

## 2009 LOCAL RULES - QUICK REFERENCE GUIDE

Rule Number	Rule Description	What's Included in the Rule
1002-1	<b>Petition-General</b>	<ul style="list-style-type: none"> <li>• 14-day execution time for petitions</li> <li>• Automatic dismissals: more than one entity; no fee, installment application or application to proceed ifp; not signed; pro se corporation/partnership</li> </ul>
1007-1	<b>Lists, Schedules &amp; Statements</b>	<ul style="list-style-type: none"> <li>• 14-day execution time for schedules</li> </ul>
1007-2	<b>Mailing-List or Matrix</b>	Any case without a creditor database uploaded will be dismissed
1007-5	<b>Statement of SSN (Privacy)</b>	Only the last 4 digits should be listed, except for Statement of SSN
1014-2	<b>Venue - Change of</b>	Must file a motion to request change of venue
1073-1	<b>Assignment of Cases</b>	Cases are assigned where the debtor lives or where the primary assets are located
1074-1	<b>Corporations</b>	All corporations, partnerships and business entities other than sole proprietorships have to be represented by counsel (does not apply to reaffirmation agreements and proofs of claims)
2002-1	<b>Notice of Creditors &amp; Other Interested Parties-Chapter 11 Special Noticing Procedures</b>	Covers notices to parties and who needs to be served with a copy of an entry of appearance.
2002-2	<b>Notice to United States or Federal Agency</b>	If a debt is owed to the U.S. (other than taxes), notice must be mailed to the agency creditor and to the U.S. Attorney. Addresses in Administrative Manual.
2012-1	<b>Chapter 13 - Debtor Attorney Fees</b>	Flat fee for 13 debtors' attorneys and reference to Administrative Manual as to what's included.

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<b>2081-1</b>	<b>Chapter 11 - Dischargeability and Final Decree</b>	Includes the process for discharging and closing Chapter 11 cases (both individuals and businesses) and references new required local forms.
<b>2082-1</b>	<b>Chapter 12 - Dischargeability</b>	Includes the process for Chapter 12 discharges (hardship and after plan completion). References new required local forms.
<b>2083-1</b>	<b>Chapter 13 - Dischargeability</b>	Includes the process for Chapter 13 discharges (hardship and after plan completion). References required local forms.
<b>2091-1</b>	<b>Attorneys-Withdrawal</b>	States that notice of a debtor's attorney's motion to withdraw must be served on the matrix, trustee and UST.
<b>3001-1</b>	<b>Claims and Security Interests-General</b>	Format and content requirements for claims; due dates for secured and priority claims; deficiency claims requirements
<b>3012-1</b>	<b>Valuation of Collateral</b>	Motions to Strip off Junior Liens
<b>3070-1</b>	<b>Chapter 13 - Payments</b>	13 debtors must begin making payments as of the date of filing of the plan. Attorney for debtor will turn over pre-confirmation payments to the trustee at the 341 Meeting.
<b>4001-1</b>	<b>Automatic Stay- Relief From</b>	Requirements and procedures for stay motions
<b>4070-1</b>	<b>Insurance</b>	Proof of insurance required on motor vehicles and what happens if insurance lapses while case is pending.
<b>5001-1</b>	<b>Court Administration</b>	Effective date and citation standard for Local Rules.
<b>5005-1</b>	<b>Filing Papers-Requirements-Attachments</b>	Attachments of less than 40 pages should be filed electronically; exhibits over 40 pages should be excerpted
<b>5005-4</b>	<b>Electronic Filing</b>	<ul style="list-style-type: none"> <li>• Requirement to file electronically</li> <li>• Electronic Signatures</li> </ul>

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<b>5071-1</b>	<b>Continuance</b>	Motions to continue should <ul style="list-style-type: none"> <li>• be in writing,</li> <li>• be filed ten days before the hearing</li> <li>• be accompanied by an affidavit if filed by an individual debtor</li> </ul>
<b>5072-1</b>	<b>Courtroom Decorum</b>	<ul style="list-style-type: none"> <li>• Who is permitted inside the bar of the courtroom</li> <li>• Restrictions on recording equipment and use of cell phones</li> <li>• Business Attire</li> <li>• No children under 12</li> </ul>
<b>5080-1</b>	<b>Fees-General</b>	Will dismiss, overrule or refuse for filing any document not accompanied by a fee, an installment application or an application to proceed in forma pauperis
<b>6007-1</b>	<b>Abandonment</b>	Abandonment procedures (motions and report of no distribution by the trustee)
<b>6070-1</b>	<b>Tax Returns and Tax Refunds</b>	<ul style="list-style-type: none"> <li>• Requirements regarding IRS claims</li> <li>• Delivery of tax returns and refunds to the Chapter 13 Trustee</li> </ul>
<b>7007-1</b>	<b>Motion Practice (in APs)</b>	<ul style="list-style-type: none"> <li>• Requirement for separate proposed order</li> <li>• Procedures for Motions for Expedited Relief/Emergency Motions</li> </ul>
<b>9001-1</b>	<b>Definitions</b>	Definitions of the following terms: Court, Clerk, Motor Vehicle, Proof of Insurance
<b>9004-1</b>	<b>Papers-Requirements of Form</b>	All documents should be typewritten and include name of address of filer.
<b>9006-1</b>	<b>Time Periods-Deadlines</b>	E-filing does not change the deadline; documents must be filed before midnight of the date due to be considered timely
<b>9010-1</b>	<b>Attorneys-Notice of Appearance</b>	An entry of appearance or a signed pleading constitutes an appearance.

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<b>9011-1</b>	<b>Attorneys-Duties</b>	<ul style="list-style-type: none"> <li>Covers how long and for what purposes a debtor's attorney must serve as counsel.</li> <li>Retention requirements for original signatures</li> </ul>
<b>9011-3</b>	<b>Sanctions</b>	Failure to comply with any rule may result in sanctions.
<b>9011-4</b>	<b>Signatures</b>	Any document without signatures may be automatically dismissed, overruled or refused for filing.
<b>9013-1</b>	<b>Motion Practice</b>	<ul style="list-style-type: none"> <li>Requirement for separate proposed order</li> <li>Redemption rights cannot be waived</li> <li>Only one relief except for 7 Stay and Abandonment motions and Chapter 11 motions</li> <li>Procedures for Motions for Expedited Relief/Emergency Motions</li> </ul>
<b>9022-1</b>	<b>Judgments &amp; Orders-Notice Of</b>	Debtor's attorney is responsible for sending all resulting orders to debtor
<b>9029-1</b>	<b>Local Rules-General</b>	References Federal Rules, Joint Local Rules for Eastern/Western KY, and the Administrative Manual.
<b>9036-1</b>	<b>Notice by Electronic Transmission</b>	<ul style="list-style-type: none"> <li>Electronic transmission constitutes service</li> <li>Parties who have not consented to electronic notice should receive notices by paper, fax or hand-delivery (not including resulting orders in PACER)</li> </ul>
<b>9074-1</b>	<b>Telephone and Video Conferences</b>	Video Conference procedures and requirements