

**ECF *filer Update***

**September 2015**

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 **Entries of Appearance**

Please remember that, pursuant to Local Rule 9010-1 B, an attorney appearing for a party in a case or proceeding must enter an appearance by signing and filing an entry of appearance or a document. The Clerk's Office staff has noticed that attorneys appear at hearings without having entered an appearance in the case.

 **Forms Revisions**

Significant changes to many of the Bankruptcy Official Forms become effective December 1, 2015. Please ensure that your filing software is updated. A form conversion chart is attached.

The new forms may be reviewed at: <http://www.uscourts.gov/rules-policies/pending-rules-amendments/pending-changes-bankruptcy-forms>

 **Debtor Street Address**

When completing a petition for filing, please remember to include the debtor's street address on the petition form. A mailing address is insufficient. A correction will be required.

## Amendments to Federal Rules of Bankruptcy Procedure

The Judicial Conference Advisory Committee on Bankruptcy Rules has proposed amendments to the Rules. The proposed amendments and committee reports are available at <http://www.uscourts.gov/rules-policies/proposed-amendments-published-public-comment>. The public comment period ends February 16, 2016.

## Corrective Entry Reminders

### **Sign all pleadings.**

Pursuant to FRCP 11 and Local Rule 9011-4, every pleading and other paper **must be signed** by the attorney of record. If multiple documents are filed together (e.g. petition, amended schedules cover sheet, etc.), the signature must appear on one of the documents. The signature of the attorney filer **MUST** appear on forms that do not have signature lines and on affidavits.

### **Redact personally identifiable information from your filings.**

Personally identifiable information includes social security numbers, dates of birth, names of minor children, and financial account numbers. Do not file the B 21 form with the petition. Review pay advices for social security numbers with extreme caution before filing. Rule 9037 (g) of the Federal Rules of Bankruptcy Procedure states that a filer “waives the protection” of the rule as to the filer’s “own information by filing it without redaction.” The redaction requirement also applies to Proofs of Claims and supporting documentation. If personally identifiable information must be redacted, an application must be filed, an order uploaded, and a \$25 filing fee paid.

### **Prepare all case initiation documents.**

Before filing a case electronically, pretend you are filing it at the Clerk’s Office and ensure that all necessary documents are included and completed. For example, a B 21 Form, Debtor’s Statement of Social Security Number signed personally by the debtor(s) must be filed. The matrix and a verification of matrix signed personally or electronically by the debtors must be filed.

### **Use the current forms.**

To ensure your forms are current, visit <http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms.aspx>.

The Means Test documents for Chapters 7, 11 (individual), and 13 were revised effective 12/1/2014. Update your bankruptcy filing software!

**File an amendment cover sheet.**

Local Rule 1009-1 A states: 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.

**File a pay advice cover sheet.**

A Pay Advice Cover Sheet, Local Form 2, must be filed with all pay advices pursuant to Local Rule 1007-1 D.

**Correct certificates of service.**

Ensure that your certificate of service complies with Local Form 4. If a separate certificate of service is filed electronically, the certificate of service shall specifically identify the Document by name and docket entry number and the docket event shall be linked to the Document served.

 **New CM/ECF Events**

The following events have recently been added to CM/ECF:

- Bankruptcy > Motions/Applications > Motion to Sell
- Bankruptcy > Chapter 11 or Other > Corporate/Partnership Affidavit Authorizing Filing

Modernized Bankruptcy Forms Numbering Conversion Chart 7.30.15

2014 Form Number	2014 Form Name	2015 Number	New Name	
<b>Official Bankruptcy Forms</b>				
B 1	Voluntary Petition	B101	Voluntary Petition for Individuals Filing for Bankruptcy <i>(incorporates exhibits – carves out eviction judgment statement as new form B101AB)</i>	
		B101A	Initial Statement About an Eviction Judgment Against You	
		B101B	Statement About Payment of an Eviction Judgment Against You	
		B201	Voluntary Petition for Non-Individuals Filing for Bankruptcy	
	Exhibit A	B201A	Attachment to Voluntary Petition for Non-Individuals Filing for Bankruptcy Under Chapter 11	
	Exhibit C	B101 B201	<i>Hazardous Property or Property That Needs Immediate Attention -- incorporated in Forms B101 and B201</i>	
	Exhibit D	B101	<i>Individual Debtor's Statement of Compliance with Credit Counseling Requirement – Incorporated in Form B101</i>	
	[Chapter 15 questions from Petition]	B401	Petition for Recognition of Foreign Proceeding	
B 2	Declaration under Penalty of Perjury on Behalf of a Corporation or Partnership	B202	Declaration Under Penalty of Perjury for Non-Individual Debtors <i>(For petition, schedules, SOFA, etc.)</i> .	
B 3A	Application and Order to Pay Filing Fee in Installments	B103A	Application for Individuals to Pay the Filing Fee in Installments	
B 3B	Application for Waiver of Chapter 7 Filing Fee	B103B	Application to Have the Chapter 7 Filing Fee Waived	
B 4	List of Creditors Holding 20 Largest Unsecured Claims	B104	For Individual Chapter 11 Cases: The List of Creditors Who Have the 20 Largest Unsecured Claims Against You Who Are Not Insiders <i>(individuals)</i>	
		B204	For Chapter 11 Cases: The List of Creditors Who Have the 20 Largest Unsecured Claims Against You Who Are Not Insiders <i>(non-individuals)</i>	
B 5	Involuntary Petition	B105	Involuntary Petition Against an Individual	
		B205	Involuntary Petition Against a Non-Individual	
B6 Sum	Summary of Schedules (Includes Statistical Summary of Certain Liabilities)	B106 -- Summary	A Summary of Your Assets and Liabilities and Certain Statistical Information <i>(individuals)</i>	
		B206 -- Summary	A Summary of Your Assets and Liabilities <i>(non-individuals)</i>	
B 6A	Schedule A - Real Property	}	B106A/B	Schedule A/B: Property <i>(combines real and personal property, individuals)</i>
B 6B	Schedule B - Personal Property		B206A/B	Schedule A/B: Property <i>(combines real and personal property, non-individuals)</i>
B 6C	Schedule C - Property Claimed as Exempt	B106C	Schedule C: The Property You Claim as Exempt <i>(individuals)</i>	

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2014 Form Number	2014 Form Name	2015 Number	New Name	
B 6D	Schedule D - Creditors Holding Secured Claims	B106D	Schedule D: Creditors Who Hold Claims Secured By Property ( <i>against individuals</i> )	
		B206D	Schedule D: Creditors Who Hold Claims Secured By Property ( <i>against non-individuals</i> )	
B 6E	Schedule E - Creditors Holding Unsecured Priority Claims	}	B106E/F	Schedule E/F: Creditors Who Have Unsecured Claims ( <i>against individuals, combines priority and non-priority</i> )
B 6F	Schedule F - Creditors Holding Unsecured Nonpriority Claims		B206E/F	Schedule E/F: Creditors Who Have Unsecured Claims ( <i>against non-individuals, combines priority and non-priority</i> )
B 6G	Schedule G - Executory Contracts and Unexpired Leases	B106G	Schedule G: Executory Contracts and Unexpired Leases ( <i>individuals</i> )	
		B206G	Schedule G: Executory Contracts and Unexpired Leases ( <i>non-individuals</i> )	
B 6H	Schedule H - Codebtors	B106H	Schedule H: Your Codebtors ( <i>individuals</i> )	
		B206H	Schedule H: Your Codebtors ( <i>non-individuals</i> )	
B 6I	Schedule I - Current Income of Individual Debtor(s)	B106I	Schedule I: Your Income ( <i>individuals</i> )	
		No B206I	To be a Director's Form	
B 6J	Schedule J - Current Expenditures of Individual Debtor(s)	B106J	Schedule J: Your Expenses	
		B106J-2	Schedule J-2: Expenses for Separate Household of Debtor 2	
		No B206J	To be a Director's Form	
B 6 Dec	Declaration Concerning Debtor's Schedules	B106 -- Declaration	Declaration About an Individual Debtor's Schedules	
		B202	Declaration Under Penalty of Perjury On Behalf of a Corporation or Partnership ( <i>For petition, schedules, SOFA, etc</i> )	
B 7	Statement of Financial Affairs	B107	Your Statement of Financial Affairs for Individuals Filing for Bankruptcy	
		B207	Statement of Your Financial Affairs ( <i>non-Individuals</i> )	
B 8	Chapter 7 Individual Debtor's Statement of Intention	B108	Statement of Intention for Individuals Filing Under Chapter 7	
B 9A	Chapter 7 Individual or Joint Debtor No Asset Case	B309A	(For Individuals or Joint Debtors) Notice of Chapter 7 Bankruptcy Case – No Proof of Claim Deadline	
B 9B	Chapter 7 Corporation/Partnership No Asset Case	B309C	(For Corporations or Partnerships) Notice of Chapter 7 Bankruptcy Case – No Proof of Claim Deadline Set	
B 9C	Chapter 7 Individual or Joint Debtor Asset Case	B309B	(For Individuals or Joint Debtors) Notice of Chapter 7 Bankruptcy Case – Proof of Claim Deadline Set	
B 9D	Chapter 7 Corporation/Partnership Asset Case (12/11)	B309D	(For Corporations or Partnerships) Notice of Chapter 7 Bankruptcy Case – Proof of Claim Deadline Set	
B 9E	Chapter 11 Individual or Joint Debtor Case	}	B309E	(For Individuals or Joint Debtors) Notice of Chapter 11 Bankruptcy Case ( <i>former Alt version combined with Form B309-E</i> )
B 9E(Alt.)	Chapter 11 Individual or Joint Debtor Case			
B 9F	Chapter 11 Corporation/Partnership Case	}	B309F	(For Corporations or Partnerships) Notice of Chapter 11 Bankruptcy Case ( <i>former Alt version combined with Form B309-F</i> )
B 9F(Alt.)	Chapter 11 Corporation/Partnership Case			
B 9G	Chapter 12 Individual or Joint Debtor Family Farmer	B309G	(For Individuals or Joint Debtors) Notice of Chapter 12 Bankruptcy Case	

Modernized Bankruptcy Forms Numbering Conversion Chart **7.30.15**

2014 Form Number	2014 Form Name	2015 Number	New Name
B 9H	Chapter 12 Corporation/Partnership Family Farmer	B309H	(For Corporations or Partnerships) Notice of Chapter 12 Bankruptcy Case
B 9I	Chapter 13 Case	B309I	Notice of Chapter 13 Bankruptcy Case
B 10	Proof Of Claim	B410	Proof Of Claim
B 10A	Proof Of Claim, Attachment A	B410A	Proof Of Claim, Attachment A
B 10S-1	Proof Of Claim, Supplement 1	B410S-1	Proof Of Claim, Supplement 1
B 10S-2	Proof Of Claim, Supplement 2	B410S-2	Proof Of Claim, Supplement 2
B 11A	General Power of Attorney	<b>Abrogated</b>	<i>Reissue as director's form 4011A – same name</i>
B 11B	Special Power of Attorney	<b>Abrogated</b>	<i>Reissue as director's form 4011B – same name</i>
B 12	Order and Notice for Hearing on Disclosure Statement	B312	Same
B 13	Order Approving Disclosure Statement and Fixing Time for Filing Acceptances or Rejections of Plan, Combined with Notice Thereof	B313	Same
B 14	Ballot for Accepting or Rejecting Plan	B314	Same
B 15	Order Confirming Plan	B315	Same
B 16A	Caption	B416A	Same
B 16B	Caption (Short Title)	B416B	Same
B 16D	Caption for Use in Adversary Proceeding other than for a Complaint Filed by a Debtor	B416D	Same
B 17A	Notice Of Appeal And Statement Of Election	B417A	Same
B17B	Optional Appellee Statement Of Election To Proceed In District Court	B417B	Same
B17C	Certificate of Compliance With Rule 8015(a)(7)(B) or 8016(d)(2)	B417C	Same
B 18	Discharge of Debtor	B318	Discharge of Debtor in a Chapter 7 Case
B 19	Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer	B119	Bankruptcy Petition Preparer's Notice, Declaration and Signature
B 20A	Notice of Motion or Objection	<b>B420A (eff. 12.1.16 or later)</b>	Notice of Motion or Objection
B 20B	Notice of Objection to Claim	<b>B420B (eff. 12.1.16 or later)</b>	Notice of Objection to Claim
B 21	Statement of Social Security Number	B121	Your Statement About Your Social Security Numbers
B 22A-1	Chapter 7 Statement of Your Current Monthly Income and Means-Test Calculation ( <i>published as 22A-1</i> )	B122A-1	Same
B 22A-1Supp	Chapter 7 Means Test Exemption Attachment	B122A-1Supp	Same
B 22A-2	Chapter 7 Means Test Calculation	B122A-2	Same
B 22B	Chapter 11 Statement of Your Current	B122B	Same
B22C-1	Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period)	B122C-1	Same
B22C-2	Chapter 13 Calculation of Your Disposable Income	B122C-2	Same
B 23	Debtor's Certification of Completion of Instructional Course Concerning Financial Management	B423	Certification About a Financial Management Course

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2014 Form Number	2014 Form Name	2015 Number	New Name
B 24	Certification to Court of Appeals	B424	Same
B 25A	Plan of Reorganization in Small Business Case under Chapter 11	B425A (eff. 12.1.16 or later)	Same
B 25B	Disclosure Statement in Small Business Case under Chapter 11	B425B (eff. 12.1.16 or later)	Same
B 25C	Small Business Monthly Operating Report	B425C (eff. 12.1.16 or later)	Same
B 26	Periodic Report Regarding Value, Operations and Profitability of Entities in Which the Debtor's Estate Holds a Substantial or Controlling Interest	B426 (eff. 12.1.16 or later)	Same
B 27	Reaffirmation Agreement Cover Sheet	B427	Cover Sheet for Reaffirmation Agreement
<b>Director's Bankruptcy Forms</b>			
B 13S	Order Conditionally Approving Disclosure Statement, Fixing Time for Filing Acceptances or Rejections of Plan, and Fixing the Time for Filing Objections to the Disclosure Statement and to the Confirmation of the Plan, Combined with Notice Thereof and of the Hearing on Final Approval of the Disclosure Statement and the Hearing on Confirmation of the Plan	B3130S	Order and Notice Conditionally Approving Disclosure Statement; Fixing Time for Filing Acceptances or Rejections of Plan; Fixing Time for Filing Objections to Disclosure Statement and Objections to Confirmation of Plan; and Fixing Time for Hearing on Final Approval of Disclosure Statement and Hearing on Confirmation of Plan
B 15S	Order Finally Approving Disclosure Statement and Confirming Plan	B3150S	Order Approving Disclosure Statement and Confirming Plan
B 18F	Discharge of Debtor After Completion of Chapter 12 Plan	B3180F	Chapter 12 Discharge
B 18FH	Discharge of Debtor Before Completion of Chapter 12 Plan	B3180FH	Chapter 12 Hardship Discharge
B 18J	Discharge of Joint Debtors (Chapter 7)	<b>B318</b>	Discharge of Debtor in a Chapter 7 Case (combined with Form 318)
B 18JO	Discharge of One Joint Debtor (Chapter 7)	<b>B318</b>	Discharge of Debtor in a Chapter 7 Case (combined with Form 318)
B 18RI	Discharge of Individual Debtor in a Chapter 11 Case	B3180RI	Individual Chapter 11 Discharge
B 18W	Discharge of Debtor After Completion of Chapter 13 Plan	B3180W	Chapter 13 Discharge
B 18WH	Order Discharging Debtor Before Completion of Chapter 13 Plan	B3180WH	Chapter 13 Hardship Discharge
B 104	Adversary Proceeding Cover Sheet	B1040	Same
B 131	Exemplification Certificate	B1310	Same
B 132	Application for Search of Bankruptcy Records	B1320	Same
B 133	Claims Register	B1330	Same
B 200	Required Lists, Schedules, Statements and Fees	B2000	
B 201A	Notice to Individual Consumer Debtor	B2010	Notice Required by 11 U.S.C. § 342(b) for Individuals Filing for Bankruptcy
B 201B	Certification of Notice to Individual Consumer Debtor(s)	<b>B101</b>	Voluntary Petition for Individuals Filing for Bankruptcy (combined with Form 101)
B 202	Statement of Military Service	B2020	Same

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<b>2014 Form Number</b>	<b>2014 Form Name</b>	<b>2015 Number</b>	<b>New Name</b>
B 203	Disclosure of Compensation of Attorney for Debtor	B2030	Attorney's Disclosure of Compensation
B 204	Notice of Need to File Proof of Claim Due to Recovery of Assets	B2040	Same
B 205	Notice to Creditors and Other Parties in Interest	B2050	Same
B 206	Certificate of Commencement of Case	B2060	Same
B 207	Certificate of Retention of Debtor In Possession	B2070	Same
B 210A	Transfer of Claim Other Than for Security	B2100A	Same
B 210B	Notice of Transfer of Claim Other Than for Security	B2100B	Same
B 230A	Order Confirming Chapter 12 Plan	B2300A	Same
B 230B	Order Confirming Chapter 13 Plan	B2300B	Same
B 231A	Order Fixing Time to Object to Proposed Modification of Confirmed Chapter 12 Plan	B2310A	Same
B 231B	Order Fixing Time to Object to Proposed Modification of Confirmed Chapter 13 Plan	B2310B	Same
B 240A	Reaffirmation Documents	B2400A	Same
B 240B	Motion for Approval of Reaffirmation Agreement	B2400B	Same
B 240C	Order on Reaffirmation Agreement	B2400C	Same
B 240A/B ALT	Reaffirmation Agreement	B2400A/B ALT	Same
B 240C ALT	Order on Reaffirmation Agreement	B2400C ALT	Same
B 250A	Summons in an Adversary Proceeding	B2500A	Same
B 250B	Summons and Notice of Pretrial Conference in an Adversary Proceeding	B2500B	Same
B 250C	Summons and Notice of Trial in an Adversary Proceeding	B2500C	Same
B 250D	Third-Party Summons	B2500D	Same
B 250E	Summons to Debtor in Involuntary Case	B2500E	Same
B 250F	Summons in a Chapter 15 Case Seeking Recognition of a Foreign Nonmain Proceeding	B2500F	Same
B 253	Order for Relief in an Involuntary Case	B2530	Same
B 254	Subpoena for Rule 2004 Examination	B2540	Same
B 255	Subpoena in an Adversary Proceeding	B2550	Same
B 256	Subpoena in a Case Under the Bankruptcy Code	B2560	Same
B 257	Subpoena to Produce Documents, Information, or Objects or To Permit Inspection in a Bankruptcy Case (or Adversary Proceeding)	B2570	Same
B 260	Entry of Default	B2600	Same
B 261A	Judgment by Default	B2610A	Same
B 261B	Judgment by Default	B2610B	Same
B 261C	Judgment in an Adversary Proceeding	B2610C	Same
B 262	Notice of Entry of Judgment	B2620	Same
B 263	Bill of Costs	B2630	Same



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2014 Form Number	2014 Form Name	2015 Number	New Name
B 264	Writ of Execution to the United States Marshal	B2640	Same
B 265	Certification of Judgment for Registration in Another District	B2650	Same
B 270	Notice of Filing of Final Report of Trustee, of Hearing on Applications for Compensation [and of Hearing on Abandonment of Property by the Trustee]	B2700	Same
B 271	Final Decree	B2710	Same
B 280	Disclosure of Compensation of Bankruptcy Petition Preparer	B2800	Same
B 281	Appearance of Child Support Creditor or Representative	B2810	Same
B 283	Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q)	B2830	Same