

## INDIVIDUAL PRACTICES OF MAGISTRATE JUDGE LOIS BLOOM

United States District Court  
Eastern District of New York  
225 Cadman Plaza East  
Brooklyn, NY 11201  
718-613-2170

Unless otherwise ordered, matters before Judge Bloom shall be conducted in accordance with the following practices:

### 1. Communications with Chambers

**A. Letters.** Except as provided below, communications with chambers shall be by letter, with copies simultaneously delivered to all parties. The Court will not consider any *ex parte* correspondence, in other words, the Court will not consider any correspondence which has not been served upon the opposing party.

- Copies of correspondence between parties should not be sent to the Court.
- All letters from counsel should be filed electronically. (Courtesy copies should not be submitted.)

**B. Telephone Calls.** Telephone calls to chambers are permitted only in emergency situations requiring immediate attention, such as when a ruling is needed during the course of a deposition where all parties are on the line.

**C. Faxes.** Faxes to chambers are not permitted without prior authorization.

### 2. Electronic Case Filing (ECF)

Pro se parties are automatically exempt from mandatory electronic filing. However, parties represented by counsel in pro se cases must file all submissions electronically and mail the submission to the pro se litigant.

- Courtesy copies should not be submitted to chambers except courtesy copies of motion papers where submissions exceed 25 pages in length.

### 3. Requests for Adjournments or Extensions of Time

All requests for adjournments or extensions of time must be received in writing at least 48 hours before the scheduled conference or relevant deadline and must state: the original date of the conference or deadline; the reason for the request; the number of previous requests for adjournment or extension; whether previous requests were granted or denied; and whether the opposing party consents to the request (and, if not, the reasons given by the opposing party for refusing to consent). If the requested adjournment or extension affects any other scheduled dates, the party must state the proposed revised schedule. For parties represented by counsel, the letter request should be filed under "motion" on the ECF list of civil events.

#### **4. Motions**

**A. Discovery motions.** Discovery motions must comply with Local Civil Rules 6.4 and 37.3.

**B. Dispositive motions.** For dispositive motions, refer to the assigned district judge's individual rules.

#### **5. Interpreter Services**

Interpreter services are generally not provided by the Court in civil cases. If a party speaks a language other than English, the party must make his/her own arrangement to conduct his/her case in English. A party may bring an English-speaking friend or family member to court conferences. However, persons acting as interpreters must translate exactly what is said; they may not speak for or advocate for the party.

#### **6. Change of Address**

Parties shall keep the Court apprised of their current address and telephone number. If a party changes address, he/she shall immediately notify the Court and the opposing party in writing. If a party fails to keep the Court apprised of his/her current address, the case may be dismissed.