

**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 Cellar 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.

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.