United States Bankruptcy Court, NDNY

November 2025

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Clerk's News 2025

ALBANY
James T. Foley U.S. Courthouse
445 Broadway
Albany, NY 12207
-
Clerk's Office Phone: (518) 257-1661
Clerk's Office Help Desk: (518) 257-1616

UTICA
Alexander Pirnie U.S. Courthouse
10 Broad Street
Utica, NY 13501
-
Clerk's Office Phone: (315) 793-8101
Clerk's Office Help Desk: (315) 266-1118

SYRACUSE
James M. Hanley U.S. Courthouse
100 South Clinton Street
Syracuse, NY 13261
-
Clerk's Office Phone: (315) 295-1600
Clerk's Office Help Desk: (315) 295-1618

After 30 Years on the Bench, Judge Robert E. Littlefield, Jr. Steps Down

By Cynthia Platt and Frank Faragon

On September 30, 2025, Judge Robert Littlefield walked out of the James T. Foley Courthouse for the final time as a Bankruptcy Judge for the Northern District of New York. Even though Judge Littlefield officially retired on September 30, 2016, he spent the next nine years as recall judge. Although he possessed the title of recall judge, Judge Littlefield remained a full-time, active judge throughout his recall terms carrying a full caseload and calendar.

Judge Littlefield's legal career spans almost 50 years. His first position in the legal field was practicing law with his father, eventually becoming the firm's bankruptcy attorney by default when a customer of a client filed for bankruptcy. He was appointed U.S. Bankruptcy Judge for the Northern District of New York by the Second Circuit and took the oath of office in May 1995.

(article continues on next page)

Contact Information

ALBANY

U.S. Bankruptcy Court
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U.S. Bankruptcy Court
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100 South Clinton St. Syracuse, NY 13261

Syracuse Clerk's Office Phone:
(315) 295-1600

Syracuse Clerk's Office Help Desk:
(315) 295-1618

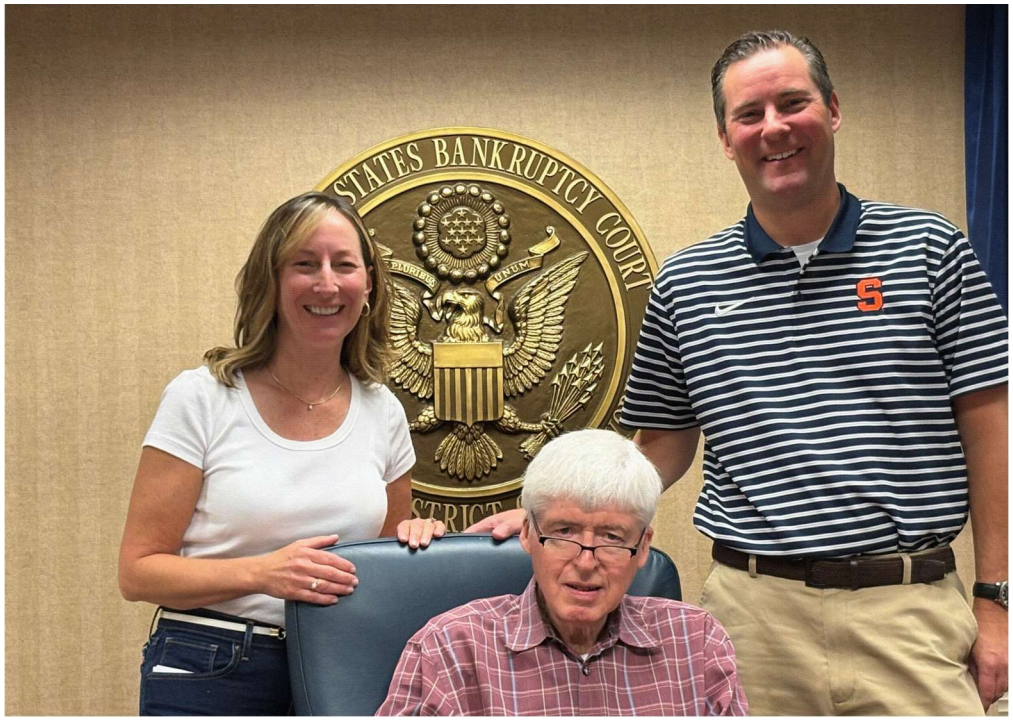
Website Address:

http://www.nynb.uscourts.gov

Judge Littlefield's tenure on the bench of more than three decades, makes him the longest serving bankruptcy judge in the Northern District. During his tenure, he presided over numerous high-profile cases in the Capital Region, including Metroland, Albert W. Lawrence and related business cases, John A. Deep, Christopher's Men Stores, Inc., the College of St. Rose, and The Roman Catholic Diocese of Albany. Judge Littlefield's reputation, however, was built on his commitment to the human element of consumer bankruptcy. He took a hands-on approach to consumer bankruptcy, showing a profound concern for how the law affected the lives of regular people. In addition to his judicial service, including serving as Chief Bankruptcy Judge for six years, Judge Littlefield's innumerable contributions to the field of bankruptcy include:

- Serving as a chapter 7 trustee, and a chapter 12 and 13 standing trustee;
- Being a founding/organizing member of the Capital Region Bankruptcy Bar Association;
- Leading the National Association of Chapter 13 Trustees as a past president and former advisory board member;
- Serving as a member of the Bankruptcy Appellate Panel for the Second Circuit and by special designation adjudicating cases in the Bankruptcy Court for the District of Vermont;
- Serving as a member of the National Conference of Bankruptcy Judges' Liaison Panel to the National Association of Chapter 13 Trustees;
- Addressing bankruptcy law classes at Albany Law School as a guest lecturer for many years; and
- Presenting at countless CLE programs both locally and nationally.

In addition to these accomplishments, Judge Littlefield was an esteemed mentor to judges, law clerks, interns, and Clerk's Office staff. His dedication to excellence and commitment to public service have set a high benchmark for us all.



Sites of Interest

U.S. Trustee Region 2:

https://www.justice.gov/ust-regions-r02

Electronic Bankruptcy Noticing:

https://bankruptcynotices.uscourts.gov/

GovInfo (For Published Decisions)

https://www.govinfo.gov

PACER Service Center:

https://pacer.uscourts.gov/

Pending Rule and Form Changes:

https://www.uscourts.gov/rules- policies/pending-rules-and- forms-amendments

Federal Rules and Policies:

https://www.uscourts.gov/rules-policies

Hybrid Hearing Information

By Jeffery Dingman

While personal appearances for motions and confirmation hearings continue to be encouraged in all divisions, appearances may also be made by video via Teams. Below are details particular to each Judge for appearances before them.

Appearances before Chief Judge Kinsella in all Cases and Adversary Proceedings
Trials and Evidentiary Hearings will be conducted in-person.

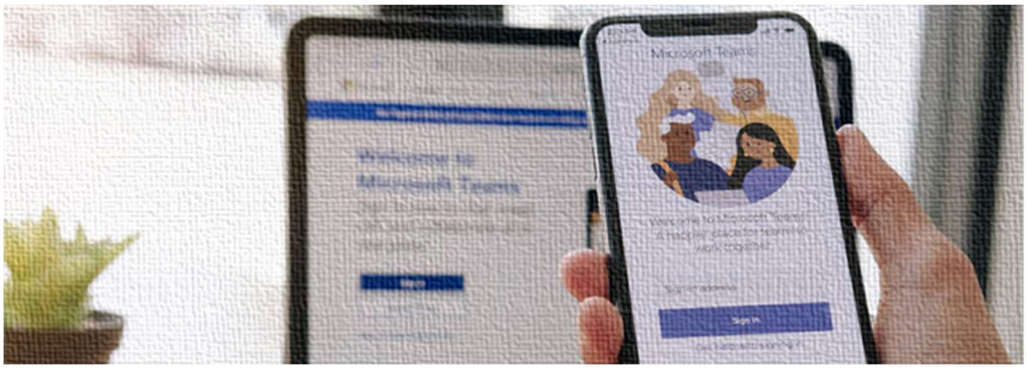
For the Syracuse Division, hearings will be held at James M. Hanley U.S. Courthouse and Federal Building, 100 South Clinton Street, Syracuse, New York OR by video via Teams, for which pre-registration is required by 3:00 P.M. one business day before the hearing. Go to https://www.nynb.uscourts.gov/Remote-Hearing-Appearances to register.

For the Utica Division (Broome, Chenango, Delaware, Franklin, Fulton, Lewis, Madison, Montgomery, Otsego, and St. Lawrence counties only), hearings will be held at Alexander Pirnie U.S. Courthouse and Federal Building, 10 Broad Street, Utica, New York OR by video via Teams, for which pre-registration is required by 3:00 P.M. one business day before the hearing. Go to https://www.nynb.uscourts.gov/Remote-Hearing-Appearances to register.

Appearances before Judge Radel in all Cases and Adversary Proceedings
Trials and Evidentiary Hearings will be conducted in-person.

For the Albany Division, hearings will be held at the James T. Foley Courthouse, 445 Broadway, Albany, New York OR by video via Teams, for which pre-registration is required by 3:00 P.M. one business day before the hearing. Go to https://www.nynb.uscourts.gov/Remote-Hearing-Appearances to register.

For the Utica Division (Hamilton, Herkimer, and Oneida counties only) hearings will be held at Alexander Pirnie U.S. Courthouse and Federal Building, 10 Broad Street, Utica, New York OR by video via Teams, for which pre-registration is required by 3:00 P.M. one business day before the hearing. Go to https://www.nynb.uscourts.gov/Remote-Hearing-Appearances to register.



Recognition of *Pro Bono* Service Providers

October 1, 2024, to September 30, 2025

Chief Judge Wendy Kinsella and Judge Patrick Radel wish to formally recognize and express their deep appreciation to the members of the CNY BBA and CRBBA listed below, as well as to the students from the Bankruptcy Law Clinic at Syracuse University College of Law and their professors, Lee Woodard and Edward Fintel, for their exceptional commitment to providing free legal services to those who cannot afford them.

Over the past year, these 34 attorneys and students assisted 129 debtors who otherwise would not have had legal representation. The Court expresses its gratitude for the willingness of these attorneys and students to selflessly give of their time and expertise to those in need.

Michael Jude O'Connor
Andrew William Kramer
Michael Leo Boyle
Michael J. Toomey
Christian H. Dribusch
R.P. Andrew McNee I
Nancy Baum Delain
Guy J. Criscione Jr.
Jonathan D. Warner
Robert L. Katzman
Mary Lannon Fangio
Maxsen D. Champion
Edward Jack Fintel*
Craig Humpleby
Laura Harris Courage

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Personnel Updates from Human Resources

By Lisa Cardinal

The past year saw many personnel changes at the Court in both the Clerk's Office and Chambers.

Judge Littlefield's Chambers

Judge Littlefield's departure at the end of September also had us saying good-bye to his two law clerks, **Barbara Whipple and Cameron Krause.** Barbara had been Judge Littlefield's career law clerk since June 2020, and Cameron completed a two-year term clerkship with the Judge. In November, Cameron will be starting as an associate with Pashman Stein Walder Hayden, P.C., Wilmington, Delaware.

Judge Radel's Chambers

Esteban Valtierra completed his two-year term clerkship with Judge Radel in August 2025 and joined Bond, Schoeneck & King as an associate. Esteban concentrates his practice in the areas of business restructuring, creditors' rights, and bankruptcy.

Paige Irvine joined Judge Radel's chambers in August 2025, as a term law clerk. Paige graduated from the University of Buffalo School of Law in May 2025.

Clerk's Office

Dawn Simmons retired from the court in November after 17½ years of service. Dawn joined the court in 2007 as former Judge Cangilos-Ruiz's career law clerk. She served in that role for approximately 11½ years before joining the administrative side of the court as Chief Deputy in 2018. While in the role of Chief Deputy, Dawn was instrumental in updating our local operations procedures, overseeing our local rules making process, as well as transitioning the court to hybrid hearings, and contributing to the conversion of several local manual processes to paperless processes.

Emiliano Sierra ("E") joined the Clerk's Office in December 2024, as a case administrator. Emiliano holds a bachelor's degree in political science from the University of Texas in San Antonio. Prior to joining the court, Emiliano worked for the Bankruptcy Courts in the Southern District of New York (Poughkeepsie) as well as Connecticut (New Haven and Bridgeport). Emiliano works in the Syracuse Division.

Frank Faragon re-joined the court in late July 2025, as a Chief Deputy. Frank had been at the court for more than 24 years before transferring to the Office of the Public Defender for the Northern District of New York where he served for two and a half years as its Administrative Officer. While previously at the court, Frank served as Administrative Manager and, prior to that, Budget Analyst and Property and Procurement Administrator. Frank holds a bachelor's degree in business management and economics from Empire State University.

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Clifford Craig Eisenhut
Cindy Domingue-Hendrickson
Davis Goldbas
Dan P. Cullen
William F. Berglund
Carol M. Dillon Pollard
George Charles Selby
Kristie Hanson
Kate Ernst
Richard Gunger
Lee E. Woodard**
Michelle R. Gu
Brandi Burns
Jeffrey Francisco
Steven R. Dolson
David J. Gruenewald
Zachary DeCurtis McDonald
Todd D. Bennett
L. David Zube

*Adjunct Professor, Syracuse University College of Law Bankruptcy Clinic

**Director and Adjunct Professor, Syracuse University College of Law Bankruptcy Clinic

Awards

This year the court recognizes three employees who reached a significant milestone anniversary in their career at the court. This year's service awards are being given to Jeffery Dingman, Daniel Harrigan, and Maysa Ahmed.

Jeffery Dingman will be recognized for 35-years of service at the court as of May 2025.

Daniel Harrigan will be recognized for 15-years of service at the court as of September 2025

Maysa Ahmed will be recognized for 5-years of service at the court as of March 2025.

Meet the New Term Law Clerk

By Lisa Cardinal

Paige Irvine

Paige graduated from the University at Buffalo School of Law in May and started her term law clerkship with Judge Radel in August. During law school, Paige served as an Executive Publication Editor for the Buffalo Law Review. She also completed internships with the Vermont State Supreme Court and several judges of the United States District Court for the Western District of New York.

Q: What was your first job?

A: My first job was a gate guard at my neighborhood pool, but my coolest job was a segway tour guide in Yorktown, VA.

Q: What book or movie have you recently read/seen and why would you recommend it?
A: Mamma Mia because ABBA rules, Dancing queen is a classic, and who doesn't want to randomly break out into song.

Q: What is something you're planning on doing or would like to do in the next year that you have never done before?

A: I really want to hike the Presidential Traverse in the next year.

Upcoming Court Holiday Closing Dates

Veterans Day – Tuesday, November 11, 2025

Thanksgiving – Thursday, November 27, 2025, and Friday, November 28, 2025*

Christmas – Thursday, December 25, 2025, and Friday, December 26, 2025*

New Year's Day – Thursday, January 1, 2026, and Friday, January 2, 2026*

Martin Luther King, Jr. Day – Monday, January 19, 2026

Presidents Day – Monday, February 16, 2026

*Pursuant to Administrative Order 25-05

Civic Outreach and Education

By Brenda Robie and Kelly Griffith

Throughout the year, the Bankruptcy Judges work closely with our District Court and Magistrate Judges in the judiciary's ongoing commitment to civic education and public service. Across our district, the judges are actively participating in a variety of civic activities to educate and support our communities and promote respect for the rule of law. Since the last Annual Meeting, our Bankruptcy Judges have presided over Naturalization Ceremonies on five separate occasions where approximately 275 applicants became United States Citizens.

In May, the judges also participated with District Court and Magistrate Judges in "The Constitution's Promise: Out of Many, One" program for Law Day, welcoming local high schools to our courthouses and visiting high schools throughout the Northern District. They have presented at various programs discussing their pathways to the bench, their professional lives prior to being appointed as federal judges, and issues they have encountered in those roles, exposing numerous law school and undergraduate students, both domestic and international, to the Bankruptcy and Federal Court practice. They are actively involved with the local K-12 schools, hosting many events that showcase the various careers throughout the federal system to the children. Judge Radel is a high school mock trial coach and also welcomed students from the Perry Jr. High School, presiding over the Big Bad Wolf trial for the alleged arson of the 3 Little Pigs' houses. Judge Kinsella hosted a chambers' visit for the students from Syracuse University College of Law's Bankruptcy Clinic and their professor, and students with the BALSA/LALSA associations, and Judge Radel spoke with students at the school's JD Interactive program.

The Bankruptcy Judges also regularly participate in panels designed to educate members of the bar on various bankruptcy topics. In December, Judges Kinsella and Radel presented an ethics program for the Central New York Bankruptcy Bar Association.

Over the year, Judge Radel presented several CLE programs including the Annual Supreme Court and Second Circuit case law update for both the Capital Region and Central New York Bankruptcy Bar Associations, a Judge's Panel at the Annual WNY Bankruptcy Conference and The People's Law Forum for the Oneida County Bar Association. Judges Kinsella and Radel will participate in the Capital Region and Central New York Bankruptcy Bar Associations' 29th Annual Conference where they will be joined by their colleagues, Bankruptcy Judges Janet E. Bostwick from the District of Massachusetts, Paul W. Bonapfel from the Northern District of Georgia, and Pamela Pepper from the Eastern District of Wisconsin.

Judge Kinsella also welcomed interns from Syracuse College of Law in her chambers for the Spring 2025 and Fall 2025 semesters. Planning is already underway to continue with these programs throughout the remainder of 2025 and 2026.

Federal Rules and Forms Published for Public Comment

The Judicial Conference Committee on Rules of Practice and Procedures approved publication for public comment the following proposed amendments to existing rules and forms, as well as one new rule:

· Appellate Rule 15;
· Bankruptcy Rule 2002, and Official Forms 101 and 106C;
· Civil Rules 7.1, 26, 41, 45, and 81;
· Criminal Rule 17; and
· Evidence Rule 609 and new Rule 707.

Proposals and supporting materials are posted on the Judiciary's website at:

https://www.uscourts.gov/rules-policies/proposed-amendments-published-public-comment

The Public comment period is now open and closes on February 16, 2026. Under the Rules Enabling Act, 28 U.S.C. §§ 2072-2077, if any of the published proposals are later approved, with or without revision, by the relevant advisory committee, the next steps are approval by the Standing Committee and the Judicial Conference, and then adoption by the Supreme Court. If adopted by the Court and transmitted to Congress by May 1, 2027, absent congressional action, the proposals would take effect on December 1, 2027.

Alive5 Chat Bot Launched in Northern District Bankruptcy

By Lucy Villanueva and Jeffery Dingman

In an effort to render the NYNB website more accessible to its users, a new Alive5 Chat Bot has been in the works and is now up and running! A product of collaboration between our IT, management, and operations units, the new online companion began conceptualization in February, and thanks to a whole lot of back-end brainstorming, it is now well-equipped to serve our public in a refreshing way. Though we will continue to guide individuals over the phone, this new vessel of communication will bring us up to speed with artificial intelligence and our ever-evolving digital landscape.

Here's how it works. A visitor opens our website, and a “Let’s Chat” icon swivels into frame. It’s not an uncommon sight – a widget in the lower right corner offering you to speak with a live representative. In this day and age, where time feels increasingly finite, we need our questions answered faster than ever before. For our pro se population, navigating those unanswered questions under a time crunch is an added stressor to an already overwhelming situation. Even for our practicing attorneys, having those pressing questions answered in real-time can make a real difference. Furthermore, we hope that being able to answer questions in written format will help accommodate our public in ways that conversations over the counter, or over the phone cannot. It’s a win for our visual learners, folks who are hard-of-hearing, and for those who simply prefer a text rather than a phone call. Our community is beautifully diverse, and we’re happy to have built a mechanism to match.

Once a user clicks on that “Let’s Chat” icon, it sends a notification to court staff, who will be available from 9:00 A.M. to 4:00 P.M. Monday through Friday, excluding holidays. At this point, the user engages directly with a live person from the Clerk’s Office. During off-hours, the chats are facilitated by its back-end configuration. In other words, the user will be able to pick from fifteen frequently asked questions (FAQs), each of which are linked to an already curated answer. These questions run the gamut from filing fees, discharge, attorney admissions, and redaction. If the FAQs are not sufficient, the user is prompted to enter their email address which Court staff will utilize the next business day to discuss any outstanding questions.

While not the primary objective, our new bot serves as somewhat of an unexpected mentor. Its library of questions and answers, after having undergone scrupulous review, now acts as a mini manual of sorts to court staff. Refining this library over a period of several weeks has reinforced good practice, quality customer service, and clarification to the sometimes-blurry line between legal and procedural advice. It becomes even more impactful after basing this library off of our truly most frequently asked questions. Back in February, our operations unit was tasked with logging any and all questions received over the phone. After a month’s worth of questions were surveyed by staff, it became clear which topics puzzled the public the most. Of the most common questions are those such as, “How do I receive paperwork from my bankruptcy case?” and for attorneys, “What do I do if I’m having trouble using CM/ECF or PACER?” Whether these questions are answered in real-time or by the bot, we’re now able to provide 24/7 guidance to our visitors.

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Our Alive5 Chat Bot officially soft-launched on September 21, 2025. Just that following morning, the court shared their first conversation between staff and a visitor, and it was a success. The visitor was experiencing an issue opening one of our forms, and because this conversation took place over the computer, the staff member was able to send that form in nearly no time. A small win, but a win nonetheless! We'll be excited to see similar results as folks continue to interact with the little widget.

Just like with anything, the new chat feature will surely see some future tweaks. Whether we build upon our FAQs library, edit the flow of our automated off-hours responses, or integrate AI-based responses, there's plenty of room for growth. Only time will tell which direction we'll go!

Request a Certified Copy via CM/ECF

By Rochelle Murine and Theresa O'Connell

No more mailing in a letter with a check and copy of the document to be certified! Now you may simply request and pay for a certified copy via CM/ECF. The Clerk's Office will process your request and mail the certified copy to you. Instructions on how to request a certified copy electronically are below. If you need assistance your first time, please call the Clerk's Office.

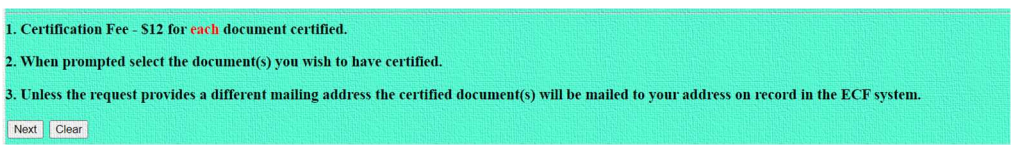
For a document in a main case:

File via Bankruptcy > Other > Request for Certified Copy

For a document in an adversary proceeding:

File via Bankruptcy > Other [input A.P. no.] > Request for Certified Copy

Attach your letter request. This screen will appear:



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Select either Document or Claim:

Enter the Fee Amount due for the certified copy. You will receive a Fee Due notice for the photocopy fee.

Review your request for accuracy, then submit your request.

Upon receipt of the request, the Clerk's Office will certify the document and mail it to you. You will be billed for the separate Photocopy fee of 50 cents per page.

PACER Multifactor Authentication

By Dina Ventura and Sara Weiler

On May 11, the Administrative Office of the U.S. Courts (AO) began implementing Multifactor Authentication (MFA) to enhance system security for the courts' case management and electronic case filing system (CM/ECF) and PACER. MFA provides an added layer of security to accounts by helping protect against cyberattacks that target passwords. MFA will be required for users with filing access. Although MFA for users with PACER-only access is optional, enrollment is encouraged. The initial rollout of MFA, unfortunately, led to unanticipated long call wait times. As a result, PACER has requested that users no longer enroll for MFA at any time but wait until they are required to do so. This will aid in ensuring that users are able to get the support they need in a timely manner.

MFA Options

Once a user is notified that they need to enroll in MFA, there are two options.

Preferred Method:

Users can download any authentication application (app) that supports a time-based one-time password (TOTP). The AO does not endorse specific apps. However, some options include Authy, DUO Mobile, FreeOTP, Google Authenticator, and Microsoft Authenticator.

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Once the authentication app is downloaded on a device that is separate from the one being used for filing (i.e. smart phone with camera), users should open the app, follow the instructions for adding an account, add your PACER account, and proceed with the PACER instructions.

Additional Option:
Users who are unable to download an authentication app will be able to save 10 single-use backup codes generated from PACER. Once users have used up their single-use backup codes, they will need to request a new batch.

Shared Accounts
Filers and other users with CM/ECF-level access who share their account (e.g. an attorney and staff) will be able to add up to five authentication apps. In other words, they can enroll up to four other users' authentication apps in addition to their own.

Resources
Detailed instructions for enrolling in MFA using an authentication app or single-use codes can be found on the PACER website at:

https://pacer.uscourts.gov/announcements/2025/05/02/multifactor-authentication-coming-soon

Changes to Federal Rules of Bankruptcy Procedure Effective December 1, 2025

By Dina Ventura

Amendments to two Federal Rules of Bankruptcy Procedure and six new Official Bankruptcy Forms go into effect on December 1, 2025.

Federal Rule of Bankruptcy Procedure 3002.1 – Chapter 13 Claim Secured by a Security Interest in the Debtor's Principal Residence

The rule is amended to encourage a greater degree of compliance with its provisions and to allow assessments of a mortgage claim's status while a chapter 13 case is pending in order to give the debtor an opportunity to cure any post-petition defaults that may have occurred. Stylistic changes were also made, and its title and subdivision headings were changed to reflect the amended content.

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Subdivision (a) is amended to delete "contractual" and "installment" to clarify and broaden the rule's applicability. Subdivision (b) is amended to provide more detailed provisions about notice of payment changes for HELOCs. HELOC claimants may now choose to file only an annual payment change notice while also ensuring at least 21 days' notice before a payment increase takes effect. Subdivision (b)(3) now provides that if timely notice of a payment increase is not given, the effective date of the increase will be the first payment due after the required 21-day notice period expires.

Subdivision (f) has been added to the rule to provide an optional procedure for assessing the status of a mortgage at any point before the trustee files the notice required under (g)(1). This procedure is initiated by motion, on the newly adopted Official Forms as further described below. Subdivision (h) (previously subdivision (i)) is amended to clarify that the listed sanctions are authorized in addition to any other actions that the rule authorizes the court to take if the claim holder fails to provide notice or respond as required.

Other amendments to the rule are made to incorporate the new Official Forms. The new Official Bankruptcy Forms are listed below.

- Official Form 410C13-M1 (Motion Under Rule 3002.1(f)(1) to Determine the Status of the Mortgage Claim)
- Official Form 410C13-M1R (Response to [Trustee's/Debtor's] Motion Under Rule 3002.1(f)(1) to Determine the Status of the Mortgage Claim)
- Official Form 410C13-N (Trustee's Notice of Payments Made)
- Official Form 410C13-NR (Response to Trustee's Notice of Payments Made)
- Official Form 410C13-M2 (Motion Under Rule 3002.1(g)(4) to Determine Final Cure and Payment of Mortgage Claim)
- Official Form 410C13-M2R (Response to [Trustee's/Debtor's] Motion Under Rule 3002.1(g)(4) to Determine Final Cure and Payment of the Mortgage Claim)

Federal Rule 8006 – Certifying a Direct Appeal to the Court of Appeals

Rule 8006(g) is revised to clarify that any party to the appeal may file a request that a court of appeals authorize a direct appeal. There is no obligation to do so if no party wishes the court of appeals to authorize a direct appeal. This amendment dovetails with the proposed amendments to Appellate Rule 6.

Annual Loss Mitigation Statistics: October 1, 2024, to September 30, 2025

By Rochelle Murine and Dina Ventura

The court's Loss Mitigation Program was implemented over 12 years ago. While the increase in mortgage rates has slowed the number of Loss Mitigation Requests filed by debtors, it continues to be an important and useful tool for debtors and creditors alike. Mortgage modifications, as a percentage of Loss Mitigation Requests, averaged 39%, and in the past 12 months, 22 mortgage modifications were approved.

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District Wide	10/01/24-9/30/2025	10/01/23-09/30/24	10/01/22 - 09/30/23	10/01/21 - 09/30/22
Number of Loss Mitigation Requests Filed	56	98	97	110
Number of Loss Mitigation Proceedings Closed	43	92	90	111
Number of Loan Modifications Granted	22	64	64	75

Assignment of Cases After September 30, 2025

By Cynthia Platt

With the retirement of Judge Littlefield on September 30, 2025, the Northern District went from having three active judges to two. The Second Circuit did not recommend that the vacancy created by Judge Littlefield's retirement be filled at this time based upon the Northern District's current case filings. As a result, Judge Kinsella will continue to preside over all cases filed in the Syracuse Division, and all cases of Judge Littlefield in the Albany Division as well as any cases filed in the Albany Division on or after October 1, 2025, will be assigned to Judge Radel, unless precluded by judicial conflicts in which case the matter will be assigned to Judge Kinsella.

The Utica Division cases will be divided between Judge Kinsella and Judge Radel. Cases pending in the Utica Division as of September 30, 2025, and new cases filed on or after October 1, 2025, from the counties of Broome, Chenango, Delaware, Franklin, Fulton, Lewis, Madison, Montgomery, Otsego, and St. Lawrence will be assigned to Judge Kinsella, unless identified for retention by Judge Radel, or precluded by judicial conflicts in which case the matter shall remain with Judge Radel or an assigned visiting judge. Judge Radel will preside over cases in the Utica Division from Hamilton, Herkimer, and Oneida counties unless precluded by judicial conflicts.

At this time, Judge Kinsella and Judge Radel each plan on having one calendar a month in Utica. Dates for Judge Kinsella and Judge Radel's motion calendars can be found on the court's website on the Judge's respective page under the "Hearing Dates" tab.

Clerk's Office Information and Tips

By Rochelle Murine and Theresa O'Connell

Clerk's Office Hours. Our public counters are open from 9:00 a.m. to 4:00 p.m. If you need access before or after regular hours, please call us to request an accommodation. We are happy to help.

Redaction. Personal Information has no place on a public docket! We are seeing an uptick in Motions to Redact to correct inappropriate disclosure of personal identifiers. Please review your filings, including exhibits to ensure compliance with Federal Rule of Bankruptcy Procedure 9037. If you must redact a filing, refer to Local Bankruptcy Rule 9037-1 for instructions.

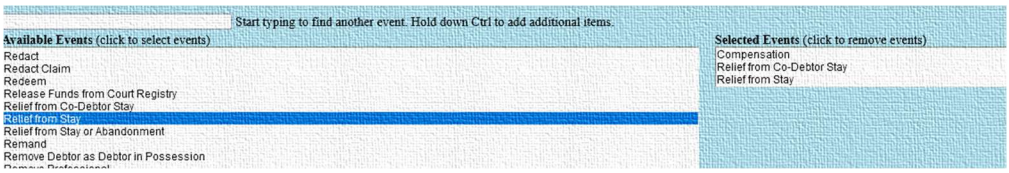
Additional Creditors Being Added. If additional creditors need to be added to a case through Schedule(s) D, E, or F, please ensure that the correct event code is selected during docketing to ensure that the mailing matrix entry is triggered, and the correct fee is charged. Please also upload creditors if applicable.

Notice of Voluntary Conversion from Chapter 12 or 13 to Chapter 7. As per Local Bankruptcy Rule 1017-3, a debtor who seeks to convert from a chapter 12 or 13 to chapter 7 need only file a Notice of Conversion signed by the debtor. A motion and/or order are not required for these specific conversions.

Notice of Voluntary Dismissal for Chapter 13. The voluntary dismissal of a chapter 13 case by a debtor requires an order. The debtor needs to file a Notice of Voluntary Dismissal and upload a proposed order via E-Orders.

Multiple Requests for Relief. When you file a pleading that contains multiple requests for relief, each type of relief (event) should be selected concurrently when the pleading is filed. A common example is a Motion for Relief from Automatic Stay with a request for Relief from Co-Debtor Stay, and fees and costs.

To select the multiple events, press the CTRL key and click on (i) Relief from Stay; (2) Relief from Co-Debtor Stay; and (3) Compensation. The screen will look like this:



It is important to select all relief sought so that the Judge's calendar is accurate. If you want personal assistance when filing like this for the first time, please call the Clerk's Office.

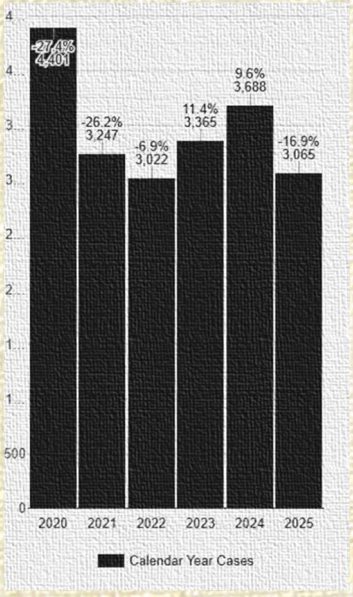
Docketing a Notice of Hearing, Using the Correct Event Code. Local Bankruptcy Rule 9013-3 (c) outlines the types of motions that can be pursued on a default basis and provides the language that is required in your notice of motion. When docketing a default notice of hearing please use: *Bankruptcy/Notices/Notice of Hearing on Default Motion.*

(article continues next page)

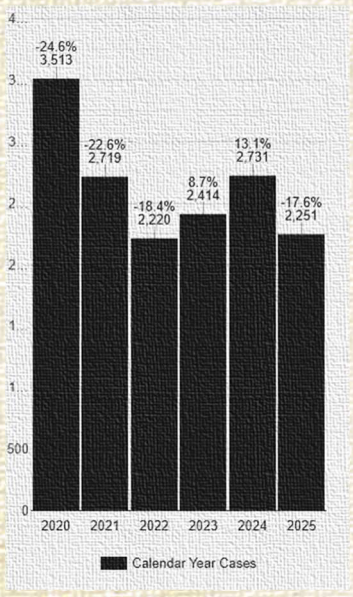
Timely Notification of Withdrawal or Settlement. Notice of the settlement or withdrawal of a motion shall be provided not later than 2:00 p.m. the day prior to the hearing by electronically filing an *Adjournment Request/Withdrawal/Settlement Notification for Motion Related Matters* form. This can be found on our website under Forms/Local Forms – Alphabetical.

Case Statistics: 2020 to 2025

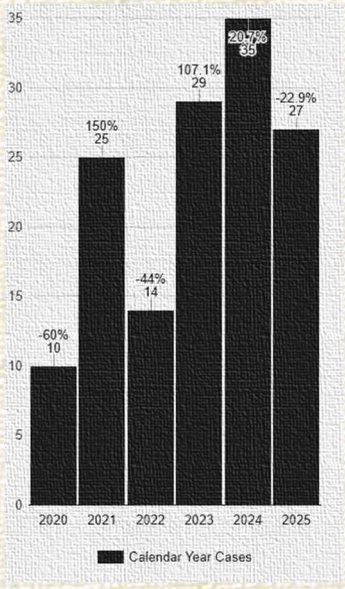
By Frank Faragon



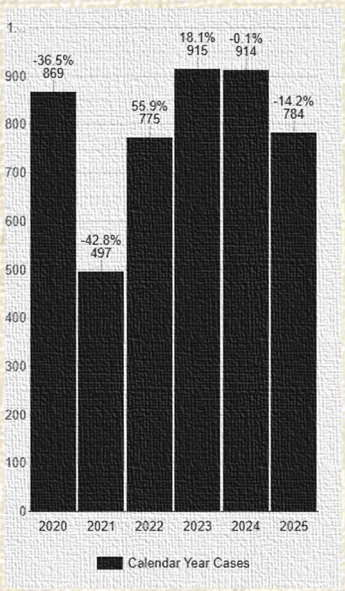
All Cases



Chapter 7



Chapter 11



Chapter 13

United States Bankruptcy Court, Northern District of New York
"How To" change or update your Bankruptcy CM/ECF Account (NextGen Edition)

Rule: Use PACER to change or update your personal account information.

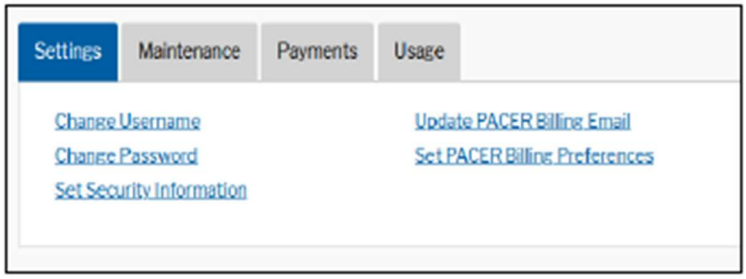
Exception: Use CM/ECF > *Maintain User Account* to add or modify the *secondary* e-mail address.

- Go to PACER (www.pacer.uscourts.gov)
- In the upper right corner, click on: **"Log in to..." or "Menu"**
- Click on: **Manage PACER Account**
- Log-in to PACER

Choose from these four tabs:

- Settings
- Maintenance
- Payments
- Usage

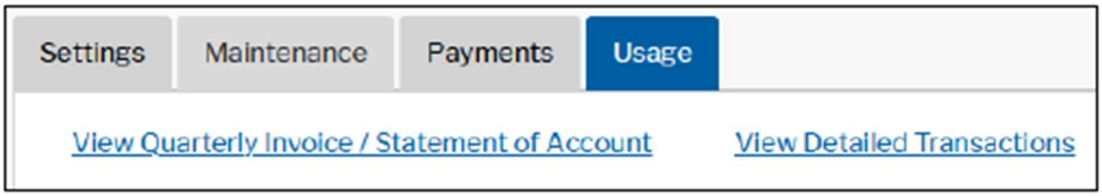
Settings Tab: Use this tab to reset login credentials and update PACER billing information.



Maintenance Tab: You will use this tab the most. From this tab you may apply to courts for E-Filing privileges and update contact information.

Note: If you *Update Address Information* or *Update E-File Email Noticing and Frequency*, make sure to **Apply Updates** to New York Northern Bankruptcy Court.

Once the submission is made, you will see the following message:

Payments Tab: Use this tab to make a one-time PACER payment or change your stored credit card information.

Usage Tab: From this tab, you may view your PACER statement or transaction report.