

JUDGE MILTON'S PROCEDURES *Update October 23, 2009*

Procedures for obtaining hearing dates

Chapter 7, 11 and 13 Cases: To schedule a hearing on any motion in any Case, call one of the judge's Law Clerks: Chrystal Puleo at 347-394-1853 or Novica Petrovski at 347-394-1851.

In general, **Chapter 11 status conferences and motions in Chapter 11 cases** will be heard on Tuesdays and Thursdays at 10:00 A.M. **Motions and Pre-Trial Conferences in Chapter 7 and Chapter 13 Cases** will be heard on Tuesdays and Thursdays at 2:00 P.M.

Chapter 7 Reaffirmation/Discharge Hearings. Reaffirmation hearings will be heard on the first (1st) Thursday of each month at 11:00 AM.

Chapter 13 Confirmation Hearings. The Court will generally hear Chapter 13 confirmation hearings on the second (2nd) or fourth (4th) Wednesday of each month at 10:00 A.M., with motions to dismiss at 11:00 A.M.

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.

Final meeting. The appearance of the Chapter 7 trustees and their retained

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	professionals are required at the final meeting of creditors.
Policies regarding chambers copies	Chambers copies are required for motions scheduled for a hearing in any Case.
Procedures for seeking an adjournment	Adjournments on consent may be requested by telephone prior to the scheduled hearing. Requests should be made to the Courtroom Deputy, Angela Howard at 347-394-1854. If the requested adjournment is granted, a follow-up fax to Chambers at 347-394-1855 or e-mail to the Courtroom Deputy at Angela_Howard@nyeb.uscourts.gov confirming consent to the adjournment by all parties in interest must be received in advance of the hearing.
Procedures for requesting telephone appearances	To arrange for a telephone appearance , call the Courtroom Deputy, Angela Howard at 347-394-1854, at least 24 hours in advance of the hearing.
Procedures for seeking an emergency hearing	To schedule an emergency hearing , call one of the Law Clerks: Chrystal Puleo at 347-394-1853 or Novica Petrovski at 347-394-1851.
Policy regarding motions by notice of presentment	Judge Milton does not entertain motions by notice of presentment .
Procedures for requesting a pre-motion conference	A pre-motion conference may be requested by e-mail to the Courtroom Deputy at

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	<p>Angela_Howard@nyeb.uscourts.gov, with a copy to all parties in interest. The e-mail should include several proposed dates and times for the conference.</p>
Policy for enhanced hearings	<p>To arrange for the use of electronic documents and/or exhibits, such as a PowerPoint Presentation, parties should contact the Courtroom Deputy, Angela Howard at 347-394-1854, at least 48 hours prior to the hearing date.</p>
Procedures for submission of proposed orders	<p>Proposed orders should be submitted in Word or WordPerfect format and may be transmitted electronically to DEMOOrders@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>Parties may call the Courtroom Deputy, Angela Howard at 347-394-1854, for specific case inquiries and procedural questions.</p> <p>Other Requests for relief should be made by motion, unless the Court has previously authorized the parties to seek relief by letter. Permission to seek relief by letter may be requested by calling one of the Law Clerks:</p>

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	<p>Chrystal Puleo at 347-394-1853 or Novica Petrovski at 347-394-1851.</p> <p>Unless authorized by the Court, parties may not use e-mail to communicate with chambers, except to submit proposed orders as indicated above. When Chambers permits a party to communicate via e-mail, use of the given e-mail address is for that time and/or occasion only.</p>
<p>Policy regarding monthly compensation requests</p>	<p>Judge Milton 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.</p>