

**UNITED STATES BANKRUPTCY COURT
FOR THE
WESTERN DISTRICT OF MICHIGAN**



LOCAL BANKRUPTCY RULES

AUGUST 1, 2012

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LBR 1001: Scope, Citation, and Definitions

(a) **Scope** – These Local Bankruptcy Rules are promulgated pursuant to Fed. R. Bankr. P. 9029 to supplement the Federal Rules of Bankruptcy Procedure.

(b) **Citation** - These Local Bankruptcy Rules may be cited by number using the format “LBR [#].”

(c) **Definitions** –

(1) “Clerk” means the Clerk of the United States Bankruptcy Court for the Western District of Michigan or a designated Deputy Clerk.

(2) “CM/ECF” means the Case Management/Electronic Case Filing System.

(3) “Court” means the United States Bankruptcy Court for the Western District of Michigan and includes any judicial officer before whom a case or proceeding is pending.

(4) “Code” means the United States Bankruptcy Code, Title 11 of the United States Code.

(5) “Domestic Support Obligation” has the same meaning as prescribed in the Code.

(6) “ECF Filer” means a person registered to file a document using CM/ECF.

(7) “Over the counter” or “conventional” with respect to the filing of any document with the Court means delivery of that document to the Court by any method other than electronic transmission using CM/ECF.

(8) “Paper” or “Papers” as applied to cases and proceedings assigned to CM/ECF includes documents in electronic format presented for filing unless the context clearly indicates otherwise.

(9) “Paper Filer” means a person authorized to file a document “over the counter” without using CM/ECF.

(10) “Payment Advices” has the same meaning as prescribed in the Code.

(11) “Practice in the Court” means, in connection with a case or proceeding pending in this Court, (A) to appear in, commence, conduct, prosecute, or defend a matter in that case or proceeding; (B) to appear in open court; (C) to sign a document; (D) to participate in a pretrial conference; (E) to represent a client at a deposition; (F) to counsel a client in the action or proceeding for compensation; or (G) to otherwise practice in this Court or before an officer of this Court.

(12) “Scanned Image” includes any electronically-generated graphic depiction of any original or duplicate document stored in electronic format and compatible with CM/ECF, unless the context requires otherwise.

(d) **Application of Local Bankruptcy Rules** - These Rules apply to all cases and proceedings except to the extent that they are inconsistent with the Code, the Federal Rules of Bankruptcy Procedure, or any rule promulgated by the Judicial Conference of the United States.

(e) **Use of Forms** – Whenever the use of an Official Form is required under these Rules, Fed. R. Bankr. P. 9009 applies. Whenever the use of a Local Form is required under these Rules, LBR 9029(d) applies.

LBR 1002: Disclosure of Nonfiling Spouse and Contributions to Household Expenses

In Schedule I, a married debtor must disclose the full legal name, address, and income of a nonfiling spouse unless the spouses are separated and the information is not available. An individual debtor is not required to disclose a nonspouse cohabitant’s income on Schedule I, but must include the nonspouse cohabitant’s contributions to household expenses as income to the debtor.

LBR 1004: Partnership Petition

When a voluntary petition is filed by a partnership, evidence of the consent of all general partners must be attached to the petition. If a written partnership agreement permits less than unanimous consent for the filing of a voluntary bankruptcy petition, a declaration to that effect must be attached to the petition.

LBR 1006: Filing Fee

The Clerk may approve an application by an individual to pay the filing fee in installments.

LBR 1007-1: Paper Filers

(a) **No Copies Required** – When filing an original document or amendment, a Paper Filer is not required to provide the Clerk with extra copies unless a time-stamped copy is desired.

(b) **Time-Stamped Copies** - The Clerk will time stamp any copy provided by a Paper Filer and, if the document is filed by mail, return the copy by mail as long as a self-addressed envelope with sufficient postage has also been provided.

LBR 1007-2: Additional Required Documents

(a) **Corporate Resolution** – When filing a bankruptcy petition, a corporate debtor must file a copy of the corporate resolution that authorizes such filing.

(b) **Schedule C in a Joint Case.** Each individual in a joint case must file a separate Schedule C.

(c) Mailing Matrix -

(1) **Paper Filers** - A debtor who is a Paper Filer must file a mailing matrix with the petition that conforms with the matrix guidelines published by the Clerk. (Instructions for the preparation of matrices are appended to these Rules as Exhibit 1.)

(2) **ECF Filers** – ECF Filers must upload a mailing matrix in accordance with established procedures for submission into CM/ECF.

(3) **Verification of Creditor Matrix** - The debtor must file a Verification of Creditor Matrix along with a copy of the matrix. (A Verification of Creditor Matrix form is appended to these Rules as Exhibit 2.)

(d) Asset Protection Report –

(1) **With Original Petition** - A Chapter 7 debtor must file an asset protection report with the original petition.

(2) **On Conversion** - Any debtor who converts a case from Chapter 11, 12, or 13 to Chapter 7 must file an asset protection report with the motion to convert. If the conversion is involuntary, the debtor must file the asset protection report within 7 days after entry of the order for conversion.

(3) **Failure to Comply** - Failure to comply with this Rule may result in the dismissal of the case or other appropriate relief as determined by the Court.

(4) **Form** - Copies of the approved Asset Protection Report form may be obtained from the Clerk or via the Court's website at www.miwb.uscourts.gov. (A copy of the Asset Protection Report form is also appended to these Rules as Exhibit 3.)

(e) Notice of Alternatives –

(1) **Form** - In accordance with 11 U.S.C. § 342(b), the Notice of Alternatives is available under the “Official Forms” link on the Court's website at www.miwb.uscourts.gov. The Notice of Alternatives indicates each chapter of Title 11 under which an individual may proceed.

(2) **Mandatory Filing; Exceptions** - Every petition filed by an individual debtor must be accompanied by a Notice of Alternatives signed by the debtor. However, no Notice of Alternatives is required if:

(A) the debtor's attorney has completed Exhibit B on the Voluntary Petition (Official Form 1); or

(B) the schedules are filed contemporaneously with the petition and the schedules clearly show that the debts are not primarily consumer debts.

(f) **Documentation Required by Trustees** - In every individual chapter 7 and 13 case, the debtor must submit the following documents to the trustee at least 7 days before the date first set for the meeting of creditors. The trustee may adjourn the meeting of creditors or file a motion to dismiss if the documents are not provided by the required deadline.

(1) Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days of the date of filing. This documentation must be provided to the trustee instead of being filed with the Court as prescribed by 11 U.S.C. § 521(a)(1)(B)(iv);

(2) Copies of the federal and state income-tax returns, together with all W-2s, for the most recent tax year ending immediately before the commencement of the case, or a debtor's certification explaining why those tax returns are not available. This documentation must be provided to the trustee instead of being filed with the Court as prescribed by 11 U.S.C. § 521(e)(2);

(3) For each financial account held by the debtor, copies of account statements or transaction histories that reflect the account's activity for the 90 days immediately preceding the commencement of the case;

(4) Copies of all certificates of title issued with respect to personal property owned by the debtor as of the commencement of the case;

(5) Copies of all recorded deeds and mortgages (if any) and the current year's SEV for all real property in which the debtor holds an interest as of the commencement of the case;

(6) The declarations pages of all insurance policies that provide coverage for any real or personal property owned by the debtor as of the commencement of the case;

(7) An account statement showing the current value of all IRAs, 401(k)s, pensions, or similar retirement or investment accounts held by the debtor as of the commencement of the case;

(8) If the debtor has been divorced within the last 10 years, a complete copy of the judgment of divorce and all related agreements; and

(9) If the debtor is required to pay a Domestic Support Obligation, written documentation showing:

(A) the name, address, and telephone number of the Domestic Support Obligation recipient; and

(B) the name, address, and telephone number of any Friend of the Court or similar out-of-state agency; and the case or account number used by the agency in the Domestic Support Obligation matter.

The foregoing list is not exclusive and the trustee may require the debtor to provide additional documentation. Similarly, a debtor's compliance with this Rule does not excuse the debtor from his or her obligation to continue cooperating with the trustee as required by 11 U.S.C. § 521(a)(3).

(g) Creditor Request for Payment Advices –

(1) ***Timely Request*** – In addition to the requirements of (f)(1) above, the debtor must submit payment advices directly to any creditor who timely requests a copy. A creditor makes a timely request for payment advices if the request is filed with the Court and served on the debtor and any attorney for the debtor by U.S. mail or CM/ECF no later than 14 days before the date first set for the meeting of creditors.

(2) ***Form of Request*** - A creditor's request for payment advices must be made in a separate document captioned "Request for Debtor's Pay Advices" or a substantially similar designation and must contain:

(A) the name; address; and telephone number, facsimile number, or email address of the requesting creditor; and

(B) the name; address; and telephone number, facsimile number, or email address of any attorney representing the creditor.

(3) ***Compliance with Creditor's Request*** - Transmitting payment advices to the designated facsimile number or email address contained in the request or mailing payment advices via U.S. Mail to the mailing address of the creditor or its attorney constitutes compliance with the creditor's request. The debtor must contemporaneously file with the Court a proof of service indicating that the required payment advices were provided.

(h) Creditor’s Request for Pre-Petition Tax Information –

(1) **Timely Request** - In addition to the requirements of (f)(2) above, the debtor must submit pre-petition tax information directly to any creditor who timely requests a copy pursuant to 11 U.S.C. § 521(e)(2). A creditor makes a timely request for pre-petition tax information if the request is filed with the Court and served on the debtor and any attorney for the debtor by U.S. mail or CM/ECF no later than 14 days before the date first set for the meeting of creditors.

(2) **Form of Request** – A creditor’s request for tax information must be made in a separate document captioned “Request for Debtor’s Tax Return Information” or a substantially similar designation and must contain:

(A) the name; address; and telephone number, facsimile number, or email address of the requesting creditor; and

(B) the name; address; and telephone number, facsimile number, or email address of any attorney representing the creditor.

(3) **Compliance with Creditor’s Request** - Transmitting tax information to the designated facsimile number or email address contained in the request or mailing tax information via U.S. Mail to the mailing address of the creditor or its attorney constitutes compliance with the creditor’s request. The debtor must also contemporaneously file with the Court a proof of service indicating that the required tax returns or transcripts were provided.

(i) Debtor’s Post-Petition Tax Information –

(1) **Information Required** – On the timely request of the United States Trustee or a party in interest pursuant to 11 U.S.C. §521(f), the debtor must furnish the following tax information at the same time it is filed with the taxing authority:

(A) tax transcripts or returns filed for each post-petition year the bankruptcy case remains open;

(B) tax transcripts or returns for any year ending within the 3-year period before the commencement of the case that are filed post-petition while the bankruptcy case remains open; and

(C) a copy of any amended tax transcript or return filed while the bankruptcy case remains open.

(2) **Form of Request** – If the United States Trustee or a party in interest desires to receive a copy of the debtor’s post-petition tax information, it must file a “Motion for Order Requiring Debtor to Provide Tax Return Information” or a motion with a substantially similar designation. The motion must contain (A) a citation to the applicable

Code section; (B) the name; address; and telephone number, facsimile number, or email address of the party filing the motion and of any attorney representing that party; and (C) a request for relief.

(3) ***Court Order Requiring Production*** – On receipt of a motion requesting the debtor’s post-petition tax information, the Court may (A) set the matter for hearing with notice to the moving party, any attorney for the moving party, the debtor, and any attorney for the debtor; or (B) issue an appropriate order without a hearing. If the Court enters an order requiring the debtor to produce post-petition tax information, the debtor must furnish the information according to the terms and procedures specified in the order. The debtor must also contemporaneously file with the Court a proof of service indicating that the required tax returns or transcripts were provided.

(j) **Further Discovery** – Nothing in this Rule precludes the discovery of other information or documents pursuant to the Code or the Federal Rules of Bankruptcy Procedure.

LBR 1008: Verification of Electronically Filed Petitions, Lists, Schedules, Statements, Amendments, and Other Documents Signed Under Oath; Retention of Originally Signed Documents; and Admissibility of Scanned Documents

(a) **Approved Methods for Signing Documents** - A signature on an affidavit, stipulation, or other document, including one signed under penalty of perjury or verifying a bankruptcy petition, list, schedule, statement, plan, or any amendment thereto, is indicated by:

- (1) filing a scanned image of the originally signed document;
- (2) filing a scanned image of the signature page of the electronic document; or
- (3) affixing “/s/ NAME” to the document where the handwritten signature or mark would otherwise appear.

(b) **Retention of Signed Documents** - If a document is filed with an electronic signature indicated by “/s/”, the ECF Filer must retain the original signed document or the written authorization for the electronic signature for a minimum of 5 years from the date of filing.

(c) **Admissibility of Scanned Documents** - Unless the Court orders otherwise, any scanned document that is filed with the Court may be admitted as evidence of the contents of the document scanned as long as the requirements of Fed. R. Evid. 1004 have been met.

LBR 1009: Amendments to Petitions, Lists, Schedules, and Statements

(a) **General Procedure** – When filing an amendment to the petition or a list, schedule, or any statement, the debtor must file the entire amended document and highlight the amendment in some fashion. Unless otherwise ordered by the Court, the debtor must sign every amended document. However, the debtor may attach a single signed verification if several documents are contemporaneously amended.

(b) **Adding Creditors** – If the amendment adds a creditor or creditors, each new creditor’s name and address must be uploaded into CM/ECF. The debtor must also promptly serve each newly added creditor with a copy of the Notice of Commencement of Case, Notice of Meeting of Creditors, and Fixing of Deadlines.

(c) **Service of Amendments** - The debtor must serve the amendment on the trustee and all other entities adversely affected by the amendment, and must promptly file a proof of service showing compliance with Fed. R. Bankr. P. 1009.

LBR 1014: Determination of Place of Holding Court

(a) **Clerk to Determine Location for Hearings** – Unless otherwise ordered by the Court, the Clerk will set the location for all hearings, trials, and other matters based on the county of residence or principal place of business listed on the debtor’s petition.

(1) For the following counties, the designated location for holding court is Grand Rapids:

Barry	Ionia	Kent	Mecosta	Montcalm
Muskegon	Newaygo	Oceana	Ottawa	

(2) For the following counties, the designated location for holding court is Kalamazoo:

Allegan	Berrien	Branch	St. Joseph	Van Buren
Hillsdale	Cass	Calhoun	Kalamazoo	

(3) For the following counties, the designated location for holding court is Lansing:

Clinton	Eaton	Ingham
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(4) For the following counties, the designated location for holding court is Traverse City:

Antrim	Benzie	Charlevoix	Emmet	Lake
Kalkaska	Leelanau	Grand Traverse	Manistee	Mason
Missaukee	Osceola	Wexford		

(5) For the following counties, the designated location for holding court is Marquette:

All of the counties in the Upper Peninsula of Michigan.

(b) **Change of Location** – The Court may change the location for holding hearings in a bankruptcy case or adversary proceeding if the change is in the interests of justice or convenient to the parties. A debtor, creditor, or other party in interest may request a change in the location for holding hearings by filing a motion with notice to all interested parties pursuant to LBR 9013.

(c) **Exception in Pro Bono Cases** – Notwithstanding subparagraph (b) of this Rule, an attorney who is affiliated with a pro bono program and who has agreed as part of the program to represent an indigent client before this Court without charge to the client may file a motion and ex parte order transferring the case to the location for holding court which is located nearest the principal office of that attorney. In ruling on the motion, the Court may consider the indigent party's ability to retain representation if the transfer request is denied.

(1) The Court may issue an order transferring the location for holding court without prior hearing.

(2) The Clerk will serve the order on all interested parties with notice and an opportunity to object. If an objection is filed, a hearing will be scheduled at the designated location where the case would normally be assigned absent a request for redesignation.

LBR 2002: Noticing

(a) **General Rule** - The Clerk will serve:

(1) §341 meeting notices in Chapter 7, 9, 11 and 13 cases;

(2) notices of the provisions under 11 U.S.C. § 522(q)(1) in individual Chapter 7, 11, 12, and 13 cases;

(3) notices to file Official Form 23 in individual Chapter 7, 11, and 13 cases;

(4) notices of possible dividends and discharges;

(5) notices or orders that are required to be served on all creditors by the United States Trustee, including notices of final accounting and orders of distribution;

(6) notices of sale sent to the Buyers' List maintained by the Clerk; and

(7) notices, orders, or other documents when:

(A) the hearing is expedited and the judicial officer determines that the Clerk is able to serve the parties quicker than the otherwise designated party; or

(B) the party having the burden of service is indigent.

(b) **Chapter 12 Notices** – The Chapter 12 trustee must serve the §341 meeting notice unless the trustee requests in writing that the Clerk serve the notice. In that case, the Clerk will serve the notice. The Chapter 12 trustee may charge as an administrative expense of the Chapter 12 estate a per notice fee in an amount determined by general order of the Court. The notice fee is not to be included in the calculation of the combined percentage fee permitted by 11 U.S.C. §330.

(c) **Other Documents** – Unless the Court orders otherwise, any other document must be served by the party who prepared it or, if prepared by the Court, by the party for whom the document was prepared.

LBR 2004: Examination of a Party in Interest

(a) **Prerequisite to Filing Application** - Any entity seeking to examine a party in interest pursuant to Fed. R. Bankr. P. 2004 must first contact the party's attorney (or the party directly if not represented by counsel) to arrange a mutually convenient date, time, and place before filing an application pursuant to that rule. If an agreement is reached, the application must include the agreed-upon date, time, and place of the examination.

(b) **Filing of Application Without Agreement** – If, after making all reasonable efforts, the applicant is unable to set a mutually acceptable date, time, and place for the examination, the application must include a specific description of the efforts made and the proposed date, time, and place for the examination.

LBR 2007: Appointment of Patient Care Ombudsman in a Health Care Business Case

If the debtor in a case under Chapter 7, 9, or 11 is a health care business, the debtor must, at the same time as the petition, file a separate motion to determine whether appointment of a patient care ombudsman is necessary pursuant to 11 U.S.C. § 333(a).

LBR 2014: Appointment of Professional Persons

(a) **Scope** - This Rule governs all applications for employment of professional persons made in connection with a case.

(b) **Application and Order of Employment** - A committee in a chapter 11 case, a standing trustee, an appointed trustee, or a debtor-in-possession may file an application for employment of professionals pursuant to Fed. R. Bankr. P. 2014. The application and proposed order must be filed with the Clerk and served electronically on the United States Trustee. A hearing will not be held on the application unless a timely objection is received from the United States Trustee or the Court indicates otherwise.

(1) **Objection Filed** - The United States Trustee may file an objection to the application within 28 days from the date of entry of the application. The objection must be served on the applicant and any party in interest. If a hearing is scheduled, the Clerk will serve notice of the hearing on the United States Trustee, the applicant, and any other person the Court may direct.

(2) **No Objection Filed** – If no objection or request for hearing is filed within 28 days after entry of the application, the applicant may file a certification stating that no timely response or request for hearing has been filed. No such certification is required if the United States Trustee has previously filed a Statement of No Objection and served the Statement of No Objection on the applicant.

(c) **Emergency Applications** - If the applicant requires emergency approval of the application for employment, the United States Trustee may certify on the applicant's proposed order that it has no objection to the application. The Court may immediately enter the certified order unless the Court requires further notice or a hearing.

LBR 2016-1: Disclosure of Compensation Paid or Promised to Attorney or Bankruptcy Petition Preparer

Within 14 days after the order for relief, every debtor's attorney or bankruptcy petition preparer must file a statement disclosing any fee paid or agreed to be paid during the 12 months preceding the filing, the source of any such fee paid or promised, and a description of the services included or excluded from that fee. If the debtor is represented by an attorney, the statement must also disclose the nature of any fee-sharing agreement. In Chapter 7 cases only, the statement must be filed as a separate docket entry from the petition and schedules. In all cases, a supplemental statement must be filed within 14 days of any payment or agreement not previously disclosed.

LBR 2016-2: Fee Applications Filed Pursuant to Fed. R. Bankr. P. 2016

(a) **Scope** –This Rule governs all applications for compensation or reimbursement filed pursuant to Fed. R. Bankr. P. 2016.

(b) Fee Applications for \$1,000 or Less –

(1) **By Stipulation** – The Court may approve an application for compensation or reimbursement of \$1,000 or less without notice and opportunity to object if a stipulation that complies with this subsection is filed with the Clerk. The stipulation must be accompanied by the application, supporting documents, and proposed order. It must also clearly state that no signatory to the agreement intends to pursue an objection. The stipulation must be signed by the applicant and the following parties:

(A) the trustee and United States Trustee in a Chapter 7 case;

(B) the debtor-in-possession; trustee, if any; United States Trustee; and counsel for the committees of record in a Chapter 11 case; and

(C) the debtor and the trustee in a Chapter 12 or 13 case.

Regardless of the amount requested, this procedure may not be used by a debtor's attorney to apply for fees beyond the "no look" fee in a Chapter 13 case.

(2) **By Motion** - An entity applying for compensation or reimbursement of \$1,000 or less may proceed by motion with notice and opportunity to object as set forth in LBR 9013(c), except that the movant must use the Notice to Creditors and Other Parties in Interest form appended as Exhibit 4 to these Rules. The notice, motion, supporting documents, and proposed order must be filed with the Clerk and served on all parties who would otherwise be required to sign a stipulation.

(c) **Fee Applications for More than \$1,000** - An entity applying for compensation or reimbursement in excess of \$1,000 must proceed by motion with notice and opportunity to object as set forth in LBR 9013(c), except that the movant must use the Notice to Creditors and Other Parties in Interest form appended as Exhibit 4 to these Rules. The notice, motion, supporting documents, and proposed order must be served on all interested parties, including the United States Trustee, the trustee, creditors, equity security holders' committees, and their attorneys.

(d) **Exception for Final Fees in a Chapter 7 Case** - No Notice to Creditors or proposed order is required with an application for fees and expenses if the fees and expenses are already included in the trustee's final report and account to creditors in a Chapter 7 case.

(e) **Special Rules for Fee Applications in Chapter 12 and 13 Cases –**

(1) *Fee Applications by Professionals –*

(A) **Initial Fee Application** - No less than 21 days after the filing of a Chapter 12 or 13 petition, a professional person entitled to compensation must file a copy of the executed fee agreement with the Clerk and serve the trustee as agent for the United States Trustee. The fee agreement must plainly indicate the basis for calculating the fee and the services included in the fee. The agreement must also specifically describe all matters that may require additional compensation and the method by which this additional compensation will be computed. No Chapter 12 or 13 plan containing a provision for payment of professional fees will be confirmed unless all relevant fee agreements have been timely filed. Any objection to the fee agreement will be heard at the confirmation hearing or at such other time as the Court may set.

(B) **Applications for Additional Fees** – An application for additional fees may be filed by motion with notice and opportunity to object pursuant to LBR 9013(c). If the confirmed plan does not provide for the payment of additional fees and approval of the fees would negatively impact the distribution to unsecured creditors, then the motion must be accompanied by a plan amendment explaining how the additional fees will (i) be paid through the plan; (ii) affect the distribution to creditors; (iii) affect the duration of the plan; and (iv) otherwise adversely affect the parties in interest. The fee application and plan amendment must be served on all interested parties.

(2) *Attorney Fees in Chapter 13 Cases –*

(A) **“No Look” Attorney Fee** – In a chapter 13 case, the Court may approve compensation of a debtor’s attorney up to the “no look” fee without requiring the attorney to file a formal fee application or an itemized statement of services rendered. As a condition to receiving the “no look” fee, the attorney must provide the chapter 13 trustee with a copy of the fee agreement. The fee agreement must be executed by both the debtor and the debtor’s attorney and must state the agreed-on fee for pre-confirmation services.

The current “no look” fee is designated by this Court’s Memorandum, Regarding Allowance of Compensation and Reimbursement of Expenses for Court-Appointed Professionals, as amended from time to time. (A copy of the most recent Memorandum is appended to these Rules as Exhibit 5.) An attorney requesting the higher “no look” fees pursuant to item 16 of the Court’s Memorandum must first file a certificate in the form appended to these Rules as Exhibit 6. The Clerk will retain these certificates for judicial review.

(B) **Fee Applications Beyond the “No Look” Fee** – The Court will not approve additional fees beyond the “no look” fee unless the attorney files a formal

fee application and submits an itemized statement or other documentation which comports with the method for computing additional compensation as set forth in the attorney's fee agreement. The itemized statement must document all services provided from the beginning of the case, including services that were covered by the "no look" fee. Any application for fees beyond the "no look" fee must comply with the requirements of subpart (e)(1)(B) of this Rule, and may not be requested by stipulation.

LBR 2030: Interim Expenses To Preserve the Estate

(a) **Administrative Expenses under \$1,000** – In a Chapter 7 case, the trustee may pay the following § 503(b) administrative expenses without prior notice and a hearing if the expenses are incurred in the ordinary course of the estate's administration and the aggregate amount of all such expenses does not exceed \$1,000:

- (1) Expenses related to changing locks on premises included in the estate;
- (2) Storage (or rent) expenses for estate property;
- (3) Expenses associated with winterizing estate property;
- (4) Insurance for estate property;
- (5) Advertising proposed sales of estate property;
- (6) Moving expenses related to transportation of estate property;
- (7) Expenses related to determining the existence or perfection of liens (but excluding the compensation of any professional person conducting the investigation);
- (8) Bank fees for obtaining copies of bank documents;
- (9) Transcript or court-reporter fees; and
- (10) Taxes incurred by the estate.

Any time after an expense has been allowed pursuant to this subparagraph, a creditor or other party in interest may request a hearing to reconsider the allowance of the expense.

(b) **Administrative Expenses over \$1,000** - The trustee must file a motion with notice and opportunity to object pursuant to LBR 9013(c) before paying any administrative expense that exceeds the \$1,000 aggregate amount. The notice must be served pursuant to Fed. R. Bankr. P. 2002(a).

(c) Notice Required Before Expenditures Made –

(1) *Notice to Creditors Directly Affected* – Except as provided in subparagraph (a), the trustee must give advance notice of a proposed expenditure to any creditor directly affected by the expenditure.

(2) *Notice to Others* - Any creditor or the United States Trustee may demand advance notice of expenditures in any case. If a demand is made, the trustee must give notice of the expenditure as far in advance as is reasonably practicable. If in the trustee's judgment funds must be expended on an emergency basis to avoid damage to the estate's property, notice must be given to the requesting party promptly after payment.

(d) **Objection Filed** – If the United States Trustee or a party in interest objects to any expenditure, written notice of the objection must be filed with the Court and served on the trustee and all interested parties. If an objection is filed before the expense is paid, the trustee may not pay the expense without obtaining a court order.

(e) **Expenses Not Covered by This Rule** – This Rule does not authorize payment of wages or professional compensation or authorize the payment of estate funds to the trustee or anyone employed by the bankruptcy estate.

LBR 3002: Chapter 12 and 13 Claims

To file a Chapter 12 or 13 claim, a signed claim form that includes all necessary attachments in support of the claim as required by Fed. R. Bankr. P. 3001(c) and (d) must be filed with the Clerk. Claims are deemed filed on the date and time received by the Clerk unless the Court orders otherwise.

LBR 3013: Classification of Claims and Interests in Chapter 11 Plan

If a Chapter 11 plan classifies secured claims, priority unsecured claims, or equity interests, it must identify by name each entity holding a claim or interest in that class and the amount of that claim or interest.

LBR 3015: Chapter 12 and 13 Plans

(a) **Service of §341 Meeting Notices and Plans** – Except as otherwise provided in this subsection, the Clerk will serve the §341 meeting notice and a copy of the debtor's plan or plan summary on all creditors and parties in interest listed on the mailing matrix. If the debtor fails to file a mailing matrix with the petition or if the debtor adds creditors to the mailing matrix after the case is filed, then the debtor must serve the § 341 meeting notice and a copy of the debtor's plan or plan summary on all creditors and other parties in interest or on the newly added creditors, as the case may be. The debtor must also file a proof of service with the Court.

(b) Dismissal When Debtor Fails to File Schedules, Statements, or a Plan –

If a debtor files a Chapter 13 petition but does not also file the schedules and statements as required by Fed. R. Bankr. P. 1007(b) or a plan as required by Fed. R. Bankr. P. 3015(b), the Court may send the debtor and debtor’s attorney a notice stating that the case may be dismissed without further hearing unless:

(1) the debtor files the required documents within 14 days of the filing of the petition;

(2) the debtor moves for an extension of time to file the required documents within 14 days of filing the petition; or

(3) the case has been converted to Chapter 13 from another chapter of the Code.

(c) Payroll Orders in Chapter 13 Cases - A payroll order must be entered in every Chapter 13 case unless it would be impractical or the debtor files a motion showing good cause why a payroll order should not be entered. (The Payroll Order form is appended to these Rules as Exhibit 7.)

(d) Model Chapter 13 Plan –

(1) **Mandatory Use** – The Court will maintain on its website a Chapter 13 plan adopted by the Chapter 13 trustees that will serve as a model for drafting Chapter 13 plans in this district. Absent exceptional circumstances, a Chapter 13 debtor must use the model plan but may make modifications to the plan to meet his or her particular needs. If a modification is made, the modification must be conspicuously described in Section IV.P. of the model plan unless the modification has otherwise been excepted from disclosure by the Chapter 13 trustee assigned to the case. (The Model Chapter 13 Plan as of the effective date of these Rules is appended to these Rules as Exhibit 8.)

(2) **Future Amendments** – The Chapter 13 trustees will regularly consult with attorneys who represent debtors and creditors in Chapter 13 cases in this district to discuss any needed changes to the model plan. Unless otherwise ordered by the Court, amendments may not be made more than once a year, with the Chapter 13 trustees submitting proposed amendments, if any, to the Court for final approval in August of each year.

(e) Objections to Confirmation – A creditor who objects to confirmation of the debtor’s plan as last amended must file a written objection with the Court at least 7 days before confirmation of that plan is heard.

(f) Pre-Confirmation Amendments to Plans - All pre-confirmation amendments to a plan must be numbered chronologically and entitled “First Pre-Confirmation Plan Amendment . . . , Second Pre-Confirmation Plan Amendment . . .”, etc. The amendment must (1) include only the provisions that differ from the original plan, and (2) explain how each new or amended provision changes the plan. The debtor must serve the amendment, together with a notice of the

hearing date for confirmation, on the trustee and any creditors or parties in interest who may be adversely affected; and must file a proof of service with the Clerk. The debtor may not file a plan amendment that adversely affects the rights of non-objecting creditors less than 21 days before the plan is finally confirmed.

(g) **Post-Confirmation Amendments to Plans** – All amendments to a confirmed plan must be filed by the debtor on a “notice and opportunity” basis pursuant to LBR 9013(c). Post-confirmation amendments to a plan must be numbered chronologically and entitled “First Post-Confirmation Plan Amendment . . . , Second Post-Confirmation Plan Amendment . . . , etc. The amendment must (1) include only the provisions that differ from the plan as confirmed, and (2) explain how each new or amended provision changes the plan. The debtor must serve the trustee and any creditors or parties in interest who may be adversely affected by the amendment with a copy of the amendment and the LBR 9013(c) notice; and must file a proof of service with the Clerk.

(h) **Refunds to Debtors** – As long as the confirmed plan so provides, the Chapter 13 trustee may refund estate monies to the debtor, including income-tax refunds, without amending the plan or otherwise securing a court order. The Chapter 13 trustee may also refund estate monies to the debtor on an emergency basis, even if the confirmed plan does not so allow and without prior court order, if the debtor stipulates in writing to repay the refund to the estate before completion of the plan.

LBR 3016: Pre-Confirmation Lease and Adequate Protection Payments

(a) **Plan Requirements** – Unless the Court orders otherwise, when a debtor files a Chapter 13 plan providing that a lease or adequate protection payment be paid by the trustee to a creditor listed in the plan, the plan must:

- (1) list the name, address, account number, and payment amount for each lessor or secured creditor receiving a payment;
- (2) provide that the trustee may not disburse any adequate protection payments to a secured creditor until a proof of claim is filed; and
- (3) provide that the trustee may only pay that portion of an allowed, secured claim that comes due after the order for relief.

(b) **Trustee’s Duties** - As long as the information required by subparagraph (a) has been provided, the trustee may begin making lease or adequate protection payments within 28 days after a proof of claim is properly filed, subject to the availability of funds and the trustee’s monthly disbursement cycle. However, the trustee will make no lease or adequate protection payments until administrative expenses have been paid. The trustee will reduce the principal amount of any lessor’s or secured creditor’s claim by the amount of the lease or adequate protection payments remitted. If a secured creditor files a pre-confirmation motion for relief from

the automatic stay, the trustee will suspend lease or adequate protection payments until a final decision on the motion has been made. If the motion is denied, the trustee will resume making lease and adequate protection payments, including the suspended payments, unless the Court orders otherwise.

(c) **Trustee's Fee** - The trustee may charge such percentage fee as may periodically be fixed by the Attorney General pursuant to 28 U.S.C. §586(e) and may collect such fee at the time of distribution to the creditor.

(d) **Dismissal or Conversion to Another Chapter** - If a Chapter 13 case is dismissed or converted to another chapter before confirmation of the plan, the trustee will make pre-confirmation lease and adequate protection payments that are owed through the date of dismissal or conversion to the extent that funds are available for that purpose and the requirements of subparagraph (a) have been met.

LBR 3018: Ballots

Unless the Court orders otherwise, all original ballots accepting or rejecting a Chapter 11 plan must be filed with the Clerk. The Clerk will scan paper ballots into CM/ECF and may draft and file an electronic vote-tally report. The Clerk's vote-tally report is for informational purposes only and does not constitute the Court's findings of fact or conclusions of law regarding confirmation of that plan.

LBR 3022: Final Decree and Closing

On entry of the final decree and after all contested matters and adversary proceedings are completed, the Clerk will close the case. Unless the Court orders otherwise, a Chapter 11 debtor must file an application for entry of a final decree upon substantial consummation of the plan.

LBR 4001-1: Motions for Relief from the Automatic Stay

(a) **Scope** – This Rule governs all motions made pursuant to Fed. R. Bankr. P. 4001(a) for relief from the automatic stay as provided for in 11 U.S.C. § 362(a).

(b) **Use of "Notice and Opportunity" Procedures** – A creditor may request relief from the automatic stay by filing a motion with notice and opportunity to object pursuant to LBR 9013(c). However, nothing in this subparagraph prohibits a party from seeking relief from stay using other motion procedures permitted by LBR 9013. A secured party seeking relief from the automatic stay by motion with notice and opportunity to object must attach to its motion documentary proof that any lien it asserts has been perfected in accordance with applicable law.

(1) **Combined with Motion for Abandonment** - Notwithstanding LBR 9013(e), a creditor may combine a motion for abandonment of estate property with the motion for

relief from the automatic stay as long as the words “abandon” or “abandonment” clearly appear in the title of the document. Notwithstanding the filing of a combined motion, the creditor still has the burden of proof under 11 U.S.C. § 554 to show that the proposed abandoned property is of inconsequential value to the estate. The combined motion must be served on the entire matrix, and combining the two motions does not waive either of the filing fees associated with the respective motions.

(2) **Response Filed** - If a response is filed by a party, only the final hearing will be scheduled under LBR 9013(c)(3). The response must set forth with specificity the party’s good-faith reasons for objecting to the motion and for believing that relief from the stay will be denied if a hearing is held. Notwithstanding the filing of a response, the Court may enter an order lifting the stay without conducting a final hearing if the response does not establish a good-faith basis for objecting to the motion.

(c) **Use of Contested Motion Procedures** - If a movant does not proceed under subparagraph (b) or if the Court determines that a relief from stay motion should proceed by preliminary and final hearing, the Clerk will schedule the preliminary hearing on the motion within 30 days from the filing of the motion and a final hearing within an additional 30 days. Should such scheduling exceed the time limits established by the Code, the Federal Rules of Bankruptcy Procedure, or these Rules, the Clerk will make such alternative arrangements as are required to comply with the time limitations of 11 U.S.C. §362(e). The Clerk will transmit a copy of the notice of hearing to the movant, who must serve the notice and motion in compliance with Fed. R. Bankr. P. 4001. The movant must file a proof of service of the notice and motion before any relief may be granted on the motion.

(1) **Preliminary Hearing** - At the preliminary hearing, the Court will determine: (A) whether material, disputed issues of fact exist, and (B) whether there is a reasonable likelihood that the party opposing the relief will prevail. These issues will be decided solely on the arguments of counsel and will be limited to no more than one hour unless the Court, on its own or on prior request of counsel, permits otherwise. The parties may further request that a preliminary hearing be treated as a final hearing. If the Court finds the existence of material, disputed facts and a likelihood that the party opposing relief will prevail, the hearing may be adjourned to a final hearing. At the conclusion of the preliminary hearing, the Court may decide questions of law, may define factual or legal issues to be decided at the final hearing, and may issue an appropriate scheduling order. If the preliminary hearing is adjourned to a final hearing, the stay will remain in effect until the Court orders otherwise. The Court may also grant adequate protection to the movant in the interim.

(2) **Final Hearing** – The Court may hear testimony at the final hearing or schedule a different time and date for testimony.

(d) **Settlements** - Nothing in this Rule prohibits the parties from filing a stipulated settlement of the motion in accordance with LBR 4001-3.

LBR 4001-2: Motions for Use of Cash Collateral or to Obtain Credit

(a) **Adequate Protection and Valuation of Secured Interests** - A motion for use of cash collateral under § 363(c) of the Code or a motion to obtain credit under § 364(c) or (d) of the Code must explicitly state the adequate protection offered the creditor and aver the moving party's position as to the value of each of the secured interests to be protected. Appraisals and projections, to the extent pertinent and available, must be summarized in the motion.

(b) **Expedited Motion** - If a debtor files a motion for entry of an order approving an agreement to use cash collateral or to obtain credit on an expedited basis, the Court may enter the order without a hearing if:

(1) the order is approved by:

- (A) all creditors who have an interest in the cash collateral to be used,
- (B) any entity extending the requested credit,
- (C) the chairperson or attorney for each official committee (if any), and
- (D) the United States Trustee;

(2) the order provides for the debtor to use cash collateral or to obtain credit in a maximum specified dollar amount necessary to avoid immediate and irreparable harm only until the earlier of:

- (A) a final hearing, or
- (B) the date the order becomes a final order;

(3) the order provides for a final hearing, to be scheduled by the Court when the order is entered;

(4) the order provides that the debtor will serve a copy of the motion with its attachments and the order on all parties who are required to be served under Fed. R. Bankr. P. 4001(d);

(5) the order provides that:

- (A) objections to the order shall be filed within 14 days from the service of the order, except that an unsecured creditors' committee may file an objection within 14 days of its formation;
- (B) on the filing of an objection, a final hearing will be held; and
- (C) if no objections are timely filed, an order may become final; and

(6) the motion is accompanied by an affidavit or a declaration of the debtor, or a principal of the debtor, stating the facts on which the debtor relies in seeking the entry of the order on an expedited basis and the amount of money needed to avoid immediate and irreparable harm.

(c) **Enlargement or Reduction of Time for Objecting; Hearing** - On timely motion, the Court may enlarge or reduce the time within which an objection must be filed. The Court may schedule a hearing on the debtor's motion at any time with such notice as it deems appropriate.

LBR 4001-3: Motions for Approval of Agreed Relief

(a) **Agreements Subject to this Rule** – A party may use the notice and opportunity procedure of LBR 9013(c) to request Court approval of an agreement to: (1) provide adequate protection; (2) modify or terminate the stay under § 362 of the Code; (3) use cash collateral; or (4) create a lien senior or equal to an entity's lien or interest in property of the estate. Any motion under this subsection must be accompanied by a copy of the agreement.

(b) **Service of Motion** – The moving party must serve the notice, motion, agreement, and proposed order on the following parties:

(1) *In a Chapter 7 Case* –the parties to the agreement, the Chapter 7 trustee, the United States Trustee, and any entity that claims an interest in the subject property.

(2) *In a Chapter 11 Case* – the parties to the agreement; any creditors' or equity security holders' committee appointed under § 1102 of the Code and its authorized agent, or if no creditors' committee has been appointed, on the 20 largest creditors holding unsecured claims; the United States Trustee; and any other entity the Court directs.

(3) *In a Chapter 12 Case* – the parties to the agreement, the Chapter 12 trustee, the United States Trustee, and any entity that claims an interest in the subject property.

(4) *In a Chapter 13 Case* – the parties to the agreement, the Chapter 13 trustee, the United States Trustee, and any entity that claims an interest in the subject property.

LBR 4001-4: Rent Deposits

(a) **Debtor's Duties** - A debtor complies with 11 U.S.C. §362(l)(1) by:

(1) making the required certification and disclosing the lessor's name and address where indicated in the voluntary petition under the section entitled "Statement by a Debtor who Resides as a Tenant of Residential Property";

(2) serving a copy of the petition on the lessor; and

(3) delivering to the Clerk, together with the petition (or within 1 day of electronically filing the petition):

(A) cash, a money order, or a cashier's or certified check made payable to the lessor in the amount of any rent that would come due during the 30-day period after the filing of the petition; and

(B) a copy of the pre-petition judgment of possession.

(b) **Forwarding of Rent Deposits** - No sooner than 14 days and no later than 30 days after the debtor deposits the rent as provided in subparagraph (a)(3), the Clerk will mail the deposited amount to the lessor at the address specified in the petition or such other address as the lessor directs in writing. If the debtor tendered cash to the Clerk, the Clerk will deposit the cash into the Court's account and issue a check to the lessor in the amount tendered by the debtor.

(c) **Clerk's Notice to Lessor** - The Clerk will send a notice of the filing to the lessor (the "Clerk's Notice to Lessor") advising the lessor that the lessor may file an objection stating with particularity how the debtor has failed to comply with the requirements of 11 U.S.C. § 362(l) and this Rule if the debtor:

(1) complies with subparagraph (a); and

(2) within 30 days after filing the petition:

(A) files a further certification that, under applicable nonbankruptcy law, the debtor has cured the entire monetary default giving rise to the judgment of possession;

(B) serves the certification on the lessor; and

(C) files a proof of service.

(d) **Opportunity to Object** - Within 14 days after service of the Clerk's Notice to Lessor, the lessor may file an objection to the debtor's certifications, stating with particularity how the debtor has failed to comply with the requirements of 11 U.S.C. §362(l) and this Rule. If the lessor fails to timely file an objection, the automatic stay remains in effect notwithstanding 11 U.S.C. §362(b)(22), the lessor is deemed to have consented to receiving the check, and the Clerk will forthwith mail the check to the lessor at the address set forth in the debtor's certification.

(e) **Timely Objection Filed** - If the lessor files a timely objection and serves such objection on the trustee, the United States Trustee, and the debtor (and debtor's counsel, if applicable), the Court will schedule a hearing to take place within 14 days of service of the objection.

LBR 4001-5: Motions to Extend Stay

Unless the Court orders otherwise, the debtor or a party in interest may request a § 362(c)(3) extension of the automatic stay by filing a motion with notice and opportunity to object pursuant to LBR 9013. However, any such motion must be filed within 7 days of the filing of the petition.

LBR 4004-1: Delayed Discharge

(a) **Request for Delay of Discharge** - A debtor may request that the Court defer granting a discharge for 30 days after entry of the order approving the request or until a date certain. The request must be made by written motion using the official Court form. (A copy of the Debtor's Motion to Defer Entry of Discharge is appended to these Rules as Exhibit 9.)

(b) **Clerk's Authority to Grant or Deny** - The Clerk may grant or deny the motion on behalf of the Court by endorsing the motion where indicated on the form and serving a copy on the appropriate parties.

(c) **Objections to Delay of Discharge** - Any party in interest objecting to the Clerk's action in subparagraph (b) may move for judicial review within 21 days after entry of the Clerk's order on the docket.

LBR 4004-2: Certification Regarding Domestic Support Obligations

In every Chapter 13 case, the debtor must file a written certification that the debtor is current on any domestic support obligation that came due after the case was filed and on any prepetition domestic support obligation to the extent provided for by the plan. (A copy of the Debtor's Certification Regarding Domestic Support Obligations is appended to these Rules as Exhibit 10.) This certification is a prerequisite to receiving a discharge in the Chapter 13 case.

LBR 5001: Place of Filing

(a) **Parties Required to File Electronically (ECF Filers)** – All attorneys who practice in this Court are required to be registered users of CM/ECF. Subject to the provisions of Fed. R. Bankr. P. 5001, 5005, and the ECF Guidelines, all documents must be filed electronically using CM/ECF at <http://ecf.miwb.uscourts.gov>.

(b) **Parties Not Required to File Electronically (Paper Filers)** – Those parties not required to file electronically may file documents at the following locations in the Western District of Michigan:

(1) *Western District of Michigan – Lower Peninsula* – The petition and any subsequent documents for a bankruptcy case with venue in a county located in the Lower

Peninsula must be filed with the Clerk of the Bankruptcy Court, One Division Avenue North, Grand Rapids, Michigan 49503.

(2) *Western District of Michigan – Upper Peninsula* – The petition and any subsequent documents for a bankruptcy case with venue in a county located in the Upper Peninsula must be filed with the Clerk of the Bankruptcy Court, U.S. Post Office, 202 West Washington Street, Marquette, Michigan 49855 (Postal Address: P.O. Box 909, Marquette, Michigan 49855-0909).

LBR 5003: Clerk – General Authority

(a) **Clerk’s Authority to Sign Orders and Notices** - The Clerk is authorized to sign and enter the following orders and notices without further direction by the Court:

- (1) orders allowing installment payments of filing fees;
- (2) notice and orders of abandonment;
- (3) Chapter 13 payroll orders;
- (4) orders reducing, disallowing, withdrawing, or transferring claims when requested by the claimant;
- (5) writs of garnishment, executions, and orders to pay;
- (6) orders dismissing bankruptcy proceedings and adversary complaints due to CM/ECF error;
- (7) orders granting motions to delay entry of discharge;
- (8) orders permitting pleadings or other documents to be filed conventionally (i.e., on paper); and
- (9) orders correcting administrative errors (e.g. erroneously closed cases and mistakenly entered discharges).

(b) **Clerk’s Actions Reviewable** – An order signed and entered by the Clerk under this Rule may be reviewed, suspended, altered, or rescinded by the Court if requested by a party affected by that order.

(c) **Clerk’s Authority to Redact** – The Clerk’s authority under this Rule includes the authority to redact filings that disclose personal identifiers in violation of Fed. R. Bankr. P. 9037(a). However, nothing in this Rule imposes a duty on the Clerk to make the redaction. If the Clerk does redact a document, the redacted document will replace the original that appears for public viewing in CM/ECF.

(d) **Assignment of New Cases** - The Clerk will assign new cases to a judge consistent with a formula approved by the sitting judges of the Court. If a debtor has filed a prior bankruptcy case that was assigned to a particular judge and the debtor subsequently files another bankruptcy case, the Clerk will immediately reassign the subsequent case to the bankruptcy judge who was assigned to preside over the prior bankruptcy case, except:

(1) when the prior judge was assigned to a particular location for holding court but is no longer responsible for that location; or

(2) when the current judge who is handling a subsequently filed case advises the Clerk that the current judge desires to continue to preside over the subsequent case.

LBR 5005-1: Filing of Documents

(a) **Filing by Electronic Transmission** – Unless otherwise provided in subparagraph (b) or by Court order, all documents filed in all cases and proceedings must be filed electronically according to the ECF Administrative Procedures. Other documents filed over the counter (via paper) may be rejected by the Court pursuant to LBR 5005-2 and ECF Administrative Procedures available on the Court’s website at www.miw.uscourts.gov.

(b) **Filing Over the Counter**- The following persons are excused from filing by electronic transmission and may file documents over the counter:

(1) individuals who are not represented by counsel;

(2) Filers experiencing internet failure provided the documents are accompanied by a “Motion for Leave to File Over the Counter”;

(3) Filers relying on Section III of the ECF Administrative Procedures; and

(4) Filers of documents accompanied by a “Motion for Leave to File Over the Counter” that includes a clear statement why electronic filing is not feasible.

(c) **Facsimile Filing** – Except for the bankruptcy petition, any document may be filed by facsimile with prior Court approval.

LBR 5005-2: Defective Pleadings and Papers

(a) **Time Stamp on Filed Documents** - The Clerk will time stamp every document presented for filing over the counter as soon as practicable.

(b) **Rejection for Nonpayment of Fee or Case Closed** - The Clerk may reject, without filing, a document:

(1) not accompanied by the fee required to be paid at the time of filing pursuant to 28 U.S.C. § 1930. A fee is not paid unless made in cash, by a certified check or money order, with an attorney's credit or debit card or, at the Clerk's discretion, with a check drawn on an attorney's account; or

(2) that is to be filed in a case that does not exist in this Court or which has been closed, unless the document relates to post-judgment remedies or a motion to reopen a closed case.

(c) **Clerk's Authority to Strike Defective Documents; Notice** - The Clerk may strike after filing any document that is not signed or verified as required by Fed. R. Bankr. P. 9011. The Clerk will send notice that the document has been stricken to the filing party as soon as practicable. A stricken document that is amended to correct the defect and filed within 14 days is considered filed as of the date the document was originally filed with the Court.

(d) **Request for Judicial Review of Clerk's Action** - Any entity affected by a notice of rejection or an order to strike a document may file a motion for judicial review of such action within 14 days of the date of service of the notice of rejection or order to strike. If the Court determines that the action of the Clerk was improper, the Court may order that the document be deemed properly filed and determine the effective time and date of filing. The moving party must serve the motion for judicial review on all affected parties and file a proof of service.

(e) **Notice to Correct Defective Filing** - If the Clerk determines that a document is defective but does not warrant rejection or striking, the Clerk may issue and serve a notice of defective filing that advises the Filer of the corrective action needed to be taken or already taken by the Clerk.

(f) **Failure to Correct Defective Filing** - If any document required by LBR 1007 to be filed with the petition is not filed at that time, the Clerk will notify the filing attorney (or debtor if pro se) of the deficiency. If the deficiency is not corrected within 14 days of service of the notice, the case may be dismissed by the Court without further hearing.

LBR 5005-3: Service of Documents On the United States Trustee

(a) **Mandatory Service** - In addition to the requirements of the Federal Rules of Bankruptcy Procedure, copies of the following documents must be transmitted electronically by CM/ECF to the United States Trustee contemporaneously with their filing with the Clerk:

(1) all documents (including notice of appeals) filed in a Chapter 7 or 11 case;

(2) a notice of appeal filed in an adversary proceeding related to a Chapter 7 or 11 case;

(3) any complaint to except a debt from discharge pursuant to 11 U.S.C. § 523 or to deny or revoke a discharge pursuant to 11 U.S.C. § 727; and

(4) all settlement papers filed in an adversary proceeding or a contested matter in a case under Chapter 7 or 11.

(b) **Service of Additional Documents** - The United States Trustee may also file a motion requesting service of additional documents in a particular case.

LBR 5005-4: Electronic Service of Documents On Parties

(a) **Electronic Service** – When service of a document is required by the Federal Rules of Bankruptcy Procedure, these Rules, or the Court, service may be made through CM/ECF. No proof of service is required if all parties entitled to notice are Electronic Filers. When a proof of service is nonetheless required, the proof of service must identify the parties served by CM/ECF.

(b) **Service Completed** – If the intended recipient is an ECF Filer, service is deemed complete when the Notice of Electronic Filing is transmitted to the Filer.

(c) **Proof of Service** – When a proof of service is required by the Federal Rules of Bankruptcy Procedure, these Rules, or Court order, the proof of service must indicate the method of service (U.S. Mail, private courier, facsimile, electronically, etc.).

LBR 5011: Withdrawal of Reference

(a) **Form of Request** – A request for withdrawal of the reference of all or part of a case or proceeding referred to the Bankruptcy Court must be made by filing a motion with the Clerk. The motion must clearly and conspicuously state that “RELIEF IS SOUGHT FROM A UNITED STATES DISTRICT JUDGE.”

(b) **Time for Filing** - A motion to withdraw the reference of the entire bankruptcy case must be filed by the time first set for the meeting of creditors. A motion to withdraw the reference of all or part of an adversary proceeding must be filed by the date on which the answer, reply, or motion under Fed. R. Bankr. P. 7012 or 7015 is first due. A motion to withdraw the reference of a contested matter within a case must be filed not later than 14 days after service of the motion, application, or objection that initiates the contested matter. Notwithstanding the foregoing, a motion to withdraw the reference may still be filed within 14 days of the filing of any pleading or paper that for the first time raises the reason for seeking the withdrawal.

(c) **Proceedings Unaffected** - The filing of a motion to withdraw the reference does not stay proceedings in the Bankruptcy Court. The procedures relating to stay are set forth in Fed. R. Bankr. P. 5011.

(d) **Designation of Record** - The moving party must file with the Clerk of the Bankruptcy Court and serve on interested parties a designation of those portions of the record of the case or proceeding in the Bankruptcy Court that the moving party believes will reasonably be necessary or pertinent to the United States District Court's consideration of the motion. Within 14 days after service of such designation of record, any other party may serve and file a designation of additional portions of the record. If the record designated by any party includes a transcript of any hearing or trial, that party must, immediately after filing the designation, deliver to the Bankruptcy Court's electronic court recorder operator or contract court reporter a written request for the transcript and make satisfactory arrangements for payment of its cost. The parties must take all steps necessary to enable the Clerk to assemble and transmit the record.

(e) **Response Filed; Reply** – If a party opposes the requested withdrawal, it must file and serve its objection within 14 days of service of the motion to withdraw the reference. The moving party may then file and serve a reply within 14 days after service of the objection.

(f) **Transmittal to and Proceedings in the United States District Court** – When the record is complete except for transcripts, the Clerk of the Bankruptcy Court will promptly transmit to the Clerk of the United States District Court the motion and the designated portions of the record.

LBR 5090: Courthouse Conduct

(a) **Solicitation** – Solicitation of business relating to bonds or to employment as counsel is prohibited in the courthouse.

(b) **Loitering** – Loitering in or about the rooms or corridors of the courthouse is prohibited.

(c) **Disruptive Behavior** – Any behavior that impedes or disrupts the orderly conduct of the Court's business is prohibited.

(d) **Signs** – Card, signs, placards, or banners may not be brought into any of the courtrooms or on any floor where a courtroom is located.

(e) **Enforcement** – The United States Marshal, deputy marshals, court security officers, and the authorized employees of the courthouse may enforce this Rule by ejecting violators from the courthouse or by having them appear before one of the judges of this Court.

LBR 5091: Cell Phones, Photography, and Recording

(a) **Prohibited Uses** - Use of cell phones inside any courtroom is prohibited. Video equipment inside any courtroom is prohibited unless the Court specifically orders otherwise. The taking of photographs in any courtroom or its environs in connection with a judicial

proceeding; the broadcast of a judicial proceeding s by radio, television, or other means; and the audio or video recording of a judicial proceeding are all strictly prohibited.

(b) **Exceptions** - The judicial officer in whose courtroom the proceeding s occurs may authorize the use of appropriate devices to preserve or present evidence and to broadcast or memorialize investiture, ceremonial, or naturalization proceedings.

(c) **Adoption of Supreme Court Rules** - Rules or regulations promulgated by the United States Supreme Court relating to photographing, recording, or broadcasting judicial proceedings are also incorporated by reference into this Rule.

LBR 6004: Use, Sale, or Lease of Property

(a) **Descriptions of Real Property** – A motion, complaint, or proposed order s regarding the use, sale, or lease of real property or liens on such property must include:

- (1) the complete legal description in recordable form; and
- (2) the common street address.

(b) **Report of Sale** –

(1) ***Sale by a Chapter 7 Trustee*** - The trustee must file a report regarding the sale of all real or personal property, whether tangible or intangible, and serve a copy of the report on the debtor and the United States Trustee. The report must include:

- (A) an itemized statement of the property sold;
- (B) a list of bidders;
- (C) the name of each purchaser;
- (D) the price received for each item or lot, or for the property as a whole if sold in bulk;
- (E) the date, time, and place of each sale;
- (F) a calculation of compensation allowable under the order of appointment of any professional retained to effectuate each sale;
- (G) copies of the sale advertisement; and
- (H) a summary listing of all sale expenses including advertising expenses, sign expenses, labor, postage, and other mailing expenses.

(2) *Sale by a Chapter 13 Debtor* – A Chapter 13 debtor who sells real or personal property, whether tangible or intangible, must provide a copy of the closing statement for the sale to the Chapter 13 trustee within 14 days after close.

LBR 6005: Auctioneers

(a) **Bond Required** – An auctioneer employed pursuant to 11 U.S.C. § 327 must be bonded unless the Court specifically orders otherwise. The bond must be drawn in favor of the United States and cover the faithful performance of the auctioneer’s duties to the estate. Unless otherwise directed by the Court, the bond must be in the amount of at least \$100,000.

(b) **Proceedings on Auctioneer’s Bond** - A proceeding on the auctioneer’s bond may be brought in the name of the United States by any party in interest claiming injury because of the auctioneer’s actions.

LBR 6007: Abandonments Initiated by Trustee

(a) **Notice of Abandonment** – A trustee’s notice of abandonment pursuant to Fed. R. Bankr. P. 6007(a) must substantially conform to the form appended to these Rules as Exhibit 11.

(b) **Service of Notice** – If a Chapter 7 trustee intends to abandon estate property, service of the notice must be made by the filing party as follows:

(1) cases in which a report of no distribution has been filed: on the debtor; debtor’s attorney, if any; the United States Trustee; and those parties who have filed a specific request pursuant to subparagraph (c);

(2) cases in which a report of no distribution has not been filed: on the debtor; debtor’s attorney, if any; the United States Trustee; and all creditors.

(c) **Language of Notice** – The Clerk will insert the following provision in the § 341 meeting notice (Official Forms 9A and 9B):

Abandonments – Trustees may abandon property in no asset estates without notice to creditors or other interested parties. Anyone wishing to receive notice of such abandonment must file a request with the Court.

LBR 7008: Consent to Final Judgment or Order in Core Proceedings

In any adversary proceeding before the Court, the complaint, counterclaim, cross-claim, or third-party complaint must contain a statement that the proceeding is core or noncore and,

without regard to whether the proceeding is alleged to be core or non-core, that the pleader does or does not consent to entry of a final order or judgment by the Court.

LBR 7026: Applicability of Fed. R. Civ. P. 26 to Contested Matters

Unless the Court orders otherwise, Fed. R. Civ. P. 26(a)(1), (d), and (f) do not apply to contested matters.

LBR 7090: Settlement of Adversary Proceedings

Counsel must notify the Court immediately upon reaching a settlement of an adversary proceeding. If, by the date set for trial, the attorneys have not submitted an order disposing of the proceeding, then counsel may be required to appear and state the settlement on the record. In any event, unless otherwise ordered by the Court, counsel must submit the appropriate order within 14 days after notifying the Court of a settlement. The failure to submit an appropriate order within 14 days or as otherwise ordered may be cause for dismissal.

LBR 8001: Appeals From the Bankruptcy Court

All appeals from the Bankruptcy Court will be heard and determined by the Bankruptcy Appellate Panel of the Sixth Circuit Court of Appeals unless a party to the appeal files a timely election to “opt out” and have the appeal heard by the United States District Court for the Western District of Michigan. Any such election must be made in accordance with the applicable procedural rules of the Bankruptcy Appellate Panel.

LBR 8006-1: Designation of Record and Issues on Appeal

(a) **Specific Designation Required** - The designation of record and issues on appeal required by Fed. R. Bankr. P. 8006 must expressly identify the specific issues on appeal and each item to be included in the record, including the item’s entry number if docketed by the Court. General designations such as “all bankruptcy files” or “the entire case and/or proceeding record” are not acceptable and will result in the record on appeal being considered incomplete. Only that part of the record necessary for the appeal should be designated. Non-specific statements of the issues on appeal are also not acceptable.

(b) **Exhibits and Undocketed Items** - Any party who wishes to designate for the record on appeal a trial exhibit or item not appearing in the docket record must provide to the Clerk and all parties to the appeal a copy of the exhibit or item.

(c) **Failure to Comply** - Failure of any party to comply with the foregoing may be grounds for the dismissal of the appeal or cross appeal by the reviewing court.

LBR 9004: General Requirements of Form

(a) **Current Bankruptcy Chapter** –All documents filed after the commencement of the case must include the debtor’s current bankruptcy chapter in the caption immediately below the case number.

(b) **Designation of Character of Document** - All documents filed after the commencement of the case must include a description of the document in the caption. The description must be centered and placed immediately before the body of the document. The description should be as specific as possible and must include the number of the document (i.e., first, second, third), if applicable, and the name of the moving party.

(c) **Dates of Filing, Conversion, and Dismissal** – Every motion, pleading, or other request for relief must state the date of filing of the debtor’s petition as well as the dates of any subsequent conversion, dismissal, or reinstatement of the case. In complaints or amended complaints governed by Part VII of the Federal Rules of Bankruptcy Procedure, this statement must be made immediately after the jurisdictional paragraph required by Fed. R. Bank. P. 7008(a). In an application or motion governed by Fed. R. Bankr. P. 9014, this statement must be made in the first paragraph.

(d) **Attorney Information** – Every pleading, motion, or other request for relief filed with the Clerk and signed by an attorney must state the attorney’s telephone number, office address, email address, and state bar identification number directly below the attorney’s signature or in some other prominent place.

(e) **Orders** –Each order must include a brief, specific description of the order, the number of the order, if applicable, and the name of the moving party.

(f) **Proper Format** – Except for exhibits, official forms, and preprinted forms generated by bankruptcy software packages, all documents filed with the Clerk must be double-spaced and typewritten in at least 12-point type.

LBR 9006: Computing Time

When computing time as prescribed in these Rules, in the Federal Rules of Bankruptcy Procedure, or in orders, weekends and holidays are included. However, if the last day ends on a Saturday, Sunday or holiday, the period runs to the end of the next business day.

LBR 9010-1: Admission, Discipline, Suspension, and Disbarment

(a) **Admission, Suspension, and Disbarment** – Except as provided in subparagraph (b) and § 304(g) of Pub. L. 103-394, Oct. 22, 1994, 108 Stat. 4106 (providing special rules for child-support creditors and their representatives), W.D. Mich. L. Civ. R. 83.1 governs the admission, suspension, discipline, and disbarment of an attorney or law student who

seeks to practice in the Court or who is practicing in the Court. An attorney or law student who is admitted to practice in the United States District Court for the Western District of Michigan is admitted to practice in this Court. If complaint filed with the United States District Court for the Western District of Michigan as contemplated in W.D. Mich. L. Civ. R. 83.1(k)(ii) (Initiation of Proceedings) includes allegations related to proceedings before this Court, a copy of the complaint must also be filed with the Clerk.

(b) **Discipline Other Than Suspension or Disbarment** – Except for suspension or disbarment, a bankruptcy judge may discipline an attorney who (1) engages in conduct violating the Michigan Rules of Professional Conduct, (2) willfully violates these Rules, the Federal Rules of Bankruptcy Procedure, or a Court order, or (3) engages in other conduct unbecoming of a member of the bar of the Court. Prior to imposing discipline, the Court will notify the attorney that discipline may be imposed and give the attorney an opportunity to respond in writing why discipline should not be imposed. If requested, the Court may also schedule a hearing.

LBR 9010-2: Representation and Appearances

(a) **Representation of Individuals** – Only individuals may represent themselves in matters or proceedings before this Court.

(b) **Representation of Entities** – An entity other than an individual may act on its own behalf for purposes of filing a proof of claim, participating in a § 341 meeting, or filing a reaffirmation agreement. For all other purposes, an entity must be represented by an attorney unless a statute or applicable rule provides otherwise.

LBR 9010-3: Pro Hac Vice Admission

(a) **Attorneys Who May Not Apply for Pro Hac Vice Admission** - Attorneys licensed to practice law in the State of Michigan or licensed to practice in another state who maintain a regular office within the State of Michigan may *not* apply for *pro hac vice* admission. Instead, they must apply for admission to practice before the United States District Court for the Western District of Michigan.

(b) **Attorneys Who May Apply for Pro Hac Vice Admission** - Licensed attorneys not subject to subparagraph (a) may apply for *pro hac vice* admission to appear in a specific case and all contested matters and adversary proceedings arising in that case. The application must be made by motion and must:

(1) State the attorney's full name, business address, telephone number, email address, professional number if applicable, and the state in which the attorney is licensed to practice law;

(2) Identify the other federal (bankruptcy, district, or circuit) courts in which the attorney is licensed to practice law; and

(3) Verify that the attorney is bound by all rules, practices, and ethics that are applicable to attorneys admitted to practice before the United States District Court for the Western District of Michigan.

The movant need not be sponsored by a member of the bar.

(c) **Pro Hac Vice Admission Fee** – Admission *pro hac vice* requires payment of a fee to the Clerk of the Bankruptcy Court within 14 days of entry of the order granting admission. The fee, which is set by the Court, must be by check or money order made payable to the United States District Court for the Western District of Michigan, and must include the designation “*Pro hac vice* admission,” the name of the case, and the case number. The Clerk of the Bankruptcy Court will then promptly forward the admission fee to the Clerk of the District Court for deposit in its account.

(d) **Failure to Pay Fee** - Failure to pay the *pro hac vice* admission fee in compliance with subparagraph (c) will immediately revoke, without notice, the attorney’s privilege to appear *pro hac vice* notwithstanding the previously entered order.

LBR 9011: Signatures on Electronically Filed Documents, Declarations Re: Electronic Filing, and Statements of Social Security Number(s)

(a) **Facsimile Signatures** - A signature transmitted by facsimile is deemed to be an original signature for purposes of Fed. R. Bankr. P. 9011.

(b) **Mandatory Electronic Filing** – ECF Filers must file through CM/ECF all petitions, lists, schedules, statements, amendments, pleadings, affidavits, and other documents containing original signatures or requiring verification under Fed. R. Bankr. P. 1008 or an unsworn declaration as provided in 28 U.S.C. § 1746.

(1) **Electronic Filing as Signature** - Electronic filing of a petition, pleading, motion, proof of claim, or other document by an ECF Filer constitutes the signature of that individual for all purposes, including those under Fed. R. Bankr. P. 9011 and 28 U.S.C. § 1746, and has the same effect as if the individual had affixed that individual’s signature on a paper copy of the document being filed.

(2) **Declaration Re: Electronic Filing** - When the petition is filed through CM/ECF, the Filer must also file a separate Declaration Re: Electronic Filing pursuant to ECF Administrative Procedures. (A copy of the Declaration Re: Electronic Filing is appended to these Rules as Exhibit 12.) The Clerk will make a text entry in the electronic docket to reflect that the declaration has been filed. However, the declaration itself will not be available for public viewing.

(c) **Statement of Social Security Number(s)** - If the debtor has not filed a Declaration Re: Electronic Filing containing the debtor's social security number, then the debtor must conventionally file a completed Official Form B21 (Statement of Social-Security Number(s)) containing the full 9-digit social security number and original signature of each debtor. If the debtor does not have a social security number, the debtor must file Official Form B21 stating that the debtor does not have a social security number. Failure to submit this form within 14 days from the date of the Notice to File Statement of Social Security Number(s) will result in dismissal of the case without further hearing.

(d) **Acceptable Methods for Signing Documents** - A signature on a document filed with the Court may be indicated by:

- (1) filing a scanned image of the originally signed document;
- (2) filing a scanned image of the signature page of the electronic document; or
- (3) affixing "/s/ NAME" to the document where the handwritten signature or mark would otherwise appear.

(e) **Retention of Signed Documents** - If a document is filed with an electronic signature indicated by "/s/" or "/s/ NAME", the ECF Filer must retain the original signed document or the written authorization for the electronic signature for a minimum of 5 years from the date of filing.

(f) **Filing of Documents with Multiple Signatures** - If a stipulation or other document to be filed electronically includes the signatures of two or more persons, the ECF Filer must:

- (1) confirm that the content of the document is acceptable to all persons required to sign and must obtain the actual signature of all signing parties; and
- (2) retain the original in accordance with subparagraph (e).

LBR 9013: Motion Practice

(a) **Scope** – This Rule applies to relief requested pursuant to Fed. R. Bankr. P. 9013 and 9014 regardless of how the request is made.

(b) **Ex Parte Relief** – If the requested ex parte relief may be granted without a hearing and without prior notice, the movant may file the motion and proposed order with a request that the order be signed.

(c) **Notice with Opportunity to Object** - A party seeking relief with notice and an opportunity to object must follow the procedures set forth in this subsection unless the Code, the

Federal Rules of Bankruptcy Procedure, or these Rules provide otherwise, or the Court otherwise directs.

(1) ***Documents Filed with Motion*** - The following documents must be filed with any motion under subparagraph (c):

(A) A notice to the debtor and all other parties upon whom service is required that states that the party served has 14 days (21 days for matters under Fed. R. Bankr. P. 2002(a) and 2016; and 30 days for objections to claims) from the date of service to file and serve a response or request for a hearing or both. In either event, the response must include the specific reasons for objecting or for requesting a hearing;

(B) A copy of the proposed order; and

(C) Unless otherwise excepted by these Rules, a proof of service indicating the parties served and the date and manner of service.

(2) ***No Response Filed*** - The Court may grant relief without a hearing if no timely response or request for hearing is filed. The movant may file with the Court no earlier than 21 days from the date of service of the notice (28 days for matters under Fed. R. Bankr. P. 2002(a) and 2016, and 35 days for objections to claims) a certification stating that no timely response or request for hearing has been filed. On receipt of the certification, the Court may sign the proposed order, require the moving party to prepare a new proposed order, draft and enter its own order, or schedule a hearing.

(3) ***Response Filed*** - If a timely response or request for hearing is filed or if the Court has directed that a hearing be held, the Clerk will schedule a hearing on the motion and prepare a notice of hearing for the movant to serve on all required parties.

(4) ***When “Notice and Opportunity” Procedures May Not be Used*** – Except as provided in subparagraph (d), the procedures set forth in this Rule may not be used for plan confirmation hearings, disclosure statement approval hearings, dismissal or conversion hearings, or hardship discharge hearings.

(d) ***Dismissal Motions by Chapter 13 Trustee*** - A Chapter 13 trustee’s motion to dismiss the case must state with particularity the grounds for dismissal (e.g., a debtor’s failure to make timely payments). The motion may be served pursuant to subparagraph (c). Any response or request for hearing filed by the debtor or debtor’s attorney must be filed with the Court and served on the Chapter 13 trustee within 30 days of when the trustee served the motion to dismiss. The response filed by the debtor or debtor’s attorney must state with particularity the good faith reasons for opposing the motion and for believing that dismissal will not occur if a hearing is held.

(1) ***Remedy if Proper Response Not Filed*** - If the debtor or debtor’s attorney does not file a proper response or request for hearing within 30 days of the date the trustee

served a the motion to dismiss, the trustee may file with the Court a certification stating that no timely response or request for hearing has been filed together with a proposed order to dismiss. The Court may then dismiss the case without further hearing.

(2) **Hearing Date if Timely Response Filed** - If a debtor or debtor's attorney files a timely response or request for hearing, the Court will either hear the motion as already noticed or schedule a hearing.

(e) **Procedure for Contested Motions** - For all motions not filed pursuant to subparagraph (c), the Clerk will schedule the matter for hearing. Absent good cause, a party filing a brief or response to a motion must file and serve its brief or response at least 7 days before the scheduled hearing.

(f) **Combined Motions Prohibited** - Except as otherwise provided in these Rules, every request for an order from the Court must be filed in a separate motion. However, requests for alternative relief may be contained in one motion.

(g) **Request for Emergency Hearing** - An "emergency" is a matter that requires a hearing in less than 7 days, and that involves an injury which outweighs procedural concerns. If a motion requires an emergency hearing, a separate motion for the emergency hearing must be filed. The motion for emergency hearing must contain the following:

(1) sufficient information for the Court to schedule an emergency hearing (e.g., why relief is needed immediately and why affected parties will not be prejudiced if a hearing is held with only limited notice);

(2) a certificate of service; and

(3) a proposed order scheduling the hearing, with blank spaces for the date, time, and location of the hearing and for the manner and deadline for giving notice of the hearing.

The moving party must telephone the presiding Judge's chambers to promptly advise the Court staff that a request for an emergency hearing has been filed. Nothing in this Rule precludes the Court from utilizing different procedures for scheduling emergency hearings.

(h) **Request for Expedited Hearing** - If a motion requires a hearing on shortened notice but is not an emergency, a motion to shorten notice or to schedule an expedited hearing must be filed in accordance with Fed. R. Bankr. P. 9006(c). The request for expedited hearing must be accompanied by a proposed order.

LBR 9013-1: Allowance of Compensation and Reimbursement of Expenses For Professionals

(a) **Court Approval Required** - Professional persons employed by the bankruptcy estate or a committee must be approved by the Court pursuant to 11 U.S.C. §§ 327, 332, 333, and 1103; and Fed. R. Bankr. P. 2016.

(b) **Fees Requested by Application; Burden of Proof** – A professional must file an application for fees and expenses under LBR 2016-2 before receiving any payment from the estate or applying any retainer that is property of the estate. The applicant has the burden of proof.

(c) Contents of Application –

(1) **General Requirements** – Every fee application must state the case filing date, the current chapter, and all dates of conversion. The application must also state the amount of any retainer paid, the date of each previous application, the amount of compensation and expenses previously requested, the date of each approval, and the total amount received to date.

The Court will not allow compensation for services that do not benefit the estate (e.g., fees for reading another’s work product simply as a matter of interest, for services that mainly benefit the debtor or the debtor’s principals, or for general research of law well known to practitioners in the area of law involved). The Court will determine whether tasks have been performed within a reasonable number of hours and whether the requested hourly rate is reasonable based on the customary rate charged by experienced practitioners. The reasonableness of the work done and the fee charged may depend on the results attained. An attorney may be required to estimate the probability of success, the amount to be realized, and the overall benefit to creditors with respect to each prospective matter or proceeding.

(2) **Itemization of Services Performed** - An application for compensation must identify each activity by date and the professional who performed the work. It must also include a description of the work performed, its purpose, and the time expended.

(A) **Detail Required** – Except as protected by the attorney-client privilege: (i) time entries for telephone calls must list the person with whom the applicant spoke and give a brief description of the conversation; (ii) time entries for correspondence must state the addressee and give a brief explanation of the contents; (iii) time entries involving documents must specify the specific document; and (iv) time entries for legal research must describe the matter for which the research was conducted and the research conducted. If abbreviations are used in the application or if computer sheets are added to supplement the application, the application must also include an appendix that explains the abbreviations or any code keys.

(B) **Time Increments; No Rounding or “Lumping” Allowed** - Each type of service must be listed with a corresponding specific time allotted. The time listed must represent the actual time expended to perform the activity and should be stated in tenths (.10) of an hour. “Rounding up” of time is not permitted. Applicants may not circumvent minimum time requirements or any detail requirement by “lumping” or “bunching” more than one activity into a single entry.

(C) **Multiple Professionals** - The application must indicate the total hours charged and give a summary of the hours and hourly rate charged by each professional. If more than one professional has charged time for an activity such as intra-office conferences or joint court appearances, the applicant must explain the need for each professional’s participation in the activity.

(D) **Reasonableness of Rates Charged** - Rates must be commensurate with the level of skill required for a particular task. Professional fees may not be charged for non-professional services such as copying or delivering documents, preparing or filing proofs of service, or for trustee duties generally performed without the assistance of an attorney or other professional. When paralegals are utilized to perform legal services for an estate, they may be compensated as paraprofessionals rather than treated as an overhead expense.

(E) **Reimbursement for Application Fees** – Fees for reasonable time spent by an attorney in preparing and reviewing an application for compensation may also be included.

(3) **Itemization of Expenses** - An application for reimbursement of expenses must include a description of each expense and its purpose together with the date it was paid. Requests for mileage must include the date, destination, miles, per-mile rate, and the reason for the trip. In allowing expenses, the Court will consider economy (e.g., coach airfare, moderately priced accommodations, commercial duplication of large copy orders) and necessity (e.g., unnecessary use of overnight mail).

(d) **Deferral of Fees** – On the motion of a party in interest, the Court may order that the payment of all or a portion of an allowed interim fee be withheld for a specified period of time. The Court may do so with or without a hearing. However, if the order is without a hearing, the applicant may move to have the order modified or rescinded.

(e) **Fees in Chapter 13 Cases** - For compensation in Chapter 13 cases, see LBR 2016-2(e)(1).

LBR 9015: Jury Trials

(a) **Applicability of Certain Federal Rules of Civil Procedure** – Fed. R. Civ. P. 38, 39, and 47-51 apply in this Court’s cases, except that a demand made under Fed. R. Civ. P.

38(b) must be filed in accordance with Fed. R. Bankr. P. 5005. Fed. R. Civ. P. 81(c) also applies to jury trials before this Court.

(b) **Consent** – If the right to a jury trial applies and a timely demand has been filed under Fed. R. Civ. P. 38(b), the parties may consent to have a trial by jury conducted by a bankruptcy judge under 28 U.S.C. 157(e) by jointly or separately filing a statement of consent no later than the date set for the filing of a Joint Final Pretrial Order.

LBR 9016: Use of Courtroom Electronic Equipment

Any person who intends to use electronic equipment in the courtroom during a hearing or trial must become familiar with the Court’s systems prior to the scheduled court appearance. If needed, the person may contact the Automation Department of the Clerk’s office and request an appropriate time for training. Anyone who fails to comply with this Rule may be subject to sanctions, including paying the cost to repair any Court system damaged by the person’s use.

LBR 9016-1: Alternative Dispute Resolution

(a) **ADR Favored** – The Court favors the use of alternative dispute resolution (ADR) methods in bankruptcy cases and contested matters whenever ADR might help to reach an early resolution of the case. In adversary proceedings, a discussion regarding the potential use of ADR is required as part of the conference held pursuant to Fed. R. Bankr. P. 7026(f).

(b) **Methods Available** – Appropriate ADR methods include Voluntary Facilitative Mediation and the other methods specifically set forth in the Local Civil Rules for the United States District Court for the Western District of Michigan. (See W.D. Mich. L. Civ. R. 16.3 – 16.8 on the district court’s website at <http://www.miwd.uscourts.gov>.) If parties elect to use Voluntary Facilitative Mediation or any of the other ADR methods listed on the district court’s website, the parties must follow the local civil rules applicable to the selected method. Other ADR methods may also be agreed on by the parties.

(c) **Confidentiality** – ADR proceedings are considered “compromise negotiations” as that term is used in Fed. R. Evid. 408. All oral or written statements made at any stage of the ADR process are confidential and may only be used as permitted under Fed. R. Evid. 408 or as otherwise agreed in advance by the parties.

(d) **Trial Deadlines and Procedures Unaffected** – The use of ADR does not affect the normal progression of a case toward trial. Parties who elect ADR may continue to file motions and engage in discovery. Any case referred to ADR remains subject to management by the Court, and the parties must comply with all deadlines or other obligations imposed by the Court unless the Court orders otherwise.

(e) **Payment of Fees and Costs** – Parties electing to use ADR are solely responsible for the fees and costs associated with the selected ADR method. Fees and costs will be shared

equally unless otherwise agreed by the parties. If a party is delinquent in paying the fees and costs associated with ADR, the neutral may seek a Court order directing payment. The Court may also require the fees and costs to be paid in advance.

(f) **Pro Bono Service** – If a party cannot afford the fees or costs associated with ADR, the Court may request that the neutral waive or reduce the fee for the indigent party. All other parties are expected to pay their fees and costs.

LBR 9017: Teleconferencing and Videoconferencing

The Court may permit a party or witness to appear at any proceeding before the Court by teleconference or video conference. Unless the Court orders otherwise, application to appear by telephone or video conference may be made informally and without a written request if timely notice is given to the other parties. The Court may grant such a request without a written order.

LBR 9021: Entry of Orders and Judgments

Unless otherwise directed by the Court, orders and judgments must be prepared in writing by the prevailing party. The prevailing party must serve a copy of the order or judgment on the required parties promptly after entry by the Court.

LBR 9029: General Provisions

(a) **Prior Rules Superseded** – These Rules provide standardized procedures for the convenience of the bench and bar. They supersede all previous Local Rules and Court Administrative Orders, except for Court Administrative Order No. 2010-3 and any other Court Administrative Order that does not conflict with these Rules.

(b) **Administrative Orders** – If any matter of practice or procedure requires the attention of the Court prior to further amendment of these Rules, the Court may enter an administrative order to serve as an interim rule. The Clerk will maintain a file that numbers each administrative order as it is entered. Administrative orders are available for public inspection in the office of the Clerk and on the Court’s website at www.miwb.uscourts.gov.

(c) **Technical Corrections** – Technical corrections to these Rules may be made by the Court at any time. Notice of such corrections will be provided on the Court’s website at www.miwb.uscourts.gov and posted in the Clerk’s office.

(d) **Use of Local Forms** – The documents attached as exhibits to these Rules are for reference purposes only. Only the official documents posted under the “Local Forms” link on the Court’s website may be used.

(e) **Suspension or Modification** – Any judge of this Court may suspend or modify a provision of these Rules in a particular case, adversary proceeding, or contested matter on the Court’s own initiative or on motion of a party.

LBR 9037-1: Redacting Personal Identifiers

(a) **Redaction Requirement** - Unless the Court orders otherwise, a filer must redact “personal identifiers” from any document filed with the Court or submitted to the trustee pursuant to LBR 1007-2(f). “Personal identifiers” means Social Security numbers, taxpayer-identification numbers, dates of birth, names of minor children, and financial account numbers. A filing is properly redacted if it includes only:

- (1) the last four digits of the Social Security number or the taxpayer-identification number;
- (2) the year of the individual's birth;
- (3) the minor's initials; and
- (4) the last four digits of the financial-account number.

For cause shown, the Court may require the redaction of additional information or limit a nonparty’s electronic access to a document filed with the Court.

(b) **Trustee’s Authority to Redact** – The trustee in an individual chapter 7, 11, or 13 case has the authority to redact any document that is inadvertently submitted with personal identifiers. However, nothing in this Rule imposes a duty on the trustee to make the redaction.

LBR 9037-2: Use of Electronic Transcripts

(a) **Access to Electronic Transcripts** – The Court may direct that a transcript of all or part of a digitally recorded proceeding be made available through CM/ECF. All ECF Filers who attended the proceeding will be notified once an electronic transcript is available.

(1) **Limited Access** – No electronic transcript will be available for viewing or downloading for the first 90 days after the transcript is filed with the Court unless the transcript is purchased from the court reporter or transcriber by an attorney of record, in which case the transcript will be available for remote electronic viewing and use by that attorney. Otherwise, an electronic transcript will only be available during the first 90 days for viewing from a public terminal at the Clerk’s office.

(2) **Unrestricted Access** – The original electronic transcript (or a redacted transcript, if applicable) will be available for unrestricted viewing and printing – either remotely or from the Clerk’s public terminal – beginning on the 91st day after the

transcript is filed with the Court. PACER charges apply for all remote viewing regardless of whether the viewer purchased access to the transcript, and charges are not limited to 30 pages.

(b) Redaction of Electronic Transcripts -

(1) ***Redacting Personal Identifiers*** – The responsibility for redacting personal identifiers rests solely with the parties and their counsel. Any person who wishes to redact personal identifiers from an electronic transcript must file a “Notice of Intent to Request Redaction” with the Clerk and serve a copy on the transcriber within 7 days after the transcript is filed. The requesting party must then submit a Request for Redaction within 21 days of the transcript’s filing that lists (A) the personal identifiers to be redacted, and (B) where those personal identifiers appear in the transcript by page and line.

(2) ***Redacting Information Other than Personal Identifiers*** – If a person wishes to redact information other than personal identifiers from an electronic transcript, the person must file a motion for a protective order pursuant to Fed. R. Bankr. P. 9037(d). The electronic transcript will not be available for unrestricted viewing, downloading, or printing until the Court rules on the motion for the protective order.

LBR 9037-3: Docketed Audio Files

The Court may direct that all or part of a digitally recorded proceeding be posted as an audio file on the CM/ECF docket. No transcript of an audio file may be included in a document that is filed with the Court unless the transcript has been prepared by an authorized court reporter.

LBR 9037-4: Filing Documents Under Seal

(a) **Court Order Required** - Before filing any document under seal, a party must file a written motion consistent with 11 U.S.C. § 107 explaining why the relief is necessary. The explanation must be as comprehensive as possible without disclosing the substance of the information to be filed under seal. If the motion is granted, the movant must conventionally file the document in a sealed envelope with a copy of the order attached to the envelope. A sealed document may be filed unredacted. The Clerk will maintain the document under seal until further Court order.

(b) **Request for *In Camera* Review** – In a motion requesting permission to file a document under seal, the moving party may include a request that the Court review the document *in camera* before deciding the motion. Any such request must include an explanation as to how an *in camera* review will assist the Court in deciding whether the document should be filed under seal. If the Court grants a request for *in camera* review, the Court will establish procedures to ensure the confidentiality of the document and the fairness of the process.

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Exhibit 1

Preparation of Creditor Matrix

The following instructions will guide you to correctly format a creditor matrix and save it as a **.txt** file to upload in to the court's Case Management/Electronic Filing (CM/ECF) System or for filing over-the-counter.

A creditor matrix shall contain each creditor's name and mailing address. This information is used for noticing and also for claims information when applicable.

Uploading in to CM/ECF: The creditor matrix must be in an ASCII file format with an appropriate text extension such as **.txt** before it can be successfully uploaded into the CM/ECF system. (If you have access to Notepad, it will automatically save matrices in **.txt** format).

Filing Matrix Over-The-Counter: The matrix must list all creditors in a single column down the center of the page.

Creditor Matrix Specifications: (Do not include the name and address of the debtor(s) and/or attorney for the debtor on the matrix)

- ◆ When preparing a matrix, there **must** be at least one blank line separating each creditor.
- ◆ The name and address of each creditor cannot be more than 5 lines.
- ◆ Each line may contain no more than 40 characters including blanks.
- ◆ One or more spaces in the first position of the address will cause that particular creditor to not be placed on the matrix.
- ◆ Do not use special characters such as ~, ½ or ^.
- ◆ Account numbers or "attention" lines should be reflected on the second address line.
- ◆ City, State & Zip Code must appear on the last line.
- ◆ Nine-digit ZIP codes must contain a hyphen which separates the first five digits from the last four digits.
- ◆ All states must be two-letter, standard postal abbreviations.
- ◆ Do not include page numbers, headers, footers, etc.
- ◆ Only the following fonts are acceptable:

Courier, Helvetica, Arial or Times New Roman

Exhibit 2

UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MICHIGAN

IN RE:

Case No.: _____

Debtor(s)

Verification of Creditor Matrix

I(we), hereby declare, under penalty of perjury, that the attached list of creditors is true and correct to the best of my(our) knowledge.

Date: _____

Attorney for the Debtor(s)

At: _____

- OR -

Debtor

Joint Debtor (if any)

EXHIBIT 3

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MICHIGAN

In re:

Case No. _____

Chapter 7

Debtor(s).
_____ /

ASSET PROTECTION REPORT

Pursuant to Local Bankruptcy Rule 1007-2(d), debtors filing a Chapter 7 petition and debtors in a case converting to Chapter 7 must file an Asset Protection Report. List below any property referenced on **Schedule D** (Creditors Holding Secured Claims); or **Schedule G** (Executory Contracts and Unexpired Leases); and **any insurable asset in which there is nonexempt equity**. For each asset listed, provide the following information regarding property damage or casualty insurance:

INSURABLE ASSET (from schedules)	IS ASSET INSURED? (Yes/No)	NAME & ADDRESS OF AGENT OR INSURANCE CO.	POLICY EXPIRATION DATE (MM/YYYY)	WILL DEBTOR RENEW INSURANCE ON EXPIRATION? (Yes/No)

If the debtor is self-employed, does the debtor have general liability insurance for business activities?
Yes No

I declare, under penalty of perjury, that the above information is true and accurate to the best of my knowledge. I intend to provide insurance protection for any exemptible interests in real or personal property of the estate, and I request that the trustee not expend estate funds to procure insurance coverage for my exemptible assets.

Dated: _____

Debtor

Dated: _____

Joint Debtor (if any)

Pursuant to LBR 1007-2(f), debtor is required to provide the trustee with a copy of the Declarations Page for any insurance policy covering an insurable asset at least 7 days before the date first set for the meeting of creditors.

**UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MICHIGAN**

In re:

Case No. _____

Chapter _____

Debtors.

_____/

**NOTICE TO CREDITORS AND OTHER PARTIES IN
INTEREST OF APPLICATION FOR PROFESSIONAL
FEES PURSUANT TO FED. R. BANKR. P. 2016
AND NOTICE OF THE RIGHT TO OBJECT**

Notice is hereby given that the following professional persons have made application to the Bankruptcy Court for the allowance of fees and expenses as listed below:

Professional (Name & Address)	Fees Requested	Expenses Requested	Fees Previously Allowed by Court
--	---------------------------	-------------------------------	---

PLEASE NOTE: The application is available for public review at the Clerk’s Office, One Division North, Grand Rapids, Michigan, Monday through Friday, from 8 a.m. – 4 p.m. No hearing will be set before the Court unless a written objection to this application is timely filed with the Clerk of the Bankruptcy Court. If you have any objection, you have 21 days from the date of service of this notice in which to file such written objection. If an objection is filed, a subsequent notice will be sent to you of the date, time, and location of the hearing on the objection.

ANY OBJECTION MUST BE TIMELY FILED WITH:

United States Bankruptcy Court
One Division North
Grand Rapids, MI 49503
[Use Marquette address if applicable]

A COPY OF ANY OBJECTION MUST ALSO BE SENT TO:

[Name & Address of the Applicant or attorney for Applicant]

Date Notice Served: _____

Applicant or Attorney

UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MICHIGAN

MEMORANDUM REGARDING ALLOWANCE OF COMPENSATION
AND REIMBURSEMENT OF EXPENSES
FOR COURT-APPOINTED PROFESSIONALS

AS AMENDED EFFECTIVE OCTOBER 1, 2013

The Federal Bar Association (Western Michigan) Bankruptcy Section has requested that the court adjust the no-look fees and hourly rates in chapter 13 cases. The court has determined that it is in the interests of all debtors, creditors, and other parties in interest, and their respective attorneys, and the United States Trustee, that the following general guidelines regarding fee applications and reimbursement of expenses be established and published.

1. Professional persons are appointed by the United States Bankruptcy Court for the Western District of Michigan, pursuant to 11 U.S.C. §§ 328 and 330(a)(1) and FED. R. BANKR. P. 2016. The burden of proof regarding all fee applications submitted by court-appointed professionals is upon the applicant.
2. Every application must succinctly itemize each activity, the date of the activity, the professional who performed the work, a description of both the nature and substance of the work, and the time expended thereon (the "itemization"). An itemization which lacks explanation of activities performed will be deemed inadequate and shall be non-compensable.
3. In order for time spent on activities such as court appearances, preparation for court appearances, conferences, telephone calls, drafting documents, and research to be compensable, the nature and purpose of the activity must be stated. Time entries for telephone calls must list the person with whom the applicant spoke and give a brief description of the conversation. Time entries for correspondence must state the addressee and give a brief explanation of the contents. Time entries involving documents must specify the specific document. Time entries for legal research must describe the matter or proceeding researched, and the legal issue that was researched.

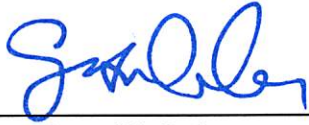
4. Applicants shall not attempt to circumvent minimum time requirements or any detail requirement by "lumping" or "bunching" a number of activities into a single itemization entry. Each type of service must be listed with a corresponding specific time which was spent on the activity.
5. Time entries with unexplained abbreviations are non-compensable. (Where abbreviations are used, an appendix explaining the abbreviations shall be attached.) Where computer time sheets are submitted to substantiate entries, a code key must be supplied, or the application will not be considered. In more complex petitions, a glossary of persons involved may be helpful.
6. All applications shall state the case filing date, the chapter, whether conversion has occurred, and the date of conversion. The application must state the amount of any retainer paid, as well as the date of each previous application, the amount of compensation and expenses requested, the amount of compensation and expenses approved, the date of approval, and the amount previously received. The application must also indicate the total hours charged and give a summary of the hours and hourly rate charged by each professional.
7. If more than one professional has charged time for activities such as intra-office conference or joint court appearances, the applicant must explain the need for each professional's participation in the activity.
8. All time listed must represent the actual time required to perform the activity and should be stated in tenths (0.10) of an hour. "Rounding up" of time or minimum time increments, e.g. 0.25 hours, is not permitted.
9. The rate charged must be commensurate with the level of skill required for a particular task; for example, attorney rates or paralegal rates may not be charged for non-legal work, such as copying or delivering documents, preparing or filing proofs of service, or for trustee duties generally performed without the assistance of an attorney. When paralegals are utilized to perform legal services for an estate, they may be compensated as paraprofessionals rather than treated as an overhead expense.
10. No fees shall be allowed for general research on law well known or that should be well known to practitioners in the area of law involved.
11. Reasonable time spent by an attorney in preparing and reviewing an application for compensation may be compensable.

12. The court will consider whether tasks performed within a reasonable number of hours and whether the requested hourly rate is reasonable based upon the customary rate charged by experienced practitioners.
13. Except as otherwise allowed by statute, e.g., 11 U.S.C. § 330(a)(4)(B), the court will not allow compensation for services which do not benefit the debtor's estate; for example, fees for reading the work product of another attorney simply as a matter of interest or performing legal services mainly beneficial to the debtor, or the debtor's principals.
14. An application for reimbursement of expenses must explicitly list each expense, its date incurred/paid, and a general description of the nature and purpose of the expense. For example, requests for mileage must include the date, destination, miles, per mile rate, and the reason for the trip. Professionals should utilize the most economical method for necessary expenses; for example, coach air fare, moderately priced accommodations, and commercial firm duplication for large number of copies. Courier service, express mail service and fax transmissions should not be used routinely, but, if used, should be as a result of justifiable reasons including time constraints.
15. Although the State Bar of Michigan does not require attorneys to participate in continuing legal education ("CLE"), the judges of this court continue to encourage bankruptcy CLE. The Clerk may maintain a list of attorneys who have attended CLE for each calendar year. Those attorneys who fail to attend CLE in any given calendar year may be required to attend fees hearings.
16. In view of the court's continued interest in promoting and rewarding attorney CLE, the court shall utilize a sliding scale to award compensation to chapter 13 debtors' attorneys. Commencing October 1, 2013 and continuing until modified or rescinded, the court may approve a "no look" fee in an amount not to exceed \$2,600.00 (a \$175.00 per hour presumptive hourly rate) for services rendered through confirmation. Attorneys who have and continue to personally attend bankruptcy education seminars (with at least seven hours of legal education attended) during the calendar year immediately prior to the date the chapter 13 was filed and who certify in writing as to the seminar(s) attended, and thus have attained chapter 13 expertise, may be awarded a "no look" fee up to \$3,200.00 (a \$220.00 per hour presumptive hourly rate) for services rendered through confirmation. Attorneys who are or become certified by the American Board of Certification ("ABC") may be awarded a "no look" fee up to \$3,650.00 (a \$250.00

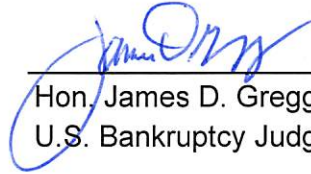
per hour presumptive hourly rate). These fees are not “entitlements” as there still may be simple consumer cases in which the attorney should request and will be awarded less than the “no look” fee stated above. Attorneys shall file with the court a copy of the fee agreement executed between the debtor and the debtor’s attorney. If services are performed with a reasonable value in excess of the “no look” fees and are documented by the filing of an itemized fee application, covering both the initial “no look” fee awarded and the additional fees requested, upon review, the court may award fees in excess of the “no look” fees stated above.

17. In complicated chapter 13 cases, the hourly rate will be determined on a case-by-case basis and the court may approve a higher presumptive hourly rate. If an attorney seeks an hourly rate higher than the presumptive chapter 13 hourly rate, upon request and submission of an application and itemized statement, a hearing will be scheduled to permit the attorney to prove the “reasonableness” of the higher requested hourly rate. The court will follow *In re Boddy*, 950 F.2d 334 (6th Cir. 1991); *cf. In re Williams*, 357 B.R. 434, 439 (B.A.P. 6th Cir. 2007).
18. The court may consider applications for fees and expenses on a notice and opportunity to object basis as permitted by the Local Bankruptcy Rules for the Bankruptcy Court for the Western District of Michigan. The court may, *sua sponte*, or upon the motion or objection of any party in interest or the United States Trustee after notice and hearing, order that payment of all, or some portion of, allowed interim fees be withheld for a specified period of time. Whenever payment of an applicant’s fee has been deferred by the court, that applicant may file at any time a motion to rescind or modify the deferral. Motions to rescind or modify deferral shall be scheduled for hearing and heard by the court.
19. In most cases, the reasonableness of the work done and the fee charged will depend upon the results attained. A part of the service to be performed by an attorney is to estimate, as to each prospective matter or proceeding, the probability of success, the amount to be realized and the overall benefit to debtor or creditors. Attorneys who routinely claim a “no look” fee award for simple cases which do not warrant payment of the “no look” fee may discover that the court may require itemization in all future cases.

The court will consider applications for allowance of compensation and reimbursement of expenses which comport with the guidelines set forth in this memorandum.



Hon. Scott W. Dales
Chief U.S. Bankruptcy Judge



Hon. James D. Gregg
U.S. Bankruptcy Judge

**UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MICHIGAN**

**Certificate Regarding Applications For Attorney
Fees Beyond the "No Look" Fee
In Accordance with LBR 2016-2(e)(2)(A)**

I, _____ hereby certify that I have attended the below-referenced seminars or obtained certification by the American Board of Certification in accordance with LBR 2016-2(e)(2)(A) and this Court's fee memorandum effective January 1, 2010.

Bankruptcy Educational Seminar(s) Attended:

Date(s) of Attendance	Description of Seminar(s) (i.e.: FBA, ABI, etc.)
_____	_____
_____	_____
_____	_____
_____	_____

American Board Certification:

Date of Certification: _____

Dated: _____

Attorney Name
Address
Telephone Number
Bar ID: _____

EXHIBIT 7

UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MICHIGAN

In re: _____ SSN: xxx-xx-_____ Case No. _____

ORDER TO EMPLOYER TO PAY THE TRUSTEE

The Court finds that:

- 1. The above-named debtor has a proceeding pending in this Court for a wage-earner's plan under Chapter 13 of the Bankruptcy Code.
2. Pursuant to the Code requirements and the debtor's plan, the debtor has submitted all future earnings and wages to the exclusive jurisdiction of this Court for the purpose of consummating the plan.
3. Under the provisions of §§ 1306(a)(2) and 1322(a)(1) of the Bankruptcy Code, the debtor's employer may be required by court order to pay over that portion of the debtor's wages or earnings as may be needed to effectuate the plan.
4. Such an order is necessary and proper.

NOW, THEREFORE, IT IS ORDERED:

- 1. Until further order of this Court, the debtor's employer: _____ shall deduct from the debtor's earnings \$_____ per _____ pay period, beginning on the next pay day following receipt of this Order.
2. The debtor's employer shall continue to deduct a similar amount from each subsequent pay period - including any pay period in which the debtor receives a periodic or lump-sum payment of vacation, termination, or other benefits arising out of the debtor's present or past employment.
3. Debtor's employer shall immediately remit the sums so deducted to the Trustee appointed in this case, or to his or her successor in interest, as follows:

[Name and address of Chapter 13 Trustee's Payment Account, and line for signature Approval of Chapter 13 Trustee.] _____

- 4. All of the debtor's earnings and wages-except amounts required to be withheld by federal, state, or local law; by any insurance, pension, retirement, or union-dues agreement between the employer and the debtor; or by order of the court-must be paid to debtor in accordance with the employer's usual payroll procedure.
5. The employer shall notify the trustee if the debtor's employment is terminated and shall state the reason for the termination.
6. The employer may not make a deduction from the debtor's earnings for any garnishment, wage assignment, credit union, or other purpose not specifically authorized by the Court; except the employer may make deductions for the Friend of the Court, if applicable, and (Other Possible Deductions).
7. This order supersedes all previous orders, if any, that may have been directed to the above-referenced employer in this case.

Dated: _____ Clerk of the Court for Bankruptcy Judge

The undersigned certifies that a copy of the foregoing Payroll Order was served by regular, first-class mail addressed to the following:

Trustee: See above
Employer: See above
Debtor:
Attorney:

EXHIBIT 9

**UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MICHIGAN**

In re:

Case Number: _____
Date of Filing: _____
Chapter 7

Debtor(s)

DEBTOR'S MOTION TO DEFER ENTRY OF DISCHARGE

Pursuant to Fed. R. Bankr. P. 4004(c)(2), the undersigned requests that this Court issue an order deferring entry of a Discharge pursuant to 11 U.S.C. § 727 for:

- For 30 days after entry of the Order approving Debtor's Motion to Defer Entry of Discharge.
- Until _____.

Date: _____

Debtor/Debtor's Attorney

Date: _____

Joint Debtor (if any)/Attorney

ORDER

- Denied.
- Granted.

Date: _____

Daniel M. LaVille, Clerk of Court

EXHIBIT 10

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MICHIGAN

In re:

Case No.
Chapter 13

Debtor.

Hon. _____

_____/

**DEBTOR'S CERTIFICATION REGARDING
DOMESTIC SUPPORT OBLIGATIONS**

The debtor in the above-referenced matter certifies as follows:

Debtor

Spouse

I have not been required by a judicial or administrative order, or by statute, to pay any Domestic Support Obligation as defined in 11 U.S.C. § 101(14A), either before this proceeding was filed, or at any time after the date of filing.

- OR -

Debtor

Spouse

I have paid all amounts that I am required to pay under any judicial or administrative order, or statute, for a Domestic Support Obligation as defined in 11 U.S.C. § 101(14A), including all amounts that came due after the petition was filed and pre-petition arrears to the extent provided for in the plan.

I declare under penalty of perjury that the information provided in this Certificate is true and correct.

Dated: _____

Debtor

Dated: _____

Joint Debtor (if applicable)

UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MICHIGAN

IN RE: _____

Case No.: _____

Debtor(s)/

NOTICE OF RIGHT TO DEMAND HEARING, ABANDONMENT OF PROPERTY,
AND ORDER DISALLOWING SECURED CLAIMS

The undersigned Trustee intends to abandon the property listed below which is either burdensome or of inconsequential value to the estate:

IN ACCORDANCE with Section 554, the above property will be deemed abandoned on the fifteenth (15th) day after the date of service shown below, unless a written objection to said abandonment and request for hearing thereon is filed with the U. S. Bankruptcy Court, Western District of Michigan, One Division Ave., N, Room 200, Grand Rapids, Michigan 49503 prior to said date. In the event such an objection and request for hearing is filed, a date and place of hearing will be set and further notice given to interested parties.

IT IS REQUESTED that a copy of this notice be served upon all parties in interest listed in the court records of this case.

Trustee

IT IS HEREBY ORDERED that if no objection to the abandonment is filed as provided above, without further order of this court, any secured claim now filed claiming a security interest in the above property is disallowed because of the abandonment. Such secured creditors will have thirty (30) days from the date of service indicated below to file a proof of claim as an unsecured creditor, provided such creditor is entitled to assert a claim for the unpaid balance following repossession of the security, or such creditor may file its estimated deficiency claim within the aforesaid time subject to amendment prior to closing of the estate showing exact deficiency balance due.

Daniel M. LaVille, Clerk of Court

Served upon all creditors and interested parties listed on case matrix by: _____

Date served: _____

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MICHIGAN

In Re:

Bankruptcy Case No.: _____

Debtor(s)/

DECLARATION RE: ELECTRONIC FILING

PART I - DECLARATION OF PETITIONER:

I _____ and _____, the undersigned debtor(s), corporate officer, partner, or member, hereby declare under penalty of perjury that the information I have given or will give my attorney and the information provided in the electronically filed petition, statements and schedules is true and correct. I declare under penalty of perjury that the Social Security Number(s) indicated below, as electronically transmitted with my petition, is(are) true and correct. I consent to my attorney sending my petition, this declaration, statements and schedules and any future amendments of these documents to the United States Bankruptcy Court, United State Trustee and Panel Trustee. I understand that the DECLARATION RE: ELECTRONIC FILING is to be filed with the Clerk after the petition has been filed electronically but, in any event, no later than 7 business days after the petition has been filed. I understand that failure to file the signed original of the DECLARATION will cause my case to be dismissed without further notice.

[If petitioner is an individual whose debts are primarily consumer debts and has chosen to file under chapter 7] I am aware that I may proceed under chapter 7, 11, 12 or 13 of Title 11, United States Code, understand the relief available under each such chapter, and choose to proceed under chapter 7. I request relief in accordance with the chapter specified in the petition.

[If petitioner is a corporation, partnership or limited liability entity] I declare under penalty of perjury that the information provided in this petition is true and correct, and that I have been authorized to file this petition on behalf of he debtor. The debtor requests relief in accordance with the chapter specified in this petition.

Dated: _____ Debtor Joint Debtor
Soc. Sec. No.: _____ Soc. Sec. No.: _____

Dated: _____
Authorized Corporate Officer, Partner or Member

PART II - DECLARATION OF ATTORNEY:

I declare under penalty of perjury that I have reviewed the above debtor's(s') petition, schedules, statements and that the information is complete and correct to the best of my knowledge. The debtor(s) signed the Declaration before I submitted the petition, schedules and statements. I will retain all petition, schedules, statements, amendments, and pleadings filed with the court which contain the debtor's(s') original signature(s). I will give the debtor(s) a copy of all pleadings and information to be filed with, or received from, the United States Bankruptcy Court, and have complied with all other requirements of this Court. I have informed the individual petition that (he and/or she) may proceed under chapter 7, 11, 12 or 13 of Title 11, United States Code, and have explained the relief available under each such chapter. This declaration is based upon all information of which I have knowledge.

Dated: _____ Signed: _____
Attorney for Debtor(s), Michigan Bar No.
Attorney Address/E:mail Address
Attorney Phone No./Fax No.

(FILE ORIGINAL WITH COURT. DO NOT FILE ELECTRONICALLY)