

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MISSOURI



APPENDIX TO THE LOCAL RULES OF PRACTICE

Updated September 2025

APPENDIX TABLE OF CONTENTS

1-1	District Court Order of Reference to the Bankruptcy Court.....	1
1-2	District Court General Order Governing Promulgation of Rules.....	2
1-3	Information Sources and Web Links.....	3
1-4	Court Contact Information.....	4
1-5	Trustee Addresses and Telephone Numbers.....	5
1-6	Documents to File with Chapter 7 Petition.....	6
1-6	Documents to File with Chapter 11 Petition.....	8
1-6	Documents to File with Chapter 12 Petition.....	10
1-6	Documents to File with Chapter 13 Petition.....	12
1-7	Matrix Instructions (for Attorneys).....	13
1-8	Matrix Instructions (for Pro Se Debtors).....	14
1-9	Agency Addresses.....	15
1-10	District Court Order Authorizing the Bankruptcy Appellate Panel.....	18

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MISSOURI
EN BANC

ORDER REGARDING
REFERENCE OF BANKRUPTCY MATTERS
TO THE 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

Scott O. Wright, U.S. District Judge

/s/ Howard F. Sachs

Howard F. Sachs, U.S. District Judge

/s/ Joseph E. Stevens, Jr.

Joseph E. Stevens, Jr. U.S. District Judge

/s/ D. Brook Bartlett

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)

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI**

INFORMATION SOURCES AND WEB LINKS

Western District of Missouri home page: <https://www.mow.uscourts.gov>

Bankruptcy Electronic Filing System: <https://ecf.mowb.uscourts.gov>

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.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 toll-free 1-866-222-8029. 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: <https://www.mow.uscourts.gov/bankruptcy/rules>

Bankruptcy Forms:

Official Forms: <https://www.uscourts.gov/forms-rules/forms/bankruptcy-forms>

Director's Procedural Forms: <https://www.uscourts.gov/forms-rules/forms/bankruptcy-forms>

Local Forms: <https://www.mow.uscourts.gov/forms/bankruptcy>

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

<https://www.justice.gov/ust/credit-counseling-debtor-education-information>

Manuals:

ECF Administrative Procedures Manual:

<https://www.mow.uscourts.gov/bankruptcy/rules>

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

<https://www.justice.gov/ust/means-testing>

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI**

Charles Evans Whittaker Courthouse
Room 1510
400 E 9th Street
Kansas City, MO 64106
www.mow.uscourts.gov

COURT CONTACT INFORMATION

Main Line / Filing Requirements	(816) 512-1800
Automated Case Information (VCIS – 24 hours)	1-866-222-8029
Fax	(816) 512-1832
Laura Bax <i>Chief of Operations</i>	(816) 512-5015 Laura_Bax@mow.uscourts.gov
Sydney Donovan <i>Operations Manager</i>	(816) 512-1849 Sydney_Donovan@mow.uscourts.gov

JUDGE CONTACT INFORMATION

*** Central/Jefferson City, Northern/St. Joseph, and Western/Kansas City Divisions:**

Chief Judge Cynthia A. Norton, Room 6462	(816) 512-1895
Dee Arrington, <i>Law Clerk</i>	(816) 512-1896
Arielle Jacobs, <i>Law Clerk</i>	(816) 512-1898
Beth Graham, <i>Courtroom Deputy</i>	(816) 512-1852
Kristina Richardson, <i>KC Chapter 13 Courtroom Deputy</i>	(816) 512-1816

*** Southwestern/Joplin, Southern/Springfield, and Western/Kansas City Divisions:**

Judge Brian T. Fenimore, Room 6552	(816) 512-1910
Hannah Politte, <i>Career Law Clerk</i>	(816) 512-1914
Nathan Vanderheyden, <i>Law Clerk</i>	(816) 512-1913
Dawn Meador, <i>Courtroom Deputy</i>	(816) 512-1924
Christy Wilkinson, <i>KC Chapter 13 Courtroom Deputy</i>	(816) 512-1894

***See Local Rule 1073-1 for information on Assignment of Cases**

WESTERN DISTRICT OF MISSOURI PANEL TRUSTEES

Name and E-Mail Address	Street Address	Phone/Fax/Assistant
--------------------------------	-----------------------	----------------------------

Chapter 7

Eric L. Johnson ejohnsontrustee@spencerfane.com	Spencer Fane LLP 1000 Walnut, Suite 1400 Kansas City, MO 64106	816-474-8100 816-474-3216 FAX Felecia Morris
---	--	--

John C. Reed jreedlaw@aol.com	Reed Law PC PO Box 1048 Jefferson City, MO 65102	573-635-8500 573-634-3079 FAX
--	--	----------------------------------

Norman E. Rouse twelch@cwrcave.com	Collins Webster & Rouse PC 5957 East 20th Street Joplin, MO 64801	417-782-2222 417-782-1003 FAX Tabitha Welch
---	---	---

Janice E. Stanton jstanton@sr-lawfirm.com	Stanton & Redlingshafer LLC 104 W. 9th St., Ste. 303 Kansas City, MO 64105	816-421-7770 816-421-7773 FAX Julie Marcus
---	--	--

Bruce E. Strauss trustee@merrickbakerstrauss.com	Merrick Baker & Strauss PC 1044 Main St., Suite 500 Kansas City, MO 64105	816-221-8855 816-221-7886 FAX Lana Hensley
--	---	--

Victor F. Weber vfwtrustee@merrickbakerstrauss.com	Merrick Baker & Strauss PC 1044 Main St., Suite 500 Kansas City, MO 64105	816-221-8855 816-221-7886 FAX Lana Hensley
---	---	--

Chapter 12

Richard V. Fink	2345 Grand Blvd, Ste. 1200 Kansas City, MO 64108	816-842-1031 David Boehnke
-----------------	---	-------------------------------

Chapter 13

Richard V. Fink	2345 Grand Blvd, Ste. 1200 Kansas City, MO 64108	816-842-1031 David Boehnke
-----------------	---	-------------------------------

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

CHAPTER 7 – Individual Debtor(s)

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

☐ **\$338.00 Total Fee** (\$245.00 Filing Fee + \$78.00 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
<i>File as <u>one pdf</u> document when opening case:</i>		<i>File as <u>separate</u> documents at case opening:</i>	
☐ Voluntary Petition	B 101	☐ Declaration re Electronic Filing (Attorney Represented Debtors Only)	Local Form
☐ Summary of Assets and Certain Statistical Information	B 106-Sum	or	
☐ Schedules:		☐ Statement About Your Social Security Numbers (Pro Se Debtors Only)	B 121
Schedule A/B: Property	B 106A/B	☐ Initial Statement About an Eviction Judgment (<i>if applicable</i>); and	B 101A
Schedule C: Exempt Property	B 106C	☐ Statement about Payment of an Eviction Judgement (<i>if applicable</i>)	B 101B
Schedule D: Secured Claims	B 106D	<i>Alternative options to paying full filing fee at case opening:</i>	
Schedule E/F: Unsecured Claims	B 106E/F	☐ Application to Pay Filing Fee in Installments	B 103A
Schedule G: Executory Contracts/ Unexpired Leases	B 106G	or	
Schedule H: Your Codebtors	B 106H	☐ Application to Waive Chapter 7 filing fee	B 103B
Schedule I: Your Income	B 106I	☐ Certificate of Credit Counseling (Certificate is issued by counseling agency)	n/a
Schedule J: Your Expenses	B 106J	<i>Alternative options if unable to comply with requirements of 11 U.S.C. §109h(1):</i>	
Schedules J-2: Expenses for Separate Household for Debtor 2 (<i>if applicable</i>)	B 106 J-2	☐ Summary of Exigent Circumstances Requesting 30-day Waiver; or	Self-Prepare
☐ Declaration About an Individual Debtor's Schedules	B 106-Dec	☐ Motion for Waiver of Credit Counseling	Self-Prepare
☐ Statement of Financial Affairs for Individuals	B 107	☐ Debtor's Evidence of Employer Payments Received (60 days of pay stubs)	n/a
☐ Statement of Intention for Individuals	B 108	or	
☐ Chapter 7 Statement of Current Monthly Income	B 122A-1	☐ Affidavit of No Employer Payments Received	Local Form
☐ Chapter 7 Means Test Calculation	B 122A-2	<i>Motions filed at case opening, if applicable:</i>	
☐ Disclosure of Attorney Compensation	B 2030	☐ Motion Rebutting Presumption of Abuse Due to Special Circumstances	Self-Prepare
☐ List of Creditors / PDF Mailing Matrix*	Self-Prepare	☐ Debtor(s') Motion to Extend [or Impose] Automatic Stay 11 U.S.C. § 362(c)(3)[or 4]	Local Form
☐ Verification of Matrix	Local Form	☐ Attorney Filers Only: Text entry Certification regarding execution of Right & Responsibilities Agreement (MOW 2016-1.3).	Local Form
If pro se petition preparer used, also include:		For filing assistance, contact the Clerk's Office at (816) 512-1800.	
☐ Bankruptcy Petition Preparer's Notice, Declaration and Signature	B 119		
☐ Disclosure of Compensation of Petition Preparer	B 2800		
*Attorney Filers: The List of Creditors must also be prepared as a separate text file and uploaded via the creditor maintenance utility in ECF.			
Missing Documents: If not included, the List of Creditors must be filed within 2 days of case opening, Form B121 within 7 days, and any other documents are due within 14 days from the date of filing, or the case may be dismissed.			
Bankruptcy Forms: www.uscourts.gov/forms-rules/forms/bankruptcy-forms			
Local Forms: www.mow.uscourts.gov/forms/bankruptcy			

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

CHAPTER 7 – Business Debtor(s)

Filing requirements for new Petitions (cases) and amendments thereto for **Non-Individuals**.

☐ **\$338.00 Total Fee** (\$245.00 Filing Fee + \$78.00 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
<i>File as <u>one pdf</u> document when opening case:</i>		<i>File as <u>separate</u> documents at case opening:</i>	
☐ Voluntary Petition	B 201	☐ Declaration re Electronic Filing	Local Form
☐ Summary of Assets and Liabilities	B 206-Sum	☐ Corporate Ownership Statement (MOW 7007.1-1)	Local Form
☐ Schedules:		☐ Statement of Chapter 7 Business Operations (MOW 1007-1.4)	Local Form
Schedule A/B: Property	B 206A/B	<i>Motions filed at case opening, if applicable:</i>	Self-Prepare
Schedule D: Secured Claims	B 206D		
Schedule E/F: Unsecured Claims	B 206E/F		
Schedule G: Executory Contracts/ Unexpired Leases	B 206G		
Schedule H: Your Codebtors	B 206H		
☐ Declaration Under Penalty and Perjury	B 202	☐ Motion Rebutting Presumption of Abuse Due to Special Circumstances	Local Form
☐ Statement of Financial Affairs for Non-Individuals	B 207	☐ Debtor(s') Motion to Extend [or Impose] Automatic Stay 11 U.S.C. § 362(c)(3)[or 4]	
☐ Disclosure of Attorney Compensation	B 2030		
☐ List of Creditors / PDF Mailing Matrix*	Self-Prepare		
☐ Verification of Matrix	Local Form		
*Attorney Filers: The List of Creditors must also be prepared as a separate text file and uploaded via the creditor maintenance utility in ECF. Missing Documents: If not included, the List of Creditors must be filed within 2 days of case opening, Declaration re e-filing within 7 days, and any other documents are due within 14 days from the date of filing, or the case may be dismissed. Bankruptcy Forms: www.uscourts.gov/forms-rules/forms/bankruptcy-forms Local Forms: www.mow.uscourts.gov/forms/bankruptcy		For filing assistance, contact the Clerk's Office at (816) 512-1800.	

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

CHAPTER 11 – Individual Debtor(s)

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

☐ **\$1,738.00 Total Fee** (\$1,167.00 Filing Fee + \$571.00 Administrative Fee). The following documents are required for a Chapter 11 individual case and should be in pdf (portable document format) electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
<i>File as <u>one pdf</u> document when opening case:</i>		<i>File as <u>separate</u> documents at case opening:</i>	
☐ Voluntary Petition	B 101	☐ Declaration re Electronic Filing (Attorney Represented Debtors Only)	Local Form
☐ Summary of Assets and Certain Statistical Information	B 106-Sum	or	
☐ Schedules:		☐ Statement About Your Social Security Numbers (Pro Se Debtors Only)	B 121
Schedule A/B: Property	B 106A/B	☐ Initial Statement About an Eviction Judgment (<i>if applicable</i>); and	B 101A
Schedule C: Exempt Property	B 106C	☐ Statement about Payment of an Eviction Judgement (<i>if applicable</i>)	B 101B
Schedule D: Secured Claims	B 106D		
Schedule E/F: Unsecured Claims	B 106E/F	<i>Alternative option to paying full filing fee at case opening:</i>	
Schedule G: Executory Contracts/ Unexpired Leases	B 106G	☐ Application to Pay Filing Fee in Installments	B 103A
Schedule H: Your Codebtors	B 106H		
Schedule I: Your Income	B 106I	☐ Certificate of Credit Counseling (Certificate is issued by counseling agency)	n/a
Schedule J: Your Expenses	B 106J	<i>Alternative options if unable to comply with requirements of 11 U.S.C. §109h(1):</i>	
Schedules J-2: Expenses for Separate Household for Debtor 2 (<i>if applicable</i>)	B 106 J-2	☐ Summary of Exigent Circumstances Requesting 30-day Waiver; or	Self-Prepare
☐ Declaration About an Individual Debtor's Schedules	B 106-Dec	☐ Motion for Waiver of Credit Counseling	Self-Prepare
☐ List of the 20 Largest Unsecured Creditors	B 104		
☐ Statement of Financial Affairs for Individuals	B 107	☐ Debtor's Evidence of Employer Payments Received (60 days of pay stubs)	n/a
☐ Statement of Current Monthly Income (Not Required in Subchapter V cases)	B 122B	or	
☐ Disclosure of Attorney Compensation	B 2030	☐ Affidavit of No Employer Payments Received	Local Form
☐ List of Creditors / PDF Mailing Matrix*	Self-Prepare		
☐ Verification of Matrix	Local Form	<i>Motion filed at case opening, if applicable:</i>	
		☐ Debtor(s') Motion to Extend [or Impose] Automatic Stay 11 U.S.C. § 362(c)(3)[or 4]	Local Form
If pro se petition preparer used, also include:			
☐ Bankruptcy Petition Preparer's Notice, Declaration and Signature	B 119	☐ If applicable, 2015-2A and B Statements (MOW 2015-2)	Self-Prepare
☐ Disclosure of Compensation of Petition Preparer	B 2800	☐ If applicable, required Small Business documents under §1116(1) (balance sheet, statement of operations, and cash-flow statement)	Self-Prepare
		☐ If applicable, required Federal Tax Return for Small Businesses (use private ECF event found under Other Filings – Federal Tax Returns)	n/a
*Attorney Filers: The List of Creditors must also be prepared as a separate text file and uploaded via the creditor maintenance utility in ECF.		For filing assistance, contact the Clerk's Office at (816) 512-1800.	
Missing Documents: If not included, the List of Creditors must be filed within 2 days of case opening, Declaration re e-filing/form B 121, §1116(1) documents, & fed. tax returns within 7 days, and any other documents are due within 14 days from the date of filing, or the case may be dismissed.			
Bankruptcy Forms: www.uscourts.gov/forms-rules/forms/bankruptcy-forms			
Local Forms: www.mow.uscourts.gov/forms/bankruptcy			

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

CHAPTER 11 – Business Debtor(s)

Filing requirements for new Petitions (cases) and amendments thereto for **Non-Individuals**.

☐ **\$1,738.00 Total Fee** (\$1,167.00 Filing Fee + \$571.00 Administrative Fee). The following documents are required for a Chapter 11 business case and should be in pdf (portable document format) electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
<u>File as <i>one pdf document when opening case</i>:</u>		<u>File as <i>separate documents at case opening</i>:</u>	
☐ Voluntary Petition	B 201	☐ Declaration re Electronic Filing	Local Form
☐ Summary of Assets and Liabilities	B 206-Sum	☐ Corporate Ownership Statement (MOW 7007.1-1)	Local Form
☐ Schedules:		☐ 2015-2A and B Statements (MOW 2015-2)	Self-Prepare
Schedule A/B: Property	B 206A/B	<i>Motion filed at case opening, if applicable:</i>	Local Form
Schedule D: Secured Claims	B 206D		
Schedule E/F: Unsecured Claims	B 206E/F	☐ Debtor(s') Motion to Extend [or Impose] Automatic Stay 11 U.S.C. § 362(c)(3)[or 4]	Self-Prepare
Schedule G: Executory Contracts/ Unexpired Leases	B 206G	☐ If applicable, required Small Business documents under §1116(1) (balance sheet, statement of operations, and cash-flow statement)	
Schedule H: Your Codebtors	B 206H	☐ If applicable, required Federal Tax Return for Small Businesses (use private ECF event found under Other Filings – Federal Rax Returns)	n/a
☐ Declaration Under Penalty and Perjury	B 202		
☐ List of the 20 Largest Unsecured Creditors	B 204		
☐ Statement of Financial Affairs for Non-Individuals	B 207		
☐ Disclosure of Attorney Compensation	B 2030		
☐ List of Creditors / PDF Mailing Matrix*	Self-Prepare		
☐ Verification of Matrix	Local Form		
* Attorney Filers: The List of Creditors must also be prepared as a separate text file and uploaded via the creditor maintenance utility in ECF.			
Missing Documents: If not included, the List of Creditors must be filed within 2 days of case opening, Declaration re e-filing, §1116(1) documents, & fed. tax returns within 7 days, and any other documents are due within 14 days from the date of filing, or the case may be dismissed.			
Bankruptcy Forms: www.uscourts.gov/forms-rules/forms/bankruptcy-forms			
Local Forms: www.mow.uscourts.gov/forms/bankruptcy			
		For filing assistance, contact the Clerk's Office at (816) 512-1800.	

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

CHAPTER 12 – Individual Debtor(s)

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

☐ **\$278.00 Total Fee** (\$200.00 Filing Fee + \$78.00 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
<i>File as <u>one pdf</u> document when opening case:</i>		<i>File as <u>separate</u> documents at case opening:</i>	
☐ Voluntary Petition	B 101	☐ Declaration re Electronic Filing (Attorney Represented Debtors Only)	Local Form
☐ Summary of Assets and Certain Statistical Information	B 106-Sum	or	
☐ Schedules:		☐ Statement About Your Social Security Numbers (Pro Se Debtors Only)	B 121
Schedule A/B: Property	B 106A/B	☐ Initial Statement About an Eviction Judgment (<i>if applicable</i>); and	B 101A
Schedule C: Exempt Property	B 106C	☐ Statement about Payment of an Eviction Judgement (<i>if applicable</i>)	B 101B
Schedule D: Secured Claims	B 106D		
Schedule E/F: Unsecured Claims	B 106E/F		
Schedule G: Executory Contracts/ Unexpired Leases	B 106G	<i>Alternative option to paying full filing fee at case opening:</i>	
Schedule H: Your Codebtors	B 106H	☐ Application to Pay Filing Fee in Installments	B 103A
Schedule I: Your Income	B 106I	☐ Certificate of Credit Counseling (Certificate is issued by counseling agency)	n/a
Schedule J: Your Expenses	B 106J	<i>Alternative options if unable to comply with requirements of 11 U.S.C. §109h(1):</i>	
Schedules J-2: Expenses for Separate Household for Debtor 2 (<i>if applicable</i>)	B 106 J-2	☐ Summary of Exigent Circumstances Requesting 30-day Waiver; or	Self-Prepare
☐ Declaration About an Individual Debtor's Schedules	B 106-Dec	☐ Motion for Waiver of Credit Counseling	Self-Prepare
☐ Statement of Financial Affairs for Individuals	B 107	☐ Debtor's Evidence of Employer Payments Received (60 days of pay stubs)	n/a
☐ Disclosure of Attorney Compensation	B 2030	or	
☐ List of Creditors / PDF Mailing Matrix*	Self-Prepare	☐ Affidavit of No Employer Payments Received	Local Form
☐ Verification of Matrix	Local Form		
If pro se petition preparer used, also include:		<i>Motion filed at case opening, if applicable:</i>	
☐ Bankruptcy Petition Preparer's Notice, Declaration and Signature	B 119	☐ Debtor(s') Motion to Extend [or Impose] Automatic Stay 11 U.S.C. § 362(c)(3)[or 4]	Local Form
☐ Disclosure of Compensation of Petition Preparer	B 2800	☐ If applicable, 2015-2A and B Statements (MOW 2015-2)	Self-Prepare
*Attorney Filers: The List of Creditors must also be prepared as a separate text file and uploaded via the creditor maintenance utility in ECF.			
Missing Documents: If not included, the List of Creditors must be filed within 2 days of case opening, Declaration re e-filing/form B 121 within 7 days, and any other documents are due within 14 days from the date of filing, or the case may be dismissed.			
Bankruptcy Forms: www.uscourts.gov/forms-rules/forms/bankruptcy-forms			
Local Forms: www.mow.uscourts.gov/forms/bankruptcy			
		For filing assistance, contact the Clerk's Office at (816) 512-1800.	

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

CHAPTER 12 – Business Debtor(s)

Filing requirements for new Petitions (cases) and amendments thereto for **Non-Individuals**.

☐ **\$278.00 Total Fee** (\$200.00 Filing Fee + \$78.00 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
<i>File as <u>one pdf</u> document when opening case:</i>		<i>File as <u>separate</u> documents at case opening:</i>	
☐ Voluntary Petition	B 201	☐ Declaration re Electronic Filing	Local Form
☐ Summary of Assets and Liabilities	B 206-Sum	☐ Corporate Ownership Statement (MOW 7007.1-1)	Local Form
☐ Schedules:		☐ 2015-2A and B Statements (MOW 2015-2)	Self-Prepare
Schedule A/B: Property	B 206A/B	<i>Motion filed at case opening, if applicable:</i> ☐ Debtor(s') Motion to Extend [or Impose] Automatic Stay 11 U.S.C. § 362(c)(3)[or 4]	Local Form
Schedule D: Secured Claims	B 206D		
Schedule E/F: Unsecured Claims	B 206E/F		
Schedule G: Executory Contracts/ Unexpired Leases	B 206G		
Schedule H: Your Codebtors	B 206H		
☐ Declaration Under Penalty and Perjury	B 202		
☐ Statement of Financial Affairs for Non-Individuals	B 207		
☐ Disclosure of Attorney Compensation	B 2030		
☐ List of Creditors / PDF Mailing Matrix*	Self-Prepare		
☐ Verification of Matrix	Local Form		
* Attorney Filers: The List of Creditors must also be prepared as a separate text file and uploaded via the creditor maintenance utility in ECF.			
Missing Documents: If not included, the List of Creditors must be filed within 2 days of case opening, Declaration re e-filing within 7 days, and any other documents are due within 14 days from the date of filing, or the case may be dismissed.			
Bankruptcy Forms: www.uscourts.gov/forms-rules/forms/bankruptcy-forms			
Local Forms: www.mow.uscourts.gov/forms/bankruptcy			
		For filing assistance, contact the Clerk's Office at (816) 512-1800.	

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

CHAPTER 13

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

☐ **\$313.00 Total Fee (\$235.00 Filing Fee + \$78.00 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
<i>File as <u>one pdf document</u> when opening case:</i>		<i>File as <u>separate documents</u> at case opening:</i>	
☐ Voluntary Petition	B 101	☐ Declaration re Electronic Filing (Attorney Represented Debtors Only)	Local Form
☐ Summary of Assets and Certain Statistical Information	B 106-Sum	or	
☐ Schedules:		☐ Statement About Your Social Security Numbers (Pro Se Debtors Only)	B 121
Schedule A/B: Property	B 106A/B	☐ Initial Statement About an Eviction Judgment (<i>if applicable</i>); and	B 101A
Schedule C: Exempt Property	B 106C	☐ Statement about Payment of an Eviction Judgement (<i>if applicable</i>)	B 101B
Schedule D: Secured Claims	B 106D	<i>Alternative option to paying full filing fee at case opening:</i>	
Schedule E/F: Unsecured Claims	B 106E/F	☐ Application to Pay Filing Fee in Installments	B 103A
Schedule G: Executory Contracts/ Unexpired Leases	B 106G	☐ Certificate of Credit Counseling (Certificate is issued by counseling agency)	n/a
Schedule H: Your Codebtors	B 106H	<i>Alternative options if unable to comply with requirements of 11 U.S.C. § 109h(1):</i>	
Schedule I: Your Income	B 106I	☐ Summary of Exigent Circumstances Requesting 30-day Waiver; or	Self-Prepare
Schedule J: Your Expenses	B 106J	☐ Motion for Waiver of Credit Counseling	Self-Prepare
Schedules J-2: Expenses for Separate Household for Debtor 2 (<i>if applicable</i>)	B 106 J-2	☐ Debtor's Evidence of Employer Payments Received (60 days of pay stubs)	n/a
☐ Declaration About an Individual Debtor's Schedules	B 106-Dec	or	
☐ Statement of Financial Affairs for Individuals	B 107	☐ Affidavit of No Employer Payments Received	Local Form
☐ Ch. 13 Statement of Current Monthly Income	B 122C-1	<i>Motion filed at case opening, if applicable:</i>	
☐ Ch. 13 Calculation of Disposable Income (<i>if applicable</i>)	B 122C-2	☐ Debtor(s') Motion to Extend [or Impose] Automatic Stay 11 U.S.C. § 362(c)(3)[or 4]	Local Form
☐ Disclosure of Attorney Compensation		☐ Chapter 13 Plan/Plan Summary (MOW 3083-1.1)	Local Form
☐ List of Creditors / PDF Mailing Matrix*			
☐ Verification of Matrix			
If pro se petition preparer used, also include:			
☐ Bankruptcy Petition Preparer's Notice, Declaration and Signature	B 119		
☐ Disclosure of Compensation of Petition Preparer	B 2800		
* Attorney Filers: The List of Creditors must also be prepared as a separate text file and uploaded via the creditor maintenance utility in ECF.			
Missing Documents:			
If not included, the List of Creditors must be filed within 2 days of case opening, Declaration re e-filing/form B 121 within 7 days, and any other documents are due within 14 days from the date of filing, or the case may be dismissed.			
Bankruptcy Forms: www.uscourts.gov/forms-rules/forms/bankruptcy-forms			
Local Forms: www.mow.uscourts.gov/forms/bankruptcy			
		For filing assistance, contact the Clerk's Office at (816) 512-1800.	

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 or Notepad 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 each creditor; the city, state and zip must be together 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:

Word - choose "Plain Text (*.txt)"
Notepad – should automatically default to a Plain Text (*.txt) file automatically
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, full mailing address, city, state and zip code.

NOTE: Do NOT include account numbers, telephone numbers, social security numbers, email addresses, or any other account information.
3. A verification of matrix must be completed and turned in along with the matrix.
4. The list should be in a single column format with a 1 inch left margin.
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

CREDITOR ADDRESSES

Fed. R. Bankr. P. 5003 (e) requires the Clerk to maintain a registry of mailing addresses for Federal, State and local governmental units responsible for the collection of taxes. The Clerk is also required to "...include information that would enable a user of the register to determine the circumstances when each address is applicable, and mailing notice to only one applicable address is sufficient to provide effective notice." To see the list of addresses submitted by governmental units, go to the **Government Address Registry** on our website.

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

Also, for service of Adversary complaints by mail:

U.S. Attorney, Western District of Missouri
Attn: Bankruptcy Processing
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 5510
Kansas City, MO 64106

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

Attorney General, Main Justice Building
950 Pennsylvania Avenue NW
Washington, DC 20530-0001

Per Local Rule 1002-1, debtor must add the U.S. Attorney to the 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.

SERVICES FOR U.S. DEPARTMENT OF EDUCATION

MOHELA
633 Spirit Drive
Chesterfield, MO 63005

DMCS Default Portfolio
US Department of Education
PO Box 5609
Greenville, TX 75403

FedLoan Servicing / DDB
PO Box 69184
Harrisburg, PA 17106-9184

Department of ED / Navient
PO Box 9635
Madison, WI 53708-8973

Oklahoma Student Loan Authority
PO Box 18475
Oklahoma City, OK 73154-0475

HESC / EdFinancial
120 N. Seven Oaks Drive
Knoxville, TN 37922

Great Lakes Student Loans
Claims Filing Unit
PO Box 8973
Madison, WI 53708-8973

CornerStone Education Loan Services on behalf of
Department of Education
PO Box 145123
Salt Lake City, UT 84114-5123

Nelnet
PO Box 82505
Lincoln, NE 68501

Granite State Management & Resources
PO Box 3420
Concord, NH 03302-3420

Nelnet
121 S. 13th Street, Suite 201
Lincoln, NE 68508

ECSI Federal Perkins Loan Servicer
PO Box 1079
Wexford, PA 15090

OTHER POSSIBLE STUDENT LOAN CREDITORS

Dept. of Education, Office of General Counsel
Education Div. of Post-Secondary Education
400 Maryland Ave., SW, Room 6E353
Washington, D.C. 20202-2110

American Education Services
1200 N. 7th Street
Harrisburg, PA 17102

Coordinating Board of Higher Education
Student Loan Program
205 Jefferson Street
Jefferson City, MO 65102-1469

Education Credit Management Corporation
111 S. Washington Avenue
Suite 1400
Minneapolis, MN 55401

Great Lakes Higher Education Guaranty Corp
2401 International Lane
Madison, WI 53704

Navient Solutions, Inc.
2001 Edmund Halley Drive
Reston, VA 20191-3436

Missouri Attorney General's Office
Supreme Court Building
207 W. High Street
Jefferson City, MO 65102

Dept. of Education, Office of Post-Secondary
Region IX, Litigation Support Branch
50 Beal Street, Suite 8629
San Francisco, CA 94105

Citibank National Association
701 East 60th Street North
Sioux Falls, SD 57104

Discover Student Loans
Discover Bank
502 E. Market Street
Greenwood, DE 19950

ECMC Registered Agent:
CT Corporation System
120 S. Central Avenue
Clayton, MO 63105

GLHEGC Registered Agent:
Business Filings International, Inc.
120 S. Central Avenue, Suite 400
Clayton, MO 63105

Navient Registered Agent:
CSC-Lawyers Incorporating Service Co.
221 Bolivar Street
Jefferson City, MO 65101

OTHER POSSIBLE FEDERAL CREDITORS

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

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

Dept. of Agriculture
Rural Housing Service/Rural Development
PO Box 6687
St. Louis, MO 63166

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

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

Social Security Administration Office of the General
Counsel Office of Program Litigation Attn:
Bankruptcy
6401 Security Boulevard
Baltimore, MD 21235

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

Small Business Administration
1000 Walnut Street, Suite 500
Kansas City, MO 64106-2156

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

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

Internal Revenue Service
PO Box 7346
Philadelphia, PA 19101-7346

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)