

**OFFICE OF THE CLERK
UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF NEW YORK**

*1220 U.S. Courthouse, 100 State Street
Rochester, NY 14614 (585) 263-3148*

Parul R. Warren
Clerk of Court

Todd M. Stickle
Deputy Clerk in Charge

Dear Sir or Madam:

In our effort to assist attorneys practicing in the U.S. Bankruptcy Court, we have enclosed for your information materials which outline significant policies and procedures. It is our hope that this information will assist your ability to practice in the Bankruptcy Court.

Of specific interest, is the Rochester Court's default procedures which are approved pursuant to various standing orders. An informational and procedural guideline for default motions in Rochester and Watkins Glen is included in this packet.

Please note that there is an absence of documentation pertaining to petitions filed under Chapter 11. We have elected not to include this information since the filing of such petitions is infrequent, often complex and not suitable to be included with information which is much more common and employed with much greater frequency. However, should you have occasion to file a Chapter 11, simply call the Court with your request, and we will be happy to send you the appropriate materials pertaining to the operative chapter.

Should we be able to provide any further assistance, please feel free to contact us.

Very truly yours,

U.S. Bankruptcy Clerk's Office

**U. S. BANKRUPTCY COURT CHAMBERS
ROCHESTER, NEW YORK**

THE HONORABLE JOHN C. NINFO, II
Chief Judge, U.S. Bankruptcy Court - WDNY

DAVID A. DE FLECE
Confidential Law Clerk

ANDREA M. SIDERAKIS
Judicial Assistant

Revised August 2002

**U.S. BANKRUPTCY COURT CLERK'S OFFICE
ROCHESTER DIVISION
Roster of Individual Deputy Clerks
and their Respective Duties**

PAUL R. WARREN - Clerk of Court

Chief Administrative Officer for the United States Bankruptcy Court Clerk's Office, Western District of New York. Mr. Warren's duty station is at the Clerk's Office in Rochester, New York. He is routinely in Buffalo on Mondays, Wednesdays and Fridays, absent other commitments.

MICHELLE A. PIERCE - Chief Deputy

Deputy Administrative Officer for the United States Bankruptcy Court Clerk's Office, Western District of New York. Mrs. Pierce's duty station is at the Clerk's Office in Buffalo. She works intermittently out of the Rochester Office.

TODD M. STICKLE - Deputy Clerk in Charge

Responsible for the management of the Rochester Clerk's Office, participates in policy formulation and its implementations, and is immediately responsible for all Rochester personnel.

JANE MURPHY - Administrative Specialist

Responsible for the training of personnel in the district including new employee orientation, training, cross-training and professional development. Ms. Murphy also provides administrative support in the areas of personnel and procurement.

LARRAINE PARKHURST - Courtroom Attendant with Full Calendar

Ms. Parkhurst is responsible for calendar management, and acts as the primary liaison between the Court and the practicing bar in regard to Court practice/procedure as it pertains to calendar matters.

PETER FOUNTAIN - Assistant Systems Manager

Mr. Fountain is responsible for the maintenance and troubleshooting of all automation equipment in the Rochester office, and for the development of local automation programs including the district's website. Mr. Fountain is also responsible for all automation purchasing.

INTAKE AND CASE ADMINISTRATION

The Office of the Clerk approaches case management through the use of a system commonly referred to as “terminal digit docketing”. Each case administrator is responsible for managing a series of case numbers from case opening to final disposition. The numbers listed in parentheses after each title are the last two digits of a case number assigned to that particular individual. Chapter 11 cases are assigned by rotation among the Case Administrators. Terminal digit docketing provides maximum efficiency to the Court’s customers by dedicating specific staff to manage a case from start to finish. Thus, one person is in the optimum position to best manage a case or answer inquiries, because they have been involved in the process from the beginning. In effect, they have become an “expert” on that case.

TORRY HIRSCH - Case Administration Supervisor (96-99)

First line supervisor who provides support and direction to case administrators and intake clerks to ensure the orderly and efficient movement of cases through the Court. Ms. Hirsch also manages the progression of certain Chapter 7 and 13 cases from opening to final disposition.

PATRICIA HAMMOND - Case Administrator (00-13)

Ms. Hammond manages the progression of certain Chapter 7, 11 and 13 cases from opening to final disposition. This includes monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks.

GINNY WHEELER - Case Administrator (14-27)

Ms. Wheeler manages the progression of certain Chapter 7, 11 and 13 cases from opening to final disposition. This includes monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks.

REBECCA JACKSON - Case Administrator (28-41)

Ms. Jackson manages the progression of certain Chapter 7, 11 and 13 cases from opening to final disposition. This includes monitoring the completion of the required procedural steps, and performing the necessary noticing, administrative and clerical tasks.

AMY ANDREWS - CASE ADMINISTRATOR (42-55)

Ms. Andrews manages the progression of certain Chapter 7, 11 and 13 cases from opening to final disposition. This includes monitoring the completion of the required procedural steps and performing the necessary noticing, administrative and clerical tasks.

CARM CAPOGREGO - Case Administrator (56-69)

Ms. Capogreco manages the progression of certain Chapter 7, 11 and 13 cases from opening to final disposition. This includes monitoring the completion of the required procedural steps and performing the necessary noticing, administrative and clerical tasks.

ANNETTE LAMPLEY - Case Administrator (70-83)

Ms. Lampley manages the progression of certain Chapter 7, 11 and 13 cases from opening to final disposition. This includes monitoring the completion of the required procedural steps and performing the necessary noticing, administrative and clerical tasks.

PAULA FINUCANE - Case Administrator (84-89, Adversary Proceedings ending in odd numbers)

Ms. Finucane manages the progression of certain Chapter 7 and 13 cases from opening to final disposition. Ms. Finucane is also responsible for fifty percent of the adversary proceedings and related matters, as well as fifty percent of the appeals made to the U.S. District Court.

KAREN TACY - Case Administrator (90-95, Adversary Proceedings ending in even numbers)

Ms. Tacy manages the progression of certain Chapter 7 and 13 cases from opening to final disposition. Ms. Tacy is also responsible for fifty percent of the adversary proceedings and related matters, as well as fifty percent of the appeals made to the U.S. District Court. Ms. Tacy may also serve as a back-up to the Courtroom Attendant.

TINA FOLWELL - Intake Clerk

Ms. Folwell is responsible for the public reception area of the Clerk's Office. This includes but is not limited to accepting documents for filing, creating and reviewing new case filings and other documents for deficiencies, scanning matrices, opening and sorting incoming mail, receipting collections and answering procedural questions.

LISA LAWSON - Intake Clerk

Ms. Lawson is responsible for the public reception area of the Clerk's Office. This includes but is not limited to accepting documents for filing, screening new case filings and other documents for deficiencies, scanning matrices, opening and sorting incoming mail, receipting collections and answering procedural questions.

JUDY MIDDLETON - Intake Clerk

Ms. Middleton is responsible for the public reception area of the Clerk's Office. This includes but is not limited to accepting documents for filing, screening new case filings and other documents for deficiencies, scanning matrices, opening and sorting incoming mail, receipting collections and answering procedural questions. In addition, she is responsible for retrieving closed case files from the Federal Records Center.