

**NOTICE OF CHANGE IN PROCEDURE FOR SYRACUSE DIVISION ONLY
JULY 16, 2007**

**FILING ADJOURNMENT REQUESTS;
LETTERS OF WITHDRAWAL; AND
NOTICES OF SETTLEMENT**

EFFECTIVE IMMEDIATELY

The procedure for filing Adjournment Requests, Letters of Withdrawal and Notices of Settlement in cases pending in the Syracuse Division of the United States Bankruptcy Court for the Northern District of New York is outlined below. This procedure is effective immediately.

- There are two forms available on www.nynb.uscourts.gov for use when requesting an adjournment, withdrawing a pleading or noticing a settlement. These two forms are also attached hereto. One form pertains to the **motion** calendar and one form pertains to the **confirmation** calendar. These forms should be used in connection with any request for the removal of a calendar related matter.
- **The form must indicate the reason for the request, reflect the consent of all parties, be filed electronically and faxed to Chambers at 315-295-1681. All parties to the request form must be copied on the transmission to Chambers.**
- **The form must be received by the Court no later than the day prior to the hearing.**
- File an Adjournment Request electronically using the CM/ECF system. Choose **Bankruptcy> Other> Letter of Adjournment**. Once the form is filed electronically, fax the copy to 315-295-1681.
- File a Letter of Withdrawal or Notice of Settlement electronically using the CM/ECF system. Choose **Bankruptcy> Other> Letter Withdrawing /Settling**. Once the form is filed electronically, fax the copy to 315-295-1681.
- Do not use the generic Letter (Generic) entry in CM/ECF.

FAILURE TO COMPLY WITH THE PROCEDURE MAY RESULT IN THE YOUR REQUEST BEING DENIED AND YOUR APPEARANCE BEING REQUIRED. THIS PROCEDURE WILL BE STRICTLY ENFORCED BY THE COURT.