

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

(Updated August 2024)

| 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) | |

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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 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) | |

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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 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 |

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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 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) | |

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

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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, 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. |

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| 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) | |

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

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| 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 |

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| 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 | | | |
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| 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 | | | |
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| 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 | | | | | |

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| 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) | |

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| | | | 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 |

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| | | | 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) | |

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| | | | 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) | |
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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 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. |

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| | | | | | 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) | |

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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) | |

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| 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) |

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

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| 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 | |
| Discharge, Motion for Entry of Chapter 12 and Chapter 13 and Chapter 11 | 4007 | 1228 1328 | Certification of Compliance Motion for Entry of Discharge LF 4004-1A(11/12/13) Notice 420C Certificate of Mailing | 7 days prior to the hearing | All creditors (2) | |

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| 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) | |

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| | | | 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 |

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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 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) | |

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| | | | 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 | |

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| 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 | |

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| 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 | |

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| 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) | |

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| 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) | |

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| | | | 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) | |

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| 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) | |

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| | | | 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) | |

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| 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) | |

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| 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) | |

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| | | | 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) | |

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| | | | 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) | |

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| | | | 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 |

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| 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 |

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| 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. | |

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| | | | | payments. | | |
| Notice of Postpetition Mortgage Fees, Expenses, and Charges | 3002.1(c) | | <p>Notice filed on the Claims Register by the creditor</p> <p>Certificate of Mailing</p> | <p>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</p> <p>of all postpetition fees, expenses, and charges within 180 days after they are incurred.</p> | served on the debtor, debtor's counsel, and the trustee. | |
| Notice of Final Cure Mortgage Payment | 3002.(f) | | <p>Notice 21 days to respond in the Notice.</p> <p>Certificate of Mailing</p> | <p>Must be filed within 30 days after the debtor completes all payments under the plan.</p> <p>21 days to file and serve response</p> | 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 | |

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| | | | | | 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) |

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| 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) | |

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| 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) | |

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| 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) | |

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| 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. |

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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) | Proposed Order must be attached to this type of Motion and Mailed to all creditors. |
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| 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 |

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| 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) | |
| <u>Sell, Use, Sale or Lease of Property Free and Clear pursuant to Sec.363(f)</u> | | | Motion | 7 days prior | All | \$199 |

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| | | | 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 |

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| 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 |

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| 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) | |

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

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| | | | | | 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) | |

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| 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) | |

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| 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.