

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK

The following procedures are currently in place for filing a **Notice of Removal**:

Pursuant to Federal Rule of Bankruptcy Procedure 9027(a): “A notice of removal shall be filed with clerk for the district and division within which is located the state or federal court where the civil action is pending.” For example, a notice to remove a civil action from a New York State Court located in the Southern District of New York should be filed with the United States District Court for the Southern District of New York. Notices of Removal should not be filed at the Bankruptcy Court. A fee of \$400.00 (\$350.00 fee to commence a new action and \$50.00 administrative fee) and an original plus three copies of the civil cover sheet* must be filed with the District Court.

NOTE: A party seeking to file a **Motion to Withdraw the Reference** should refer to the separate instructions that are posted to this website (*see* “Instructions for Filing a Motion to Withdraw the Reference”).

July 23, 2013

Vito Genna
Clerk of Court

* District Court forms may be obtained from the District Court’s website: www.nysd.uscourts.gov. Click on “**Forms**” and then “**Forms Required to Start an Action.**”