

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

Dated 01/05/2012

1. 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)

Docket Text: Modify as Appropriate.

Ex Parte

Application for Preparation of Tax Return and Surrender of Refund

Filed by Julian Mayfair . (Ventura, Dina)

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.