***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**

**(Effective 12/01/2023)**

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

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|  |  |  | 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 | 14 days to | Parties in interest (1)  + 20  largest unsecured creditors if no committee was appointed (1) |  |
|  |  |  | Notice 420A | object |
|  |  |  | Certificate of |  |
|  |  |  | Mailing |  |
|  |  |  | Proposed Order |  |
| Administrative Expenses |  | 503 | Application Notice 420A-1 Certificate of | 14 days to object  21 days | Parties in interest (1) |  |
|  |  | Mailing | Notice of the |  |
|  |  | Proposed Order | hearing |  |
| Amend Petition to Add or change Name | LR1009 |  | Application Certificate of Mailing | Court to Rule ex parte | All creditors (2) |  |
|  |  | Proposed Order |  |  |

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| 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 | 8001 | Title 28 | Notice of | 14 days to | Parties in | $5.00 if filed |
| Motion For Leave to | 8002 | § 158 | Appeal | respond per | interest (1) | with Motion |
| Appeal | 8004 |  | Motion | 8003(a) and |  | for |

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|  |  |  |  | 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) |  |

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

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|  |  |  |  | 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 | Parties in interest (1) |  |
|  |  |  | day from |  |
|  |  |  | petition |  |

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| 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, | 4001(b) | 363 | Motion | 14 days to | Parties in |  |
| Prohibit or Condition Use of |  |  | Notice 420A Certificate of Mailing Proposed Order | object | interest (1)  + 20  largest unsecured creditors if |
|  |  |  |  |  | no |
|  |  |  |  |  | committee |
|  |  |  |  |  | was |
|  |  |  |  |  | appointed, |
|  |  |  |  |  | Rule |
|  |  |  |  |  | 4001(b) |
|  |  |  |  |  | (1)(1) |

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| Cash Collateral, Prohibit or Condition Use of  (Creditor) | 4001(b) | 363 | Motion Notice 420C Certificate of  Mailing | 7 days to object prior to hearing | Parties in interest (1)  + 20  largest |  |
|  |  |  | Proposed Order |  | unsecured |
|  |  |  |  |  | creditors if |
|  |  |  |  |  | no |
|  |  |  |  |  | committee |
|  |  |  |  |  | was |
|  |  |  |  |  | appointed, |
|  |  |  |  |  | Rule |
|  |  |  |  |  | 4001(b) |
|  |  |  |  |  | (1)(1) |
| Claim, Assignment | 3001(e) |  | Assignment of | Order and | Parties in interest (1) transferee transferor  Transferor must match the claimant |  |
|  |  | Claim | Notice given |
|  |  |  | to parties by |
|  |  |  | the court |
|  |  |  | giving 21 |
|  |  |  | days to |
|  |  |  | object to |
|  |  |  | assignment. |
|  |  |  | Assignment |
|  |  |  | made after |
|  |  |  | objection |
|  |  |  | time expires. |
| Claim, Objection to | 3007 | 502 | Objection to | 30 days Notice to | Parties in |  |
|  |  |  | Claim | Object and Notice of hearing | interest (1) |
|  |  |  | Notice 420B-2 |  |  |
|  |  |  | Certificate of |  |  |
|  |  |  | Mailing |  |  |
|  |  |  | Proposed Order |  |  |
| Compel |  |  | Motion | 14 days to | Parties in |  |
|  | Notice 420A | object | interest (1) |
|  | Certificate of |  |  |
|  | Mailing |  |  |
|  | Proposed Order |  |  |

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| Compensation Over $1,000.00  If fee Request is More than  **$1750.00(Ch7)**  Attorney Must file an Application on Local Form 2016-1(D) and  Notice 420E | 2002(a) (6) 2016(a) | 330  331  328 | Application Local Form 2016-1(D)  Notice 420E Certificate of Mailing Proposed Order | 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(D)  Notice 420E Certificate of Mailing Proposed Order | 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**.  ------------------------- | 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)  --------------- | All creditors (2)  2002(b) |  |
| If fee Request is |  |  |  | 14 days to |  |
| More than **$3,750.00** |  |  |  | object 21 |  |
| Attorney Must file an |  |  |  | days notice |  |
| Application on Local Form 2016-1(D) and Notice 420E |  |  |  | of the hearing Court  may hold |  |
|  |  |  |  | hearing even |  |
|  |  |  |  | if no |  |
|  |  |  |  | objection |  |

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| Compensation Chapter 13 Post Confirmation Modification Fees Attorney Must file an Application on Local Form 2016-1(D) 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(D)  Notice 420E Certificate of Mailing Proposed Order | 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) |  |
| 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** |

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

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| Chapter 11 to 7 Party | 9014  1017(f) | 1112(b) | Motion Local Form 1017-  1(B)(2)(a) | 14 days to object | All creditors (2) | **$15.00 due at time**  **Motion is** |
|  |  |  | Notice 420A |  |  | **filed** |
|  |  |  | Certificate of |  |  |  |
|  |  |  | Mailing |  |  |  |
|  |  |  | Proposed Order |  |  |  |
| Chapter 11 to 12 Debtor | 9014  1017(f) | 1112(d)  (f) | Motion Local Form 1017-  1(C)(1)(a) | 14 days to object | All creditors (2) |  |
|  |  |  | Notice 420A |  |  |
|  |  |  | Certificate of |  |  |
|  |  |  | Mailing |  |  |
|  |  |  | Proposed Order |  |  |
| 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) | 14 days to object | All creditors (2) |  |
|  |  |  | Notice 420A |  |  |
|  |  |  | Certificate of |  |  |
|  |  |  | Mailing |  |  |
|  |  |  | Proposed Order |  |  |
| Chapter 11 to 13 Party | Prohibited 1112(d) if debtor does not  consent |  |  |  |  |  |
| Chapter 12 to 7 | 9013 | 1208(a) | Notice of | Absolute | Parties in | **$60.00 due** |
| Debtor | 1017(f) |  | Conversion | right | interest (1) | **at time** |
|  |  |  | Local Form |  |  | **Notice is** |
|  |  |  | 1017-1(D)(1)(a) |  |  | **filed** |
|  |  |  | Certificate of |  |  |  |
|  |  |  | Mailing |  |  |  |

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

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| 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** |

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|  |  |  | 1(D)(2)(a) |  | (2) | **motion is** |
| Notice 420A |  | **filed** |
| Certificate of |  |  |
| Mailing |  |  |
| Proposed Order |  |  |
| Chapter 13 to 11 Debtor | 9014  1017(f) | 1307 (d)  (e)(f) | Motion Local Form 1017- 1(F)(1)(a) | 14 days to object | All creditors (2) | **$932.00**  **due at the time of** |
|  |  |  | Notice 420A |  |  | **conversion** |
|  |  |  | Certificate of |  |  |  |
|  |  |  | Mailing |  |  |  |
|  |  |  | Proposed Order |  |  |  |
| 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 | 14 days to object | All creditors (2) | **$932.00**  **due at the time of conversion** |
|  |  |  | Mailing |  |  |  |
|  |  |  | Proposed Order |  |  |  |
| 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 |  |  |

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| 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 |  | All creditors (2) |  |
|  |  | Mailing |  |
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| 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 | 4001 (c) | 364 | Motion | 7 days prior | Parties in |  |
| Obtain under 364 |  |  | Notice 420C Certificate of Mailing Proposed Order | to hearing to object | interest (1)  + 20  largest unsecured  creditors if |
|  |  |  |  |  | no |
|  |  |  |  |  | committee |
|  |  |  |  |  | was |
|  |  |  |  |  | appointed, |
|  |  |  |  |  | Rule |
|  |  |  |  |  | 4001(b) |
|  |  |  |  |  | (1)(1) |

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| 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 | 7055 |  | Motion | 14 days to | Parties in interest (1) 7004(b)(3)  7004(b)(9)  7004(g)  7004(h) |  |
| by the Court | LR 7055- | Notice 420A | object |
|  | 1 (A)(B) | Certificate of |  |
|  |  | Mailing |  |
|  |  | Proposed Order |  |

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| 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 | 3002.1(h) |  | Motion | 7days prior to | Parties in | Must be filed within 21 days after service of the statement (Response to Notice of Final Cure Payment) |
| Determine Final |  | Notice 420C | hearing to | interest (1) |
| Cure and Mortgage |  | Certificate of | object |  |
| Payment |  | Mailing |  |  |
|  |  | Proposed Order |  |  |

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| 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 | 7days prior to hearing to object | Parties in interest (1) |  |
|  |  | Proposed Order |  |  |

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| (Reconsideration of a Claim) |  |  |  |  |  |  |
| Disallow Claim or | 3004 |  | Motion | 14 days to | Parties in |  |
| Allow |  | Notice 420A | object | interest (1) |
|  |  | Certificate of |  | and |
|  |  | Mailing |  | Claimant |
|  |  | Proposed Order |  |  |
| Discharge, Delay | 4004(c) 2 |  | Motion | 14 days to | Parties in |  |
| Entry of |  | Notice 420A | object | interest (1) |
|  |  | Certificate of |  | unless |
|  |  | Mailing |  | agreed |
|  |  | Proposed Order |  |  |
| Discharge, Motion for Entry of Chapter 12 and  Chapter 13 | 4007 | 1228  1328 | Certification of Compliance Motion for Entry of Discharge LF 4004-1A(12/13)  Notice 420C | 7 days prior to the hearing | All creditors (2) |  |
|  |  |  | Certificate of |  |  |
|  |  |  | Mailing |  |  |
| Discharge, Hardship (Chapter 12 and  Chapter 13) | 4007 (d)  2002 | 1228(b)  1328(b) | Motion Notice 420D Certificate of | 7 days prior to hearing to object | All creditors (2) |  |
|  |  |  | Mailing |  |  |
| Discharge, | 4004 (a) | 727(a) | Complaint | 10 days for | Parties in interest (1) 7004(b)(3)  7004(b)(9)  7004(g)  7004(h) | $350.00 |
| Objections to or | 7001(4) |  | Cover Sheet | Plntf serve |  |
| Revoke (constitutes |  |  | Summons | the summons |  |
| an adversary |  |  |  | and the |  |
| proceeding) |  |  |  | complaint |  |
|  |  |  |  | and 30 days |  |
|  |  |  |  | for the Defd |  |
|  |  |  |  | to answer |  |

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| Dischargeability, | 4007(c) | 523(c) | Complaint | 10 days for | Parties in interest (1) 7004(b)(3)  7004(b)(9)  7004(g)  7004(h) | $350.00 |
| Objection to | 7001(6) |  | Cover Sheet | Plntf serve |  |
| (constitutes an |  |  | Summons | the summons |  |
| adversary |  |  |  | and the |  |
| proceeding) |  |  |  | complaint |  |
|  |  |  |  | and 30 days |  |
|  |  |  |  | for the Defd |  |
|  |  |  |  | to answer |  |
| Disclosure Statement, Approval of | 2002(b)  3017 | 1125 | Disclosure Statement Form 3017.1(2) | 28 day notice of hearing Rule 2002(b)  Court to | All creditors (2) |  |
|  |  |  |  | schedule |  |
|  |  |  |  | hearing |  |
| Disgorge Fee |  |  | Motion | 14 days to | Parties in |  |
|  | Notice 420A | object | interest (1) |
|  | Certificate of |  |  |
|  | Mailing |  |  |
|  | Proposed Order |  |  |
| Dismiss, Duplicate Case |  |  | Motion Certificate of  Mailing | Court to rule ex parte | Parties in interest (1) |  |
| Dismiss, a party | 7017 |  | Motion | 14 days to | Parties in |  |
|  | 7019 | Notice 420A-1 | object | interest (1) |
|  |  | Certificate of |  |  |
|  |  | Mailing |  |  |
|  |  | Proposed Order |  |  |
| Dismiss a Debtor from Joint Case |  | 1015 | Motion Notice 420A Certificate of | 14 days to object | All creditors (2) |  |
|  |  | Mailing |  |  |
|  |  | Proposed Order |  |  |

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| 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 |

|  |  |  |  |  |  |  |
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| 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 | 1017(a) |  | Motion | 14 days to | All |  |
| Debtor | 2002(a)(4  ) | Notice 420A Certificate of Mailing Proposed Order | object 21  days notice of  hearing Rule | creditors  (2) |
|  |  |  | 2002(a)(4) |  |
| Chapter 7 filed by | 1017(f) | 707 | Motion | 14 days to | All |  |
| Party | 2002(a)(4  ) |  | Notice 420A Certificate of Mailing Proposed Order | object 21  days notice of hearing Rule | creditors  (2) unless filed by trustee |
|  |  |  |  | 2002(a)(4) |  |
| Chapter 9 filed by Debtor | 9014  1017(d)(f) | 930(a) (b) | Motion  Notice 420A-1 Certificate of | 14 days to object | All creditors (2) |  |
|  |  |  | Mailing |  |  |
|  |  |  | Proposed Order |  |  |

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| Chapter 9 filed by Party | 9014  1017(d)(f) | 930(a) (b) | Motion  Notice 420A-1 Certificate of | 14 days to object | All creditors (2) |  |
|  |  |  | Mailing |  |  |
|  |  |  | Proposed Order |  |  |
| Chapter 11filed by | 9014 | 1112(b) | Motion | 14 days to | All |  |
| Debtor | 1017(d)(2  ) |  | Notice 420A-1 Certificate of Mailing Proposed Order | object 21  days notice of  hearing Rule | creditors  (2) |
|  |  |  |  | 2002(a)(4) |  |
| Chapter 11filed by | 9014 | 1112(b) | Motion | 14 days to | All |  |
| Party | 1017(d) |  | Notice 420A-1 | object | creditors |

|  |  |  |  |  |  |  |
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|  | (f)(1) |  | Certificate of Mailing Proposed Order | 21 days notice of hearing Rule 2002(a)(4) | (2) |  |
| Chapter 12 filed by | 9013 | 1208(b) | Motion | Court ex | Parties in |  |
| Debtor | 1017 |  | Certificate of | parte | interest (1) |
| **(absolute right if** | (f)(2) |  | Mailing |  |  |
| **not converted)** |  |  | Proposed Order |  |  |
| Chapter 12 filed by | 1017(f) | 1208(c) | Motion | 14 days to | All |  |
| Debtor **(previous** | 2002(a)(4 |  | Notice 420A-1 | object 21 | creditors |
| **conversion)** | ) |  | Certificate of | days | (2) |
|  |  |  | Mailing | notice of |  |
|  |  |  | Proposed Order | hearing |  |
|  |  |  |  | Rule |  |
|  |  |  |  | 2002( )(4) |  |  |
| Chapter 12 filed by | 9014 | 1208(c) | Motion | 14 days to | All |
| Party | 1017(d) (f)(1) |  | Notice 420A-1 Certificate of Mailing Proposed Order | object 21  days notice of hearing Rule | creditors  (2) unless filed by trustee |
|  |  |  |  | 2002(a)(4) |  |

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

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

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| Examiner, Request to Appoint | 9014  2007.1(a) | 1104 | Motion Notice 420C Certificate of | 7 days to object prior to hearing | All creditors (2) |  |
|  |  |  | Mailing |  |  |
|  |  |  | Proposed Order |  |  |
| Exemptions, | 4003(b) | 522 | Objection | 14 days to | Parties in |  |
| Objection to |  |  | Notice 420B | object and | interest (1) |
| Debtor’s Claim |  |  | Certificate of |  |  |
|  |  |  | Mailing |  |  |
|  |  |  | Proposed Order |  |  |
| Exemptions, |  | 522 | Objection | 14 days to | Parties in |  |
| Objection to |  | Notice 420B | object and | interest (1) |
| Homestead |  | Certificate of |  |  |
|  |  | Mailing |  |  |
|  |  | Proposed Order |  |  |
| Extend Time to File | 4007(d) | 523c | Motion | Objections 7 | Parties in |  |
| Complaint to | 4004(b) | 523(a)(6) | Notice 420C | days prior to | interest (1) |
| Determine |  | 727(a) | Certificate of | required |  |
| Dischargeability of |  |  | Mailing | hearing |  |
| Debt or Objection to |  |  | Proposed Order |  |  |
| Discharge |  |  |  |  |  |
| 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 13) |  | 1329(c) | Motion to Modify Modified Plan | 7 days prior to hearing to object | All creditors (2) |  |
|  |  | Notice 420C |  |  |
|  |  | Certificate of |  |  |
|  |  | Mailing |  |  |
|  |  | Proposed Order |  |  |

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| Extend Time To File Plan | 9006 | 1221  1321 | Motion Certificate of Mailing | Court will rule ex parte may be set | All creditors (2) |  |
|  |  |  | Proposed Order | for hearing |  |
| Extend Exclusivity Period-Chapter11 | 9006 | 1121(d) | Motion Notice 420A  Certificate of | 14 days to object | Parties in interest (1)  + UST |  |
|  |  |  | Mailing |  | CredCom |
|  |  |  | Proposed Order |  | DIP  S&EC |
|  |  |  |  |  | Sec. Cred |
| Extend Time | 9006 |  | Motion | Court will | Parties in |  |
|  | (b)(1) | Certificate of | rule ex parte | interest (1) |
|  |  | Mailing | may set for |  |
|  | Not  permitted | Proposed Order | hearing |  |
|  | See: |  |  |  |
|  | 9006 |  |  |  |
|  | (b)(2) |  |  |  |
| Extend Time to File | 9006 | 1007(c) | Motion | Court will | Trustee and |  |
| Schedules or |  |  | Certificate of | rule ex parte | US Trustee |
| Statement |  |  | Mailing | may be set |  |
|  |  |  | Proposed Order | for hearing |  |
| File Out of Time, |  |  | Motion | 14 days to | Parties in |  |
| Proof of Claim | Notice 420A | object | interest (1) |
|  | Certificate of |  |  |
|  | Mailing |  |  |
|  | Proposed Order |  |  |
| Filing Fees, Request | 1006 | Title 28 | Application | Court will | No notice |  |
| to Pay in |  | 1930(a) |  | rule ex parte | filed with |
| Installments |  | (6) |  |  | Petition |
| (individuals only) |  |  |  |  |  |

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| (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 | All creditors (2) |  |
|  |  |  |  | Court to |  |
|  |  |  |  | prepare |  |
|  |  |  |  | Order |  |
|  |  |  |  | regarding |  |
|  |  |  |  | fees |  |
| Chapter 7, dismiss, | 2002(f) | 589(b) | Final Report | Court to rule | Parties in |  |
| converted, | 3009 | 704(a) |  | ex parte | interest (1) |
| transferred |  |  |  |  |  |
| 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. | Final Report, | Court to set | All |  |
|  | 589(b) | Account and | hearing | creditors |
|  | 1202(b) | Application to |  | (2) |
|  | (1) | Discharge |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | 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 | Court to rule | Court to enter Order and notify Interested Parties (1) |  |
|  |  | forma Pauperis | ex parte |
|  |  |  | May be set |
|  |  |  | for hearing |

|  |  |  |  |  |  |  |
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| Injunction or | 7065 |  | Complaint | 14 days for | Parties in interest (1) 7004(b)(3)  7004(b)(9)  7004(g)  7004(h) | $350.00 |
| Equitable Relief | 7001(7) | Cover Sheet | Plntf serve |  |
| (constitutes an |  | Summons | the summons |  |
| adversary |  |  | and the |  |
| proceeding) |  |  | complaint |  |
|  |  |  | and 30 days |  |
|  |  |  | for the Defd |  |
|  |  |  | to answer |  |
| 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 | 14 days to object | All creditors (2) |  |
|  |  |  | Mailing |  |  |
|  |  |  | Proposed Order |  |  |
| Judgment, Alter or amend | 9023 |  | Motion Certificate of | Court will rule on | Parties in interest (1) |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Mailing | matter per | 7004(b)(3) |  |
|  | 9023 | 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 the | 7001(2) |  | Complaint | 14 days for | Parties in interest (1) 7004(b)(3)  7004(b)(9)  7004(g)  7004(h) | $350.00 |
| Validity, Priority, or |  | Cover Sheet | Plntf serve |  |
| Extent of (constitutes |  | Summons | the summons |  |
| an adversary |  |  | and the |  |
| proceeding) |  |  | complaint |  |
|  |  |  | and 30 days |  |
|  |  |  | for the Defd |  |
|  |  |  | to answer |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Limit Notice | 2002(h)(I) |  | Motion Certificate of Mailing |  | Parties in interest (1)  + UST |  |
|  |  | Proposed Order | 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, |  | 707(b)(2)( | Motion | 14 days to | Parties in |  |
| Exemption from | D) | Notice 420A | object | interest (1) |
|  |  | Certificate of |  |  |
|  |  | Mailing |  |  |
|  |  | Proposed Order |  |  |
| 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 |
| 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— | Served on the debtor, debtor’s counsel, and the trustee. |  |
|  |  |  | or the |  |
|  |  |  | holder’s |  |
|  |  |  | agent—to |  |
|  |  |  | provide |  |
|  |  |  | notice at least |  |
|  |  |  | 21 days prior |  |
|  |  |  | to a change |  |
|  |  |  | in the amount |  |
|  |  |  | of the |  |
|  |  |  | ongoing |  |
|  |  |  | mortgage |  |
|  |  |  | installment |  |
|  |  |  | 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 | served on the debtor, debtor’s counsel, and the trustee. |  |
|  |  |  | of all |
|  |  |  | postpetition |
|  |  |  | fees, |
|  |  |  | expenses, and |
|  |  |  | charges |
|  |  |  | within 180 |
|  |  |  | days after |
|  |  |  | they are |
|  |  |  | incurred. |
| 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 | 28 day notice of hearing, Rule 2002(b) | All creditors (2) |  |
|  |  |  | Pre- | 7 days prior |  |
|  |  |  | Confirmation | to hearing to |  |
|  |  |  | Certification | object |  |
|  |  |  | Ballot Summary |  |  |
|  |  |  | Local Form |  |  |
|  |  |  | 3020-1(D)-1 |  |  |
| Chapter 12 | 3015 | 1224 | Plan | 21 day notice of hearing, Rule 2002(a)(8) 7  days prior to hearing to object | All |  |
|  | 2002(a) | 1225 | Certificate of | creditors |
|  | (8) |  | Mailing | (2) |
|  |  |  | Pre- |  |
|  |  |  | Confirmation |  |
|  |  |  | Certification |  |
|  |  |  | Local Form |  |
|  |  |  | 3015-2(A) |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Chapter 13 | 3015  2002(b) | 1324  1325 | Plan Certificate of Mailing, if not  mailed by court Pre- Confirmation  Certification | 28 day notice of hearing, Rule 2002(b) 7 days prior to hearing to object | All creditors (2) |  |
|  |  |  | Local Form |  |  |
|  |  |  | 3015-2(A) |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Plan, Amend Before Confirmation |  |  |  |  |  |  |
| Chapter 11 | See Local Rule | 1129 | Amended Chapter 11 Plan | New hearing will be | All creditors (2) |  |
|  | 3019-1 |  | Certificate of | determined if |  |
|  |  |  | mailing | necessary at |  |
|  |  |  |  | presently |  |
|  |  |  |  | scheduled |  |
|  |  |  |  | hearing |  |
| Chapter 12 | See Local Rule 3015-2 | 1223 | Amendment to Plan  Summary of | A new hearing will set using form | All affected creditors (2) |  |
|  |  |  | Amendments | 420C-1. The |  |
|  |  |  | Form 420C-1 | hearing |  |
|  |  |  | Certificate of | should be |  |
|  |  |  | mailing | equal to or |  |
|  |  |  |  | later than the |  |
|  |  |  |  | previously |  |
|  |  |  |  | scheduled |  |
|  |  |  |  | hearing |  |
|  |  |  |  | giving a |  |
|  |  |  |  | minimum of |  |
|  |  |  |  | 28 days |  |
|  |  |  |  | notice. |  |

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

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| Chapter 13 | 3015 | 1329 | Motion | 7 days prior | All |  |
|  |  |  | Modified Plan | to hearing to | Creditors |
|  |  |  | Notice 420C | object | (2) |
|  |  |  | Certificate of |  |  |
|  |  |  | Mailing |  |  |
|  |  |  | Proposed Order |  |  |

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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) |  |

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

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| 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) |  |
|  |  |  |  |  |  |  |

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

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| Reopen Case | 5010 | 350(b) | Motion | 14 days to | All | Chapter 7 |
|  | 4007(b) |  | Notice 420A Certificate of | object | creditors (2) | $260.00 |
|  |  |  | Mailing Proposed Order |  | or | (Fee not required if filed by |
|  |  |  |  |  | Parties in | debtor |
|  |  |  |  |  | interest (1) Depending on why case reopened | 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 | File and serve on the debtor, debtor's counsel and the trustee | This is filed on the Claims Register |
|  |  |  | required to |  |
|  |  |  | cure the |  |
|  |  |  | default on the |  |
|  |  |  | claim, and |  |
|  |  |  | (2) whether |  |
|  |  |  | the debtor is |  |
|  |  |  | otherwise |  |
|  |  |  | current on all |  |
|  |  |  | payments |  |
| Retiree Benefits, |  | 522 | Motion | 14 days to | Parties in |  |
| Reinstatement of | 523(a) | Notice 420A | object | interest (1) |
|  | 1114 | Certificate of |  |  |
|  |  | Mailing |  |  |
|  |  | Proposed Order |  |  |
| Restrict Public |  | 107( c)(1) | Motion | Ruled on ex | Parties in |  |
| Access to |  | Certificate of | parte | interest (1) |
| Documents |  | Mailing |  |  |
|  |  | Proposed Order |  |  |
| Sell, Free and Clear | 6004(c) |  | Motion | 21 days to | All |  |
| - Personal Property | 2002(a)(2 | Notice 420A-1 | object | creditors |
| ) | Certificate of |  | (2) |
|  |  | Mailing |  |  |
|  |  | Proposed Order |  |  |

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| Sell, Free and Clear | 6004(c) |  | Motion | 7 days prior | All |  |
| - Real Property | 2002(a)(2  ) | Notice 420C Certificate of | to hearing to  object | creditors  (2) |
|  |  | Mailing |  |  |
|  |  | Proposed Order |  |  |
| Notice of Sale of | 6004(c) |  | Notice | 7 days prior | All |  |
| Property, Use Sell or | 2002(a)(2 | containing | to sale to | creditors |
| Lease, other than in the ordinary course | ) | Certificate of  Mailing | object | (2) |
| of business |  |  |  |  |
| 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 | 14 days to object | All creditors (2) | $338.00  filing fee |
|  |  | Mailing |  |  |  |
|  |  | Proposed Order |  |  |  |
| Sever, Chapter 11 | LR 10151(B) |  | Motion  Notice 420A Certificate of | 14 days to object | All creditors (2) | $1738.00  filing fee |
|  |  | Mailing |  |  |  |
|  |  | Proposed Order |  |  |  |
| Sever, Chapter 12 | LR 10151(B) |  | Motion Notice 420A Certificate of | 14 days to object | All creditors (2) | $278.00  filing fee |
|  |  | Mailing |  |  |  |
|  |  | Proposed Order |  |  |  |
| Sever, Chapter 13 | LR 10151(B) |  | Motion Notice 420A Certificate of | 14 days to object | All creditors (2) | $313.00  filing fee |
|  |  | Mailing |  |  |  |
|  |  | Proposed Order |  |  |  |

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| Schedules,  Amendment to add creditors | 1009 |  | Amendment to Schedule Verification | Must mail a copy of the 341 meeting | Parties in interest (1)  + | $34.00 |
|  |  | Summary | notice to the | Additional |  |
|  |  | Certificate of | Additional | Creditors |  |

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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) |  |

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| 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 | 14 days to | Parties |  |
|  | Notice 420A | object | receiving |
|  | Certificate of |  | notice of |
|  | Mailing |  | what is |
|  | Proposed Order |  | being |
|  |  |  | stricken |

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| 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) |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | all parties  ASAP |  |
| Trustee, Request to Appoint in a Chapter 11 | 2007.1 | 1104 | Motion Notice 420C Certificate of | 7 days prior to the hearing to object | All creditors (2) |  |
|  |  |  | Mailing |  |  |
|  |  |  | Proposed Order |  |  |
| Turnover estate property in debtor’s possession |  | 543 | Motion Notice 420A  Certificate of | 14 days to object | Parties in interest (1) |  |
|  |  | Mailing |  |  |
|  |  | Proposed Order |  |  |

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| Vacate | 9024 |  | Motion Notice 420A Certificate of | 14 days to object | Same party who received |  |
|  |  | Mailing |  | Order being |
|  |  | Proposed Order |  | vacated |
| Vacate, Discharge | 9024 |  | Motion Notice 420A Certificate of | 14 days to object | All creditors (2) |  |
|  |  | Mailing |  |  |
|  |  | Proposed Order |  |  |
| Vacate, Dismissal | 9024 |  | Motion Notice 420A Certificate of | 14 days to object | All creditors (2) |  |
|  |  | Mailing |  |  |
|  |  | Proposed Order |  |  |
| 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 | 3012 | 506(a) | Motion | 14 days to | Parties in |  |
| property |  |  | Notice 420A | object | interest (1) |
|  |  |  | Certificate of |  |  |
|  |  |  | Mailing |  |  |
|  |  |  | Proposed Order |  |  |
| Venue, Change Transfer Case | 1014 | 28-1412 | Motion Notice 420C  Certificate of | 7 days prior to the hearing  to object | All creditors (2) |  |
|  |  |  | Mailing |  |  |
|  |  |  | Proposed Order |  |  |
| Waive Discharge, | 4006 | 727(10) | Motion | The court | Parties in |  |
| request by debtor |  |  | Proposed Order | will rule on | interest (1) |
|  |  |  |  | ex parte or |  |
|  |  |  |  | may set for |  |
|  |  |  |  | hearing |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | LR 9010 |  | Motion | 14 days to | Parties in |  |
|  | Notice 420A | object | interest (1) |
|  | Certificate of |  |  |
|  | Mailing |  |  |
|  | Proposed Order |  |  |
| Withdraw as Attorney with Entry of New Counsel | LR 9010 |  | Motion  Certificate of Mailing | The court  will rule on ex parte or | Parties in interest (1) |  |
|  |  | Proposed Order | may set for |  |
|  |  |  | hearing |  |
| 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 | The court will rule ex parte | Parties in interest (1) |  |
|  |  | Mailing |  |  |
|  |  | Proposed Order |  |  |
| Withdrawal of |  | Title 28 | Motion | 14 days to | Parties in | $199.00 |
| Reference | 157(d) | Notice Form 420 for Withdrawal of the Reference  Certificate of | object | interest (1) | filing fee |
|  |  | Mailing |  |  |  |

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.

1. "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.