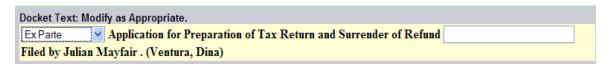
## EX PARTE APPLICATION DIRECTING PREPARATION OF TAX RETURNS AND SURRENDER OF TAX REFUNDS

## Dated 01/05/2012

- Electronically file your Application for Preparation of Tax Returns and Surrender of Refund by choosing Bankruptcy > Motions/Applications > Preparation of Tax Return and Surrender of Refund. Attach to the entry:
  - a. The exparte application
  - b. Any supplemental documentations you deem appropriate
- 2. At the final editing screen, choose "Ex Parte" from the drop down list (as shown below) and insert any additional information as you deem appropriate)



- 3. Upon completion of the entry, immediately upload the proposed order using the E-Orders program in CM/ECF.
  - a. Link the order to the application.
  - b. Choose "Ex Parte (No Hearing Required)" as the Order Type

A Chambers courtesy copy is not required.