

Changes/Additions, Assignments and Due Dates

New Section Number and Title/ Former Section Number				Pg	Staff	Group	Editor	Start	End	Comments
1 Introduction					nhm		mgg			1st draft written
1.1	1.1		Mission, Vision and Values		nhm		mgg			1st draft written
1.2	1.5		Suggestions for Improvement		nhm		mgg			1st draft written
1.3	1.5	NEW	CPPG Working Group		mgg		nhm			to be written
1.4	1.8		Updates to the Guide		sak		mgg			need to determine how we will update the Guide
2 Local Rules and Other Legal Matters										
2.1	1.2		Legal Effect of this Guide		nhm		mgg			1st draft written
2.2	1.4		Deficiencies in Filings		nhm		mgg			
2.3	2.15		Local Rules		mgg		jeb			1st draft written
2.4	1.11		Codes of Conduct for Judges and Judicial Employees		nhm		mgg			
			LINKS							
			Local Rules							Local Rules are being revised
			Code of Conduct for Judicial Employees		sak		nhm			
			Code of Conduct for United States Judges		sak		nhm			
			Statutory and Regulatory Provisions Relating to the Conduct of Judges and Judicial Employees		sak		nhm			
			United States Courts of the Tenth Circuit Rules Governing Complaints of Judicial Misconduct or Disability		sak		mgg			
3 How to Use This Guide										
3.1	1.9		How to Use this Guide		sak		mgg			
3.2	1.3		Forms							
3.3	1.6		Obtaining Copies of the Guide		nhm		mgg			
3.4	1.10		Reference and Citation Forms Used		mgg		mgg			
4 Self-Represented Parties										
1.11			Debtors Proceeding Without a Lawyer		nhm		mgg			

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5 Clerk's Office Services and General Information										
	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			
		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			
6 Case Records										
	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			

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	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			
	2.16		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			
APPENDIX 2 (7 items)										
					sak		mgg			
					sak		mgg			
					sak		mgg			
					sak		mgg			
					sak		mgg			
					sak		mgg			
					sak		mgg			
3 Commencement of Bankruptcy Cases										

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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			
	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)										
			Assembly of Petitions		tas		mgg			

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<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			
<i>Instructions for Creating a Mailing List Diskette File Using Top Form, Version 4.01a</i>		tas		mgg			
<i>Creating a Mailing List Diskette File in West Publishing's Software</i>		tas		mgg			
<i>Creating a Mailing List File in WordStar for DOS</i>		tas		mgg			
<i>Creating a Mailing List File in WordPerfect for DOS</i>		tas		mgg			
<i>Instructions for Creating a Pure Text File in WordPerfect 6.0 for DOS</i>		tas		mgg			

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					tas		mgg			
					tas		mgg			
					tas		mgg			
					tas		mgg			
					tas		mgg			
					tas		mgg			
					tas		mgg			
4 General Case Administration and Practice										
	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			
		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			

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4.2			Disclosure of Non-Filing Spouse and Community Assets and Liabilities	4-10	mgg		mgg			
4.3			Notice of Automatic Bankruptcy Stay	4-11	mgg		mgg			
4.4			Descriptions of Real Property	4-11	mgg		mgg			
4.5			Check Policy and Returned Checks	4-12	ds/mb		mgg			
4.6			Deposits into the Court Registry	4-12	ds/m		mgg			
4.7			Motions for Release of Unclaimed Funds	4-13	ds/m b		mgg			
4.8			Disposition of Funds by Trustee Upon Conversion or Dismissal	4-14	mar		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			
	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			

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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			
APPENDIX 4 (21 items)										
<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			
<i>Appearance of Child Support Creditor or Representative</i>					tas		mgg			
<i>Substitution of Counsel for Party</i>					tas		mgg			
<i>Notice of §341 Meeting Given to Additional Creditors (NM-32)</i>					tas		mgg			
<i>Subpoena for Rule 2004 Exam (B-254)</i>					tas		mgg			

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	<i>Subpoena in an Adversary Proceeding (B-255)</i>		tas		mgg			
	<i>Subpoena in a Case Under the Bankruptcy Code (B-256)</i>		tas		mgg			
	<i>Proof of Claim (NM-84)</i>		tas		mgg			
	<i>Notice of Possible Dividend (NM-45)</i>		tas		mgg			
	<i>Amended Proof of Claim (NM-84a)</i>		tas		mgg			
	<i>Notice of Transfer of Claim and Waiver of Notice</i>		tas		mgg			
	<i>Evidence of Transfer of Claim [After Proof of Claim Filed]</i>		tas		mgg			
	<i>Notice of Deadline for Filing Objections to Filing of Evidence of Transfer of Claim</i>		tas		mgg			
5 Motions and Hearings								
5.1		Motions, Generally	5-1	ph/jb				
	5.1.1	Requirements for Certain Motions	5-2	ph/jb				
	5.1.2	Briefs	5-2	ph/jb				
	5.1.3	Motions for Relief from Automatic Stay	5-3	ph/jb				
	5.1.3.1	Content of Stay Motions; Seeking Concurrence	5-3	ph/jb				
	5.1.3.2	Consent Orders for Relief from Automatic Stay; Notice Requirement	5-4	ph/jb				
	5.1.3.3	Hearings on Contested Stay Motions	5-5	ph/jb				
	5.1.3.4	Orders Granting Relief from the Automatic Stay by Default	5-5	ph/jb				
	5.1.3.5	Hearings on Stay Motions	5-6	ph/jb				
	5.1.4	Motions for Authorization to Use Cash Collateral	5-6	ph/jb				
	5.1.5	Abandonment by Trustee; Motions to Compel Abandonment	5-8	ph/jb				
	5.1.5.1	Abandonment by Trustee	5-8	ph/jb				
	5.1.5.2	Motions to Compel Abandonment	5-9	ph/jb				
	5.1.6	Motions for Reduced Notice	5-10	ph/jb				
	5.1.7	Motions for Enlargement of Time	5-10	ph/jb				
	5.1.8	Motions to Limit Notice	5-10	ph/jb				

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New Section Number and Title/ Former Section Number		Pg	Staff	Group	Editor	Start	End	Comments
	5.1.9	Motions for Continuance	5-11	ph/jb				
	5.1.10	Motions for Rule 2004 Examination	5-11	ph/jb				
	5.1.11	Consolidation and Joint Administration, Generally	5-12	ph/jb				
	5.1.11.1	Motions to Consolidate Bankruptcy Cases	5-14	ph/jb				
	5.1.11.2	Motions to Consolidate Adversary Proceedings	5-15	ph/jb				
	5.1.11.3	Motions for Joint Administration	5-15	ph/jb				
	5.1.12	Motions for Valuation	5-16	ph/jb				
	5.1.13	Motions to Avoid Lien	5-17	ph/jb				
	5.1.14	Motion to Withdraw the Reference in a Bankruptcy Case or Adversary Proceeding; Motions to Abstain	5-17	ph/jb				
	5.1.15	Motion for Change of Venue	5-18	ph/jb				
	5.1.16	Objections to Exemptions	5-18	ph/jb				
	5.1.17	Objections to Claims	5-18	ph/jb				
5.2		Hearings, Generally	5-18	ph/jb				
	5.2.1	Requests for Hearing	5-19	ph/jb				
	5.2.2	Preliminary Hearings, Generally	5-20	ph/jb				
	5.2.3	Preliminary Hearings on Motions for Relief from Stay	5-21	ph/jb				
	5.2.4	Preliminary Hearings on Chapter 13 Plan Confirmation	5-21	ph/jb				
	5.2.5	Final Hearings, Generally	5-21	ph/jb				
	5.2.6	Hearings to Consider Confirmation of Chapter 12 Plans	5-22	ph/jb				
	5.2.7	Presentment of Orders	5-22	ph/jb				
	5.2.8	Pretrial Conferences in Adversary Proceedings	5-22	ph/jb				
	5.2.9	Trials	5-23	ph/jb				
	5.2.10	Continuances	5-23	ph/jb				
	5.2.11	Settlements; Vacating Hearings	5-23	ph/jb				
	5.2.12	Appearing by Telephone	5-23	ph/jb				
	5.2.13	Obtaining an Emergency Hearing	5-24	ph/jb				
	5.2.14	Scheduling Conferences	5-24	ph/jb				
APPENDIX 5 (16 items)								

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	<i>Notice of Objection Deadline</i>		ph/jb					
	<i>Motion for Relief From Stay Regarding Collateral</i>		ph/jb					
	<i>Motion for Relief From Stay to Prosecute Claim</i>		ph/jb					
	<i>Consent Order Granting Relief From Automatic Stay</i>		ph/jb					
	<i>Request for Hearing (NM-36)</i>		ph/jb					
	<i>Motion to Limit Notice of Certain Matters</i>		ph/jb					
	<i>Order Limiting Notice of Certain Matters</i>		ph/jb					
	<i>Notice of Deadline for Filing Requests for Placement on Limited Mailing List</i>		ph/jb					
	<i>Request for Placement on Limited Mailing List</i>		ph/jb					
	<i>Order Granting Motion for Consolidation</i>		ph/jb					
	<i>Order Consolidating Adversary Proceedings for All Purposes</i>		ph/jb					
	<i>Order Granting Motion for Joint Administration</i>		ph/jb					
	<i>Order Terminating Joint Administration</i>		ph/jb					
	<i>Motion to Avoid Lien</i>		ph/jb					
	<i>Notice of Preliminary Hearing</i>		ph/jb					
	<i>Notice of Final Hearing</i>		ph/jb					
6 Chapter 7 Case Administration								
	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				
	6.5		§ 341 Meeting of Creditors	6-3	tas			
	6.6		Proofs of Claim	6-4				
		6.6.1	No Asset Cases	6-4				
		6.6.2	Asset Cases	6-5				

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6.7			Exemptions	6-5						
6.8			Reaffirmation Agreements	6-5						
6.9			Redemptions	6-6						
6.10			Discharge	6-6	tas					
6.11			Case Closing	6-7	tas					
6.12			Clerk's Auditing Procedure or Discharge/Closing	6-8	tas					
	6.12.1		Cases Filed Since July 1, 1991	6-8	tas					
	6.12.2		Cases Filed Before July 1, 1991	6-8	tas					
APPENDIX 6 (3 items)				6-9						
					ph/jb					
					ph/jb					
					ph/jb					
7 Chapter 11 Case Administration										
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						
	7.8.2		Filing the Plan	7-12						
7.9			Approval of the Disclosure Statement	7-12						

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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	tas					
7.16			Court Fees	7-17	tas					
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