

United States Bankruptcy Court
Eastern District of New York
Conrad B. Duberstein United States Bankruptcy Courthouse
271 Cadman Plaza East
Brooklyn, New York 11201

Procedures for the Hon. Jerome Feller

I. Hearings.

- a. **Scheduling.** The moving party *must* schedule all motions by calling Judge Feller's Judicial Assistant to receive an available return date. To arrange the scheduling of a hearing call Mildred Amador at (347) 394-1830. If Ms. Amador is unavailable, the Courtroom Deputy, Veronica Anemone may be called at (347) 394-1834 to obtain a return date of a Motion.
 - i. **Chapter 7, 11, and 13.** In general, motions, pre-trial conferences and Chapter 11 status conferences will be heard on Tuesdays and Thursdays at 10:00 AM.
 - ii. **Chapter 7 Reaffirmation/Discharge Hearings.** Reaffirmation hearings will be heard on the first (1st) Wednesday of each month at 9:00 AM.
 - iii. **Chapter 13 Confirmation Hearings.** The Court will generally hear Chapter 13 confirmation hearings on the second (2nd) and fourth (4th) Wednesday of each month at 9:00 AM.
 - iv. **Emergency Motions, Orders to Show Cause and Chambers Conferences.** A party seeking expedited relief or a Chambers Conference should contact Judge Feller's Law Clerk at (347) 394-1833.
- b. **Appearances.**
 - i. **In General.** Unless excused by the Court, the moving party and any party in opposition must appear in person or through their respective counsel at the scheduled hearing date.
 - ii. **Section 341 meetings.** Unless the Court directs otherwise, the Court will waive the appearance of Chapter 7 trustees on a motion to dismiss for failure to attend the Section 341 meeting of creditors.
 - iii. **Telephonic Conferencing.** Judge Feller will allow parties to appear by telephone where circumstances warrant. Parties requesting a telephonic appearance must contact the Courtroom Deputy, Veronica Anemone, at (347) 394-1834, at least one week prior to the hearing.
- c. **Adjournments.** Parties seeking to adjourn a scheduled hearing should contact Judge Feller's Judicial Assistant, Courtroom Deputy or Law Clerk at least twenty-four (24)

hours in advance. If the request is granted, the requesting party is required to file a letter on the Court's docket indicating the adjourned date.

- d. **Withdrawal of Scheduled Motions.** Where a matter has been settled or withdrawn prior to the scheduled hearing, the Movant should inform the Courtroom Deputy at least twenty-four (24) hours prior to the scheduled hearing.

II. Notice of Presentment. Although Judge Feller prefers all Motions to be scheduled for a hearing, he will entertain motions by notice of presentment upon request on a case-by-case basis. Please consult the Courtroom Deputy or the Law Clerk if you would like to file a notice of presentment. Motions to confirm that the automatic stay did not go into effect pursuant to 11 U.S.C. § 362(c)(4)(A)(1) may be made on notice of presentment without prior permission from chambers.

III. Papers.

- a. **Chambers Copies.** Parties who file a motion or any related document with the Court must send chambers a hard copy at least one week prior to the scheduled hearing. The copy should be marked "Chambers Copy" in the top center of the title page.

- b. **Proposed Orders.** A movant may submit a proposed order in a Microsoft Word or Corel WordPerfect format by e-mail, postal service, or at the scheduled hearing. Please note that e-mail submissions of a proposed order is strongly preferred.

- i. **E-mail.** A proposed order may be e-mailed to JFOrders@nyeb.uscourts.gov as an attachment. *Do not use this e-mail address for any other purpose.* Guidelines for submitting orders via e-mail may be found on the Court's website, www.nyeb.uscourts.gov, under Electronic Case Filing.

- ii. **Postal Service.** A proposed order may also be submitted by sending a hard copy of the proposed order together with a disk or CD containing an electronic copy in Microsoft Word or Corel WordPerfect format to:

Clerk of the Court
Conrad B. Duberstein United States Bankruptcy Courthouse
271 Cadman Plaza East
Suite 1595
Brooklyn, New York 11201

- iii. **Hearing.** Printed proposed orders may be submitted to Judge Feller at the conclusion of a hearing, if submitted together with a disk or CD containing an electronic copy in Microsoft Word or Corel WordPerfect format.

IV. Communications.

- a. **In General.** Parties may call the Courtroom Deputy for specific case inquiries and procedural questions.
- b. **E-mail.** 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 only.