

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
<b>1 Introduction</b>										
1.1			Mission, Vision and Values	1-1	nhm		mgg			
1.2			Legal Effect of this Guide	1-3	nhm		mgg			
1.3			Sample Forms	1-3	nhm		mgg			
1.4			Deficiencies in Filings	1-4	nhm		mgg			
1.5			Suggestions for Improvement	1-4	nhm		mgg			
1.6			Obtaining Copies of the Guide	1-4	nhm		mgg			
1.7			Obtaining the Guide in Electronic Form	1-5	sak		mgg			
1.8			Updates to the Guide	1-5	sak		mgg			
1.9			How to Use this Guide	1-5	sak		mgg			
1.10			Reference and Citation Forms Used	1-6	mgg		mgg			
1.11			Debtors Proceeding Without a Lawyer	1-7	nhm		mgg			
1.12			Complaints	1-7	nhm		mgg			
<b>APPENDIX 1 (2 items)</b>										
			<i>Code of Conduct for Jud Emp</i>		sak		mgg			
			<i>Rules Judicial Council of the 10th Cir re Comp Jud Miscon or Disab</i>		sak		mgg			
<b>2 General Information</b>										
2.1			Location, Mailing Address, Business Hours and Federal Holidays	2-1	sak		mgg			
2.2			Drop Box Filing	2-2	sak		mgg			
2.3			Court Personnel	2-3	sak		mgg			
	2.3.1		Judges and Their Staffs	2-3	sak		mgg			
	2.3.2		Clerk's Office Staff	2-4	sak		mgg			
	2.3.3		Subject Index to Court Personnel	2-5	sak		mgg			
2.4			Court and Hearing Locations; Mailing Address	2-7	sak		mgg			
2.5			Office of the United States Trustee	2-8	sak		mgg			
2.6			Audio Tapes of §341 Meetings	2-9	sak		mgg			
2.7			Obtaining Copies from the Copy Center	2-9	sak		mgg			
2.8			Obtaining Copies from the Clerk's Office	2-10	sak		mgg			
2.9			Court Reporting Services	2-10	sak		mgg			

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
	2.9.1		Current Court Reporter	2-10	sak		mgg			
	2.9.2		Schedule of Court Reporter Fees	2-11	sak		mgg			
2.10			Services to Persons with Communications Disabilities	2-12	sak		mgg			
	2.10.1		Persons with Hearing Impairments	2-12	sak		mgg			
	2.10.2		Persons Unable to Communicate in English	2-12	sak		mgg			
	2.10.3		Access Coordinator	2-12	sak		mgg			
2.11			Case Information	2-13	sak		mgg			
	2.11.1		Case Number/Initials Format and Meaning	2-13	sak		mgg			
	2.11.2		Access to Case Records	2-13	sak		mgg			
	2.11.3		Access to Open Files	2-14	sak		mgg			
	2.11.4		Access to Closed Files	2-15	tas		sak			
	2.11.5		Withdrawal of Case Files	2-16	tas		mgg			
2.12			Information and Assistance Available from the Clerk	2-16	tas		mgg			
	2.12.1		Search Requests and Fees	2-18	tas		mgg			
2.13			Legal Assistance	2-18	sak		mgg			
2.14			Forms	2-19	sak		mgg			
	2.14.1		Forms to Commence Bankruptcy Cases	2-19	sak		mgg			
	2.14.2		Other Forms Available from the Clerk's Office	2-19	sak		mgg			
2.15			Local Rules	2-19	sak		mgg			
2.16			Court Electronic Records and Information	2-20	sak		mgg			
	2.16.1		Voice Case Information System (VCIS)	2-20	sak		mgg			
	2.16.2		PACER	2-21	sak		mgg			
		2.16.2.1	Registration	2-21	sak		mgg			
		2.16.2.2	Availability	2-21	sak		mgg			
		2.16.2.3	Equipment	2-21	sak		mgg			
		2.16.2.4	Instructions	2-22	sak		mgg			
		2.16.2.5	Information	2-22	sak		mgg			
	2.16.3		LegalNet	2-23	sak		mgg			
	2.16.4		Internet	2-24	sak		mgg			
2.17			Statistical Information	2-25	sak		mgg			

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
APPENDIX 2 (7 items)										
Case Mgr Terminal Digit Assignmts					sak		mgg			
BPS Inc.'s Fee Schedule					sak		mgg			
Chapter 7 Panel Trustees					sak		mgg			
App for Search of Bk Records					sak		mgg			
Adm Order of USDC Misc. # 84-0324, (3/19/92)					sak		mgg			
Local Rules Advisory Committee					sak		mgg			
VCIS Instructions					sak		mgg			
<b>3 Commencement of Bankruptcy Cases</b>										
	3.1		General Information for Filing Cases Under All Chapters	3-1	tas		mgg			
		3.1.1	Assembly of Initial Documents; Number of Copies and Fee Required	3-1	tas		mgg			
		3.1.2	Documents Required to Commence a Case	3-1	tas		mgg			
		3.1.3	Paying Fees by Credit Card	3-2	tas		mgg			
		3.1.4	Installment Payments	3-2	tas		mgg			
		3.1.5	Contact Clerk Before Filing Large Cases	3-3	tas		mgg			
	3.2		Mailing List Guidelines	3-4	tas		mgg			
		3.2.1	Exceptions to Requirement; Assistance Provided by the Clerk's Office		tas		mgg			
		3.2.2	Failure to Submit Mailing List	3-4	tas		mgg			
		3.2.3	Standard Creditor Addresses	3-4	tas		mgg			
	3.3		Commencement of Involuntary Petitions	3-5	tas		mgg			
	3.4		Judge and Trustee Assignment	3-6	tas		mgg			
		3.4.1	Judge Assignment	3-6	tas		mgg			
		3.4.2	Trustee Assignment	3-6	tas		mgg			
	3.5		Recusals and Assignment of Case to Different Judge	3-6	tas		mgg			
	3.6		§ 341 Meetings of Creditors	3-7	tas		mgg			
		3.6.1	Dates and Locations of § 341 Meetings	3-7	tas		mgg			
		3.6.2	How Scheduled	3-8	tas		mgg			

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
	3.6.3		Special Scheduling Before § 341 Meeting Date is Scheduled	3-9	tas		mgg			
	3.6.4		Continuation of § 341 Meeting After Meeting Date is Scheduled	3-9	tas		mgg			
	3.6.5		Motions to Dismiss for Failure to Attend § 341 Meeting	3-10	tas		mgg			
APPENDIX 3 (27 items)										
<i>Assembly of Petitions</i>							tas		mgg	
<i>Copy Requirements</i>							tas		mgg	
<i>Fee Schedule</i>							tas		mgg	
<i>Clerk's Notice to Individual Chapter 11 and Chapter 13 Consumer Debtors</i>							tas		mgg	
<i>Application to Pay Filing Fee; Miscellaneous Administrative Fee, and Trustee Surcharge in Installments</i>							tas		mgg	
<i>Order Granting Application to Pay Filing Fee, Miscellaneous Administrative Fee, and Trustee Surcharge in Installments</i>							tas		mgg	
<i>Floppy Disk Mailing List Guidelines</i>							tas		mgg	
<i>Scanner Mailing List Guidelines</i>							tas		mgg	
<i>Creating a Mailing List File in Clarisworks 2.0 for the Macintosh</i>							tas		mgg	
<i>Instructions for Creating a Mailing List Diskette File in Word for Windows 6.0</i>							tas		mgg	
<i>Creating a Mailing List File in Microsoft Word for the Macintosh</i>							tas		mgg	
<i>Instructions for Creating a Mailing List Diskette File Using Specialty Software, Version 4.1</i>							tas		mgg	
<i>Instructions for Creating a Mailing List Diskette File Using Specialty Software, Typeset Version</i>							tas		mgg	
<i>Instructions for One-time Setup to Create Mailing List Diskette Files in Top Form, Version 3.01a</i>							tas		mgg	
<i>Instructions for One-time Setup to Create Mailing List Diskette Files in Top Form, Version 4.01a</i>							tas		mgg	

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
					tas		mgg			
					tas		mgg			
					tas		mgg			
					tas		mgg			
					tas		mgg			
					tas		mgg			
					tas		mgg			
					tas		mgg			
					tas		mgg			
					tas		mgg			
					tas		mgg			
					tas		mgg			
<b>4 General Case Administration and Practice</b>										
	4.1		General Filing Requirements	4-1	sak		mgg			
		4.1.1	Cover Letters	4-1	sak		mgg			
		4.1.2	Paper Size	4-1	sak		mgg			
		4.1.3	Format; Space for File Stamp	4-1	sak		mgg			
		4.1.3.1	Two-hole Punch	4-1	sak		mgg			
		4.1.3.2	Copy Stamp	4-2	sak		mgg			
		4.1.3.3	Filer Name, Address, Telephone	4-2	sak		mgg			
		4.1.4	Captions for Bankruptcy Cases	4-2	mgg		mgg			
		4.1.5	Captions for Adversary Proceedings	4-3	mgg		mgg			
		4.1.6	Title of Pleadings	4-3	mgg		mgg			
		4.1.7	Number of Copies Required	4-4	sak		mgg			
		4.1.8	Service and Notice Generally	4-4	mgg		mgg			
		4.1.9	Service by Fax	4-7	mgg		mgg			
		4.1.10	Certificates of Service	4-7	mgg		mgg			

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
	4.1.11		Service on the United States Trustee	4-8	mgg		mgg			
	4.1.12		Where to File	4-8	mgg		mgg			
	4.1.13		Electronic Filing	4-9	sak		mgg			
		4.1.13.1	Filing by Fax	4-9	sak		mgg			
		4.1.13.2	Filing by Electronic Transmission	4-9	sak		mgg			
	4.1.14		Return of Endorsed Copies	4-9	tas		mgg			
	4.1.15		Dual-sided Copies	4-10	tas		mgg			
4.2			Disclosure of Non-Filing Spouse and Community Assets and Liabilities	4-10	tas		mgg			
4.3			Notice of Automatic Bankruptcy Stay	4-11	tas		mgg			
4.4			Descriptions of Real Property	4-11	tas		mgg			
4.5			Check Policy and Returned Checks	4-12	tas		mgg			
4.6			Deposits into the Court Registry	4-12	tas		mgg			
4.7			Motions for Release of Unclaimed Funds	4-13	tas		mgg			
4.8			Disposition of Funds by Trustee Upon Conversion or Dismissal	4-14	tas		mgg			
4.9			Admission to Practice	4-14	mgg		mgg			
4.10			Appearance Pro Hac Vice	4-15	mgg		mgg			
4.11			Local Counsel	4-15	mgg		mgg			
4.12			Entry of Appearance and Request for Notice	4-15	mar		mgg			
	4.12.1		Entry of Appearance for Child Support Creditor	4-15	mar		mgg			
4.13			Withdrawal of Attorney With Consent of Client	4-16	mar		mgg			
4.14			Withdrawal of Attorney Without Client Consent	4-16	mar		mgg			
4.15			Substitution of Counsel	4-17	mar		mgg			
4.16			Returned Mail	4-17	tas		mgg			
4.17			Amendments to Petitions, Lists, Schedules and Statements	4-19	tas		mgg			
	4.17.1		Amendments, Generally	4-19	tas		mgg			
	4.17.2		Fees for Amendments	4-19	tas		mgg			

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
	4.17.3		Amendments Adding Creditors	4-19	tas		mgg			
		4.17.3.1	Adding Creditors in Schedules Filed After Petition	4-21	tas		mgg			
	4.17.4		Amendments to Correct Creditor Addresses	4-21	tas		mgg			
	4.17.5		Deleting Creditors from Mailing List	4-21	tas		mgg			
4.18			Obtaining Updated Mailing Lists	4-21	tas		mgg			
4.19			Reopening a Bankruptcy Case	4-22	tas		mgg			
4.20			Courtroom Decorum and Courthouse Security	4-23	mgg		mgg			
	4.20.1		Courtroom Decorum	4-23	mgg		mgg			
	4.20.2		Courthouse Security	4-24	mgg		mgg			
4.21			Ex Parte Contact	4-24	mgg		mgg			
4.22			Subpoenas	4-25	tas		mgg			
4.23			Claims	4-26	tas		mgg			
	4.23.1		Amendments to Claims	4-27	tas		mgg			
	4.23.2		Transfer of Claims	4-27	tas		mgg			
4.24			Contempt Proceedings	4-28	mgg		mgg			
<b>APPENDIX 4 (21 items)</b>										
			<i>Letter from Assistant United States trustee re copies of orders</i>		tas		mgg			
			<i>Statement Pursuant to NM LBR 1002-1 Certifying That Individual Debtor has no Spouse</i>		tas		mgg			
			<i>Disclosure of Non-Filing Spouse Pursuant to NM LBR 1002-1</i>		tas		mgg			
			<i>Certificate of Disclosure of Community Information Regarding Non-Filing Spouse Pursuant to NM LBR 1007-1</i>		tas		mgg			
			<i>Disclosure of Non-Filing Spouse and Certificate of Disclosure of Community Information Regarding Non-Filing Spouse Pursuant to NM LBR 1002-1 and NM LBR 1007-1</i>		tas		mgg			
			<i>Notice of Automatic Bankruptcy Stay</i>		tas		mgg			
			<i>Motion for Admission Pro Hac Vice</i>		tas		mgg			
			<i>Order Granting Motion for Admission Pro Hac Vice</i>		tas		mgg			
			<i>Entry of Appearance</i>		tas		mgg			

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments	
				<i>Appearance of Child Support Creditor or Representative</i>			tas				
				<i>Substitution of Counsel for Party</i>			tas				
				<i>Notice of §341 Meeting Given to Additional Creditors (NM-32)</i>			tas				
				<i>Subpoena for Rule 2004 Exam (B-254)</i>			tas				
				<i>Subpoena in an Adversary Proceeding (B-255)</i>			tas				
				<i>Subpoena in a Case Under the Bankruptcy Code (B-256)</i>			tas				
				<i>Proof of Claim (NM-84)</i>			tas				
				<i>Notice of Possible Dividend (NM-45)</i>			tas				
				<i>Amended Proof of Claim (NM-84a)</i>			tas				
				<i>Notice of Transfer of Claim and Waiver of Notice</i>			tas				
				<i>Evidence of Transfer of Claim [After Proof of Claim Filed]</i>			tas				
				<i>Notice of Deadline for Filing Objections to Filing of Evidence of Transfer of Claim</i>			tas				
<b>5 Motions and Hearings</b>											
	5.1		Motions, Generally	5-1							
		5.1.1	Requirements for Certain Motions	5-2							
		5.1.2	Briefs	5-2							
		5.1.3	Motions for Relief from Automatic Stay	5-3							
		5.1.3.1	Content of Stay Motions; Seeking Concurrence	5-3							
		5.1.3.2	Consent Orders for Relief from Automatic Stay; Notice Requirement	5-4							
		5.1.3.3	Hearings on Contested Stay Motions	5-5							
		5.1.3.4	Orders Granting Relief from the Automatic Stay by Default	5-5							
		5.1.3.5	Hearings on Stay Motions	5-6							
		5.1.4	Motions for Authorization to Use Cash Collateral	5-6							
		5.1.5	Abandonment by Trustee; Motions to Compel Abandonment	5-8							

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
		5.1.5.1	Abandonment by Trustee	5-8						
		5.1.5.2	Motions to Compel Abandonment	5-9						
		5.1.6	Motions for Reduced Notice	5-10						
		5.1.7	Motions for Enlargement of Time	5-10						
		5.1.8	Motions to Limit Notice	5-10						
		5.1.9	Motions for Continuance	5-11						
		5.1.10	Motions for Rule 2004 Examination	5-11						
		5.1.11	Consolidation and Joint Administration, Generally	5-12						
		5.1.11.1	Motions to Consolidate Bankruptcy Cases	5-14						
		5.1.11.2	Motions to Consolidate Adversary Proceedings	5-15						
		5.1.11.3	Motions for Joint Administration	5-15						
		5.1.12	Motions for Valuation	5-16						
		5.1.13	Motions to Avoid Lien	5-17						
		5.1.14	Motion to Withdraw the Reference in a Bankruptcy Case or Adversary Proceeding; Motions to Abstain	5-17						
		5.1.15	Motion for Change of Venue	5-18						
		5.1.16	Objections to Exemptions	5-18						
		5.1.17	Objections to Claims	5-18						
5.2			Hearings, Generally	5-18						
		5.2.1	Requests for Hearing	5-19						
		5.2.2	Preliminary Hearings, Generally	5-20						
		5.2.3	Preliminary Hearings on Motions for Relief from Stay	5-21						
		5.2.4	Preliminary Hearings on Chapter 13 Plan Confirmation	5-21						
		5.2.5	Final Hearings, Generally	5-21						
		5.2.6	Hearings to Consider Confirmation of Chapter 12 Plans	5-22						
		5.2.7	Presentment of Orders	5-22						
		5.2.8	Pretrial Conferences in Adversary Proceedings	5-22						
		5.2.9	Trials	5-23						

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
	5.2.10		Continuances	5-23						
	5.2.11		Settlements; Vacating Hearings	5-23						
	5.2.12		Appearing by Telephone	5-23						
	5.2.13		Obtaining an Emergency Hearing	5-24						
	5.2.14		Scheduling Conferences	5-24						
<b>APPENDIX 5 (16 items)</b>										
			<i>Notice of Objection Deadline</i>							
			<i>Motion for Relief From Stay Regarding Collateral</i>							
			<i>Motion for Relief From Stay to Prosecute Claim</i>							
			<i>Consent Order Granting Relief From Automatic Stay</i>							
			<i>Request for Hearing (NM-36)</i>							
			<i>Motion to Limit Notice of Certain Matters</i>							
			<i>Order Limiting Notice of Certain Matters</i>							
			<i>Notice of Deadline for Filing Requests for Placement on Limited Mailing List</i>							
			<i>Request for Placement on Limited Mailing List</i>							
			<i>Order Granting Motion for Consolidation</i>							
			<i>Order Consolidating Adversary Proceedings for All Purposes</i>							
			<i>Order Granting Motion for Joint Administration</i>							
			<i>Order Terminating Joint Administration</i>							
			<i>Motion to Avoid Lien</i>							
			<i>Notice of Preliminary Hearing</i>							
			<i>Notice of Final Hearing</i>							
<b>6 Chapter 7 Case Administration</b>										
	6.1		Availability of Chapter 7	6-1						
	6.2		Duties of the Chapter 7 Debtor	6-1						
	6.3		Chapter 7 Trustee	6-2						
	6.3.1		Appointment of Interim Trustee	6-2						
	6.3.2		Election of Trustee	6-2						
	6.3.3		Duties and Powers of Trustee	6-2						
	6.3.4		United States Trustee's Requirements of Trustees	6-3						
	6.3.5		Compensation of Trustee	6-3						
	6.4		Creditors Committees	6-3						

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
6.5			§ 341 Meeting of Creditors	6-3						
6.6			Proofs of Claim	6-4						
	6.6.1		No Asset Cases	6-4						
	6.6.2		Asset Cases	6-5						
6.7			Exemptions	6-5						
6.8			Reaffirmation Agreements	6-5						
6.9			Redemptions	6-6						
6.10			Discharge	6-6						
6.11			Case Closing	6-7						
6.12			Clerk's Auditing Procedure or Discharge/Closing	6-8						
	6.12.1		Cases Filed Since July 1, 1991	6-8						
	6.12.2		Cases Filed Before July 1, 1991	6-8						
APPENDIX 6 (3 items)				6-9						
<b>7 Chapter 11 Case Administration</b>										
7.1			Availability of Chapter 11	7-1						
7.2			The Role of the Debtor in Possession	7-1						
7.3			Requirements of the United States Trustee	7-1						
	7.3.1		Bank Accounts	7-2						
	7.3.2		Books and Records	7-2						
	7.3.3		Insurance	7-2						
	7.3.4		Monthly Operating Reports	7-3						
	7.3.5		Changes in Business Operations	7-3						
	7.3.6		Waiver or Modification of Reporting Requirements	7-4						
	7.3.7		Quarterly Fees	7-4						
7.4			§ 341 Meetings of Creditors	7-4						
7.5			Creditors' and Equity Security Holders' Committees	7-4						
7.6			Chapter 11 Trustee or Examiner	7-5						
7.7			Disclosure Statement	7-6						
7.8			Plan of Reorganization	7-11						
	7.8.1		Contents of Plan	7-12						

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
	7.8.2		Filing the Plan	7-12						
	7.9		Approval of the Disclosure Statement	7-12						
	7.10		Confirmation of the Plan	7-14						
	7.11		Confirmation Order	7-15						
	7.12		Proofs of Claim	7-16						
	7.13		Establishing a Claims Bar Date	7-16						
	7.14		Attorney Fees	7-16						
	7.15		Final Decree and Closing of Case	7-16						
	7.16		Court Fees	7-17						
	7.17		Court Files	7-17						
<b>APPENDIX 7 (12 items)</b>				<b>7-18</b>						
<i>Guidelines for Chapter 11 Debtor in Possession</i>										
<i>Initial Report</i>										
<i>Monthly Operating Report</i>										
<i>Table of Contents for Disclosure Statement</i>										
<i>Plan of Reorganization</i>										
<i>Order and Notice of Hearing on Disclosure Statement</i>										
<i>Order Approving Disclosure Statement</i>										
<i>Order for Conditional Approval of Disclosure Statement: B 13 S</i>										
<i>Order Finally Approving Disclosure Statement: B 15 S</i>										
<i>Motion to Fix Claims Bar Date</i>										
<i>Order Fixing Times for Filing Proofs of Claim</i>										
<i>Final Decree</i>										
<b>8 Chapter 12 Case Administration</b>										
	8.1		Family Farmer	8-1						
	8.2		Standing Trustee for Chapter Cases	8-1						
		8.2.1	Duties of the Chapter 12 Trustee	8-1						
		8.2.2	Policies of the Chapter 12 Trustee	8-2						
	8.3		United States Trustee: Requirements of Standing Chapter 12 Trustee	8-2						

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
8.4			Duties of the Chapter 12 Debtor	8-4						
	8.4.1		Cooperate with the Trustee	8-4						
	8.4.2		Pay All Taxes	8-4						
	8.4.3		File Operating Reports	8-4						
	8.4.4		File a Plan	8-5						
	8.4.5		Make Proposed Plan Payments	8-7						
8.5			Confirmation Process	8-8						
	8.5.1		Establish a Schedule for Notice and Hearing							
	8.5.2		Preplan for Notice Mailing	8-8						
	8.5.3		Mail Notice of Hearing to Consider Confirmation or Dismissal	8-8						
	8.5.4		No Objections to Confirmation; Submission of Proposed Order	8-9						
	8.5.5		Objections to Confirmation	8-9						
	8.5.6		Service of Order of Confirmation	8-9						
8.6			Proofs of Claim	8-9						
	8.6.1		Classification of Claim	8-10						
	8.6.2		Documentation of Claim	8-10						
8.7			Distribution of Plan Proceeds	8-10						
	8.7.1		Trustee Commissions and Expenses	8-10						
	8.7.2		Trustee's Proposed Distribution	8-10						
	8.7.3		Objections to Proposed Distribution	8-11						
	8.7.4		Trustee's Reports	8-11						
8.8			Discharge of Debtor After Completion of Plan	8-11						
8.9			Modification of the Plan Before Confirmation	8-11						
8.10			Modification After Confirmation	8-12						
8.11			Discharge of a Debtor who has not Completed Plan Payments	8-12						
8.12			Motions to Dismiss	8-12						
8.13			Attorney Fees	8-13						
8.14			Case Closing	8-13						
APPENDIX 8 (2 items)				8-15			1			

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
<i>Notice of Hearing to Consider Confirmation or Dismissal</i> <i>Order Confirming Chapter 12 Plan</i>										
<b>9 Chapter 13 Case Administration</b>										
9.1			Individual with Regular Income	9-1						
9.2			Standing Trustee for Chapter 13 Cases	9-1						
	9.2.1		Duties of the Chapter 13 Trustee	9-1						
	9.2.2		Policies of the Chapter 13 Trustee	9-2						
9.3			United States Trustee: Requirements of Standing Chapter 13 Trustee	9-2						
9.4			Duties of the Chapter 13 Debtor	9-4						
	9.4.1		Cooperate with the Trustee	9-4						
	9.4.2		Requirements of Debtor Engaged in Business; File Operating Reports	9-4						
	9.4.3		File a Plan	9-6						
		9.4.3.1	Combined Plan, Motions and Notice	9-6						
	9.4.4		Make Proposed Plan Payments	9-6						
9.5			Attend Debtor Orientation Session in Conjunction with §341 Meeting	9-7						
9.6			Confirmation Process	9-7						
	9.6.1		Give Notice of Plan	9-7						
	9.6.2		No Objections to Confirmation (or to Motions in Combination Form); Submit a Proposed Order	9-7						
	9.6.3		Resolve Objections to Confirmation	9-8						
9.7			Proofs of Claim	9-9						
	9.7.1		Classification of Claim	9-9						
	9.7.2		Documentation of Claim	9-9						
	9.7.3		Claims Filed by Debtor; Events Affecting Distribution Pursuant to Plan	9-9						
9.8			Distribution of Plan Proceeds	9-10						

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
		9.8.1	Trustee Commission and Expenses	9-10						
		9.8.2	Trustee's Reports	9-10						
	9.9		Discharge of Debtor After Completion of Plan	9-11						
	9.10		Modification of the Plan Before Confirmation	9-11						
	9.11		Modification After Confirmation	9-11						
	9.12		Moratorium on Plan Payments	9-12						
	9.13		Discharge of a Debtor who has not Completed Plan Payments	9-12						
	9.14		Motions to Dismiss	9-12						
	9.15		Attorney Fees	9-13						
	9.16		Case Closing	9-13						
<b>APPENDIX 9 (9 items)</b>										
<i>Chapter 13 Committee</i>										
<i>Notice of Deadline for Filing Objections to: (1) Confirmation of Ch 13 Plan (2) Motion for Valuation (3) Motion to Avoid Certain Liens (4) Assume or Reject Exec K</i>										
<i>Agreement to Pay Ch 13 Trustee</i>										
<i>Order Confirming Chapter 13 Plan, Valuing Collateral, Avoiding Liens, and Approving Assumption and Rejection of Executory Contracts</i>										
<i>Trustee's Disbursal Report</i>										
<i>Motion to Allow Moratorium of Plan Payments</i>										
<i>Order Granting Motion to Allow Moratorium of Plan Payments</i>										
<i>Order Fixing Deadline for Filing §523(c) Complaints and Directing Attorney for Debtor to Give Notice of Motion and Order</i>										
<i>Notice of Deadline for Filing Objections to Motion for Hardship Discharge and Notice of Deadline for Filing §523(c) Complaints to Determine Dischargeability</i>										

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
<b>10 Conversions</b>										
10.1			Conversion, Generally	10-1						
10.2			General Provisions for Cases Converted to Chapter 7	10-1						
10.3			Conversion from Chapter 7	10-2						
	10.3.1		Conversion from Chapter 7 to Chapter 11	10-2						
	10.3.2		Conversion from Chapter 7 to Chapter 12	10-3						
	10.3.3		Conversion from Chapter 7 to Chapter 13	10-4						
10.4			Conversion from Chapter 11	10-5						
	10.4.1		Conversion from Chapter 11 to Chapter 7	10-5						
	10.4.2		Conversion from Chapter 11 to Chapter 12	10-6						
	10.4.3		Conversion from Chapter 11 to Chapter 13	10-7						
10.5			Conversion from Chapter 12 to Chapter 7	10-7						
10.6			Conversion from Chapter 13	10-8						
	10.6.1		Conversion from Chapter 13 to Chapter 7	10-8						
	10.6.2		Conversion from Chapter 13 to Chapter 11	10-9						
	10.6.3		Conversion from Chapter 13 to Chapter 12	10-10						
10.7			Conversion as to One Debtor in a Joint Case	10-11						
<b>11 Dismissals</b>										
11.1			Dismissal, Generally	11-1						
11.2			Dismissal for Failure to Pay Filing	11-1						
11.3			Dismissal for Failure to Submit Mailing List	11-1						
11.4			Dismissal of a Chapter 7 Case	11-1						
	11.4.1		Dismissal of a Chapter 7 Case Upon the Request of the Debtor or a Party in Interest	11-1						

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
	11.4.2		Dismissal of a Chapter 7 Case Pursuant to 11 U.S.C. § 707(b)	11-1						
11.5			Dismissal of a Chapter 11 Case	11-2						
	11.5.1		Dismissal of a Chapter 11 Case Upon Request of the Debtor or a Party in Interest	11-2						
	11.5.2		Dismissal of a Chapter 11 Case Upon Request of the United States	11-2						
11.6			Dismissal of a Chapter 12 Case	11-3						
	11.6.1		Dismissal of a Chapter 12 Case Upon the Request of the Debtor	11-3						
	11.6.2		Dismissal of a Chapter 12 Case Upon Request of a Party in Interest	11-3						
11.7			Dismissal of a Chapter 13 Case	11-3						
	11.7.1		Dismissal of a Chapter 13 Case Upon the Request of the Debtor	11-3						
	11.7.2		Dismissal of a Chapter 13 Case Upon Request of a Party in Interest	11-4						
11.8			Dismissal as to One Debtor in a Joint Case	11-4						
11.9			Dismissal of an Involuntary Petition	11-4						
11.10			Dismissal of Case Filed in Improper District	11-4						
<b>12 Adversary Proceedings</b>										
	12.1		Removals	12-1						
	12.2		Caption of Adversary Complaint and Pleadings; Number and Judge Assigned	12-2						
	12.3		Title of Complaint	12-2						
	12.4		Form; Content	12-3						
	12.5		Filing Requirements; Issuance of Summons	12-3						
	12.5.1		Adversary Proceeding Cover Sheet	12-3						

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
		12.5.2	Summons and Notice of Scheduling Conference or Pretrial Conference	12-4						
		12.5.3	Filing Fee	12-4						
		12.5.4	Issuance of Summons	12-5						
	12.6		Service of Summons and Complaint and Proof of Service	12-5						
	12.7		Jury Trials	12-6						
	12.8		Subsequent Pleadings in Adversaries; Service	12-6						
	12.9		Change of Venue/Transfer of Adversary Proceeding	12-8						
	12.10		Clerk's Office Docketing Procedure; Linking Pleadings in BANCAP	12-8						
	12.11		Adversary Matters Requiring Notice in Related Bankruptcy Case(s)	12-8						
	12.12		Defaults	12-9						
	12.13		Dismissal of Adversary	12-9						
	12.14		Motion for Withdrawal of the Reference in a Bankruptcy Case or Adversary Proceeding	12-9						
	12.15		Scheduling and Pretrial Conferences in Judge McFeeley's Cases	12-10						
	12.16		Pretrial Conference in Judge Starzynski's Cases	12-11						
	12.17		Discovery	12-11						
	12.18		Trials	12-12						
	12.19		Handling Exhibits	12-13						
	12.20		Judgments	12-14						
	12.21		Post Judgment Remedies	12-14						
	12.22		Taxation of Costs	12-14						
	12.23		Review of Bankruptcy Judge's Decisions in Non-Core Proceedings	12-15						
	12.24		Enforcement of Judgments	12-15						

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
	12.24.1		Transcript of Judgment	12-16						
	12.24.2		Writ of Execution	12-16						
	12.24.3		Writ of Garnishment	12-17						
	12.24.4		Certification of Judgment for Registration in Another District	12-17						
	12.24.5		Registration of Judgment from Another District	12-17						
<b>APPENDIX 12 (12 items)</b>				<b>12-18</b>						
<i>Adversary Proceeding Cover Sheet</i>										
<i>Clerk's Order Taxing Costs</i>										
<i>Entry of Default in Adversary Proceeding</i>										
<i>Motion to Tax Costs</i>										
<i>Pretrial Order</i>										
<i>Exhibit List</i>										
<i>Summons and Notice of Scheduling Conference (NM-24) for Judge McFeeley's cases</i>										
<i>Summons and Notice of Pretrial Conference (NM-10) for Judge Rose's cases</i>										
<i>Transcript of Judgment (NM-34)</i>										
<i>Writ of Execution (NM-22)</i>										
<i>Writ of Garnishment (NM-42)</i>										
<i>Certification of Judgment for Registration in Another District (NM-47)</i>										
<b>13 Appeals</b>										
	13.1		General	13-1						
	13.2		Where to File Documents Related to an Appeal	13-1						
	13.3		Steps in the Appellate Process	13-2						
	13.3.1		Election of Appellate Forum	13-2						
	13.3.2		Filing a Notice of Appeal	13-3						
	13.3.3		Voluntary Dismissal of Bankruptcy Appeals	13-5						
	13.3.4		Stay Pending Appeal	13-5						
	13.3.5		Preliminary Motions or Hearings	13-6						
	13.3.6		10th Circuit BAP Entry of Appearance and Certificate of Interested Parties	13-6						

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
	13.3.7		Designation of the Record and Issues on Appeal	13-7						
	13.3.8		Ordering a Transcript	13-7						
	13.3.9		Providing Copies of Items to be Included in the Record on Appeal	13-8						
	13.3.10		Filing the Transcript	13-8						
	13.3.11		Transmission of the Record on	13-8						
	13.3.12		Filing of Briefs; Appendix to Brief	13-9						
	13.3.13		Consideration by the Appellate Court	13-10						
	13.3.14		Motion for Rehearing	13-10						
<b>APPENDIX 13 (3 items)</b>										
			<i>United States Bankruptcy Appellate Panel of the Tenth Circuit Local Rules, with Forms</i>							
			<i>Designation of Items to be Included in Record on Appeal</i>							
			<i>Request for Transcript and Certificate of Satisfactory Arrangements; If Checked ?, Court Reporter's Acknowledgement of Request for Transcript</i>							
<b>14 Employment and Compensation of Professionals</b>										
	14.1		Employment of Professionals	14-1						
	14.1.1		General Information	14-1						
	14.1.2		Notice	14-2						
	14.1.3		Contents of Application	14-2						
	14.2		Compensation of Professionals	14-3						
	14.2.1		Applications for Allowance of Compensation and Reimbursement of Expenses and Costs, Generally	14-3						
	14.2.2		Interim Compensation	14-3						
	14.2.3		Contents of Applications for Compensation in Chapter 7, 11, and 12 Cases	14-4						
	14.2.4		Practices Unique to Applications in Chapter 13 Cases	14-6						

## Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
	14.2.5		Review of Application for Compensation by United States Trustee	14-6						
	14.2.6		Contents of Order	14-8						
<b>APPENDIX 14 (8 items)</b>				14-9						
<i>Debtor's Attorneys' Disclosure Statement Pursuant to Bankruptcy Rules 2014 and 2016</i>										
<i>Debtor's Motion to Employ Attorneys</i>										
<i>Order Approving Debtor's Employment of Counsel</i>										
<i>Second Interim Application by Attorneys for the Debtor for Allowance and Payment of Compensation</i>										
<i>Notice of Deadline for Filing Objections to Second Application by Attorneys for Debtor for Allowance and Payment of Compensation</i>										
<i>Exhibit 4: Monthly Summary of Fees</i>										
<i>United States Trustee Guidelines for Reviewing Applications for Compensation and Reimbursement of Expenses Filed Under 11 U.S.C. § 330</i>										
<i>Order Allowing Compensation of Attorneys for Debtor Under Second Fee Application and Authorizing Payment</i>										
<b>15 Electronic Records Access and E-filing</b>										
	15.1		Overview of ACE	15-1	sak					
	15.2		Request ACE Account		sak					
	15.2.1		Public Account		sak					
	15.2.2		Attorney Account		sak					
	15.2.3		RESERVE for Public Extended Use Account (I.e., claims, pro se, petition preparers?)		sak					
	15.3		Features of ACE for Viewing Electronic Records		sak					
	15.3.1		Search Options		sak					
	15.3.2		View Docket Reports		sak					
	15.3.3		View Claims Registers		sak					

### Changes/Additions, Assignments and Due Dates

Section Number and Title				Pg	Staff	Group	Editor	Start	End	Comments
	15.3.4		View Case Attorney, Trustee, and Party Names and Addresses		sak					
15.2			Requirements		sak					
15.4			Submit Credit Card Blanket Authorization		sak					
15.5			Features of ACE for E-Filing		sak					
	15.5.1		ACE Mailbox		sak					
	15.5.2		My Cases Report		sak					
	15.5.3		Document Processing		sak					
	15.5.4		Document Verification		sak					
	15.5.5		Open Bankruptcy Case		sak					
	15.5.6		Open Adversary Proceeding		sak					
	15.5.7		Filing Documents to Existing Cases		sak					
15.6			Training		sak					
APPENDIX 15					sak					
<i>Credit Card Blanket Author form</i>					sak					
<i>Request ACE Account form</i>					sak					
<i>Declaration of Debtors for Filing Petition Electronically, Form 100</i>					sak					
<i>Declaration of Debtors for Filing Petition Electronically w/o schedules, Form 101</i>					sak					
<i>Declaration of Debtors for Filing Schedules After Petition files Electronically, Form 102</i>					sak					