

Filing Requirements Quick Reference Guide

IMPORTANT NOTE: All documents filed with the Court must comply with the basic compliance guidelines. The pleadings listed on this chart reflect those with additional requirements.

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
AGREED MOTION TO ABANDON	<ul style="list-style-type: none"> * Signature/electronic signature of all parties * MUST include the signature of the Trustee * Must include description of property 	<p>Category: Motions/Applications Event: Agreed Motion to Abandon</p> <p>NOTE: <i>If the Agreed Motion to Abandon also includes a request for Relief from Stay, use the event Agreed Motion for Relief from Stay AND Abandonment</i></p>	Chapter 7 cases: Pleading will be automatically noticed for objections for a period of 14 days
AGREED MOTION TO PAY CREDITOR	* Pleading must <i>not</i> indicate that upon failure to comply, the Court will enter an Order Terminating Stay	<p>Category: Motions/Applications Event: Agreed Motion to Pay</p>	Pleading will be routed to the Judge
AGREED MOTION FOR RELIEF FROM STAY	* Signature/electronic signature of all parties	<p>Category: Motions/Applications Event: Agreed Motion for Relief from Stay</p> <p>NOTE: <i>If the Agreed Motion for Relief from Stay also includes a request for Abandonment, use the event Agreed Motion for Relief from Stay AND Abandonment</i></p>	Pleading will be routed to the Judge UNLESS the Agreed Motion also requests Abandonment. If abandonment is requested and case is a Chapter 7, pleading will be automatically noticed for Objections for a period of 14 days

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AMENDMENT TO SCHEDULES	<p><u>Amendments to Schedules D, E or F</u></p> <ul style="list-style-type: none"> * Substantial compliance with Local Form B * Certificate of Service to any affected parties * When adding a creditor or modifying a creditors name and/or address, the document must contain language stating that the 341 notice has been served on all affected creditors * Filing fee if appropriate (refer to Fee Chart) * If adding a creditor(s), must add creditor(s) to creditor database in CM/ECF <p><u>Amendments to Debtors name or addition of an alias for the debtor</u></p> <ul style="list-style-type: none"> * Certificate of service to all creditors <p><u>Change of address for creditor</u></p> <ul style="list-style-type: none"> * Certificate of service to any affected creditors 	<p>Category: Miscellaneous</p> <p>Event: Amended Schedules</p>	
AMENDMENT TO SOCIAL SECURITY NUMBER	<ul style="list-style-type: none"> * Certificate of service to all creditors 	<p>Category: Miscellaneous</p> <p>Event: Amendment to Social Security Number</p>	

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AMENDED PLAN	<p><u>CHAPTER 13 ONLY</u></p> <ul style="list-style-type: none"> * For cases filed after 12/1/17 Plan must be filed on Official Form 113 * Certificate of service to all creditors * Must be filed pre-confirmation (unless directed otherwise by Order of the Court) 	<p>Category: Plan</p> <p>Event: <i>Select the appropriate Chapter</i></p> <ul style="list-style-type: none"> Amended Chapter 11 Plan Amended Chapter 11 Small Business Plan Amended Chapter 12 Plan Amended Chapter 13 Plan 	
APPLICATION FOR COMPENSATION	<p><u>CHAPTER 13</u></p> <ul style="list-style-type: none"> * Motion and resulting order <p><u>CHAPTER 7,11,12</u></p> <ul style="list-style-type: none"> * Applying professional must be employed in the case * A professional may only apply every 120 days * Must include all information required per Federal Bankruptcy Rule 2016 including: <ul style="list-style-type: none"> * A detailed Statement of Services rendered (an Itemization is required only if the requesting party is an attorney, and fee is not a contingency fee) * A detailed Statement of Expenses incurred, if applicable * The amounts requested <p><u>Chapter 11 cases also require:</u></p> <ul style="list-style-type: none"> * A detailed Biography for attorney services, or must reference biographies filed with a previous application 	<p>Category: Motions/Applications - Compensation-13</p> <p>Event: Compensation-13</p> <p>Category: Motions/Applications - Compensation-7, 11, 12</p> <p>Event: Compensation-7, 11, 12</p>	<p><u>All Chapters</u></p> <p>If the amount requested is \$1,000 or less, the pleading will be routed to the Judge</p> <p>If the amount requested is more than \$1,000, the pleading will be automatically noticed for objections for a period of 21 days</p>

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APPLICATION TO EMPLOY	<p><u>Chapter 11/12 Cases Only</u> * If the person to be employed is an attorney, a declaration by the attorney must be submitted</p>	Category: Motions/Applications Event: Employ	Pleading will be automatically noticed for objections for 21 days
APPLICATION TO PROCEED IN FORMA PAUPERIS	<p><u>Only applies to Chapter 7 cases</u> * Must substantially comply with Official Form B103B</p>	Category: Motions/Applications Event: In Forma Pauperis	Pleading will be routed to the Judge provided that all schedules have been filed
CERTIFICATE OF CHANGES TO THE MAILING MATRIX (CONVERTED CASE ONLY)	<p>*Must include a list of any additions, deletions, or address changes, or should certify that no changes are necessary.</p> <p>* Filer is to upload any additional creditors through Creditor Maintenance</p>	Category: Miscellaneous Event: Certificate of Changes to the Mailing Matrix (Converted Case ONLY)	
CERTIFICATE OF CREDIT COUNSELING	<p>* Must be issued by an approved Credit Counseling agency *Must include the following information: * Certificate number * Name of the Debtor * Statement that the credit counseling/briefing has been completed</p>	Category: Miscellaneous Event: Certificate of Credit Counseling	
CERTIFICATION OF PLAN COMPLETION AND REQUEST FOR DISCHARGE	<p>* Substantial compliance with Local Form Q * Financial Management Course Certificate or an Order Exempting Debtor from Financial Management Training must have been filed * Must include the signature or electronic signature of the debtor or debtor's counsel</p>	Category: Miscellaneous Event: Certification of Plan Completion and Request for Discharge	Pleading will be automatically noticed for objections for a period of 14 days

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CHANGE OF ADDRESS	*All changes of address, including those filed on the form provided by the Bankruptcy Noticing Center , must be filed electronically.	Category: Miscellaneous Event: Change of Address	
DEBTOR'S REBUTTAL OF PRESUMPTION OF ABUSE	*Must include a description of special circumstances.	Category: Miscellaneous Event: Debtor's Rebuttal of Presumption of Abuse	
FINANCIAL MANAGEMENT COURSE CERTIFICATE	* Must be issued by an approved Debtor Education agency * Must include the following information: * Certificate number * Name of the Debtor * Statement that the financial management course has been completed	Category: Miscellaneous Event: Financial Management Course Certificate	
MOTION FOR ABANDONMENT	* Substantial compliance with Local Form E * Certificate of service to the debtor's attorney * Motion and order must contain a specific list of the affected property * Filing fee if appropriate (refer to Fee Chart) NOTE: <i>May not be applicable in all Chapters</i>	Category: Motions/Applications Event: Request for Abandonment	Chapter 7 cases Pleading will be automatically noticed for objections for a period of 14 days

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MOTION FOR ACCESS TO TAX DOCUMENTS	Must contain the following information: *description of the movant's status in the case *description of the specific tax information sought *statement indicating that the information cannot be obtained by the movant from other sources *statement showing a demonstrated need for the tax information	Category: Motions/Applications Event: Access to Tax Documents	Pleading will be routed to the Judge
MOTION TO AMEND ORDER OF CONFIRMATION	* Must detail the modification	Category: Motions/Applications Event: Amend Order of Confirmation	Pleading will be automatically noticed for objections for a period of 21 days

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<p>MOTION TO AVOID LIEN</p>	<p><u>Chapter 7 Only</u> * Substantial with Local Form I * Certificate of Service to the affected creditor * Must include the clause notifying the creditor of the 14-day objection period * Motion AND order must contain a specific list of the affected property</p> <p>ADDITIONAL REQUIREMENTS for Motions to Avoid Lien regarding Real Property * Book and page number in which the judgment lien must be listed in both the motion AND the proposed order * A copy of the lien must be attached</p> <p><u>Chapter 13 Only</u> * Substantial compliance with Local Form M</p> <p>NOTE: <i>May not be applicable in all chapters</i></p>	<p>Category: Motions/Applications Event: Avoid Lien - Other Than Household Goods OR Avoid Lien on Household Goods 522(f)(1)(B)(i)</p>	<p><u>Chapter 7</u> Pleading will be noticed for objections for a period of 14 days</p> <p><u>Chapter 13</u> If applicable, pleading will be set for hearing</p>

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MOTION TO BORROW (OR INCUR CREDIT POST- CONFIRMATION)	<p>Chapter 11 and 12 cases: * Motion and resulting order</p> <p>Chapter 13 cases: * Substantial compliance with Local Form G UNLESS the motion is a request to pay off the Chapter 13 plan. Otherwise: Must include the following information:</p> <ul style="list-style-type: none"> * Amount of loan * Interest rate * Term of loan and amount of installment payment * Purpose of loan (if loan is for the purchase of a home, disclose source of downpayment/closing costs and attach copy of contract to motion) * State that plan payments are current * Budget information (if case is over 1 year old - a new budget may be attached or debtor may indicate that he/she relies on a previous budget, e.g., that filed at time of confirmation) 	<p>Category: Motions/Applications Event: Borrow</p>	<p><u>Chapter 11 and 12 cases</u> Pleading will be forwarded to the Judge</p> <p><u>Chapter 13 cases</u> Pleading will be automatically noticed for objections for a period of 14 days</p>
MOTION TO CONTINUE 341 MEETING	<ul style="list-style-type: none"> * If motion is being filed by the debtor, an affidavit from the debtor is required * Order should not include blanks for the date/time of the continued meeting or a specific date/time for continuance. See local document to use as a guide 	<p>Category: Motions/Applications Event: Continue Meeting of Creditors</p>	<p>Pleading will be routed to the Judge</p>

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<p>MOTION TO CONVERT</p>	<p>* A new petition (including all required schedules and forms, and, if applicable, Means Test documents) must be filed either at the time the motion is filed, or within 14 days of the date of conversion. DO NOT USE CASE UPLOAD TO FILE A CONVERSION PETITION. The converted petition must be filed using the event “Schedules” under the Miscellaneous category.</p> <p>IMPORTANT NOTE: It is not necessary to file another Statement of Social Security Number form with a converted petition if the Statement has previously been filed in the case. If the Statement of Social Security Number is filed for a converted case the document MUST NOT be included as part of the PDF petition, but must be docketed as a separate ECF event (See Statement of Social Security Number)</p> <p>*If additions or changes to the current mailing matrix are required, a Certificate of Changes to the Mailing Matrix listing only those changes or additions (a new matrix should not be filed) should be docketed at the time of filing of the petition for the new chapter. Docket using the ECF event “Certificate of Changes to the Mailing Matrix (Converted Case ONLY)” located under the Miscellaneous category</p> <p>*Filing fee if appropriate (refer to Fee Chart)</p>	<p>Category: Motions/Applications Event: <i>Select the appropriate Chapter</i> Convert Case to 11 from ANY Chapter Convert Case to 12 from ANY Chapter Convert Case to 13 from 11 Convert Case to 13 from 12 Convert Case from 13 to 7 Convert Case to 7 from 11 Convert Case to 7 from 12 Convert Case to 7 from 13</p> <p style="text-align: center;">-- OR --</p> <p>For Notices of Conversion ONLY APPLIES FOR CONVERSIONS FROM CHAPTER 13 TO CHAPTER 7</p> <p>Category: Miscellaneous Event: Notice of Voluntary Conversion to Chapter 7 from Chapter 13</p>	<p>Pleading will be routed to the Judge</p>

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MOTION FOR EXEMPTION FROM CREDIT COUNSELING	<ul style="list-style-type: none"> * Substantial compliance with Local Form O * Must include a reason for the request 	Category: Motions/Applications Event: Exemption from Credit Counseling	Pleading will be automatically noticed for objections for a period of 14 days
MOTION FOR EXEMPTION FROM FINANCIAL MANAGEMENT COURSE	<ul style="list-style-type: none"> * Substantial compliance with Local Form P * Must include a reason for the request 	Category: Motions/Applications Event: Exemption from Financial Management Course	Pleading will be automatically noticed for objections for a period of 14 days
MOTION TO EXTEND TIME FOR CREDIT COUNSELING	<ul style="list-style-type: none"> * Substantial compliance with Local Form N 	Category: Motions/Applications Event: Extend Time for Credit Counseling	Pleading will be routed to the Judge
MOTION FOR HARDSHIP DISCHARGE	<ul style="list-style-type: none"> * Must be accompanied by the Certification of Debtor Information Regarding Request for Hardship Discharge (Local Form R) for Chapter 13 cases. For Chapter 12 cases must be accompanied by Local Form W. * Chapter 13 Only - The Financial Management Course Certificate must have been filed in the case OR an Order Exempting Debtor from Financial Management must have been entered OR a Motion for Exemption from Financial Management Training must be pending in the case 	Category: Motions/Applications Event: Hardship Discharge	Pleading will be set for hearing
MOTION TO MODIFY PLAN	<ul style="list-style-type: none"> * Must detail the modification <p>NOTE: Pleading should not be filed pre-confirmation</p>	Category: Motions/Applications Event: Modify Plan	Pleading will be automatically noticed for objections for a period of 21 days.

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MOTION TO REDEEM	<ul style="list-style-type: none"> * Substantial compliance with Local Form H * Certificate of service to creditor * Must include a clause notifying creditor of the 14-day objection period * Must include description of property in the motion and order 	Category: Motions/Applications Event: Redeem	Pleading will be automatically noticed for objections for a period of 14 days
MOTION FOR REFUND OF UNCLAIMED MONEY	<ul style="list-style-type: none"> * Substantial compliance with Local Form K * Refer to Unclaimed Funds Procedures for specific details and requirements 	Category: Motions/Applications Event: Refund Unclaimed Monies	Pleading will be routed to the Judge
MOTION FOR RELIEF FROM STAY	<ul style="list-style-type: none"> * Certificate of Service to attorney unless pro se. If pro se, Certificate of Service to the debtor * Description of related property or purpose for relief from stay must be listed in the body of the motion or caption * Filing fee (Refer to Fee Chart) <p><u>Additional Requirements for Chapter 11 and 13 cases:</u></p> <ul style="list-style-type: none"> * Copy of proof of claim (or claim listed on claims register) * CHAPTER 13 ONLY - If related property is real property, must include Appendix to Motion for Relief from Stay - Chapter 13 Real Property (Local Form A) 	Category: Motions/Applications Event: <i>Select the appropriate Chapter Relief from Stay-Chapter 7 Relief from Stay - Chapter 11,12,13</i>	<u>Chapter 7</u> Pleading will be automatically noticed for objections for a period of 14 days <u>Chapter 11, 12, 13</u> Pleading will be set for hearing

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MOTION FOR RELIEF FROM CO-DEBTOR STAY	<ul style="list-style-type: none"> * Certificate of Service to attorney unless pro se. If pro se, Certificate of Service to the debtor * Description of related property or purpose for relief from stay must be listed in the body of the motion or caption <p><u>Additional Requirements for Chapter 11 and 13 cases:</u></p> <ul style="list-style-type: none"> * Copy of proof of claim (or claim listed on claims register) * CHAPTER 13 ONLY - If related property is real property, must include Appendix to Motion for Relief from Stay - Chapter 13 Real Property (Local Form A) 	<p>Category: Motions/Applications</p> <p>Event: <i>Select the appropriate Chapter</i></p> <ul style="list-style-type: none"> Relief from Co-Debtor Stay - Chapter 7 Relief from Co-Debtor Stay - Chapter 11,12,13 	<p><u>Chapter 7</u> Pleading will be automatically noticed for objections for a period of 14 days</p> <p><u>Chapter 11, 12, 13</u> Pleading will be set for hearing</p>

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MOTION FOR RELIEF FROM STAY AND ABANDONMENT	<ul style="list-style-type: none"> * Certificate of Service to attorney unless pro se. If pro se, Certificate of Service to the debtor * Description of related property or purpose for relief from stay must be listed in the body of the motion or caption * Filing fee (Refer to Fee Chart) <p><u>Additional Requirements for Chapter 11 and 13 cases:</u></p> <ul style="list-style-type: none"> * Copy of proof of claim (or claim listed on claims register) * CHAPTER 13 ONLY - If related property is real property, must include Appendix to Motion for Relief from Stay - Chapter 13 Real Property (Local Form A) <p>NOTE: <i>Abandonment may not be applicable in all Chapters</i></p>	<p>Category: Motions/Applications</p> <p>Event: Relief from Stay AND Abandonment</p>	<p><u>Chapter 7</u> Pleading will be automatically noticed for objections for a period of 14 days</p>
MOTION TO REOPEN CASE	<ul style="list-style-type: none"> * Motion only, unless party requests (in this motion or by separate motion/order) that fee be deferred or waived, and then motion and order * Filing fee is required, unless accompanied by motion to defer/waive filing fee or the purpose of reopening is to file an adversary proceeding under 727 or 523 only or to file a motion for contempt (Refer to Fee Chart) 	<p>Category: Motions/Applications</p> <p>Event: <i>Select the appropriate Chapter</i></p> <ul style="list-style-type: none"> Reopen Chapter 11 Case Reopen Chapter 12 Case Reopen Chapter 13 Case Reopen Chapter 7 Case 	<p>Pleading will be routed to the Judge</p>

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<p>MOTION TO SELL RESIDENTIAL PROPERTY - CHAPTER 13 CASES</p>	<p><u>Chapter 13 cases</u> *All motions to sell residential property filed by the debtor in Chapter 13 cases must contain the following: the identity of the proposed purchaser (if known) and what, if any, relationship they have to the debtor; the estimated or established date of sale; the identity of persons or entities who hold a mortgage or lien on the property or a statement that there is no mortgage or lien on the property; and how all mortgage or lien holders will be paid from the proceeds.</p> <p>*The movant must certify that a diligent search has been performed to determine the identity of all mortgage and lien holders.</p> <p>*The motion must include a certificate of service indicating that all mortgage and lien holders have been properly served with the motion.</p> <p>*The proposed order must include the details regarding distribution of the proceeds to mortgage or lien holders listed in the motion (it is sufficient to state that the mortgage will be satisfied in full if this is the case; exact amounts are not required).</p> <p>*If the motion is requesting to sell the property free and clear of liens, both the motion and proposed order must include the language “free and clear of liens,” and the</p>	<p>Category: Motions/Applications Event: Sell</p>	<p>Pleading will be automatically noticed for objections for a period of 21 days</p>

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MOTION TO SEPARATE	<ul style="list-style-type: none"> * Copy of the voluntary petition (Official Form B101 for individuals or B201 for non-individuals) * New matrix for the debtor who wishes to separate in PDF format * Filing Fee (Refer to Fee Chart) 	Category: Motions/Applications Event: <i>Select the appropriate Chapter</i> Separate Chapter 11 Case Separate Chapter 12 Case Separate Chapter 13 Case Separate Chapter 7 Case	Pleading will be routed to the Judge
MOTION TO STRIP OFF A JUNIOR LIEN	<ul style="list-style-type: none"> * Substantial compliance with Local Rule 3012-1 * Substantial compliance with Local Form M 	Category: Motions/Applications Event: Strip Off Junior Lien-Real Property	Pleading will be set for hearing
MOTION TO SUSPEND PAYMENTS	<ul style="list-style-type: none"> * Substantial compliance with Local Form F Must include the following information: <ul style="list-style-type: none"> * Dates of suspension * State if plan payments are current or specify arrearage * If plan is currently set for sixty months, must provide information as to how debtor plans to make up the suspended payments * Detailed reason for suspension 	Category: Motions/Applications Event: Suspend Plan Payments	If suspension is for more than one month, pleading will be automatically noticed for objections for a period of 21 days. If suspension is less than 1 month pleading will be routed to the Judge
NOTICE OF OVERRIDE OF PREFERRED CREDITOR ADDRESS	<ul style="list-style-type: none"> * Must clearly list address to be used in lieu of national preferred address. 	Category: Miscellaneous Event: Notice of Override of Preferred Address	
NOTICE TO SUBSTITUTE ATTORNEY	<ul style="list-style-type: none"> * The signature of the attorney who did not file the document in ECF must be represented by either a scanned or electronic signature if both attorneys are not in the same law firm 	Category: Miscellaneous Event: Notice to Substitute Attorney	

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OBJECTION TO CLAIM	<ul style="list-style-type: none"> * Pleading must list the claim number(s) and claimant(s) for the related claim(s). * Must include a certificate of service to the creditor * Must include a separate PDF Notice for Objections that complies with Local Form Z and the notice must include the same date for objections as the deadline listed in CM/ECF 	Category: Motions/Applications Event: Objection to Claim	Pleading will be held for objections for a period of 30 days
OBJECTION TO CONFIRMATION OF PLAN	<ul style="list-style-type: none"> * Pleading stating reason for objection 	Category: Plan Event: Objection to Confirmation of Plan	Pleading will be addressed at the confirmation hearing
OBJECTION TO EXEMPTION	<ul style="list-style-type: none"> * Pleading stating reason for objection and resulting order 	Category: Motions/Applications Event: Objection to Exemption	Pleading will be set for hearing
PLAN	<ul style="list-style-type: none"> * For Chapter 13 cases filed after 12/1/17 Plan must be filed on Official Form 113 * Certificate of service to all creditors 	Category: Plan Event: <i>Select the appropriate Chapter</i> Amended Chapter 11 Plan Amended Chapter 11 Small Business Plan Amended Chapter 12 Plan Amended Chapter 13 Plan	
SCHEDULE OF ALLOWED CLAIMS	<ul style="list-style-type: none"> * Must include the name and case number of the debtor * Information regarding the allowance of the claims, including the name, address, and amount of all creditors/claims that are being allowed (pleading may be filed on claims register form or other form with no cover sheet, given that this information is supplied) 	Category: Miscellaneous Event: Schedule of Allowed Claims	

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STATEMENT OF CURRENT MONTHLY INCOME AND MEANS TEST (Chapter 7)	* Substantial compliance with Official Form B122A	Category: Miscellaneous Event: Statement of Monthly Income- Ch 7	
STATEMENT OF CURRENT MONTHLY AND DISPOSABLE INCOME (Chapter 13)	* Substantial compliance with Official Form B122C-1	Category: Miscellaneous Event: Statement of Current Monthly - Ch 13	
STATEMENT OF CURRENT MONTHLY INCOME-CH 11	* Substantial compliance with Official Form B122B	Category: Miscellaneous Event: Statement of Current Monthly Income-Ch 11	
STATEMENT OF SOCIAL SECURITY NUMBER	* Substantial compliance with Official Form B121	Category: Miscellaneous Event: Statement of Social Security Number	
WITHDRAWAL OF CLAIM	* Pleading must be appropriately styled and formatted * Attaching a PDF copy of the proof of claim is also acceptable	Category: Claim Actions Event: Withdrawal of Claim	