

NOTICE AND SERVICE REQUIREMENTS

Per Local Rule 2002-1

United States Bankruptcy Court

District of North Dakota

(Effective 02/06/2023; Revisions noted on the last page of the list)

THE PROPONENT OF ANY MOTION, APPLICATION, PLAN OR OTHER REQUESTED RELIEF IS RESPONSIBLE FOR SERVICE OF THE PLEADING AND THE NOTICE AS MANDATED BY THE BANKRUPTCY RULES, LOCAL RULES OR THIS NOTICE AND SERVICE REQUIREMENTS LIST.

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Compel Abandonment, by Interested Party	6007(b)	554(b)	Motion Notice Proof of Service Proposed Order	14 days to object	All creditors(2)	\$188.00
Abandonment, by Trustee or Debtor in Possession (Chapter 11)	6007(a)	554(a)	Notice of Intent Proof of Service	14 days to object	All creditors(2)	
Abstention		305	Motion Notice Proof of Service Proposed Order	21 days to object	All creditors(2)	
Access to Tax Documents	4002	521	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Access to Documents		107(c)(2)	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties ⁽¹⁾	
Adequate Protection	4001	361	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties plus 20 largest unsecured creditors if no committee was appointed ⁽¹⁾	\$188.00
Administrative Expenses		503	Application Notice Proof of Service Proposed Order	21 days to object	Interested parties ⁽¹⁾	
Appeal	8001 8002 8003	Title 28 § 158	Notice	Notice must be filed within 14 days after entry of judgment, order or decree	Interested parties ⁽¹⁾	\$298.00
Appointment, Consumer Privacy Ombudsman		332 363	Motion Notice Proof of Service	14 days to object	Interested parties ⁽¹⁾	
Appointment, Interim Trustee in Involuntary Case	2001		Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties ⁽¹⁾	
Assume or Reject	6006	365	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties ⁽¹⁾	

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Attorney Fees (in an adversary proceeding)	7054(b)(2)		Motion Notice Proof of Service	14 days to object	Interested parties(1)	
Automatic Stay, Confirm Termination or Absence		362(j)	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Automatic Stay, Extend		362(c)(3)(B)	Motion Proof of Service	Scheduled for Hearing	Interested parties(1)	
Automatic Stay, Impose		362(c)(4)	Motion Proof of Service	Scheduled for Hearing	Interested parties(1)	
Automatic Stay, Lift	4001(a)(1)	362	Motion Notice Proof of Service	14 days to object	Interested parties(1)	\$188.00
Avoid Lien	4003(d)	522(f)	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Avoid Lien re Household Goods	4003(d)	522(f)	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Cancel Pretrial Conference, Trial and/or Contested Matter	L.R. 2002-1(E)		Motion to Cancel (text entry Motion)	May be decided without hearing or opportunity to respond	Interested parties(1)	

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Cash Collateral, Use of	4001(b)	363	Motion Proof of Service	Scheduled for Hearing	Interested parties plus 20 largest unsecured creditors if no committee was appointed, Rule 4001(b)(1)(1)	
Claim, Objection to	3007	502	Objection Proof of Service Re: Objection to Claim and Notice of Hearing	Court prepares Notice of Hearing that includes a 30-day response deadline. Hearing to be held if timely response is filed. Proponent to serve Notice of Hearing	Interested parties(1)	
Compel			Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Compensation	2016 For Ch. 13 See: L.R. 2016-1	330 331 328	Application Itemization Notice Proof of Service Ch. 13 Simplified Application (2016(a) and 2002(a)(6) requirements excused if simplified application used)	21 days to object	All creditors if the amount requested is over \$1,000.00, Rule 2002(a)(6)(2) If under \$1,000.00, Interested parties(1)	

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Compromise or Settlement, Trustee	9019		Stipulation Motion Notice Proof of Service	21 days to object	All creditors, Rule 2002(a)(3)(2)	
Consolidation/Deconsolidation	1015	302	Motion Notice Proof of Service Proposed Order	14 days to object	All creditors(2)	
Contempt	9020	105	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Continue Hearing/Trial	L.R. 2002-1(E)		Motion or Stipulated Motion (text entry Motion)	May be decided without hearing or opportunity to respond	Interested parties(1)	
Conversion (All conversions subject to eligibility requirements)		109 706(c) 706(d) 1112(b)(2) 1112(c) 1112(f) 1208(e) 1307(f) 1307(g)				

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
By Debtor from Chapter 7 to any available chapter (unless previously converted)	1017(f)(2)	706(a)	Motion Notice Proof of Service	14 days to object	Interested parties(1)	-\$922.00 due upon entry of order granting debtor's motion to convert Chapter 7 to Chapter 11
By Debtor from Chapter 11 to Chapter 7	1017(f)(2)	1112(a)				
By Interested Party from Chapter 13 to any available chapter	1017(f)(1)	1307(c) 1307(d)				
By Debtor from Chapter 13 to Chapter 11 or Chapter 12	1017(f)(1)	1307(f)				-\$15.00 to move to convert a Chapter 11 case to Chapter 7
By U.S. Trustee, Trustee or Interested Party from Chapter 7 to Chapter 11 or Chapter 13 under section 707(b)	1017(e)	707(b)				-\$932.00 due upon entry of order granting debtor's motion to convert Chapter 13 to Chapter 11
By Debtor from Chapter 12 or Chapter 13 to Chapter 7	1017(f)(3)	1208(a) 1307(a)	Notice of Conversion		Interested parties(1)	-\$60.00 to convert a Chapter 12 to a Chapter 7 -\$25.00 to convert a Chapter 13 to a Chapter 7

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
<p>By Interested Party from Chapter 7, 11, or 12 to any available chapter (Chapter 12 or Chapter 13 Debtor must request conversion)</p> <p>By Debtor from Chapter 7 or Chapter 11 to any available chapter when case was previously converted from another chapter or when 1112(a)(1), (2), (3) applies</p>	1017(f)(1)	<p>706(b) 1112(b) 1112(d) 1112(e) 1208(d)</p> <p>706(a) 1112(a)</p>	Motion, Notice Proof of Service	21 days to object	All creditors, Rule 2002(a)(4)(2)	<p>\$15.00 to move to convert Chapter 11 to Chapter 7</p> <p>-\$922.00 due upon entry of order granting debtor's motion to convert Chapter 7 to Chapter 11</p>
Credit Counseling, Exemption from		109(h)(4)	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Credit Counseling, Extend Time		109(h)(3)	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Credit, to Obtain	4001(c)	364	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties plus 20 largest unsecured creditors if no committee was appointed, Rule 4001(c)(1)	

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Entry of Cure Order	L.R. 2002-1(E)		Motion (text entry Motion) with attached Proposed Cure Order or Stipulation Proof of Service Proposed Cure Order	May be decided without hearing or opportunity to respond	Interested parties(1)	
Damages, Creditor Misconduct		524(i) 707(b)(5)	Motion Notice Proof of Service	14 days to object	Interested parties(1)	
Declaratory Judgment (constitutes an adversary proceeding)	7001(9)	Variable	Complaint Cover Sheet (if case not filed electronically)			\$350.00(3)
Declare Claim Satisfied and Lien Released	5009(d)		Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Default Judgment	7055 L.R. 7007-1		Motion Notice Proof of Service Proposed Order	21 days to object	Interested parties(1)	
Determine Mortgage Fees and Expenses	3002.1	1322(b)(5)	Motion Proof of Service	Scheduled for Hearing	Interested parties(1)	
Determine Final Cure and Mortgage Payment	3002.1	1322(b)(5)	Motion Proof of Service	Scheduled for Hearing	Interested parties(1)	
Discharge, Delay Entry of (filed by debtor)	4004(c) 2 L.R. 2002-1(E)		Motion Proof of Service	May be decided without hearing or opportunity to respond	Interested parties(1)	

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Entry of Discharge (closed case due to lack of financial management or domestic support obligation/522(q) certificate)	L.R. 5010-1		Motion Notice Proof of Service	14 days to object	Interested parties ⁽¹⁾	
Entry of Discharge Chapter 11 If the case is closed, it will need to be reopened.	L.R. 4004-1	1141(d)(5)	Motion Notice Proof of Service	21 days to object	All creditors ⁽²⁾	
Discharge, Hardship	4007(d)	1228(b) 1328(b)	Motion	Court to enter order setting dischargeability deadline and hearing date	All creditors, Rule 2002 ⁽²⁾	
Discharge, Objecting to (Motion)	4004(a)	727(a)(8) 727(a)(9) 1328(f)	Motion Notice Proof of Service	14 days to object	Interested parties ⁽¹⁾	
Discharge, Objections to (constitutes an adversary proceeding)	4004(a) 7001(4)	727(a)	Complaint Cover Sheet (if case not filed electronically)			\$350.00 ⁽³⁾
Dischargeability, Objection to (constitutes an adversary proceeding)	4007(c) 7001(6)	523(c)	Complaint Cover Sheet (if case not filed electronically)			\$350.00 ⁽³⁾
Dismiss, Duplicate Case	L.R. 2002-1(E)		Motion Proof of Service	May be decided without hearing or opportunity to respond	Interested parties ⁽¹⁾	
Dismissal						
By Debtor, Chapter 12 (no prior conversion) or Chapter 13	1017(f)(2) 1017(f)(1)	1208(b) 1307(b)	Motion Notice Proof of Service	14 days to object	Interested parties ⁽¹⁾	
By Interested Party,	1017(f)(1)	1307(c)	Proposed			

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Chapter 13 Chapter 7: By U.S. Trustee, pursuant to 707(a)(3) Chapter 7: By U.S. Trustee, Trustee or Interested Party	1017(f)(1) 1017(e) 1017(f)(1)	707(a)(3) 707(b)	Order			
By Debtor, Chapter 7 or Chapter 11 By Interested Party, Chapter 7, Chapter 11 or Chapter 12 By Debtor, Chapter 12 (prior conversion)	1017(a) 1017(f)(1) 1017(f)(1)	707 1112 707 1112(b) 1112(e) 1208(c) 1208(d) 1208(b)	Motion Motion Proof of Service Proposed Order	21 days to object	All creditors, Rule 2002(a)(4)(2)	
Expedite Hearing	9006(c) L.R. 2002-1(E)		Motion Motion for Expedited Hearing Proof of Service	May be decided without hearing or opportunity to respond	Interested parties(1)	
Employ (Application not required to employ debtor's attorney in Chapter 7 or 13)	2014 6003	327	Application Verified Statement or Affidavit Notice of Application Proof of Service	14 days to object	Interested parties(1)	
Examination Under Rule 2004	2004 L.R. 2004-1		No Motion required if in compliance with L.R. 2004-1 Notice per L.R. 2004-1		Interested parties(1)	

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Examiner, Appoint in a Chapter 11	2007.1	1104	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Exemptions, Objection to	4003(b)	522	Objection Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Extend Time to File Complaint to Determine Dischargeability of Debt	4007(c)(d)	523(a)(2)(4)(6)	Motion Notice Proof of Service	14 days to object	Interested parties(1)	
Extend Deadline to Object to Discharge of Debtor	4004(b)	727	Motion Notice Proof of Service	14 days to object	Interested parties(1)	
Extend Time to Appeal	8002(d)		Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Extend Plan Payments (Chapter 13)		1322(d) 1329(c)	Motion Notice Proof of Service Proposed Order	21 days to object	All creditors 2002(a)(5)(2)	
Extend Time to File Plan	9006 L.R. 2002-1(E)	1221 1321	Motion Proof of Service	May be decided without hearing or opportunity to respond	Interested parties(1)	
Extend Exclusivity Period – Chapter 11	9006	1121(d)	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Extend Time to File Schedules or Statement	9006 1007(c) L.R. 2002-1(E)		Motion Proof of Service	May be decided without hearing or opportunity to respond	Interested parties ⁽¹⁾	
Filing Fees, Pay in Installments (individuals only)	1006 L.R. 2002-1(E) L.R. 5005-1		Application	May be decided without hearing or opportunity to respond	Interested parties ⁽¹⁾	\$100.00 first installment payment is requested at time of filing or within 14 days
Financial Management Course, Exemption		109(h)(4) 727(a)(11)	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties ⁽¹⁾	
Injunction or Equitable Relief (constitutes an adversary proceeding)	7065 7001(7)	Variable	Complaint Cover Sheet (if case not filed electronically)			\$350.00 ⁽³⁾
Joint Administration	1015 L.R. 1015-1	302	Motion Notice Proof of Service Proposed Order	14 days to object	All creditors ⁽²⁾	
Judgment, Alter or Amend	9023 L.R. 7007-1		Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties ⁽¹⁾	
Leave to Appeal	8004		Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties ⁽¹⁾	

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Lien, Determine the Validity, Priority, or Extent of (constitutes an adversary proceeding)	7001(2)		Complaint Cover Sheet (If case not filed electronically)			\$350.00(3)
Limit Notice	2002(i) L.R. 2002-1(E)		Motion Proof of Service Proposed Order	May be decided without hearing or opportunity to respond	Interested parties(1)	
Modify Assurance Payment		366	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Order Confirming Plan	2002(f)(7) L.R. 2002-1(D)		Proof of Service		All creditors, Rule 2002(f)(7)(2)	
Plan, Confirmation of						
-Chapter 11 (hearing is held only if objections are filed)	3020(b) L.R. 3020-1	1128 1129	Plan	28-day notice of hearing	All creditors, Rule 2002(b)(4)	
-Chapter 12 (hearing is held only if objections are filed)	3015 L.R. 3015-2	1224 1225	Plan	21-day notice of hearing	All creditors, Rule 2002(a)(8)(2)	
-Chapter 13 (hearing is held only if objections are filed)	3015 3015.1 L.R. 3015-1 L.R. 3015-2	1324 1325	Plan Mandatory Local Form) Proof of Service	28-day notice of hearing	All creditors, Rule 2002(b)(2)	
Plan, Amend Before Confirmation						
-Chapter 11		1129	Amended Plan Notice Proof of Service	21 days to object	All creditors, Rule 2002(a)(5)(2)	

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
-Chapter 12		1223	Amended Plan Notice Proof of Service	21 days to object	All creditors, Rule 2002(a)(5)(2)	
-Chapter 13 *If amended plan is filed 21 days prior to confirmation hearing: -File and serve the amended plan along with a 21-day notice of the time fixed for filing objections to the amended plan. *If amended plan is filed less than 21 days prior to confirmation hearing: -Court will issue Order Rescheduling Confirmation hearing to include a 21-day notice of the time fixed for filing objections to the amended plan. -Movant to serve rescheduling order and amended plan.		1323	Amended Plan Notice* Proof of Service	21 days	All creditors, Rule 2002(a)(5)(2)	
Plan, Motion to Modify after Confirmation						
-Chapter 11		1127	Motion Modified Plan Notice Proof of Service	21 days to object	All creditors, Rule 2002(a)(5)(2)	

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
-Chapter 12 & 13	3015 L.R. 3015-3	1229 1329	Motion Modified Plan Notice Proof of Service	21 days to object	All creditors, Rule 2002(a)(5)(2)	
Pro Hac Vice	L.R. 9010-2(B) L.R. 2002-1(E)		Motion Proof of Service	May be decided without hearing or opportunity to respond	Interested parties(1)	
Quash			Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Reaffirmation Agreement (no attorney certification)	4008 L.R. 4008-1	524(c) and (d)	Reaffirmation Agreement and Cover Sheet	Set for hearing by Court	Interested parties(1)	
Reaffirmation Agreement (with attorney certification)	4008 L.R. 4008-1	524(c) and (d)	Reaffirmation Agreement and Cover Sheet	May be set for hearing by Court	Interested parties(1)	
Reconsider	9024		Motion Notice Proof of Service	14 days to object	Interested parties(1)	
Recover Money or Property except under § 543, § 554 and § 725 of the Code (constitutes an adversary proceeding)	7001(1)	542 544 547 548	Complaint Cover Sheet (If case not filed electronically)			\$350.00(3)
Redact	9037 L.R. 2002-1(E)		Motion Proof of Service	May be decided without hearing or opportunity to respond	Interested parties(1)	\$26.00

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Redemption of Property from Lien or Sale	6008	722	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Reduce Time	9006(c) L.R. 2002-1(E)		Motion Proof of Service Proposed Order	May be decided without hearing or opportunity to respond	Interested parties(1)	
Refund Filing Fee			Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Relief from Stay	4001(a) L.R. 4001-2	362(d)	Motion Notice <u>Local Form</u> <u>Loan History</u> Proof of Service Proposed Order	14 days to object	Interested parties plus the list of 20 largest unsecured creditors if no committee was appointed, Rule 4001(a)(1)(1)	\$188.00
Relief from Co-Debtor Stay	4001	1201 1301 362	Motion Notice Proof of Service Proposed Order	14 days to object	Co-Debtor, Interested parties(1)	
Removal, Debtor as Debtor In Possession	2015(b)	1204	Motion Notice Proof of Service	14 days to object	Interested parties(1)	

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Removal (adversary proceeding)	7001(10) 9027	Title 28, § 1452	Complaint Cover sheet (If case not filed electronically)			\$350.00(3)
Reopen Case	5010 4007(b) L.R. 2002-1(E) L.R. 5010-1	350(b)	Motion Proof of Service	May be decided without hearing or opportunity to respond	Interested parties(1)	Chapter 7 - \$260.00 Chapter 11 - \$1167.00 Chapter 13 - \$235.00 Chapter 12- \$200.00
Retiree Benefits, Reinstatement of		1114	Motion Notice Proof of Service	14 days to object	Interested parties(1)	
Sell	6004	363	Motion Notice Proof of Service Proposed Order	21 days to object	All creditors, Rule 2002(a)(2)(2)	
Sell Property of the Estate Free and Clear of Liens	6004(c)	363(f)	Motion Notice Proof of Service Proposed Order	21 days to object	All creditors, Rule 2002(a)(2)(2)	\$188.00
Sanctions	7037	Title 28, § 1927	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Schedules, amending to add creditors, omit creditors, change amount of debt or classification of debt. If the case is closed, it will need to be reopened.	1009 L.R. 1009-1		Amended Schedule Amendment Cover Sheet Notice to Creditor Form Proof of Service	See L.R. 1009-1 and Local Form (Notice to Creditor)	Interested parties(1)	\$32.00
Schedules, amending to change an address of a listed creditor or add a name and address of an attorney for a creditor already listed.	1009 L.R. 1009-1		Amended Schedule Amendment Cover Sheet		Interested parties(1)	No fee required
Seal Documents	L.R. 5005-3 L.R. 2002-1(E)		Motion Proof of Service Proposed Order	May be decided without hearing or opportunity to respond	Interested parties(1)	
Stay Pending Appeal	8007		Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Strike			Motion Notice Proof of Service	14 days to object	Interested parties(1)	
Substitution of Attorney (different law firms)	L.R. 9010-2(D)		Motion Notice of Motion Proof of Service Proposed Order	14 days to object	Interested parties(1)	

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Substitution of Attorney (same law firm)	L.R. 9010-2(D)		Notice of Substitution (signed by both attorneys)		Interested parties(1)	
Summary Judgment	7056 L.R. 7007-1		Motion Notice Proof of Service	21 days to object	Interested parties(1)	
Transfer Case	1014	Title 28, §1412	Motion Notice Proof of Service	14 days to object	All creditors(2)	
Trustee, Final Report in Chapter 7 case with net proceeds in excess of \$1,500	2002(f)(8)	704(a)(9)	Final Report Notice Proof of Service	21 days to object	All creditors(2)	
Trustee, Appoint in a Chapter 11	2007.1	1104	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Turnover estate property in debtor's possession (to recover estate property in third party's possession, an adversary proceeding is required)	7001	543	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties(1)	
Value of Personal Property, Determine Consequential (By Trustee Only)		362(h)(2) 521(a)(2)	Motion Notice Proof of Service	14 days to object	Interested parties(1)	
Valuation	3012	506(a)	Motion Proof of Service Proposed Order	Scheduled for Hearing	Interested parties(1)	

Relief	Rule	Code §	Pleadings to be filed	Notice	Notice sent to Whom?	Filing Fee (If Applicable)
Venue, Change	1014	Title 28, § 1412	Motion Notice Proof of Service Proposed Order	14 days to object	All creditors ⁽²⁾	
Withdraw as Attorney	L.R. 9010-2(D)		Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties ⁽¹⁾	
Withdrawal of Reference		Title 28, § 157(d)	Motion Notice Proof of Service Proposed Order	14 days to object	Interested parties ⁽¹⁾	\$188.00

These guidelines are for reference purposes only and should not be relied upon instead of the Bankruptcy Code and/or Bankruptcy 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. "Interested parties" in a main case bankruptcy means: The debtor and debtor's attorney, trustee, United States Trustee, creditors' committee, any party or attorney who may be directly involved with the proceeding and anyone else you deem necessary should receive notice.

"Interested parties" in an adversary proceeding means: The plaintiff and/or their attorney, the defendant and/or their attorney, United States Trustee, any 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, interested parties, plus any other attorney or party who is not listed but might be an interested party.

3. If the United States, other than a United States Trustee acting as a trustee in a case under title 11, or a debtor is the plaintiff, no fee is required. If a trustee or debtor in possession is the plaintiff, the fee should be payable only from the estate and to the extent there is any estate realized. If a child support creditor or its representative is the plaintiff, and if such plaintiff files the form required by § 304(g) of the Bankruptcy Reform Act of 1994, no fee is required.

4. At least 28 days before the confirmation hearing, the following items must be served on all creditors: order approving disclosure statement, notice of confirmation hearing, approved disclosure statement, plan and ballot. These materials will not be mailed by the clerk's office.

Revision Notes

Date	NOTE
09/06/2013	Revised Amended Chapter 13 Plan, pre-confirmation.
12/01/2013	Revised to add Application to Defer Fee.
03/24/2014	Revised to include "Proposed Order" on various requested relief types.
06/11/2014	Revised to remove "Proposed Order" from "Abandonment, by Trustee or Debtor in Possession" as it was added inadvertently on 03/24/2014.
09/16/2014	Revised instructions on Amended Chapter 13 Plan, pre-confirmation.
10/24/2014	Revised Motion to Dismiss Chapter 13 service requirements.
12/01/2014	Revised to add Motion to Redact including \$25.00 filing fee. Motion to Redact replaces Motion to Strike to Redact Personal Identifiers. Revised to remove Application to Defer Fee. Revised to add Motion for Attorney Fees.
12/12/2014	Revised to clarify conversion and dismissals.
01/12/2015	Revised instructions on Amended Chapter 13 Plan, pre-confirmation.
05/29/2015	Revised to delete debtor conversion from Chapter 12 to Chapter 13(no specific rule or code provision exists). Removed Motion to Strike to Redact Personal Identifiers (this was previously replaced by Motion to Redact, however, this entry remained on the list with a strike through for six months to assist users). Revised to correct appeal rule numbers per rule changes December 14, 2014.
10/07/2016	Revised Trustee's Final Report to reflect 21-day notice period. Previous 28-day notice period was outdated practice to allow for additional service by mail.
12/01/2016	Revised to update fee schedule changes. Revised to include Motion to Sell Property of the Estate Free and Clear of Liens under 11 U.S.C. § 363(f).
12/01/2017	<p>Per changes to FRBP effective 12/1/2017:</p> <p>FRBP 1006(b) - Revised Application to Pay Filing Fee in Installments to request, not require, a minimum first payment of \$100.00;</p> <p>FRBP 3007(a)(1) - Revised Objection to Claim to allow for 21-day response period. Court will prepare Notice of Hearing with opportunity to respond. If no response is filed, the hearing will be cancelled;</p> <p>FRBP 3015.1 – Revised Chapter 13 Plan section to include use of mandatory local form; and</p> <p>FRBP 5009(d) – Added Motion to Declare Claim Satisfied and Lien Released.</p>

Date	NOTE
08/30/2018	Revised to reflect amendments to local rules effective 8/30/18. Revised Compensation to include reference to Ch. 13 Simplified Application; Revised Ch.13 plan form section 1.3 to delete reference to presumptively reasonable attorney fees; Revised Examination Under Rule 2004 to add 14 day objection period; Revised Filing Fees to refer to L.R. 5005-1 requiring ECF filing users to pay all fees through the ECF system; Revised Plan Confirmation for Ch. 11 and Ch. 12, confirmation hearing to be held only if objections are filed and to refer to new L.R. 3015-1 requiring use of local Ch. 13 plan form. Added Motion for Entry of Cure Order (text entry Motion). Motion allows filer to attach a proposed cure order or a stipulation.
03/26/2019	Revised to correctly reflect 30-day response deadline for Objection to Claim event.
12/01/2019	Revised Motion to Compel by Interested Party to reflect required service on all creditors.
09/01/2020	Revised Reaffirmation Agreement section to reflect current procedural practice.
12/01/2020	Revised to update fee schedule changes.
02/06/2023	Revised to reflect amendments to local rules effective 02/06/2023. Added references for L.R. 2002-1 (E) Motion to Continue Hearing or Trial (or Stipulated Motion to Continue Hearing or Trial (text entry Motion) and Motion to Cancel Pretrial Conference and/or Trial or Contested Matter (text entry Motion); Added reference to new L.R. 2004-1 excusing parties from filing motion under 2004 when requirements of L.R. are met; Added local form, loan history requirement to L.R. 4001-2; Added Motion for Entry of Discharge, Chapter 11 individual.