



United States Bankruptcy Court District of New Jersey

Honorable Gloria M. Burns, Chief Judge

James J. Waldron, Clerk

The purpose of this notice is to advise New Jersey Bankruptcy CM/ECF participants of new system and operational developments and to highlight issues that require immediate attention.

ASSIGNMENT OF CASES

Pursuant to D.N.J. LBR 1073-1, cases are assigned to each vicinage by county. There are several towns in the District of New Jersey that share a mailing address/zip code with a town in a neighboring county. As a result, it is important for purposes of proper assignment to include the debtor's street address on the petition. If the mailing address is different than the street address, the mailing address must also be included.

Office Locations

Newark

Martin Luther King, Jr. Federal Building
50 Walnut Street
Newark, NJ 07102
Phone (973) 645-4764

Trenton

Clarkson S. Fisher US Courthouse
402 East State Street
Trenton, NJ 08608
Phone (609) 858-9333

Camden

US Post Office and Courthouse
401 Market Street
Camden, NJ 08101
Phone (856) 361-2300

SOCIAL MEDIA

Please be advised that the Court is now using Facebook and Twitter to update the public with important news and announcements.

Follow us on Twitter @USBCNJ, and on Facebook at www.facebook.com/USBCNJ.

JUDGE STERN CASES

Please be advised that all cases previously assigned to Judge Stern have been temporarily assigned to a judge to be announced (TBA), Example: 14-11111-TBA. When filing motions in a TBA case, attorneys must:

- select a date from the TBA hearing date list
- select the **TBA - Courtroom 3A, Newark** hearing location as shown below

The Hearing Judge in TBA cases will default to STECKROTH, DONALD H. Do not change the hearing judge designation.

Hearing Location and Hearing Judge Designation:

Hearing Information

To find the next available date/time/location,

[ClickHere.](#)

Hearing Date:  Hearing Time: 

Location:  Hearing Judge: 

SUBMISSION OF ORDERS

Efilers are reminded that pursuant to D.N.J. LBR 9072-2(c) all proposed forms of order must include an Order Template that substantially complies with the form of [Order Template](#) on the court's web site. Failure to include a template as the first page of an order may delay the processing of an order.

Guidelines regarding order templates:

- The bottom four inches of the template must be blank to allow our software to properly affix the judge's signature.
- When submitting an order in an adversary proceeding in which there are multiple plaintiffs and/or defendants, please abbreviate the caption by using "et als.". You may include a footnote elsewhere in the document that contains the names of all parties.
- The template must include the title of the order.

SUBMISSION OF ORDERS (continued)

- Text vs Scanned PDF's - PDF documents are created by either converting a word processing document to PDF, or by scanning a document and converting it to PDF during the scanning process. Our signature software will not affix a signature to a scanned document. As a result, all orders submitted to the court must be converted to PDF from a word processing document.

Please contact the judge's courtroom deputy or the court's help desk with questions regarding the submission of Orders.

Failure to comply with the above guidelines may result in the unsigned order being returned as defective.

HELP DESK INFORMATION

By telephone:

Camden: 856-361-2301

Newark: 973-645-3366

Trenton: 609-858-9401

By email:

cmecf_help_desk@njb.uscourts.gov