

United States Bankruptcy Court, NDNY

October 2021

Editors: Cynthia Platt, Dawn
Simmons, and Dina Ventura

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Clerk's News 2021



Syracuse Courthouse



Albany Courthouse



Utica Courthouse

What's New in and Around the Bankruptcy Court Clerk's Office

By: Ed Didonna and Rochelle Murine

Public Access to the Clerk's Office Remains Restricted:

- Masks are required in all public areas of the courthouse including the Clerk's Office.
- The Clerk's Office intake counter is open to the public Monday - Friday, 10:00 a.m. to 2:00 p.m.
- There is a drop box in the lobby of each courthouse building for filing documents when the intake counter is closed to the public.
- Please call ahead if there is a need to visit the Clerk's Office before 10:00 a.m. or after 2:00 p.m. We have limited staff available in each office from 8:15 a.m. to 4:45 p.m. Monday through Friday. *

Payments by Debtors:

- Debtors may now pay filing fees and installment payments at the Clerk's Office counter with a debit card. (This service is only available for in-person payments at the counter.)
- Debtors no longer need to have exact change or incur the expense of a money order for payments.

Contact Us

ALBANY:

U.S. Bankruptcy Court
James T. Foley U.S. Courthouse
445 Broadway, Suite 330
Albany, NY 12207

Albany Clerk's Office Phone:
518-257-1661

Albany Clerk's Office Help Desk:
518-257-1616

SYRACUSE:

U.S. Bankruptcy Court
James M. Hanley
U.S. Courthouse and Federal
Building
100 South Clinton St.
Syracuse, NY 13261

Syracuse Clerk's Office Phone:
315-295-1600

Syracuse Clerk's Office Help
Desk:
315-295-1618

UTICA:

U.S. Bankruptcy Court
Alexander Pirnie U.S.
Courthouse and Federal Building
10 Broad St.
Utica, NY 13501

Conflict and Reassigned Cases:

- Hearings in cases reassigned to Albany or Syracuse should be scheduled using a chapter specific hearing date and time.
- Hearings in consumer cases reassigned to Utica should be scheduled on the Southern Tier calendar. Hearings on chapter 11 cases reassigned to Utica should be scheduled for the chapter 11 calendar. If there are any questions, please call chambers.

Reopening and Recalling Cases from the Federal Records Center:

- Please call us to determine if the paper case still exists. If it does, we will notify you and request the retrieval fee.
- The FRC is operating with limited staff, so shipping may be slow. Unless you need paper documents from the file, do not let shipping hold up court matters.

*Although the hours the Clerk's Office is open to the public have been reduced, the Clerk's Office staff continue to work normal business hours, Monday through Friday, 8:15 a.m. to 4:45 p.m. Operations staff rotate between in-person and remote work. Staff working remotely utilize softphones, so when you call the office or a direct line during business hours your call will be answered.

If you have any questions about the hours the Clerk's Office intake counter is open or Clerk's Office operations, please contact one of our Operations Supervisors: Rochelle at 315-295-1636, or Ed at 518-257-1632.

Opportunity for Training

By: Dawn Simmons

The Clerk's Office will soon offer a series of training sessions for law office staff who file documents through CM/ECF. Sessions will be 30-minutes in length and held via Teams or ZoomGov during the lunch hour. Training is open to both attorneys and non-attorneys. Topics being considered include:

- Introduction to CM/ECF for staff new to electronic filing
- Introduction to Local Bankruptcy Rules
- Topic-specific Procedures such as:
 - Filing motions that seek two or more types of relief
 - Filing Amendments
 - Case conversions

This training is aimed at assisting with the training of fundamental bankruptcy office skills. If you have a suggestion for training or specific question you would like addressed, please contact Dina at Dina_Ventura@nynb.uscourts.gov.

Utica Clerk's Office Phone:

315-793-8101

Utica Clerk's Office Help Desk:

315-266-1118

Website Address:

<http://www.nynb.uscourts.gov>

District Case Series:

By: Rochelle Murine

Cases filed in the Northern District of New York Bankruptcy Court are assigned to case administrators based upon the last two digits of the case number. If you have a question about a specific case, it is often best to talk to the individual assigned to that matter. The contact information for the court's case administrators is set forth below.

Last 2 Digits	Direct Number:
01-13	315-295-1653
14-23	315-295-1619
24-34	518-257-1610
35-44	518-257-1607
45-60	518-257-1611
61-75	518-257-1633
76-85	315-266-1108
86-00	315-266-1107

Zoom Protocols

By: Maysa Ahmed and Jeffery Dingman

Some of you may have already experienced a court proceeding in our district using Zoom for Government (ZoomGov). The best practices involve testing, consistency, and conducting yourself as if you were physically in the courtroom in front of the judge. In advance of the scheduled ZoomGov hearing, the Courtroom Deputy will reach out to you with a tips and best practices document. This document encompasses the following suggestions for a successful appearance via ZoomGov.

Testing

The video and audio capabilities of your device (laptop, desktop computer, iPad, tablet, smartphone) must be tested in advance of the hearing, preferably at least the day before. While testing video and audio, ensure your Internet connection is sufficient. Be sure you are in the exact location that you'll be in for the hearing, as proximity to your wireless router, cell phone tower, or other attributes can make a difference. The best way to test is by entering the ZoomGov session with the information sent by the Courtroom Deputy. ZoomGov will indicate that the meeting has not started yet, but will allow for testing of audio and video beforehand.

ZoomGov allows for the use of virtual backgrounds to safeguard your privacy; however, if choosing a background, avoid ones that are offensive, distracting, and similar in color to your clothing color (i.e., green background and green clothing). A blurred version of your current background typically works well.

Professionalism

Remember that although conducted remotely, these hearings are official court proceedings and professional decorum should always be observed. Appropriate attire should be worn as if attending in person.

Lights, Camera, Action

Do not situate yourself with a window or other strong light source behind you as this will significantly darken your image. Find a quiet place from which to participate. Close all doors around you and advise nearby staff or family members that you are participating in a court hearing. Do not move away from the camera and screen during the hearing. If connecting with a wireless device, situate yourself in a location with a strong signal. Plug in any external cameras and microphones prior to opening the ZoomGov application. Only one microphone/speaker should be plugged in to avoid disruptive feedback noise. Headset/Microphone combinations provide better sound quality. Earphone use is encouraged to preserve confidentiality during the hearing.

Sites of Interest

PACER Service Center:

<https://pacer.uscourts.gov/>

Pending Rule and Form Changes:

<https://www.uscourts.gov/rules-policies/pending-rules-and-forms-amendments>

Federal Rules and Policies:

<https://www.uscourts.gov/rules-policies>

U.S. Trustee Region 2:

<https://www.justice.gov/ust-regions-r02>

Electronic Bankruptcy Noticing:

<https://bankruptcynotices.uscourts.gov/>

Civics Outreach

By: Dawn Simmons

In keeping with Second Circuit Court of Appeals former Chief Judge Robert Katzman's promotion of civics education by the judiciary, Judge Cangilos-Ruiz gave two remote presentations during the pandemic. The first was a virtual CARES presentation in November 2020 to 10th – 12th grade students at Lafayette Big Picture School. Follow this link for information about this very interesting alternative educational institution.

<https://lafayettebigpic.weebly.com/about-us.html>. The second was a virtual 2d Circuit Library presentation in February 2021 to a group of 11th graders at Cardozo High School in Queens.

Judge Kinsella, along with U.S. District Judge D'Agostino and Retired U.S. Magistrate Judge Treece, presented "Views from the Bench: The Value of Diversity in the Legal Profession and in the Judiciary." The event was sponsored by the Federal Court Bar Association in conjunction with Albany Law School. In attendance were 90 Albany Law School students.

Judge Kinsella will preside over her first Naturalization Ceremony on December 14, 2021. The ceremony will be held in the Ceremonial Courtroom in the U.S. Courthouse in Syracuse.

CARES ACT, CONSOLIDATE APPROPRIATIONS ACT, and Mortgage Forbearance Agreements

By: Ed Didonna

In response to the economic costs of Covid-19 related restrictions, the federal government and most states enacted some form of a mortgage forbearance program. Ideally, a forbearance agreement should include an exit strategy for addressing deferred mortgage payments. Like loss mitigation, the forbearance repayment options may include a loan modification, repayment plan, a short sale or deed in lieu of foreclosure.

Over 500 Notices of Forbearance have been filed with the court since May 2020. Of those, approximately 200 represent a second or third notice for an existing forbearance agreement where the parties have agreed to extend the forbearance period.

To date there have been six requests for forbearance conferences filed with the court because the parties were unable to reach an agreement as to how the suspended payments will be repaid. Thirteen Supplemental Proofs of Claim for unpaid mortgage payments arising from a forbearance agreement under the CARES Act have been filed. These supplemental proofs of claim must be filed no later than 120 days after the forbearance period ends. Note that the CARES Act provisions that allow for the filing of a supplemental proof of claim, and subsequent treatment under the plan, are scheduled to sunset on March 27, 2022.

Honor Roll of Attorneys Providing Pro Bono Services

October 1, 2020 to September 30, 2021

Chief Judge Diane Davis, Judge Wendy A. Kinsella, and Judge Robert E. Littlefield, Jr. wish to recognize and thank the twenty-four attorneys and six law students listed below for their outstanding service. These attorneys and students provided pro bono representation in the bankruptcy court to 72 individuals. We are fortunate that so many attorneys in the Northern District of New York understand the importance of volunteering their time to provide access to justice to those financially unable to afford an attorney.

During the last year, these attorneys and student practitioners filed at least one *pro bono* petition, represented a *pro se* party for a particular matter, served as a mediator, or volunteered time at The Legal Project, Legal Aid Society of Northeastern New York, Legal Aid Society of Mid New York, Volunteer Lawyers Project of CNY, Inc., or another legal services organization.

The Judges are grateful for your commitment to the community and your willingness to give of your professional time.

Local Rules Standing Committee

By: Dawn Simmons

The Local Rules Standing Committee, appointed by the Bankruptcy Judges, is comprised of attorneys, court personnel, Assistant U.S. trustee and chapter 7, 12 and 13 trustees. The Judges strive for geographic and practice diversity on the committee. Each year the committee ensures that the court's local rules accurately reflect amendments to the Bankruptcy Code and Federal Rules of Bankruptcy Procedure, as well as local court practices. This year, in addition to meeting to consider modifications to existing rules, the Committee met and formed two subcommittees to discuss attorney's fees in chapter 13 cases. The subcommittees plan to submit a proposal for changes to the existing fee structure for consideration by the Judges in early November 2021.

The public and members of the bar may submit comments on the local rules at any time via rules_comments@nynb.uscourts.gov or through the court's website at www.nynb.uscourts.gov

The current members of the committee are Paula Barbaruolo, Andrea Celli, Michael Chatwin, Linda Lark (Law Clerk), Ed Didonna, Christian Dribusch, Jewell Ewing (Law Clerk), Mary Fangio, Ed Fintel, Elizabeth Fairbanks-Fletcher, Opal Hinds, Rochelle Murine, Lisa Penpraze, Cynthia Platt, Bill Schiller, Dawn Simmons, Mark Swimelar, Sara Temes, Dina Ventura, Jonathan Warner, and Barbara Whipple (Law Clerk).

Amendments to Local Bankruptcy Rules

On October 15, 2021, redline versions of the proposed amendments to Local Bankruptcy Rules 3015-4 and 6007-1 were posted for public comment to the court's website under News & Announcements and disseminated via GovDelivery. The amendments will go into effect December 1, 2021. The amendments are the result of changes to the Federal Rules of Bankruptcy Procedure ("FRBP").

Local Bankruptcy Rule 3015-4 (Chapters 12 and 13 – Modification of Plan Prior to and After Confirmation) was amended to clarify the pleadings required when seeking modification of a plan. The amendments also reflect the change to FRBP 2002(h)(1), which authorizes and permits a court to alter and limit the notice requirements of FRBP 2002(a).

Local Bankruptcy Rule 6007-1 (Abandonment or Disposition of Debtor's Books, Records and Papers) was amended to provide for notice to the debtor prior to the trustee's disposal of the debtor's property. Changes were also made to the local rule to conform to amended FRBP 6007-1, which includes "electronically stored information" and brings the rule up to date with current technology.

Honor Roll of Attorneys Providing Pro Bono Services Continued

October 1, 2020 to September 30, 2021

Mark E. Anderson
 Michael Leo Boyle
 Maxsen D Champion
 Laura M. Harris Courage
 Guy J. Criscione Jr.
 Kiernan M. Crowley
 David F. DeVall
 Christian H. Dribusch
 Marc S. Ehrlich
 Clifford Craig Eisenhut
 Mary Lannon Fangio
 Jessica G. Grady
 Opal Fayne Hinds
 Zachary DeCurtis McDonald
 Justin D Myers
 Michael Jude O'Connor
 Arlene Sanders
 David H. Swyer
 Michael J. Toomey
 Christiaan M Van Niekerk
 Meade H. Versace
 Jonathan D. Warner
 Lee Edwin Woodard*

- Jarod Joyce**
- Georgia Amick**
- Yifan Wang**
- Alexandra Corradi**
- Aryssa Pasinos**
- Dwij Patel**

 L. David Zube

*Syracuse University College of Law Bankruptcy Clinic

** Student Practitioner

Procedure to Implement Upcoming Changes to Federal Rule of Bankruptcy Procedure 9036 Impacting High-Volume Paper Bankruptcy Notice Recipients

Effective December 1, 2021, the Director of the Administrative Office of the United States Courts will designate any entity that receives 100 or more paper bankruptcy notices in a single calendar month as a high-volume paper notice recipient pursuant to FRBP 9036(b)(2)(B) (as amended effective December 1, 2021) (the "Rule"). The Bankruptcy Noticing Center (BNC) will notify any entity designated as a high-volume paper notice recipient that it must register for Electronic Bankruptcy Noticing (EBN) or that, if the recipient does not register within 45 days of the date of the notification, the BNC will establish an electronic address where the Director designates the recipient to receive its notices pursuant to the Rule. The threshold number of paper notices that will cause a notice recipient to be designated as a high-volume paper notice recipient pursuant to the Rule will be reviewed annually and may be adjusted once a year, effective on December 1st of each year.

CourtSpeak

By: Jeffery Dingman, Colleen Johnson, Theresa O'Connell, and Nicole Smith

Digital Audio on PACER

Digital audio files of court hearings and trials in all three divisions of the United States Bankruptcy Court for the Northern District of New York are available to the public over the internet through the Public Access to Court Electronic Records (PACER) system. Audio files of all court proceedings, unless otherwise specified by the presiding Judge, will be uploaded to the Case Management/Electronic Case Files (CM/ECF) system. The digital audio recording will appear on the docket as a PDF document with an MP3 file. This file will generally be available within 24-48 hours after the conclusion of a hearing or trial. You may recall, CourtSpeak began as a pilot program in the Syracuse division with Judge Cangilos-Ruiz in March of 2015 and was an immediate success with attorneys and court staff alike due to the ease in accessing hearings. Judge Littlefield and the Albany division implemented CourtSpeak in February of 2018, and just this October, Chief Judge Davis began using the application in the Utica division after an extensive audio/visual upgrade to the Courtroom. Please note that the CourtSpeak (MP3) audio recording is a copy of a court proceeding and is provided to the public as a convenience. It is NOT the official record. The official record of a hearing or trial is the written transcript.

Ensuring Compliance with Privacy Rules

Fed. R. Bankr. P. 9037 restricts the publication in filings made with the court of an individual's complete social security number, complete taxpayer identification number, birth date, or the name of a minor child, or a complete financial-account number. Counsel and the parties are responsible for guaranteeing that these personal identifiers are not contained in pleadings

Credit Repair Agencies

By: Ed Didonna

Credit repair agencies that promise to remove negative information from consumer credit reports continue to proliferate. Their investment in the fulfillment of their promise is questionable. Many operate on a subscription basis where the customer pays an initial case set-up fee and chooses from a menu of services that are billed monthly.

One such agency mails our Clerk's Office letters that purport to be from a debtor demanding that we direct credit reporting agencies to remove bankruptcy case information. Some of these letters flat out deny that a bankruptcy case was ever filed! These letters are automatically generated and continue to be received notwithstanding our responses. We have received at least a dozen different styles of form letters, all with same inquiry, "Do you report bankruptcy information to the credit reporting agencies?", and request, "Please remove this from my credit report."

When we receive these letters, often two or three a month, we query our database to confirm that a case was filed by the customer in our district. We additionally query PACER on a national level to see if there are any filers with similar names and/or social security numbers.

and mentioned in testimony in compliance with the rule. If a personal identifier is mentioned during a court proceeding, it will be available to the public when the audio recording is uploaded to the docket through CourtSpeak, or the official transcript is filed with the court. **The court does not have the capacity to redact a portion of an audio file placed on the docket.**

Instructions for accessing audio files using CourtSpeak can be found on the court's website at

<https://www.nynb.uscourts.gov/courtspeak-program>.

Utica Courtroom Upgrades

By: Frank Faragon

The Utica courtroom recently underwent a complete audio and video upgrade to incorporate advancements to the latest technology.

Below is a summary of the improvements:

Complete replacement of the courtroom's audio system.

The old audio system was more than 25 years old. The new system utilizes digital audio components, replacing older analog technology. In addition, the speakers and sound reinforcement in the room was redesigned to provide clearer audio transmission for in-person and telephonic hearings.

Assisted Listening Equipment

An assisted listening system was installed that provides to hearing-impaired attendees amplified audio. The system includes six separate headsets to enable multiple users' access to the system at the same time.

Video Cameras

High-definition video cameras have been installed to capture specific areas in the courtroom. This results in improved viewing by external parties of the courtroom and participants during videoconferencing and remote hearings conducted via other meeting technologies such as Zoom for Government.

Video Displays, Presentation Lectern, and Document Camera

New high-definition video displays have been provided in the courtroom. These include a large screen monitor mounted on the wall, one on a movable cart, and other small-format monitors mounted on counsel tables and the courtroom benches. A document camera and custom lectern were also installed. All these items will allow enhanced evidence presentation during a hearing or trial.

In most instances we respond with a generic letter, refer the party directly to the credit agencies, and suggest the party consult with an attorney. In other instances, including those where a filing is disputed, our letter will include a case number, filing and discharge dates, along with the name and phone number of the debtor attorney.

The response from the Clerk's Office, with a copy of the inquiry attached, is entered on the docket. There is no expectation of a response or follow up from the debtor's attorney, case trustee, or any other party. The entry is made on the docket to preserve the record and provide notice of the communication.

NextGen CM/ECF

By: Dina Ventura and Sara Weiler

The Bankruptcy Court for the Northern District of New York upgraded its CM/ECF software to the Next Generation of CM/ECF ("NextGen") on June 07, 2021. NextGen brings new functionality that allows electronic filers to use a single login and password for electronic filing and PACER access in all federal courts (bankruptcy, district, and appellate) and to sign in one time to access all courts in which you have permission to file.

If you were an electronic filer before our conversion to NextGen, please be sure that you have linked your bankruptcy CM/ECF credentials to your upgraded PACER account. Linking instructions can be found on the court's website or by clicking [here](#). At this time, you should already have upgraded your PACER account.

If you currently do not have access to electronic filing in the NYNB, please create a PACER account through pacer.uscourts.gov. You may then request electronic filing access to the NYNB through the *Manage my Account*" section of PACER.

Filing Agents, such as paralegals who electronically file documents on behalf of an attorney or trustee, will need their own login and password. Click [here](#) for additional information for Filing Agents.

Assistance with commonly encountered issues can be found in our [NextGen FAQs Troubleshooting Guide](#).

For PACER questions please contact the PACER Service Center at pacer@psc.uscourts.gov or 1-800-676-6856.

Annual Loss Mitigation Statistics: October 1, 2020 to September 30, 2021

By: Edward Didonna

The Loss Mitigation Program for the Northern District of New York began in July 2013, partly in response to the mortgage crisis in 2008. Since its inception, there have been 2,600 Loss Mitigation Requests filed with the court, resulting in over 700 (27%) loan modifications to date.

Mortgage modifications are not the only measure of the Program's success. Within the bankruptcy context debtors come face to face with the true extent of their financial challenges and work through any number of possible outcomes. For the 27% of the Loss Mitigation cases, a loan modification at any price is well worth the effort. For others, a dignified exit via short sale, deed in lieu of foreclosure, or cash for keys, is just as much a success.

With the new day comes new strength and new thoughts

Eleanor Roosevelt

Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.

Albert Schweitzer

Districtwide	10/01/2020 - 09/30/2021	10/01/2019 - 09/30/2020	10/01/2018 - 09/30/2019
Number of Loss Mitigations Requests Filed	108	166	208
Number of Loss Mitigation Proceedings Closed	113	137	206
Loan Modifications Granted	86	81	110

Division	Number of Open Loss Mitigation Cases
Albany	105
Syracuse	13
Utica	24
Total	142

Northern District of New York Bankruptcy Court Personnel Updates from Human Resources

By: Sean Garrow

Since the last Annual Bankruptcy Conference in 2019, there have been several changes and new faces in Chambers and the Clerk's Office.

Clerk's Office

Maysa Ahmed (Systems Administrator) joined the court on March 30, 2020.

Chambers

Utica Chambers

- Judge Diane Davis was appointed Chief Judge on February 16, 2021.
- Linda Lark (Term Law Clerk to Chief Judge Davis) began her term on October 26, 2020.

We are what we believe we are.
C. S. Lewis

There is no value in life except
what you choose to place upon
it and no happiness in any place
except what you bring to it
yourself.

Henry David Thoreau

- Thomas Kennedy (Term Law Clerk to Chief Judge Davis) began his term on March 22, 2021

Syracuse Chambers

- Chief Judge Margaret Cangilos-Ruiz retired on February 16, 2021, and was appointed as a recall judge until her successor was sworn in.
- Judge Wendy A. Kinsella began her term as U.S. Bankruptcy Court Judge for the Northern District of New York on June 7, 2021.
- Jewell Ewing (Term Law Clerk to Judge Kinsella) began her term on September 7, 2021
- Michael Medved (Term Law Clerk to Judge Kinsella) began his term on November 1, 2021.

Albany Chambers

- Barbara Whipple (Career Law Clerk to Judge Littlefield) began her clerkship on June 8, 2020.
- Kristopher Larsen (Term Law Clerk for Judge Littlefield) began his term on October 4, 2021

Northern District of New York Bankruptcy Keeping Your Devices and Data Safe While Teleworking

By: James Fleming

Telework is an arrangement that allows an employee to work at an alternative site independent of the office. Such sites can include a hotel, café, or home. The COVID-19 pandemic has brought about a significant increase in the number of professionals across all sectors of the workforce who have teleworked from their homes. While teleworking is convenient, it brings with it increased cybersecurity risks that should be considered by the teleworker. A teleworker can reduce the risk of malicious cyber activity targeting her or her device or data by following these steps¹

Take extra precautions in public spaces

Minimize your use of public wireless access points and when you have the need to work from locations such as a coffee shop or hotel while conducting office business.

Secure your work area

Choose your work area in a space where there is low traffic and/or where people cannot easily view the information on your screen. If you have

Your success and happiness lies in you. Resolve to keep happy, and your joy and you shall form an invincible host against difficulties.

Helen Keller

We can never obtain peace in the outer world until we make peace with ourselves.

Dalai Lama

limited space, consider requesting a privacy screen for your monitor and facing your computer away from high traffic areas and the center of the room. Keep a clean workspace and don't leave work products in the open where people can easily observe your papers.

Secure your Wi-Fi

It's important to ensure that you secure your home network from anyone outside of your immediate household. Change the password to your home Wi-Fi and don't share your Wi-Fi password with anyone outside of your household. Always try to only use a Wi-Fi network that requires a password obtained from the business and when in doubt, don't connect.

Use VPN

The use of a reputable Virtual Private Network (VPN) can provide a secure connection between your telework device (such as a PC, laptop, or mobile device) and your office network. Once work has been completed for the day, ensure you disconnect from the VPN.

Secure your devices

When you're not actively working, remember to lock your device screen(s) when you step away, even if it's just for a few minutes. Make sure you don't leave your work phone unattended, whether you're at home or in a public space. Choose strong passwords following best practices. When you're finished for the day, either lock your computer, or power it down and place it in a secure location. Never leave your devices in your vehicle unattended.

Secure video conferencing

Always use a secure video conferencing application and find a space that offers privacy where others cannot easily overhear your conversation, especially for topics sensitive in nature. Use headphones or earbuds so others cannot hear parties in your conversation and when available, close the door. Public libraries often offer conference rooms for privacy.

For more information on protecting yourself while teleworking, please visit the Cybersecurity & Infrastructure's *Telework Reference Materials for the At-Home Worker* web page at <https://www.cisa.gov/telework-reference-materials-home-worker>.

¹ AO ITSO Security Awareness Training Resources, Tip of the Month: *Telework: Keeping Your Devices Safe and Sound*; September 2021

If you can dream it, you can do it.

Walt Disney

Far and away the best prize that life has to offer is the chance to work hard at work worth doing.

Theodore Roosevelt

Quick “How-To” Guide for Top Four FAQs

By: Sara Weiler

How to clear cache

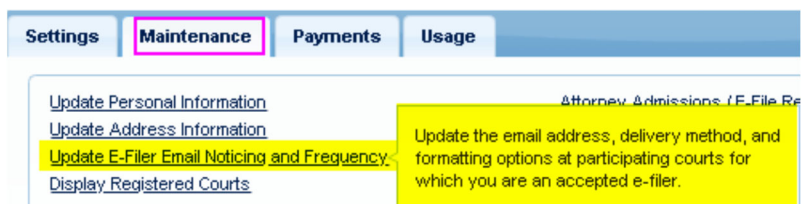
1. Press CTRL-Shift-Delete (Windows) or Command-Shift-Delete (Mac), OR
2. Visit our court's website and click on the link: Clearing a Web Browser's Cache

How to update your CM/ECF contact information

All changes to personal information must be made through PACER.

Note: If you are changing law firms and clients are going with you, you must file on each pending case docket a Consent to Substitute Attorney to update your information.

1. Go to: www.pacer.uscourts.gov
2. Hover over: Manage Your Account
3. Click on: Manage My Account Login
4. Click on: Log in to Manage My Account
5. Log into PACER
6. Click on the Maintenance tab.
7. The court must process these changes - they will not reflect immediately.



How to Resolve a "Syntax Error" While Uploading an Order or Filing a Document on CM/ECF

If uploading an Order, check to make sure your proposed electronic Order is formatted in compliance with the court's guidelines.

Try "flattening" your PDF document:

1. Open the PDF
2. Click on the “File” drop-down in upper left-hand corner
3. Choose “Print”

4. A Print screen should pop up. This screen allows you to change the printer you would like to send the document to. Instead of printing this document to your default printer, click on the "Printer" drop down and choose "PDF" or "Adobe PDF"
5. Click "Print"
6. You will be asked to "Save." Choose your folder and name your document
7. Once you save the document, the new/smaller sized PDF should open. The document will not appear any smaller/different
8. This smaller version of the PDF can then be uploaded/docketed

How to Convert a Mailing Matrix PDF to a .txt File for Uploading to CM/ECF via *Bankruptcy > Creditor Maintenance > Upload list of creditors file*

1. Open the PDF
2. Click on the "File" drop-down in upper left-hand corner and go to "Save As"
3. Click the "Save as type:" drop down menu and select "Text (Plain) (*.txt)"
4. Click "Save"
5. Review your new .txt document for spacing and font change

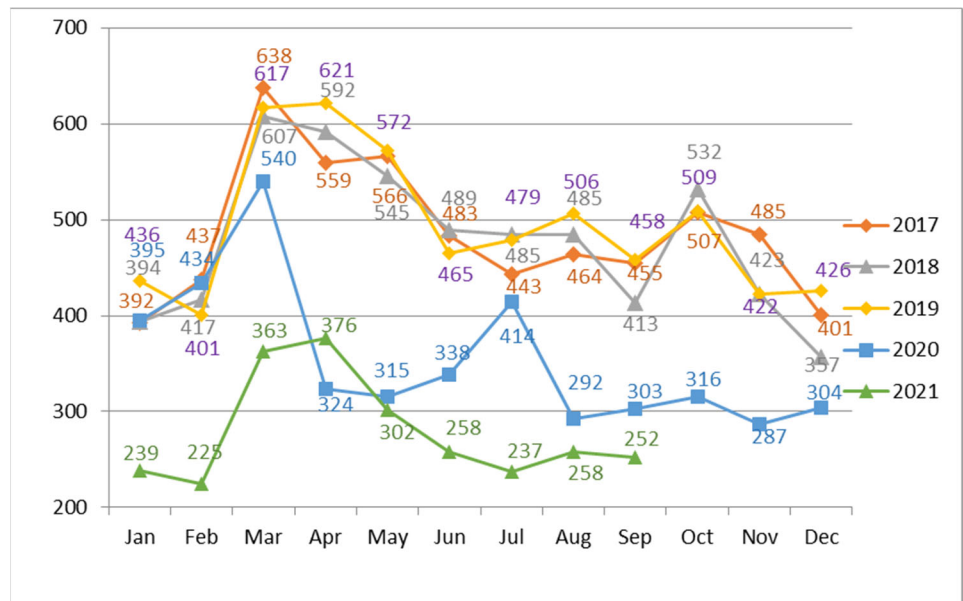
No one who achieves success does so without acknowledging the help of others. The wise and confident acknowledge this help with gratitude.

Alfred North Whitehead

Northern District of New York Bankruptcy Court Case Filing Statistics

By: Sean Garrow

U.S. Bankruptcy Court NDNY Case Filings by Month 2017-2021



Despite everything, I believe that people are really good at heart.

Ann Frank

Philosophy is common sense with big words.

James Madison

U.S. Bankruptcy Court NDNY Total Filings 2017-2021

