

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF NEW YORK

In re

ADMINISTRATIVE ORDER

COURT PROCEEDINGS DURING COVID-19
PUBLIC HEALTH EMERGENCY

The State of New York has declared a public health emergency as a result of the introduction of the COVID-19 virus into the general population. In order to facilitate the continuance of its operations during this time of crisis, the Court will immediately implement the following procedures with regard to all matters assigned for consideration by Chief Bankruptcy Judge Carl L. Bucki, Bankruptcy Judge Paul R. Warren or Bankruptcy Judge Michael J. Kaplan:

1. The Court will allow and encourage all counsel and pro-se litigants to appear telephonically. Parties choosing to appear telephonically should call the telephone conference system sufficiently in advance of the assigned time by (1) dialing (703)724-3100; (2) when prompted for the "number you wish to dial" dial 4100033# for Judge Bucki, 4100023# for Judge Warren and 4100034# for Judge Kaplan; and (3) when prompted for the security pin enter 9999#. Parties are encouraged to advise chambers of their intent to appear telephonically, in order to allow the Court to anticipate their participation.

2. The Court will still allow attorneys, parties and interested persons to appear in the courtroom, after passing any building-wide security screening. However, those who choose to appear in person are asked to act responsibly, and in particular, to maintain as much social distance as possible from staff and any other persons who may be present in the courtroom.

3. Telephonic appearances will connect directly to the Court's audio and electronic recording equipment to create an official record. To facilitate the creation of that record, it is necessary to avoid background noise. For this reason, the Court

discourages the use of speaker phones, public telephones, and phones while driving or in a public place.

4. The Court hereby suspends all requirements for submission of paper copies of documents that have been duly filed with the Clerk of Court. Parties are encouraged to submit proposed orders electronically. Arrangements for such submissions should be made with the chamber staff of the presiding judge.

5. Any party required to appear at a scheduled hearing or conference may request a continuance by submitting an adjournment request setting forth the basis for the continuance and indicating whether the consent of all other interested parties has been obtained. After taking into account all relevant health concerns, the court will give appropriate consideration to the requests for adjournment.

6. Matters scheduled for consideration in Batavia, Mayville, Niagara Falls or Olean will be the subject of separate direction from the Court.

7. This order shall remain in effect until April 30, 2020, but may be extended to the extent that circumstances compel.

8. During these times of health emergency, the Court may find it necessary to change its practices on short notice. For updated information, please access the court's website at www.nywb.uscourts.gov. This website will also contain links to notices regarding policies adopted by the Office of the United States Trustee and the Office of the Chapter 13 Trustee.

Dated: March 18, 2020



HONORABLE CARL L. BUCKI
Chief Judge, United States Bankruptcy Court

