

**REVISED NOTICE
DATED: APRIL 13, 2009**

**NOTICE OF CHANGE IN PROCEDURE FOR FILING ADJOURNMENT REQUESTS
and LETTERS WITHDRAWING or SETTLING FOR MOTION CALENDARS
UTICA DIVISION ONLY**

- Any and all documents that request the removal of a calendar related matter from the motion calendar (i.e. adjournment requests, withdrawals, conditional orders, stipulated 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 obtaining consent of opposing counsel, stating the reason for the adjournment request and copied to all parties.
- Complete the appropriate Adjournment or Withdrawal request form. Please be certain you use the correct form and enter it correctly in CM/ECF. Do not use the generic **Letter**.
- Forms are located on the internet at www.nynb.uscourts.gov. Choose **Fillable Forms> Local Forms> Adjournment Requests/Withdrawals & Settlements-Utica**.
- 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)

Failure to comply with the above requirements will result in the adjournment request being denied and will require your appearance at the scheduled time. This procedure will be strictly enforced by the Court.