Orders Shortening Time

Please file the underlying motion as soon as possible so that notice of the motion goes out via CM/ECF to registered users. A notice of motion is not required because the order shortening time will set the hearing.

Instructions:

First, electronically file the underlying motion.

Second, electronically file the application for an order shortening time and link it to the motion.

Next, please submit the proposed order shortening time in either Word or WordPerfect format via email to: albanychambers@nynb.uscourts.gov with the words "**ORDER SHORTENING TIME**" (all capital letters) in the subject line (wording is vital to ensure it will be forwarded to other appropriate emails within chambers).

Please do not file the proposed order on the docket. In the proposed order shortening time, please specify the proposed manner of service (in most instances, service will need to be made the same day as filed).

Once signed, the order shortening time will be entered on the docket. You will need to serve the appropriate parties and file a certificate of service.

Remember - do not file a notice of motion, as it is not necessary in this type of filing. The order shortening time acts as the notice.

Orders to Show Cause

Instructions:

First, electronically file the underlying affidavit via *Bankruptcy > Motions/Applications*, choose the relief that you are requesting.

Next, submit the proposed order to show cause in either Word or WordPerfect format via email to: albanychambers@nynb.uscourts.gov with the words "**ORDER TO SHOW CAUSE**" (all capital letters) in the subject line (wording is vital to ensure it will be forwarded to other appropriate emails within chambers).

Please do not file the proposed order on the docket. In the proposed order to show cause, please specify the proposed manner of service (in most instances, service will need to be made the same day as filed).

Once signed, the order to show cause will be entered on the docket. You will need to serve the appropriate parties and file a certificate of service.