

NOTICE OF CHANGE IN PROCEDURE FOR SYRACUSE DIVISION ONLY
APRIL 9, 2009

**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 and be filed electronically.**
- **The form must be received by the Court not later than 2:00 p.m. on the day prior to the hearing.**
- File an Adjournment Request electronically using the CM/ECF system. Choose **Bankruptcy> Other> Letter of Adjournment.**
- File a Letter of Withdrawal or Notice of Settlement electronically using the CM/ECF system. Choose **Bankruptcy > Other > Letter Withdrawing /Settling.**
- Do not use the generic Letter (Generic) entry in CM/ECF.
- Do not fax copies of the electronically filed form to Chambers.

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.