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** Renamed Event: Scheduling Conference/Acknowledgement & Consents**

The CM/ECF adversary event, Scheduling Conference/Acknowledgement & Consents, has been renamed. The event can now be found under Adversary > Other > Jurisdictional Acknowledgements & Consents.

The event is used to acknowledge whether a jury trial has been demanded; whether the jury trial may be conducted by the assigned bankruptcy judge; and whether the parties consent to the entry of final orders and judgments on core issues by the bankruptcy court.

** Certificates of Service**

Revised Local Rule 2002-1 F requires that Certificates of Service include the docket entry number of the document served. The rule states:

F. Certificate of Service of Notices. Certificates of service for notices must be substantially in the form of Local Form 4.

1. If all parties who are entitled to receive notice are served electronically by the ECF System, no additional certificate of service is necessary.

2. If parties are not listed on the Notice of Electronic Filing as having received electronic service and are entitled to receive notice, the filing party must serve a file-stamped copy of the Document in accordance with the Bankruptcy Rules and either include a certificate of service in the Document certifying the date of service, the manner of service, and the names and addresses of the persons and entities served or file a separate signed certificate of service containing the same information substantially in the form of Local Form 4. If a separate certificate of service is filed electronically, the certificate of service shall specifically identify the Document served (**including the docket number**) and the docket event shall be linked to the Document served. (Emphasis added)

A copy of Local Form 4 is attached.

The Court Clerk's Office will send courtesy emails to attorneys who fail to include the docket entry in their certificates of service. Corrective entries will be docketed in the future.

Corrective entries will be docketed for failure to file a mailing matrix if the certificate of service states that service was made to the matrix.

## Amended Schedules

Pursuant to Local Rule 1009-1, Amended Schedules must include a Cover Sheet electronically or personally signed by the filing attorney, an Amended Summary of Schedules, and an Amended Statistical Summary. A verification or an unsworn declaration signed personally or electronically by the Debtor(s) is also required. The declaration should reflect the correct number of pages included in the PDF. Corrective entries will be docketed and correction required for failure to file these documents with Amended Schedules. The Rule states:

### **RULE 1009-1 AMENDMENTS TO LISTS AND SCHEDULES**

**A. Cover Sheet.** All amendments to the petition, statements, lists or schedules must have a cover sheet complying substantially with the official forms and must be entitled "AMENDMENT TO (specify petition, statement, list, or schedule being amended)." Cover sheets

shall include the personal or electronic signature of the filing attorney or the personal signature of the pro se debtor.

**B. Schedule Amendments.** Each time schedules are amended, an amended summary of schedules and statistical summary must be filed and should include, if applicable, revised amounts and totals to reflect the amendment made.

**C. Signature of Debtor(s).** All amendments must be verified or contain an unsworn declaration of the debtor to the same extent as was required of the original Document.

**D. Additional Filing Fee.** An additional filing fee is required for each amendment to a debtor's Schedules D, E and F, the creditor matrix or list of creditors pursuant to 28 U.S.C. § 1930(b).

**E. Notice to Creditors.** If creditors are added to the schedules after the service of the notice of bankruptcy case, meeting of creditors and deadlines, the debtor shall give notice to each additional creditor of the commencement of the case and all applicable bar dates and deadlines and file a certificate of service for such notice. See also Local Rule 5005-1(E).

### **Rules 2014-1 Applications for Employment**

New Local Rule 2014-1 requires applications for employment to be filed and served in accordance with the Court's motion practice which in turn requires a 14 day objection period. Notice should be provided to the AUST and the debtor (which, in the majority of our cases, will be taken care of by CM/ECF; only in pro se cases will the filer have to make sure that the debtor receives notice of the application).

### **Paper Filers**

Attorneys who are not CM/ECF certified attorney filers will be noted on the CM/ECF docket as a Paper Filer. This action was requested as a reminder that an attorney who is not a CM/ECF certified attorney filer does not receive a Notice of Electronic Filing (NEF). Parties receiving email

notice/service and manual notice for a specific case may be found in CM/ECF under Utilities > Mailings > Mailing Info for a Case.

The Paper Filer designation will not be made for attorneys filing only proofs of claims in paper format. As a reminder, CM/ECF limited participants do not receive NEF's.

### **Undeliverable Notices of Electronic Filing**

When a Notice of Electronic Filing (NEF) sent to the primary email address of a CM/ECF certified attorney is returned to the Court as undeliverable, an entry will be docketed reflecting that the NEF was not delivered.

### **CM/ECF Event Change for Waiver of 14 Day Stay--FRBP 4001(a)(3)**

The CM/ECF events

Motion for Relief from Stay;  
Motion for Relief from Stay and to Abandon;  
Motion for Relief from Stay and Abandon or Adequate Protection; and  
Motion for Relief from Stay and Abandon and Relief from Co-Debtor Stay

have been modified to provide a radio button if the motion includes a request for waiver pursuant to FRBP 4001(a)(3) and Local Rule 4001-1 B.

**LOCAL FORM 4**

[CASE CAPTION MUST BE INCLUDED IF FILED AS A SEPARATE DOCUMENT.]

**CERTIFICATE OF SERVICE TEMPLATE**

The following template substantially complies with Local Rule 9007-1. Attorneys may devise their own certificates of service in compliance with the Federal Rules of Civil Procedure, the Federal Rules of Bankruptcy Procedure and the Local Rules.

This is to certify that on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, a true and correct copy of the [insert title of document served], filed on \_\_\_\_\_, 20\_\_\_ [Doc. No. \_\_\_], was forwarded via U.S. Mail, first class, postage prepaid, to the following:

Applied Group Inc., 4615 E. Arizona Street, Phoenix, AZ 85040  
Associated Bank, P.O. Box 1919, Wilmington, MD 19850  
Atlas Recovery Systems, P.O. Box 2020, Escondido, CA 92046

s/ \_\_\_\_\_  
Attorney Name  
[full signature block required if certificate  
of service is filed as a separate document]