



# Welcome to the Western District of Missouri Bankruptcy Court

## Today's Agenda

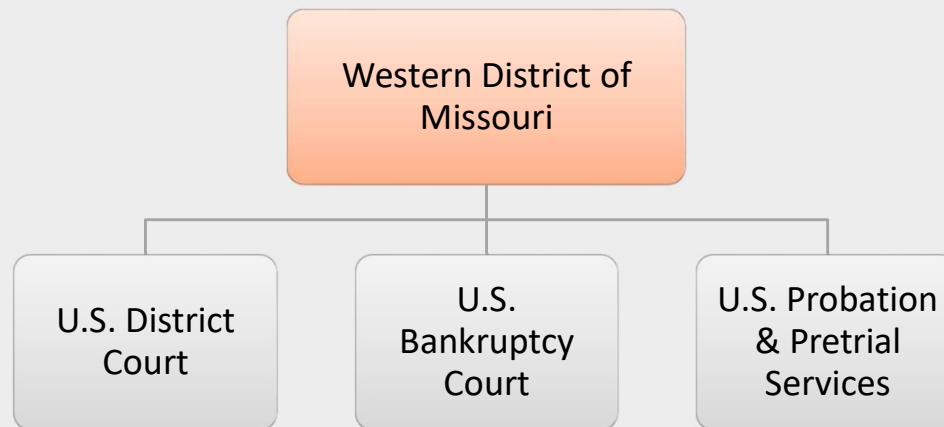
- |          |   |
|----------|---|
| 9:00 am  | Chapter 13 Trustee discussion                     |
| 10:15 am | Break   |
| 10:30 am | Clerk's Office discussion                         |
| 11:30 am | Q&A Session                                       |
| 12:00 pm | Tour of Courtroom 6C and the Historical Bell Room |



# Bankruptcy Clerk's Office Overview



- Main help line: **816-512-1800**. Phones are answered Monday - Friday from 9:00 am to 4:30 pm. ***No Judgments...only solutions.***
- Case Administrators
  - First to Review your Filings
  - Electronic Recording Officers
- Courtroom Deputies:
  - Chief Judge Fenimore** - Dawn Meador
  - Judge Dow** - Christy Wilkinson
  - Judge Norton** - Beth Graham
  - Kansas City Ch. 13s** - Kristina Richardson
- The **Western District of Missouri** is 1 of 6 consolidated court's in the country.



The map displays the 114 counties of Missouri, each labeled with its name. The counties are grouped into four color-coded divisions:

- Jeff City/Central Division (Blue):** Includes counties such as Boone, Callaway, Cole, Cooper, Howard, Linn, Macon, Monroe, Randolph, Saline, and Warren.
- Kansas City Division (Tan):** Includes counties such as Jackson, Johnson, Pettis, and Vernon.
- Western/Joplin/Carthage Division (Yellow):** Includes counties such as Atchison, Buchanan, Clay, Cass, Bates, and Barton.
- Southern/Springfield Division (Maroon):** Includes counties such as Dallas, Laclede, Polk, and Taney.

St. Louis is marked with an asterisk (\*) in the blue division, and Springfield is marked with an asterisk (\*) in the maroon division.

Jeff City/Central Division

Western/Kansas City Division

### Southwestern/Joplin/Carthage

**Southern/Springfield Division**

←

→

# How to Register for Bankruptcy E-Filing Access

- Attorneys must be admitted to the District Court in order to be eligible to file electronically in the Bankruptcy Court.
- For those attorneys who are NOT already admitted to the District Court, visit: <https://www.mow.uscourts.gov/attorney/attorney-admissions> for admissions requirements.
- E-File Registration is submitted through PACER for both Attorney and Non-Attorney filers.
- **STEP 1:** Login to PACER under the Manage My Account Login: <https://pacer.uscourts.gov/my-account-billing/manage-my-account-login>
- **STEP 2:** Select the **Maintenance** tab and then choose either [Attorney Admissions / E-File Registration](#) or [Non-Attorney E-file Registration](#)

SettingsMaintenancePaymentsUsage

[Update Personal Information](#)[Update Address Information](#)[Update E-File Email Noticing and Frequency](#)[Display Registered Courts](#)

[Attorney Admissions / E-File Registration](#)[Non-Attorney E-File Registration](#)[Check E-File Status](#)[E-File Registration/Maintenance History](#)

Use for Attorney Requests

Use for Non-Attorney Creditor Requests

- **STEP 3:** You must choose where to send your request. For Court Type, select **U.S. Bankruptcy Courts**. For Court, select **Western District Bankruptcy Court**.

The image is a screenshot of a web browser window. The browser's address bar is empty, and the page title is "How to Register for Bankruptcy E-Filing Access Continued". The page content includes a list of steps for registration. Step 4 (Attorney Requests) is highlighted, and a form is shown with three buttons: "E-File Registration Only", "Pro Hac Vice", and "Federal Attorney". Step 4 (Non-Attorney Requests) and Step 5 are also listed. A note at the bottom states that a confirmation email will be received within 24 hours, and a phone number (816-512-1800) is provided for immediate access requests.

## How to Register for Bankruptcy E-Filing Access Continued

- **STEP 4 (Attorney Requests):** Select the **E-File Registration Only** option. (*Note: The Federal Attorney option is only for attorney's employed by a federal agency).*

What would you like to apply/register for?

E-File Registration Only

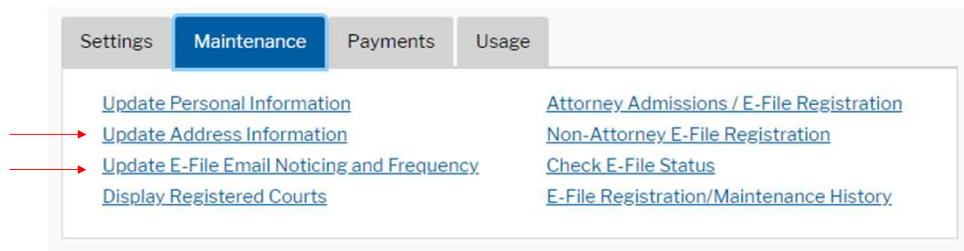
Pro Hac Vice

Federal Attorney

- **STEP 4 (Non-Attorney Requests):** Select 'creditor' as your role/type. Make sure to include your company's name in the 'Office' field of the registration prompts.
- **STEP 5:** Fill in the remaining required information and when finished, submit your request to the Court.
- *Note:* You will receive a confirmation e-mail once your request has been processed. All requests are processed within 24 hours. Should you need immediate access, please call the Court after you have submitted your request: 816-512-1800.

## Update Contact Information through PACER

- **STEP 1:** Login to your **PACER** account under the **Manage My Account** Login:  
<https://pacer.uscourts.gov/my-account-billing/manage-my-account-login>
- **STEP 2:** Select the **Maintenance** tab and select [Update Address Information](#) or [Update E-File Email Noticing and Frequency](#) (for E-mail updates).



**PACER**  
Public Access To Court Electronic Records

Manage My Account



# Document and Docket Entry Review



## ***Filing Tips and Tricks from a Case Administrator***

- Always double check the PDF you are attaching is the correct document.
- Make sure the case name and number are correct.
- Proofread your pleading to ensure accuracy and consistency.
- Does your document include the required signatures?
- Is a Notice required? (See LR 9060-1)
- Does the title of your document match the event you are using in ECF?
- Use the *Search* feature to find the correct event
- Make sure to *link* your filing to the correct docket entry.
- Did you redact all personal identifiers?
- Withdrawing a document does not remove it from public access. You must file a Request to Restrict/Redact.





# Navigating the WDMO Website

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- \* WDMO Website: [www.mow.uscourts.gov](http://www.mow.uscourts.gov)
- \* Phone Hearing Information
- \* Court Calendar
- \* Courtroom Deputy Directory
- \* Local Forms and Federal Forms
- \* Local Rules – Appendix and highlights

# www.mow.uscourts.gov



**UNITED STATES COURTS**  
**Western District of Missouri**  
Honorable Beth Phillips, Chief Judge  
Paige Wymore-Wynn, Court Executive

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- Coronavirus (COVID-19) Guidance
- District Court Local Rules
- Bankruptcy Court Local Rules
- District CM/ECF
- Bankruptcy CM/ECF
- NextGen CM/ECF
- Case Locator (PACER)
- FAQs
- Naturalization Information
- District Court Calendar
- Bankruptcy Court Calendar
- Your Employee Rights and How to Report Wrongful Conduct

**PLEASE BE AWARE OF CURRENT PHONE SCAMS REGARDING JURORS AND/OR REAL ESTATE TRANSACTIONS**

**ADMINISTRATIVE ORDER REGARDING WESTERN DISTRICT OF MISSOURI COURTHOUSE ENTRANCE PROTOCOLS**  
**KANSAS CITY -- JEFFERSON CITY -- SPRINGFIELD**

**ADMINISTRATIVE ORDER REGARDING ELECTRONIC DEVICES**

Effective July 6, 2021, the Western District of Missouri's District and Bankruptcy public counters, as well as the Probation and Pretrial Services offices, at all locations, will be open to the public for the limited hours of 10:00 AM to 4:00 PM. However, these hours are subject to change without further notice. The drop box remains available for filings as well. All items deposited in the drop box for filing should be sealed in an envelope.

**INFORMED DELIVERY**  
If you have informed delivery with the United States Postal Service and received a letter from the Clerk's Office, this is a legitimate juror qualification form that needs to be completed and returned.

# Phone Hearing Information

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## Court Hearing Information

### **Bankruptcy Court Calendar**

#### **2023 Docket Dates**

Phone hearing information  
(except for KC Ch 13 motion  
dockets):

Judge Fenimore - 1-888-251-2909;  
access code 2332127

Judge Dow - 1-877-336-1280;  
access code 9715711

Judge Norton - 1-888-204-5984;  
access code 9973398





## Running a hearing calendar

- 1) You can run it from the court's website by going to [www.mow.uscourts.gov/bankruptcy](http://www.mow.uscourts.gov/bankruptcy) and then go to the bottom left of the screen and click on "Bankruptcy Court Calendar". This will take you to a screen where you can search by date or within a date parameter and then you can select the grey boxes at the top to have a more specified search result. Please note that this search does include 341 hearing dates so you can eliminate those dates by choosing they type of hearing in the far right category or by choosing the "Judge" category as the 341 meeting dates show up as "(Not Assigned)".

### Court Hearing Information

#### Bankruptcy Court Calendar

Court Schedule: Monday, April 17, 2023 - Monday, April 17, 2023

From:  Open Calendar Use the "From" and "To" boxes to change the date(s).  
To:  Open Calendar

Note: Court schedules change frequently and often at the last minute. Please contact the court for more information.

The drop down boxes below are for filtering the information for the selected date range.




<All>	<All>	<All>	<All>	<All>	<All>
Time	Case Number and Title	Judge	City	Courtroom	Hearing Type
04/17/2023 09:00AM	<a href="#">16-bk-42775-drd13: David A. Vinyard --A</a>	Bankruptcy Judge Dow	[Not Assigned]	Telephone Conference- Judge Dow 877-336-1280. Access code 9715711.	Hearing Date
04/17/2023 09:00AM	<a href="#">18-bk-41787-drd13: Ronald Gene Clevange</a>	Bankruptcy Judge Dow	[Not Assigned]	Telephone Conference- Judge Dow 877-336-1280. Access code 9715711.	Hearing Date
04/17/2023 09:00AM	<a href="#">18-bk-42647-drd13: Jerome Edel Stradfor</a>	Bankruptcy Judge Dow	[Not Assigned]	Telephone Conference- Judge Dow 877-336-1280. Access code 9715711.	Hearing Date
04/17/2023 09:00AM	<a href="#">18-bk-42914-drd13: Jerome NMN Dobbs, II</a>	Bankruptcy Judge Dow	[Not Assigned]	Telephone Conference- Judge Dow 877-336-1280. Access code 9715711.	Hearing Date
04/17/2023 09:00AM	<a href="#">19-bk-41304-drd13: Odell NMN Rivers, Sr</a>	Bankruptcy Judge Dow	[Not Assigned]	Telephone Conference- Judge Dow 877-336-1280. Access code 9715711.	Hearing Date
04/17/2023 09:00AM	<a href="#">19-bk-41723-drd13: Jeremy Wayne Higgins</a>	Bankruptcy Judge Dow	[Not Assigned]	Telephone Conference- Judge Dow 877-336-1280. Access code 9715711.	Hearing Date
04/17/2023 09:00AM	<a href="#">20-bk-40074-drd13: Jason Wayne Sellers</a>	Bankruptcy Judge Dow	[Not Assigned]	Telephone Conference- Judge Dow 877-336-1280. Access code 9715711.	Hearing Date
04/17/2023 09:00AM	<a href="#">20-bk-41116-drd13: Dale Myron Kirchhofe</a>	Bankruptcy Judge Dow	[Not Assigned]	Telephone Conference- Judge Dow 877-336-1280. Access code 9715711.	Hearing Date
04/17/2023 09:00AM	<a href="#">20-bk-41310-drd13: James Richard Routt</a>	Bankruptcy Judge Dow	[Not Assigned]	Telephone Conference- Judge Dow 877-336-1280. Access code 9715711.	Hearing Date

- 2) The second way is by running a report in ECF under the “Reports” category at the top, and then choosing “Calendar Events” under the Hearing Information category. When you choose this Event, you will be given the choice to select to run a report for only cases in which you are linked or for a selected attorney.

The screenshot shows the CM/ECF web interface for generating a "Calendar Events" report. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. The "Calendar Events" section contains the following fields and options:

- Case number:** A text input field with a link "Display a saved report" next to it.
- Report for:** Radio buttons for "All Attorneys", "Only cases to which I am linked", and "Selected Attorney(s)" (which is selected).
- Judge:** A dropdown menu showing "Unassigned hearing judge" and "Dow, Dennis R.", with radio buttons for "Hearing judge", "Case judge", and "Hearing or case judge".
- Office:** A dropdown menu showing "Jefferson City (2)" and "Joplin (3)".
- Chapter:** A dropdown menu showing "7" and "9".
- Type:** A dropdown menu showing "All Hearings", "All Appointments", and "341 Meeting Date".
- Date:** A date input field showing "4/11/2023" with a calendar icon, and radio buttons for "AM only", "PM only", and "Both" (which is selected).
- Event subset:** A dropdown menu with a "Select Report Headers" button below it.
- Time:** A time input field with a clock icon.
- Sort by:** A dropdown menu showing "Time".
- Initial display of related proceedings:** Radio buttons for "Expanded" and "Collapsed".
- Display only proceedings directly related to the calendar event:** A checkbox.
- Buttons:** "Run Report" and "Clear" buttons at the bottom.

# Courtroom Deputy Directory



UNITED STATES COURTS  
Western District of Missouri

Honorable Beth Phillips, Chief Judge  
Paige Wymore-Wynn, Court Executive

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- [Creditors](#)
- [Appeals](#)
- [Bankruptcy Directory](#)**
- [General Information](#)
- [Local Rules, Procedures & Fees](#)
- [Opinions](#)

Name	Courtroom Deputy for	Phone Number
<a href="#">Beth Graham</a>	Judge Cynthia A. Norton	816-512-1852
<a href="#">Dawn Meador</a>	Chief Judge Brian T. Fenimore	816-512-1924
<a href="#">Christy Wilkinson</a>	Judge Dennis R. Dow	816-512-1894
<a href="#">Kristina Richardson</a>	Kansas City Chapter 13	816-512-1816



# Local Forms



## UNITED STATES COURTS Western District of Missouri

Honorable Beth Phillips, Chief Judge  
Paige Wymore-Wynn, Court Executive



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Bankruptcy Forms ▼

Bankruptcy Pro Se Forms

District Forms

ECF Forms

Pretrial Forms

Prisoner Pro Se Forms

Probation Forms

[Home](#)


Bankruptcy

Form Name	Form No	PDF Version	Word Version
Chapter 11 Final Report and Application for Final Decree	MOW 3022-1.1	<a href="#">PDF</a>	<a href="#">Word</a>
Chapter 13 Business Income and Expense	MOW 3071-1	<a href="#">PDF</a>	<a href="#">Word</a>
Chapter 13 Plan - Effective 12/1/2017	MOW 3083-1.1	<a href="#">PDF</a>	<a href="#">Word</a>
Combined Plan & Disclosure Statement (Small Business Chapter 11)	MOW 3016-3.1	<a href="#">PDF</a>	<a href="#">Word</a>
Corporate Ownership Statement	MOW 1007-1.1/ 7007.1-1.1	<a href="#">PDF</a>	<a href="#">Word</a>
Debtor's Evidence of No Employer Payments	MOW 1007-1.2	<a href="#">PDF</a>	<a href="#">Word</a>
Declaration re Electronic Filing	MOW 1007-1.3	<a href="#">PDF</a>	<a href="#">Word</a>
Exhibit Index	MOW 7016-1.1	<a href="#">PDF</a>	<a href="#">Word</a>
Exhibit Stickers		<a href="#">PDF</a>	<a href="#">Word</a>
Motion for Entry of Chapter 11 Discharge - Hardship	MOW 4004-5.2	<a href="#">PDF</a>	<a href="#">Word</a>
Motion for Entry of Chapter 11 Discharge - Plan Complete	MOW 4004-5.1	<a href="#">PDF</a>	<a href="#">Word</a>
Motion for Entry of Chapter 12 Discharge - Hardship	MOW 4004-6.2	<a href="#">PDF</a>	<a href="#">Word</a>



# Federal Forms

www.uscourts.gov/forms/bankruptcy-forms



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Forms

Attorney Forms

★ Bankruptcy Forms

Superseded Bankruptcy Forms

Civil Forms

Criminal Forms

Court Reporter Forms

CJA Forms

Human Resources Forms

Jury Forms

Other Forms

Form Number	Form Name	Category
B 101	<a href="#">Voluntary Petition for Individuals Filing for Bankruptcy</a>	Individual Debtors
B 101A	<a href="#">Initial Statement About an Eviction Judgment Against You (individuals)</a>	Individual Debtors
B 101B	<a href="#">Statement About Payment of an Eviction Judgment Against You (individuals)</a>	Individual Debtors
B 103A	<a href="#">Application for Individuals to Pay the Filing Fee in Installments</a>	Individual Debtors
B 103B	<a href="#">Application to Have the Chapter 7 Filing Fee Waived</a>	Individual Debtors
B 104	<a href="#">For Individual Chapter 11 Cases: The List of Creditors Who Have the 20 Largest Unsecured Claims Against You Who Are Not Insiders</a>	Individual Debtors
B 105	<a href="#">Involuntary Petition Against an Individual</a>	Individual Debtors
B 106 Declaration	<a href="#">Declaration About an Individual Debtor's Schedules</a>	Individual Debtors
B 106 Summary	<a href="#">A Summary of Your Assets and Liabilities and Certain Statistical Information (individuals)</a>	Individual Debtors
B 106A/B	<a href="#">Schedule A/B: Property (individuals)</a>	Individual Debtors
B 106C	<a href="#">Schedule C: The Property You Claim as Exempt (individuals)</a>	Individual Debtors

# Local Rules

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The screenshot displays the official website of the United States Courts, Western District of Missouri. The header features the court's seal and the names of the Chief Judge and Court Executive. A navigation bar includes links for District Court, Bankruptcy Court, Probation & Pretrial, Attorney, Criminal Justice Act (CJA), Jurors, Forms, and General Information. The left sidebar lists various resources, with 'Local Rules, Procedures & Fees' highlighted by a red circle. The main content area shows the 'Bankruptcy Court Local Rules, Procedures & Fees' page, which includes a dropdown menu for 'Local Rules & Procedures' and a list of links: 'General Orders', 'Local Rules Effective 12-1-2022', 'Local Rule Appendix (updated January 2023)', and 'NextGen CM/ECF Administrative Procedures Manual'.

UNITED STATES COURTS  
Western District of Missouri  
Honorable Beth Phillips, Chief Judge  
Paige Wymore-Wynn, Court Executive

Search

District Court Bankruptcy Court Probation & Pretrial Attorney Criminal Justice Act (CJA) Jurors Forms General Information

Home » Bankruptcy Court

Bankruptcy Court Local Rules, Procedures & Fees

Local Rules & Procedures

General Orders

Local Rules Effective 12-1-2022

Local Rule Appendix (updated January 2023)

NextGen CM/ECF Administrative Procedures Manual

Judges  
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Creditors  
Appeals  
Bankruptcy Directory  
General Information  
**Local Rules, Procedures & Fees**



# Local Rule Highlights

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\* LR 1016-1 Death of Debtor – File a Suggestions of Death with the court within 30 days of debtor’s attorney learning of the death of the debtor.

\* LR 4001-1-(C) – witness and exhibits lists for Motions for Relief are no longer due at the initial hearing. If an Evidentiary Hearing is needed the Notice and Order will list a due date for filing witness and exhibit lists

\* LR 9060-1(I) - 21-day notice to ALL CREDITORS must be included in your motion or attached



# Courtroom Deputies

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What We Do and What You need to know to be an informed filer: an information guide to get you through the murky waters of Motions, Proposed Orders and Other Document Filings

MOTIONS



➤ **Motions** – Shall be in writing and shall state with particularity, grounds for the relief requested.

➤ Supporting Documents/Exhibits – if your Motion has Exhibits, attach them by checking “YES” under the “Browse” box after you browse and Upload the motion to be filed.

➤ Once you click Next, the window will expand. This is where you would add the additional attachment (exhibit) to the motion. *Note: you will need to either use the drop-down to select the Category or type in a description of the attachment.*

➤ *If you forget to attach your exhibits during this Process, you can use the event Support Documentation -*

➤ **Do not use Support Documentation to upload a MATRIX.** If you forgot to attach a separate Certificate of Service showing who was served, there is a different event

➤ When filing Exhibits, make sure your Exhibits are clearly marked correctly (Plaintiff/Movant uses #'s; Defendant/Respondent uses letters). Use the Court's Exhibit Index form found on the form page on the Court's website under **MOW 7016-1(E)**. Enter each Exhibit separately in ECF so the Judges can access them easily.

➤ Make sure the Exhibits are **redacted** before filing pursuant to **Fed. R. Bankr. P. 9037**, or other applicable law. If exhibits are not redacted when filed, you will be contacted and will have to file a request to redact and pay the required filing fee.

Filename  
Browse... No file selected.  
Attachments to Document: ☐ No ☒ Yes  
Next Clear

Select one or more attachments.  
1) Select the PDF document that contains the attachment.  
Filename  
Browse... 4-4-23Docket.pdf  
2) Fill in the fields below.  
Category and/or Description  
Management Contract  
3) Add the filename to the list box below. If you have more attachments, go back to Step 1  
C:\fakepath\4-4-23Docket.pdf Add to List Remove from List  
Next

- Exhibit Notebooks
  - If exhibits total 200 pages or more, the Exhibit Notebook must be provided to the Judge by the due date for Exhibits set out in the case. If you are unsure of the judges' preference for the notebook, reach out to the appropriate CRD.
- **Notice** – As Patrick had previously mentioned, determine whether the Motion you are filing requires a Notice. If you look to **Local Rule 9060-1 (G-J)** you can get a list of most documents which require Notices or which are noticed by the Court.
- **Certificates of Service** – Make sure you include a certificate of service for your Motion and Notice. A pleading without a proper certificate may be denied.
  - The Court cannot tell you what parties are required to be served on a pleading, as this is giving legal advice.
  - Pursuant to **Local Rule 9013-3(A)** - 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, each person served, either by name or reference to a standard mailing list, including electronic notice using the Court's ECF system.
  - Example: I hereby certify that on January 1, 2020, the foregoing was delivered via e-mail to the parties that are registered to receive electronic filings on ECF, and regular first class, postage prepaid to the parties that are not registered to receive electronic filings on ECF. Any omissions in this type of Certificate of Service?
  - A copy of the matrix for a specific case can be found in the Reports tab in ECF and then choosing "List of Creditors" under the Case Information title.





# TIPS FOR COMMONLY USED MOTIONS

➤ **Motions to Expedite, Waive Notice, Shorten Time**

- Filed separately from the Motion
- Make sure you file it using the correct event “Motion to Expedite Hearing” or a “Motion to Waive Notice or Expedite Hearing” or “Motion to Shorten Time”, whichever relates to your request (Yes, there is a difference between them)
- Do not include a response deadline within the Motion in which you want the ruling on.

➤ **Motion to Extend Time**

- Be sure to choose a date, not just “30 days”
- Be sure the date you are extending to is a date the **court is open** (i.e. don’t choose a weekend or holiday), If you choose a date the court is closed, the deadline will be extended to the next business day.

➤ **Motion to Reinstate Case**

- Make sure you select the correct form and use the correct event. Make sure you use the form from the Court’s Form page as it has pertinent information that is required.
- You may also need to pay a fee, depending on whether the case has been dismissed, dismissed and closed, or closed without being dismissed. See the forms page on the Court’s website and/or **Local Rule 1017-1(E)**, **Local Rule 4004-3**, and/or **Local Rule 5010-1**.

➤ **Motion to Retain/Spend Tax Refund vs. Motion to Retain a Portion of Tax Refund**

- Only use the Motion to Retain a Portion if you are not retaining the whole amount of your refund. If you are turning an amount over to the Trustee for example, you would use the Motion to Retain a Portion.



# Proposed Orders

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Signature \_\_\_\_\_

Date \_\_\_\_\_

- **Proposed Orders** –Local Rule **9050-1** provides that the Court will enter 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 after the hearing or expiration of the response deadline.
  - The proposed order shall be submitted in **Word format** and include a complete signature block entitled Submitted By, Approved By, and/or Approved as to Form and Content as applicable. If it is an Agreed Order it will have more than one signature block.
  - Please make sure that all signature blocks are included on a proposed order.
    - **Never** type in the “signature” of the Judge.
    - Do not include a certificate of service or put the Approved by signature blocks before the Judges signature block.
    - Do not put ‘###’ at the end of your proposed order (This is something you will see in Kansas).

<u>Name</u>	<u>Courtroom Deputy for</u>	<u>Phone #</u>
Beth Graham <a href="mailto:Beth_Graham@mow.uscourts.gov">Beth_Graham@mow.uscourts.gov</a>	Judge Cynthia A. Norton	816-512-1852
Dawn Meador <a href="mailto:Dawn_Meador@mow.uscourts.gov">Dawn_Meador@mow.uscourts.gov</a>	Chief Judge Brian T. Fenimore	816-512-1924
Christy Wilkinson <a href="mailto:Christy_Wilkinson@mow.uscourts.gov">Christy_Wilkinson@mow.uscourts.gov</a>	Judge Dennis R. Dow	816-512-1894
Kristina Richardson <a href="mailto:KC13Orders@mow.uscourts.gov">KC13Orders@mow.uscourts.gov</a>	Kansas City Chapter 13 – <i>ALL Judges</i>	816-512-1816

# Other Specific Documents



- **Responses** - Pursuant to **Local Rule 9013-1(C and D)**, unless otherwise provided, respondent shall file a response, any memorandum of authority, opposing affidavits for summary judgment motions, and supporting documents within 21 days after service of the motion. 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.*** Do not include a Motion to Continue or Extend Time within your Response, such relief would have to be filed as a separate document.
  - If a Response is filed to a Motion and a prior hearing has not been set, the Courtroom Deputy will most likely set a hearing on the related Motion. The Movant (filer of the Motion) will be required to serve the Hearing Notice on all required parties, but always refer to the hearing notice regarding direction of service.
- **Objections to Exemptions –**
  - If an Amended Schedule C is filed, the court will not DENY the Objection to Exemptions, instead we enter an order Granting as it is to the prior filed Schedule C and the newly filed Schedule C stands. If the Trustee has an issue with the Amended Schedule C, a new objection to exemptions will be filed.
- **Withdrawals – Local Rule 9060-1(D)** - 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. Do not file as a Motion to Withdraw if you are withdrawing your own document. Do not attach a copy of the document being withdrawn in lieu of a Request for Withdrawal when not using a text event.

- **Notice of Amendment** – If you are adding creditors and/or filing amended schedules D, E/F, G and/or H, then you must include a Notice of Amendment with the appropriate filing fee. There is a Form on the Court's forms page and it should be used and filled out completely (**See Local Form - MOW 1009-1.3 for the Notice**). You can attach an additional sheet to show all new creditors if needed. Be sure you add all the missing creditors at once so you only pay the fee one time. If you file multiple Notice of Amendments, you will owe a fee for each one filed separately. An Amended Matrix must be filed in ECF listing only the additional creditors. 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 as shown in the next screen.



UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF MISSOURI

IN RE: )  
Enter debtor(s) name )  
Debtor(s) ) Case No. Enter Case No.  
)

**NOTICE OF AMENDMENT OF SCHEDULES D, E/F, G OR H (ADDITION OF CREDITOR(S))**

You are hereby notified that the debtor(s) has filed amended schedule(s) of debt to include creditor(s) listed below or on the attachment. Debtor's counsel must also separately provide you a copy of the debtor(s)' full Social Security Number.

1. Creditor (name and address): Enter creditor(s) name
2. Claim (amount owed, nature of claim, date incurred): Enter claim information
3. This claim has been scheduled as [mark one] ☐priority; ☐secured; ☐general unsecured.:
4. Trustee, (name, address, and phone) if one has been appointed: Enter trustee name
5. Original deadline for filing proofs of claim: Enter date [Input date from 341 meeting notice.]

**Also, check the applicable provision below:**

- ☐ This is a no-asset case. It is unnecessary to file a claim now. If it is determined there are assets to distribute, creditors will receive a notice setting a deadline to file claims.
- ☐ This claim was added to the schedules after the deadline for filing claims stated above or the claim deadline will pass within 30 days. The creditor has 30 days from the date of service below to file a proof of claim. <https://ecf.mowb.uscourts.gov/cgi-bin/autoFilingClaims.pl>
- ☐ This is a Chapter 13 case. The creditor has 30 days from the date of service below or until the bar date, whichever is later, to file a proof of claim. <https://ecf.mowb.uscourts.gov/cgi-bin/autoFilingClaims.pl>
6. Deadline for filing complaints objecting to discharge of specific debts or the general discharge of debtor under 11 U.S.C. §§ 523, 727: Enter date [Input date from 341 meeting notice]

**Also, check the box below if applicable:**

- ☐ This claim was added to the schedules after the deadline for filing claims stated above or the claim deadline will pass within 30 days. The creditor has 30 days from the date of service below to file complaints.

Date: Enter a date

Enter signature

Debtor's attorney (type name, address)

Certificate of Service: I, Enter text, certify the above notice and a separate notice of the full social security number of the debtor(s) was served on the above-named creditor(s) by first class, postage prepaid mail, on Enter a date.

Enter signature

Typed Name or Signature

Other Topics  
of interest



- **Linking of Documents** – Patrick touched on this, but just be sure to link your document to the correct related document. I often see attorneys link their response back to a Notice and Order Setting Hearing instead of linking it back to the Motion.
- **Chapter 11s** –
  - **Local Rule 1002-2** lists some of the Explanations of a Complex Ch. 11 case and what initial pleadings are generally filed as first day motions.
  - If filing a Complex Ch. 11 case, you should be in contact with the Courtroom Deputy either prior to filing or as soon after filing to check the availability of the Judge for an emergency hearing.
  - **Rule 1002-3** talks about Small Business Ch. 11 cases and cases filed under Subchapter V.
  - When filing the tax return which is a required filing, please be sure that you do redact the required fields even though the document is a protected document.
- **Chapter 12s** – A Chapter 12 case is very similar to a Chapter 13 case. There are no specific Local Rules that relate to just Ch. 12s until you get to your Discharge which can be found under **Local Rule 4004-6**.
- **Adversaries** –
  - CRD will issue the Pretrial Order and Summons.
  - Movant to serve along with the Complaint and then file a Certificate of Service.
  - If service is not made timely or properly, a request for Alias Summons needs to be filed in ECF.
  - The Courtroom Deputy will issue a new Alias Summons to be served with the Original Pretrial Order if the dates are still workable, otherwise an amended pretrial order will be prepared.