

**United States Bankruptcy Court
Northern District of New York**

**Important Notice
Utica Division Only**

Please be aware that effective April 1, 2010, compliance with the following procedures will be given particular attention by the Court in order to assure that matters are handled in an effective and efficient manner:

1. **Administrative Orders 09-07 and 09-08:**

Any executed 2016(b) Statement and Rights and Responsibilities of Chapter 13 Debtors and their Attorneys, must comply with this Court's Administrative Orders 09-07 and 09-08. If a 2016(b) Statement filed is not in keeping with the Rights and Responsibilities agreement, the Plan will be placed on the Court's calendar for confirmation despite the lack of any filed objections. In the event that those documents are not amended and filed prior to the hearing on confirmation, the Court will enter an Order confirming the debtor(s)' Plan but denying any award of attorney's fees. If attorney's fees have been paid prior to the case filing, failure to comply with this Court's Administrative Orders may result in an Order of disgorgement.

2. **Relief Requested:**

If both the Notice of Motion and the Motion do not contain the statutory or legal basis for the relief requested, the matter will not be placed on the Court's calendar unless an Amended Notice of Motion and/or Motion are timely served and filed prior to the scheduled return date. With respect to any default motions that lack the statutory or legal basis for the relief

requested, the Court will not enter an Order granting the relief until the Notice of Motion and/or Motion have been amended and filed.

3. **Federal Rules of Bankruptcy Procedure effective December 1, 2009:**

Opposition to a Motion must be filed with the Court seven calendar days prior to the hearing, not seven business days, and the movant Notice of Motion should accurately reflect that change in procedure. (Please refer to Administrative Order 09-09, titled Revised Local Procedures Governing Time Computation.)

4. **Deficiencies:**

Any deficiency, for which notice is given to the movant by either the Clerk of the Court or Chambers, must be corrected and timely filed with the Clerk prior to the scheduled hearing, or the matter will not be placed on the Court's calendar.

When Contacting the Court, please bring all questions related to this Notice to the attention of Jill Novak Smith, Esq. or Diana Roy at (315) 793-8111.

Thank you for your cooperation.

March 10, 2010