

**UNITED STATES DISTRICT COURT**  
**FOR THE**  
**EASTERN DISTRICT OF NEW YORK**

**Douglas C. Palmer**  
Clerk of Court

**Michele Gapinski**  
Chief Deputy  
**Carol McMahon**  
Chief Deputy  
**Corey Nguyen**  
Chief Deputy



**Theodore Roosevelt Federal Courthouse**  
**Emanuel Celler Federal Courthouse**

225 Cadman Plaza East  
Brooklyn, NY 11201  
(718) 613-2270

**Alfonse D'Amato Federal Courthouse**

100 Federal Plaza  
Central Islip, NY 11722  
(631) 712-6000

**NOTICE TO THE BAR**

Effective May 5, 2014, the e-submission of initiating documents will no longer be available. Rather, counsel should open and file civil cases directly on ECF. Information on opening and filing cases on ECF may be found on the Court's website at [www.nyed.uscourts.gov/sites/default/files/local\\_rules/Notice re attorney case opening.pdf](http://www.nyed.uscourts.gov/sites/default/files/local_rules/Notice%20re%20attorney%20case%20opening.pdf).

The CM/ECF Electronic New Civil Case Opening Manual containing step-by-step instructions for attorneys on how to electronically open and file a new civil case may be found on our website at <https://www.nyed.uscourts.gov/sites/default/files/forms/CaseOpeningManual.pdf>.

Training is also available. Please contact Evelyn Levine at 718-613-2312 for more information.