

This is termed a "guide." Thus, it is not a definitive statement on proper Bankruptcy Procedure. Bankruptcy statutes, rules and procedures are extremely complex and subject to a variety of interpretations and applications.

Guide to Rules, Proceedings and Hearings U.S. Bankruptcy Court Eastern District of Oklahoma

Type of Proceeding	Rule	Code §	Pleadings to be filed	Objection requirement or Notice of hearing requirement	Notice sent to Whom?	Filing Fee (If Applicable) or comments
Abandonment, (Compel) Request by Party in Interest	6007(b)	554(b)	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	\$199.00
Abandonment Request by Trustee or Debtor in Possession (Chapter 11)	6007(a)	554(a)	Notice of Intent Certificate of Mailing	14 days to object	All creditors (2) if more than \$1000.00	
Abandonment Request by Trustee or Debtor in Possession (Chapter 11)	6007(a) LR6007-(1)(A)(1)	554(a)	Notice of Intent Certificate of Mailing		LR6007-(1)(A)(1) Report of Intent to Abandon	
Abstention	5011	305	Motion Notice 420C Certificate of Mailing	7 days prior to hearing to object	Parties in interest (1)	

			Proposed Order			
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Access to Tax Documents	4002	521	Motion Notice 420A Certificate of Mailing	14 days to Object Court to prepare order LR 40021(C)	Debtor, Debtor's Counsel, Trustee, UST per LR 40021(C)	
Access to Documents		107(c)(2)	Motion Certificate of Service	The Court may rule ex parte or set for hearing	Parties in interest (1)	
Adequate Protection	4001	361	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1) + 20 largest unsecured creditors if no committee was appointed (1)	Proposed Order must be attached to this type of Motion and Mailed to all creditors.
Administrative Expenses		503	Application Notice 420A-1 Certificate of Mailing Proposed Order	14 days to object 21 days Notice of the hearing	Parties in interest (1)	
Amend Petition to Add or change Name	LR1009		Application Certificate of Mailing Proposed Order	Court to Rule ex parte	All creditors (2)	

Appeal	8001 8002 8004	Title 28 § 158	Notice of Appeal	Filed within 14 days of the entry of judgment or order being appealed	Parties in interest (1)	\$298.00
Appeal, filed with Motion For Leave to Appeal	8001 8002 8004	Title 28 § 158	Notice of Appeal Motion	14 days to respond per 8003(a) and	Parties in interest (1)	\$5.00 if filed with Motion for

				filed within 14 days of the entry of judgement/or der to be appealed		Leave to Appeal \$293.00 if Motion is granted
Appointment Consumer Privacy Ombudsman		332(a) 363(b)(1) (B)	Motion Certificate of Mailing Proposed Order	Court to Enter Order 7 days prior to hearing 332(a)	Parties in interest (1)	
Appointment, Creditors Committee	2007	1102	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
Appointment, Interim Trustee in Involuntary Case	2001	303	Motion Notice 420C Certificate of Mailing Proposed Order	7 days to object prior to hearing	Parties in interest (1)	

Assume, Assign or Reject Executory Contract or Unexpired Lease	6006 9014	365	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1) See LR 6006-1	
Automatic Stay, Confirming Termination	LR 40011(G)	362(j)	Motion Certificate of Mailing Proposed Order	Court will consider ex parte or may set for hearing	Parties in interest (1)	
Automatic Stay, Extend		362(c)(3) (B)	Motion Notice 420G Certificate of Mailing Proposed Order	Court to determine hearing and obj date to be completed before 30 day from petition.	Parties in interest (1)	
Automatic Stay, Confirming Absence		362(c) (4)(A)(ii)	Motion Certificate of Mailing Proposed Order	Court will consider ex parte or may set for	Parties in interest (1)	

				hearing		
Automatic Stay, take effect after has been imposed		362(c) (4)(B)	Motion (filed w/in 30 days of petition) Notice 420G Certificate of Mailing	Court to determine hearing and obj date to be completed before 30 day from petition	Parties in interest (1)	

Automatic Stay, Lift or Modify	4001(a) (1)	362(c)(3) (B)	Motion Notice 420A-2 Certificate of Mailing Proposed Order	14 days to object Hearing to be held 30 days from filing the motion	Parties in interest (1)	\$199.00
Avoid Lien	4003(d)	522(f)	Motion Local Form 4003-2 Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1) Must include the lien holder	
Avoid Lien Household Goods	4003	522(f)	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1) Must include the lien holder	
Cash Collateral, Prohibit or Condition Use of	4001(b)	363	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1) + 20 largest unsecured creditors if no committee was appointed, Rule 4001(b) (1)(1)	Proposed Order must be attached to this type of Motion and Mailed to all creditors.

Cash Collateral, Prohibit or Condition Use of (Creditor)	4001(b)	363	Motion Notice 420C Certificate of Mailing Proposed Order	7 days to object prior to hearing	Parties in interest (1) + 20 largest unsecured creditors if no committee was appointed, Rule 4001(b) (1)(1)	Proposed Order must be attached to this type of Motion and Mailed to all creditors.
Claim, Assignment	3001(e)		Assignment of Claim	Order and Notice given to parties by the court giving 21 days to object to assignment. Assignment made after objection time expires.	Parties in interest (1) transferee transferor Transferor must match the claimant	
Claim, Objection to	3007	502	Objection to Claim Notice 420B-2 Certificate of Mailing Proposed Order	30 days Notice to Object and Notice of hearing Court May Not hold hearing if No Objection filed	Parties in interest (1)	
Compel			Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	

Compensation Over \$1,000.00 If fee Request is More than \$1750.00(Ch7) Attorney Must file an Application on Local Form 2016-1(C)* and Notice 420E	2002(a) (6) 2016(a)	330 331 328	Application Local Form 2016-1(C) Notice 420E Certificate of Mailing Proposed Order - *IF they type their own, content should comply with 2016-1(C)	14 days to object 21 days notice of the hearing Court may hold hearing even if no objection	All creditors (2) 2002(a) (6)	
Compensation Under \$1,000.00	2016(a)	330 331 328	Application Local Form 2016-1(C) Notice 420E Certificate of Mailing Proposed Order - *IF they type their own, content should comply with 2016-1(C)	14 days to object 21 days notice of the hearing Court may hold hearing even if no objection	Parties in interest (1) Per 330	
Compensation Chapter 13 Debtor Attorney Request under \$3,750.00. ----- If fee Request is More than \$3,750.00 Attorney Must file an Application on Local Form 2016-1(C)* and Notice 420E	2002(a) (6) 2016	330 331 328	Noticed through plan. Plan must specify total fees paid in summary and Attorney Compensation.	28 day notice of Plan confirmation hearing, Rule 2002(b) ----- 14 days to object 21 days notice of the hearing Court may hold hearing even if no objection	All creditors (2) 2002(b)	

Compensation Chapter 13 Post Confirmation Modification Fees Attorney Must file an Application on Local Form 2016-1(C)* and Notice 420E if requested fee in addition to original fee making total fee over \$3750.00	2002(a)(6) 2016	330 331 328	Application Local Form 2016-1(C) Notice 420E Certificate of Mailing Proposed Order - *IF they type their own, content should comply with 2016-1(C)	14 days to object 21 days notice of the hearing Rule 2002(a)(5) Court may hold hearing even if no objection	All creditors (2) 2002(b)	
Compromise or Settlement	2002(a)(3) 9019		Motion Notice 420A-1 Certificate of Mailing Proposed Order	14 days to object 21 days notice of a hearing	All creditors (2) Rule 2002(a)(3)(2)	Proposed Order must be attached to this type of Motion and Mailed to all creditors.
Consolidation	1015	302	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	
Contempt	9020	105	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
Conversion						
Chapter 7 to 11 Debtor	9013 1017(f)	706(a)(d)	Motion Local Form 1017-1(A)(1)(a) Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	\$922.00 due at the time of conversion

Chapter 7 to 11 Party	9014 1017(f)	706(b) (d)	Motion Local Form 1017-1(A)(2)(a) Notice 420A	14 days to object	All creditors (2)	No fee due at the time of conversion if filed by a party
			Certificate of Mailing Proposed Order			
Chapter 7 to 12 Debtor	9013 1017(f)	706(a) (d)	Motion Local Form 1017- 1(A)(1)(a) Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	
Chapter 7 to 12 Party	Prohibited 706(c) if debtor does not consent					
Chapter 7 to 13 Debtor	9013 706(c)	706(a) (d)	Motion Local Form 1017- 1(A)(1)(a) Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	
Chapter 7 to 13 Party	Prohibited 706(c) if debtor does not consent					
Chapter 11 to 7 Debtor	9013 1017(f)	1112(a) (f)	Motion Local Form 1017- 1(B)(1)(a) Certificate of Mailing	absolute right	Parties in interest (1)	\$15.00 due at time Motion is filed

			Proposed Order			
Chapter 11 to 7 Party	9014 1017(f)	1112(b)	Motion Local Form 1017- 1(B)(2)(a) Call the Court for the Notice to Use Certificate of Mailing Proposed Order	21 days to object	All creditors (2)	\$15.00 due at time Motion is filed
Chapter 11 to 12 Debtor	9014 1017(f)	1112(d) (f)	Motion Local Form 1017- 1(C)(1)(a) Call the Court for the Notice to Use Certificate of Mailing Proposed Order	21 days to object	All creditors (2)	
Chapter 11 to 12 Party	Prohibited 1112(d) if debtor does not consent					
Chapter 11 to 13 Debtor	9014 1017(f)	1112(d)	Motion Local Form 1017- 1(C)(1)(a) Call the Court for the Notice to Use Certificate of Mailing Proposed Order	21 days to object	All creditors (2)	
Chapter 11 to 13 Party	Prohibited 1112(d) if debtor does not consent					

Chapter 12 to 7 Debtor	9013 1017(f)	1208(a)	Notice of Conversion Local Form 1017-1(D)(1)(a) Certificate of Mailing	Absolute right	Parties in interest (1)	\$60.00 due at time Notice is filed
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Chapter 12 to 7 Party	9014 1017(f)	1208(d)(e)	Motion Local Form 1017-1(D)(2)(a) Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	\$60.00 due at time Motion is filed
Chapter 12 to 11 Debtor	9014 1017(f)	1208(d)(e)	Motion Local Form 1017-1(E)(1)(a) Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	
Chapter 12 to 11 Party	9014 1017(f)	1208(d)(e)	Motion Local Form 1017-1(E)(1)(a) Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	
Chapter 12 to 13 Debtor	9014 1017(f)	1208(d)(e)	Motion Local Form 1017-1(E)(1)(a) Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	
Chapter 12 to 13 Party	9014 1017(f)	1208(d)(e)	Motion Local Form 1017-1(E)(1)(a) Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	

			Notice 420A Certificate of Mailing Proposed Order			
Chapter 13 to 7 Debtor	9013 1017(f)	1307(a)	Notice of Conversion Local Form 1017-1(D)(1)(a) Certificate of Mailing	absolute right	Parties in interest (1)	\$25.00 due at time Notice is filed
Chapter 13 to 7 Party	9014 1017(f)	1307 (c) (e)(f)	Motion Local Form 1017-	14 days to object	All creditors	\$25.00 at time of

			1(D)(2)(a) Notice 420A Certificate of Mailing Proposed Order		(2)	motion is filed
Chapter 13 to 11 Debtor	9014 1017(f)	1307 (d) (e)(f)	Motion Local Form 1017- 1(F)(1)(a) Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	\$932.00 due at the time of conversion
Chapter 13 to 11 Party NOTE: Prohibited if Debtor is a Farmer	9014 1017(f)	1307 (d) (e)(f)	Motion Local Form 10171(F)(1)(a) Must be before Confirmation Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	\$932.00 due at the time of conversion
Chapter 13 to 12 Debtor	9014 1017(f)	1307 (d) (e)(f)	Motion Local Form 1017- 1(F)(1)(a)	14 days to object	All creditors (2)	

			Notice 420A Certificate of Certificate of Mailing Proposed Order			
Chapter 13 to 12 Party NOTE: Prohibited unless Debtor consents	9014 1017(f)	1307 (d) (e)(f)	Motion Local Form 10171(F)(1)(a) Must be before Confirmation Notice 420A Certificate of Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	
Correction of Social Security Number, Notice of	LR 10091(H)		Notice LF 1009-1(H) Certificate of Mailing		All creditors (2)	

Credit Counseling, Exemption from	109(h) (4)		Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
Credit Counseling, Extend Time, Request 30 days to file certificate	109(h)(3)		Motion Certificate of Mailing Proposed Order	Court to Rule ex parte	Parties in interest (1)	
Credit, Authority to Obtain under 364	4001 (c)	364	Motion Notice 420C Certificate of Mailing Proposed Order	7 days prior to hearing to object	Parties in interest (1) + 20 largest unsecured creditors if	Proposed Order must be attached to this type of Motion and Mailed to all creditors.

					no committee was appointed, Rule 4001(b)(1)(1)	
Damages, Creditor Misconduct		524(i) 707(b)(5)	Motion Notice 420C Certificate of Mailing Proposed Order	7 days prior to hearing to object	Parties in interest (1)	
Declaratory Judgment (constitutes an adversary proceeding)	7001(9)		Complaint Cover Sheet Summons	10 days for Plntf serve the summons and the complaint and 30 days for the Defd to answer	Parties in interest (1) 7004(b)(3) 7004(b)(9) 7004(g) 7004(h)	\$350.00
Default Judgment by the Court	7055 LR 7055-1 (A)(B)		Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1) 7004(b)(3) 7004(b)(9) 7004(g) 7004(h)	

Default Judgment, Request for Entry by the Clerk	7055 LR 7055-1 (A)		Request Local rom 70551 (A) and Affidavit	Clerk will review and enter Local Form 70551(B)	Parties in interest (1) 7004(b)(3) 7004(b)(9) 7004(g) 17004(h)	
Defer fee	1930		Application Proposed Order	Court to rule ex parte	Parties in interest (1)	

Deposit Funds into Court Registry			Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
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Determine Tax Liability		507(a) (8)	Motion Notice 420C Certificate of Mailing Proposed Order	7days prior to hearing to object	Parties in interest (1)	
Determination of Fees, Expenses or Charges	3002.1(e)		Motion Notice 420C Certificate of Mailing Proposed Order	7days prior to hearing to object	Parties in interest (1)	Filed by the Debtor or trustee within one year after service of a Notice of Fees, Expenses and Charges
Motion to Determine Final Cure and Mortgage Payment	3002.1(h)		Motion Notice 420C Certificate of Mailing Proposed Order	7days prior to hearing to object	Parties in interest (1)	Must be filed within 21 days after service of the statement (Response to Notice of Final Cure Payment)

Motion to Determine Validity of Payment Change	3002.1		Motion Notice 420C Certificate of Mailing Proposed Order	7days prior to hearing to object	Parties in interest (1)	
Disallow Claim, if an Order has been entered allowing claim	3008		Motion Notice 420C Certificate of Mailing Proposed Order	7days prior to hearing to object	Parties in interest (1)	

Reconsideration of a Claim)						
Disallow Claim or Allow	3004		Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1) and Claimant	
Discharge, Delay Entry of	4004(c) 2		Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1) unless agreed	
Chapter 11 Discharge, Motion for Entry of	4007	1228 1328	Notice 420C Certificate of Mailing	7 days prior to the hearing	All creditors (2)	
Chapter 12 & 13 Certification of Compliance, Motion for Entry of Discharge			Notice 420A Certificate of Mailing	14 days to object	All creditors (2)	

Discharge, Hardship (Chapter 12 and Chapter 13)	4007 (d) 2002	1228(b) 1328(b)	Motion Notice 420D Certificate of Mailing	7 days prior to hearing to object	All creditors (2)	
Discharge, Objections to or Revoke (constitutes an adversary proceeding)	4004 (a) 7001(4)	727(a)	Complaint Cover Sheet Summons	10 days for Plntf serve the summons and the complaint and 30 days for the Defd to answer	Parties in interest (1) 7004(b)(3) 7004(b)(9) 7004(g) 7004(h)	\$350.00
Dischargeability, Objection to (constitutes an adversary proceeding)	4007(c) 7001(6)	523(c)	Complaint Cover Sheet Summons	10 days for Plntf serve the summons and the complaint and 30 days for the Defd to answer	Parties in interest (1) 7004(b)(3) 7004(b)(9) 7004(g) 7004(h)	\$350.00
Disclosure Statement, Approval of	2002(b) 3017	1125	Disclosure Statement Form 3017.1(2)	28 day notice of hearing Rule 2002(b) Court to schedule hearing	All creditors (2)	
Disgorge Fee			Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
Dismiss, Duplicate Case			Motion Certificate of	Court to rule ex parte	Parties in interest (1)	

			Mailing			
Dismiss, a party	7017 7019		Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
Dismiss a Debtor from Joint Case		1015	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	
Dismiss, Adversary (no answer or responsive pleadings filed)	7041(a) FRCP 41(a)		Notice or Stipulation of parties	Court to Review Notice or Stipulation	Parties in interest (1)	If 727 must be mailed to T'ee & UST. If filed by UST mail to matrix

Dismiss, Adversary (if responsive pleading filed by Defendant)	7041 FRCP 41(a)(2)		Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	If 727 must be mailed to T'ee & UST. If filed by UST mail to matrix
Dismissal						
Chapter 7 filed by Debtor	1017(a) 2002(a)(4))		Motion Notice 420A Certificate of Mailing Proposed	14 days to object 21 days notice of hearing	All creditors (2)	

			Order	Rule		
				2002(a)(4)		
Chapter 7 filed by Party	1017(f) 2002(a)(4))	707	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object 21 days notice of hearing Rule 2002(a)(4)	All creditors (2) unless filed by trustee	
Chapter 9 filed by Debtor	9014 1017(d)(f)	930(a) (b)	Motion Notice 420A- 1 Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	
Chapter 9 filed by Party	9014 1017(d)(f)	930(a) (b)	Motion Notice 420A- 1 Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	
Chapter 11 filed by Debtor	9013 & 9014 1017(f)(2)	1112(c)(3)	Motion Call the Court for the Notice to Use Certificate of Mailing Proposed Order	21 days to Object. The court shall not commence the hearing more than 30 days after the filing of the motion.	All creditors (2)	
Chapter 11 filed by	9013 &	1112(c)(3)	Motion	21 days to	All	

Party	9014 1017(f)(2)		Call the Court for the Notice to Use	Object.	creditors	
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			Certificate of Mailing Proposed Order	The court shall not commence the hearing more than 30 days after the filing of the motion.	(2)	
Chapter 12 filed by Debtor (absolute right if not converted)	9013 1017 (f)(2)	1208(b)	Motion Certificate of Mailing Proposed Order	Court ex parte	Parties in interest (1)	
Chapter 12 filed by Debtor (previous conversion)	1017(f) 2002(a)(4)	1208(c)	Motion Notice 420A-1 Certificate of Mailing Proposed Order	14 days to object 21 days notice of hearing Rule	All creditors (2)	
Chapter 12 filed by Party	9014 1017(d) (f)(1)	1208(c)	Motion Notice 420A-1 Certificate of Mailing Proposed Order	2002()(4) 14 days to object 21 days notice of hearing Rule 2002(a)(4)	All creditors (2) unless filed by trustee	

Chapter 13 filed by Debtor (absolute right if not converted)	9013 1017 (f)(2)	1307(b)	Motion Certificate of Mailing Proposed Order	Court may rule ex parte	Parties in interest (1)	
Chapter 13 filed by Debtor (previous conversion)	1017(f)	1307(c)	Motion Notice 420A-1 Certificate of Mailing Proposed Order	14 days to object 21 days notice of hearing Rule 2002(a)(4)	All creditors (2)	
Chapter 13 filed by Party	9014 1017(d) (f)(1)	1307(c)	Motion Notice 420A-1 Certificate of Mailing Proposed Order	14 days to object 21 days notice of hearing Rule 2002(a)(4)	All creditors (2) unless filed by trustee	

Emergency/Expedite Hearing, Request	9006		Application Proposed Order	Court will rule ex parte. If granted, clerk's office will schedule hearing.	Parties in interest (1)	
Employ, Professional	2014 LR 2014-1	327	Application Affidavit Local Form 2014-1 Certificate of Mailing Proposed Order	Court will rule ex parte may be set for hearing	U.S. Trustee	
Examination Under Rule 2004	2004		Motion Certificate of Mailing Proposed Order	Court will rule ex parte may be set for hearing	Parties in interest (1)	

Examiner, Request to Appoint	9014 2007.1(a)	1104	Motion Notice 420C Certificate of Mailing Proposed Order	7 days to object prior to hearing	All creditors (2)	
Exemptions, Objection to Debtor's Claim	4003(b)	522	Objection Notice 420B Certificate of Mailing Proposed Order	14 days to object and	Parties in interest (1)	
Exemptions, Objection to Homestead		522	Objection Notice 420B Certificate of Mailing Proposed Order	14 days to object and	Parties in interest (1)	
Extend Time to File Complaint to Determine Dischargeability of Debt or Objection to Discharge	4007(d) 4004(b)	523c 523(a)(6) 727(a)	Motion Notice 420C Certificate of Mailing Proposed Order	Objections 7 days prior to required hearing	Parties in interest (1)	
Extend Time to File Appeal	8002(c)		Motion Certificate of	Court will rule ex parte	Parties in interest (1)	

			Mailing Proposed Order	may be set for hearing		
Extend Plan Payments (Chapter		1329(c)	Motion to Modify Modified	7 days prior to hearing to object	All creditors (2)	

13)			Plan Notice 420C Certificate of Mailing NO Proposed Order Needed			
Extend Time To File Plan	9006	1221 1321	Motion Certificate of Mailing Proposed Order	Court will rule ex parte may be set for hearing	All creditors (2)	
Extend Exclusivity Period- Chapter11	9006	1121(d)	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1) + UST CredCom DIP S&EC Sec. Cred	
Extend Time	9006 (b)(1) Not permitted See: 9006 (b)(2)		Motion Certificate of Mailing Proposed Order	Court will rule ex parte may set for hearing	Parties in interest (1)	
Extend Time to File Schedules or Statement	9006	1007(c)	Motion Certificate of Mailing Proposed Order	Court will rule ex parte may be set for hearing	Trustee and US Trustee	
File Out of Time, Proof of Claim			Motion Notice 420A	14 days to object	Parties in interest (1)	

			Certificate of Mailing Proposed Order			
Filing Fees, Request to Pay in Installments (individuals only)	1006	Title 28 1930(a) (6)	Application	Court will rule ex parte	No notice filed with Petition	
(Installments in a Chapter 13 MUST Be paid before confirmation)						
Financial Management Course, Exemption	109(h)(4)	727(a) (11)	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
Financial Management, Extend Time to File	109(h)(4)	727(a) (11)	Motion Certificate of Mailing Proposed Order	Court will rule ex parte may be set for hearing	Parties in interest (1)	
Final Reports						
Chapter 7	2002(f) 3009	28 U.S.C. 589(b) 11 U.S.C 704(a)	Final Report Notice of Filing Final Report(with approval by UST)	21 days to object If objection rec'd court to set for hearing Court to prepare Order regarding fees	All creditors (2)	

Chapter 7, dismiss, converted, transferred	2002(f) 3009	589(b) 704(a)	Final Report	Court to rule ex parte	Parties in interest (1)	
Chapter 11	3022		Final Report and Application for Final Decree	Court to set for hearing	All creditors (2)	

Chapter 11, dismiss, converted, transferred	3022		Final Report	Court to rule ex parte	Parties in interest (1)	
Chapter 12		28 U.S.C. 589(b) 1202(b) (1)	Final Report, Account and Application to Discharge	Court to set hearing	All creditors (2)	

			Trustee Motion for Entry of Discharge			
Chapter 12, dismiss, converted, transferred, hardship		589(b) 1202(b) (1)	Final Report and Account	Court to rule ex parte	Parties in interest (1)	
Chapter 13		589(b) 1302(b) (1)	Final Report and Account	Court to set for hearing	All creditors (2)	
Chapter 13, dismiss, converted, transferred, hardship		589(b) 1302(b) (1)	Final Report	Court to rule ex parte	Parties in interest (1)	
Incur Post Petition Debt		1305	Motion Notice 420C Certificate of	7 days to object prior to hearing	All creditors (2)	

			Mailing Proposed Order			
In forma Pauperis	1006		Application In forma Pauperis	Court to rule ex parte May be set for hearing	Court to enter Order and notify Interested Parties (1)	
Injunction or Equitable Relief (constitutes an adversary proceeding)	7065 7001(7)		Complaint Cover Sheet Summons	14 days for Plntf serve the summons and the complaint and 30 days for the Defd to answer	Parties in interest (1) 7004(b)(3) 7004(b)(9) 7004(g) 7004(h)	\$350.00
In Limine			Motion Certificate of Mailing	Court to rule ex parte may be set for hearing	Parties in interest (1)	
Joint Administration	1015	302	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	
Judgment, Alter or amend	9023		Motion Certificate of	Court will rule on	Parties in interest (1)	

			Mailing	matter per 9023	7004(b)(3) 7004(b)(9) 7004(g) 7004(h)	
Leave to Appeal	8003		Motion Certificate of Mailing Proposed Order	Parties have 14 days to file an answer in opposition	Parties in interest (1)	\$5.00 If granted, \$293.00 due
Lien, Determine	7001(2)		Complaint	14 days for	Parties in	\$350.00

the Validity, Priority, or Extent of (constitutes an adversary proceeding)			Cover Sheet Summons	Plntf serve the summons and the complaint and 30 days for the Defd to answer	interest (1) 7004(b)(3) 7004(b)(9) 7004(g) 7004(h)	
Limit Notice	2002(h)(I)		Motion Certificate of Mailing Proposed Order		Parties in interest (1) + UST CredCom DIP S&EC Sec. Cred.	
Matrix, Amendment to (New Creditors filed without Schedules)	1009	1930 item 4	Amendment to Matrix (with only additional creditors) Verification Certificate of Mailing	Additional Creditors must be Mailed copy of the 341 notice	Parties in interest (1) + plus Additional Creditors	\$34.00 filing fee
Means Test, Exemption from		707(b)(2)(D)	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
Meeting of Creditors, Chapter 7	2003(a)		B9A B9B, if corp	no less than 21 days No more than 40 days	All creditors (2) 2002(a)(1)	UST can approve up to 60 days

Meeting of Creditors, Chapter 11	2003(a)		B9E B9F, if corp	no less than 21 days No more than 40 days	All creditors (2) 2002(a)(1)	UST can approve up to 60 days
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Meeting of Creditors, Chapter 12	2003(a)		B9G B9H, if corp	no less than 21 days No more than 35 days	All creditors (2) 2002(a)(1)	UST can approve up to 60 days
Meeting of Creditors, Chapter 13	2003(a)		B9I	no less than 21 days No more than 50 days Confirmation Hearing included	All creditors (2) 2002(a)(1)	UST can approve up to 60 days
Modify Assurance Payment (Utility Services)		366(c)(3)	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
Notice of Mortgage Payment Change	3002.1(b)		Notice filed on the Claims Register by the creditor. Certificate of Mailing	Holder of a claim secured by a security interest in the debtor's principal residence— or the holder's agent—to provide notice at least 21 days prior to a change in the amount of the ongoing mortgage installment	Served on the debtor, debtor's counsel, and the trustee.	

				payments.		
Notice of Postpetition Mortgage Fees, Expenses, and Charges	3002.1(c)		Notice filed on the Claims Register by the creditor Certificate of Mailing	the holder of a claim secured by a security interest in the debtor's principal residence— or the holder's agent—to file a notice of all postpetition fees, expenses, and charges within 180 days after they are incurred.	served on the debtor, debtor's counsel, and the trustee.	
Notice of Final Cure Mortgage Payment	3002.(f)		Notice 21 days to respond in the Notice. Certificate of Mailing	Must be filed within 30 days after the debtor completes all payments under the plan. 21 days to file and serve response	Trustee or Debtor serve on the holder of the claim, the debtor, and debtor's counsel a notice stating that the debtor has paid in full the amount required to cure any default on the claim it shall notice the holder of its obligation	

					to file and
					serve a response.
Nunc Pro Tunc Order			Application Certificate of Mailing Proposed Order	Court will rule ex parte may be set for hearing	Parties in interest (1)
Pay Unclaimed Dividends	3011		Application LF 3011-1(A) Proposed Order	14 days to object	Debtor Debtor's Attorney Trustee UST US Atty EDOK
Plan, Confirmation of					
Chapter 11	3020(b) 2002(b)	1128 1129	Plan Certificate of Mailing Pre-Confirmation Certification Ballot Summary Local Form 3020-1(D)-1	28 day notice of hearing, Rule 2002(b) 7 days prior to hearing to object	All creditors (2)
Chapter 12	3015 2002(a) (8)	1224 1225	Plan Certificate of Mailing Pre-Confirmation Certification Local Form 3015-2(A)	21 day notice of hearing, Rule 2002(a)(8) 7 days prior to hearing to object	All creditors (2)

Chapter 13	3015 2002(b)	1324 1325	Plan Certificate of Mailing, if not mailed by court Pre- Confirmation Certification Local Form 3015-2(A)	28 day notice of hearing, Rule 2002(b) 7 days prior to hearing to object	All creditors (2)	
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Plan, Amend Before Confirmation						
Chapter 11	See Local Rule 3019-1	1129	Amended Chapter 11 Plan Certificate of mailing	New hearing will be determined if necessary at presently scheduled hearing	All creditors (2)	
Chapter 12	See Local Rule 3015-2	1223	Amendment to Plan Summary of Amendments Form 420C-1 Certificate of mailing	A new hearing will set using form 420C-1. The hearing should be equal to or later than the previously scheduled hearing giving a minimum of 28 days notice.	All affected creditors (2)	

Chapter 13	See Local Rule 3015-2	1323	Amendment to Plan Summary of Amendments Form 420C-1 Certificate of mailing	A new hearing will set using form 420C-1. The hearing should be equal to or later than the previously scheduled hearing giving a minimum of 28 days notice.	All affected creditors (2)	
Plan, Modify After Confirmation						
Chapter 11		1127	Motion Modified Plan Certificate of Mailing	Court will enter order and set for hearing Debtor may be ordered to notice order	All Creditors (2)	
Chapter 12	3015	1229	Motion Modified Plan Notice 420C Certificate of Mailing	7 days prior to hearing to object	All Creditors (2)	

Chapter 13	3015	1329	Motion Modified Plan Notice 420C Certificate of Mailing	7 days prior to hearing to object	All Creditors (2)	
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Pro Hac Vice	9010 LR 2090-1 (E)		Motion Application Local Form 2090-1 Proposed Order	Court will rule ex parte may be set for hearing	Parties in interest (1)	\$100.00 payable to U.S. District Court
Protective Order	7026		Motion Certificate of Mailing Proposed Order	Court to rule ex parte may be set for hearing	Parties in interest (1)	
Quash	7004 7045		Motion Certificate of Mailing Proposed Order	Court may rule ex parte or set for hearing	Parties in interest (1)	
Reaffirmation Agreement, Pro Se	4008	524(c)(d)	Reaffirmation Agreement Cover Sheet	Hearing to be set by Court	Court will notice Parties in interest (1)	
Reaffirmation Agreement (Court Approval)	4008	524	Reaffirmation Agreement Cover Sheet Motion for Court Approval	Hearing to be set by Court	Court will notice Parties in interest (1)	
Reaffirmation Agreement (Presumption of undue hardship)	4008	524(c)(d)	Reaffirmation Agreement Cover Sheet	Hearing to be set by Court	Court will notice Parties in interest (1)	
Reaffirmation Agreement (with Credit Union)	4008	524(m)	Reaffirmation Agreement Cover Sheet	Effective upon filing with court	Court will notice Parties in interest (1)	

Reconsider	9024		Motion Certificate of Mailing Proposed Order	Ruled on ex parte may be set for hearing by the court	Parties in interest (1)	
Recover Money or Property except under 554 and 725 of the Code (constitutes an adversary proceeding)	7001(1)	542, 544, 547, 548	Complaint Cover Sheet Summons	14 days for Plntf serve the summons and the complaint and 30 days for the Defd to answer	Parties in interest (1) 7004(b)(3) 7004(b)(9) 7004(g) 7004(h)	\$350.00
Redeem Property from Lien or Sale	6008	722	Motion Notice 420C Certificate of Mailing Proposed Order	7 days prior to hearing to object	Parties in interest (1)	
Refund of Filing Fee, Application	LR 10061(D)		Application Certificate of Mailing Proposed Order	Court to rule ex parte or may be set for hearing	Court will notice Parties in interest of Order (1)	
Reject Lease or Executory Contract	6006	365	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
Relief from Stay, Automatic Modify or Terminate	4001(d)	362(d)	Motion Notice 420A-2 Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	\$199.00 If this Motion is agreed, a Proposed Order must be attached to this type of Motion and Mailed to all creditors in addition to uploading.

Relief from Stay, Consent	4001(d)	362	Motion & copy of Agreement with all signatures Certificate of Mailing Proposed Order with proper signatures	Court may rule ex parte or set for hearing	Parties in interest (1)	Proposed Order must be attached to this type of Motion and Mailed to all creditors.

Relief from Co-Debtor Stay	4001	1201(d) 1301(d) 362	Motion Notice 420A-1 Certificate of Mailing Proposed Order	21 days to object from date of filing motion Terminated automatic on 22nd day if no objections	Co-Debtor +Parties in interest (1)	
Remand	9027		Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
Removal, Notice of (constitutes an adversary proceeding)	7001(10) 9027		Notice of Removal Complete Petition of Complaint filed in State Court and Adversary Cover Sheet	Review St Ct Petition for Answer to Determine Answer due Date or Setting of Scheduling Conference	Parties in interest (1) 7004(b)(3) 7004(b)(9) 7004(g) 7004(h)	\$350.00 filing fee

Reopen Case	5010 4007(b)	350(b)	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2) or Parties in interest (1) Depending on why case reopened	Chapter 7 \$260.00 (Fee not required if filed by debtor under Rule 4007(b) or Violation of Discharge under USC 524) Chapter 11 \$1167.00 Chapter 12 \$200.00 Chapter 13 \$235.00
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Response to Notice of Final Cure Payment	3002.1(g)		Response Certificate of Mailing	the holder shall file and serve on the debtor, debtor's counsel and the trustee a statement indicating (1) whether it agrees that the debtor has paid in full the amount required to cure the default on the claim, and (2) whether the debtor is otherwise current on all payments	File and serve on the debtor, debtor's counsel and the trustee	This is filed on the Claims Register
Retiree Benefits, Reinstatement of		522 523(a) 1114	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
Restrict Public Access to Documents		107(c)(1)	Motion Certificate of Mailing Proposed Order	Ruled on ex parte	Parties in interest (1)	\$28 per affected case
<u>Sell, Use, Sale or Lease of Property Free and Clear pursuant to Sec.363(f)</u>			Motion	7 days prior	All	\$199

			Notice 420C Certificate of Mailing Proposed Order	to hearing to object	creditors (2)	
<u>Sell, Use, Sale or Lease Property, other than in the ordinary course of business</u>			Motion Notice 420A-1 Certificate of Mailing Proposed Order	21 days to object Hearing may not be held if no objection filed	All creditors (2)	
Notice of Sale of Property, Use Sell or Lease, other than in the ordinary course of business	6004(c) 2002(a)(2))		Notice containing Certificate of Mailing	7 days prior to sale to object	All creditors (2)	
Sanctions	7037	Title 28-1927	Motion Notice 420C Certificate of Mailing	7 days prior to hearing to object	Parties in interest (1)	
Sever, Chapter 7	LR 10151(B)		Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	\$338.00 filing fee

Sever, Chapter 11	LR 10151(B)		Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	\$1738.00 filing fee
Sever, Chapter 12	LR 10151(B)		Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	\$278.00 filing fee
Sever, Chapter 13	LR 10151(B)		Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	\$313.00 filing fee

Schedules, Amendment to add creditors	1009		Amendment to Schedule Verification Summary Certificate of	Must mail a copy of the 341 meeting notice to the Additional	Parties in interest (1) + Additional Creditors	\$34.00
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If case is closed, it will need to be reopened first.			Mailing Amendment to Matrix	Creditors		
Schedules, Amendment no creditors added	1009		Amendment to Schedule Verification Summary Certificate of Mailing	Must mail a copy of the amendment	Parties in interest (1)	\$34.00 if Schedule D, E, F or G and amending anything on the Schedule
Seal, Motion to File Sealed Document	9037 LR 5005(G)	303(l)	Motion Certificate of Mailing Proposed Order	The court may rule ex parte or set for hearing	Parties in interest (1)	
Seal, due to lack of redacted personal identifiers	9037		Motion Certificate of Mailing Proposed Order	The court will rule on ex parte or may set for hearing	Parties in interest (1)	\$28.00
Shorten Time	9006(c)(1)) See: 9006(c)(2)) prohibitions to shorten time		Application Certificate of Mailing Proposed Order	The court will rule on ex parte or may set for hearing	Parties in interest (1)	

Stay Pending Appeal	8005		Motion Certificate of Mailing Proposed Order	The court will rule on ex parte or may set for hearing	Parties in interest (1)	
Strike			Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties receiving notice of what is being stricken	

Substitution, of Party	7017		Motion Notice 420A Certificate of Mailing Proposed	14 days to object	Parties in interest (1)	
Summary Judgment	7056		Motion Brief Certificate of Mailing	14 days to file Response Brief 14 days from date Response Brief filed, Reply Brief due Court will then take matter under advisement	Parties in interest (1) 7004(b)(3) 7004(b)(9) 7004(g) 7004(h)	

Summons, Alias	7004-2 (D)		Request for Issuance of Alias Summons	Court to issue Alias Summons Pltf has 10 days to serve Summons and Complaint Defd has 30 days to Answer	Parties in interest (1) 7004(b)(3) 7004(b)(9) 7004(g) 7004(h)	
Suspension of Payments			Motion Notice 420C Certificate of Mailing Proposed Order	7 days prior to the hearing to object	All creditors (2)	
Temporary Restraining Order			Application Certificate of Mailing TRO	Court to rule ex parte and set for Final hearing	All parties in interest (1) Court to notify Judge and	

					all parties ASAP	
Trustee, Request to Appoint in a Chapter 11	2007.1	1104	Motion Notice 420C Certificate of Mailing Proposed Order	7 days prior to the hearing to object	All creditors (2)	

Turnover estate property in debtor's possession		543	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
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Vacate	9024		Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Same party who received Order being vacated	
Vacate, Discharge	9024		Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	
Vacate, Dismissal	9024		Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	All creditors (2)	
Value of Personal Property (Asset to the Estate), Determine Consequential		362(h)(2) 521(a)(2)	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
Valuation, of property	3012	506(a)	Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
Venue, Change Transfer Case	1014	28-1412	Motion Notice 420C Certificate of Mailing Proposed Order	7 days prior to the hearing to object	All creditors (2)	

Waive Discharge, request by debtor	4006	727(10)	Motion Proposed Order	The court will rule on ex parte or may set for hearing	Parties in interest (1)	
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	LR 9010		Motion Notice 420A Certificate of Mailing Proposed Order	14 days to object	Parties in interest (1)	
Withdraw as Attorney with Entry of New Counsel	LR 9010		Motion Certificate of Mailing Proposed Order	The court will rule on ex parte or may set for hearing	Parties in interest (1)	
Withdrawal of Claim			Withdrawal Certificate of Mailing	The court will rule ex parte	Parties in interest (1)	
Withdrawal of Document			Withdrawal Certificate of Mailing	The court will rule ex parte	Parties in interest (1)	
Withdrawal of Motion, Application	LR 9014- 1 (D)		Application with consent of opposing party Certificate of Mailing Proposed Order	The court will rule ex parte	Parties in interest (1)	
Withdrawal of Reference		Title 28 157(d)	Motion Notice Form 420 for Withdrawal of the Reference Certificate of Mailing	14 days to object	Parties in interest (1)	\$199.00 filing fee

These guidelines are for reference purposes only and should not be relied upon instead of the Bankruptcy Code and Bankruptcy Rules or Local Rules. Parties are advised that they should consult the applicable Code sections and/or Rules. Proof of Service necessary where noted if parties served are not electronic filing users.

1. "Parties in interest" in a main case bankruptcy means: The debtor and debtor's attorney, trustee, U.S.

Trustee, creditors' committee, any objecting party or attorney who may be directly involved with the proceeding and anyone else you deem necessary should receive notice. "Parties in interest" in an adversary proceeding means: The plaintiff and/or their attorney, the defendant and/or their attorney, U.S. Trustee, any objecting party or

attorney who may be directly involved with the proceeding and anyone else you deem necessary should receive notice.

2. "All Creditors" means: Everyone on the mailing matrix, parties in interest, plus any other attorney or objecting party who is not listed but might be a party in interest.