UNITED STATES DISTRICT COURT EASTERN DISTRICT OF NEW YORK

Brenna B. Mahoney Clerk of Court



August Marziliano Chief Deputy, Brooklyn

Michael J. Kramer Chief Deputy, Central Islip

DOCUMENT FILING GUIDELINES FOR LITIGANTS

Please comply with the following:

- 1. Use white 8.5" by 11" paper. Please do not use legal size or random sized paper.
- 2. Use staples, binder or paper clips or rubber bands to organize papers for submission. Please do not glue, tape or bind your submission as this will make scanning of your submission more difficult and may delay it being docketed.
- 3. Do not use tabs as they make scanning your submission more difficult. Please label exhibits by either (1) labeling the first page of exhibits as Exhibit 1, Exhibit 2, etc. or (2) inserting a piece of paper between exhibits, which paper is labeled with the exhibit number e.g., Exhibit 1, Exhibit 2, etc.
- 4. Use blue or black ink. Please avoid using a pencil (pencil may smear or fade and may not scan clearly).
- 5. Consecutively number pages beginning with the first page of the document.
- 6. Organize and collate your papers before coming to the Court. The Court will not make copies.
- 7. Do not mail cash for any reason. Please use checks or money orders.
- 8. Do not submit double sided documents. All submissions should be single sided.
- 9. Include the case number and the assigned judges on all documents.
- 10. Unless otherwise instructed, all documents mailed to the Court should be addressed as follows:

For Brooklyn:

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