

UNITED STATES BANKRUPTCY COURT PROCEDURAL TIPS

Dated: January 04, 2012

Local Rule 1007-2 Mailing Matrix:

In addition to the (.txt) file of the mailing matrix that is to be filed with a new case, a (PDF) copy is also now required. A deficiency will be issued if the PDF matrix is not filed.

Local Rule 3015-1 Chapter 13 - Plan:

The Court has adopted a Model Plan in all divisions. Service of the Plan on all creditors is still done by the Clerk's office if the plan is filed with the petition. Federal Bankruptcy Rule 7004 service is required in certain circumstances. The Clerk's office will not monitor for format of plan. The Chapter 13 trustee may object to confirmation or move to dismiss.

Rule 5010- Reopening a Case:

No other relief may be requested in a closed case until the order reopening the case is entered. A motion filed in a closed case will result in a deficiency notice being issued by the Clerk.

Rule 7040 - 1 Trial Exhibits:

Trial exhibits will be available for return or pick up. They may be destroyed pursuant to direction of the party who introduced the exhibits. The Court will contact the party for instruction upon expiration of the appeal time of the decision.

Local Rule 7055-1 Default Judgment:

The Local Rules state the following: "Failure to seek a default judgment within forty-five days after default occurs may result in the Court dismissing the adversary proceeding."

The Clerk's office is no longer sending reminder letters to attorney for plaintiff regarding the submission of default judgments.

Local Rule 9013-5 Ex Parte Orders - Order Shortening Time - Order to Show Cause:

The Local Rule now allows for the filing of ex parte relief electronically. When filing your ex parte motion or application, choose your relief from the **Motions/Applications** category. *The drop down box indicating “Ex Parte” should be completed as shown in the example below. (Specific instructions to process Ex Parte Relief from Stay motions are attached to this document.)*

Docket Text: Modify as Appropriate.

Ex Parte Motion for Relief from Stay . Receipt Number EXEMPT, Fee Amount of \$0.00 is Exempt Filed by Jeff's Bank . (Mason, Perry)

The proposed order shall be uploaded ***immediately*** following the filing of the underlying application through the E-Orders menu.

Local Rule 9022-1 Notice of Entry of Judgment and Order:

All proposed judgments and orders that affect the title to or lien on real property or involve the recovery of money or property shall contain the word ***“Index”*** in the caption under case number and/or adversary proceeding number.