

Revised Notice

NOTICE OF CHANGE IN PROCEDURE FOR FILING ADJOURNMENT REQUESTS and LETTER WITHDRAWING UTICA DIVISION ONLY EFFECTIVE AUGUST 29, 2005

The Utica Division of the Bankruptcy Court for the NDNY will no longer be accepting documents that request an adjournment or disposition of a calendar related matter via facsimile. Effective **August 29, 2005** the new procedure will be as follows:

- Any and all documents that request the removal of a calendar related matter from the motion calendar (i.e. adjournment requests, withdrawals, conditional orders) ***must be filed electronically***
- **Any request must be received no later than 2:00 PM on the day prior to the hearing.**
- The request is to be made to the court after attempting to obtain consent of opposing counsel, stating the reason for the adjournment request and copied to all parties.
- Complete the appropriate Adjournment or Withdrawal request form. Attached to this email are forms to be used to make your requests. Please be certain you use the correct form and enter it correctly in CM/ECF. Do not use the generic **Letter**.
- File the Adjournment Request electronically using the CM/ECF system. Choose **Bankruptcy> Other> Letter of Adjournment**. (Do not submit via facsimile)
- File the Withdrawal or Settlement Letter electronically using the CM/ECF system. Choose **Bankruptcy> Other> Letter Withdrawing/Settling** (Do not submit via facsimile)
- The Court will allow two adjournment for Trials and Evidentiary Hearings based on consent of all parties. All future adjournments are to be presented to the Court on notice to all parties affected. Adjournments shall not be granted, except upon a showing to the Court of exceptional circumstances. File these electronically.

Failure to comply will result in the adjournment request being denied and your appearance required. This procedure will be strictly enforced by the Court.