electronically to CECOrders@nyeb.uscourts.gov.</p> <p>Proposed orders may also be submitted by sending a hard copy of the proposed order together with a disk containing an electronic copy in Word or WordPerfect format to</p> <p style="text-align: center;">Clerk of the Court Conrad B. Duberstein United States Bankruptcy Courthouse 271 Cadman Plaza East, Suite 1595 Brooklyn, New York 11201</p>
Policy regarding emails and letters to chambers concerning pending cases	<p>Conferences may be requested by letter emailed to CEC_Hearings@nyeb.uscourts.gov, together with a follow-up call to the courtroom deputy at 347-394-1844. The letter requesting the conference should be filed electronically on the docket.</p> <p>Other Requests for relief should be made by motion, unless the Court has previously authorized the parties to seek relief by letter.</p>
Policy regarding monthly compensation requests	Judge Craig will entertain requests for monthly compensation in appropriate cases. Requests should be made in accordance with General Order No 538, which is available on the Court's website.