

**United States Bankruptcy Court
District of New Mexico**

Federal Building and United States Courthouse
421 Gold Avenue SW, Third Floor
Post Office Box 546
Albuquerque, New Mexico 87103-0546
Telephone: 505-348-2500
Toll free: 866-291-6805

NORMAN H. MEYER, JR.
Clerk of Court
505-348-2450

August 22, 2003

Notice to Practitioners No. 2003-7

Move Update: Clerk's Office New Location as of September 2, 2003

The Clerk's Office and judges' chambers will be relocated over the Labor Day weekend. We will be open for business as usual at our new location on Tuesday, September 2, 2003. The following information should be useful to you:

1. **When We Will Be Closed**

The Clerk's Office will close at 4:30 pm on Friday, August 29, and reopen at 8:30 am on Tuesday, September 2.

2. **Move Updates**

We intend to update the move information line twice each day (at 12 noon and at 6:00 pm), starting on Saturday, August 30, at 12:00 noon. Please call 505-348-2450 to listen to the recording.

3. **Access to Electronic Files via ACE**

The Court's automated systems will be down from Friday, August 29 at 5:00 pm until Tuesday, September 2 at 8:00 am. We will strive to have ACE available sooner. You may call 505-348-2450 for updates over the course of the move weekend.

4. **Access to Pending Case Files**

Pending case files will be packed on Friday, August 29. They will be available again on Tuesday, September 2.

5. **Closed Case Files**

Closed case files will be packed and unavailable from Wednesday, August 20, until Tuesday, September 2.

6. **Telephone Number to Call if Our Telephones Do Not Work On Tuesday**

Our telephone service should be in place well before 8:00 am on Tuesday, September 2. If you call before 8:00 am, you should hear our standard "outside of business hours" message and have the ability to leave a voicemail message. If you call after 8:00 am on Tuesday, September 2, and do not receive our standard "business hours" message which gives the option to press zero and speak directly to a deputy clerk – which you will know if your calls consistently reach only voicemail – you may call 505-401-3779 to obtain assistance. You may also check the move information line (see item 2 above).

7. **Attorney Boxes**

The boxes assigned to attorney offices, the Office of the United States Trustee, and the Chapter 13 Trustee's office will be locked boxes at our new location. If you currently have a box at the intake counter in the Clerk's Office, (1) please retrieve its contents by Friday, August 29, and (2) contact Margaret Armendariz at 505-348-2442 as soon as possible to receive a box assignment and a key. Margaret will e-mail you the form which must be signed before you are given a key to your new box.

8. **New Physical Location**

Customer Service Counter, Office of the Clerk
United States Bankruptcy Court
Dennis Chavez Federal Building and United States Courthouse
500 Gold Avenue SW, Room 10206
Albuquerque, New Mexico

Chambers of Chief Judge Mark B. McFeeley
United States Bankruptcy Court
Dennis Chavez Federal Building and United States Courthouse
500 Gold Avenue SW, Room 13521
Albuquerque, New Mexico

Chambers of Judge James S. Starzynski
United States Bankruptcy Court
Dennis Chavez Federal Building and United States Courthouse
500 Gold Avenue SW, Room 13522
Albuquerque, New Mexico

9. **Same Mailing Address**

The mailing addresses for the Clerk's Office and the judges' offices will not change. The mailing address is PO Box 546, Albuquerque NM 87103-0546.

10. **Same Telephone Numbers**

Our phone numbers will not change.

Clerk's Office main number	505-348-2500 or toll free 866-291-6805
Judge McFeeley's chambers	505-348-2525
Judge Starzynski's chambers	505-348-2420
Voice Case Information System (VCIS)	505-348-2444 or toll free 888-435-7822

11. **Same Location for Clerk's Office Drop Box**

The Clerk's Office drop box will still be located on the west side of Fifth Street SW, between

Gold and Silver Avenues, just south of the Fifth Street entrance to the Dennis Chavez Federal Building and United States Courthouse. Documents placed in the drop box between 4:30 pm on Friday, August 29, and 8:00 am on Tuesday, September 2, will be filed as of 12:00 midnight, August 29.

12. **Addresses to Use When Preparing Notices of Hearings Before Judge McFeeley**

Preliminary hearings: Judge McFeeley's Conference Room, Dennis Chavez Federal Building and United States Courthouse, 500 Gold Avenue SW, Room 13017, Albuquerque, New Mexico.

Final hearings: Sandia Courtroom, Dennis Chavez Federal Building and United States Courthouse, 500 Gold Avenue SW, Room 13007, Albuquerque, New Mexico

Scheduling conferences: Chris Wilson's Office, Dennis Chavez Federal Building and United States Courthouse, 500 Gold Avenue SW, Room 13500, Albuquerque, New Mexico.

13. **Addresses to Use When Preparing Notices of Hearings Before Judge Starzynski**

Preliminary hearings: Judge Starzynski's Hearing Room, Dennis Chavez Federal Building and United States Courthouse, 500 Gold Avenue SW, Room 13102, Albuquerque, New Mexico.

Final hearings: Animas Courtroom, Dennis Chavez Federal Building and United States Courthouse, 500 Gold Avenue SW, Room 13012, Albuquerque, New Mexico.

14. **Same Physical Location for Albuquerque §341 Meetings of Creditors**

Meetings of creditors scheduled in Albuquerque will continue to be held at the Federal Building and United States Courthouse at 421 Gold Avenue SW, Room 102.

NORMAN H. MEYER, JR.
Clerk of Court