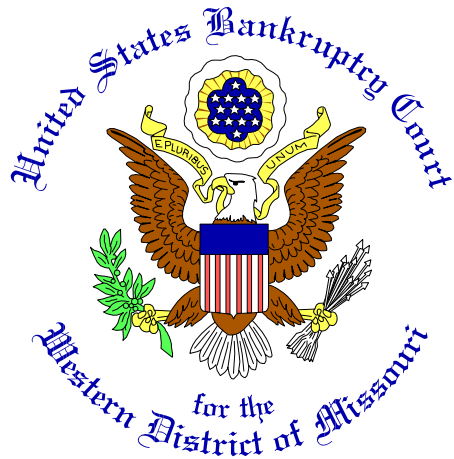


LOCAL RULES OF PRACTICE
UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI



ADOPTED APRIL 6, 2007
EFFECTIVE MAY 1, 2007
(CORRECTED MAY 22, 2007 TO REMOVE 2014-1)

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NOTE: This Table of Contents follows the Chapter outline and the rules numbering of the Federal Rules of Bankruptcy Procedure. There may, however, be gaps in the numbering system where there is no local rule related to the federal rules. For ease of reference, all local rules pertaining to Chapter 13 administration are assigned to Local Rule 3070-3092.

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Definitions

- File:** Means “Electronic Case File” as records (with few exceptions) are maintained electronically rather than paper form. Electronic Case Files began on March 1, 2001 for all pending and new cases. Files for cases and documents filed prior to March 1 are still retained in paper form.
- Filing (to file):** Means transmitting documents and cases electronically via the Internet using the Court-specified, password-protected web site.
- Service:** Means “Electronic Service” via the Electronic Case Filing System (ECF). When a document is filed, attorneys who participate in ECF and who have entered their appearance or have filed a document in a case will receive service of the document electronically. Paper service is not needed for these participants.
- Conventional Service:** Means service by mail. This is needed for parties who are not participating in ECF and for the complaint and summons in all adversary cases. Party filers determine who needs service of the document they file. The Court may direct parties to serve notices or orders.
- Matrix:** A list of all creditors, interested parties and any ex-spouses in the bankruptcy. The matrix is prepared as a text (.txt) file and uploaded into the Electronic Case Filing System.
- PDF** All documents except the matrix are prepared in Portable Document Format (pdf). This is the only type of electronic file that can be filed in ECF.
- Signature** Means “electronic typed signature”. For all documents which require a signature the name of the signer typed below the signature line combined with the attorney’s use of the login and password issued for ECF shall constitute the signature of the attorney and/or attorney’s client for all purposes, including Fed. R. Bankr. P. 9011 and Local Rule 9011-1.
- Verification (verified):** Means a sworn statement or an unsworn declaration of the debtor attesting to the accuracy of the information contained in all petitions, lists, schedules, statements and amendments thereto pursuant to Fed. R. Bankr. P. 1008.

PART I. COMMENCEMENT OF CASE; PROCEEDINGS RELATING TO PETITION

Rule 1001-1. Scope of Rules

A. Authority and Citation. These rules are adopted pursuant to Rule 9029 of the Federal Rules of Bankruptcy Procedure and General Orders of the District Court (**Appendix 1-1 and 1-2**) to govern the local practice and procedures before the United States Bankruptcy Court for the Western District of Missouri. These Rules may be amended or supplemented from time to time by additional orders as the Court deems necessary. Unless otherwise specified, all statutory references are to Title 11, United States Code.

B. Application. These Local Rules shall apply to all cases and proceedings in the United States Bankruptcy Court for the Western District of Missouri. The failure of a party to comply with these rules may result in a ruling adverse to that party, or the imposition of appropriate sanctions.

C. Effective Date. These Rules become effective on . These Rules supersede all previous Rules or General Orders promulgated by this Court or by any Judge of the Court.

D. District Court Rules. Certain provisions of the Local Rules of the U.S. District Court, Western District of Missouri, have been incorporated in the Bankruptcy Local Rules. Additional District Court Local Rules may be applied in particular cases at the discretion of the judge.

E. Procedures Manual. The Clerk of Court will publish operating procedures for this Court in a procedures manual. The manual will contain local forms, guidelines and instructions incidental to these Rules. (**See Appendices 1-3, 1-4, and 1-5**)

F. Website. The Clerk of Court will maintain Local Rules, Procedures Manual and local forms on the Official Court website at www.mow.uscourts.gov. (**See Appendix 1-3**).

Rule 1002-2. Complex Chapter 11 Cases

A. Designation of a Complex Chapter 11 Case. A Complex Chapter 11 Case is defined as a case filed in the Western District of Missouri under chapter 11 of the Bankruptcy Code that requires special scheduling and other procedures because of a combination of one or more of the following factors:

1. The need for “first day” emergency hearings for consideration of the use of cash collateral, debtor-in-possession financing, and other matters vital to the survival of the business;
2. The size of the case (usually total debt of more than \$5 million or more than \$2 million in unsecured non-priority debt);

3. The large number of parties in interest in the case;
4. The fact that claims against the debtor and/or equity interests in the debtor are publicly traded (with some creditors possibly being represented by indenture trustees);
5. The need for simplification of noticing and hearing procedures to reduce delays and expense; or
6. Other similar factors.

B. Notice of Designation. If any party filing a chapter 11 bankruptcy petition believes that the case should be classified as a Complex Chapter 11 Case, the party shall file with the bankruptcy petition a Notice of Designation as Complex Chapter 11 Bankruptcy Case (**See Local Form-MOW 1002-2.1**).

C. Initial Motions and Hearings. The judge who is assigned a Complex Chapter 11 Case shall use best efforts to arrange the judge's calendar so that the "first day" emergency hearings can be conducted as required by the circumstances, but not more than two (2) business days after the request for emergency "first day" hearings. In the event the assigned judge is unavailable the Chief Judge and/or other members of the Court shall use best efforts to arrange for such hearings within such time period. Following are examples of recognized first day motions and applications:

1. Motion for Use of Cash Collateral (interim hearing only);
2. Motion for Post-Petition Financing (interim hearing only);
3. Motion to Pay Pre-Petition Employee Wage Claims and Benefits (to the limit provided by § 507);
4. Motion for Joint Administration;
5. Motion to Limit/Set Notice Procedures;
6. Motion to Provide Adequate Assurance to Utilities;
7. Motion to Allow Debtor to Serve Notice of Creditors' Meeting;
8. Motion to Pay Pre-Petition Trust Fund Taxes;
9. Motion to Honor Pre-Petition Obligations to Customers (to the limit provided by § 507);
10. Motion to vary U.S. Trustee's requirements, such as Motion to Authorize Maintenance of Existing Bank Accounts, Existing Business Forms, Cash Management System, Investment Procedures, etc.;
11. Motion Directing Banks to Honor Pre-Petition Checks;
12. Motion to Reject Leases and Contracts;
13. Application for Temporary Restraining Order filed in connection with an Adversary Proceeding;
14. Motion to Allow Debtor to Pay Certain Pre-Petition Trade Claims; and
15. Motion to Approve Bid Procedures Regarding Sale of Assets.

D. The Clerk's Responsibility. When a party has filed a Chapter 11 case and filed a Notice of Designation as Complex Chapter 11 Bankruptcy Case (**See Local Form - MOW 1002-2.1**), the clerk shall:

1. Immediately confer with the assigned judge about setting hearings on any emergency motions and about issuing the Initial Order (**See Local Form - MOW 1002-2.2**); and
2. If the assigned judge determines that the case does not qualify as a Complex Chapter 11 Case, the assigned judge shall issue an Initial Order Denying Complex Case Treatment. If the assigned judge determines that the case appears to be a Complex Chapter 11 Case, the assigned judge shall issue an Initial Order for Complex Business Bankruptcy Case.

Rule 1002-3. Small Business Cases.

A. Applicability of Rule. This rule applies in small business cases as defined by § 101(51C).

B. Duties of Debtors in Small Business Cases

1. Required Filings. In addition to making any other required filings, a debtor in possession or trustee in a small business case must file with the petition the additional documents or statements required by § 1116(1). In order to preserve the confidentiality of the federal income tax return required to be filed, the filer shall use the ECF event *Federal Tax Return*. This is a private entry in the court file and the attached document cannot be viewed by the public.

2. Other Duties. In addition to making any other required filings, or taking any other required actions, a debtor in possession or trustee shall make the filing and perform the requirements of § 1116(2) through (7). A debtor in possession or trustee shall cooperate with the United States Trustee in connection with the responsibilities of the United States Trustee under 28 U.S.C. § 586(a)(7).

3. Order on Preliminary Matters. The Court will enter an Order on Preliminary Matters in each small business case. A debtor in possession or trustee shall perform all duties required by the Court's Order on Preliminary Matters. (**See Local Form - MOW 1002-3.1**)

C. Periodic Reporting. In compliance with the periodic reporting requirements contained in § 308, each small business debtor shall file on or before the 15th day of each month a Small Business Monthly Operating Report utilizing Official Form 25C. The report shall contain information based upon the operations of the business for the month prior to the month in which the report is filed. This report is in lieu of the report required by Local Rule 2015-2.C.

Rule 1007-1. Lists, Schedules, Statements and Other Documents

A. Filing. Initial pleadings (Appendix 1-6) shall consist of:

1. Verified petition with required exhibits.
2. Schedules A-J, summary of schedules and statistical summary of schedules.
3. Statement of affairs.
4. Statement of intention in a chapter 7 case.
5. For individual debtors, statement of current monthly income.
6. Debtor's evidence of employer payments for past 60 days or the affidavit required by subpart B. of this Rule.
7. Disclosure of compensation to counsel.
8. Mailing matrix. (**Appendix 1-7**)
9. For individual debtors, a certificate of credit counseling, a certification of exigent circumstances or a motion for waiver.
10. For pro se petitioners, the Notice to individual consumer debtors under § 342(b).
11. For corporate debtors, the corporate ownership statement containing the information described in Fed. R. Bankr. P. 7007.1. (**See Local Form - MOW 1007-1.1**)

B. Debtor's Evidence of Employer Payments for past 60 days.

1. No Payments Received. If the debtor did not receive payments from any employer for the 60 days prior to filing the petition (or some portion of that period), a sworn statement to that effect signed by the debtor shall be filed with the petition. (**See Local Form - MOW 1007-1.2**)

2. Self-Employed Debtor. If the debtor was self-employed for the 60 days prior to filing the petition (or some portion of that period) a sworn statement to that effect signed by the debtor shall be filed with the petition. The statement shall show the amount of net income received by the debtor in the 60 days prior to filing the petition, itemized to show how the amount is calculated. (**See Local Form - MOW 1007-1.2**)

C. Service on United States Attorney. If the United States, or any agency or department of the United States, is a creditor, on the day of filing debtor shall serve the United States Attorney with the petition and initial pleadings, and all subsequent schedules.

D. Declaration Re: Electronic Filing. Within 5 business days, the attorney for the debtor shall file in paper form an originally executed "Declaration Re: Electronic Filing" (See Local Form - MOW 1007-1.3) for each petition filed. This document must contain the full social security number of the debtor(s). It is maintained as a private entry in the court file and cannot be viewed by the public.

E. Statement of Chapter 7 Business Operations. In a Chapter 7 business case, a statement as to whether or not any related business continues to operate, and the name, current address and telephone number of the Chief Operating Officer or other contact person shall be filed in

substantial conformance with the Local Form. (See **Local Form - MOW 1007-1.4**). Upon appointment of the interim trustee, the attorney for the debtor shall immediately notify said trustee by fax of the operating business.

F. Mailing Matrix. Debtor shall submit a verified master mailing matrix with names and addresses of all creditors and interested parties, but **not** debtor or debtor's attorney. The Clerk adds to each case the Missouri Department of Revenue and trustee. If the United States is a creditor, debtor shall also add the United States Attorney to the matrix in addition to the creditor government agency. The Court may **also** require that a matrix with a large number of names be submitted in a format prescribed by the Court. If the mailing matrix is omitted from the initial documents or is in an incorrect format, a new verified mailing matrix must be submitted within two days from the date of filing of the case or the case may be dismissed. **Appendix 1-9** contains a list of standard addresses of government agencies.

The matrix filed with the court shall include the address last provided by the creditor to the debtor. If the creditor has a preferred address on file with the courts pursuant to §342 (e) or (f), the preferred address will be substituted on any notice mailed by the court and on the mailing matrix produced through the court's ECF system.

G. Involuntary Case. Within two days after the order for relief in an involuntary case, debtor shall submit a matrix. Debtor shall file schedules and other required initial items within 15 days after the order for relief, unless another party is ordered to do so.

H. Expiration of Agency. The designation of agency contained in the Declaration Re: Electronic Filing shall expire upon entry of the final decree and the expiration of any applicable appeal period.

Rule 1009-1. Amendments to Lists and Schedules

A. Verification. Any amendments to schedules, statements or lists filed with the Court must be accompanied by a debtor verification (See Local Forms - MOW 1009-1.1 and MOW 1009-1.2).

B. Service and Notice. Debtor must serve amendments to schedules, matrices and statements of affairs on affected entities, the United States Trustee, and the trustee in the case, in time to comply with applicable provisions of §523(a)(3), with a notice (**See Local Form - MOW 1009-1.3**) as follows:

1. For each affected entity, the name and address, amount owed, and date the debt was incurred;
2. The name and address of debtor's counsel and the trustee;
3. The bar date for filing claims, or a statement that no date has been set, or that it is a no-asset case and claims need not be filed. If the time has passed, or will pass within 30 days, and creditors without knowledge of the bankruptcy are added, they have 30 days after

service of the notice to file claims; and

4. The deadline for filing § 523 and § 727 complaints. If the time has passed, or will pass within 30 days, and creditors without knowledge of the bankruptcy are added, they have 30 days after service of the notice to file complaints.

C. Amended Matrix. Amended matrices shall list **only additional creditors**.

Rule 1015-1. Joint Administration

In all joint petitions filed with the Court, the case will be administered through joint administration of the estates without further Court order unless the trustee or other interested party files an objection to joint administration within ten days after the conclusion of the first meeting of creditors. Pursuant to § 302, a joint petition can only be commenced by the filing of a single petition which includes both debtors. A petition filed by an individual debtor may not be amended at a later time to add a spouse as a debtor.

Rule 1017-1. Dismissal or Conversion of Case

A. Dismissal. A debtor's motion to dismiss a voluntary case, or a petitioning creditor's motion to dismiss an involuntary case, shall state the reason for requesting dismissal and shall disclose any agreement involving the debtor, any creditor, or other party in connection with the motion or the case. The moving party shall file and serve on all creditors a notice allowing creditors and interested parties 20 days in which to file an objection to the motion to dismiss. If no timely objection is filed to the motion, the Court may dismiss the case without further notice or hearing.

B. Fees. Dismissal may be conditioned on payment of expenses and fees, including quarterly fees due the United States Trustee.

C. Conversion. A debtor's motion to convert from one chapter to another chapter of the Bankruptcy Code shall be in writing, state with particularity the reason for conversion, state whether the case has been previously converted, and be served on the trustee, if any, United States Trustee, parties requesting notice, and any committee. The debtor shall file and serve a notice of the motion in accordance with Fed. R. Bankr. P. 2002(a)(4).

The notice shall advise as follows:

1. Creditors and interested parties have 20 days from the date of service of the notice to file an objection;
2. If no objection is filed, the Court may enter an order converting the case without further notice or hearing; and
3. If an objection is filed, a hearing will be scheduled by the Court upon separate notice.

D. When Conversion Procedure Applicable. The procedure set forth in Section C shall apply

to the following motions:

1. Debtor's motion to convert a case under chapter 7 to a case under chapter 11, 12, or 13;
 2. Debtor's motion to convert a case under chapter 11 to a case under chapter 7, 12, or 13;
 3. Debtor's motion to convert a case under chapter 12 to a case under chapter 11 or 13;
- and
4. Debtor's motion to convert a case under chapter 13 to a case under chapter 11 or 12.

E. Debtor's Motion to Reopen. If a dismissed case has been closed, debtor's motion to reopen the case in order to vacate an order dismissing a case shall be accompanied by the applicable fee. Movant shall serve the motion, with a notice that recipients have 20 days to object, on the trustee, if any, United States Trustee and all creditors and interested parties. If the dismissal was due to missing documents or fees, those missing documents must be filed and fees paid at the same time as the motion to reopen the case.

Rule 1019-1. Conversion - Amended Schedules Required

In a chapter 7 case that has been converted from another chapter, and unless ordered otherwise, the debtor shall, not later than ten days after the date of the order of conversion, file verified schedules and a statement of financial affairs reflecting information correct as of the date of the notice or order of conversion.

Rule 1073-1. Assignment of Cases

A. Jurisdiction. Judges of this Court have concurrent jurisdiction. When necessary or desirable, one judge may act in a case assigned to another judge.

B. Assignment. Cases shall be assigned to judges based on the county in which debtor's domicile, residence, principal place of business, or principal assets were located for the greater part of the 180-day period preceding commencement of the case as follows:

- 1. Division 3 (Judge Federman):** Cedar, Christian, Dade, Dallas, Douglas, Greene, Howell, Laclede, Oregon, Ozark, Polk, Pulaski, Taney, Texas, Webster, and Wright;
- 2. Division 2 (Judge Dow):** Benton, Boone, Callaway, Camden, Cole, Cooper, Hickory, Howard, Miller, Moniteau, Morgan, Osage, and Pettis;
- 3. Division 1 (Judge Venters):** Andrew, Atchison, Barton, Barry, Buchanan, Caldwell, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Jasper, Lawrence, Livingston, McDonald, Mercer, Newton, Nodaway, Platte, Putnam, Stone, Sullivan, Vernon, and Worth;
- 4. Random Assignment:** Bates, Carroll, Cass, Clay, Henry, Jackson, Johnson, Lafayette, Ray, Saint Clair, and Saline shall be randomly assigned to all judges presiding in this Court.

C. Case After Prior Case. A case filed for a debtor who has had a prior case in this District will be assigned to the judge or division where the prior case was last assigned if the new case is filed within a year after the date the prior case was closed or dismissed or debtor discharged, whichever occurred later.

D. Related Cases. Other related cases, whether filed simultaneously or over a period of time, shall be assigned in accordance with Section B above and, if appropriate, transferred to a single judge as provided below.

E. Transfer. Bankruptcy cases and proceedings may be transferred from the judge to whom the matter was originally assigned to any other judge of this Court. Transfer of a case or proceeding may be granted *sua sponte* by the Chief Judge or upon motion of any party or of the transferor judge, for good cause appearing, and with the consent of the transferee judge. Cause to transfer may include, but is not limited to, convenience of the parties or witnesses, and in the interest of justice.

F. Recusal. In the event a judge recuses from a case, that case shall be randomly assigned to another judge, provided that cases outside the Kansas City Division shall be reassigned to the judge holding court closest to the division to which the case was originally assigned.

G. Jointly Administered or Consolidated Cases. Cases that are jointly administered under Fed. R. Bankr. P. 1015 or otherwise consolidated pursuant to order, if assigned to different judges, shall be transferred to the judge with the lowest numbered case.

H. Platte County. Cases filed for Platte County residents in the St. Joseph Division will be automatically transferred to Kansas City on debtor's motion if a motion is filed with the petition, served on the U.S. Trustee, and states that debtor resides in Platte City or Platte County south of U.S. Highway 92. A motion for transfer not meeting the above criteria must be served on all creditors and other parties in interest. If the debtor fails to file the motion to transfer with the petition, such motion will not be considered prior to the § 341 meeting of creditors.

PART II. ADMINISTRATION

Rule 2002-1. Notice to Creditors and Other Interested Parties

Unless otherwise ordered, pursuant to Fed. R. Bankr. P. 2002 notice shall be given as follows to **all creditors and parties in interest.**

A. To be served by the Clerk. The Clerk or the Court's noticing agent shall serve the following notices:

1. Order for relief and § 341 meeting of creditors;

2. Hearing date and order for dismissal or conversion to another chapter;
3. The deadline for filing proofs of claim in all chapters and the deadline for filing claims against a surplus in an estate;
4. The deadline for filing § 727 discharge and § 523 dischargeability complaints;
5. Waiver, denial or revocation of a discharge.

B. To be served by the movant. The movant or some other person as the court may direct shall serve the following notices:

1. Application for compensation and/or expenses over \$1000.00;
2. Hearing on approval of a compromise or settlement of a controversy, unless the Court for cause waives notice;
3. Hearing on proposed sale of all or substantially all of debtor's assets;
4. Proposed use, sale or lease of property of the estate other than in the ordinary course of business;
5. Objection deadline or notice of hearing on dismissal or conversion to another chapter;
6. Motions to borrow or to suspend payments with a 20-day objection deadline to creditors;
7. Time to file objections to and hearing on approval of disclosure statement or to make a final determination under §1125(f) as to whether the plan provides adequate information so that a separate disclosure statement is not necessary;
8. Time for voting on, filing objections to, and conducting hearing on confirmation of a Chapter 11 plan;
9. Time for filing objections to and conducting hearing on confirmation of a Chapter 12 plan; and
10. Entry of confirmation order of a Chapter 11 or 12 plan.
11. Notice of Petition for Recognition and Notice of Court's Intention to Communicate with Foreign Courts and Foreign Representatives pursuant to relief sought under Chapter 15.

C. Preferred Creditor Addresses. An attorney required to serve a notice or order on behalf of the court must access the correct creditor addresses through the creditor mailing matrix maintained by the bankruptcy court. This list will include all addresses which have been provided by creditors under §342(e) and (f). An attorney accesses the court mailing matrix through the ECF system.

Rule 2002-2. Notice to the United States or Federal Agency

A. Notice to United States Trustee. The moving party shall serve by e-mail to the United States Trustee all notices relating to the following matters listed in Fed. R. Bankr. P. 9034:

1. the proposed use, sale, or lease of property of the estate if not in the ordinary course of

- business;
2. approval of a compromise or settlement of a controversy;
 3. proposed case terminations, including a report of no distribution, final report or account, dismissal, and conversion;
 4. employment of professional persons;
 5. compensation or reimbursement of expenses; and
 6. objection to or waiver of revocation of a debtor's discharge.

B. Emergency Matters. The moving party shall give telephone notice of an emergency motion or hearing to the United States Trustee immediately upon receiving the date and time of the hearing from the Court. This requirement does not apply to Chapter 13 matters or to emergency motions for imposition or continuation of the automatic stay in Chapter 7 cases.

C. Government Parties. The Clerk inserts in each matrix the Missouri Department of Revenue and trustee. If the United States is a creditor, debtor and other parties shall add the United States Attorney, in addition to the creditor government agency, to lists for service on all creditors. **(See Appendix 1-9)**

D. Educational Loans - Service on United States Attorney. If the United States made or guaranteed an educational loan, debtor shall serve a copy of the summons and complaint under § 523(a)(8), pursuant to Fed. R. Bankr. P. 7004, on the United States Attorney in Kansas City, the Attorney General in Washington, D.C., and on the appropriate agency. **(See Appendix 1-9)**

Rule 2002-3 Returned Notices

A. Returned Mail. Notices under 2002-1A returned to the court with no forwarding address will become part of the court file.

B. Returned E-mail. Notices will be re-sent if a new e-mail address can be obtained. Attorneys are responsible for maintaining a current e-mail address with the court. Returned e-mail notices under 2002-1A that cannot be resent will be deleted.

Rule 2004-1. Examinations

A. Scheduling by Notice. Fed. R. Bankr. P. 2004 examinations may be scheduled without motion or order, by filing and serving on the party a notice as in scheduling depositions pursuant to Fed. R. Civ. P. 30(b), or by agreement. The Court encourages use of this procedure.

B. Objection to Notice. An objection to examination pursuant to notice must be filed within 10 days.

C. Disputes. The Court will not entertain motions on disputes until parties have complied with

the procedure in Local Rule 7026-1.

D. Ex Parte Motion. Motions for Rule 2004 examinations may be granted ex parte. Upon objection, the Court may modify an order.

E. Videotape. Examinations may be videotaped pursuant to Fed. R. Bankr. P. 7030.

Rule 2007.1-1 Appointment or Election of Trustee or Examiner in a Chapter 11 Reorganization Case

A. Request for an Election. A request to convene a meeting of creditors for the purpose of electing a trustee in a Chapter 11 reorganization case shall be filed and transmitted to the United States Trustee in accordance with Fed. R. Bankr. P. 5005 within the time prescribed by § 1104(b) of the Bankruptcy Code. Pending Court approval of the person elected, a person appointed trustee under § 1104(d) shall serve as trustee.

B. Manner of Election and Notice. An election of a trustee under § 1104(b) of the Code shall be conducted in the manner provided in Fed. R. Bankr. P. 2003(b)(3) and 2006. Notice of the meeting of creditors convened under § 1104(b) shall be given in the manner and within the time provided for notices under Fed. R. Bankr. P. 2002(a). A proxy for the purpose of voting in the election may be solicited by a committee appointed under § 1102 of the Code and by any other party entitled to solicit a proxy under Fed. R. Bankr. P. 2006.

C. Application for Approval of Appointment and Resolution of Disputes. If it is not necessary to resolve a dispute regarding the election of the trustee or if all disputes have been resolved by the Court, the United States Trustee shall promptly appoint the person elected to be trustee and file an application for approval of the appointment of the elected person under Fed. R. Bankr. P. 2007.1(b), except that the application does not have to contain names of parties in interest with whom the United States Trustee has consulted. If it is necessary to resolve a dispute regarding the election, the United States Trustee shall promptly file a report informing the Court of the dispute. If no motion for the resolution of the dispute is filed within 10 days after the date of the creditors' meeting called under § 1104(b), a person appointed by the United States Trustee in accordance with § 1104(d) of the Code and approved in accordance with Fed. R. Bankr. P. 2007.1(b) shall serve as trustee.

Rule 2015-2. Debtor In Possession Duties

A. Statement. A debtor in possession that plans to operate a business shall file with the petition a statement as follows:

1. Whether a trustee or creditors committee was appointed in a prior bankruptcy case and, if so, their names and addresses;

2. Nature and status of each action or proceeding pending or threatened against debtor or his property, where a judgment against debtor or seizure of his property may be imminent;
3. All of debtor's property in possession or custody of a public officer, receiver, trustee, assignee for the benefit of creditors, mortgagee, pledgee, or assignee of rents; names and addresses of such persons; the court in which proceedings are pending; and the status of proceedings;
4. Whether debtor is occupying premises under a lease; if so, the length of term, rent reserved, amount owing for rent, and status of any negotiations for modification of the lease and with whom;
5. Name and address of each utility providing service to debtor. Debtor shall serve a copy of the petition on each utility and certify service in the statement required herein.

B. Operating Statement. Debtor shall file with the petition a projected operating statement with the following information for the 30-day period following filing of the petition:

1. Estimated gross revenue;
2. Estimated weekly payroll to employees;
3. Estimated operating expenses not including payroll to employees; and
4. Expected gain or loss.

C. Reports to the Court. Debtor shall file with the Court, on or before the 15th day of each month, a monthly operating report summary. (See **Local Forms - MOW 2015-2.1**)

D. Reports to the United States Trustee. Debtor shall submit to the United States Trustee monthly reports of operation on the form provided by the United States Trustee and shall provide such other information as the United States Trustee may reasonably require. Relief from the duty to provide reports or information may be sought by motion.

E. Failure to File Reports Cause for Dismissal or Conversion. Failure to file the reports required under Sections C or D is cause for dismissal of the case or conversion to chapter 7 under § 1112(b), §1208, or other applicable law.

Rule 2015-6. Authorized Depositories

A. Required Accounts. A debtor-in-possession or trustee which operates a business shall immediately deposit funds then held or thereafter received in a depository authorized by the United States Trustee. Accounts must not exceed the insured or collateralized limits of the financial institution. Funds shall be segregated into at least two accounts, as follows:

- 1. Tax account.** This account shall include all funds received or collected for the United States, any state or political subdivision for sales, withholding, social security, or other taxes or contributions.

2. General debtor-in-possession account. This account shall be established as set out in the United States Trustee guidelines for Chapter 11 debtors.

B. Additional Accounts. Additional accounts may be opened as appropriate, such as: cash collateral account, if a creditor has an interest in cash collateral pursuant to § 363(a), into which funds must be deposited and which funds cannot be used without order of the Court or agreement of the creditor; payroll account if there are employees; and household account.

Rule 2016-1. Compensation For Services Rendered and Reimbursement of Expenses

A. Prepetition Retainers. The disclosure of amount of retainer for initial filing by attorney for debtor pursuant to § 329 and Fed. R. Bankr. P. 2016(b) shall be filed with the petition and served on the United States Trustee and any trustee. All professionals shall deposit retainers, whether received from debtor or any other source, in a trust account, and may withdraw and apply funds only after a fee application and order unless subject to provisions of subpart D of this rule. Until the case is closed by final decree, debtor's attorney is under a duty to disclose all subsequent payments by filing a supplemental statement as required by Fed. R. Bankr. P. 2016(b).

B. Service of Application. Applications for professional fees and expenses shall be served on debtor's attorney, the trustee, United States Trustee, committees, and parties who requested receipt of notices. The detailed, itemized statement required by Fed. R. Bankr. P. 2016(a) shall be filed with the application and notice. The applicant is responsible to ensure that the itemized statement is made PDF compatible for filing under the ECF system.

C. When Application Over \$1,000. Necessary. When an application is necessary and if such application is for compensation exceeding \$1,000, in addition to service in Paragraph B, applicant shall serve on all creditors a notice (**See Local Form - MOW 2016-1.1**) stating: the amount of fees and expenses sought; period covered; number of previous applications filed; amounts of compensation previously sought and allowed; original retainer and balance; that parties have 20 days to object, if no objections are filed the Court may enter an order, and if objections are filed the Court may set a hearing.

D. When Application Unnecessary. If debtor attorney's total fee in a case is \$3,000 or less, and if the attorney and his client have signed the applicable Rights and Responsibilities Agreement (**See Local Forms MOW 2016-1.3 or 2016-1.4**), the disclosure of fees in initial filings is sufficient and it is unnecessary to file an application under subpart C of this rule.

E. Post-Confirmation Attorney Fees in Chapter 13 Cases. Additional attorney fees, if any, for post-confirmation services may be allowed according to the flat fee schedule set out in this rule. Any deviation from this schedule shall be by motion made to the Court, supported by detailed time and expense records.

Motions to Suspend or Abate Payments - \$ 200
Motions to Incur Additional Debt - \$ 150
Motions to Distribute Insurance Proceeds - \$ 125
Motion to Retain Tax Refund Greater than \$2,500 - \$150
Motion for Payoff of Chapter 13 Plan - \$75
Motion for Relief from Stay (divorce) - \$200
Defense of Motions for Relief from the Automatic Stay - \$ 350
Defense of Motions to Dismiss - \$ 200
Obtaining Confirmation of Amended Plan - \$250
Amendments to Schedules - \$ 150
Amendments to Schedules I & J with Business Attachments - \$ 200
Filing Proofs of Claim on behalf of creditors - \$ 125
Objections to Unsecured Proofs of Claim - \$ 100
Objections to Secured Proofs of Claim - \$ 225
Motions to Sell Property - \$ 200
Motions to Employ Counsel/Professional - \$ 175
Motions to Approve Settlement/Allow Use of Settlement - \$ 175
Motion to Avoid Lien or Avoid Judgment - \$200
Motions to Vacate or Set Aside Order - \$ 125
Motions for Emergency Hearing - \$ 100
Appearance at Hearing Due to Trustee's Request for Hearing Based on Debtor's Failure to Cooperate - \$ 125

Debtor's attorney may also request reimbursement for expenses, in addition to the above fee schedule, at the rate of up to \$0.25 per copy and any postage costs that debtor's attorney incurs. Debtor's attorney must include the number of copies, the postage rate, and the number of items mailed in the request for post-confirmation fees.

Debtor's attorney seeking payment of flat fees pursuant to this rule shall file with the court a motion (**See Local Form - MOW 2016-1.2**) identifying the services provided, and stating that the services are for post-confirmation work. Such motion shall be served on the debtor, the trustee, the United States Trustee, and parties who requested notice, with 20 days after service to object. Motions for post-confirmation fees in excess of \$1,000 must be noticed to all creditors pursuant to Local Rule 2016-1. If no objections are filed, the court may enter an order as to such fees without further hearing.

F. Payment of Attorney Fees Through Chapter 13 Plan

1. Payment Calculation. If attorney for the debtor in Chapter 13 elects to receive his or her attorney fees, or any portion thereof, through the Chapter 13 plan, the plan must provide for an "equal monthly amount" for those attorney fees in a sum which does not cause the plan to violate § 1322(a)(1).

- a. The Chapter 13 trustee shall pay the “equal monthly amount” for debtor’s attorney fees contemporaneously with claimants paid an “equal monthly amount.”
- b. In the event the proposed plan payment is not sufficient to cover the “equal monthly amount” proposed for the payment of attorney fees and the Chapter 13 trustee’s statutory maximum fee, the filing of the plan on behalf of the debtor shall be deemed a waiver of the right to receive that “equal monthly amount” and the Chapter 13 trustee shall set an “equal monthly amount” which will resolve any §1322(a)(1) issues.
- c. If the Chapter 13 plan does not provide for an equal monthly amount for the payment of attorney fees and the attorney is authorized/ordered to receive his or her fees, or a portion thereof, from the Chapter 13 plan payments, the Chapter 13 trustee shall set those fees to be paid in an equal monthly amount not less than \$1.00 and not more than \$150.00.

2. Dismissed or Converted Cases. If the Chapter 13 case is dismissed or converted and the debtor’s attorney is owed fees:

- a. Pre-confirmation:
 - i. The attorney is not entitled to payment of attorney fees from the trustee other than from funds received on or before the date of the entry of the order of dismissal/conversion which otherwise would be refunded to the debtor; and
 - ii. In order to obtain those funds, less the trustee’s fee, the Court must enter an order upon a timely filed motion.
- b. Post-confirmation: The trustee shall distribute funds to creditors, including debtor’s attorney, pursuant to the terms of the confirmed plan as funds are available.

Rule 2090-1. Attorneys - Admission to Practice

A. Attorney Admission; Discipline. Except to the extent modified by this Rule, standards and requirements stated in the Local Rules of the District Court are adopted for attorney admission, discipline and unauthorized practice in the Bankruptcy Court.

B. Local Counsel for Member of Bar. If a party's counsel is a member of this Bar whose office is a great distance from court, counsel may be required to retain a local attorney who is a member of this Bar to be available for unscheduled meetings and hearings.

C. Visiting Counsel. An attorney who is not a member of this Bar, but is a member in good standing of the Bar of any court of record, may be permitted to appear in a case as follows:

1. Visiting counsel shall file a Motion for Admission Pro Hac Vice designating a member of the Bar of this Court with a law office in the District and division, upon whom service of all papers may be made. The Bar member shall consent to the designation in writing and be listed thereafter on all pleadings. The requirement to identify a member of the Bar of this Court for service may be waived by the Court for cause. The Court may dismiss a

proceeding for failure to comply with this Rule.

2. Admission to appear as visiting counsel in a particular case does not authorize visiting counsel to appear in any other case(s) without first complying with this Rule as to such other case(s).

D. Government Counsel. A U.S. government attorney may appear without motion for admission. If not a resident in this District, he shall designate the United States Attorney in this District to receive service of all documents.

E. Former Law Clerk. An attorney who has been a law clerk to a judge shall not work on a case which was pending before the judge during the clerkship. Breach of this Rule may disqualify the attorney and firm. The employer shall implement procedures so the attorney does not work on cases pending during the clerkship. For one year after a clerk leaves the judge's employ, that clerk shall not work on any newly-filed case assigned to the judge, as follows:

1. If the clerk: a) prepared or assisted on a petition for relief which is assigned at time of filing to the judge, or b) participated in a case or proceeding for any party after filing and before assignment to the judge, the firm shall advise the judge and the judge shall recuse.
2. If the clerk begins work on a matter after assignment to the judge, the firm shall advise the judge, and the clerk and firm will be disqualified from further participation.

F. Appearance Without Counsel.

1. Individual. An individual may appear and represent himself in any proceeding or hearing in Bankruptcy Court.

2. Other Entities. An entity that is not an individual, including a corporation, partnership or trust, may not file a petition for relief or participate as a debtor, creditor, or party in interest in any proceeding involving presentation of evidence or argument to the Court except by an attorney. This Rule does not prohibit an authorized representative of a corporation, partnership or trust from appearing at a § 341 meeting, filing a claim, voting on a Chapter 11 plan, or voting to elect a trustee without an attorney.

Rule 2091-1. Attorneys - Withdrawal and Substitution

A. Withdrawal. An attorney of record may withdraw only by Court permission, by an order entered after service of notice of withdrawal on the client, other counsel of record, the trustee, if any, and the United States Trustee. An order will not be entered until new counsel enters an appearance, except for good cause.

B. Substitution. An attorney of record may file a notice of substitution of counsel if new

counsel is employed in the same law firm as the attorney of record.

PART III. CLAIMS; PLANS

Rule 3001-1. Proofs of Claim

A. Form. Proofs of claim may be filed with the Court electronically and shall conform substantially to the Official Form including local modifications (**See Local Form MOW 3001-1**). A proof of claim shall include not more than 5 pages of legible exhibits in support of the claim. If there are more than 5 pages of exhibits, a summary listing all documents in support of the claim shall be filed (See Local Form MOW 9040-1.1).

B. Service of Proofs of Claim.

1. **Proofs of Claim - No More than 5 pages of Exhibits.** Debtor's attorney and trustee will receive service by electronic means. If the debtor is pro se, service of the claim and exhibits shall be by conventional means.

2. **Proofs of Claim - with a Summary of Exhibits.** A legible copy of the claim and each supporting document shall be served conventionally on the debtor's attorney, if any, or on debtor and, if applicable, the trustee concurrently with the electronic filing of the claim.

3. **Proofs of Claim in Chapter 13 cases.** Proofs of Claim in Chapter 13 cases are subject to the requirements of Local Rule 3084-1.

C. Transferred Claims. Any assignment or evidence of transfer of a claim filed after a proof of claim has been filed must include:

1. the amount of the claim;
2. the name of the original creditor (transferor);
3. the name and address of the transferee; and
4. a waiver of notice by the transferor if applicable.

Rule 3002-1. Filing Proofs of Claim in Chapters 7 and 11

A. Chapter 7. In a Chapter 7 case, no deadline will be set for filing proofs of claim unless the trustee requests that the Court issue a notice to creditors to file claims. Upon receipt of a request, the Court shall serve the notice to all creditors along with a blank proof of claim and instructions that conform substantially to the Official Form. All claims filed with the court will be included on the claims register.

B. Chapter 11.

1. Claims Bar Date. In all Chapter 11 cases, on motion without hearing, the Court shall fix a claims bar date.

2. Notice of Bar Date. In all Chapter 11 cases, unless the Court orders otherwise, the debtor must serve notice of the claims bar date with a blank proof of claim and instructions that conform substantially to the Official Form on all creditors and parties in interest. At the discretion of the Court, such deadline may be specified in the §341 meeting notice.

3. Newly Added Creditors. If the debtor amends its Chapter 11 schedules to add a creditor or to reduce the amount of a claim or reclassify a claim as contingent, unliquidated, or disputed after having served notice of the claims bar date, then, in addition to serving the amended schedules on the affected creditor, the debtor shall serve the notice of claims bar date upon the affected creditor and shall give written notice that the creditor must file any claim by the bar date or thirty (30) days after the date of the notice, whichever is later.

C. Chapter 13. See Local Rule 3084-1.

D. Conversion. A proof of claim filed before conversion of any case is deemed filed in the converted case. Any claimant who did not file a proof of claim in a Chapter 9 or Chapter 11 case because the claim was correctly scheduled must file a proof of claim in the converted case.

E. Lease Rejection and Avoidance Action Claims. Any claim that arises out of the rejection of an executory contract or unexpired lease or from a judgment entered against the creditor pursuant to an action under Chapter 5 of the Bankruptcy Code shall be filed by the claims bar date established in the case or within thirty (30) days after entry of an order approving the rejection or entering judgment, whichever is later.

Rule 3007-1. Objections To Claims

A. Chapter 13 Claim Objections. See Local Rule 3084-1.

B. Omnibus Objection. Objections to claims may be contained in one or more omnibus objections. The recommended form of objection is contained in the Local Forms (**See Local Forms - MOW 3007-1.1 and MOW 3007-1.2**). This Rule applies to trustees serving under chapters 7, 11 and 12, and debtors-in-possession under chapter 11.

C. Procedure for Objections to Claims: Response Filed. A claimant shall have 30 days after service of the objection in which to file a response. The response shall be in writing and state with particularity why the claimant believes the claim is valid and should be allowed. If a

response is filed, the Court will schedule a hearing. If no timely response is filed, the court will enter an order sustaining the objection as to the claimant and disallowing such claim.

D. Procedure for Objections to Claims: Amended Claim Filed. A claimant may elect to file an amended claim in an effort to address an objection. The filing of an amended claim is suggested when the objection goes to the form of the claim (e.g., insufficient documentation to support claim). If there is further objection to the amended claim, an objection to such amended claim shall be filed; otherwise, the amended claim will be allowed.

E. Separate Objection Permitted When Trustee Seeks Affirmative Relief. The trustee may file a separate objection and request for hearing with respect to a particular claim when, for instance, the trustee desires to assert a counterclaim or seek other affirmative relief against the claimant.

Rule 3010-1. Small Dividends and Payments

In accordance with the authority granted under Fed. R. Bankr. P. 3010, a trustee in a Chapter 7 case may pay out dividends that are less than \$5.00. In a Chapter 7 case with ten or fewer creditors scheduled to receive a dividend of less than \$5.00, the trustee shall distribute the funds. In a Chapter 7 case with more than ten creditors scheduled to receive a dividend of less than \$5.00, the trustee, in his discretion, may pay out the funds or treat them in the same manner as unclaimed funds as provided in § 347 of the Code.

Rule 3011-1. Unclaimed Funds

A. Motion to Pay Funds from Registry. After a final distribution has been made, and after the filing of a Motion to Pay Into the Court Registry and the entry of an order approving the motion, funds for creditors who could not be located shall be paid into the Court Registry by the trustee/debtor-in-possession with a listing showing name, address and amount. A creditor whose funds were paid into the registry may file and serve on the trustee, United States Trustee and debtor's attorney a motion for distribution from funds in the registry.

B. Proof of Right to Funds. A party seeking release of unclaimed funds shall submit a legal document (such as an affidavit) to the court with the motion requesting release of the funds. An individual shall provide a copy of a photo identification, such as a driver's license. A corporation whose name has changed or that has been assigned rights to the funds shall provide documentation as appropriate. Fund locator services shall provide a copy of their power of attorney.

Rule 3015-1. Filing of Plan; Objection to Confirmation; Modification of a Plan in a Chapter 13

See Local Rule 3083-1.

Rule 3016-1. Chapter 11 Plan - Not Small Business

Unless otherwise required by the Bankruptcy Code or Court order, a Chapter 11 debtor shall file a plan and disclosure statement within 120 days after filing of the petition. If debtor seeks an extension of time to file a plan or of the exclusive period to file a plan, debtor shall file a motion for extension before expiration of the 120 days, stating the reason a plan has not been filed and a schedule of steps to be taken to file a plan.

Rule 3016-2. Disclosure Statement - Not Small Business

A. Disclosure Statement. Chapter 11 disclosure statements must include at least three years each of detailed financial operating histories and operating projections, including projected plan payments and tax consequences. Data for longer or shorter periods may be required.

B. Approval of Disclosure Statement.

1. Conditional Approval. The Court may conditionally approve a disclosure statement. On or before conditional approval of the disclosure statement, the Court shall:

- a. fix a time for filing objections to the disclosure statement;
- b. fix a date for the hearing on final approval of the disclosure statement to be held if a timely objection is filed;
- c. fix a date for the hearing on confirmation; and
- d. fix a time within which the holders of claims and interests may accept or reject the plan.

2. Application of Fed. R. Bankr. P. 3017. If the disclosure statement is conditionally approved, Fed. R. Bankr. P. 3017(a) and (e) do not apply. Conditional approval of the disclosure statement is considered approval of the disclosure statement for the purpose of applying Fed. R. Bankr. P. 3017(d).

3. Objections and Hearing on Final Approval. Notice of the time fixed for filing objections and the hearing to consider final approval of the disclosure statement shall be given in accordance with Fed. R. Bankr. P. 2002 and may be combined with notice of the hearing on confirmation of the plan. Objections to the disclosure statement shall be filed, transmitted to the United States Trustee, and served on the debtor, the trustee, any committee appointed under the Bankruptcy Code, and any other entity designated by the Court at any time before final approval of the disclosure statement or by an earlier date as the Court may fix. If a timely objection to the disclosure statement is filed, the Court shall hold a hearing to consider final approval before or combined with the hearing on confirmation of the plan.

Rule 3016-3. Plan and Disclosure Statement in Small Business Cases

A. Applicability of Rule. This rule applies in small business cases as defined by § 101(51C). Except as specified in this Rule, the provisions of Local Rules 3016-1. and 3016-2. are not applicable in small business cases.

B. Form of Plan and Disclosure Statement. The disclosure statement and plan of reorganization in a small business case shall conform substantially to Official Forms 25A and 25B. Appropriate modifications to those forms are permitted.

C. Conditional Approval of Disclosure Statement. Pursuant to § 1125(f)(3)(A) and (C), upon the filing of a disclosure statement and plan of reorganization in a small business case, the court will employ the procedures set forth in subparagraph B of Local Rule 3016-2.

D. Plan of Reorganization as Disclosure Statement. If a debtor in possession or trustee intends, pursuant to § 1125(f)(1), that the plan is to serve as a disclosure statement, the plan shall be designated as such as required by Fed. R. Bankr. P. 3016(b) and filed (**Utilize Official Form 25B or Local Form MOW 3016-3.1**). A plan so designated shall be treated as a disclosure statement under Fed. R. Bankr. P. 3017.1.

Rule 3020-1. Ballots

A. Service. Unless otherwise ordered by the Court, ballots are to be served by the debtor on creditors, equity security holders and other parties in interest and a certificate of service filed with the Court.

B. Filing. Ballots to accept or reject a Chapter 11 plan shall be sent to the debtor or the debtor's designee unless otherwise ordered by the Court.

C. Summary. The debtor shall file a summary of the ballots with the Court prior to the confirmation hearing date.

Rule 3022-1. Final Decree in Chapter 11 Case

As soon as practicable after the confirmed plan has been substantially consummated and the estate has been fully administered, the reorganized debtor, trustee, or other responsible party as designated in the confirmed plan shall file a Chapter 11 Final Report and Application for Final Decree that substantially conforms to the Local Form (**See Local Form - MOW 3022-1.1**)

Rule 3070-1. Chapter 13 Direct Payments

All payments must be through the Chapter 13 trustee unless the Court orders or the trustee

agrees otherwise, except debtors may pay directly: 1) unmodified payments on a note secured by real property; 2) ongoing support obligations pursuant to a court decree; and 3) lease payments upon which the debtor has assumed the underlying lease.

Rule 3080-1. Chapter 13 - Service

All pleadings, including amended plans and orders filed in Chapter 13 cases, shall be served on the Chapter 13 trustee and debtor's attorney or debtor, if appearing pro se.

Rule 3081-1. Chapter 13 Closing Before Confirmation

In cases which close before confirmation of a plan, the Chapter 13 trustee may collect from the funds on deposit with the Chapter 13 trustee a \$100.00 fee for expenses.

Rule 3083-1. Chapter 13 Plan; Objections to Plan

A. Plan Summary. Each Chapter 13 plan must be filed with a plan summary or a combination plan/plan summary with all the information in the Local Form (See Local Forms - MOW 3083-1.1 and MOW 3083-1.2) Debtor shall serve the plan and summary on all creditors when the plan is filed and shall serve amended plans on all affected creditors.

B. Service of the Plan Summary. The plan or summary shall be served on the United States Attorney and the appropriate agency when the United States is a party in interest. **Appendix 1-9** contains a list of standard addresses of government agencies.

C. Plan Percentages. Debtor must use 10% of receipts, the statutory maximum, for trustee fees when calculating plans. The actual percent, set by the Attorney General pursuant to statute, may vary during the plan.

D. Objections to Plans. It is the duty of affected creditors and not the trustee to file objections to confirmation of plans and amended plans on all grounds for non-confirmation. The trustee may also object. Unless otherwise noticed, objections to plan confirmation must be filed within 20 days after conclusion of the § 341 meeting of creditors. Absent timely objections, the plan may be confirmed without further notice.

E. Objections to Amended Plans. Objections to amended plans are due 20 days after the amended plan is filed.

F. Incorporation of the Plan Summary. If the Chapter 13 plan does not incorporate the plan summary by reference, to the extent there are inconsistencies between the plan and plan summary, the provisions of the summary are deemed to be the provisions of the plan.

G. Wage Order to Employer.

1. Issuance of Wage Order. The Chapter 13 trustee may cause a wage order to be issued to the debtor's employer in a Chapter 13 case at any time the plan payments are more than 30 days delinquent. The 30-day delinquency is measured pursuant to § 1326 (a)(1). The debtor shall provide on Schedule I the full address for the debtor's payroll department to which the Chapter 13 trustee may cause a wage order to be issued, and shall amend Schedule I if their employment changes.

2. Vacating a Wage Order. In the event the debtor wants a wage order to the employer vacated, the debtor must file a motion to vacate the order and demonstrate that appropriate circumstances exist for the debtor's direct remittance of plan payments.

Rule 3084-1. Chapter 13 Proofs of Claim; Objections to Claims

A. Filing and Service Chapter 13 claims may be filed electronically with the Clerk. A proof of claim shall not include more than 5 pages of legible exhibits in support of the claim. If there are more than 5 pages of exhibits, a summary listing all documents in support of the claim shall be filed (**See Local Form - MOW 9040-1.1**). Debtor's attorney and trustee will receive service by electronic means if the claim has no more than 5 pages of exhibits. If the debtor is pro se or if there are more than 5 pages of exhibits, the claim, with attachments, must be served conventionally on the Chapter 13 trustee and on debtor's counsel, including notice of transfer of claim, as required by Fed. R. Bankr. P. 3001(e).

B. Claims Register. The Court will maintain the claims register electronically.

C. Classification. If a claim does not state whether it is secured, unsecured priority, or unsecured non-priority, it will be deemed an unsecured non-priority claim. Unsecured priority claims shall provide the amount of the claim entitled to priority treatment and provide the Title 11 reference which entitles it to priority treatment. If the plan does not provide for the priority treatment and the statutory reference is not provided on the face of the claim for the alleged priority portion of the claim, the alleged priority portion of the claim shall be deemed allowed as an unsecured, non-priority claim absent a timely written objection filed with the Court.

D. Secured Claim. A secured claim must state a fair market value for each item of collateral. The trustee will use the creditor's fair market value if the fair market value is clearly provided on the face of the proof of claim. If the creditor does not provide a fair market value on the face of the claim then the trustee will use the value contained in the debtor's plan. If neither the proof of claim nor the plan states a value, the trustee shall use the value set out in the debtor's schedules. If neither the debtor nor the creditor has provided a fair market value, the trustee shall load the proof of claim as unsecured non-priority. Listing the amount of debt on the "secured" line of the claim or stating that the fair market value is more than the amount owed (or

a similar statement) shall not constitute providing the fair market value. It is unnecessary for a governmental taxing entity to include a fair market value on the face of its claim when filing a secured claim; if a governmental taxing entity files a secured claim, it shall be deemed a secured claim absent a timely written objection filed with the Court. Pursuant to § 511, if the governmental taxing entity is entitled to interest (present value) on its secured claim, the governmental taxing entity shall provide the Chapter 13 trustee with the appropriate interest rate (discount rate) under applicable non-bankruptcy law. Absent such rate being provided to the trustee, the § 511 rate shall be deemed to be the "CHAPTER 13 RATE" applicable to the case at bar. See Local Rule 3084-1 G.

E. Present Value on Secured Claims (other than claims secured by debtor's residence).

Absent Court order to the contrary, all filed and allowed secured claims entitled to present value will be paid present value at the Chapter 13 rate (referenced below) unless the plan/plan summary **specifically** provides for "**zero**" interest.

Filed and allowed oversecured claimants to whom § 506 applies shall receive their contract rate of interest, if provided on or with the proof of claim, from the date of the petition up to the date of confirmation. From the date of confirmation forward, filed and allowed oversecured claimants shall receive the posted "**CHAPTER 13 RATE.**" If the contract rate is not provided on the face of the proof of claim, such a claimant will receive the posted "**CHAPTER 13 RATE**" from the date of the petition forward. An oversecured claim is one in which the fair market value of the collateral exceeds the total amount of the claim.

F. Interest on Claims Secured by Debtor's Residence. Unless otherwise set forth in the Plan, a claim secured only by real estate which is the debtor's principal residence, shall receive its contract rate of interest on its arrearage claim, or on any claim which is being fully satisfied within the life of the plan from the date of the petition forward. Interest shall be paid at the specific rate provided in the plan/plan summary. If the debtor does not want interest paid on the claim, then the plan/plan summary must clearly provide for "zero" interest. If a specific interest rate is not provided in the plan/plan summary or on the face of the proof of claim, and is not readily discernible from the first summary page attached to the proof of claim, it will receive the posted "**CHAPTER 13 RATE.**"

1. Adjustable Rate Mortgage. For adjustable rate mortgages, the trustee shall use the interest rate provided in the plan/plan summary. If no specific rate is provided in the plan/plan summary, the trustee shall use the appropriate posted "**CHAPTER 13 RATE**" unless the plan specifically provides for "zero" interest, in which case no interest shall be paid. If the plan/plan summary does not specifically provide for "zero interest" and does not provide a specific interest rate, the trustee shall use the interest rate provided on the face of the proof of claim, or on the first summary page attached to the proof of claim if one is provided, rather than the appropriate posted "CHAPTER 13 RATE."

2. Changes to Adjustable Rate. If the adjustable rate changes, it is the responsibility of the debtor or the creditor to notify the trustee of the new interest rate so that the claim can be adjusted accordingly.

G. Chapter 13 Rate

1. Calculation. The posted "**CHAPTER 13 RATE**" shall be determined by the standing Chapter 13 trustee for the Western District of Missouri semi-annually as follows:

- a. July 1 to December 31: For cases with the initial plan filed between July 1 and December 31, the interest rate shall be the 5 year treasury note rate as of the preceding June 1, plus 3% nominal interest rate per annum. The standing Chapter 13 trustee shall make the rate for the ensuing six-month period available to the Clerk of the Bankruptcy Court for posting for the first business day following June 10.
- b. January 1 to June 30: For cases with the initial plan filed between January 1 and June 30, the interest rate shall be the 5 year treasury note rate as of the preceding December 1, plus 3% nominal interest rate per annum. The standing Chapter 13 trustee shall make the rate for the ensuing six-month period available to the Clerk of the Bankruptcy Court for posting for the first business day following December 10 of the preceding year.

2. Duration. The posted "**CHAPTER 13 RATE**" in effect at the time of filing of the initial plan shall remain in effect throughout the entire life of the case.

3. Exception. The posted Chapter 13 rate is, absent evidence to the contrary, presumed to be the applicable rate. Parties may introduce evidence to determine what the applicable market rate of interest might otherwise be, on a case-by-case basis.

H. Objections. It shall be the debtor's duty, and not the trustee's, to file objections to claims. The debtor must serve the objection on the claimant, claimant's attorney, other appropriate parties, and the trustee. Objections to a claim filed by other parties must be served on the debtor's attorney, or if the debtor is pro se, on the debtor, other appropriate parties, and the trustee. Objections shall reference the Court's claim register number rather than the trustee's creditor record number.

I. Claims Allowed. All Chapter 13 claims will be allowed as filed absent timely objection by debtor. Claims will be paid according to the notice allowing claims.

J. Claim Amount. If the face of the filed proof of claim does not clearly state an amount owed, the trustee will load the claim amount as zero.

K. Present Value and Interest Calculations. Present value and interest calculations on claims being paid by the trustee shall be calculated on the unpaid principal balance based on a monthly

interest calculation (unpaid principal balance times the discount/interest rate divided by 12).

Rule 3085-1. Notice to Allow Claims

A. Trustee Notice. After confirmation of the plan and after the claims deadline, the trustee shall file a notice to allow or disallow claims. The trustee will serve the notice on debtor and debtor's attorney. The trustee will mail to each scheduled creditor or claimant with a filed claim an acknowledgment of claim and notice of the proposed treatment of the claim. Thereafter, if the trustee loads a claim which was not on the original notice or otherwise adjusts a claim which was on the original notice, the trustee shall file and serve a notice allowing the claim as an additional, adjusted, or amended claim.

B. Response. Claims will be deemed allowed as listed in the notice unless, within 30 days, debtor or a creditor files and serves an objection on the trustee, debtor's attorney, and other appropriate parties. Responses shall reference the Court's claim register number rather than the trustee's creditor record number.

Rule 3086-1. Payment of Claim After Lifting of Stay; Adequate Protection

A. Order Lifting Stay. If an order granting relief from the stay is entered, or if the stay otherwise is not in effect, the trustee shall continue to make payments pursuant to the terms of a confirmed plan, adequate protection order or other order of the court on the claims related to that collateral. Payments shall not cease until one of the following takes place:

1. An objection to that claim is filed and an order is entered directing the trustee to cease making payments on the claim, or
2. The claimant notifies the trustee that no further payments are owed on the claim(s) in which case the trustee shall notify the parties of such action pursuant to Local Rule 3085-1, or
3. An amended plan is filed and confirmed which specifically provides for no further payments to the claimant(s). Such amendment shall state with particularity which claim(s) shall receive no further payments.

When payments on a claim cease, the trustee shall redirect the funds to other creditors with filed and allowed claims in accordance with the confirmed plan. Once the trustee ceases making payment on a claim on which the trustee previously has distributed payments, the trustee shall adjust the claim to the principal amount previously paid.

B. Adequate Protection - General. All adequate protection payments through the Chapter 13 trustee shall be made in the ordinary course of the trustee's business from funds in the case as they become available for distribution to claimants. The Chapter 13 trustee shall make no payments until a proof of claim is filed. All payments through the Chapter 13 trustee shall be

subject to the trustee's statutory percentage fee, as set by the designee of the United States Attorney General, and the Chapter 13 trustee shall collect such fee at the time payment is made. On all adequate protection payments made by the Chapter 13 trustee, the principal amount of the adequate protection recipient's claim shall be reduced by the amount of the adequate protection payments remitted to the claimant unless the court orders otherwise.

C. Adequate Protection - Leases

1. Personal Property. The debtor shall pay directly to the lessor all payments scheduled in a lease of personal property for that portion of the obligation that becomes due after the order for relief. Absent a timely objection to confirmation of the proposed plan, the debtor is presumed to have made these payments as required under § 1326(a). As the Chapter 13 plan shall provide that payments to personal property lessors will be paid directly, there shall be no reduction in the Chapter 13 plan payment for these direct payments.

2. Real Property. The debtor shall pay directly to the lessor all payments scheduled in a lease for that portion of the obligation that comes due after the order for relief. As the statute does not mandate adequate protection payments and as the Chapter 13 plan shall provide for direct payments to real property lessors, there will be no reduction in the Chapter 13 plan payment for these direct payments.

D. Adequate Protection - Claim Secured by Personal Property. Unless the court orders otherwise, the Chapter 13 plan shall provide that §1326(a)(1) pre-confirmation adequate protection payments to a creditor holding an allowed claim secured by personal property (to the extent that the claim is attributable to the purchase of such property by the debtor for that portion of the obligation that becomes due after the order for relief is entered) shall be paid through the Chapter 13 trustee.

1. The debtor shall list the creditor's name, address, account number and payment for each secured creditor receiving a §1326(a)(1) pre-confirmation adequate protection payment in the Chapter 13 plan.
2. Unless the plan specifically provides in the remarks section that the creditor is not entitled to adequate protection payments, it is presumed that secured creditors listed in the section of the Chapter 13 plan dealing with retained personal property shall be entitled to adequate protection.
3. Unless the court orders otherwise, the Chapter 13 trustee shall not remit any adequate protection payment unless the personal property secured claimant has been listed in the section of the Chapter 13 plan dealing with retained personal property.
4. All adequate protection payments through the Chapter 13 trustee shall be made in the equal monthly amount provided for the claimant in the Chapter 13 plan unless the plan provides otherwise in the remarks section of the plan.
5. Pursuant to §1326(a)(3), claimants may file objections to the adequate protection

treatment provided by the plan. The Chapter 13 trustee shall continue to make payments to the claimant in the equal monthly amount provided in the plan if a proof of claim is on file until the court orders otherwise.

6. Upon the dismissal or conversion to another chapter of a case prior to the confirmation of a Chapter 13 plan, the Chapter 13 trustee shall make the pre-confirmation adequate protection payments, or a portion thereof, from any funds available for that purpose received on or before the date of the entry of the order of dismissal or conversion to creditors that have filed proofs of claim prior to the date of the dismissal or conversion.

E. Adequate Protection - Claim Secured by Real Property. Unless the court orders otherwise, the Chapter 13 trustee shall not distribute adequate protection payments to a real property claimant. Payments remitted by the trustee pursuant to an adequate protection order will be disbursed after the order becomes final. If the payments on the claim are for a long-term debt, the amount remitted to the adequate protection claimant shall be credited against the claimant's post-petition equal monthly payments.

Rule 3087-1. Garnishment Proceeds

Any proceeds which the Chapter 13 trustee receives from the release of a garnishment, absent a prior specific order of the Bankruptcy Court, shall be held by the Chapter 13 trustee for credit towards the debtor's plan payments.

Rule 3088-1. Chapter 13 Emergency Refunds, Suspension of Plan Payments And Borrowing

A. Emergency Refunds. The Court will not order and the Chapter 13 trustee shall not issue emergency refunds.

B. Suspension of Plan Payments. The court may order the suspension of plan payments pursuant to a motion. If the court orders a suspension and the debtor is on an employer wage order, it shall be the debtor's responsibility to cause the affected employer to stop the deduction of the plan payments for the amount of the suspension so ordered and it shall be the debtor's responsibility to make certain that the plan payments recommence on time. Any funds remitted to the trustee, despite a court-ordered suspension, shall be distributed to claimants pursuant to the terms of the confirmed plan or shall be distributed to adequate protection claimants if the plan is not yet confirmed or shall be held by the Chapter 13 trustee pending confirmation of the plan. These funds shall not be returned to the debtor.

C. Treatment of Suspended Plan Payments. An order granting an abatement, waiver, or suspension, does not eliminate the payment; rather it adds payments onto the end of the plan. The granting of an abatement, waiver, or suspension is without prejudice to the rights of any secured creditor to seek a lift of the stay or other appropriate relief.

D. Emergency Borrowing. The Chapter 13 trustee may grant a debtor permission to borrow sums of \$2,500 or less per request. Applications to borrow amounts in excess of \$2,500 must be filed with and approved by the Court. All requests and applications must state the lender, the amount of the loan, the terms of repayment (including monthly payments and interest rate), the purpose of the loan, and the impact of the borrowing on the debtor's ability to continue to fund the Chapter 13 plan.

Rule 3089-1. Refunds in Dismissed and Converted Cases

If a plan payment is received by the trustee on or before the date of the order of dismissal or conversion in a confirmed plan, those funds will be disbursed to creditors pursuant to the terms of the confirmed plan.

Rule 3091-1. Disbursement of Insurance Proceeds

A. No Court Approval Needed. If the Debtor suffers a casualty loss and that loss is covered by insurance, the debtor does not need the approval of the Bankruptcy Court for the insurer to pay the loss payee pursuant to the terms of the insurance contract.

B. Plan Payments Continue to Loss Payee. If any creditor being paid through the trustee's office is the loss payee on the insurance policy and funds are distributed to that creditor from the insurer, the trustee shall continue to disburse payments to that creditor pursuant to the terms of the confirmed plan unless:

- I. The debtor files an objection to the proof of claim and the Bankruptcy Court enters an order directing the trustee to cease making payments to the creditor or the order reduces the allowed amount of the claim (any such objection should state with specificity the treatment of both the secured and unsecured portions of the claim)
- or
- ii. The creditor withdraws its claim or amends its claim.

C. Insurance Proceeds Received by Debtor. If the debtor receives any insurance proceeds in excess of \$2,500, after payment of the loss payee or in excess of funds paid to trade vendors for the repair/replacement of the property, the debtor shall not dispose of such excess proceeds without an order of the court.

Rule 3092-1. Executory Contracts and Leases

It is the debtor's responsibility, and not the trustee's, to assume, reject, or assign an executory contract or unexpired lease and to properly and timely serve same on the affected parties.

Rule 3093-1. Chapter 13 Plan Payoffs

A. Motion to Provide Payoff. The Chapter 13 trustee is not required to provide Chapter 13 plan payoffs to a debtor or debtor's attorney unless a motion is filed with the Court and the Court enters an order directing that a payoff be provided.

B. Contents of Motion. A motion to provide a payoff must include:

1. The reason the payoff is needed.
2. The source of the funds to pay off the plan.
3. If the plan has run less than the applicable commitment period, a statement that all filed and allowed unsecured non-priority creditors will be paid in full, or state with particularity why payment in full of that class of creditors is not required.
4. State with specificity any claims that are to be excluded from the payoff calculation.

PART IV. THE DEBTOR; DUTIES

Rule 4001-1. Automatic Stay - Relief From

A. Notice; Default. When a motion for stay relief, adequate protection, redemption, or lien avoidance is filed, the Court will issue an order setting an answer date and a hearing date if an answer is filed. Movant is required to promptly serve this order on all parties not receiving electronic notice. If the respondent(s) fail(s) to timely file an answer, the motion is deemed admitted and the Court may enter a final order. If the movant fails to file a certificate of service with the Court showing that the order setting an answer date and a hearing date was served on parties not receiving electronic notice, the Court may deny the motion.

B. Motion for Stay Relief; Contents. A motion for relief from the automatic stay shall state the amount of the balance due of principal and interest as of the date of the bankruptcy petition. In addition, the motion shall state the following:

1. In Chapter 7 cases, if the motion is filed prior to the §341 Meeting of Creditors, the motion shall state an estimate of the value of the collateral.
2. In Chapter 13 cases, where the movant is seeking relief from the stay for failure to make post-petition payments on a claim secured by real property that is the Debtor's principal residence or is treated by the Debtor's Chapter 13 Plan pursuant to § 1322(b)(5), then the motion, or attachments thereto, shall contain a legible post-petition payment history (**Local Form - MOW 4001-1.1**). The payment history shall set forth the date each post-petition payment was received, the amount of each post-petition payment received, and how each post-petition payment was applied by movant. Pursuant to § 362(g)(2), the Debtor has the burden to prove any post-petition payment(s) alleged to have been made but not set forth in the motion, or attachments thereto.

C. Exhibits; Witnesses. Three days before the hearing, parties shall mark and exchange all exhibits which may be offered and exchange a list of witnesses who may be called. Movant's exhibits should be marked with numbers, and respondent's with letters. An Exhibit Index on the

Court form (See **Local Form - MOW 7016-1.1**) must be submitted at the hearing.

D. Order. Proposed orders shall be submitted by e-mail or on diskette as the Court may direct.

E. Adequate Protection. If debtor intends to make an offer of adequate protection, it shall be set out in the answer.

F. Trustee; Service of Documents. A trustee is a party in interest and must be timely served with the motion for relief and all documents supporting the motion. Movant shall serve legible paper copies of all documents evidencing perfection of security interests on the trustee and debtor's counsel at the time of the filing of the motion for relief or promptly thereafter. In the alternative, as to mortgages and deeds of trust only, the movant may file the page of the document, showing recording information, and the signatures of the borrowers. If such alternative is used movant shall promptly provide paper copies of the entire document upon specific request from the trustee or debtor's counsel. Service shall be certified on the motion for relief (**Appendix 3-01**). Movant's failure to serve the trustee and debtor's counsel under this rule may result in delay in the hearing on the motion for relief or denial of the motion.

G. Mechanics' Liens. The stay is modified without motion or order to allow filing of a notice to preserve a mechanic's lien. Before proceeding with further action thereafter, the party must file a motion and obtain an order modifying the stay.

H. Negotiations with Governmental Agencies. If a farm debtor borrowed from a governmental agency, the stay is modified without motion or order to allow debtor and that agency to negotiate and submit applications for loan servicing options pursuant to agency regulations. Debtor shall file and serve on all creditors a Notice of Intent to Enter Into Loan Service Agreement, with the opportunity to object, stating the terms of the proposed agreement, at least 20 days before entering into such agreement.

I. Conditional Orders Granting Relief from Stay. In Chapter 7 or 13 cases, an order that resolves a motion for relief from stay that, *inter alia*: (i) conditionally denies the motion; (ii) provides for future payment of some or all of the post-petition arrearage; (iii) contains a "drop dead" clause; and/or (iv) contains a grace period for curing a default of the term(s) of the order, shall be known as a conditional order granting relief from stay.

If the movant alleges that the debtor has defaulted on any term of a conditional order granting relief from stay, movant shall give the debtor 10 days written notice to cure. After such ten-day period has expired, without cure, the movant shall submit a final order setting out the terms of the alleged breach and granting the relief requested.

Rule 4001-2 Automatic Stay - Extension or Imposition

A. Scope of Rule. This rule applies to motions to extend the automatic stay pursuant to § 362(c)(3) or to impose the automatic stay pursuant to § 362(c)(4).

B. Contents of Motion. A motion to extend or impose the automatic stay filed pursuant to this rule shall include the following information: the number of previous cases under the Bankruptcy Code involving the debtor and pending within the one-year period preceding the filing of the current case; the jurisdiction and case number of each such case; the date and reason for dismissal of each such previous case; whether any presumption of lack of good faith arises pursuant to § 362(c)(3)(C) or § 362(c)(4)(D); and the facts upon which the movant relies to rebut any such presumption.

C. Service of the Motion. The motion shall be served by the debtor (or other party in interest filing the motion) in the manner required by the Bankruptcy Code, the Federal Rules of Bankruptcy Procedure and these rules, upon each party against whom the movant seeks to extend or impose the stay.

D. Notice of Motion and Hearing. Upon the filing of a motion subject to this rule, the Court shall issue a notice setting a hearing on the motion (to be held regardless of whether a response is filed) on the next available docket after the 15-day period subsequent to the filing of the motion. Movant shall serve the notice in the same manner as required for service of the motion and file a certificate of such service with the Court. If the movant requires an earlier hearing, it shall file with the motion a request to expedite the hearing, which the Court may grant or deny in its discretion. A response to the motion may be filed no later than 24 hours prior to the hearing.

Rule 4001-3. Automatic Stay - Internal Revenue Service

A. Scope of Rule. This rule applies to the Internal Revenue Service and its action, in the ordinary course of business, to offset pre-petition tax refunds owed to the debtor against the pre-petition income tax liabilities owed by a debtor in Chapter 7 and 13 cases.

B. Motion for Relief from the Automatic Stay Not Necessary. The automatic stay afforded by § 362 shall be modified without motion, notice or hearing in Chapter 7 and 13 cases 45 days after the order for relief is entered in such cases for the sole purpose of allowing the Internal Revenue Service to offset any pre-petition tax debts in accordance with 26 U.S.C. § 6402, unless the debtor or another party in interest files an objection within said 45-day period to any proposed or anticipated setoff and requests a hearing.

Rule 4001-4. Automatic Stay - Mortgage Statement Not a Violation of the Stay

A periodic statement of account sent by a mortgage creditor in the ordinary course of business to a debtor in a pending Chapter 13 case shall not be deemed a violation of the automatic stay so long as it does not include a demand for payment. The statement may include a coupon or other

payment for the debtor's use in making the periodic payment(s) on the account.

Rule 4002-1. Duties of Debtor

A. Request. Within 10 days after a trustee requests information at the § 341 meeting or in writing, debtor shall: 1) serve on the trustee a response with the information; or 2) file and serve an objection with specific grounds and a copy of the trustee's request, and request a conference or hearing. Parties shall file these items only if an objection is filed or the response is an amendment to pleadings such as schedules.

B. Copies. Debtor's counsel shall promptly provide to interested parties on request copies of schedules and similar pleadings filed with the Court. If the items are not required to be served, counsel may charge a reasonable amount for copying and mailing.

C. Collateral Inspection. Debtor shall grant a secured creditor's reasonable request to inspect collateral without motion. If the request is made in preparation for a hearing, the inspection shall be permitted within five days of such request and, in any event, not less than two days prior to the hearing.

Rule 4003-1. Garnishments

A. Pre-petition Garnishments/Lien Avoidance. Pre-petition property of a debtor subject to a writ of garnishment may be subject to a claim of exemption. If so, debtor's counsel may file a motion to avoid the garnishor's lien, pursuant to § 522(f), and serve the motion upon garnishor (or the garnishor's counsel, if known), the trustee, and the United States Trustee.

B. Post-Petition Garnishment. A writ of garnishment as to post-petition property of a debtor for a pre-petition debt violates the automatic stay, unless the case is under Chapter 13 and the garnishment is to enforce an order for alimony, maintenance, or support to a spouse, former spouse, or child. Debtor or debtor's counsel may file a Motion for Order of Release of Writ of Garnishment as to Wages (See Local Form) earned and paid after the date of the filing of the Chapter 7 bankruptcy petition. The motion shall be served on the garnishor or the garnishor's counsel, if known, the garnishee, the trustee, and the United States Trustee.

Rule 4004-1. Grant or Denial of Discharge

A hearing under § 524(d) on discharge or postpetition agreements in Chapter 7 will be held only on motion of debtor or other party unless required by the Bankruptcy Code or the Federal Rules of Bankruptcy Procedure.

Rule 4004-2. Extensions of Time to File Objections to Discharge / Dischargeability

A party filing a motion to extend the time for the filing of a complaint objecting to discharge, or to determine the dischargeability of a debt, shall, on the date of the filing of such motion, serve the motion on debtor and counsel for the debtor. A hearing on such motion shall be held if an objection to the motion, or a request for hearing, is filed by debtor within 20 days after service of such motion.

Rule 4004-3. Chapter 7 Cases Closed Without Discharge

If required by § 727(a)(11), the certificate of completion of the personal financial management instructional course is due 45 days after the first date set for the meeting of creditors. If the certificate has not been filed, a chapter 7 case may be closed without a discharge. If the certificate of completion of the personal financial management instructional course is filed after the case is closed, the debtor must also file a motion to reopen the case with a 20-day notice to all creditors and interested parties. A filing fee to reopen the case must be paid with the motion.

Rule 4004-4. Discharge in Chapter 13 Case - Completed Plan

A. Motion for Entry of Discharge. For all chapter 13 cases filed on or after October 17, 2005, upon notice of completion of the plan by the Chapter 13 trustee, debtor shall file a motion for entry of chapter 13 discharge using the Court's form (**See Local Form - MOW 4004-4.1**).

B. No Motion Filed. If no motion for entry of chapter 13 discharge is filed, the case may be closed without entry of a discharge order upon receipt of the trustee's final report. If the motion for entry of chapter 13 discharge is filed after the case has been closed, the debtor must also file a motion to reopen the case with a 20-day notice to all creditors and interested parties. A filing fee to reopen the case must be paid with the motion.

Rule 4008-1. Reaffirmation Agreements

A. Form. Agreements to reaffirm debt pursuant to § 524© shall be executed on Director's Procedural Form B240 promulgated by the Administrative Office of the United States Courts and available on the Court's website. In compliance with Fed. R. Bankr. P. 4008, Part D of the reaffirmation agreement must include information reflecting the income and expenses shown on Schedules I and J of the Schedules of Assets and Liabilities and any discrepancies between the income and expense figures shown on Part D and Schedules I and J must be explained.

B. Certification. In addition to the reaffirmation agreement, debtor's counsel shall file the Certification of Debtor's Attorney Regarding Reaffirmation Agreement that substantially conforms to the Local Form (**See Local Form, MOW 4008-1.1**).

C. Processing and Judicial Review of Reaffirmation Agreements. The procedures described below relate to review of reaffirmation agreements for potential undue hardship under § 524(m).

1. Review for Undue Hardship Pursuant to § 524(m).

a. If the reaffirmation agreement has been properly completed and no presumption of undue hardship arises because the income shown on Part D less the expenses shown there equals or exceeds the required payment on the debt to be reaffirmed, no judicial review or other action is necessary and a notation will be placed on the docket to that effect.

b. If the reaffirmation agreement has not been properly completed or if the presumption of undue hardship arises because the expenses shown on Part D plus the amount of the payment on the debt to be reaffirmed exceed the income shown, the reaffirmation agreement will be referred to a judge for review.

(1) If the Court determines that no presumption of undue hardship arises, no further judicial review is required and a notation on the Court's docket to that effect will be made.

(2) If the presumption of undue hardship arises and is rebutted by the explanatory information contained in Part D, the Court may approve the agreement without a hearing and an appropriate text order will be entered.

(3) If the presumption of undue hardship arises and no explanatory information is offered or the Court concludes that the presumption is not rebutted by the explanatory information offered, the Court will set the reaffirmation agreement for hearing. The reaffirmation agreement may also be set for hearing if the reaffirmation agreement has not been properly completed or does not comply with Fed. R. Bankr. P. 4008.

c. Hearing on Reaffirmation Agreement

(1) If a reaffirmation agreement has been set for hearing, deficiencies in the reaffirmation agreement may be corrected by the filing of an amended reaffirmation agreement. Supplemental information intended to rebut a presumption of undue hardship may also be submitted in advance of the hearing and must reference the related reaffirmation agreement at the time the supplemental information is filed in ECF. Any amended reaffirmation agreement or supplemental information intended to rebut a presumption of undue hardship must be filed no later than 24 hours before the scheduled hearing. Any information filed later than that may not be considered prior to the hearing. If the Court reviews the amended reaffirmation agreement or supplemental information, and determines that it resolves any identified questions or issues or rebuts the presumption of undue hardship, the Court may enter an order finding that no presumption of undue hardship arises or that the presumption is rebutted,

approving the agreement and canceling the hearing.

(2) Debtor and counsel must appear at any scheduled hearing on approval of a reaffirmation agreement. At the hearing, the Court will determine whether the reaffirmation agreement is to be approved or not. An appropriate text order will be entered subsequent to the hearing.

2. Review of Agreements not Signed by Counsel Pursuant to § 524(c)(3).

a. If the reaffirmation agreement has not been signed by counsel, it will be set for hearing. If the debt to be reaffirmed is not secured by real property, the court must approve the agreement as being in the best interest of the debtor and not imposing undue hardship on the debtor or the debtor's dependents. If the debt to be reaffirmed is secured by real property, the Court will give the debtor the admonitions required by § 524(d)(1).

b. Debtor and counsel must appear at any scheduled hearing on approval of a reaffirmation agreement. At the hearing, the court will determine whether the reaffirmation agreement is to be approved or not. An appropriate text order will be entered subsequent to the hearing.

Rule 4070-1. Insurance

A. Debtor-in-Possession. Debtors-in-possession in any Chapter shall insure all estate assets against physical damage and loss with policy limits covering asset values stated in debtor's schedules; maintain liability coverage for operations and businesses; and as appropriate or customary for the industry, maintain additional types of insurance (e.g. workers compensation, products liability, or professional liability).

B. Proof of Insurance. Upon request of an interested party, trustee or United States Trustee, debtor shall provide proof of insurance, which shall include a certificate of insurance, binder, or other document from the carrier stating amounts, types and period of coverage, and notation of any secured party as loss payee. Failure to provide proof presumes no insurance is in effect.

C. Noncompliance. Failure to maintain insurance as required herein or to produce proof of insurance shall be grounds for dismissal or conversion, or relief from the automatic stay.

D. Motor Vehicles. For a motor vehicle retained by debtor and subject to a creditor's allowed secured claim (including a mobile home or trailer designed for or capable of travel on public roads) in addition to requirements stated in Paragraphs A, B and C, if debtor fails to provide proof of insurance or for any reason insurance terminates, debtor is enjoined from using the vehicle so long as it is uninsured and the following applies:

1. The secured creditor shall serve debtor, personally or by mail, at the address in the bankruptcy petition, and debtor's attorney, written notice of the lapse of insurance.
2. If debtor fails to provide the creditor proof of insurance within three business days after service of the notice in subsection (1), debtor shall surrender the vehicle or the secured creditor may take possession and hold it pending presentation of proof of insurance.
3. Within five days after taking possession of a vehicle pursuant to subsection (2), the creditor shall file a motion for lift of stay, with an affidavit stating compliance with this Rule. The Court may grant the creditor relief from § 362 without further hearing or notice.
4. Absent agreement between the debtor and the lienholder, the debtor shall prepay at least three months of insurance on the vehicle; the collision and comprehensive deductible shall not exceed five hundred dollars (\$500); and the insurance policy shall name the lienholder as a loss payee.

E. Motor Vehicle; When Lien is Disputed. If a lien on a motor vehicle is disputed or the subject of a trustee's complaint to avoid lien and the debtor retains possession of the vehicle, the debtor is responsible for insuring the vehicle until such time as the lien issue is decided by the Court or until the vehicle is turned over to the trustee or alleged secured creditor. If the debtor fails to provide proof of insurance to the trustee, the trustee may take such action as necessary to protect the vehicle and estate.

F. Motor Vehicle; Defined. For purposes of this Rule, the term Motor Vehicle shall include an automobile, truck, recreational vehicle, all terrain vehicle, motorcycle, trailer, mobile home designed for or capable of transport on public roads, airplane, and motorized boat.

PART V. COURT AND CLERK

Rule 5005-1. Filing and Transmittal of Papers

A. Service of Documents and Orders by Electronic Means. All filing is by electronic means in accordance with the Court's ECF Administrative Procedures unless the exemption under Paragraph D of this section applies or paper filing is required by the Federal Rules of Bankruptcy Procedure or the Local Rules of this Court. Electronic transmission of a document or order to the Electronic Filing System, together with the transmission of a Notice of Electronic Filing from the Court's transmission facilities, constitutes filing and service of the document or order for all purposes of the Federal Rules of Bankruptcy Procedure and the Local Rules of this Court, and constitutes entry on the docket kept by the clerk under Fed. R. Bankr. P. 5003 and 9022.

B. Procedures. The Court will accept for filing those documents submitted, signed or verified by electronic means that comply with procedures established by the Court and incorporated in these Rules or otherwise specified in its current ECF Administrative Procedures.

C. Filing Fees. Unless exempt under Paragraph D of this section, filings that require a fee shall be paid online using the Court's credit card payment system.

D. Procedures for Pro Se Filers. Procedures for the filing of documents by pro se parties and non-registered filers are set out in **PART X, REQUIREMENTS AND PROCEDURES FOR PRO SE FILERS.**

E. Technical Failure, ECF System Not Available for Filing. The Clerk shall deem the ECF System to be subject to a technical failure on a given day if the ECF System is unable to accept filing continuously or intermittently over the course of any period of time greater than one hour after 12:00 noon on that day. In the event of such technical failure, filings due that day which could not be filed solely because of such technical failure shall be due the next business day.

Rule 5008-1. Notice Regarding Presumption of Abuse in Chapter 7 Cases of Individual Debtors

A. Initial Notice. The Clerk shall provide notice to all creditors of the initial determination regarding presumption of abuse.

B. Change in Presumption of Abuse. If a debtor files a statement that a presumption of abuse has arisen after the initial notice under Paragraph A indicated that there was no presumption of abuse or the presumption of abuse was unknown, the debtor is directed to provide notice to all creditors, trustees and persons requesting notice of the change in presumption of abuse pursuant to Fed. R. Bankr. P. 2002(f) and to file a certificate of service with the Court.

Rule 5009-1. Trustee's Distribution, Report and Final Decree

A. Trustee's Final Report and Proposed Distribution. As soon as practicable after completing administration of a Chapter 7 asset case, the trustee shall submit to the United States Trustee a Trustee's Final Report and Proposed Distribution (TFR) in the form prescribed by the United States Trustee. Within 60 days of submission of the TFR, the United States Trustee will file with the Court the TFR as submitted, return the TFR to the trustee for revision and re-submission to the United States Trustee, or file with the Court an objection to the TFR.

B. Service of Summary and Notice of Proposed Distribution. Promptly after the TFR is filed with the Court, the trustee shall serve a Summary and Notice of Proposed Distribution upon the creditors and interested parties appearing on the Court's matrix. Creditors and interested parties have 25 days after service of the Summary and Notice of Proposed Distribution to file objections.

C. Commencement of Distribution. The trustee shall commence distribution to creditors

within 15 days of the Court's order approving the TFR.

D. Trustee's Distribution Report and Certification of Zero Balance. Within 125 days after the date of the Court's order approving the TFR, the trustee shall submit to the United States Trustee the Trustee's Distribution Report and Certification of Zero Balance (TDR) in the form prescribed by the United States Trustee. Within 30 days of submission of the TDR, the UST will file the TDR as submitted or return the TDR to the trustee for revision and re-submission to the United States Trustee.

E. Final Decree. After filing of the TDR, the Court will enter a Final Decree closing the case and discharging the trustee.

Rule 5010-1. Reopening Cases

A. Motion to Reopen Required. In accordance with § 350(b), the debtor or other party in interest may file a motion to reopen a case to administer assets, to accord relief to the debtor, or for other cause. If a debtor or creditor seeks to file an adversary proceeding to determine the dischargeability of a debt under Fed. R. Bankr. P. 4007(b) after the main bankruptcy case has been closed, a motion to reopen the closed bankruptcy case shall first be filed. If a case has been closed without granting a discharge to the debtor and the debtor seeks to file the Personal Financial Management Instructional Course Certificate required under §727 (a)(11) in order to receive a discharge, a motion to reopen the closed bankruptcy case shall first be filed.

B. Fee Required. Unless deferred or waived, the required filing fee shall be paid when a motion to reopen a closed case is filed. The reopening fee shall be charged when a case is closed without a discharge being entered and the debtor seeks entry of a discharge. The court may waive this fee under appropriate circumstances or may defer payment of the fee from trustees pending discovery of additional assets and pursuant to a motion to defer filed by the trustee. If payment is deferred, the fee shall be deemed waived if no additional assets are discovered.

C. Fee Not Required. The reopening fee shall not be charged if the reopening is necessary to:

1. Correct an administrative error.
2. Permit a party to file a complaint to obtain a determination under Fed. R. Bankr. P. 4007(b).
3. File an action against a creditor who is violating the terms of the discharge under § 524.

D. Service. On a motion to reopen to add a creditor, debtor shall file and serve upon such creditor a notice (See Local Form - MOW 5010-1.1) that the affected creditor must object within 30 days after service and that thereafter, the case will be reclosed, pursuant to Paragraph F. On a motion to reopen a case closed without granting a discharge to the debtor where the debtor seeks to file the Personal Financial Management Instructional Course Certificate required

under §727 (a)(11) to receive a discharge, all creditors must be served and given 20 days to object.

E. Assignment. The motion will be assigned to the judge or division to which the case was last assigned before closing.

F. Reclosing. A motion to reopen to add a creditor may be granted ex parte. Within 30 days after the order to reopen, a creditor who objects to the addition or to the dischargeability of its debt, or the discharge of debtor, shall file an appropriate motion or adversary action. If no pleadings are filed, the claims of added creditors will be discharged and the case reclosed without further notice.

PART VI. COLLECTION AND LIQUIDATION OF THE ESTATE

Rule 6004-1. Sale of Estate Property

A. Permission to Sell. A trustee may sell, without first filing a notice of intent to sell, any item of property of the estate which is: 1) not exempt; 2) not subject to any lien, dispute as to ownership or other interest as referenced in Fed. R. Bankr. P. 6004(c); and 3) a single item or group of items listed in the schedules as having a value of \$2,500 or less.

B. Report of Sale. Within 20 days after a sale, the trustee shall file a report of sale specifying the property sold, price and other relevant terms, date of sale, and purchaser's name and address.

Rule 6007-1. Abandonment or Disposition of Property

The § 341 notice shall include notice that at the meeting of creditors a trustee may announce the intent to abandon specific property if it is burdensome or inconsequential to the estate. Objections to abandonment must be filed and served on the trustee within 15 days after the meeting at which the property is proposed to be abandoned.

PART VII. ADVERSARY PROCEEDINGS; CONTESTED MATTERS

Rule 7004-1. Service of Process

A. Service. Service of process in an adversary action shall be made on the debtor and the debtor's agent, where applicable, in accordance with Fed. R. Bankr. P. 7004. If the debtor is not represented by an attorney, all other documents subsequently filed in the matter shall be served on the debtor by first class mail. If the debtor is represented by an attorney in the adversary proceeding, all subsequent pleadings may be served on the debtor's attorney through the Court's electronic transmission facilities.

B. Agent. When a petition for relief is filed in any Chapter, debtor shall file a designation of debtor's attorney as agent to receive service of process pursuant to Fed. R. Bankr. P. 7004(b)(9) in all proceedings in the case, including adversary actions and contested matters. This designation is contained within the Declaration Re: Electronic Filing(See Local Forms).

Rule 7005-1. Serving and Filing of Pleadings and Other Papers

The provisions of Local Rule 5005-1 and the Court's ECF Administrative Procedures apply. Registration for participation in the Court's Electronic Case Filing System and receipt of a password constitute written consent to receive electronic service from the Court and/or other parties.

Rule 7005-2. Filing of Discovery Materials

A. Non-filing of Discovery. The following discovery documents and responses shall be served on opposing counsel and parties, but not filed with the Court unless ordered: requests to produce, inspect or admit; interrogatories; and depositions.

B. Certificate of Service. Instead of filing the discovery pleadings, the parties shall file a certificate of service.

Rule 7007.1-1. Corporate Ownership Statement

Local Form. See **Local Form - MOW 1007-1.1** for the Corporate Ownership Statement required by Fed. R. Bankr. P. 1007(a)(1) and 7007.1.

Rule 7016-1. Pre-Trial Procedures

A. Trial Date. The trial date is generally set when the adversary complaint is filed and will be stated on the summons.

B. Pretrial Period. In an adversary action parties generally will be given 60 days to complete pretrial procedures, which may be adjusted for cause. Parties may request an earlier trial date.

C. Pretrial Conference; Scheduling Order. Discovery and pretrial conferences, and orders scheduling discovery may be set by the Court or on request of a party. If the Court determines that the Conference of Parties and Discovery Plan specified in Fed. R. Civ. P. 26(f) should be required in a particular proceeding, the Court shall enter a scheduling order as contemplated by Fed. R. Civ. P. 16(b). **Plaintiff shall serve the pretrial order, summons, and complaint** on all parties unless otherwise ordered. The attorney who will handle the trial shall participate in all conferences unless excused by the Court. Counsel must have authority to agree to uncontroverted facts and to the scope and scheduling of discovery.

D. Exhibits; Witnesses. Three days before trial, or as set out in a pretrial order, parties shall mark and exchange all exhibits which may offered, and file and serve the exhibit and witness lists. An Exhibit Index on the Court form (See Local Form - MOW 7016-1.1) must be submitted at the trial. Plaintiff or movant exhibits will be marked with numbers, and defendant or respondent exhibits will be marked with letters.

Rule 7026-1. Discovery - General

A. Commencement of Discovery. Discovery may commence immediately and, unless otherwise ordered, shall be completed 15 days prior to trial. Local Rules 26.4 (Non-filing of Discovery Responses) and 30.1 (Depositions), United States District Court, Western District of Missouri, shall apply. Unless otherwise requested the Initial Disclosures specified in Fed. R. Civ. P. 26(a)(1) and the conference of Parties and Discovery Plan specified in Fed. R. Civ. P. 26(f) shall not be required. If a party wishes that such discovery procedures be imposed, a motion to that effect shall be filed as soon as practicable.

B. Discovery Deadline. Deadlines for the close of discovery will be extended only for cause. Absent extraordinary circumstances, a deadline will not be extended unless there has been active discovery. Delayed discovery is not grounds for extension of discovery deadlines. Unless ordered otherwise, filing of a motion, including one on dismissal, summary judgment or discovery, does not toll commencement of discovery or excuse counsel from completing discovery. Counsel may agree to modify deadlines without Court approval if trial and pretrial conference dates are not affected.

C. Discovery Motion. The Court will not entertain motions on a discovery dispute until parties have complied with the following:

1. Movant's counsel has conferred, or made reasonable efforts to confer, and communicated in writing with opposing counsel in a sincere effort to resolve the dispute. Counsel shall certify compliance with this Rule in any discovery motion, detailing efforts to resolve the dispute before the motion.
2. After compliance with subsection (1), the parties shall request an expedited discovery conference with the Court, which may be by telephone or in chambers. If the dispute is not resolved by conference, a discovery motion may be filed.

D. Form of Responses. The party answering interrogatories or requests to admit, produce or inspect shall set forth each question or request immediately before the answer or response.

PART VIII. APPEALS TO DISTRICT COURT OR BANKRUPTCY APPELLATE

PANEL**Rule 8001-1. Manner of Taking Appeals; Voluntary Dismissal; Certification to Court of Appeals**

A. Notice of Appeal. All appeals are made to The United States Bankruptcy Appellate Panel of the Eighth Circuit (**Appendix 1-10**) unless a timely election is made to have the appeal heard by the District Court pursuant to 28 U.S.C. §158(c)(1).

B. Election to Appeal to the District Court. The appellant shall file the election form (See Local Form - MOW 8001-1.1) with the Clerk of the Bankruptcy Court at the time of filing of the appeal. Any other party's election shall be filed with the Clerk of the Bankruptcy Appellate Panel.

C. Transmittal. The Clerk of the Bankruptcy Court will transmit the Notice of Appeal to the Bankruptcy Appellate Panel, or, if timely election is made, to the United States District Court

D. Application of Rules. If a timely election is filed to have the appeal heard by the District Court, the procedures of the District Court will govern; otherwise, the Local Rules of the Bankruptcy Appellate Panel will apply.

E. Direct Appeals. A certification for direct appeal to the Court of Appeals shall be made in compliance with Fed. R. Bankr. P. 8001(f).

Rule 8004-1. Service of the Notice of Appeal

Regardless of whether the appeal is to the District Court or the Bankruptcy Appellate Panel, the Court will effect service of the Notice of Appeal to counsel of record for each party and the United States Trustee.

Rule 8005-1. Stay Pending Appeal

Unless otherwise ordered, a supersedeas bond to stay execution of a judgment shall be in the amount of 125% of the judgment in order to cover the judgment, interest, costs, and any damages for delay.

Rule 8006-1. Designation of Record

A. Record for the District Court. In appeals to the United States District Court, the procedures and filing requirements of the District Court are included in the scheduling order entered after the appeal is transferred to the District Court.

B. Record for the Bankruptcy Appellate Panel. On appeals to the Bankruptcy Appellate Panel, the record on appeal shall be designated in compliance with procedures established by the Clerk of the Eighth Circuit Court of Appeals.

C. Designation of Record. The designation of record shall not be filed with the Bankruptcy Court but instead shall be filed pursuant to the orders and procedures of the appellate court.

PART IX. GENERAL PROVISIONS

Rule 9010-1. Representation and Appearances; Powers of Attorney

A. Notice. An attorney, debtor, or other party shall notify the Clerk, opposing counsel and interested parties, including the trustee, in writing of a change of address and submit a list of all proceedings affected.

B. Failure to Change Address. Service to the old address of any item by the Court or a party shall be deemed effective, regardless of whether the attorney, debtor, or other party actually received the item, if a notice of change of address has not been provided to the Court or made by the attorney.

C. E-Mail Address. An attorney shall maintain a current e-mail address in the ECF system.

Rule 9011-4. Signatures

Pleadings filed by an attorney shall bear the attorney's name, bar number, firm name, address, telephone number, fax number, and e-mail address, and the name of the client if required by the pleading filed. The attorney's use of the login and password issued for ECF shall constitute the signature of the attorney and client(s) for all purposes including Fed. R. Bankr. P. 9011.

Rule 9013-1. Motion Practice

A. Writing. Motions shall be in writing unless made in open court and shall state with particularity grounds for the relief requested.

B. Supporting Documents. When allegations of fact not appearing of record are relied on in support of a motion, no more than 5 pages of affidavits and other pertinent documents shall be filed with the motion. If all affidavits and other pertinent documents exceed 5 pages, they shall be summarized and this summary (**See Local Form - MOW 9040-1.1**) shall be submitted with the motion. True and accurate copies of all affidavits and other pertinent documents shall be provided to opposing counsel at the time the motion is filed. It shall be sufficient that the summary appear as a part of the motion.

C. Response. Unless otherwise provided by these Rules, the Federal Rules of Bankruptcy Procedure, or by order of this Court, respondent shall file a response, any memorandum of authority, opposing affidavits for summary judgment motions, and supporting documents within 20 days after service of the motion.

D. Content of Response. Responses shall address the merits of the motion and, if applicable, set out actions to remedy the particular problem. Failure to comply with this requirement may result in a ruling on the motion without a hearing.

E. Failure to File. Failure of movant to file any supporting memorandum, or of respondent to file a timely response or memorandum, constitutes a waiver of the right to file same.

F. Submission. Motions are deemed submitted on the date the response is filed. When no response is filed, motions shall be deemed submitted 20 days after the filing date.

G. Hearings; Notice. At least five days notice of a hearing date will be given if practicable. For cause, the Court may shorten the notice period. A party may request oral argument or a hearing on a motion. Whether to grant the request is within the Court's discretion.

H. Summary Judgment Motions. Motions for summary judgment shall be filed within the time deadlines set out in the pretrial order, and shall comply with Rule 56, Fed.R.Civ.P.

1. The suggestions in support of a motion for summary judgment shall begin with a concise statement of uncontroverted material facts. Each fact shall be set forth in a separately numbered paragraph. Each fact shall be supported by reference to the place in the record where the fact is established.
2. Suggestions in opposition to a motion for summary judgment shall begin with a section that contains a concise listing of material facts as to which the party contends a genuine issue exists. Each fact in dispute shall be set forth in a separate paragraph, shall refer specifically to those portions of the record upon which the opposing party relies, and, if applicable, shall state the paragraph number in movant's listing of facts that is disputed. All facts set forth in the statement of the movant shall be deemed admitted for the purpose of summary judgment unless specifically controverted by the opposing party.
3. All facts on which a motion or opposition is based shall be presented in accordance with Rule 56 of the Federal Rules of Civil Procedure. Affidavits or declarations shall be made on personal knowledge and by a person competent to testify to the facts stated. Where facts referred to are contained in another document, such as a deposition, interrogatory answer or admission, a copy of the relevant excerpt from the document shall be attached.
4. Suggestions in opposition to a motion for summary judgment shall be filed within 20 days of the filing of the motion for summary judgment. A reply, if any, to the suggestions in opposition to a motion for summary judgment shall be filed within 10 days of the filing

of the suggestions in opposition.

5. Unless oral argument is ordered by the Court, motions for summary judgment will be ruled on the written motion, supporting suggestions, suggestions in opposition, and reply suggestions

Rule 9013-3. Certificate of Service

A. Certificate of Service. Each pleading shall have a signed certificate of service at the end of the pleading or on a separate, captioned certificate, stating: the manner and date of service, and each person served, either by name or reference to a standard mailing list, including electronic notice using the Court's ECF system. A pleading without a proper certificate may be stricken or denied.

B. Incorrect Certificate. A certificate is not sufficient if it is in a separate cover letter or on a cover sheet which is not a separate, captioned certificate, or consists of a general statement that proper parties have been served.

Rule 9015-1. Jury Trial

A. Jury Trial. Issues triable of right by jury shall, if timely demanded, be by jury, unless the parties or their attorneys of record, by stipulation filed with the Court or oral stipulation made in open court and entered in the record, consent to trial by the Court sitting without a jury.

B. Demand.

1. Time; Form. Any party may demand a jury trial of an issue triable by a jury by serving on other parties a jury demand within 10 days after service of the last pleading directed to such issue. A demand may be endorsed on a pleading. When a jury trial is demanded it shall be designated by the Clerk in the docket as a jury matter.

2. Specification of Issues. In a demand, a party may specify the issues which it wishes to try; otherwise it will be deemed to have demanded jury trial of all issues so triable. If a party has demanded a jury trial of only some issues, any other party may, within 10 days after service of the demand or such lesser time as the Court orders, serve a demand for jury trial of any other or all issues.

3. Determination by Court. On motion by a party or on its own motion, the Court may determine whether there is a right to a jury trial on the issues for which a jury is demanded or whether a jury demand in a proceeding on a contested petition shall be granted.

C. Waiver. Failure to file and serve a demand as required by this Rule and Fed. R. Bankr. P.

5005 constitutes a waiver of trial by jury. A demand cannot be withdrawn without consent of the parties.

D. Trial by Court. Issues not demanded for jury trial shall be tried by the Court. Despite a party's failure to demand a jury when such demand might have been made of right, the Court on its own may order a jury trial of any or all issues.

E. Applicability of Certain Federal Rules of Civil Procedure. Rules 38, 39, 47-51, and 81© of Federal Rules of Civil Procedure apply when a jury trial is conducted.

F. Pre-trial Proceedings. In any case where a jury trial will be conducted in District Court, the adversary action or proceeding shall remain in Bankruptcy Court until conclusion of all pre-trial proceedings, including discovery, pretrial conferences, and ruling of all motions, including dispositive motions, and shall be transferred to District Court on order of the Bankruptcy Court when the proceeding is ready for trial.

Rule 9016-1. Subpoenas

Subpoenas for persons or documents for deposition, Rule 2004 examination, hearing or trial, may be obtained from any Clerk's Office in the Western District. As officers of the court, attorneys may sign and issue subpoenas as allowed by Fed. R. Civ. P. 45, as made applicable by Fed. R. Bankr. P. 9016.

Rule 9016-2. Witnesses

A. Witnesses. Absent permission of the Court, only one attorney for each litigant may examine any one witness.

B. Limitation on Experts. No more than three expert witnesses may be called by a party at trial absent prior Court approval.

Rule 9019-1. Settlement of Adversary Actions

Motions to Approve Compromise or Settlement of adversary actions shall be filed in the adversary action, and not in the main case, along with a certificate of service on those entitled to service under Fed. R. Bankr. P. 9019, 2002, or other applicable law.

Rule 9029-1. Local Rules - General

These Local Rules, adopted pursuant to Fed. R. Bankr. P. 9029 and General Order of the District Court entered on December 20, 1993 (**Appendix 1-2**), govern procedure in proceedings before the United States Bankruptcy Court, Western District of Missouri. The Rules may be modified

as the Court deems appropriate to meet emergencies or in the interest of justice.

Rule 9040-1. Exhibits and Attachments

Except as otherwise provided or permitted by these Rules, documents and proofs of claim may be filed with no more than 5 pages of exhibits or attachments. If the document or claim has more than 5 pages of exhibits or attachments, the Summary of Exhibits (**See Local Form - MOW 9040-1.1**) is filed in place of exhibits or attachments. Paper copies of exhibits or attachments that are summarized in the Summary of Exhibits must be mailed to opposing counsel or made available upon request. For service requirements on proofs of claim, see Local Rules 3001-1 B and 3084-1 A.

Rule 9050-1. Proposed Orders

The Court enters orders in a text format on the court docket. If specific language is required in an order, a proposed order shall be submitted to the assigned courtroom deputy via e-mail (**Appendix 1-4**) after the hearing or expiration of the response deadline. The proposed order shall be submitted in WordPerfect or Word format.

Rule 9060-1. Notices and Hearings

A. Scheduling Hearings. Unless otherwise ordered, the Court schedules all hearings and enters a hearing notice on the court docket.

B. Service of Hearing Notice. Unless otherwise ordered or provided by these Rules, the movant shall serve the hearing notice on all parties who have not received electronic notice. Parties include pro se debtors and debtors acting pro se in the specific matter before the court.

C. Continuance of Hearings. If a hearing continuance is desired, a motion must be filed no later than two days prior to the scheduled hearing. If the motion is filed on the day before or the day of the scheduled hearing, the movant must also contact the assigned courtroom deputy by e-mail or telephone.

D. Withdrawal of Document Set for Hearing. If a document set for hearing is withdrawn on the day before or the day of the scheduled hearing, the movant must contact the assigned courtroom deputy by e-mail or telephone.

E. Appearance at Court Hearing. When hearings are scheduled in the courtroom, attorneys and parties shall appear in person unless there are extenuating circumstances and prior approval has been obtained from the Court. Contact the assigned courtroom deputy by e-mail to discuss extenuating circumstances.

F. Telephone Hearings. When hearings are scheduled to occur by telephone, parties shall provide contact information to the court as directed in the hearing notice. Selected hearings and all pretrial conferences are conducted by telephone. The Court will initiate the telephone call for the hearing. Parties appearing by telephone must remain available for the Court's call from the scheduled hearing time until the end of the day's hearing calendar. The Court may not postpone the hearing because of a party's unavailability or because of problems with telephonic transmission.

G. Notice with an Opportunity for Hearing– Court Prepares Notice. Certain motions will be scheduled for a hearing but the hearing will be held only if a response is filed within the 15-day deadline set by the Court. If no response is filed, the Court will enter an order. These motions include:

1. Motion for adequate protection
2. Motion to avoid lien
3. Motion to compel abandonment
4. Motion to redeem
5. Motion for relief from stay/co-debtor stay

H. Set for Hearing. Certain motions will be set for hearing and the hearing will be held even if no response has been filed. The Court will schedule the hearing and the movant is responsible for promptly serving the hearing notice on all parties not receiving electronic notice. These motions include:

1. Creditor's motion to convert - all chapters
2. Creditor's motion to dismiss - all chapters
3. Motion for hardship discharge
4. Motion to extend the stay
5. Motion to impose the stay
6. Objection to confirmation
7. Objection to secured claim
8. Trustee's motion to dismiss - chapter 7
9. Trustee's motion to dismiss for "bad faith" or "with prejudice" - chapter 13

I. Held for Response–Any Required Notice Prepared by Movant. Motions will be held 20 days (except those held 30 days as identified below) for a response to be filed. Movant is responsible for serving the motion on all parties and, if applicable, all creditors not receiving electronic notice and preparing the notice of motion if required. If a response is filed, the Court will schedule a hearing and post the hearing notice to the court docket. Movant is responsible for serving the hearing notice on all parties not receiving electronic notice. If no response is filed, the Court will enter an order. These motions include:

1. Debtor's motion to convert 7 to 11,12 and 13
2. Debtor's motion to convert 11 to any chapter
3. Debtor's motion to convert 12 to any chapter
4. Debtor's motion to convert 13 to 11 or 12
5. Debtor's motion to dismiss - ch. 7, 11 and 12
6. Trustee's motion to dismiss - chapter 13
7. Defendant's motion to dismiss an adversary
8. Motion to Assume/Reject
9. Motion to borrow
10. Motion to compel turnover
11. Motion/Application for compensation
12. Motion to deconsolidate case
13. Motion to deposit funds in court registry
14. Motion to employ (unless special counsel or chapter 11)
15. Motion to extend time to object to the discharge/dischargeability
16. Motion to extend time to object to exemptions.
17. Motion to file claim out of time
18. Motion to incur debt
19. Motion for joint administration
20. Motion to pay off 13 plan
21. Motion for post confirmation fees
22. Motion to reconsider
23. Motion to retain tax refund
24. Motion to reopen case to add creditors - **30-day notice to affected creditor(s)**
25. Motion to reopen case to vacate an order of dismissal or to file the personal financial management instructional course certificate and for entry of discharge
26. Motion to sell
27. Motion to suspend plan payments
28. Motion to transfer case out of district
29. Motion to vacate order
30. Objection to unsecured claim - **30-day notice to affected creditor(s)**
31. Trustee's motion to deny confirmation

J. Ruled sua sponte. Certain motions may be ruled by the Court upon filing. At the Court's discretion, these motions may instead be set for hearing. These motions include:

1. Application for installment payments
2. Application to waive chapter 7 filing fee
3. Debtor's motion to delay discharge
4. Debtor's motion to dismiss - chapter 13 (if pro se debtor, set for hearing)
5. Plaintiff's motion to dismiss adversary proceeding
6. Debtor's first motion to extend time to file schedules, statements, plan - chapter 7 and

chapter 13

7. Motion for 2004 exam
8. Motion for change of venue (intra-district)
9. Motion to appear pro hac vice
10. Motion to expedite hearing.
11. Motion to file response out of time
12. Motion to limit notice
13. Motion to reinstate case
14. Motion to withdraw as attorney (if debtor's counsel and no entry by new counsel, will be set for hearing)
15. Request (from creditor) for court determination regarding stay
16. Trustee's motion to defer adversary filing fee/ reopening fee

PART X. REQUIREMENTS AND PROCEDURES FOR PRO SE FILERS

Rule 11002-1. Petition-General

This Part X provides special procedures applicable to pro se filers. Except as provided in this Part X, Parts I through IX of these Local Rules are applicable to pro se filers.

A. Filing a New Bankruptcy Petition. All initial pleadings, including the petition, schedules, statement of affairs, and matrix, shall be filed on official forms in paper format with the Clerk of the Bankruptcy Court in Kansas City, Missouri. Refer to the **Appendix 1-6** for a complete list of required documents by chapter. Filing may be done in person or by mail. The pro se filer shall file one original set with original signatures and one copy. If filing by mail, the debtor must include a self-addressed, stamped envelope for return of the file-stamped copy to the debtor. Refer to the **Appendix 1-3** for the location of Official and Local Forms.

B. Credit Counseling Requirement. Pursuant to § 109(h), an individual may not be a debtor unless the debtor has:

- (1) Completed a credit counseling course from an approved agency within the 180-day period preceding the date of filing and Exhibit D to the voluntary petition and, if applicable, the Certificate of Credit Counseling or
- (2) Received court approval of a waiver or an exemption of this requirement pursuant to a motion filed with the court.

Refer to **Appendix 1-3** for the location of a list of approved credit counseling agencies.

C. Service on United States Attorney. If any United States agency is a creditor, on the day of filing debtor shall serve the United States Attorney with the petition and initial pleadings.

D. Amendments. Debtor shall serve amendments to the schedules, matrix and other initial pleadings on the affected creditors.

E. Mailing Matrix and Matrix Format. Debtor shall file a master mailing matrix with names and addresses of all creditors and interested parties, but **not** debtor. The Clerk adds to each matrix the Missouri Department of Revenue. If any United States agency is a creditor, debtor shall add the United States Attorney to the matrix in addition to the creditor government agency. **Appendix 1-9** contains a list of standard addresses of government agencies. The mailing matrix must be verified by the debtor as specified in Fed. R. Bankr. P. 1008 and prepared in a specific format (**Appendix 1-8**). The petition may be dismissed if the matrix is not in the specified format.

F. Amended Matrix. Amendments must be identified as such, must be prepared in the specified format, must be verified, and shall list **only additional creditors**.

G. Deficient Filing and Dismissal. If the petition or initial filings are missing or incorrect, the Court may enter an order to show cause to the debtor to remedy the deficiency within 15 days (two days if it is a mailing matrix), or the case may be dismissed without further notice or hearing.

H. Payment of Fees. All payment of fees must be by cashier's check, money order or cash. No personal checks or credit cards will be accepted.

Rule 11002-2. Emergency Filing

A. Outstate Emergency. An emergency case may be filed in the Springfield or Jefferson City District Court Clerk's Office with prior approval of the Bankruptcy Clerk's Office in Kansas City **if** a foreclosure is scheduled for the same day and debtor certifies the petition could not be filed earlier in Kansas City or if, in the discretion of the Court, other emergency circumstances exist.

B. No General Outstate Filing. Only an emergency petition and no other types of pleadings may be filed in Springfield or Jefferson City District Court Clerks' Offices.

Rule 11009-1. Amendments to Lists and Schedules

Debtor must serve amendments to schedules, matrices and statement of affairs on affected entities, with a notice (**See Local Form - MOW 1009-1.3**) as follows:

1. For each affected entity, the name and address, amount owed, and date the debt was incurred;
2. The name and address of the trustee;
3. The bar date for filing claims, or a statement that no date has been set, or that it is a no-asset case and claims need not be filed. If the time has passed or will pass within 30 days, and creditors without knowledge of the bankruptcy are added, they have 30 days after service of the notice to file claims;
4. The deadline for filing complaints objecting to the discharge of the debtor or to the

dischargeability of a debt. If the time has passed or will pass within 30 days, and creditors without knowledge of the bankruptcy are added, they have 30 days from service of the notice to file complaints; and

5. Amendments to schedules which add creditors must be accompanied by the appropriate fee, 28 U.S.C. § 1930. Amendments not accompanied by the appropriate fee will not be accepted.

Rule 17004-1. Adversary Proceedings

A. Caption. Adversary proceedings shall be captioned with the debtor's name, case number, case chapter and judge assignment. The caption shall include the plaintiff, the defendant, the adversary case number after it has been assigned and the judge assignment.

B. Service. In accordance with Fed. R. Bankr. P. 7004, service of process in an adversary action must be made on either the debtor or the debtor's agent, where applicable.

C. Summons. The summons will be prepared by the clerk and will be returned to the pro se plaintiff for service pursuant to applicable law along with the adversary complaint.

D. Educational Loans - Service on United States Attorney. If the United States made or guaranteed an educational loan, debtor shall serve a copy of the summons and complaint under § 523(a)(8), pursuant to Fed. R. Bankr. P. 7004, on the United States Attorney in Kansas City, the Attorney General in Washington, D.C., and on the appropriate agency.

E. Payment of Fees. All payment of fees must be by cashier's check, money order or cash. No personal checks or credit cards will be accepted. Any adversary filing fee owed is due at the same time the complaint is filed. If the filing fee is missing, the Court may enter an order to show cause to the pro se filer to remedy the deficiency within 10 days or the case may be dismissed without further notice or hearing.

Rule 19011-4. Signatures

Pleadings shall have the original ink signature of the pro se filer and shall include a clearly printed or typed name, address, and telephone number.

Rule 19013-1. Motion Practice and Service

A. Writing; Conciseness. Motions shall be in writing and shall state the grounds for the relief requested. Routine motions shall be one page when possible.

B. Caption. Motions shall be captioned with the debtor's name, case number, case chapter and judge assignment.

C. Supporting Documents. When allegations of fact not appearing on record are relied on in support of a motion, all affidavits and other pertinent documents shall be summarized on the pleadings filed with the Court (**Local Form**). Copies of the attachments and supporting documentation shall be served on affected parties.

D. Certificate of Service. Each pleading shall have a certificate of service, signed by the pro se filer at the end of the pleading or on a separate, captioned certificate, stating: the manner and date of service, and each person served. A pleading without a proper certificate may be stricken or denied.

E. Payment of Fees. All payment of fees must be by cashier's check, money order or cash. No personal checks or credit cards will be accepted. Motions not accompanied by the appropriate fee will not be accepted for filing.

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI

APPENDIX TO THE LOCAL RULES

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MISSOURI
EN BANC

ORDER REGARDING
REFERENCE OF BANKRUPTCY MATTERS
TO UNITED STATES BANKRUPTCY JUDGES

Pursuant to the authority granted to this United States District Court in Title I, section 104(a) of the Bankruptcy Amendments and Federal Judgeship Act of 1984 effective July 10, 1984, all cases under Title 11 and all proceedings arising under Title 11 or arising in or related to cases under Title 11 are referred to the bankruptcy judges of this district.

All papers in cases or proceedings arising under or related to Title 11 shall be filed with the bankruptcy court for this district.

The reference of such cases to United States Magistrates by Order of July 10, 1984 is hereby revoked.

So ORDERED this 15th day of August, 1984.

/s/ Russell G. Clark
Russell G. Clark, Chief District Judge

/s/ Scott O. Wright /s/ Howard F. Sachs
Scott O. Wright, U.S. District Judge Howard F. Sachs, U.S. District Judge

/s/ Joseph E. Stevens, Jr. /s/ D. Brook Bartlett
Joseph E. Stevens, Jr. U.S. District Judge D. Brook Bartlett, U.S. District Judge

/s/ Ross T. Roberts Ross T. Roberts, U.S. District Judge

(This is an electronic reproduction of a paper original)

IN THE UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF MISSOURI

GENERAL ORDER

Pursuant to Rule 83 of the Federal rules of Civil Procedure and Rule 9029 of the Federal rules of Bankruptcy Procedure, the United States Bankruptcy Court for the Western District of Missouri is authorized to promulgate and amend rules of practice and procedure which are not inconsistent with the Federal Rules of Bankruptcy Procedure, and which do not prohibit or limit use of the Official Forms.

This General Order shall remain in effect until further order of this Court.

/s/ Joseph E. Stevens, Jr.
Joseph e. Stevens, Jr., Chief Judge

/s/ D. Brook Bartlett
D. Brook Bartlett, District Judge

/s/ Dean Whipple
Dean Whipple, District Judge

/s/ Fernando J. Gaitan
Fernando J. Gaitan, Jr., District Judge

Kansas City, Missouri

Dated: December 20, 1993

(This is an electronic reproduction of a paper original)

APPENDIX 1-2

UNITED STATE BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI

INFORMATION SOURCES AND WEB LINKS

Western District of Missouri home page:

www.mow.uscourts.gov

Bankruptcy Electronic Filing System:

<https://ecf.mowb.uscourts.gov>

Live

<https://ecf-train.mowb.uscourts.gov>

Training

Bankruptcy Case Information

PACER (Public Access to Court Electronic Records) allows electronic access to case files for a fee. For more information and to register on-line, go to www.pacer.psc.uscourts.gov or call 1-800-676-6856. In the Western District of Missouri, documents filed on or after March 1, 2001 are available electronically.

VCIS (Voice Case Information System) allows telephone access to basic information about a bankruptcy case. Call 816-512-5110 or toll-free 1-888-205-2527. In the Western District of Missouri, cases closed prior to October 1995 are not available. You must contact the court at 816-512-1800 for information.

Bankruptcy Fee Schedule: www.mow.uscourts.gov/General_Information/

Bankruptcy Forms:

Official Forms: www.uscourts.gov/bankform/

Director's Procedural Forms: www.uscourts.gov/bankform/

Local Forms: Forms page at www.mow.uscourts.gov

Credit Counseling and Personal Financial Management Instructional Course (Approved Vendors):

www.usdoj.gov/ust/eo/bapcpa/

Manuals

ECF Administrative Procedures and User's Manuals are available on-line at:

www.mow.uscourts.gov .

Means Testing Information (IRS guidelines, Census Bureau Data):

www.usdoj.gov/ust/eo/bapcpa/

UNITED STATES BANKRUPTCY COURT

Charles Evans Whittaker Courthouse

Room 1510

400 East 9th Street

Kansas City, MO 64106

www.mow.uscourts.gov

<http://ecf.mow.uscourts.gov>

E-MAIL ADDRESSES/TELEPHONE NUMBERS - AREA CODE 816

Chief Deputy Clerk - John Cisternino, 512-1851,
john_cisternino@mow.uscourts.gov
Automated Case Information (24 hours) 512-5110; 1-888-205-2527
Filing requirements 512-1800
Procedural Questions- Roberta Kostrow 512-1818,
roberta_kostrow@mow.uscourts.gov
FAX 512-1832

JUDGES

Division 1 - Chief Judge Jerry W. Venters, Room 6462 512-1895
Judicial Assistant - Arlene Wilbers 512-1896
Law Clerk - Robert Baran 512-1898
Courtroom Deputy - Jamie Hinkle 512-1909
jamie_hinkle@mow.uscourts.gov

Division 3 - Judge Arthur B. Federman, Room 6552 512-1910
Judicial Assistant - Joan Brown 512-1911
Law Clerk - Erica Garrett 512-1913
Courtroom Deputy - Sharon Stanley 512-1924
sharon_stanley@mow.uscourts.gov

Division 2 - Judge Dennis R. Dow, Room 6562 512-1880
Judicial Assistant - Kerry Brown 512-1880
Law Clerk - Lori Locke 512-1886
Law Clerk - Jennifer Stackhouse 512-1885
Courtroom Deputy - Kim Anson 512-1894
kim_anson@mow.uscourts.gov

Division 1, 2 and 3 Kansas City Chapter 13 cases
Courtroom Deputy - Kristina Richardson 512-1816
kc13orders@mow.uscourts.gov

WESTERN DISTRICT OF MISSOURI PANEL TRUSTEES

Name and E-Mail Address	Street Address	Phone/Fax/TrusteeAssistant
Chapter 7		
Gary Barnes gary.barnes@husch.com	Husch & Eppenberger 1200 Main St., Ste. 2300 Kansas City, MO 64105	816-421-4800 816-421-0596 FAX Cindy Houser
Patricia Ann Brown MO25@ecfbis.com	1857 Dogwood Dr. Joplin, MO 64801	417-206-8358
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Thomas J. O'Neal cmoore@stklaw.com	Shughart Thomson & Kilroy 901 St. Louis, Ste. 1200 Springfield, MO 65806	417-869-3353 417-869-9943 Charla Moore
Aunna L. Peoples aunnapeoples@earthlink.net	7611 State Line Road, Ste. 160 Kansas City, MO 64114	816-822-7770 816-822-7707 FAX Diane Baker

APPENDIX 1-5

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Tess Culbertson

Chapter 12

Appointed by the United States Trustee

Chapter 13

Richard V. Fink

818 Grand Blvd., Ste. 800
Kansas City, MO 64106

816-842-1031
Rob Lawson

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MISSOURI**

CHAPTER 7

Filing requirements for new Petitions (cases) and amendments thereto.

\$299.00 Total Fee (\$245.00 Filing Fee + \$39.00 Administrative Fee + \$15.00 Trustee Surcharge)

The following documents are required for a Chapter 7 case and should be in your **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
1. Petition (Including signature page)	1	<u>Separate Documents:</u>	
2. Summary of Schedules	6-Sum	Application to pay filing fee in installments (Individual debtor only)	3
3. Statistical Summary of Certain Liabilities (28 USC § 159) (Individual Debtors ONLY)	6-Sum 2	Application to Waive the filing fee	3B
4. Exhibit D - Individual Debtor's Stmt of Compliance with Credit Counseling		Certificate of Credit Counseling	Atty prepare
5. Schedules:		Or	
Schedule A. Real Property	6A	Motion to Waive Credit Counseling re: Exigent Circumstances	Atty prepare
Schedule B. Personal Property	6B	Or	
Schedule C. Exempt Property (Individual)	6C	Motion to Waive Credit Counseling ¹	Atty prepare
Schedule D. Secured Claims	6D	Debtor's Evidence of Employer Payments received (60 days)	Atty prepare
Schedule E. Priority Claims	6E	Or	
Schedule F. Nonpriority Claims	6F	Debtor's Evidence of NO Employer Payments	Atty prepare
Schedule G. Contracts/Leases	6G	Certification of Intent to Cure Residential Default and 30 day Rent Deposit ²	Atty prepare
Schedule H. Codebtors	6H	Motion Rebutting Presumption of Abuse Due to Special Circumstances	Atty prepare
Schedule I. Current Income (Individual)	6I	Motion to Extend Automatic Stay (362)(c)(3)	Atty prepare
Schedule J. Current Expenditures (Individual) 6.	6J	Motion to Impose Automatic Stay (362)(c)(4)	Atty prepare
Verification of Schedules	6-Cont		
7. Verified Statement of Financial Affairs	7		
8. Statement of Intention signed by Debtor (Individual Debtor Only, Not Business Debtor)	8		
9. Statement of Current Monthly Income and Means Test Calculation (consumer debts)	B22A		
10. Disclosure of Attorney Compensation or BK Petition Preparer	B203/280		
11. Matrix	None		
12. Verification of Matrix	Local		
13. Statement of Chapter 7 Business Operations (Business Continuing to Operate)	Local		
Pro Se:			
1. Notice to Debtor by Non Attorney Bankruptcy Petition Preparer (pro se only)	19B	<u>Missing Documents:</u>	
2. Clerks Notice of Available Chapters (342(b)) (Individual - Consumer Debt - pro se)	B201	If not included, a master mailing matrix must be filed within two (2) days.	
3. Statement of Social Security Number (pro se)	B21	All other documents are due within fifteen (15) days from date of filing or the case may be dismissed.	
		¹ One of these three documents must be filed	
		² Document filed only if required by statement on petition.	

The Mailing Matrix must also be prepared in a separate text (.txt or .scn) file.

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MISSOURI**

CHAPTER 11

Filing requirements for new Petitions (cases) and amendments thereto.

\$1,039.00 Total Fee (\$1000.00 Filing Fee + \$39.00 Administrative Fee)

The following documents are required for a Chapter 11 case and should be in your **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM				
1. Petition (Including signature page)	1	<u>Separate Documents:</u> Application to pay filing fee in installments (Individual debtor only)	3A				
2. Summary of Schedules	6-Sum		Certificate of Credit Counseling or Motion to Waive Credit Counseling re: Exigent Circumstances or Motion to Waive Credit Counseling ¹ (all of the above, individual debtor only)	Atty prepare Atty prepare Atty prepare Atty prepare Atty prepare			
3. Statistical Summary of Certain Liabilities (28 USC § 159) (Individual Debtors ONLY)	6-Sum						
4. Schedules:	2						
Schedule A. Real Property	6A						
Schedule B. Personal Property	6B						
Schedule C. Exempt Property (Individual)	6C						
Schedule D. Secured Claims	6D						
Schedule E. Priority Claims	6E						
Schedule F. Nonpriority Claims	6F						
Schedule G. Contracts/Leases	6G						
Schedule H. Codebtors	6H	Debtor's Evidence of Employer Payments received (60 days) (Individual debtor only)			Atty prepare		
Schedule I. Current Income (Individual)	6I						
Schedule J. Current Expenditures (Individual) 5.	6J						
Verification of Schedules	6-Cont						
6. Verified Statement of Financial Affairs	7		Motion to Extend Automatic Stay (362)(c)(3)	Atty prepare			
7. Statement of Current Monthly Income (individual debtor only)	B22B 203						
8. Disclosure of Attorney Compensation	None						
9. Matrix	None					Motion to Impose Automatic Stay (362)(c)(4)	Atty prepare
10. Verification of Matrix	Local						
11. Local Rule 2015-2A and B Statements (if debtor operates a business)	Atty prepare						
		If not included, a master mailing matrix must be filed within two (2) days.					
		Unless otherwise indicated, all documents are due within fifteen (15) days from date of filing or the case may be dismissed.					
		¹ One of these three documents must be filed					

The Mailing Matrix must also be prepared in a separate text (.txt or .scn) file.

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MISSOURI**

CHAPTER 12

Filing requirements for new Petitions (cases) and amendments thereto.

\$239.00 Total Fee (\$200.00 Filing Fee + \$39.00 Administrative Fee)

The following documents are required for a Chapter 12 case and should be in your **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
1. Petition (Including signature page)	1	<u>Separate Documents:</u> Application to pay filing fee in installments (Individual debtor only)	3A
2. Summary of Schedules	6-Sum		
3. Statistical Summary of Certain Liabilities (28 USC § 159)	6-Sum 2		
4. Schedules:			
Schedule A. Real Property	6A		
Schedule B. Personal Property	6B		
Schedule C. Exempt Property (Individual)	6C		
Schedule D. Secured Claims	6D		
Schedule E. Priority Claims	6E		
Schedule F. Nonpriority Claims	6F		
Schedule G. Contracts/Leases	6G	Certificate of Credit Counseling Or Motion to Waive Credit Counseling re: Exigent Circumstances Or Motion to Waive Credit Counseling ¹ (all of the above, individual debtor only)	Atty prepare Atty Prepare Atty Prepare
Schedule H. Codebtors	6H		
Schedule I. Current Income (Individual)	6I		
Schedule J. Current Expenditures (Individual)	6J		
5. Verification of Schedules	6-Cont		
6. Verified Statement of Financial Affairs	7		
7. Disclosure of Attorney Compensation	B203		
8. Matrix	None		
9. Verification of Matrix	Local		
10. Local Rule 2015-2A and B Statements (if debtor operates a business)	Atty prepare		
		<u>Missing Documents:</u> If not included, a master mailing matrix must be filed within two (2) days. Unless otherwise indicated, all documents are due within fifteen (15) days from date of filing or the case may be dismissed. ¹ One of these three documents must be filed	

The Mailing Matrix must also be prepared in a separate text (.txt or .scn) file.

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MISSOURI**

CHAPTER 13

Filing requirements for new Petitions (cases) and amendments thereto.

\$274.00 Total Fee (\$235.00 Filing Fee + \$39.00 Administrative Fee per 28 USC § 1930(b)(8))

The following documents are required for a Chapter 13 case and should be in your **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
1. Petition (Including signature page)	1	<u>Separate Documents:</u>	
2. Summary of Schedules	6-Sum		
3. Statistical Summary of Certain Liabilities (28 USC § 159) (Individual Debtors ONLY)	6-Sum 2	Application to pay filing fee in installments	3
4. Exhibit D - Individual Debtor's Stmt of Compliance with Credit Counseling		Chapter 13 Plan/Plan Summary	Local
5. Schedules:		Certificate of Credit Counseling	Atty prepare
Schedule A. Real Property	6A	or	
Schedule B. Personal Property	6B	Motion to Waive Credit Counseling re:	Atty prepare
Schedule C. Exempt Property (Individual)	6C	Exigent Circumstances	
Schedule D. Secured Claims	6D	or	
Schedule E. Priority Claims	6E	Motion to Waive Credit Counseling ¹	Atty prepare
Schedule F. Nonpriority Claims	6F		
Schedule G. Contracts/Leases	6G	Debtor's Evidence of Employer Payments received (60 days)	Atty prepare
Schedule H. Codebtors	6H	or	
Schedule I. Current Income (Individual)	6I	Debtor's Evidence of NO Employer Payments	Atty prepare
Schedule J. Current Expenditures (Individual)	6J		
6. Verification of Schedules	6-Cont		
7. Verified Statement of Financial Affairs	7		
8. Statement of Current Monthly Income and Disposable Income Calculations	B22C	Certification of Intent to Cure Residential Default and 30 day Rent Deposit ²	Atty prepare
9. Disclosure of Attorney Compensation/BK Petition Preparer	B203/280		
10. Matrix	None	Motion to Extend Automatic Stay (362)(c)(3)	Atty prepare
11. Verification of Matrix	Local		
Pro Se:		Motion to Impose Automatic Stay (362)(c)(4)	Atty prepare
	19B		
1. Notice to Debtor by Non Attorney Bankruptcy Petition Preparer (pro se only)	B201	<u>Missing Documents:</u>	
2. Clerks Notice of Available Chapters (342(b)) (Individual - Consumer Debt - pro se)	B21	If not included, a master mailing matrix must be filed within two (2) days.	
3. Statement of Social Security Number		Unless otherwise indicated, all documents are due within fifteen (15) days from date of filing or the case may be dismissed.	
		¹ One of these three documents must be filed	
		² Document filed only if required by statement on petition.	

The Mailing Matrix must also be prepared in a separate text (.txt or .scn) file.

HOW TO CREATE A MATRIX TEXT FILE

FOR ELECTRONIC FILING

- Talk to your software vender first.
- If your software will not convert the matrix to a text file, then take the following steps:

1. Use a 1" left margin to create your matrix in Word/WordPerfect format.
2. Type your creditors in a single column down the left-hand margin as follows:

John Doe Creditor
1214 Anywhere Street
City, State and Zip

Mary Doe Creditor
1012 American Way
City, State and Zip

3. Single space each creditor and double-space between creditors; the city, state and zip must be together on the last line. **IF YOU MUST INCLUDE ACCOUNT NUMBERS, DO NOT PUT THEM ON THE LAST LINE. DO NOT USE HARD PAGE BREAKS BETWEEN PAGES. IF CREDITORS BECOME SEPARATED BETWEEN PAGES, SIMPLY INSERT ADDITIONAL LINES.**
4. Click [File] and then [Save As...]
5. Name your file and change your drive (if necessary)
6. Beside the selection "File type:" click the down arrow button [▼]
7. Select one of the following options depending on your software:
 - WordPerfect - choose "ASC II DOS Text"
 - Word - choose "MS DOS Text"
8. Click [Save]
9. Your matrix is now in text format.

HOW TO CREATE A MATRIX FOR PRO SE DEBTOR PAPER FILING

1. Prepare a typed list of all your creditors (mailing matrix).
2. The matrix must include the name of the creditor, the address, and the city, state and zip code.
3. The list should be in a single column format with a 1 inch left margin.
4. Single-space the creditors but . . .
5. Double-space between creditors but do not separate a creditor from the address. The full name and address of a creditor should be on one page.
6. The city, state and zip must be all on the same line.
7. Use an ordinary font such as Times New Roman or Arial.

Here is an example:

ABC Corporation
1200 Main Street
Anywhere, MO 60000

Mr. and Mrs. XYZ
2100 Maple Drive
Anywhere, MO 60000

H&M Business Supply
1010 Elm Boulevard
Anywhere, MO 60000

8. You may use either a typewriter or a computer.
9. If using a computer, do not use hard returns.

AGENCIES ADDED TO ALL BANKRUPTCY MATRICES BY COURT

Missouri Department of Revenue
P.O. Box 475
Jefferson City, MO 65105-0475

FEDERAL AGENCIES TO BE ADDED TO MATRIX BY DEBTOR, IF APPLICABLE

U.S. Attorney
Room 5510, U.S. Courthouse
400 East 9th Street
Kansas City, MO 64106

For service of petition by e-mail: bkcy.ecf@usdoj.gov

For service of complaints by mail: send to the U.S.
Attorney, Attn: Bankruptcy Processing Clerk and to:

Attorney General, Main Justice Building
950 Pennsylvania Avenue NW, Room 5111
Washington, DC 20530

Per Local Rule 1002-1, debtor must add U.S. Attorney to matrix filed with the court if the federal government is a creditor. Also, if the debtor knows that a loan is guaranteed by the federal government, please add the U.S. Attorney and the government agency to the matrix.

Dept. of Agriculture, Office of General Counsel
PO Box 419205
Kansas City, MO 64141-0205

Dept. of Agriculture, Farm Service Agency
601 Business Loop 70 West, Parkade Center #225
Columbia, MO 65203

Dept. of Education, ACS - Direct Student Loans
501 Bleecker Street, East
Utica, NY 13501

Dept. of Education, Office of Post Secondary Education
Region IX
50 United Nations Plaza, Room 242
San Francisco, CA 94102-4987

Dept. of Housing and Urban Development
Office of General Counsel, Gateway Tower II
400 State Ave., Room 200
Kansas City, KS 66101-2406

Internal Revenue Service
Associate Area Counsel SB/SE Area
2345 Grand Blvd., Ste 301
Kansas City, MO 64108-2600

Pension Benefit Guaranty Corporation
Office of the General Counsel
1200 "K" Street, N.W., Ste 340
Washington, DC 20005-4026

Small Business Administration
Kansas City District Office
323 W. 8th St., 501 Lucas Place
Kansas City, MO 64105

Dept. of Agriculture, Commodity Credit Corporation
601 Business Loop 70 West, Parkade Center #235
Columbia, MO 65203

Dept. of Agriculture, Rural Housing Service/Rural
Development
PO Box 66879
St. Louis, MO 63166

Dept. of Education, Office of General Counsel
Div. of Post Secondary Education
400 Maryland Ave., SW, Room 6E118
Washington, D.C. 20202-2110

Dept of Health and Human Services
Public Health Div., Parklawn Bldg.
5600 Fishers Lane, Room 4A-53
Rockville, MD 20857

Dept. of Veterans Affairs
Office of District Counsel
1 Jefferson Barracks Drive
St. Louis, MO 63125-4185

Internal Revenue Service
Insolvency Unit
PO 66778, Stop 5334 STL
St. Louis, MO 63166

Securities and Exchange Commission
Midwest Regional Office
175 W. Jackson, Ste. 900
Chicago, IL 60604

Social Security Administration
Office of Regional Counsel
601 E. 12th St., Ste 535
Kansas City, MO 64106

APPENDIX 1-9

IN THE UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF MISSOURI
EN BANC

ORDER AUTHORIZING THE BANKRUPTCY APPELLATE PANEL SERVICE
TO HEAR AND DETERMINE BANKRUPTCY APPEALS
ORIGINATING IN THE WESTERN DISTRICT OF MISSOURI

WHEREAS, Congress, by adoption of 28 U.S.C. § 158(b)(1), has directed the establishment of a Bankruptcy Appellate Panel by the Judicial Council of each circuit, absent specific findings, and,

WHEREAS, the Eighth Circuit Judicial Council has approved the establishment of a Bankruptcy Appellate Panel in the Eighth Circuit, to be implemented only upon Administrative Office funding, and

WHEREAS, Section 158(b)(6) requires a district court to authorize bankruptcy appeals to be heard by the Bankruptcy Appellate Panel, it is

ORDERED that the district judges of the Western District of Missouri, by majority vote, direct that all bankruptcy appeals go to the Bankruptcy Appellate Panel for the Eighth Circuit when funded and operational.

/s/ D. Brook Bartlett

D. Brook Bartlett, Chief U.S. District Judge

/s/ Dean Whipple

Dean Whipple, U.S. District Judge

/s/ Fernando J. Gaitan

Fernando J. Gaitan, Jr., U.S. District Judge

/s/ Ortrie D. Smith

Ortrie D. Smith, U.S. District Judge

Dated: December 1, 1995

Kansas City, Missouri

(This is an electronic reproduction of a paper original)

APPENDIX 1-10