

IN THE UNITED STATES BANKRUPTCY COURT NOV 18 2015
FOR THE EASTERN DISTRICT OF OKLAHOMA

THERESE BUTHOD, CLERK
United States, Bankruptcy Court
Eastern District of Oklahoma

IN RE:)
)
Amendments to the Local Rules,)
General Orders and Local Forms)
Effective December 1, 2015.)

GENERAL ORDER NO. 15-06

**ORDER REGARDING AMENDMENTS TO THE LOCAL RULES, GENERAL ORDERS
AND LOCAL FORMS EFFECTIVE DECEMBER 1, 2015**


On September 17, 2015 the Judicial Conference approved the revision of most Official Bankruptcy Forms and Director’s Bankruptcy Forms replacing them with revised, reformatted and renumbered versions effective December 1, 2015. As a result, the Bankruptcy Court for the Eastern District of Oklahoma has determined that amendments to the Local Rules, General Orders and Local Forms of this Court are necessary to comply with the approved revision of the Official Forms and Director’s Forms and to correct Local Rules that are inconsistent with current procedures. The individual Local Rules that are amended effective December 1, 2015 are attached hereto as “Exhibit A”. Attached hereto as “Exhibit B” is a redline version of these Amendments which designates the changes made to the existing Local Rules.

IT IS THEREFORE ORDERED that the amendments to this Court’s Local Rules are hereby amended as shown in the attached “Exhibit A” incorporated by reference and are hereby adopted as modified. References to form numbers contained in previous General Orders and Local Forms are modified by this order to reflect the corresponding Modified Official Forms and Directors Forms effective December 1, 2015.

IT IS FURTHER ORDERED that due to the revision of Local Rule 1006-1(A), General Order No. 12-09 Provision for Payment of Filing Fee in Installments is hereby vacated.

IT IS FURTHER ORDERED that this General Order shall take effect **December 1, 2015**.

Dated this Ben day of November, 2015.



Tom R. Cornish
United States Bankruptcy Judge

**SUMMARY OF MODIFIED LOCAL RULES
OF THE UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF OKLAHOMA**

RULE 1002-1. PETITION – GENERAL

A. Specific Requirements.

1. The petition shall conform to the Official Bankruptcy Form 101 Voluntary Petition for Individuals Filing for Bankruptcy or Official Bankruptcy Form 201 Voluntary Petition for Non-Individuals Filing for Bankruptcy.
3. Pursuant to 11 U.S.C. § 362 (i)(1) if the landlord has obtained a judgment for possession of the leasehold prior to the date of the filing of the petition against a debtor/tenant, the debtor must complete and file Official Form 101A Initial Statement about an Eviction Judgment Against You and Official Form 101B Statement of An Eviction Judgment Against you, if applicable. In cases where 11 U.S.C. § 362 (i)(1), is applicable, the Act requires the debtor to deposit with the Clerk of the Court any rent that would become due during the thirty (30) day period after the filing of the bankruptcy petition.
 - a) The debtor shall file and transmit contemporaneously with the petition, and transmit to the Court at same time as filed, a certified cashier's check or money order made payable to the lessor (cash is not accepted), and
 - b) A copy of the judgment for possession.

RULE 1006-1. FILING FEE

- A. Provision for Payment.** Payment of a filing fee shall be in accordance with Local Rules 5080-1 and 5081-1 and the CM/ECF Administrative Guide unless the individual petition is accompanied by an Application for Individuals to Pay the Filing Fee in Installments, prepared as prescribed by the appropriate Official Form 103A, and the first payment equal to no less than 25% of the filing fee for that particular chapter or if individual filing under chapter 7, an application requesting a waiver under 28 U.S.C. §1930(f), prepared as prescribed by the appropriate Official Form B3B 103B Application to Have the Chapter 7 Filing Fee Waived. If debtor makes application to pay in installments, the debtor must certify that they will not make any additional payment or transfer any additional property to an attorney or other person for services in connection with the case until the filing fee is paid in full. An Application for Individuals to Pay the Filing Fee in Installments submitted by a Debtor with a filing fee due from a prior case dismissed within 180 days will result in the entry of an order requiring the

Debtor to pay the filing fees in both cases. Failure to do so shall result in the case being dismissed. In a Chapter 13 case, the installment payments must be made by the Debtor or the Debtor's Attorney directly to the Clerk and not through the Chapter 13 Plan. If a Chapter 13 case is dismissed or converted before confirmation of a plan, any unpaid filing fee shall be paid by the Trustee from any funds on hand in the case.

B. Waiver of Filing Fees. Pursuant to Title 28 U.S.C. § 1930, the Court may waive filing fees in a case under Chapter 7. This Court will waive fees only under very limited circumstances.

The debtor may request a waiver of the filing fee by completing and filing Official Form 103B Application to Have the Chapter 7 Filing Fee Waived with the Clerk of the Court. The Judge may waive the fee only if the debtor's income level is less than 150 per cent of the poverty line applicable to the family size of the debtor and the debtor is unable to pay the fee in installments.

This Court shall not grant waivers of filing fees if an individual is represented by an attorney that has been, or will be, compensated. Representation by an attorney acting pro bono or a legal service attorney that does not charge the debtor will not preclude payment waivers.

The waiver of the filing fee is subject to review, and the Court's ruling waiving the fee may be vacated if developments in the case or administration of the estate demonstrate that the waiver was unwarranted.

If the filing fee of an individual Chapter 7 debtor is waived and that debtor's case is later converted to a case under Chapter 13, the debtor must pay the full Chapter 13 filing fee. The conversion order will give the debtor time in which to either pay the filing fee in full or begin making installment payments.

If an application for filing fee waiver is denied, the order will direct that the debtor either pay the filing fee in full or pay the fee in installments as outlined in the order.

The waiver of filing fees in this case relates to the initial filing fee of a Chapter 7 case, amended schedules and amended matrixes. It will not affect the requirement to pay filing fees for appeals.

RULE 1007-1. LISTS, SCHEDULES AND STATEMENTS

C. Requirement to Obtain Consumer Credit Counseling Prior to Filing Bankruptcy.

1. **Official Forms Required.** Under 11 U.S.C. §§ 109(h) and 521(b), and Bankruptcy Rule 1007-I [Interim](b)(3), an individual debtor must complete Official Form 101, Part 5 Credit

Counseling. (Each spouse must complete Part 5, if a joint petition is filed).

2. Failure to Comply with Credit Counseling Requirements.

- a) **Failure to Complete Official Form 101, Part 5.** If Part 5 is not completed on the petition, the petition will be considered nonconforming and the Clerk shall send a deficiency notice. The Clerk shall be directed to serve a notice of deadline to correct the deficiency. If the debtor fails to complete Part 5 by the deadline set in the notice, the case may be dismissed without further notice.
- b) **Failure to File Certificate.** If Part 5 Box 2 is checked and a conforming credit counseling certificate is not filed within fourteen (14) calendar days from the date the petition is filed, the case may be dismissed without further notice.
- c) **Failure to Summarize Exigent Circumstances.** If Part 5 Box 3 is checked and is not accompanied by a separate sheet summarizing exigent circumstances, the case may be dismissed without further notice.
- d) **Failure to File Motion.** If Part 5 Box 4 is checked and is not accompanied by the required motion for determination by the Court the case may be dismissed without further notice.

E. Creditor List.

1. The list containing the name and address of each creditor required by Bankruptcy Rule 1007(a)(1) (the "Creditor List") shall be filed with the petition in every voluntary case. The official list of creditors for purposes of notice shall be maintained electronically on the CM/ECF System and may be obtained through the CM/ECF System. This list shall be called the creditor "Matrix".
2. The name and address of the Court, Judge, debtor, and debtor's counsel, if any, shall not be listed on the Creditor List. The debtor's ex-spouse, if a creditor, and all parties listed on Official Form 106H Schedule H- Your Codebtors should be included on the list.

- I. Summary of Schedules, Statistical Summary of Certain Liabilities and Exhibits.** In addition to the time limits for filing certain documents set forth in Bankruptcy Rule 1007(c), in an individual voluntary case, the Official Form 106Sum Summary of Your Assets and Liabilities and Certain Statistical Information or in a Non-Individual voluntary case, the Official Form 206Sum Summary of Assets and Liabilities for Non-Individuals shall be filed with the petition, or within fourteen (14) days thereafter. In an involuntary case, the appropriate Official Form 106Sum or 206Sum shall be filed by the debtor within fourteen (14) days of the entry of the order for relief. In a chapter 11 non-individual case, Official Form 201A Attachment to Voluntary Petition for Non-Individuals filing for Bankruptcy Under Chapter 11 shall be filed with the petition.

K. Statement About Your Social Security Numbers. An individual debtor who is not represented by an attorney should submit a Statement About Your Social Security Numbers on the appropriate Official Form 121 to the Clerk at the time of filing the petition. When a case is filed electronically by an attorney, the CM/ECF System will allow for the manual input of the full social security number, thereby negating the need for the original Statement About Your Social Security Numbers to be filed with the Court. The attorney of record shall maintain the original signed statement in accordance with [Local Rule 9011-1](#) for a period of one (1) year after the case is closed.

RULE 1007-2. STATEMENT OF INTENTION FOR INDIVIDUALS FILING UNDER CHAPTER 7

Within thirty (30) days of filing the petition under Chapter 7 or by the § 341 meeting, an individual debtor shall file Official Form 108 Statement of Intention For Individuals Filing Under Chapter 7 with regard to consumer debt secured by property of the estate pursuant to §521(a)(2). If a creditor is required to provide a reaffirmation agreement or other information necessary for the debtor to timely perform his or her statement of intention under 11 U.S.C. § 521(a)(2) and the creditor refuses to provide the agreement or information, then the debtor may, but is not required to, file a motion to compel the creditor to supply the required agreement or information.

RULE 1009-1. AMENDMENTS TO PETITIONS, LISTS AND SCHEDULES AND STATEMENTS

H. Amendments/Corrections to Social Security Number. If the Petition was electronically filed, the Attorney shall electronically file in the CM/ECF System the debtor's Statement About Your Social Security Numbers, Official Form 121, with the corrected social security number using the event Correction of Debtor(s) Social Security Number. (The Debtor(s) must sign and date Official Form 121). The Attorney shall keep the original form for a period of one year after the case is closed. The Clerk shall make the correction to the social security number in the Electronic Case Filing System. The Attorney shall mail a copy of Official Form 121 to all creditors listed on the matrix. The Attorney shall file a certificate of mailing stating that Official Form 121 was mailed to all creditors and state the date it was mailed. Official Form 121 should **not** be attached to the certificate of mailing. An Amendment to the Petition listing the debtor's last four digits of the social security number is necessary only when the correction is being made to one of the last four listed digits. The attorney shall also file [Local Form 1009-1\(H\)](#), Notice of Correction of Social Security Number and mail the Notice to the National Credit Bureau Agencies and file a certificate of mailing stating that the form was mailed to the three national credit reporting agencies at their last known address on their website.

RULE 1019-1. CONVERSION – PROCEDURE FOLLOWING

- C. Filing of Official Form 122 A-C Upon Conversion of Case.** In cases of individual debtors converted to Chapters 11 or 13, the debtor shall file Official Form 122B Chapter 11 Statement of Your Current Monthly Income, or 122C-1 Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period and, if applicable, B122C-2 Chapter 13 Calculation of Your Disposable Income (applicable for the chapter converted to) within fourteen (14) calendar days of entry of the conversion order. In cases converted to Chapter 7 from Chapters 11, 12 or 13, unless otherwise ordered by the Court, the debtor shall file the Official Form 122A-1 Chapter 7 Statement of Your Current Monthly Income and, if applicable, Official Form 122A-2 Chapter 7 Means Text Calculation or Official Form 122A-1Supp Statement of Exemption From Presumption of Abuse Under Sec 707(B)(2) within fourteen (14) calendar days of conversion.

RULE 2016-1. COMPENSATION OF PROFESSIONALS

- A.** The Administrative Office of the U.S. Courts Director's Procedural Form 2030 Disclosure of Compensation of Attorney for Debtor required by 11 U.S.C. § 329(a) and Bankruptcy Rule 2016(b) shall be filed with the petition, but the filing of the statement shall not be a requirement for the commencement of a case under any chapter of the Code.

RULE 2090-1. ADMISSION OF COUNSEL TO THE BANKRUPTCY COURT

- F. Appearance of Child Support Creditor or Representative.** Any attorney not admitted to practice before this Court, who desires to appear on behalf of a child support creditor in a case pending before this Court, shall file a written notice detailing the child support debt, its status and other characteristics simultaneously with the first papers filed on Administrative Office of the U.S. Courts Director's Procedural Form 2810, Appearance of Child Support Creditor or Representative.

RULE 3001-1. TRANSFER OF CLAIM

When a claim is transferred pursuant to Bankruptcy Rule 3001(e)(2) or (e)(4), the notice of transfer of claim shall include a reference to the claim number of the original Proof of Claim for which the transferee shall be substituted for the transferor and the amount of the claim and shall be filed on Administrative Office of the U.S. Courts Director's Procedural Form 2100A Transfer of Claim Other Than for Security.

RULE 3002-1. FILING PROOF OF CLAIM

- A. Proofs of Claim.** All proofs of claim or interest shall be filed electronically using CM/ECF. Parties who have not obtained limited user passwords, or creditors or interest holders not represented by counsel may file a proof of claim or interest through this court's website using Electronic Proof of Claim interface (ePOC). All claims filed shall be filed on Administrative Office of the U.S. Courts Director's Procedural Form 410. The creditor's complete name, address and telephone number shall be provided on the proof of claim. See [Local Rule 5005-1\(A\)](#).

RULE 3020-1. CHAPTER 11 – CONFIRMATION

- D. Pre-Confirmation Obligation.** The Plan proponent of a Chapter 11 shall file [Local Form 3020-1\(D\)\(1\)](#), Certificate on Acceptance of Plan and Report on Payment of Fees. Individual Chapter 11 debtors shall file [Local Form 3020-1\(D\)\(2\)](#), Pre Confirmation Certification Regarding Domestic Support Obligations and Filing of Required Tax Returns prior to the confirmation hearing in compliance with 11 U.S.C. § 101 (14A) or § 129(a)(14).

RULE 4008-1. REAFFIRMATION

- A.** All Reaffirmation Agreements shall substantially conform to the Administrative Office of the U.S. Courts Director's Procedural Form 2400A Reaffirmation Documents or 2400C ALT Reaffirmation Agreement and Official Form 427, Cover Sheet for Reaffirmation Agreement, and shall include the following information: (The remaining list of requirements in this rule remains the same, thus was not included in this summary).

RULE 5005-1. FILING REQUIREMENTS

- G. Sealed Documents.** Documents to be placed under seal should be filed electronically by using the event "Sealed Document". The documents will be filed, sealed and unavailable for public viewing. The filing party must file contemporaneously with the sealed document a Motion to Seal Document from Public Access. If the Motion to Seal Document from Public Access is granted, the related documents will remain under seal and be maintained by the Clerk's Office as a "Sealed Document" until further order of the Court. The Order of the Court authorizing the filing of such documents under seal will be entered electronically by the Clerk's Office. If the documents are sensitive in nature and should only be seen by judicial personnel, the filer

should call the Court prior to filing. If the motion is denied, the documents under seal will be made viewable to the public by the Court and will no longer be under seal.

RULE 5010-1. REOPENING CASES

- G. Reopening Case to File Official Form 423 Certification of Completion of Financial Management Course.** If the certificate of completion of the required financial management course is not filed by the time the case is administratively ready for closing, the case shall be closed without entry of the discharge. If the debtor subsequently completes the requirement, the debtor may file the certificate accompanied by a motion to reopen the case to request entry of discharge along with payment of the required reopening fee.

RULE 7001-1. ADVERSARY PROCEEDING - GENERAL

- A.** An adversary proceeding is commenced by filing a complaint in compliance with Official Form 416D, with Administrative Office of the U.S. Courts Director's Procedural Form 1040 Adversary Proceeding Cover Sheet, and appropriate filing fee set forth in 28 U.S.C. §1930.

RULE 7004-2. SUMMONS

- B.** If the Complaint is filed through the CM/ECF System, the issued Summons is contained as a hyperlink on the Docket Sheet for the filing attorney to complete and serve. Service of a Summons and a Complaint shall be made pursuant to Bankruptcy Rule 7004. [Local Form 7004-2\(B\)](#) Certificate of Service, shall be attached to the Summons and Complaint and filed as an executed Return of Service.

RULE 7054-1. COSTS – TAXATION

The Clerk is not authorized to tax costs unless presented with a judgment that specifically awards costs to the party seeking costs. The party must present the Clerk with an Administrative Office of the U.S. Courts Director's Procedural Form 2630, Bill of Costs.

RULE 7069-1. EXECUTION.

- B. Registration of Judgment from Another District.** Judgments entered in another district may be registered in this district prior to or at the time a writ of execution or garnishment is sought by filing, with the clerk, a copy of the judgment (including any bill of costs entered), accompanied by the miscellaneous proceeding fee and the Administrative Office of the U.S. Courts Director's Procedural Form 2650 Certification of Judgment for Registration in Another District, or a certified copy of an order allowing the judgment to be registered in this district.

RULE 8003-1. NOTICE OF APPEAL.

- B.** An appeal is commenced to the District court or Bankruptcy Appellate Panel by the timely filing of a notice of appeal which should conform to Official Form 417A and appropriate filing fee set forth in 28 U.S.C. §1930. See Bankruptcy Rule 8003.

RULE 8005-1. ELECTION TO HAVE AN APPEAL HEARD BY THE DISTRICT COURT INSTEAD OF THE BAP

If appellant elects to have the appeal heard in District Court pursuant to 28 U.S.C. §158(c)(1) that fact must be clearly marked on Official Form 417A, which must be used for filing the notice of appeal. Any other party electing to have the appeal heard in the District Court must serve and file Official Form 417B with the Clerk of the BAP clearly marking the election no later than thirty (30) days from service of the notice of appeal.

RULE 9010-1. ATTORNEYS – NOTICE OF APPEARANCE

- A. Entry of Appearance.** An attorney appearing for a party in a case or adversary proceeding who desires to receive notices pursuant to Bankruptcy Rule 2002(g) must file an entry of appearance requesting notices.

3. **Subsequent Entry of Appearance.** An attorney who subsequently enters an appearance in a case on behalf of a pro se debtor, or substitute counsel for a debtor, shall file Administrative Office of the U.S. Courts Director's Procedural Form B2030 Disclosure of Compensation of Attorney for Debtor pursuant to 11 U.S.C. § 329(a) and Bankruptcy Rule 2016(b).

RULE 9013-4. APPLICATIONS

C. Relief that may be sought by application includes, but is not limited to:

1. Application by an Individual to Pay the Filing Fee in Installments (Bankruptcy Rule 1006(b)(1));
2. Application for Employment of Professionals (Bankruptcy Rule 2014(a));
3. Application for Entry of Final Decree on Consummation of Chapter 11 Plan (Bankruptcy Rule 2015(a)(6));
4. Application for Appointment of Creditors' Committee (Bankruptcy Rule 2007(a))
5. Application for Compensation for Services Rendered and Reimbursement of Expenses (Bankruptcy Rule 2016(a));
6. Application by U.S. Attorney or attorney appointed by the Court for Notice as to Criminal Contempt (Bankruptcy Rule 9020(a)(2));
7. Application for Removal (Bankruptcy Rule 9027(a));
8. Application to Shorten Time for Notice (Bankruptcy Rule 9006(d)); and
9. Application to have the Chapter 7 Filing Fee Waived (28 U.S.C. Sec. 1930(f)).

**REDLINE VERSION OF THE SUMMARY OF MODIFIED LOCAL RULES
OF THE UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF OKLAHOMA**

RULE 1002-1. PETITION – GENERAL

A. Specific Requirements.

1. The petition shall conform to the Official Bankruptcy Form 101 Voluntary Petition for Individuals Filing for Bankruptcy or Official Bankruptcy Form 201 Voluntary Petition for Non-Individuals Filing for Bankruptcy.
3. Pursuant to 11 U.S.C. § 362 (i)(1) if the landlord has obtained a judgment for possession of the leasehold prior to the date of the filing of the petition against a debtor/tenant, the debtor's ~~petition~~ must complete and file Official Form 101A Initial Statement about an Eviction Judgment Against You and Official Form 101B Statement of An Eviction Judgment Against you, if applicable. ~~indicate whether the pre-petition judgment for possession has been obtained and may assert that a right to cure is available under state law.~~ In cases where 11 U.S.C. § 362 (i)(1), is applicable, the Act requires the debtor to deposit with the Clerk of the Court any rent that would become due during the thirty (30) day period after the filing of the bankruptcy petition.
 - a) The debtor shall file and transmit contemporaneously with the petition, and transmit to the Court at same time as filed, a certified cashier's check or money order made payable to the lessor (cash is not accepted), and
 - b) A copy of the judgment for possession.

RULE 1006-1. FILING FEE

- A. Provision for Payment.** Payment of a filing fee shall be in accordance with Local Rules 5080-1 and 5081-1 and the CM/ECF Administrative Guide unless the individual petition is accompanied by an Application for Individuals to Pay the Filing Fee in Installments, prepared as prescribed by the appropriate Official Form ~~B3A~~ 103A, and the first payment equal to no less than 25% of the filing fee for that particular chapter or if individual filing under chapter 7, an application requesting a waiver under 28 U.S.C. §1930(f), prepared as prescribed by the appropriate Official Form ~~B3B~~ 103B Application to Have the Chapter 7 Filing Fee Waived. If debtor makes application to pay in installments, the debtor must certify that they will not make any additional payment or transfer any additional property to an attorney or other person for services in connection with the case until the filing fee is paid in full. An Application for Individuals to Pay the Filing Fee in Installments submitted by a Debtor with a filing fee due

from a prior case dismissed within 180 days will result in the entry of an order requiring the Debtor to pay the filing fees in both cases. Failure to do so shall result in the case being dismissed. In a Chapter 13 case, the installment payments must be made by the Debtor or the Debtor's Attorney directly to the Clerk and not through the Chapter 13 Plan. If a Chapter 13 case is dismissed or converted before confirmation of a plan, any unpaid filing fee shall be paid by the Trustee from any funds on hand in the case.

- B. Waiver of Filing Fees.** Pursuant to Title 28 U.S.C. § 1930, the Court may waive filing fees in a case under Chapter 7. This Court will waive fees only under very limited circumstances.

The debtor may request a waiver of the filing fee by completing and filing Official Form ~~B3B~~ 103B Application to Have the Chapter 7 Filing Fee Waived with the Clerk of the Court. The Judge may waive the fee only if the debtor's income level is less than 150 per cent of the poverty line applicable to the family size of the debtor and the debtor is unable to pay the fee in installments.

This Court shall not grant waivers of filing fees if an individual is represented by an attorney that has been, or will be, compensated. Representation by an attorney acting pro bono or a legal service attorney that does not charge the debtor will not preclude payment waivers.

The waiver of the filing fee is subject to review, and the Court's ruling waiving the fee may be vacated if developments in the case or administration of the estate demonstrate that the waiver was unwarranted.

If the filing fee of an individual Chapter 7 debtor is waived and that debtor's case is later converted to a case under Chapter 13, the debtor must pay the full Chapter 13 filing fee. The conversion order will give the debtor time in which to either pay the filing fee in full or begin making installment payments.

If an application for filing fee waiver is denied, the order will direct that the debtor either pay the filing fee in full or pay the fee in installments as outlined in the order.

The waiver of filing fees in this case relates ~~only~~ to the initial filing fee of a Chapter 7 case, ~~Such waiver will not affect the requirement to pay filing fees for~~ amended schedules and amended matrixes. ~~nor will~~ It will not affect the requirement to pay filing fees for appeals.

RULE 1007-1. LISTS, SCHEDULES AND STATEMENTS

- C. Requirement to Obtain Consumer Credit Counseling Prior to Filing Bankruptcy.**
4. **Official Forms Required.** Under 11 U.S.C. §§ 109(h) and 521(b), and Bankruptcy Rule 1007-I [Interim](b)(3), an individual debtor must ~~designate on complete~~ ~~Voluntary Petition, in the~~

~~designated box, that Exhibit D~~ Official Form 101, Part 5 Credit Counseling. ~~has been completed, and signed by the debtor~~ (Each spouse must complete ~~a separate Exhibit D Part 5~~, if a joint petition is filed).

5. Failure to Comply with ~~Exhibit D Credit Counseling~~ Requirements.

- a) **Failure to ~~File Exhibit D Complete Official Form 101, Part 5~~.** If a ~~signed Exhibit D Part 5~~ is not ~~completed filed with~~ on the petition, the petition will be considered nonconforming and the Clerk shall send a deficiency notice. The Clerk shall be directed to serve a notice of deadline to correct the deficiency. If the debtor fails to ~~file Exhibit D complete Part 5~~ by the deadline set in the notice, the case may be dismissed without further notice ~~of hearing~~.
- b) **Failure to File Certificate.** If ~~Exhibit D Part 5~~ Box 2 is checked and a conforming credit counseling certificate is not filed within fourteen (14) calendar days from the date the petition is filed, the case may be dismissed without further notice ~~of hearing~~.
- c) **Failure to Summarize Exigent Circumstances.** If ~~Exhibit D Part 5~~ Box 3 is checked and is not accompanied by a ~~separate sheet summarizing of~~ exigent circumstances, the case may be dismissed without further notice ~~of hearing~~.
- d) **Failure to File Motion.** If ~~Exhibit D Part 5~~ Box 4 is checked and is not accompanied by the required motion for determination by the Court the case may be dismissed without further notice ~~of hearing~~.

E. Creditor List.

6. The list containing the name and address of each creditor required by Bankruptcy Rule 1007(a)(1) (the "Creditor List") shall be filed with the petition in every voluntary case. The official list of creditors for purposes of notice shall be maintained electronically on the CM/ECF System and may be obtained through the CM/ECF System. This list shall be called the creditor "Matrix".
7. The name and address of the Court, Judge, debtor, and debtor's counsel, if any, shall not be listed on the Creditor List. The debtor's ex-spouse, if a creditor, and all parties listed on **Official Form 106H** Schedule H- **Your** Codebtors should be included on the list.

- I. **Summary of Schedules, Statistical Summary of Certain Liabilities and Exhibits.** In addition to the time limits for filing certain documents set forth in Bankruptcy Rule 1007(c), in **an individual** voluntary case, the **Official Form 106Sum** Summary ~~of Schedules, Statistical Summary of Certain Liabilities,~~ of Your Assets and Liabilities and Certain Statistical Information or in a Non-Individual voluntary case, the **Official Form 206Sum** Summary of Assets and

Liabilities for Non-Individuals and Exhibits A, B, and C of the Official form of petition shall be filed with the petition, or within fourteen (14) days thereafter. In an involuntary case, the appropriate Official Form 106Sum or 206Sum Summary of Schedules, Statistical Summary of Certain Liabilities, and Exhibits A, B and C shall be filed by the debtor within fourteen (14) days of the entry of the order for relief. In a chapter 11 non-individual case, Official Form 201A Attachment to Voluntary Petition for Non-Individuals filing for Bankruptcy Under Chapter 11 shall be filed with the petition.

- K. Statement About Your ~~of~~ Social Security Numbers.** An individual debtor who is not represented by an attorney should submit a Statement About Your ~~of~~ Social Security Numbers on the appropriate Official Form ~~B21~~ 121 to the Clerk at the time of filing the petition. When a case is filed electronically by an attorney, the CM/ECF System will allow for the manual input of the full social security number, thereby negating the need for the original Statement About Your ~~of~~ Social Security Numbers to be filed with the Court. The attorney of record shall maintain the original signed statement in accordance with [Local Rule 9011-1](#) for a period of one (1) year after the case is closed.

RULE 1007-2. STATEMENT OF INTENTION FOR INDIVIDUALS FILING UNDER CHAPTER 7

Within thirty (30) days of filing the petition under Chapter 7 or by the § 341 meeting, an individual debtor shall file Official Form 108 Statement of Intention For Individuals Filing Under Chapter 7 with regard to consumer debt secured by property of the estate pursuant to §521(a)(2). If a creditor is required to provide a reaffirmation agreement or other information necessary for the debtor to timely perform his or her statement of intention under 11 U.S.C. § 521(a)(2) and the creditor refuses to provide the agreement or information, then the debtor may, but is not required to, file a motion to compel the creditor to supply the required agreement or information.

RULE 1009-1. AMENDMENTS TO PETITIONS, LISTS AND SCHEDULES AND STATEMENTS

- H. Amendments/Corrections to Social Security Number.** If the Petition was electronically filed, the Attorney shall electronically file in the CM/ECF System the debtor's Statement About Your ~~of~~ Social Security Numbers, Official Form ~~B21~~ 121, with the corrected social security number using the event Correction of Debtor(s) Social Security Number. (The Debtor(s) must sign and date Official Form ~~B21~~ 121). The Attorney shall keep the original form for a period of one year after the case is closed. The Clerk shall make the correction to the social security number in the Electronic Case Filing System. The Attorney shall mail a copy of Official Form ~~B21~~ 121 to all creditors listed on the matrix. The Attorney shall file a certificate of mailing stating that Official Form ~~B21~~ 121 was mailed to all creditors and state the date it was mailed. Official Form ~~B21~~ 121 should **not** be attached to the certificate of mailing. An Amendment to the Petition listing the debtor's last four digits of the social security number is necessary only when the correction

is being made to one of the last four listed digits. The attorney shall also file [Local Form 1009-1\(H\)](#), Notice of Correction of Social Security Number and mail the Notice to the National Credit Bureau Agencies and file a certificate of mailing stating that the form was mailed to the three national credit reporting agencies at their last known address on their website.

RULE 1019-1. CONVERSION – PROCEDURE FOLLOWING

- C. Filing of Official ~~Bankruptcy~~ Form ~~B22A-C~~ 122 A-C Upon Conversion of Case.** In cases of individual debtors converted to Chapters 11 or 13, the debtor shall file Official ~~Bankruptcy~~ Form ~~22~~ 122B Chapter 11 Statement of Your Current Monthly Income, or 122C-1 Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period and, if applicable, B122C-2 Chapter 13 Calculation of Your Disposable Income (applicable for the chapter converted to) within fourteen (14) calendar days of entry of the conversion order. In cases converted to Chapter 7 from Chapters 11, 12 or 13, unless otherwise ordered by the Court, the debtor shall file the Official ~~Bankruptcy~~ Form ~~22~~ 122A-1 “Chapter 7 Statement of Your Current Monthly Income ~~and Means Test Calculation for Use in Chapter 7~~” and, if applicable, Official Form 122A-2 Chapter 7 Means Text Calculation or Official Form 122A-1Supp Statement of Exemption From Presumption of Abuse Under Sec 707(B)(2) within fourteen (14) calendar days of conversion.

RULE 2016-1. COMPENSATION OF PROFESSIONALS

- A. The Administrative Office of the U.S. Courts Director’s Procedural Form 2030 Disclosure of Compensation of Attorney for Debtor ~~statement~~** required by 11 U.S.C. § 329(a) and Bankruptcy Rule 2016(b) shall be filed with the petition, but the filing of the statement shall not be a requirement for the commencement of a case under any chapter of the Code.

RULE 2090-1. ADMISSION OF COUNSEL TO THE BANKRUPTCY COURT

- F. Appearance of Child Support Creditor or Representative.** Any attorney not admitted to practice before this Court, who desires to appear on behalf of a child support creditor in a case pending before this Court, shall file a written notice detailing the child support debt, its status and other characteristics simultaneously with the first papers filed on Administrative Office of the U.S. Courts Director’s Procedural Form ~~281~~ 2810, Appearance of Child Support Creditor or Representative.

RULE 3001-1. TRANSFER OF CLAIM

When a claim is transferred pursuant to Bankruptcy Rule 3001(e)(2) or (e)(4), the notice of transfer of claim shall include a reference to the claim number of the original Proof of Claim for which

the transferee shall be substituted for the transferor and the amount of the claim and shall be filed on Administrative Office of the U.S. Courts Director's Procedural Form ~~210A~~ 2100A Transfer of Claim Other Than for Security.

RULE 3002-1. FILING PROOF OF CLAIM

- A. Proofs of Claim.** All proofs of claim or interest shall be filed electronically using CM/ECF. ~~except by parties~~ Parties who have not obtained limited user passwords, or creditors or interest holders not represented by counsel may file a proof of claim or interest through this court's website using Electronic Proof of Claim interface (ePOC). ~~and~~ All claims filed shall be filed on Administrative Office of the U.S. Courts Director's Procedural Form ~~B10~~ 410. The creditor's complete name, address and telephone number shall be provided on the proof of claim. See [Local Rule 5005-1\(A\)](#).

RULE 3020-1. CHAPTER 11 – CONFIRMATION

- D. Pre-Confirmation Obligation.** The Plan proponent of a Chapter 11 shall file [Local Form 3020-1\(D\)\(1\)](#), Certificate of Acceptance of Plan, and Report of Payment of Fees. Individual Chapter 11 debtors shall file [Local Form 3020-1\(D\)\(2\)](#), Pre Confirmation Certification ~~for Confirmation~~ Regarding Domestic Support Obligations and Filing of Required Tax Returns prior to the confirmation hearing in compliance with 11 U.S.C. § 101 (14A) or § 129(a)(14).

RULE 4008-1. REAFFIRMATION

- A.** All Reaffirmation Agreements shall substantially conform to the Administrative Office of the U.S. Courts Director's Procedural Form ~~B240A~~ 2400A Reaffirmation Documents or 2400C ALT Reaffirmation Agreement and Official Form ~~B27~~ 427, Cover Sheet for Reaffirmation Agreement ~~Cover Sheet~~, and shall include the following information: (The remaining list of requirements in this rule remains the same, thus was not included in this summary).

RULE 5005-1. FILING REQUIREMENTS

- G. Sealed Documents.** Documents to be placed under seal should be filed electronically by using the event "Sealed Document". The documents will be filed, sealed and unavailable for public

viewing. The filing party must file contemporaneously with the sealed document a Motion to Seal Document from Public Access to be filed. ~~shall be filed electronically without attaching the documents that are subject to the Motion. Contemporaneously, with the filing of the Motion to file documents to be filed under seal, the filing user shall submit documents that are requested to be placed under seal with the Court for its review by using the docket event sealed document.~~ If the Motion to Seal File Documents From Public Access Under Seal is granted, the related documents will remain under seal and be maintained by the Clerk's Office as a "Sealed Document" until further order of the Court. The Order of the Court authorizing the filing of such documents under seal will be entered electronically by the Clerk's Office. ~~A copy of the order shall be attached to the document under seal as an attachment by the Clerk's office.~~ If the documents are sensitive in nature, ~~they and~~ should only be seen by judicial personnel, the filer should call the Court prior to filing. If the motion is denied, the documents under seal will be made viewable to the public by the Court and will no longer be under seal.

RULE 5010-1. REOPENING CASES

- G. Reopening Case to File Official Bankruptcy Form 423 "Certification of Completion of Financial Management Course."** If the certificate of completion of the required financial management course is not filed by the time the case is administratively ready for closing, the case shall be closed without entry of the discharge. If the debtor subsequently completes the requirement, the debtor may file the certificate accompanied by a motion to reopen the case to request entry of discharge along with payment of the required reopening fee.

RULE 7001-1. ADVERSARY PROCEEDING - GENERAL

- A.** An adversary proceeding is commenced by filing a complaint in compliance with Official Form 416D, with cover sheet (Official Form B-104 Administrative Office of the U.S. Courts Director's Procedural Form 1040 Adversary Proceeding Cover Sheet), and appropriate filing fee set forth in 28 U.S.C. §1930.

RULE 7004-2. SUMMONS

- B.** If the Complaint is filed through the CM/ECF System, the issued Summons is contained as a hyperlink ~~in~~ on the ~~Notice of Electronic Filing, or NEF, of the complaint Docket Sheet~~ for the filing attorney to complete and serve. Service of a Summons and a Complaint shall be made pursuant to Bankruptcy Rule 7004. [Local Form 7004-2\(B\)](#) Certificate of Service, shall be

attached to the Summons and Complaint and filed as an executed Return of Service.

RULE 7054-1. COSTS – TAXATION

The Clerk is not authorized to tax costs unless presented with a judgment that specifically awards costs to the party seeking costs. The party must present the Clerk with an Administrative Office of the U.S. Courts Director's Procedural Form ~~B263~~ 2630, Bill of Costs.

RULE 7069-1. EXECUTION.

- B. Registration of Judgment from Another District.** Judgments entered in another district may be registered in this district prior to or at the time a writ of execution or garnishment is sought by filing, with the clerk, a copy of the judgment (including any bill of costs entered), accompanied by the miscellaneous proceeding fee and the Administrative Office of the U.S. Courts Director's Procedural Form ~~B265~~ 2650 "Certification of Judgment for Registration in Another District", or a certified copy of an order allowing the judgment to be registered in this district.

RULE 8003-1. NOTICE OF APPEAL.

- B.** An appeal is commenced to the District court or Bankruptcy Appellate Panel by the timely filing of a notice of appeal ~~on or~~ which should conform to Official Form ~~B17~~ 417A and appropriate filing fee set forth in 28 U.S.C. §1930. See Bankruptcy Rule 8003.

RULE 8005-1. ELECTION TO HAVE AN APPEAL HEARD BY THE DISTRICT COURT INSTEAD OF THE BAP

If appellant elects to have the appeal heard in District Court pursuant to 28 U.S.C. §158(c)(1) that fact must be clearly marked on Official Form ~~B17~~ 417A, which must be used for filing the notice of appeal. Any other party electing to have the appeal heard in the District Court must serve and file Official Form ~~B17~~ 417B with the Clerk of the BAP clearly marking the election no later than thirty (30) days from service of the notice of appeal.

RULE 9010-1. ATTORNEYS – NOTICE OF APPEARANCE

- A. Entry of Appearance.** An attorney appearing for a party in a case or adversary proceeding who desires to receive notices pursuant to Bankruptcy Rule 2002(g) must file an entry of appearance requesting notices.

8. **Subsequent Entry of Appearance.** An attorney who subsequently enters an appearance in a case on behalf of a pro se debtor, or substitute counsel for a debtor, shall file **Administrative Office of the U.S. Courts Director's Procedural Form B2030** Disclosure of Compensation of Attorney **for Debtor** pursuant to 11 U.S.C. § 329(a) and Bankruptcy Rule 2016(b).

RULE 9013-4. APPLICATIONS

C. Relief that may be sought by application includes, but is not limited to:

1. Application **by an Individual** to Pay **the** Filing Fee in Installments (Bankruptcy Rule 1006(b)(1));
2. Application for Employment of Professionals (Bankruptcy Rule 2014(a));
3. Application for Entry of Final Decree on Consummation of Chapter 11 Plan (Bankruptcy Rule 2015(a)(6));
4. Application for Appointment of Creditors' Committee (Bankruptcy Rule 2007(a))
5. Application for Compensation for Services Rendered and Reimbursement of Expenses (Bankruptcy Rule 2016(a));
6. Application by U.S. Attorney or attorney appointed by the Court for Notice as to Criminal Contempt (Bankruptcy Rule 9020(a)(2));
7. Application for Removal (Bankruptcy Rule 9027(a)); **and**
8. Application to Shorten Time for Notice (Bankruptcy Rule 9006(d)); **and**
9. **Application to have the Chapter 7 Filing Fee Waived (28 U.S.C. Sec. 1930(f)).**