

# UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MISSOURI



## APPENDIX TO THE LOCAL RULES OF PRACTICE

*Updated December 2025*

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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

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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](http://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 9<sup>th</sup> Street  
Kansas City, MO 64106  
[www.mow.uscourts.gov](http://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 <a href="mailto:Laura_Bax@mow.uscourts.gov">Laura_Bax@mow.uscourts.gov</a>
Sydney Donovan <i>Operations Manager</i>	(816) 512-1849 <a href="mailto:Sydney_Donovan@mow.uscourts.gov">Sydney_Donovan@mow.uscourts.gov</a>

**JUDGE CONTACT INFORMATION**

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

<b>Chief Judge Cynthia A. Norton, Room 6462</b>	(816) 512-1895
Susan Campbell, <i>Career Law Clerk</i>	(816) 512-1897
Kenan Elzoobi, <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:**

<b>Judge Brian T. Fenimore, Room 6552</b>	(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**

<b>Name and E-Mail Address</b>	<b>Street Address</b>	<b>Phone/Fax/Assistant</b>
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### ***Chapter 7***

Eric L. Johnson <a href="mailto:ejohnsontrustee@spencerfane.com">ejohnsontrustee@spencerfane.com</a>	Spencer Fane LLP 1000 Walnut, Suite 1400 Kansas City, MO 64106	816-474-8100 816-474-3216 FAX Felecia Morris
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John C. Reed <a href="mailto:jreedlaw@aol.com">jreedlaw@aol.com</a>	Reed Law PC PO Box 1048 Jefferson City, MO 65102	573-635-8500 573-634-3079 FAX
--	--	----------------------------------

Norman E. Rouse <a href="mailto:twelch@cwrcave.com">twelch@cwrcave.com</a>	Collins Webster & Rouse PC 5957 East 20th Street Joplin, MO 64801	417-782-2222 417-782-1003 FAX Tabitha Welch
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Janice E. Stanton <a href="mailto:jstanton@sr-lawfirm.com">jstanton@sr-lawfirm.com</a>	Stanton & Redlingshafer LLC 104 W. 9th St., Ste. 303 Kansas City, MO 64105	816-421-7770 816-421-7773 FAX Julie Marcus
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Bruce E. Strauss <a href="mailto:trustee@merrickbakerstrauss.com">trustee@merrickbakerstrauss.com</a>	Merrick Baker & Strauss PC 1044 Main St., Suite 500 Kansas City, MO 64105	816-221-8855 816-221-7886 FAX Lana Hensley
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Victor F. Weber <a href="mailto:vfwtrustee@merrickbakerstrauss.com">vfwtrustee@merrickbakerstrauss.com</a>	Merrick Baker & Strauss PC 1044 Main St., Suite 500 Kansas City, MO 64105	816-221-8855 816-221-7886 FAX Lana Hensley
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### ***Chapter 12***

Richard V. Fink	2345 Grand Blvd, Ste. 1200 Kansas City, MO 64108	816-842-1031 David Boehnke
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### ***Chapter 13***

Richard V. Fink	2345 Grand Blvd, Ste. 1200 Kansas City, MO 64108	816-842-1031 David Boehnke
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# 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
<b><i>File as <u>one pdf</u> document when opening case:</i></b>		<b><i>File as <u>separate</u> documents at case opening:</i></b>	
<input type="checkbox"/> Voluntary Petition	B 101	<input type="checkbox"/> Declaration re Electronic Filing (Attorney Represented Debtors Only)	Local Form
<input type="checkbox"/> Summary of Assets and Certain Statistical Information	B 106-Sum	<b>or</b>	
<input type="checkbox"/> Schedules:		<input type="checkbox"/> Statement About Your Social Security Numbers (Pro Se Debtors Only)	B 121
Schedule A/B: Property	B 106A/B	<input type="checkbox"/> Initial Statement About an Eviction Judgment ( <i>if applicable</i> ); <b>and</b>	B 101A
Schedule C: Exempt Property	B 106C	<input type="checkbox"/> Statement about Payment of an Eviction Judgement ( <i>if applicable</i> )	B 101B
Schedule D: Secured Claims	B 106D	<b><i>Alternative options to paying full filing fee at case opening:</i></b>	
Schedule E/F: Unsecured Claims	B 106E/F	<input type="checkbox"/> Application to Pay Filing Fee in Installments	B 103A
Schedule G: Executory Contracts/ Unexpired Leases	B 106G	<b>or</b>	
Schedule H: Your Codebtors	B 106H	<input type="checkbox"/> Application to Waive Chapter 7 filing fee	B 103B
Schedule I: Your Income	B 106I	<input type="checkbox"/> Certificate of Credit Counseling (Certificate is issued by counseling agency)	n/a
Schedule J: Your Expenses	B 106J	<b><i>Alternative options if unable to comply with requirements of 11 U.S.C. §109h(1):</i></b>	
Schedules J-2: Expenses for Separate Household for Debtor 2 ( <i>if applicable</i> )	B 106 J-2	<input type="checkbox"/> Summary of Exigent Circumstances Requesting 30-day Waiver; <b>or</b>	Self-Prepare
<input type="checkbox"/> Declaration About an Individual Debtor's Schedules	B 106-Dec	<input type="checkbox"/> Motion for Waiver of Credit Counseling	Self-Prepare
<input type="checkbox"/> Statement of Financial Affairs for Individuals	B 107	<input type="checkbox"/> Debtor's Evidence of Employer Payments Received (60 days of pay stubs)	n/a
<input type="checkbox"/> Statement of Intention for Individuals	B 108	<b>or</b>	
<input type="checkbox"/> Chapter 7 Statement of Current Monthly Income	B 122A-1	<input type="checkbox"/> Affidavit of No Employer Payments Received	Local Form
<input type="checkbox"/> Chapter 7 Means Test Calculation	B 122A-2	<b><i>Motions filed at case opening, if applicable:</i></b>	
<input type="checkbox"/> Disclosure of Attorney Compensation	B 2030	<input type="checkbox"/> Motion Rebutting Presumption of Abuse Due to Special Circumstances	Self-Prepare
<input type="checkbox"/> List of Creditors / PDF Mailing Matrix*	Self-Prepare	<input type="checkbox"/> Debtor(s') Motion to Extend [or Impose] Automatic Stay 11 U.S.C. § 362(c)(3)[or 4]	Local Form
<input type="checkbox"/> Verification of Matrix	Local Form	<input type="checkbox"/> <b>Attorney Filers Only:</b> Text entry Certification regarding execution of Right & Responsibilities Agreement (MOW 2016-1.3).	Local Form
<b>If pro se petition preparer used, also include:</b>		<b>For filing assistance, contact the Clerk's Office at (816) 512-1800.</b>	
<input type="checkbox"/> Bankruptcy Petition Preparer's Notice, Declaration and Signature	B 119		
<input type="checkbox"/> Disclosure of Compensation of Petition Preparer	B 2800		
<b>*Attorney Filers:</b> The List of Creditors must also be prepared as a separate text file and uploaded via the creditor maintenance utility in ECF.			
<b>Missing Documents:</b> 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.			
<b>Bankruptcy Forms:</b> <a href="http://www.uscourts.gov/forms-rules/forms/bankruptcy-forms">www.uscourts.gov/forms-rules/forms/bankruptcy-forms</a>			
<b>Local Forms:</b> <a href="http://www.mow.uscourts.gov/forms/bankruptcy">www.mow.uscourts.gov/forms/bankruptcy</a>			



**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><b>File as <u>one pdf</u> document when opening case:</b></i>		<i><b>File as <u>separate</u> documents at case opening:</b></i>	
<input type="checkbox"/> Voluntary Petition	B 201	<input type="checkbox"/> Declaration re Electronic Filing	Local Form
<input type="checkbox"/> Summary of Assets and Liabilities	B 206-Sum	<input type="checkbox"/> Corporate Ownership Statement (MOW 7007.1-1)	Local Form
<input type="checkbox"/> Schedules:		<input type="checkbox"/> 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		
<input type="checkbox"/> Declaration Under Penalty and Perjury	B 202	<input type="checkbox"/> Motion Rebutting Presumption of Abuse Due to Special Circumstances	Local Form
<input type="checkbox"/> Statement of Financial Affairs for Non-Individuals	B 207	<input type="checkbox"/> Debtor(s') Motion to Extend [or Impose] Automatic Stay 11 U.S.C. § 362(c)(3)[or 4]	
<input type="checkbox"/> Disclosure of Attorney Compensation	B 2030		
<input type="checkbox"/> List of Creditors / PDF Mailing Matrix*	Self-Prepare		
<input type="checkbox"/> Verification of Matrix	Local Form		
<p><b>*Attorney Filers:</b> The List of Creditors must also be prepared as a separate text file and uploaded via the creditor maintenance utility in ECF.</p> <p><b>Missing Documents:</b> 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.</p> <p><b>Bankruptcy Forms:</b> <a href="http://www.uscourts.gov/forms-rules/forms/bankruptcy-forms">www.uscourts.gov/forms-rules/forms/bankruptcy-forms</a></p> <p><b>Local Forms:</b> <a href="http://www.mow.uscourts.gov/forms/bankruptcy">www.mow.uscourts.gov/forms/bankruptcy</a></p>		<p><b>For filing assistance, contact the Clerk's Office at (816) 512-1800.</b></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 individual case and should be in pdf (portable document format) electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
<b><i>File as <u>one pdf</u> document when opening case:</i></b>		<b><i>File as <u>separate</u> documents at case opening:</i></b>	
<input type="checkbox"/> Voluntary Petition	B 101	<input type="checkbox"/> Declaration re Electronic Filing (Attorney Represented Debtors Only)	Local Form
<input type="checkbox"/> Summary of Assets and Certain Statistical Information	B 106-Sum	<b>or</b>	
<input type="checkbox"/> Schedules:		<input type="checkbox"/> Statement About Your Social Security Numbers (Pro Se Debtors Only)	B 121
Schedule A/B: Property	B 106A/B	<input type="checkbox"/> Initial Statement About an Eviction Judgment ( <i>if applicable</i> ); <b>and</b>	B 101A
Schedule C: Exempt Property	B 106C	<input type="checkbox"/> 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	<input type="checkbox"/> Application to Pay Filing Fee in Installments	B 103A
Schedule H: Your Codebtors	B 106H		
Schedule I: Your Income	B 106I	<input type="checkbox"/> 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	<input type="checkbox"/> Summary of Exigent Circumstances Requesting 30-day Waiver; <b>or</b>	Self-Prepare
<input type="checkbox"/> Declaration About an Individual Debtor's Schedules	B 106-Dec	<input type="checkbox"/> Motion for Waiver of Credit Counseling	Self-Prepare
<input type="checkbox"/> List of the 20 Largest Unsecured Creditors	B 104		
<input type="checkbox"/> Statement of Financial Affairs for Individuals	B 107	<input type="checkbox"/> Debtor's Evidence of Employer Payments Received (60 days of pay stubs)	n/a
<input type="checkbox"/> Statement of Current Monthly Income (Not Required in Subchapter V cases)	B 122B	<b>or</b>	
<input type="checkbox"/> Disclosure of Attorney Compensation	B 2030	<input type="checkbox"/> Affidavit of No Employer Payments Received	Local Form
<input type="checkbox"/> List of Creditors / PDF Mailing Matrix*	Self-Prepare		
<input type="checkbox"/> Verification of Matrix	Local Form	<i>Motion filed at case opening, if applicable:</i>	
		<input type="checkbox"/> Debtor(s') Motion to Extend [or Impose] Automatic Stay 11 U.S.C. § 362(c)(3)[or 4]	Local Form
<b>If pro se petition preparer used, also include:</b>			
<input type="checkbox"/> Bankruptcy Petition Preparer's Notice, Declaration and Signature	B 119	<input type="checkbox"/> If applicable, 2015-2A and B Statements (MOW 2015-2)	Self-Prepare
<input type="checkbox"/> Disclosure of Compensation of Petition Preparer	B 2800	<input type="checkbox"/> If applicable, required Small Business documents under §1116(1) (balance sheet, statement of operations, and cash-flow statement)	Self-Prepare
		<input type="checkbox"/> If applicable, required Federal Tax Return for Small Businesses (use private ECF event found under Other Filings – Federal Tax Returns)	n/a
<b>*Attorney Filers:</b> The List of Creditors must also be prepared as a separate text file and uploaded via the creditor maintenance utility in ECF.		<b>For filing assistance, contact the Clerk's Office at (816) 512-1800.</b>	
<b>Missing Documents:</b> 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.			
<b>Bankruptcy Forms:</b> <a href="http://www.uscourts.gov/forms-rules/forms/bankruptcy-forms">www.uscourts.gov/forms-rules/forms/bankruptcy-forms</a>			
<b>Local Forms:</b> <a href="http://www.mow.uscourts.gov/forms/bankruptcy">www.mow.uscourts.gov/forms/bankruptcy</a>			

**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
<b><u>File as one pdf document when opening case:</u></b>		<b><u>File as separate documents at case opening:</u></b>	
<input type="checkbox"/> Voluntary Petition	B 201	<input type="checkbox"/> Declaration re Electronic Filing	Local Form
<input type="checkbox"/> Summary of Assets and Liabilities	B 206-Sum	<input type="checkbox"/> Corporate Ownership Statement (MOW 7007.1-1)	Local Form
<input type="checkbox"/> Schedules:		<input type="checkbox"/> 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	<input type="checkbox"/> 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	<input type="checkbox"/> If applicable, required Small Business documents under §1116(1) (balance sheet, statement of operations, and cash-flow statement)	
Schedule H: Your Codebtors	B 206H	<input type="checkbox"/> If applicable, required Federal Tax Return for Small Businesses (use private ECF event found under Other Filings – Federal Rax Returns)	n/a
<input type="checkbox"/> Declaration Under Penalty and Perjury	B 202		
<input type="checkbox"/> List of the 20 Largest Unsecured Creditors	B 204		
<input type="checkbox"/> Statement of Financial Affairs for Non-Individuals	B 207		
<input type="checkbox"/> Disclosure of Attorney Compensation	B 2030		
<input type="checkbox"/> List of Creditors / PDF Mailing Matrix*	Self-Prepare		
<input type="checkbox"/> Verification of Matrix	Local Form		
<p><b>*Attorney Filers:</b> The List of Creditors must also be prepared as a separate text file and uploaded via the creditor maintenance utility in ECF.</p> <p><b>Missing Documents:</b> If not included, the List of Creditors must be filed within 2 days of case opening, Declaration re e-filing, §1116(1) documents, &amp; 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.</p> <p><b>Bankruptcy Forms:</b> <a href="http://www.uscourts.gov/forms-rules/forms/bankruptcy-forms">www.uscourts.gov/forms-rules/forms/bankruptcy-forms</a></p> <p><b>Local Forms:</b> <a href="http://www.mow.uscourts.gov/forms/bankruptcy">www.mow.uscourts.gov/forms/bankruptcy</a></p>		<p><b>For filing assistance, contact the Clerk's Office at (816) 512-1800.</b></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 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
<b><i>File as <u>one pdf</u> document when opening case:</i></b>		<b><i>File as <u>separate</u> documents at case opening:</i></b>	
<input type="checkbox"/> Voluntary Petition	B 101	<input type="checkbox"/> Declaration re Electronic Filing (Attorney Represented Debtors Only)	Local Form
<input type="checkbox"/> Summary of Assets and Certain Statistical Information	B 106-Sum	<b>or</b>	
<input type="checkbox"/> Schedules:		<input type="checkbox"/> Statement About Your Social Security Numbers (Pro Se Debtors Only)	B 121
Schedule A/B: Property	B 106A/B	<input type="checkbox"/> Initial Statement About an Eviction Judgment ( <i>if applicable</i> ); <b>and</b>	B 101A
Schedule C: Exempt Property	B 106C	<input type="checkbox"/> 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		
Schedule H: Your Codebtors	B 106H		
Schedule I: Your Income	B 106I		
Schedule J: Your Expenses	B 106J		
Schedules J-2: Expenses for Separate Household for Debtor 2 ( <i>if applicable</i> )	B 106 J-2	<i>Alternative option to paying full filing fee at case opening:</i>	
<input type="checkbox"/> Declaration About an Individual Debtor's Schedules	B 106-Dec	<input type="checkbox"/> Application to Pay Filing Fee in Installments	B 103A
<input type="checkbox"/> Statement of Financial Affairs for Individuals	B 107		
<input type="checkbox"/> Disclosure of Attorney Compensation	B 2030	<input type="checkbox"/> Certificate of Credit Counseling (Certificate is issued by counseling agency)	n/a
<input type="checkbox"/> List of Creditors / PDF Mailing Matrix*	Self-Prepare	<i>Alternative options if unable to comply with requirements of 11 U.S.C. §109h(1):</i>	
<input type="checkbox"/> Verification of Matrix	Local Form	<input type="checkbox"/> Summary of Exigent Circumstances Requesting 30-day Waiver; <b>or</b>	Self-Prepare
		<input type="checkbox"/> Motion for Waiver of Credit Counseling	Self-Prepare
<b>If pro se petition preparer used, also include:</b>		<input type="checkbox"/> Debtor's Evidence of Employer Payments Received (60 days of pay stubs)	n/a
<input type="checkbox"/> Bankruptcy Petition Preparer's Notice, Declaration and Signature	B 119	<b>or</b>	
<input type="checkbox"/> Disclosure of Compensation of Petition Preparer	B 2800	<input type="checkbox"/> Affidavit of No Employer Payments Received	Local Form
<b>*Attorney Filers:</b> The List of Creditors must also be prepared as a separate text file and uploaded via the creditor maintenance utility in ECF.		<i>Motion filed at case opening, if applicable:</i>	
		<input type="checkbox"/> Debtor(s') Motion to Extend [or Impose] Automatic Stay 11 U.S.C. § 362(c)(3)[or 4]	Local Form
<b>Missing Documents:</b>			
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.		<input type="checkbox"/> If applicable, 2015-2A and B Statements (MOW 2015-2)	Self-Prepare
<b>Bankruptcy Forms:</b>			
<a href="http://www.uscourts.gov/forms-rules/forms/bankruptcy-forms">www.uscourts.gov/forms-rules/forms/bankruptcy-forms</a>			
<b>Local Forms:</b>			
<a href="http://www.mow.uscourts.gov/forms/bankruptcy">www.mow.uscourts.gov/forms/bankruptcy</a>			
		<b>For filing assistance, contact the Clerk's Office at (816) 512-1800.</b>	

**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><b>File as <u>one pdf</u> document when opening case:</b></i>		<i><b>File as <u>separate</u> documents at case opening:</b></i>	
<input type="checkbox"/> Voluntary Petition	B 201	<input type="checkbox"/> Declaration re Electronic Filing	Local Form
<input type="checkbox"/> Summary of Assets and Liabilities	B 206-Sum	<input type="checkbox"/> Corporate Ownership Statement (MOW 7007.1-1)	Local Form
<input type="checkbox"/> Schedules:		<input type="checkbox"/> 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> <input type="checkbox"/> 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		
<input type="checkbox"/> Declaration Under Penalty and Perjury	B 202		
<input type="checkbox"/> Statement of Financial Affairs for Non-Individuals	B 207		
<input type="checkbox"/> Disclosure of Attorney Compensation	B 2030		
<input type="checkbox"/> List of Creditors / PDF Mailing Matrix*	Self-Prepare		
<input type="checkbox"/> Verification of Matrix	Local Form		
* <b>Attorney Filers:</b> The List of Creditors must also be prepared as a separate text file and uploaded via the creditor maintenance utility in ECF.			
<b>Missing Documents:</b> 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.			
<b>Bankruptcy Forms:</b> <a href="http://www.uscourts.gov/forms-rules/forms/bankruptcy-forms">www.uscourts.gov/forms-rules/forms/bankruptcy-forms</a>			
<b>Local Forms:</b> <a href="http://www.mow.uscourts.gov/forms/bankruptcy">www.mow.uscourts.gov/forms/bankruptcy</a>			
		<b>For filing assistance, contact the Clerk's Office at (816) 512-1800.</b>	

**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
<b><i>File as <u>one pdf document</u> when opening case:</i></b>		<b><i>File as <u>separate documents</u> at case opening:</i></b>	
<input type="checkbox"/> Voluntary Petition	B 101	<input type="checkbox"/> Declaration re Electronic Filing (Attorney Represented Debtors Only)	Local Form
<input type="checkbox"/> Summary of Assets and Certain Statistical Information	B 106-Sum	<b>or</b>	
<input type="checkbox"/> Schedules:		<input type="checkbox"/> Statement About Your Social Security Numbers (Pro Se Debtors Only)	B 121
Schedule A/B: Property	B 106A/B	<input type="checkbox"/> Initial Statement About an Eviction Judgment ( <i>if applicable</i> ); <b>and</b>	B 101A
Schedule C: Exempt Property	B 106C	<input type="checkbox"/> 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		
Schedule H: Your Codebtors	B 106H		
Schedule I: Your Income	B 106I		
Schedule J: Your Expenses	B 106J		
Schedules J-2: Expenses for Separate Household for Debtor 2 ( <i>if applicable</i> )	B 106 J-2	<i>Alternative option to paying full filing fee at case opening:</i>	
<input type="checkbox"/> Declaration About an Individual Debtor’s Schedules	B 106-Dec	<input type="checkbox"/> Application to Pay Filing Fee in Installments	B 103A
<input type="checkbox"/> Statement of Financial Affairs for Individuals	B 107	<input type="checkbox"/> Certificate of Credit Counseling (Certificate is issued by counseling agency)	n/a
<input type="checkbox"/> Ch. 13 Statement of Current Monthly Income	B 122C-1	<i>Alternative options if unable to comply with requirements of 11 U.S.C. §109h(1):</i>	
<input type="checkbox"/> Ch. 13 Calculation of Disposable Income ( <i>if applicable</i> )	B 122C-2	<input type="checkbox"/> Summary of Exigent Circumstances Requesting 30-day Waiver; <b>or</b>	Self-Prepare
<input type="checkbox"/> Disclosure of Attorney Compensation		<input type="checkbox"/> Motion for Waiver of Credit Counseling	Self-Prepare
<input type="checkbox"/> List of Creditors / PDF Mailing Matrix*		<input type="checkbox"/> Debtor’s Evidence of Employer Payments Received (60 days of pay stubs)	n/a
<input type="checkbox"/> Verification of Matrix		<b>or</b>	
		<input type="checkbox"/> Affidavit of No Employer Payments Received	Local Form
		<i>Motion filed at case opening, if applicable:</i>	
		<input type="checkbox"/> Debtor(s’) Motion to Extend [or Impose] Automatic Stay 11 U.S.C. § 362(c)(3)[or 4]	Local Form
		<input type="checkbox"/> Chapter 13 Plan/Plan Summary (MOW 3083-1.1)	Local Form
			</

## **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](mailto: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

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