

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MISSOURI



APPENDIX TO THE LOCAL RULES OF PRACTICE

Updated November 2022

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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
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 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:

<http://ecf.mowb.uscourts.gov> Live

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

Bankruptcy Forms:

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

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

Local Forms: Forms page at: <http://www.mow.uscourts.gov/forms/bankruptcy>

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

www.justice.gov/ust/eo/bapcpa/ccde/index.htm

Manuals:

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

www.mow.uscourts.gov

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

www.justice.gov/ust/eo/bapcpa/meanstesting.htm

UNITED STATES BANKRUPTCY COURT

Charles Evans Whittaker Courthouse

Room 1510

400 East 9th Street

Kansas City, MO 64106

www.mow.uscourts.gov

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

NUMBERS - AREA CODE 816

E-MAIL ADDRESSES/TELEPHONE

Main Line / Filing requirements	512-1800
Automated Case Information (24 hours)	1-866-222-8029
FAX	512-1832
Chief of Operations – Laura Bax	512-5015 Laura_Bax@mow.uscourts.gov
Operations Manager – Mindy Smith	512-1818 Mindy_Smith@mow.uscourts.gov

JUDGES

Division 1 – Chief Judge Brian T. Fenimore, Room 6552	512-1910
Law Clerk – Hannah Schoeb	512-1914
Law Clerk - McKay Holley	512-1913
Courtroom Deputy– Dawn Meador dawn_meador@mow.uscourts.gov	512-1924

Division 2 - Judge Dennis R. Dow, Room 6562	512-1880
Judicial Assistant - Kerry Brown	512-1880
Law Clerk - Lori Locke	512-1886
Law Clerk - Sharon Loftspring	512-1885
Courtroom Deputy – Christy Wilkinson christy_wilkinson@mow.uscourts.gov	512-1894

Division 3 – Judge Cynthia A. Norton, Room 6462	512-1895
Law Clerk – Erica Garrett	512-1896
Law Clerk – Jacorius Williams	512-1898
Courtroom Deputy – Beth Graham beth_graham@mow.uscourts.gov	512-1852

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

<u>Name and E-Mail Address</u>	<u>Street Address</u>	<u>Phone/Fax/Assistant</u>
<u>Chapter 7</u>		
Patricia Ann Brown patriciabrownltd@gmail.com	1857 Dogwood Dr. P.O. Box 1865 Joplin, MO 64801	417-206-8358 417-206-8362 FAX
Janice A. Harder janice@harderlaw.com	Law Office of Janice A. Harder 3610 Buttonwood Dr., Ste. 200 Columbia, MO 65201	573-875-2880
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
Fred C. Moon fcmoon@moon-attorneys.com	Moon & Moon 5040 S. Harmony Avenue Rogersville, MO 65742	417-888-0770 417-888-0778 FAX
Jill Olsen trustee@olsenlawkc.com	The Olsen Law Firm 118 N. Conistor Ln., Ste B #290 Liberty, MO 64068	816-521-8811 816-278-9493 FAX
John C. Reed jreedlaw@aol.com	Pletz & Reed PO Box 1048 Jefferson City, MO 65102	573-635-8500 573-634-3079 FAX
Norman Rouse twelch@cwrcave.com	Collins Webster & Rouse 5957 East 20 th Street Joplin, MO 64801	417-782-2222 417-782-1003 FAX Tabitha Welch
Janice E. Stanton janice.stanton@sbcglobal.net	104 W. 9 th 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 1044 Main St., Suite 500 Kansas City, MO 64105	816-221-8855 816-221-7886 FAX Lana Brite
Victor F. Weber vfw-trustee@merrickbakerstrauss.com	Merrick Baker Strauss 1044 Main St., Suite 500 Kansas City, MO 64105	816-221-8855 816-221-7886 FAX Lana Brite
<u>Chapter 12</u>		
Richard V. Fink	2345 Grand Blvd., Ste. 1200 Kansas City, MO 64108	816-842-1031 David Boehnke
<u>Chapter 13</u>		
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

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
<p>File in one pdf document, if possible:</p> <p>1. Petition (Including signature page)</p> <p>2. A Summary of Your Assets and Certain Statistical Information (Individual Debtors ONLY)</p> <p>3. Schedules:</p> <p style="padding-left: 20px;">Schedule A/B Property (Individual)</p> <p style="padding-left: 20px;">Schedule C Exempt Property (Individual)</p> <p style="padding-left: 20px;">Schedule D Secured Claims</p> <p style="padding-left: 20px;">Schedule E/F Unsecured Claims (Individual)</p> <p style="padding-left: 20px;">Schedule G Executory Contracts/ Unexpired Leases</p> <p style="padding-left: 20px;">Schedule H Your Codebtors (Individual)</p> <p style="padding-left: 20px;">Schedule I Your Income (Individual)</p> <p style="padding-left: 20px;">Schedule J Your Expenses (Individual)</p> <p style="padding-left: 20px;">Schedules J-2: Expenses for Separate Household for Debtor 2 (Individual)</p> <p>4. Declaration About an Individual Debtor's Schedules</p> <p>5. Your Statement of Financial Affairs for Individuals</p> <p>6. Statement of Intention signed by Debtor (Individual)</p> <p>7. Chapter 7 Statement of Your Current Monthly Income</p> <p>8. Chapter 7 Means Test Calculation</p> <p>9. Disclosure of Attorney Compensation</p> <p>10. List of Creditors / Matrix - This Mailing Matrix must also be prepared as a separate text (.txt or .scn) file.</p> <p>11. Verification of Matrix</p> <p>If pro se petition preparer used, also file:</p> <p>1. Notice to Debtor by Non Attorney Bankruptcy Petition Preparer</p> <p>2. Disclosure of Compensation by Non Attorney Bankruptcy Petition Preparer</p> <p>3. Statement of Social Security Number</p> <p>Missing Documents: If not included, a master mailing matrix must be filed within 2 days. Any other missing documents are due within 14 days from date of filing or the case may be dismissed.</p>	<p>B 101</p> <p>B 106-Sum</p> <p>B 106A/B</p> <p>B 106C</p> <p>B 106D</p> <p>B 106E/F</p> <p>B 106G</p> <p>B 106H</p> <p>B 106I</p> <p>B 106J</p> <p>B 106 J-2</p> <p>B 106 Dec</p> <p>B 107</p> <p>B 108</p> <p>B 122A-1</p> <p>B 122A-2</p> <p>B 2030</p> <p>Local</p> <p>Local</p> <p>B 119</p> <p>B 2800</p> <p>B 121</p>	<p>Separate Documents:</p> <p>Initial Statement About an Eviction Judgment Against You (Individual)(if applicable)</p> <p style="padding-left: 20px;">- Statement about Payment of an Eviction Judgement Against You</p> <p>Application to pay filing fee in installments (Individual debtor only)</p> <p>Application to Waive Chapter 7 filing fee</p> <p>Certificate of Credit Counseling</p> <p style="text-align: center;">Or</p> <p>Motion to Waive Credit Counseling re: Exigent Circumstances</p> <p style="text-align: center;">Or</p> <p>Motion to Waive Credit Counseling¹</p> <p>Debtor's Evidence of Employer Payments received (60 days)</p> <p style="text-align: center;">Or</p> <p>Debtor's Evidence of NO Employer Payments</p> <p>Declaration re: Electronic Filing (not prose)</p> <p>Certification of Intent to Cure Residential Default and 30 day Rent Deposit²</p> <p>Motion Rebutting Presumption of Abuse Due to Special Circumstances</p> <p>Motion to Extend Automatic Stay (362)(c)(3)</p> <p>Motion to Impose Automatic Stay (362)(c)(4)</p> <p>¹ One of these three documents must be filed</p> <p>² Document filed only if required by statement on petition.</p>	<p>B 101 A</p> <p>B 101 B</p> <p>B 103A</p> <p>B 103B</p> <p>Self prepare</p> <p>Local</p> <p>Local</p> <p>Self prepare</p> <p>Self prepare</p> <p>Self prepare</p> <p>Self prepare</p> <p>Self prepare</p>

**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 case and should be in **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
<p>File in one pdf document, if possible:</p> <ol style="list-style-type: none"> 1. Voluntary Petition (Including signature page) 2. Summary of Your Assets and Liabilities 3. Schedules: <ul style="list-style-type: none"> Schedule A/B Property Schedule C Exempt Property Schedule D Secured Claims Schedule E/F Priority/Unsecured Claims Schedule G Executory Contracts/ Unexpired Leases Schedule H Your Codebtors Schedule I Your Income Schedule J Your Expenses 4. Declaration of Schedules 5. Statement of Financial Affairs 6. Statement of Current Monthly Income 7. List of PDF Matrix - This Mailing Matrix must also be prepared as a separate text (.txt) file. 8. Verification of Creditor Matrix 9. Disclosure of Attorney Compensation 10. List of 20 Largest Unsecured Creditors 11. Statement of Operations for Chapter 11 Small Business <p>Separate Documents:</p> <p>Local Rule 2015-2A and B Statements</p> <p>Federal Tax Returns for Chapter 11 Small Business²</p> <p>Declaration re: Electronic Filing</p> <p style="text-align: center;"><i>or</i></p> <p>Statement of Social Security Number¹ (Pro Se Filers ONLY)</p> <p>¹One of these three documents must be filed</p> <p>²To file the required tax returns correctly, use the ECF event Bankruptcy Events → Other Filings → Other →Federal Tax Returns</p>	<p>B 101</p> <p>B 106-Sum</p> <p>B 106A/B</p> <p>B 106C</p> <p>B 106D</p> <p>B 106E/F</p> <p>B 106G</p> <p>B 106H</p> <p>B 106I</p> <p>B 106J</p> <p>B 106- Dec</p> <p>B 107</p> <p>B 122B</p> <p>Self-prepare</p> <p>Local</p> <p>B 2030</p> <p>B 104</p> <p>B 425B</p> <p>Local</p> <p>None</p> <p>Local</p> <p>B 121</p>	<p>Separate Documents (con't):</p> <p>Application to pay filing fee in installments</p> <p>Certificate of Credit Counseling</p> <p style="text-align: center;"><i>or</i></p> <p>Motion to Waive Credit Counseling re: Exigent Circumstances</p> <p style="text-align: center;"><i>or</i></p> <p>Motion to Waive Credit Counseling¹ (any of the above)</p> <p>Debtor's Evidence of Employer Payments received (60 days)</p> <p style="text-align: center;"><i>and/or</i></p> <p>Debtor's Evidence of NO Employer Payments received¹ (any of the above)</p> <p>Motion to Extend Automatic Stay (362)(c)(3) (if applicable)</p> <p>Motion to Impose Automatic Stay (362)(c)(4) (if applicable)</p> <p>Missing Documents: If not included, a master mailing matrix must be filed within 2 days. Any other missing documents are due within 14 days from date of filing or the case may be dismissed.</p>	<p>B 103A</p> <p>Cert. from agency</p> <p>Self prepare</p> <p>Self prepare</p> <p>Self prepare</p> <p>Local</p> <p>Self prepare</p> <p>Self prepare</p>

**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 Individuals.

\$1,738.00 Total Fee (\$1,167.00 Filing Fee + \$571.00 Administrative Fee)

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

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
<p>File in one pdf document, if possible:</p> <p>1. Voluntary Petition (Including signature page)</p> <p>2. Summary of Your Assets and Liabilities</p> <p>3. Schedules:</p> <p style="padding-left: 20px;">Schedule A/B Property</p> <p style="padding-left: 20px;">Schedule D Secured Claims</p> <p style="padding-left: 20px;">Schedule E/F Priority Claims</p> <p style="padding-left: 20px;">Schedule G Executory Contracts/ Unexpired Leases</p> <p style="padding-left: 20px;">Schedule H Your Codebtors</p> <p>4. Declaration of Schedules</p> <p>5. Statement of Financial Affairs</p> <p>6. PDF Matrix - This Mailing Matrix must also be prepared as a separate text (.txt) file.</p> <p>7. Verification of Creditor Matrix</p> <p>8. Disclosure of Attorney Compensation</p> <p>9. List of 20 Largest Unsecured Creditors</p> <p>10. Corporate Ownership Statement (corporate debtors) (includes LLC)</p> <p>11. Statement of Operations for Chapter 11 Small Business</p> <p>Separate Documents:</p> <p>Local Rule 2015-2A and B Statements</p> <p>Federal tax returns for Chapter 11 Small Business ¹</p> <p>Declaration re: Electronic Filing</p>	<p>B 201</p> <p>B 206</p> <p>B 206A/B</p> <p>B 206D</p> <p>B 206E/F</p> <p>B 206G</p> <p>B 206H</p> <p>B 202- Dec</p> <p>B 207</p> <p>None</p> <p>Local</p> <p>B 2030</p> <p>B 204</p> <p>Local</p> <p>B 425B</p> <p>Local</p> <p>None</p> <p>Local</p>	<p>Separate Documents (con't):</p> <p>Motion to Extend Automatic Stay (362)(c)(3)</p> <p>Motion to Impose Automatic Stay (362)(c)(4)</p> <p>Missing Documents: If not included, a master mailing matrix must be filed within 2 days. Any other missing documents are due within 14 days from date of filing or the case may be dismissed.</p>	<p>Self prepare</p> <p>Self prepare</p>
<p>¹To file the required tax returns correctly, use the ECF event Bankruptcy Events → Other Filings → Other →Federal Tax Returns</p>			

**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.

- \$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
<p>File in one pdf document, if possible:</p> <p>1. Petition (Including signature page)</p> <p>2. A Summary of Your Assets and Liabilities (28 USC § 159)</p> <p>3. Schedules:</p> <p style="padding-left: 20px;">Schedule A/B Property</p> <p style="padding-left: 20px;">Schedule C Exempt Property</p> <p style="padding-left: 20px;">Schedule D Secured Claims</p> <p style="padding-left: 20px;">Schedule E/F Priority/ Unsecured Claims</p> <p style="padding-left: 20px;">Schedule G Executory Contracts/ Unexpired Leases</p> <p style="padding-left: 20px;">Schedule H Codebtors</p> <p style="padding-left: 20px;">Schedule I Current Income</p> <p style="padding-left: 20px;">Schedule J Current Expenditures</p> <p>4. Declaration of Schedules</p> <p>5. Statement of Financial Affairs</p> <p>6. Disclosure of Attorney Compensation</p> <p>7. List of Creditors / Matrix - This Mailing Matrix must also be prepared as a separate text (.txt) file.</p> <p>8. Verification of Matrix</p> <p>9. Local Rule 2015-2A and B Statements (if debtor operates a business)</p> <p><u>Missing Documents:</u></p> <p>If not included, a master mailing matrix must be filed within 2 days. Unless otherwise indicated, other missing documents are due within 14 days from date of filing or the case may be dismissed.</p>	<p>B 101</p> <p>B 106-Sum</p> <p>B 106A/B</p> <p>B 106C</p> <p>B 106D</p> <p>B 106E/F</p> <p>B 106G</p> <p>B 106H</p> <p>B 106I</p> <p>B 106J</p> <p>B 106- Dec</p> <p>B107</p> <p>B 2030</p> <p>Local</p> <p>Local</p> <p>Atty prepare</p>	<p>Separate Documents:</p> <p>Application to pay filing fee in installments</p> <p>Certificate of Credit Counseling <i>or</i> Motion to Waive Credit Counseling re: Exigent Circumstances <i>or</i> Motion to Waive Credit Counseling¹ (any of the above)</p> <p>Debtor's Evidence of Employer Payments received (60 days) <i>and/or</i> Debtor's Evidence of NO Employer Payments received¹ (any of the above)</p> <p>Declaration re: Electronic Filing <i>or</i> Statement of Social Security Number.¹ (Pro Se Filers ONLY)</p> <p>Motion to Extend Automatic Stay (362) (c)(3) (if applicable)</p> <p>Motion to Impose the Automatic Stay (362)(c)(4) (if applicable)</p> <p>¹ One of these three documents must be filed</p>	<p>B 103A</p> <p>Cert. from agency Self Prepare</p> <p>Self Prepare</p> <p>Self Prepare</p> <p>Local</p> <p>Local</p> <p>B 121</p> <p>Self Prepare</p> <p>Self Prepare</p>

**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.

- \$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 **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
<p>File in one pdf document, if possible:</p> <p>1. Petition (Including signature page)</p> <p>2. A Summary of Your Assets and Liabilities (28 USC § 159)</p> <p>3. Schedules:</p> <p style="padding-left: 20px;">Schedule A/B Property</p> <p style="padding-left: 20px;">Schedule D Secured Claims</p> <p style="padding-left: 20px;">Schedule E/F Priority Claims</p> <p style="padding-left: 20px;">Schedule G Executory Contracts/ Unexpired Leases</p> <p style="padding-left: 20px;">Schedule H Codebtors</p> <p>4. Declaration of Schedules</p> <p>5. Statement of Financial Affairs – Non Individual</p> <p>6. Disclosure of Attorney Compensation</p> <p>7. List of Creditors / Matrix - This Mailing Matrix must also be prepared as a separate text (.txt) file.</p> <p>8. Verification of Matrix</p> <p>9. Local Rule 2015-2A and B Statements (if debtor operates a business)</p> <p><u>Missing Documents:</u></p> <p>If not included, a master mailing matrix must be filed within 2 days. Unless otherwise indicated, other missing documents are due within 14 days from date of filing or the case may be dismissed.</p>	<p>B 201</p> <p>B 206-Sum</p> <p>B 206A/B</p> <p>B 206D</p> <p>B 206E/F</p> <p>B 206G</p> <p>B 206H</p> <p>B 206- Dec</p> <p>B 207</p> <p>B 2030</p> <p>Self-prepare</p> <p>Local</p> <p>Atty prepare</p>	<p>Separate Documents:</p> <p>Declaration re: Electronic Filing</p> <p>Motion to Extend Automatic Stay (362)(c)(3) (if applicable)</p> <p>Motion to Impose the Automatic Stay (362)(c)(4) (if applicable)</p> <p>Corporate Ownership Statement (corporate debtors)</p>	<p>Local</p> <p>Atty Prepare</p> <p>Atty Prepare</p> <p>Local</p>

**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
<p>File in one pdf document, if possible:</p> <p>1. Petition (Including signature page)</p> <p>2. A Summary of Your Assets and Liabilities (28 USC § 159) (Individual Debtors ONLY)</p> <p>3. Schedules: Schedule A/B Property Schedule C Exempt Property (Individual) Schedule D Secured Claims Schedule E/F Priority Claims Schedule G Executory Contracts/ Unexpired Leases Schedule H Codebtors Schedule I Current Income (Individual) Schedule J Current Expenditures (Individual)</p> <p>4. Declaration of Schedules</p> <p>5. Statement of Your Current Monthly Income and Calculation of Commitment Period - also file Chapter 13 Calculation of Your Disposable Income if applicable</p> <p>6. Statement of Financial Affairs</p> <p>7. Disclosure of Attorney Compensation</p> <p>8. List of Creditors / Matrix - This Mailing Matrix must also be prepared as a separate text (.txt or .scn) file.</p> <p>9. Verification of Matrix</p> <p>If pro se petition preparer used, also file:</p> <p>1. Notice to Debtor by Non Attorney Bankruptcy Petition Preparer</p> <p>2. Disclosure of Compensation by Non Attorney Bankruptcy Petition Preparer</p> <p>3. Statement of Social Security Number</p> <p>Missing Documents: If not included, a master mailing matrix must be filed within 2 days. Any other missing documents are due within 14 days from date of filing or the case may be dismissed.</p>	<p>B 106 B 106-Sum</p> <p>B 106A/B B 106C B 106D B 106E/F B 106G</p> <p>B 106H B 106I B 106J B106-Dec B 122C-1 B 122C-2</p> <p>B 107 B 2030 None</p> <p>Local</p> <p>B 119 B 2800 B 121</p>	<p>Separate Documents:</p> <p>Application to pay filing fee in installments</p> <p>Chapter 13 Plan/Plan Summary</p> <p>Certificate of Credit Counseling or Motion to Waive Credit Counseling re: Exigent Circumstances or Motion to Waive Credit Counseling¹</p> <p>Debtor's Evidence of Employer Payments received (60 days) or Debtor's Evidence of NO Employer Payments</p> <p>Declaration re: Electronic Filing (non pro se)</p> <p>Certification of Intent to Cure Residential Default and 30 day Rent Deposit ²</p> <p>Motion to Extend Automatic Stay (362)(c)(3)</p> <p>Motion to Impose Automatic Stay (362)(c)(4)</p> <p>¹ One of these three documents must be filed ² Document filed only if required by statement on petition.</p>	<p>B 103A</p> <p>Local</p> <p>Cert.</p> <p>Atty prepare</p> <p>Atty prepare</p> <p>Local</p> <p>Local</p> <p>Atty prepare</p> <p>Atty prepare</p> <p>Atty prepare</p> <p>Atty prepare</p> <p>Atty prepare</p>

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. **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:

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 Clerk
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

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

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

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

OTHER POSSIBLE STUDENT LOAN CREDITORS

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

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

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

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

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

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

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

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

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

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

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

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

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

OTHER POSSIBLE FEDERAL CREDITORS

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

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

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

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 Regional Counsel
601 E. 12th Street, Room 965
Kansas City, MO 64106

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

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