



UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK

Paul R. Warren
Clerk of Court

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AMENDMENT TO ADMINISTRATIVE PROCEDURES FOR FILING, SIGNING AND VERIFYING PLEADINGS AND PAPERS BY ELECTRONIC MEANS, EFFECTIVE IMMEDIATELY

No. 04-06

October 18, 2004

CHANGE TO REQUIREMENTS REGARDING DELIVERY OF PAPER COPIES TO UNITED STATES TRUSTEE AND CHAPTER 13 TRUSTEE IN BUFFALO

Section II (10) of the Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means, has been amended effective immediately, as follows:

“The United States Trustee requires that immediately upon filing a ***Chapter 11 case only***, the attorney for the debtor must provide the United States Trustee with a paper copy of the electronically filed petition, lists, schedules, statement of financial affairs, 2016(b) Statement and any amended schedules, together with an attached copy of the “Notice of Electronic Filing.” The United States Trustee requires that within two days (2) of the notification of the trustee assignment, the attorney for the debtor or the pro se debtor to submit, to the ***Chapter 7 Case Trustee in Buffalo and Rochester*** and the ***Chapter 13 Case Trustee in Rochester only***, a paper copy of the electronically filed petition, lists, schedules, statement of affairs, 2016(b) Statement, and any amended schedules, together with an attached copy of the “Notice of Electronic Filing.”

Summary of Changes:

At the request of the United States Trustees (“UST”), it is no longer necessary to provide the UST with a paper copy of the petition, schedules, etc. for Chapter 7 or Chapter 13 cases. Additionally, copies of petitions, schedules, etc. in Chapter 13 cases venued in Buffalo only no longer need to be provided to the Chapter 13 Trustee.

Copies of Chapter 13 petitions, schedules, etc. for cases venued in Rochester must continue to be provided to the Chapter 13 Trustee in Rochester. It is also necessary to provide copies of petitions, schedules, etc. to Chapter 7 Trustees in both Buffalo and Rochester. Several Trustees have informed the Court that they are not receiving the above documents timely and in some instances not at all. Please be advised that the failure to comply with this provision of the "Administrative Procedures" may result in delays or adjournments of meetings of creditors and in some cases, added costs to the filer to provide notice to creditors.

Additional information regarding this amendments may be found at: www.nywb.uscourts.gov.

Please direct questions regarding these amendments to the Clerk’s Office at the telephone numbers listed above.

PAUL R. WARREN
Clerk of Court