

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF NEW YORK**

**IMPORTANT NOTICE - MARCH 14, 2007**

**Transfer of Jefferson County Cases to Syracuse**

On November 20, 2006, the U.S. Bankruptcy Court for the Northern District of New York began assigning **new** Jefferson county cases to the Syracuse divisional office (instead of the Albany office).

(Since that time all new cases emanating from Cayuga, Cortland, Onondaga, Oswego, Tioga and Tompkins counties have been assigned to the Syracuse divisional office instead of the Utica office and most pending cases from those same six counties have been transferred from Utica to Syracuse.)

As the final phase of this project, on March 15, 2007 the Clerk will enter orders for the intra-district transfer (from Albany to Syracuse) of all **pending** Jefferson county cases. New case numbers with a lead digit of '3' will be assigned to each affected case.

**Order Transferring Case and Accompanying Notice**

The "Order Transferring Case Within District" will reflect the original case number as well as the new case number. It will also include a special "Notice Regarding Transferred Cases and Default Motions." Both will be sent to all creditors and parties in interest. The notice will inform movants that (where default motions have been made *initially* returnable after the date of the transfer order) they **must** file and serve an amended notice of hearing on default motion under the new case number. The amended notice PDF must reflect the new case number and the matter must be made returnable in Syracuse, NY on the next available motion term as posted on the Court's website. Default motions left pending under the old case number will not be acted upon. In addition, orders submitted for signature post-transfer will only be acted upon if they are captioned and filed using the new case number.

**Transfer of Cases with Scheduled Hearings Pending**

Affected cases that have actual hearings already pending and scheduled in Albany for March 15 and beyond will not be transferred until those hearings have been held. (This includes confirmation hearings.) Once held, those hearings that are continued will be adjourned to a motion term in Syracuse, NY and the underlying case will be transferred to the Syracuse divisional office.

**Case Contents to be Copied to the Newly Assigned Number**

Once a transfer order has been entered, the contents of the case will be copied to the newly assigned case number and the original case will be closed. The Clerk will take no action on documents filed under the original case once an order of transfer has been entered. Any attempt to electronically file a document or claim or to upload an order on an affected case using the original case number will be met with a display message that points the filer to the new case number.

**Note:** There may be a short lag time between the entry of the order of transfer in an existing case (Albany number) and the creation of the new case with the newly assigned Syracuse case number. We don't anticipate that this will be a problem, however, if you need to file something where there is a filing deadline and you find that you cannot access the case using the newly assigned number, please contact the Court's Help Desk at (518) 257-1616.