

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NORTH DAKOTA

QUENTIN N. BURDICK UNITED STATES COURTHOUSE
655 1ST AVENUE NORTH, SUITE 210
FARGO, ND 58102-4932
www.ndb.uscourts.gov

DIANNE G. SCHMITZ
CLERK

TELEPHONE NUMBER 701-297-7100
FAX NUMBER 701-297-7105

TO: Plan Proponent

FROM: United States Bankruptcy Court
Fargo, North Dakota

RE: COLLECTION AND TABULATION OF BALLOTS

As the plan proponent, your office will be responsible for collecting, tabulating, and reporting the ballots. The Bankruptcy Court will notify creditors to mail their ballots to your office.

Upon expiration of the last day to cast the ballots, please compile them on the Chapter 11 Computation form. At least five (5) days (excluding weekends and holidays) prior to the scheduled confirmation hearing file the form and ballots using the court's CM/ECF filing system. Go to Bankruptcy > Plan > Computation and Chapter 11 Ballots.

Please serve a copy of the tabulation form upon:

- The United States Trustee
- The Creditors Committee Members (if any)
- The Attorney for the Creditors Committee (if any)
- The Debtor (if the Debtor is not the plan proponent)
- The Attorney for the Debtor (if the Debtor is not the plan proponent)

and submit an affidavit of service to the court.

If you have any questions about computing the ballots, please check 11 U.S.C. § 1126.

TO SUMMARIZE:

- Five (5) days (excluding weekends and holidays) before the confirmation hearing, file with the Court:
- original ballots
 - completed tabulation form
 - affidavit of service
 - serve above parties with tabulation form

Dianne G. Schmitz, Clerk
United States Bankruptcy Court