



U.S. Department of Justice

Office of the United States Trustee

Region 2

Eastern District of New York

Brooklyn Office

**PROCEDURES FOR THE SUBMISSION OF REFERRALS TO THE OFFICE OF THE
UNITED STATES TRUSTEE FOR THE EASTERN DISTRICT OF NEW YORK -
BROOKLYN OFFICE BEGINNING OCTOBER 1, 2012**

Beginning October 1, 2012, trustees will e-mail all referrals to the Office of the United States Trustee for the Eastern District of New York for review, as follows:

1. The e-mail address for Brooklyn is USTP.Region02.BR.TFRTDR@usdoj.gov.

(This is the same e-mail address the Trustees utilize for e-mailing the TFRs, TDRs and Retentions.)
2. The subject line of the e-mail containing the referrals must state only **REFERRAL- TRUSTEE'S LAST NAME**. This will allow us to direct the referral to the appropriate staff member.
3. Matters to be referred include: Civil enforcement referrals including §707 (a), §707(b), §727, abusive creditor actions and actions regarding debtor identification, including incorrect social security number.