



***UNITED STATES BANKRUPTCY COURT***  
***FOR THE NORTHERN DISTRICT OF FLORIDA***

*Local Rules*

**EFFECTIVE DATE: DECEMBER 1, 2009**

**UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF FLORIDA**

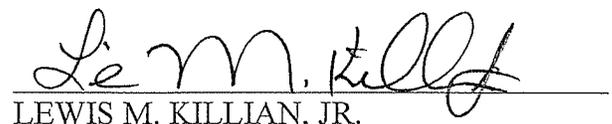
**IN RE:        RULES OF THE UNITED STATES  
                  BANKRUPTCY COURT FOR THE  
                  NORTHERN DISTRICT OF FLORIDA**

**ORDER AMENDING LOCAL BANKRUPTCY  
RULES OF PRACTICE AND PROCEDURE**

UPON CONSIDERATION of the undersigned in accordance with Bankruptcy Rule 9029, the Amended Local Rules of Practice and Procedure appended hereto are hereby adopted and become effective 12:01 a.m. December 1, 2009 and shall govern all practice and procedure in the Bankruptcy Court for the Northern District of Florida after the effective date.

DONE and ORDERED by the Court on this 1<sup>st</sup> day of October 2009.

  
STEPHAN P. MICKLE  
Chief U.S. District Judge

  
LEWIS M. KILLIAN, JR.  
U. S. Bankruptcy Judge

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## **RULE 1001-1**

### **INTRODUCTION AND GENERAL STATEMENT OF ADOPTION AND APPLICATION OF LOCAL RULES**

A. The title of these rules is "Local Rules, United States Bankruptcy Court, Northern District of Florida." They may be cited as "N.D. Fla. LBR\_\_\_\_."

B. These rules shall take effect on December 1, 2009, and shall apply in said United States Bankruptcy Court to all cases, and to all matters and proceedings arising in or related to cases under Title 11, United States Code (the Bankruptcy Code) then pending and thereafter filed, except to the extent that in the opinion of the Court their application in a pending case, matter or proceeding would not be feasible or would work an injustice.

C. For cause, on motion of a party in interest or *sua sponte*, the Court may direct that one or more provisions of these rules not apply in a case, matter, or proceeding.

D. The Local Rules of the United States District Court, Northern District of Florida shall apply in all bankruptcy cases, including contested matters and adversary proceedings, to the extent applicable and to the extent not inconsistent with the bankruptcy rules and the local bankruptcy rules for the Northern District of Florida.

E. Definitions: The terms "Court," "Clerk," and "Judge," when those appear in applicable District Court Local Rules, shall mean the Bankruptcy Court, Bankruptcy Clerk, and Bankruptcy Judge, respectively, unless inconsistent with the language or meaning of the particular District Court Local Rule.

## **RULE 1005-1**

### **PETITION - CAPTION**

A petition filed on behalf of an individual or an individual and such individual's spouse shall not include the name of any corporation, partnership, limited partnership, or joint venture.

## **RULE 1006-1**

### **FILING FEE**

The filing fee must be paid by an attorney's office or trust account, check, cash, money order, or preapproved credit card. Documents filed electronically require payment on-line by credit card at the time of filing. If paid by check, there should be a separate check for each petition or item filed. Direct payments from debtors may only be by cash, cashier's check or money order – no personal checks, credit cards or debit cards from debtors will be accepted.

## **RULE 1007-1**

### **LISTS, SCHEDULES, STATEMENTS, AND OTHER DOCUMENTS**

The following shall be filed at the same time as, but separately from, the petition and submitted on the most current version of the prescribed form:

(A) Chapter 7, 12, or 13:

(1) List of Creditors (Names and Addresses) unless the petition is accompanied by a schedule of liabilities or a Chapter 13 statement.

(2) Master Mailing Matrix (see Local Rule 1007-2).

(3) Filing Fee.

(4) Unless the U. S. Trustee has determined that the credit counseling requirement of §109(h) does not apply in the district, a Statement of Compliance as prescribed by the appropriate form (see local forms page on Court internet site) by individual debtors, which must include one of the following:

(a) an attached Certificate and Debt Repayment Plan, if any, required by §521(b);

(b) a Statement that the debtor has received the credit counseling briefing required by §109(h)(1) but does not have the certificate required by §521(b);

(c) a Certification under §109(h)(3); or

(d) a Request for a determination by the Court under §109(h)(4).

(5) If the debtor is unable to comply with the requirement under 11 U.S.C. §521(a)(1)(B)(iv) because he/she has no income, a Certificate or Statement noting the lack of income.

(6) If the debtor is a corporation other than a governmental unit, a Corporate Ownership Statement must be filed with the petition. This Statement should disclose all corporations that directly or indirectly own 10% or more of the class of the corporation's equity interests. The Statement must be provided even if there are no entities to report. (Form available on Court's internet site.)

(B) Chapter 9 or 11:

(1) List of Creditors (Names and Addresses) unless the petition is accompanied by a schedule of liabilities.

(2) Exhibit "A" to Official Form No. 1, if debtor is a corporation.

(3) List of twenty largest unsecured creditors excluding insiders.

(4) Master mailing matrix (see Local Rule 1007-2)

(5) Filing fee.

(6) Unless the U. S. Trustee has determined that the credit counseling requirement of §109(h) does not apply in the district, a Statement of Compliance as prescribed by the appropriate form (see local forms page on Court internet site) by individual debtors, which

must include one of the following:

(a) an attached Certificate and Debt Repayment Plan, if any, required by §521(b);

(b) a Statement that the debtor has received the credit counseling briefing required by §109(h)(1) but does not have the Certificate required by §521(b);

(c) a Certification under §109(h)(3); or

(d) a Request for a determination by the Court under §109(h)(4).

(7) If the Chapter 11 individual debtor is unable to comply with the requirements of 11 U.S.C. §521(a)(1)(B)(iv) because he/she has no income, a Certificate or Statement noting the lack of income.

(8) If the debtor is a corporation other than a governmental unit, a Corporate Ownership Statement must be filed with the petition. This Statement should disclose all corporations that directly or indirectly own 10% or more of the class of the corporation's equity interests. The Statement must be provided even if there are no entities to report. (Form available on Court's internet site.)

## **RULE 1007-2**

### **MAILING LIST OR MATRIX**

The debtor shall file separately, but at the same time as the petition, a list containing the name and address of each creditor which shall serve as a mailing matrix. The mailing matrix shall be submitted in the format specified by the Clerk's Office (see "Matrix Mailing Instructions" on local forms page on Court internet site).

## **RULE 1007-3**

### **STATEMENT OF INTENTION**

The debtor's statement of intention (any and amendment thereto), filed pursuant to 11 U.S.C. §521(a)(2), shall include the terms under which the stated intentions will be accomplished by the debtor.

## **RULE 1009-1**

### **AMENDMENTS OF VOLUNTARY PETITIONS, LISTS, SCHEDULES and STATEMENTS**

A. Amendments to Voluntary Petitions, Lists, Schedules and Statements may be made by filing the original with the Clerk. Amendments must contain a caption which includes the case number, case name and the title of the document. The amendment must be executed and acknowledged by the debtor and attorney of record in the same manner that the item being amended was originally executed. Amended schedules should be filed in their entirety for clarity and to simplify the record. Any changes, additions or deletions must be clearly indicated.

B. The debtor shall notice the amendment to any entity affected thereby, the trustee, and to the U.S. Trustee's office. A certificate of service shall be filed with the Clerk.

C. Amendments adding additional creditors to the schedules require the appropriate filing fee and shall be accompanied by an additional mailing matrix which contains the names and addresses of only the creditors being added.

D. Adding Creditors in a Closed No Asset Case: If the case is a closed Chapter 7 case with no distribution to creditors, a "Certificate and Affidavit for Adding Creditors to Schedules in a Closed No Asset Case" must be completed and filed (see local forms page on Court internet site).

E. An amended Statement of Social Security Number (Form 21) should be completed to correct a previously filed social security or individual taxpayer

identification number and kept on file for four years after the case or proceeding is closed with a copy of the amended form mailed to the Clerk's Office.

*[NOTE: As with the original Form, the amended Form should NOT be filed on the system or sent via e-mail. In addition, under the Federal Rules of Bankruptcy Procedure, a notice of the correct number needs to be sent to all creditors, the United States Trustee, and the case trustee. A truncated or redacted copy of the notice showing only the last four digits should be filed with the Court. **Only** with an error in the last four digits of the SSN that appear on the petition should the debtor file an amended petition with notice to all parties.]*

## **RULE 1015-1**

### **JOINT ADMINISTRATION**

A. Time for Filing Objection to Joint Administration. All joint cases by husband and wife will be jointly administered in accordance with Bankruptcy Rule 1015. However a creditor or party in interest may file an objection to joint administration no later than 30 days after the first date set for the meeting of creditors under §341(a).

B. Extension of Time. On motion of any party in interest, after hearing on notice, the Court may for cause extend the time to file an objection to joint administration. The motion shall be filed before the time has expired.

## **RULE 1017-1**

### **DISMISSAL - CASE OR PROCEEDINGS**

Failure to comply with these Rules may be grounds for dismissal of a case or conversion to a case under Chapter 7 of Title 11.

## **RULE 1019-1**

### **CONVERSION**

A. In cases converted to Chapter 7, the debtor-in-possession or the trustee shall file an original of all lists, schedules, statements, and other documents required by Bankruptcy Rule 1007, on the most current version of the official forms with the debtor's signatures, which accurately reflects the

condition of the debtor's estate at the time of conversion. The lists, schedules, statements, and other documents shall be filed within the time provided in Bankruptcy Rule 1007 and 1019(1)(A). The final report and schedule of post-petition debts shall be filed within the time provided in Bankruptcy Rule 1019(1)(A). In lieu of filing new schedules and statements, if the debtor has acquired no debt or property since the filing of the case and prior to conversion, the debtor shall obviate the need for filing amended schedules by filing a statement that he or she has acquired no debts or property since the case was filed. The debtor shall comply with all other requirements of Bankruptcy Rule 1019.

B. The applicable current monthly income form (Form B 22A, 22B, or 22C) shall be filed in all cases within fourteen (14) days of conversion.

### **RULE 1070-1**

### **JURISDICTION**

Motions other than those filed in adversary proceedings shall be deemed to be core proceedings unless a response asserting that the matter should be treated as a non-core proceeding is filed within the time provided in Local Rule 9013-2.

### **RULE 2002-1**

### **NOTICE TO CREDITORS AND OTHER INTERESTED PARTIES**

A party in interest who desires to receive copies of pleadings and notices to which it is entitled under Bankruptcy Rule 2002 shall:

A. File a request with the Clerk;

B. Serve a copy of the request on the debtor, debtor's attorney, the attorney for the debtor-in-possession, the trustee, the attorney for the trustee and the U.S. Trustee; and

C. Attach to the request filed with the Clerk a certificate of service which states to whom a copy of the request has been given.

## **RULE 2002-2**

### **NEGATIVE NOTICE PROCEDURE**

A. The following motions, objections, and other pleadings not already specifically provided for by a similar negative notice procedure in these rules may be considered by the Court without an actual hearing under the negative notice procedure described in this rule if no party in interest requests a hearing:

(1) Motion to approve agreements relating to relief from the automatic stay, prohibiting or conditioning the use, sale, or lease of property, providing adequate protection, use of cash collateral, and obtaining credit pursuant to Bankruptcy Rule 4001(d).

(2) Motion to avoid liens on exempt property pursuant to Bankruptcy Rule 4003(d).

(3) Motion to use, sell, or lease property not in the ordinary course of business pursuant to Bankruptcy Rule 6004(a) but not motions to sell property free and clear of liens or other interests pursuant to Bankruptcy Rule 6004(c).

(4) Notices of abandonment pursuant to Bankruptcy Rule 6007(a) and motion to compel abandonment pursuant to Bankruptcy Rule 6007(b).

(5) Motion to approve compromises or settlements pursuant to Bankruptcy Rule 9019(a).

(6) Motion to extend time under Local Rule 3002-1.

(7) Motion to deem mortgage current under Local Rule 3002.1-1.D(2).

(8) Other motions, objections, and matters if permitted by the presiding judge.

B. Motions, objections, and other matters filed pursuant to this negative notice procedure shall:

(1) Be served in the manner and on the parties as required by the provisions of the Federal Rules of Bankruptcy Procedure, Local Rule, or any order of Court applicable to motions, objections, or matters of the type made and shall be filed with the proof of such service in accordance with the provisions of Local Rule 7004-1.

(2) To the extent permitted under the Federal Rules of Bankruptcy Procedures, Local Rules, or any order of the Court, a Filing User may make use of these Negative Notice Procedures by serving motions, objections, and other matters by electronic means to any other Filing User or other party who consents to receive service by electronic means.

(3) Contain a negative notice legend prominently displayed on the face of the first page of the paper. The negative notice legend shall be in a form substantially as follows:

**NOTICE OF OPPORTUNITY TO  
OBJECT AND FOR HEARING**

**Pursuant to Local Rule 2002-2, the Court will consider this motion, objection, or other matter without further notice or hearing unless a party in interest files an objection within twenty-one (21) days from the date of service of this paper. If you object to the relief requested in this paper, you must file your objection with the Clerk of the Court at 110 E. Park Avenue, Tallahassee, FL 32301, and serve a copy on the movant's attorney, (name and address, and any other appropriate persons).**

**If you file and serve an objection within the time permitted, the Court may schedule a hearing and you will be notified. If you do not file an objection within the time permitted, the Court will consider that you do not oppose the granting of the relief requested in the paper, and will proceed to consider the paper without further notice or hearing, and may grant the relief requested.**

C. For the purpose of completing the above negative notice legend, the number of days during which parties may object that is placed in the negative notice legend shall be twenty-one (21) days.

(1) In the event a party in interest files an objection within the time permitted in the negative notice legend, the Court may schedule a hearing on the motion, objection, or other matter upon notice to the movant's attorney, the objecting party or parties, and others as may be appropriate.

(2) In the event no party in interest files an objection within the time permitted in the negative notice legend as computed under Bankruptcy Rule 9006(a) and (f), the Court will consider the matter in chambers without further notice or hearing upon the submission by the movant of a proposed form of order granting relief. The movant shall submit the proposed order not later than fourteen (14) days after the expiration of the objection period. In the event the movant fails to submit a proposed form of order within this time, the Court may enter an order denying the matter without prejudice for lack of prosecution. In addition to any other requirements, the proposed form of order shall recite that:

(a) The motion, objection, or other matter was served upon all interested parties with the Local Rule 2002-2 negative notice legend informing the parties of their opportunity to object within the proper days of the date of service;

(b) No party filed an objection within the time permitted; and

(c) The Court therefore considers the matter to be unopposed.

D. Nothing in this rule is intended to preclude the Court from conducting a hearing on the motion, objection, or other matter even if no objection is filed within the time permitted in the negative notice legend.

## **RULE 2003-1**

### **MEETING OF CREDITORS AND EQUITY SECURITY HOLDERS**

Section 341 Meetings will not be continued except for good cause shown. All requests for continuances must be made through the U.S. Trustee's Office in Chapter 11 cases and through the trustee in Chapter 7, 12, or 13 cases.

## **RULE 2015-1**

### **DEBTOR IN POSSESSION DUTIES**

A. A debtor-in-possession or a trustee who operates a business shall file signed monthly financial reports in the form and containing the information as set forth by the Office of the U.S. Trustee (see local forms page on Court internet site).

B. A debtor-in-possession in a Chapter 11 case who is an individual not engaged in business shall file signed monthly financial reports in the form and containing the information as set forth by the Office of the U.S. Trustee (see local forms page on Court internet site).

C. The monthly reports shall be filed no later than the 20th day of each month commencing with the month following the filing of the petition and shall reflect all transactions during the immediately preceding month.

D. The attorney for the debtor-in-possession shall not be required to sign the monthly financial reports or file any notice of their filing.

E. The debtor-in-possession or trustee in a Chapter 11 case shall file the original monthly financial report with the Clerk and serve a copy of the reports and financial statements upon the U.S. Trustee, the members of the creditors' committee, if one has been appointed, the attorney for the creditors' committee, if one has been employed, and such other person or persons as the Court may from time to time direct. The debtor-in-possession in Chapter 12 and Chapter 13 business cases shall serve a copy of the reports and financial statements upon the trustee, the U.S. Trustee and upon such other person or persons as the Court may from time to time direct.

F. In Chapter 12 cases the debtor shall file signed Monthly Cash Receipts and Disbursements Statements as set forth by the Office of the U.S. Trustee (see local forms page on Court internet site). The debtor shall file the original with the Clerk and provide a copy to the Chapter 12 Trustee and the U.S. Trustee beginning with the filing of the bankruptcy petition and ending when the payments under the Plan are complete. The reports shall be filed by

the debtor no later than the 15th day following the end of the month and shall include all of the debtor's receipts or income, in cash or by check, received during the month. The receipts should be itemized by kind, quantity, and dollar amount. All expenses paid in cash or by check should be itemized.

G. Failure to comply with this rule may be grounds for conversion to Chapter 7, if permitted by law, or for dismissal of the case.

## **RULE 2016-1**

### **COMPENSATION OF PROFESSIONALS**

A. Applications for Compensation in Chapter 7 Cases:

(1) (a) Final applications for fees and expenses of all professionals incurred during the administration of the Chapter 7 cases and allowable under 11 U.S.C. § 503(b) must be filed not later than twenty-one (21) days after service of notification by the trustee that the case is ready to close.

(b) In cases that have been converted to Chapter 7, all final applications of professionals for fees, costs, and expenses incurred in the superseded case must be filed within ninety (90) days after the date of the order converting the case.

(2) All applications for fees and expenses, whether interim or final, shall contain the amounts requested and a detailed itemization of the work performed including: a) the name of the individual performing the work; b) the amount of time expended for each item of work; c) the hourly rate requested; and d) a discussion of the criterion that are relevant in determining the compensation to be awarded.

(3) (a) Applications for fees and expenses totaling \$1,000 or less will be determined after notice and an opportunity for a hearing. Notice shall go to all creditors, the U.S. Trustee, and all other parties in interest. A hearing will not be held unless a timely objection is filed with the Court.

(b) Applications for fees and expenses under 11 U.S.C. § 326 will be determined after notice and an opportunity for a hearing. Notice shall go to all creditors, the U.S. Trustee, and all other parties in interest. A hearing will not be held unless a timely objection is filed with the Court.

**B. Applications for Compensation in Chapter 11 Cases:**

(1) Applications of attorneys, accountants, auctioneers, appraisers, and other professionals for compensation from the estate of the debtor allowable under 11 U.S.C. §503(b), should be filed no later than twenty-one (21) days after the entry of an order scheduling the confirmation hearing, except for applications for fees and expenses totaling \$1,000 or less, which may be heard and determined pursuant to Local Rule 2016-1. A copy of the application shall be served upon the trustee, the attorney for the trustee, the debtor-in-possession, the attorney for the creditors' committee, and the U.S. Trustee. Nothing herein shall preclude an application not filed pursuant to this rule; provided, however, that debtor shall not be required to pay for such services at the time of confirmation.

(2) All applications for compensation of professionals, including interim applications, shall contain a detailed itemization of the work performed. Applications by attorneys and accountants shall include the individual performing the item of work, a description of the work performed for each item, the amount of time expended for each item, the hourly rate requested, and a discussion of the criteria that are relevant in determining the compensation to be awarded.

(3) All disclosures required to be transmitted to the United States Trustee under Bankruptcy Rule 1026(b) shall be served on the case trustee within the time required for service on the United States Trustee.

**RULE 2071-1**

**COMMITTEES**

A. Upon appointment of a committee of creditors pursuant to 11 U.S.C. §1102, those creditors willing to serve shall have an organizational meeting and elect a chairman who shall preside at meetings of the creditors' committee.

B. The meetings of the creditors' committee may be held by telephone.

C. The U.S. Trustee shall notice the Clerk of the Bankruptcy Court of the names, addresses, and telephone numbers of the members of the committee. If no committee is appointed, the U.S. Trustee's Office shall notice the Clerk of the Bankruptcy Court that no committee has been appointed. A copy of the appropriate notice shall be served upon the attorney for the debtor and the members of the committee.

## **RULE 2081-1**

### **CHAPTER 11 – GENERAL**

A. Authority to Operate Business/Manage Financial Affairs:

(1) The operation of a business by a debtor-in-possession in cases filed under Chapter 11 shall be subject to the terms and conditions of an order continuing the debtor-in-possession to be entered upon the filing of the petition or entry of the Order for Relief. The debtor-in-possession shall also deposit taxes and file tax returns in compliance with the terms of the Order to File Federal and State Employment Tax Returns and To Deposit State and Federal Taxes (see local forms page on Court internet site).

(2) Individual Chapter 11 debtors not engaged in business shall be subject to the terms and conditions of the order authorizing individual debtors to manage financial affairs to be entered upon the filing of the petition or entry of the order for relief.

(3) All Chapter 11 voluntary debtors must comply with the Administrative Order Establishing Initial Procedures in Chapter 11 Cases (see Administrative Order No. 05-001 on the Court internet site).

B. Post-Confirmation Matters:

(1) Within twenty-one (21) days after the hearing confirming the plan, the attorney for the proponent of the plan shall prepare the Order of

Confirmation and submit it to the Court. Copies of the proposed order shall be served upon the U.S. Trustee, any party in interest who filed an objection to the confirmation and to any other person designated by the Court. The Order Confirming the Plan will be distributed by the Court to all parties in interest. The proponent of the plan shall then be responsible for the distribution of copies of the confirmed plan to all creditors, the U.S. Trustee, and other parties as may be designated by the Court.

(2) (a) In addition to the report required by Bankruptcy Rule 2015(a) and (b), in those instances where the plan requires longer than one hundred twenty (120) days for consummation, the plan proponent shall file a Confirmed Plan Status Report beginning the third month after the effective date of the plan and every three (3) months thereafter. This report shall disclose any distributions made, including the amount of each distribution to creditors as identified in the plan, as well as a description of all other matters which must be consummated in order to close the estate.

(b) If the plan provides for payments to any class of creditors over a period of time which is longer than one hundred eighty (180) days from the date of confirmation, the plan proponent shall execute an instrument evidencing the indebtedness and deliver such instrument to each creditor or other party interest. Such instrument shall provide for payment of the amount due under the plan upon the terms set forth in the plan. Delivery of instruments shall be deemed commencement of distribution under the plan for purposes of closing the estate pursuant to 11 U.S.C. §1101(c). Such instruments shall be delivered to creditors in each class within thirty (30) days after all objections to claims in that class have been resolved or, if there are no objections to claims in any class, then within sixty (60) days after the entry of an Order of Confirmation.

(c) Upon substantial consummation of the plan for cases other than those for an individual, the plan proponent shall file a Supplemental Bankruptcy Closing Report (Form B 100BX) and its application for final decree which shall certify compliance with 11 U.S.C. §1101.

(d) After the last plan payment has been made in an individual case, the debtor shall file:

- (1) a certification that the final payment has been made (see local forms page on Court internet site);
- (2) a motion for entry of discharge (see local forms page on Court internet site);
- (3) a Supplemental Bankruptcy Closing Report (Form B 100BX);  
and
- (4) an application for final decree which shall certify compliance with 11 U.S.C. §1101.

## **RULE 2082-1**

### **CHAPTER 12 - GENERAL**

#### **A. Duties of the Chapter 12 Debtor**

(1) At least seven (7) days before the first meeting of creditors, the debtor must file and provide the Chapter 12 Trustee with the Summary of Operations for Chapter 12 Case (see local forms page on Court internet site) and the Income Tax Returns for the two (2) years immediately preceding the filing of the bankruptcy petition.

(2) At least seven (7) days before the confirmation hearing, the debtor must file and provide a copy to the Chapter 12 Trustee of the Farm Plan for a three (3) year period indicating projected disposable income, and a liquidation analysis reflecting the distributions to unsecured creditors if the case proceeds as a Chapter 7.

(3) The debtor shall file and provide a copy to the Chapter 12 Trustee the Monthly Cash Receipts and Disbursements Statement (see local forms page on Court internet site) beginning with the filing of the bankruptcy petition and ending when the payments under the plan are complete. The Statements shall be filed by the debtor no later than the fifteenth (15th) day following the end of the month and shall include all of the debtor's receipts and/or income, in cash or by check, received during

the month. The receipts should be itemized by kind, quantity, and dollar amount. All expenses paid in cash or by check should be itemized.

(4) Within sixty (60) days after the end of a calendar year (or fiscal year), the debtor must complete and file with the Clerk and the Chapter 12 Trustee, Internal Revenue Service Form Schedule 1040 F together with all supporting schedules of Schedule F, and Form 4835, for any part of the calendar or taxable period ending after the date on which the Chapter 12 petition was filed. The Schedule F and Form 4835 must report all income and all expenses to the end of the calendar (or fiscal) year.

#### B. Pre-Confirmation Matters in Chapter 12

(1) In all cases filed under Chapter 12, the debtor shall file a statement which contains "adequate information" about: (a) the debtor's ability to make all of the payments under the plan and to comply with the plan, (b) the financial condition of the debtor, including assets and liabilities of the debtor as well as the income and expenses of the debtor for the preceding calendar year, (c) the value of any property of the estate, whether being retained by the debtor or surrendered, which is subject to a lien or security interest as well as a description of the basis for such value, (d) an analysis of the amount which would be received by unsecured creditors if the estate of the debtor were to be liquidated under Chapter 7 of Title 11, and (e) a projection of the net disposable income of the debtor for the term of the plan.

(2) For purposes of this section, "adequate information" shall mean information of a kind, and in sufficient detail, as far as reasonably practicable in light of the nature and history of the debtor and the condition of the debtor's books and records, that will enable creditors and the trustee to make an informed judgment about confirmation of the plan.

(3) In a Chapter 12 case, the pre-confirmation statement shall be filed upon the filing of a plan. Copies of the pre-confirmation statement shall be served upon all creditors, the trustee, the U.S. Trustee, and other persons who have requested notice pursuant to Bankruptcy Rule 2002.

(4) All Chapter 12 individual debtors shall file with the Court and serve on the Chapter 12 Trustee a certification that the debtor has paid all amounts to be paid under a domestic support obligation that first became payable after the date of the filing of the Chapter 12 petition if the debtor is required by a judicial or administrative order, or by statute, to pay such domestic support obligation. If the debtor is not required to pay any amounts under a domestic support obligation, then the debtor shall file a certification stating that the debtor is not required to pay said amounts. (Form available on Court internet site.)

C. Local Rule 2081-1(B) shall apply in Chapter 12 cases.

## **RULE 2083-1**

### **CHAPTER 13 - GENERAL**

#### **A. Pre-Confirmation Matters in Chapter 13**

In all cases filed under Chapter 13 where the debtor is required to file monthly operating reports, the debtor shall file a statement which contains "adequate information" about:

(1) the debtor's ability to make all of the payments under the plan and to comply with the plan,

(2) the financial condition of the debtor, including assets and liabilities of the debtor as well as the income and expenses of the debtor for the preceding calendar year,

(3) the value of any property of the estate, whether being retained by the debtor or surrendered, which is subject to a lien or security interest as well as a description of the basis for such value,

(4) an analysis of the amount which would be received by unsecured creditors if the estate of the debtor were to be liquidated under Chapter 7 of Title 11, and

(5) a projection of the net disposable income of the debtor for the term of the plan.

B. For purposes of this section, "adequate information" shall mean information of a kind, and in sufficient detail, as far as reasonably practicable in light of the nature and history of the debtor and the condition of the debtor's books and records, that will enable creditors and the trustee to make an informed judgment about confirmation of the plan.

C. In business Chapter 13 cases, the pre-confirmation statement shall be filed twenty-one (21) days prior to the confirmation hearing. Copies of the pre-confirmation statement shall be served upon all creditors, the trustee, the U.S. Trustee, and other persons who have requested notice pursuant to Bankruptcy Rule 2002.

## **RULE 2090-1**

### **ATTORNEYS - ADMISSION TO PRACTICE**

#### **A. General Admission:**

Except as provided herein, Local Rule 11.1 of the United States District Court for the Northern District of Florida governs the admission and appearance of attorneys before the Bankruptcy Court. All attorneys admitted to practice or approved to appear Pro Hac Vice in the United States District Court for the Northern District of Florida are by virtue thereof admitted to practice in the Bankruptcy Court.

*[Note: With the advent of electronic case filing, the United States District Court no longer draws any substantive distinction between membership in the bar of this district and pro hac vice admission. An attorney admitted pro hac vice will be treated as a member of the bar of this district and will remain a member, even after termination of the case, until such time as the attorney affirmatively withdraws from the bar of this district or no longer meets the admission qualifications.]*

#### **B. Admission Not Required:**

(1) An attorney representing the United States, or any agency thereof, having the authority of the Government to appear as its counsel, may

appear and be heard in any case or proceeding in which the Government or such agency thereof is a party-in-interest.

(2) An attorney who is not admitted to the United States District Court, Northern District of Florida, but is an active member in good standing of the bar of a Court of general jurisdiction in any state or territory of the United States, may appear on behalf of a creditor in the following instances:

(a) Preparation and filing of a notice of appearance and request for service of notices pursuant to Bankruptcy Rule 2002; and

(b) The preparation and filing of a proof of claim.

C. Conduct:

All attorneys appearing in the Bankruptcy Court and all persons at counsel table are expected to observe the same customary and traditional Rules of Conduct and Decorum applicable in the United States District Court, as set forth in Addendum A for convenient reference.

D. Attorneys - Appearance and Withdrawal; Representation by an Attorney - When Required:

(1) No attorney, having made an appearance for a creditor in a contested matter or adversary proceeding or having filed a petition on behalf of a debtor, shall thereafter abandon the case or proceeding in which the appearance was made or withdraw as counsel for any party therein, except by leave of Court obtained after giving fourteen (14) days notice to the party or client affected thereby and to opposing counsel.

(2) (a) The disclosure statement required by Bankruptcy Rule 2016(b) shall include a statement as to whether the attorney has been retained to represent the debtor in discharge and dischargeability proceedings.

(b) If the disclosure statement recites that the attorney has not been retained to represent the debtor in discharge and

dischargeability proceedings, the attorney shall not be required to represent the debtor in such proceedings.

(c) If the disclosure statement fails to recite whether the attorney has been retained to represent the debtor in discharge and dischargeability proceedings, the attorney shall be deemed to represent the debtor in such proceedings and shall not be allowed to withdraw from such proceedings except as provided in paragraph (1).

(3) Unless allowed to withdraw from a case, matter, or proceeding by order of the Court, counsel filing a petition on behalf of a debtor shall attend all hearings and meetings scheduled in the case or proceeding at which the debtor is required to attend under any provision of the Bankruptcy Code, the Bankruptcy Rules, or order of the Court; provided, however, counsel need not attend a hearing in regard to a matter in which the debtor is not a party and whose attendance has only been required as a witness.

(4) Any party for whom a general appearance of counsel has been made shall not thereafter take any step or be heard in the case in proper person absent prior leave of Court, nor shall any natural person, having previously elected to proceed in proper person, be permitted to obtain special or intermittent appearances of counsel except upon such conditions as the Court may specify.

(5) An entity other than a natural person may not file any petition or pleading, except a proof of claim or a ballot, or otherwise appear except through an attorney; provided, however, that any creditor or party in interest may participate in a Section 341 Meeting of Creditors without an attorney.

## **RULE 3001-1**

### **PROOF OF CLAIM**

A. Supporting Proof of Claim Information.

When a claim, or an interest in property of the debtor securing the claim, is based on a writing, the original or a duplicate shall be filed with the proof of claim. If the writing has been lost or destroyed, a statement of the circumstances of the loss or destruction shall be filed with the claim.

**B. Additional Statements Required.**

(1) If, in addition to its principal amount, a claim includes interest, fees, expenses, or other charges incurred prior to the date of the petition, an itemized statement of the interest, fees, expenses, or charges shall be filed with the proof of claim.

(2) If a security interest is claimed in property of the debtor, the proof of claim shall include a statement of the amount necessary to cure any default as of the date of the petition.

(3) If a security interest is claimed in property noted in the petition and schedules filed in the case as the debtor's principal residence and an escrow account has been established in connection with the claim, the proof of claim shall be accompanied by an escrow account statement prepared as of the date of the filing of the petition, in a form consistent with applicable non-bankruptcy law.

**C. Failure to Provide Supporting Information.**

If the holder of a claim fails to provide the information required in this rule, the Court may prohibit the introduction of that information, in any form, as evidence in any hearing or submission in any contested matter or adversary proceeding in the case, unless the failure was substantially justified or is harmless. In addition to or instead of this sanction, the Court, after notice and hearing, may award other appropriate relief, including reasonable expenses and attorney's fees caused by the failure.

**RULE 3002-1**

**FILING PROOF OF CLAIM OR INTEREST**

A. Upon confirmation of the Chapter 13 Plan that provides for surrender of secured collateral back to a creditor:

(1) The secured creditor shall have sixty (60) days from confirmation of the Chapter 13 Plan to file an unsecured proof of claim regarding any deficiency balance that may occur upon the sale of the subject collateral if the collateral consists of personal property that was not liquidated within the claims bar date period;

(2) The secured creditor shall have ninety (90) days from confirmation of the Chapter 13 Plan to file an unsecured proof of claim regarding any deficiency balance that may occur upon the sale of the subject collateral if the collateral consists of real property that was not liquidated within the claims bar date period;

(3) The time periods provided above may be extended by Court Order upon the creditor filing an appropriate Motion using negative notice stating the circumstances necessitating a need for a longer period of time and an estimated deficiency;

(4) If no unsecured proof of claim is filed within the given time period and no Motion to Extend the Time is filed, the creditor will then be barred from filing an unsecured proof of claim.

(5) If the plan filed by the debtor(s) provides for the surrender of collateral, that plan shall constitute the debtor(s) consent to the immediate termination of the automatic stay.

B. If a Chapter 13 Plan does not provide for the surrender of property:

(1) The secured creditor shall have sixty (60) days from the date of an Order terminating the automatic stay to file an unsecured proof of claim regarding any deficiency balance that may occur upon the sale of the subject collateral if the collateral consists of personal property that was not liquidated within the claims bar date period;

(2) The secured creditor shall have ninety (90) days from the date of an Order terminating the automatic stay to file an unsecured proof of claim regarding any deficiency balance that may occur upon the sale of the subject collateral if the collateral consists of real property that was not liquidated within the claims bar date period;

(3) The time periods provided above may be extended by Court Order upon the creditor filing an appropriate Motion using negative notice stating the circumstances necessitating a need for a longer period of time and an estimated deficiency;

(4) If no unsecured proof of claim is filed within the given time period and no Motion to Extend the Time is filed, the creditor will then be barred from filing an unsecured proof of claim.

#### **RULE 3002.1-1**

#### **NOTICE RELATING TO CLAIMS SECURED BY SECURITY INTEREST IN THE DEBTOR'S PRINCIPAL RESIDENCE**

A. NOTICE OF PAYMENT CHANGES. In a Chapter 13 case, if a claim secured by a security interest in property listed in the petition and schedules as the debtor's principal residence is provided for under the debtor's plan pursuant to §1322(b)(5) of the Code, the holder of or holder's agent for such claim shall file with the Court and serve on the debtor, debtor's counsel, and the trustee a Notice of Payment Change (see local forms page on Court internet site) of any change in the payment amount, including changes that result from interest rate and escrow account adjustments, at least thirty (30) days prior to any payment change adjustment.

No later than thirty (30) days after service of the "Notice of Payment Change," the debtor shall file either a consent or an objection to the Notice. If the consent requires additional follow-up by the debtor (i.e. a post-confirmation plan modification), the related documents will be filed at the same time as the consent. Objections to the Notice will be set for hearing. If the debtor fails to file a consent or an objection, the debtor will be deemed

to have accepted the payment change and the payment change will go into effect with the next payment date.

B. FORM AND CONTENT. Any Notice of Payment Change filed and served pursuant to subdivision A. of this rule

(1) shall conform substantially to the Court's Notice of Payment Change (see local forms page on Court internet site);

(2) shall not be subject to Bankruptcy Rule 3001(f).

C. MORTGAGEE'S POST PETITION ANNUAL NOTICE OF FEES, EXPENSES AND CHARGES.

(1) In a Chapter 13 case, if a claim secured by a security interest in property listed in the petition and schedules as the debtor's principal residence is provided for under the debtor's plan pursuant to §1322(b)(5) of the Code, the holder of such claim shall file and serve on the debtor, debtor's counsel, and the trustee an annual notice containing an itemization of all fees, expenses, or charges incurred in connection with the claim after the filing of the bankruptcy case that the holder asserts are recoverable against the debtor or against the debtor's principal residence.

(2) The notice must be filed annually with the Court within thirty (30) days after the anniversary of the commencement of the case until the case is closed.

(3) Upon Motion of the debtor or trustee filed no later than thirty (30) days after the annual notice given pursuant to this subdivision, after notice and a hearing, the Court shall determine whether such fees, expenses or charges are required by the underlying agreement and applicable non-bankruptcy law for the curing of the default or the maintenance of payments in accordance with §1322(b)(5) of the Code.

#### D. MOTION TO DEEM MORTGAGE CURRENT

(1) In any Chapter 13 case where mortgage arrearage cure payments are being made through the Chapter 13 Plan, the debtor or debtor's attorney, if represented, shall, no later than thirty (30) calendar days after the filing of the "Chapter 13 Trustee's Preliminary Final Report," file a Motion to Deem Mortgage Current (see local forms page on Court internet site).

(2) The motion shall be filed using the negative notice procedure described in Local Rule 2002-2.B(2) and served upon the creditor at the mortgage holder's address of record and if applicable, the attorney's address of record.

(3) If creditor timely files an objection to the Motion to Deem Mortgage Current, the Court will schedule a hearing.

(4) The mortgagee shall be served in accordance with Bankruptcy Rule 7004.

(5) The failure of the debtor to timely comply with LR 3002.1-1.D(1) may preclude the debtor from filing such a motion at a later time.

E. FAILURE TO NOTIFY. If the holder of a claim secured by a security interest in the debtor's listed principal residence fails to provide information required by subdivision A. or C. of this rule, the holder may not seek to collect any fees, expenses and/or charges included in that information nor shall they be able to present that information, in any form, as evidence in any hearing or submission in any contested matter or adversary proceeding in the case, unless the failure was substantially justified or is harmless. In addition to or instead of this sanction, the Court, after notice and hearing, may award other appropriate relief, including reasonable expenses and attorney's fees caused by the failure.

#### **RULE 3007-1**

#### **CLAIMS OBJECTIONS**

A. Objections to timely-filed claims shall be subject to Bankruptcy Rule 9014 and Local Rule 9013-2, except that the initial pleading need not contain or be accompanied by citations of authority.

B. Objections to claim shall contain the legend set forth in Local Rule 2002-2.B(3) and shall be filed individually for each claim objected to and may name only one creditor.

*[Note: Objections which include multiple claims, except with respect to duplicate claims, cannot be accurately processed and tracked in the Court's electronic filing system.]*

C. All responsive pleadings to an objection to claim shall contain or be accompanied by citations of authority.

D. If no response to an objection to a claim is filed pursuant to Local Rule 9013-2 and the objection contained the legend set forth in Local Rule 2002-2.B(3), the Court may grant relief to the objecting party without the necessity of an evidentiary hearing if relief is otherwise proper.

E. All proposed orders on objections to claims shall recite in the ordering paragraph that the objection is either sustained or denied, that the claim is either allowed or disallowed, and if allowed, the amount and class of each such allowed claim.

F. In all cases filed under Chapter 13, unless extended by the Court, objections to timely-filed claims shall be filed no later than the hearing on Confirmation of the plan.

G. In all cases filed under Chapter 11, unless extended by the Court, objections to claims shall be filed not less than forty-five (45) days prior to the entry of an Order of Confirmation.

*[Note: As guidance to practitioners utilizing this Local Rule, this procedure should be used only for routine objections to claims and in no instance shall this rule be used in filing objections to claims of federal governmental units.]*

## **RULE 3012-1**

### **VALUATION OF COLLATERAL**

A. In cases filed under Chapter 11:

(1) All secured creditors shall be served a copy of any plan and disclosure statement or any amendment thereto filed in the case. The value of property set forth in the disclosure statement filed pursuant to 11 U.S.C. §1125 shall be deemed at confirmation to be the value of the property for purposes of the plan and confirmation of the plan, including the treatment of creditors under the plan, unless seven (7) days prior to the hearing on confirmation a party in interest has filed a motion pursuant to Bankruptcy Rule 3012, in which event such values shall be as determined by the Court.

(2) The disclosure statement shall include the plan proponent's basis or justification for all values shown.

B. In cases filed under Chapter 12 or 13: Upon the filing of the plan or within seven (7) days thereafter, the debtor shall file a notice to secured creditors whose claims are being impaired under the plan of the value of the collateral which secures their claim. The notice shall contain the legend set forth in Local Rule 2002-2.B(3) and the following information:

(1) The value of the collateral and the basis or justification for the value shown;

(2) In a case under Chapter 13, whether the collateral is or is not of a kind described in §1325(a)(9);

(3) The proposed use or disposition of the collateral, i.e., retain or surrender; and

(4) If the debtor proposes to surrender the collateral in satisfaction of all or a portion of the claim based on the valuation, the notice shall so state.

The attorney for the debtor shall file a certificate of service to evidence service of the notice pursuant to this rule. Notice shall be given as provided by Bankruptcy Rule 9014 and Rule 7004. The value of property subject to liens or security interests as noticed shall be deemed to be the value of the property for purposes of confirmation and treatment of such creditor pursuant to a plan

unless no later than thirty (30) days after such notice any party in interest files a motion to value collateral or motion to determine secured status pursuant to Bankruptcy Rule 3012. The notice sent to a secured creditor pursuant to this rule shall notify such creditor that failure to file a timely motion to value collateral or motion to determine secured status will result in such collateral being valued at the amount listed for purposes of confirmation of the plan and treatment of such creditor's claim pursuant to the plan.

C. A motion to value property or motion to determine secured status of property of the estate shall state the value of the property as alleged by the moving party and all facts or circumstances supporting such value and shall be accompanied by an appraisal or other evidence of value. A motion to value or motion to determine secured status of property shall include a certification as required by Local Rule 7007-1. The appraisal or other evidence shall be filed and a copy served upon all adverse parties who are required to be served with a copy of the motion. Any adverse party who contests the motion and desires to appear and be heard on the issue of value shall file a response to such motion within thirty (30) days prior to the hearing on the motion and shall file and serve not later than seven (7) days prior to the hearing an appraisal or other evidence of value.

D. In any proceeding in which the value of real property is an issue and where a party intends to present appraisal testimony, the appraisal report and a statement of the qualifications of the appraisal witness shall be filed with the Court and served on all opposing parties as soon as the report first becomes available but in no case less than seven (7) days before the trial or hearing wherein the testimony is to be presented.

E. All objections to the admissibility of the appraisal report or the qualifications of the appraiser as an expert shall be filed and served upon the appraisal's proponent no less than two (2) days prior to the trial or hearing wherein the testimony is to be presented. Absent any objections, the report shall be admitted into evidence without further testimony.

F. Admission into evidence of an appraisal report shall constitute the complete direct examination of an appraiser witness. Cross examination of the witness will begin immediately upon admission of the report followed by redirect and re-cross.

*[NOTE: Local Rule 3012-1(B). does not apply to cases when the sole impairment of the claim is the debtor's proposed change in the interest rate.]*

## **RULE 3015-1**

### **CERTIFICATION REQUIRED BY CHAPTER 13 DEBTOR FOR CONFIRMATION**

A. All Chapter 13 debtors shall file with the Court and serve on the Chapter 13 Trustee a certification that the debtor has paid all amounts to be paid under a domestic support obligation that first became payable after the date of the filing of the Chapter 13 petition if the debtor is required by a judicial or administrative order, or by statute, to pay such domestic support obligation. If the debtor is not required to pay any amounts under a domestic support obligation, then the debtor shall file a certification stating that the debtor is not required to pay said amounts.

B. All Chapter 13 debtors shall file with the Court and serve on the Chapter 13 Trustee a certification that all applicable Federal, State and local tax returns as required by section 1308 and 1325(a)(9) have been filed.

## **RULE 3017-1**

### **DISCLOSURE STATEMENT - APPROVAL**

A. Upon the filing of the disclosure statement in cases under Chapter 11, the proponent of the plan shall serve copies of the disclosure statement and plan upon the debtor (if not the proponent), the debtor's attorney (if the debtor is not the proponent), the trustee (if any), the attorney for the creditors committee (if any), each member of the creditors committee, the Internal Revenue, Special Procedures Staff, the Securities and Exchange Commission, Chapter 11 Bankruptcy Filings, Washington, D.C. 20549, the U.S. Trustee, all parties required under Local Rule 3012-1A(1) and all parties in interest who have filed with the Clerk a request that notice be sent to them pursuant to Bankruptcy Rule 2002. A certificate of such service shall be filed with the Clerk.

B. The attorney for the debtor shall send copies of the disclosure statement and plan to any other party in interest who requests a copy and may charge such party in interest a reasonable charge for copying and mailing not to exceed the amount charged by the Clerk's Office.

C. Objections to the proposed disclosure statement shall be filed and served on the debtor, the debtor's attorney, the attorney for the proponent of the plan (if other than the debtor), the U.S. Trustee, and all parties entitled to be served copies of the disclosure statement and plan as listed above at least seven (7) days prior to the hearing on the disclosure statement. Any objections not timely filed shall be deemed waived.

### **RULE 3017.1-1**

#### **DISCLOSURE STATEMENT - SMALL BUSINESS**

A. Conditional Approval. In a small business case, the Court may, on application of the plan proponent, conditionally approve a disclosure statement filed in accordance with Bankruptcy Rule 3016. On or before conditional approval of the disclosure statement, the Court shall

- (1) fix a time within which the holders of claims and interests may accept or reject the plan;
- (2) fix a time for filing objections to the disclosure statement;
- (3) fix a date for the hearing on final approval of the disclosure statement to be held if a timely objection is filed; and
- (4) fix a date for the hearing on confirmation.

B. If the plan proponent files a plan with the Court that is intended to provide adequate information, as defined by 11 U.S.C. §1125(a)(1), instead of filing a separate disclosure statement, the plan proponent shall simultaneously file a separate Request to Consider Plan with Adequate Information along with the plan filed.

C. Application of Bankruptcy Rule 3017. If the disclosure statement is conditionally approved, Bankruptcy Rule 3017(a), (b), (c), and (e) do not apply. Conditional approval of the disclosure statement is considered approval of the disclosure statement for the purpose of applying Bankruptcy Rule 3017(d).

D. Objections and Hearing on Final Approval. Notice of the time fixed for filing objections and the hearing to consider final approval of the disclosure statement shall be given in accordance with Bankruptcy Rule 2002 and may be combined with notice of the hearing on confirmation of the plan. Objections to the disclosure statement shall be filed, transmitted to the U.S. Trustee, and served on the debtor, the trustee, any committee appointed under the Bankruptcy Code and any other entity designated by the Court at any time before final approval of the disclosure statement or by an earlier date as the Court may fix. If a timely objection to the disclosure statement is filed, the Court shall hold a hearing to consider final approval before or combined with the hearing on confirmation of the plan.

*[NOTE: If the debtor is a small business, §1125(f) permits the Court to conditionally approve a disclosure statement subject to final approval after notice and a hearing. If a disclosure statement is conditionally approved, and no timely objection to the disclosure statement is filed, it is not necessary for the Court to hold a hearing on final approval.]*

## **RULE 3020-1**

### **CHAPTER 11 - CONFIRMATION**

A. Objections to confirmation shall be governed by Bankruptcy Rule 9014 and shall be filed and served not less than seven (7) days before the hearing on confirmation or within such time as may otherwise be ordered by the Court. A copy of any objection shall be served upon each of the persons set forth in Bankruptcy Rule 3020(b), the U.S. Trustee, and the proponent of the plan (if other than the debtor).

B. All acceptances and rejections shall be sent to the proponent of the plan at least seven (7) days prior to the confirmation hearing, and, if the plan proponent is not the debtor, a copy of all ballots shall be served upon the debtor. Prior to the hearing on confirmation in Chapter 11 cases, the attorney for the plan proponent shall tabulate the acceptances and rejections of the plan on a Chapter 11 Ballot Tabulation form (see local forms page on Court internet

site). The ballot tabulation and copies of the original ballots shall then be filed with the Court prior to the confirmation hearing. The attorney for the plan proponent shall certify that the tabulation is accurate and that all ballots received have been accounted for and filed. The original ballots shall be retained for the time period required under Section II.C.3.a of the Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means (ECF).

C. In tabulating the acceptances and rejections, the following rules shall govern:

(1) Ballots which are not signed or which do not identify the creditor will not count as either an acceptance or rejection;

(2) Ballots which do not show a choice of either acceptance or rejection will not be counted either as an acceptance or a rejection;

(3) Ballots which are filed after the last date set for filing of ballots will not be counted as either an acceptance or rejection except upon leave of the Court; and

(4) Where duplicate ballots are filed and one elects acceptance and one elects rejection, then, absent leave of the Court, neither ballot will be counted unless the latter one is designated as amending the prior one.

D. A summary of the tabulations shall be filed with the Court which shall list for each class: the total number of claims voting, total dollar amount of claims accepting, percentages of claims voting which accept the plan, and percentage of dollar amount of claims voting which accept the plan. Such summary shall also indicate for each class whether they are impaired or unimpaired and whether or not the requisite vote has been attained for each class.

E. All Chapter 11 individual debtors shall file with the Court and serve on the U.S. Trustee a certification that the debtor has paid all amounts that are required to be paid under a domestic support obligation that first became payable after the date of the filing of the Chapter 11 petition if the debtor is required by a judicial or administrative order, or by statute, to pay such

domestic support obligation. If the debtor is not required to pay any amounts under a domestic support obligation, then the debtor shall file a certification stating that the debtor is not required to pay said amounts. (Form available on Court internet site.)

## **RULE 4001-1**

### **AUTOMATIC STAY - RELIEF FROM**

A. Unless otherwise stated in the notice of hearing, a preliminary, non-evidentiary hearing under 11 U.S.C. §362(e) will be restricted to the pleadings, affidavits and documents of record, and argument of counsel.

B. The movant shall file with the Motion, or within seven (7) days after service of the notice of hearing, the following as appropriate in the circumstances:

(1) An affidavit of indebtedness;

(2) Copies of documents, including filing and recording information necessary to establish a perfected secured interest;

(3) An appraisal or other evidence of value together with the qualifications of the appraiser;

(4) An affidavit showing such facts as may be necessary to demonstrate the movant's right to relief from stay;

(5) A statement showing the debtor's payment history.

C. If the motion is opposed, the debtor or the trustee shall file a response within fifteen (15) days after entry of the Court's order and notice of preliminary hearing; said response shall be accompanied by such appraisals, affidavits and documents as may be necessary to demonstrate the movant is not entitled to relief from the stay. If no response is filed within the time provided by this rule, the Court may grant the motion without a hearing.

D. In final hearings under 11 U.S.C. §362(e), respective counsel shall present competent evidence admissible under the Federal Rules of Evidence either in support of, or in opposition to, the motion.

E. Not less than fourteen (14) days prior to the final hearing, each party shall furnish a list of the names and addresses of all witnesses (designating expert witnesses as such) and copies of all exhibits that such party intends to introduce at trial.

F. A party who intends to introduce the testimony of an expert witness shall make such witness available for deposition upon reasonable notice.

G. The moving party may, without leave of Court, take a deposition of the trustee, debtor, and debtor-in-possession fourteen (14) days after the date of service of the motion. Leave of Court must be obtained only if the moving party seeks to take the deposition of the trustee, debtor, or the debtor-in-possession prior to the expiration of fourteen (14) days after the date of service of the motion. Leave of Court is not required if a trustee, debtor, or debtor-in-possession has served a notice of taking deposition or otherwise sought discovery after service of the motion.

H. Any party in interest shall be entitled to inspect the property which is the subject of a motion under this rule upon reasonable notice. The notice shall provide for inspection not less than seven (7) days from the date of service of such notice unless the time is shortened or extended by the Court.

I. For the purpose of this rule, the time for responding under Bankruptcy Rule 7033, 7034 and 7036, is reduced to twenty-one (21) days unless otherwise directed by the Court.

## **RULE 4001-2**

### **AUTOMATIC STAY - CONFIRMATION OF NO STAY**

If the party in interest contends the debtor is a repeat filer under §362(c)(3) or §362(c)(4), the party shall provide the following as appropriate in the circumstances for each prior case:

A. If prior filing was in this Court, the complete case caption, date of filing and date of dismissal;

B. If prior filing was in any other Court, then, in addition to the requirements of subsection A, the movant shall also file relevant copies of all Court records reflecting the information provided in subsection A.

### **RULE 4001-3**

#### **IMPOSING OR EXTENDING AUTOMATIC STAY**

A motion to impose or extend the automatic stay under 11 U.S.C. §362(c)(3) shall be filed within five (5) days of the filing of the petition. The debtor shall serve all interested parties simultaneously with the filing of the motion. Interested parties shall include, but not be limited to, the U.S. Trustee, the case trustee, any co-owner of all affected property, and all lien holders of all affected property.

### **RULE 4001-4**

#### **AUTOMATIC STAY – CO-DEBTOR RELIEF FROM**

A. The movant shall file with the Motion the following as appropriate in the circumstances:

(1) An affidavit of indebtedness;

(2) Copies of documents, including filing and recording information necessary to establish:

(a) as between the debtor and the individual protected under 11 U.S.C. §1301(a), such individual received the consideration for the claim held by the movant;

(b) the plan filed by the debtor proposes not to pay such claim;  
or

(c) the movant's interest would be irreparably harmed by continuation of such stay.

(3) An affidavit showing such facts as may be necessary to demonstrate the movant's right to relief from stay.

B. For the purpose of this rule, the time for responding under Bankruptcy Rule 7033, 7034 and 7036, is reduced to twenty-one (21) days unless otherwise directed by the Court.

## **RULE 4002-1**

### **TAX RETURNS**

A. Except as otherwise provided, debtors shall provide copies of documents to the trustee. The trustee is authorized to dispose of such copies at such time and in such manner as the trustee deems appropriate. Nothing in this rule shall prohibit or limit the trustee from requesting original documents. It is the intent of this rule to relieve trustees of the burden of storage of documents such as tax returns and to further relieve the trustee from any need to return documents to the debtor.

B. Copies of tax information provided by the debtor are confidential and dissemination of the tax information should be done only as appropriate under the circumstances of the particular case. At the discretion of the Court, sanctions may be imposed for improper use, disclosure, or dissemination of the tax information.

C. For parties to obtain access to tax information filed with the Bankruptcy Court, a motion is to be filed with the Court which shall include:

(1) A description of the movant's status in the case, to allow the Court to ascertain whether the movant may properly be given access to the required tax information;

(2) A description of the specific tax information sought;

(3) A statement indicating that the information cannot be obtained by the movant from any other sources;

(4) A statement showing a demonstrated need for tax information;  
and

(5) The name and address for mailing of confidential information.

*[Note: The order granting a motion for access to tax information will include language that the tax information obtained is confidential and will condition dissemination of the tax information as appropriate under the circumstances of the particular case. At the discretion of the Court, the order will state that sanctions may be imposed for improper use, disclosure, or dissemination of the tax information.]*

## **RULE 4003-1**

### **LIEN AVOIDANCE**

A. A motion to avoid a lien under 11 U.S.C. §522(f) and Bankruptcy Rule 4003(d) may name only one creditor as respondent. A separate motion is required for each creditor whose lien or transfer is sought to be avoided.

B. The debtor shall serve a copy of the motion on the respondent in accordance with Bankruptcy Rule 7004.

C. The respondent shall have twenty-one (21) days within which to file and serve on the debtor a response to the motion.

D. If a timely response is filed, the matter will be noticed for an evidentiary hearing. If the respondent fails to file a timely response and the legend set forth in Local Rule 2002-2.B(3) was included in the motion, the motion may be granted without further notice or hearing.

## **RULE 4004-1**

### **GRANT OR DENIAL OF DISCHARGE**

A. When the debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management is filed stating that no personal financial management course is required due to incapacitation or disability as defined in 11 U.S.C. §109(h) or being on active duty in a military combat zone,

an affidavit shall be filed at the same time providing all necessary information denoting personal knowledge to substantiate this certification.

B. All Chapter 13 debtors shall file with the Court and serve on the Chapter 13 Trustee a certification that the debtor has paid all amounts that are required to be paid under a domestic support obligation as required by a judicial or administrative order, or by statute, that were due on or before the date of the certification, including amounts due before the petition was filed, but only to the extent provided for by the Chapter 13 Plan. If the debtor is not required to pay any amounts under a domestic support obligation, then the debtor shall file a certification stating that the debtor is not required to pay said amounts.

The debtor shall also certify compliance with 11 U.S.C. §1328(h) using the following language:

(1) The debtor has not claimed an exemption under §522(b)(3) in an amount in excess of \$136,875 in property of the kind described in §522(q)(1) [generally the debtor's homestead];

**or**

(2) The debtor has claimed an exemption under §522(b)(3) in an amount in excess of \$136,875 in property of the kind described in §522(q)(1) but there is no pending proceeding in which the debtor may be found guilty of a felony of a kind described in §522(q)(1)(A) or found liable for a debt of the kind described in §522(q)(1)(B).

C. In an individual Chapter 11 the debtors shall file with the Court and serve on all parties in interest a certification that the debtor has paid all amounts that are required to be paid under a domestic support obligation as required by a judicial or administrative order, or by statute, that were due on or before the date of the certification, including amounts due before the petition was filed, but only to the extent provided for by the Chapter 11 Plan. If the debtor is not required to pay any amounts under a domestic support obligation, then the debtor shall file a certification stating that the debtor is not required to pay said amounts.

The debtor shall also certify compliance with 11 U.S.C. §1141(d)(5)(C):

(1) The debtor has not claimed an exemption under §522(b)(3) in an amount in excess of \$136,875 in property of the kind described in §522(q)(1) [generally the Debtor's homestead];

or

(2) The debtor has claimed an exemption under §522(b)(3) in an amount in excess of \$136,875 in property of the kind described in §522(q)(1) but there is no pending proceeding in which the debtor may be found guilty of a felony of a kind described in §522(q)(1)(A) or found liable for a debt of the kind described in §522(q)(1)(B).

D. All Chapter 12 debtors shall file with the Court and serve on the Chapter 12 Trustee a certification that the debtor has paid all amounts that are required to be paid under a domestic support obligation as required by a judicial or administrative order, or by statute, that were due on or before the date of the certification, including amounts due before the petition was filed, but only to the extent provided for by the Chapter 12 Plan. If the debtor is not required to pay any amounts under a domestic support obligation, then the debtor shall file a certification stating that the debtor is not required to pay said amounts.

The debtor shall also certify compliance with 11 U.S.C. §1228(f) (Chapter 12):

(1) The debtor has not claimed an exemption under §522(b)(3) in an amount in excess of \$136,875 in property of the kind described in §522(q)(1) [generally the Debtor's homestead];

or

(2) The debtor has claimed an exemption under §522(b)(3) in an amount in excess of \$136,875 in property of the kind described in §522(q)(1) but there is no pending proceeding in which the Debtor may be found guilty of a felony of a kind described in §522(q)(1)(A) or found liable for a debt of the kind described in §522(q)(1)(B).

*[Note: the dollar amounts listed in this Rule shall be adjusted as set out in 11 U.S.C. §104.]*

## **RULE 5005-1**

### **ELECTRONIC FILING**

The Clerk of the Bankruptcy Court may accept for filing documents submitted, signed, verified or served by electronic means that are consistent with technical standards, if any, that the Judicial Conference of the United States establishes and that comply with the administrative procedures established by the Bankruptcy Court.

## **RULE 5011-1**

### **WITHDRAWAL OF REFERENCE**

#### **A. CASES:**

(1) A case referred to the Bankruptcy Court may be withdrawn by the District Court for cause shown on a timely motion filed by any party in interest. The motion to withdraw the reference of a case, in whole or in part, shall be filed with the Clerk of the Bankruptcy Court no later than thirty (30) days after the 11 U.S.C. §341(a) Meeting of Creditors is concluded. Parties in interest without notice or actual knowledge of the pendency of the case may move to withdraw the reference not later than twenty-one (21) days after having acquired actual knowledge of the pendency of the case.

(2) Upon filing of a Motion to Withdraw Reference, the Clerk of the Bankruptcy Court shall forthwith transmit the motion to the Clerk of the District Court together with the pertinent record and any subsequent responses.

(3) The motion shall be served on counsel of record for the debtor or, if the debtor has no attorney, on the debtor and U.S. Trustee. The debtor shall have fourteen (14) days after service of the motion to file a response. The District Court may dispose of the motion with or without a hearing.

(4) Upon final disposition of a case transmitted to the District Court pursuant to an Order Withdrawing Reference of the case, the Clerk of the District Court shall transmit to the Bankruptcy Court a copy of the entire case file originally transmitted to the District Court together with the order, judgment, or decree entered by the District Court.

(5) In the event the Motion to Withdraw Reference is denied, the Clerk of the District Court shall forthwith retransmit the motion to the Clerk of the Bankruptcy Court together with the matters originally transmitted.

#### B. PROCEEDINGS:

(1) A proceeding arising in, under or related to a case referred to the Bankruptcy Court pursuant to the Order of General Reference may be withdrawn by the District Court for cause shown on a timely motion filed by a party in interest. The Motion to Withdraw Proceeding must be filed with the Clerk of the Bankruptcy Court not later than the date set for filing an answer under Bankruptcy Rule 7012 or within twenty-one (21) days after the Bankruptcy Court has made a determination that a proceeding is a non-core matter.

(2) A Motion to Withdraw Proceeding must specifically identify the proceeding sought to be withdrawn, setting forth the exact style, title, and adversary number where applicable.

(3) Immediately upon docketing the Motion to Withdraw Proceeding, the Clerk of the Bankruptcy Court shall forthwith forward the motion to the District Court together with all papers pertaining to the proceeding sought to be withdrawn.

(4) A Motion to Withdraw Proceeding shall be served on counsel of record for the debtor or, if the debtor has no attorney, on the debtor. The debtor shall have fourteen (14) days after service of the motion to file a response. The District Court may dispose of the motion with or without a hearing.

(5) Upon final disposition of a proceeding transmitted to the District Court pursuant to an Order Withdrawing Reference, the Clerk of the District Court shall transmit to the Bankruptcy Court a copy of the entire record originally transmitted to the District Court together with any order, judgment, or decree entered by the District Court.

(6) In the event that the reference of a proceeding is withdrawn by the District Court and the bankruptcy case is subsequently dismissed by order of the Bankruptcy Court, the Clerk of the Bankruptcy Court shall immediately certify to the District Court that an order of dismissal has been entered.

## **RULE 5011-2**

### **ABSTENTION**

A. Unless otherwise ordered by the Bankruptcy Court, a Motion for Abstention under 11 U.S.C. §305 of the Code shall not toll, suspend, or otherwise change the time period for filing responsive pleadings or motions in pending matters.

B. An Order of Abstention shall have the effect of closing the file of the case.

C. All requests for the Court to abstain in a case under Title 11 shall be filed no later than thirty (30) days after the 11 U.S.C. §341(a) Meeting of Creditors is concluded.

## **RULE 6004-1**

### **SALE OF ESTATE PROPERTY**

A. In sales of property of the estate, other than

(1) in the ordinary course of business or

(2) of personal identifiable information under §363(b)(1)(B), the trustee shall prepare and file a Report and Notice of Intention to

Sell Property of the Estate (see local forms page on Court internet site). Where the value of the estate's interest in the property is less than \$1,000.00, notice need be given only to the debtor, debtor's attorney, any committee or its authorized agent, the U.S. Trustee's Office, and to any creditor and equity security holders who file a request that all notices be sent to them.

B. Sales or leases of personally identifiable information under §363(b)(1)(B) shall be governed by Bankruptcy Rule 6004(g).

C. Sales of property of the estate free and clear of liens pursuant to 11 U.S.C. §363(f) and Bankruptcy Rule 6004(c) shall be accomplished in the following manner:

(1) File a motion pursuant to Rule 6004(c) for authority to sell property free and clear of liens or other interest, and serve the motion on the parties thereto who have liens or other interest in the property to be sold; and

(2) File a notice of sale containing the legend found in Local Rule 2002-2.B(3) (see local forms page on Court internet site) as provided in Rule 6004(a), and serve the notice on all creditors and parties in interest.

D. All objections to the sale, whether by a party with an interest in the property or otherwise, shall be set for hearing at the same time. If no objections to the sale are filed, the motion shall be granted without a hearing and the sale may proceed without further notice or hearing.

#### **RULE 6007-1**

#### **ABANDONMENT**

A. Any party in interest, other than a trustee, who seeks to have property abandoned from the estate may do so by complying with the following:

(1) Prepare a Report and Notice of Trustee's Intention to Abandon Property of Estate (see local forms page on Court internet site). Present the original prepared Report and Notice to the trustee and enclose the

following documentation or information:

(a) Evidence of indebtedness owed including promissory notes, statements of account or the like;

(b) Affidavit of amount due with calculations set forth in detail;

(c) Evidence of perfection of the lien or encumbrance including mortgages, security agreements, UCC filings and copies of titles showing liens; and

(d) Evidence as to value.

(2) (a) If the property to be abandoned is encumbered by liens greater than the value of the property, notice shall be given only to the debtor, debtor's attorney, any known lien holders, the creditors' committee, if any, and the U.S. Trustee's Office.

(b) If the property to be abandoned is not encumbered by any liens but has a value totaling less than \$500.00, notice shall be given to the debtor, debtor's attorney, the creditors' committee, if any, and the U.S. Trustee's office.

(3) The party in interest who has requested the abandonment shall file the original Report and Notice and a Certificate of Service with the Clerk.

B. Unless an objection is filed within twenty-one (21) days of the filing of the notice which contained the legend set forth in Local Rule 2002-2.B(3) or within such other time fixed by the Court, the abandonment will be deemed final and no order will be issued.

## **RULE 7001-1**

### **ADVERSARY PROCEEDINGS**

An adversary proceeding governed by Part VII of the Bankruptcy Rules shall be commenced by the filing of a complaint. The filing shall include the

Adversary Proceeding Cover Sheet (Form B 104) and the appropriate filing fee. The caption of the complaint shall conform substantially with Official Form No. B 16D. Upon the filing of the adversary complaint and cover sheet, the Clerk's office shall issue the summons. The plaintiff's attorney shall receive the summons electronically and shall be responsible for printing and serving the summons along with a copy of the complaint upon the defendant(s) in accordance with Bankruptcy Rule 7004(b)(9). If the plaintiff is not represented by an attorney, the summons will be mailed to plaintiff for service upon the defendant(s).

#### **RULE 7004-1**

#### **SERVICE OF PROCESS**

Service is the responsibility of the plaintiff's attorney and must be affected in accordance with Bankruptcy Rule 7004. Upon completion of service, a certificate of service showing compliance with Bankruptcy Rule 7004 must be executed and filed and a copy of the certificate provided to the defendant. The back of the original Summons may be used for this purpose.

#### **RULE 7007-1**

#### **MOTION PRACTICE - ADVERSARY PROCEEDINGS**

A. In adversary proceedings, counsel for the moving party shall confer with counsel for the opposing party and shall file with the Court at the time of filing a motion, or within three (3) days thereafter, a statement certifying that he has conferred with counsel for the opposing party in a good faith effort to resolve by agreement the issues raised and the result thereof. If certain of the issues have been resolved by agreement, the certificate shall specify the issue so resolved and those remaining for resolution. Counsel shall clearly identify those motions which are consented to in their entirety. The statement shall specify the amount of time requested for hearing on the motion.

B. Each motion shall contain no more than one claim or request for relief unless the prayer is seeking alternative relief provided for in a single section of the Bankruptcy Code or Rules.

## **RULE 7008-1**

### **CORE - NON-CORE PROCEEDINGS**

If an issue is raised under Bankruptcy Rule 7008(a) as to whether a proceeding is core or non-core, the party instituting the proceeding shall, within twenty-one (21) days after the service of the pleading creating the issue, file a motion seeking a determination as to whether the proceeding is core or non-core.

## **RULE 7016-1**

### **PRE-TRIAL PROCEDURES**

Local Rule 16.3 of the United States District Court for the Northern District of Florida, concerning Mediation, shall be applicable in all adversary proceedings and contested matters as directed by the Bankruptcy Court (see Addendum B).

## **RULE 7026-1**

### **DISCOVERY - GENERAL**

A. Before filing a motion to compel pursuant to Bankruptcy Rule 7037, or a motion for protective order pursuant to Bankruptcy Rule 7026, counsel for the moving party shall confer with counsel for the opposing party in a good faith effort to resolve by agreement the issues raised, and shall file with the Court at the time of filing the motion a statement certifying that counsel has so conferred with opposing counsel and that counsel have been unable to resolve this dispute.

B. Motions to compel discovery pursuant to Bankruptcy Rule 7037 shall:

(1) quote in full each interrogatory, question on deposition, request for admission, or request for production to which the motion is addressed;

(2) the objection and grounds therefore as stated by the opposing party; and

(3) the reasons such objection should be overruled and the motion granted.

C. For the guidance of counsel in preparing or opposing contemplated motions for a protective order pursuant to Bankruptcy Rule 7026, related to the place of taking a party litigant's deposition, or the deposition of the managing agent of a party, it is the general policy of the Court that a nonresident plaintiff may reasonably be deposed at least once in this District during the discovery stages of the case; and that a nonresident defendant who intends to be present in person at trial may reasonably be deposed at least once in this District either during the discovery stages of the case or within a week prior to trial as the circumstances seem to suggest. A nonresident, within the meaning of this rule, is a person residing outside the Northern District of the State of Florida.

#### **RULE 7041-1**

#### **DISMISSAL - FAILURE TO PROSECUTE**

Whenever, in any civil action, it appears that no activity by filing of pleadings, orders of the Court or otherwise has occurred for a period of more than ninety (90) days, the Court may, on motion of any party in interest or on its own motion, enter an order to show cause why the action should not be dismissed, and if no satisfactory cause is shown, the action may be dismissed by the Court for want of prosecution.

#### **RULE 7054-1**

#### **COST - TAXATION/PAYMENT**

When appropriate, motions to tax costs and attorney fees in actions or proceedings shall be filed not later than thirty (30) days after termination of such actions or proceedings.

#### **RULE 7055-1**

#### **DEFAULT**

A. A party seeking entry of a default by the Clerk shall file a motion

which shall state:

- (1) Upon whom, how, and when service was made, with reference to the applicable Bankruptcy Rule;
- (2) The date on which a responsive pleading was due;
- (3) That no extension of time was sought or obtained by the adverse party; and
- (4) That the movant seeks an entry of default.

B. The party seeking a judgment by default shall file the following:

- (1) An affidavit in support of the allegations set forth in the complaint;
- (2) An affidavit of non-military service (where applicable);
- (3) A motion for entry of default final judgment;
- (4) A proposed order granting the motion for entry of default final judgment setting forth the relief to be provided in the final judgment; and
- (5) A separate judgment in accordance with Fed.R.Civ.P. 58(a).

#### **RULE 7067-1**

#### **REGISTRY FUND**

A. Whenever a party seeks a Court order for money to be deposited by the Clerk in an interest-bearing account or investment, the party shall file with the Clerk's Office its motion along with a proposed order.

B. The Clerk is directed to deduct from the income earned on the deposit a fee not exceeding that authorized by the Judicial Conference of the

United States and set by the Director of the Administrative Office of the U.S. Courts in accordance with the schedule which shall be published periodically by the Director in the Federal Register. This assessment shall apply to all registry fund investments regardless of the nature of the case underlying the investment at the conclusion of the case.

#### **RULE 9004-1**

##### **DISMISSAL - CAPTION – DOCUMENTS**

A. If a pleading contains a prayer for injunctive relief pursuant to Bankruptcy Rule 7065, the title of the pleading shall include the words: "*AND PRAYER FOR INJUNCTIVE RELIEF.*"

B. The caption of a motion shall identify the filing party and designate the matter at issue. If the motion contains a memorandum, the caption shall so state. For example, "*TRUSTEE'S MOTION TO COMPROMISE AND SETTLE CONTROVERSY AND MEMORANDUM.*"

C. Unless otherwise directed by the Court, any party permitted to amend a pleading, motion, or other document filed with the Court shall file the amended pleading in its entirety, and relate it back in the system to the originally filed pleading. It shall be styled: "Amended & Restated (Name of Pleading)."

#### **RULE 9006-1**

##### **TIME PERIODS**

A. All time periods established in these rules may be extended or shortened by the Court upon a showing of cause.

B. In computing any period of time prescribed or allowed by an order of this Court, the date such period shall commence is the date the order is docketed by the Clerk pursuant to Rule 5003 of the Bankruptcy Rules.

## **RULE 9013-1**

### **BRIEFS AND MEMORANDA OF LAW**

A. A moving party shall serve and file with every motion or application in a contested matter or adversary proceeding a memorandum of law or other citation of authority in support of the motion.

B. (1) Each party objecting to the relief being sought shall file and serve, within fifteen (15) days after service of the motion or application, a response and memorandum with citation of the authorities. Failure to file a response and such memorandum may be sufficient cause for the granting of the motion by default.

(2) Certificate of No Objection. After the objection deadline has passed with no objection having been filed or served, counsel for the movant may file a Certificate of No Objection stating that no objection has been filed or served on the movant. By filing such certification, counsel for the movant is representing to the Court that the movant is unaware of any objection to the motion or application and that counsel has reviewed the Court's docket and no objection appears thereon. Upon receipt of the Certificate of No Objection, the Court may enter the Order accompanying the motion or application without further pleading or hearing and, once the Order is entered, the hearing scheduled on the motion or application shall be canceled without further notice.

C. Absent prior permission of the Court, no party shall file any brief or legal memorandum in excess of twenty (20) pages (exclusive of exhibits).

## **RULE 9014-1**

### **WITNESSES AND EVIDENTIARY HEARINGS**

If a party has determined an evidentiary hearing is required at the time of filing a motion, counsel shall immediately notify the appropriate chambers by telephone in conjunction with the requirements stated on the ECF system when filing the motion. This includes information as to the estimated amount of time required for scheduling purposes. Failure to notify the Court may result in unnecessary delays and continuances due to improper noticing.

## **RULE 9015-1**

### **JURY TRIAL**

A. Applicability of Certain Federal Rules of Civil Procedure. Rules 38, 39, 47-49 and 51 Fed.R.Civ.P. and Rule 81(c) Fed.R.Civ.P. insofar as it applies to jury trials, apply in all cases and proceedings, except that a demand made under Rule 38(b) Fed.R.Civ.P. shall be filed in accordance with Bankruptcy Rule 5005.

B. A demand for a jury trial shall include a statement indicating the demanding party's consent or non-consent to have the jury trial conducted by a bankruptcy judge. The adverse party shall file a statement of consent or non-consent within twenty-one (21) days after the case or matter is at issue or within fourteen (14) days after the final determination of a right to a jury trial by the Bankruptcy Court, whichever date is later.

C. Pursuant to the "Order Designating Bankruptcy Judges to Conduct Jury Trials" entered by the United States District Court for the Northern District of Florida on January 3, 1995, the Federal Rules of Civil Procedure, Federal Rules of Evidence, and the Northern District of Florida Local Rules shall apply to the conduct of all proceedings involving a jury trial in the Bankruptcy Court. A copy of the Order of the District Court can be found on the Court internet site.

*[NOTE: This rule provides procedures relating to jury trials. This rule is not intended to expand or create any right to trial by jury where such right does not otherwise exist.]*

## **RULE 9037-1**

### **PRIVACY PROTECTION FOR FILINGS MADE WITH THE COURT**

Procedures to protect personal identifiers and information are governed in accordance with Bankruptcy Rule 9037 and this Court's *Administrative Procedures for Electronic Filing, Signing and Verifying Pleadings and Papers by Electronic Means*. If a document containing information in violation of those provisions is filed, a Motion for Protective Order to Restrict Remote Electronic Access and Provide for Redaction of Information should be filed along with a proposed Order. Upon entry of the Order, access to the original document will be restricted on the system. The filer must then file an amended document in which the private information has been properly redacted.

**RULE 9070-1**

**EXHIBITS**

A. No later than three (3) business days prior to trial or an evidentiary hearing, counsel for the parties shall mark, list, file, and exchange all exhibits which they plan to introduce into evidence. If for some reason the exhibit or a facsimile of the exhibit cannot be filed, clarifying information for the non-filing is to be provided with the items that are filed.

B. Each exhibit shall be tagged separately with a tag containing the following information:

RECEIVED AS PLAINTIFF // DEFENDANT // JOINT //

EXHIBIT NO. \_\_\_\_\_

CASE NO. \_\_\_\_\_

ADVERSARY NO. \_\_\_\_\_

FOR ID. \_\_\_\_\_ IN EVIDENCE \_\_\_\_\_

DATE REC'D \_\_\_\_\_

C. Exhibits shall be identified numerically commencing with number 1.

D. All exhibits must be listed in order on a separate sheet of paper using the exhibit form (see local forms page on Court internet site) and filed with the Court no later than three (3) business days prior to the commencement of the hearing.

E. The original, hard copy and/or printable version of the documentary exhibits and listing of exhibits shall be furnished to the Clerk at the commencement of the hearing or trial. Additional copies shall be made available for use by the presiding Judge, law clerk, and witnesses. In lieu of separate copies for the witnesses, counsel are encouraged to utilize the Court's electronic exhibit display equipment. In addition, copies of documentary exhibits and the listing of exhibits shall be exchanged between counsel prior to the hearing.

F. All exhibits produced at hearing or trial which are not pre-marked shall be tendered to and marked by the Court Clerk as they are presented in evidence. Sufficient copies pursuant to Section E shall be provided by counsel.

G. Upon the expiration of thirty (30) days after an order or judgment concluding a contested matter an adversary proceeding is entered, including the entry of an order disposing of any post-judgment motions, provided that no appeal is pending, or if an appeal is taken, upon filing of the mandate, the Clerk shall give notice to all parties to reclaim their exhibits. The parties shall have thirty (30) days from the date of said notice to either reclaim their exhibits or to make arrangements with the Clerk to do so. Exhibits which are not reclaimed shall be discarded or destroyed.

#### **RULE 9071-1**

#### **STIPULATIONS**

No stipulation or agreement between any parties or their attorneys, the existence of which is not conceded, in relation to any aspect of any pending case, will be considered by the Court unless the same is made before the Court or is reduced to writing and subscribed by the party or attorney against whom it is asserted.

#### **RULE 9072-1**

#### **ORDERS – PROPOSED**

A. All proposed orders shall carry a full, descriptive title detailing the nature of the matter ruled upon. The name of the preparer shall appear in the lower left hand corner of the signature page. All parties on whom service of the order is to be made shall be listed under the signature block.

B. No order or judgment will be entered where the date or signature of the Court is the only text on a page.

C. Proposed orders and judgments shall be submitted electronically via the Orders link on the ECF system or similar link as part of the ECF Central program. Hard copies may be submitted only by non-ECF participants.

Specifications regarding formatting, consent language and naming conventions are described in the Administrative Procedures for ECF and must be strictly adhered to in all cases. (See Addendum C.)

D. The proposed order shall be furnished electronically to the parties in interest with respect to the proposed order (i.e., those parties in interest affected by the order).

E. All orders should be submitted within three (3) business days after the date of the hearing or expiration of the response deadline, unless directed otherwise by the Court or under a separate order-related provision contained within these rules.

## **RULE 9073-1**

### **HEARINGS**

A. If a movant seeks a hearing on a motion, or if the motion does not request a hearing, and an entity filing a response desires a hearing, the title of the motion or response shall include the following language: "...And Request For Hearing."

B. (1) When filing a motion, response to a motion, or pleading which seeks an emergency hearing, the docket text should be modified to include the words "Emergency Motion." Pursuant to instructions included on the electronic filing screen, the Judge's chambers should be contacted by telephone if an emergency hearing is required.

(2) Emergency hearings shall ordinarily be held only where direct, immediate, and substantial harm will occur to:

(a) the interest of an entity in property;

(b) the estate; or

(c) the debtor's ability to reorganize if the parties are not able to obtain an immediate resolution of the dispute.

(3) A motion seeking an emergency hearing shall be accompanied by a "Statement of Need For Emergency Hearing" stating:

(a) why the relief requested requires an emergency hearing;

(b) that the need for an emergency hearing is not caused by lack of due diligence by the party, or its counsel, seeking the relief; and

(c) that efforts have been made to resolve the issue without an emergency hearing.

C. All hearings may be adjourned or continued from time to time by announcement made in open Court without further written notice.

## **ADDENDUM A**

### **CUSTOMARY AND TRADITIONAL CONDUCT AND DECORUM IN THE UNITED STATES DISTRICT COURT**

A. The purpose of this addendum is to state for the guidance of those heretofore unfamiliar with the traditions of this United States District Court certain basic principles concerning courtroom conduct and decorum. These standards are minimal and not all-inclusive. They are intended to emphasize and supplement, not supplant or limit, the ethical obligations of counsel under the Code of Professional Responsibility or the time honored customs of experienced trial counsel.

B. When appearing in the United States District Court, all counsel and all persons at counsel table should conduct themselves in the following customary and traditional manner:

- (1) Stand as court is opened, recessed or adjourned.
- (2) Stand when the jury enters or retires from the courtroom.
- (3) Stand when addressing, or being addressed by, the Court.
- (4) Address all remarks to the Court, not to opposing counsel.
- (5) Avoid disparaging personal remarks or acrimony toward opposing counsel and remain wholly detached from any ill feeling between the litigants or witnesses.
- (6) Refer to all persons, including witnesses, other counsel and the parties, by their surnames and not by their first or given names.
- (7) Counsel should request permission before approaching the bench; and any document counsel wishes to have the Court examine should be handed to the clerk.
- (8) Unless opposing counsel has previously been shown exhibits, any exhibit offered in evidence should, at the time of such offer, be

handed to opposing counsel.

(9) In making objections, counsel should state only the legal grounds for the objection and should withhold all further comment or argument unless elaboration is requested by the Court.

(10) In examining a witness, counsel shall not repeat or echo the answer given by the witness.

(11) Offers of, or requests for, a stipulation should be made privately, not within the hearing of the jury.

(12) In opening statements and in arguments to the jury, counsel shall not express personal knowledge or opinion concerning any matter in issue, shall not read or purport to read from deposition or trial manuscripts, and shall not suggest to the jury directly or indirectly that it may or should request transcripts or the reading of any testimony by the reporter.

(13) Counsel shall admonish and discourage all persons at counsel table from making gestures, facial expressions, audible comments, or the like, as manifestations of approval or disapproval during the testimony of witnesses, or at any other time.

(14) Smoking, eating, food and drink are prohibited in the courtroom at any time.

## **ADDENDUM B MEDIATION**

(A) **Definition.** Mediation is an opportunity for the parties to negotiate their own settlement. Mediation is a supervised settlement conference presided over by a neutral mediator to promote conciliation, compromise and the ultimate settlement of a civil action. The mediator may be a mediator certified in accordance with these rules or any person mutually agreed upon by all parties. The mediator's role in the settlement is to suggest alternatives, analyze issues, question perceptions, conduct private caucuses, stimulate negotiations between opposing sides, and keep order. The mediation process does not allow for testimony of witnesses. The mediator does not review or rule upon questions of fact or law, or render any final decision in the case. Absent a settlement or consent of the parties, the mediator will only report to the presiding judge whether the case settled, was adjourned or continued for further mediation, or was terminated because settlement was not possible and the mediator declared an impasse.

(B) **Purpose.** Mediation is intended as an alternative method to resolve civil cases, thereby saving time and cost without sacrificing the quality of justice to be rendered or the right of the litigants to a full trial in the event of an impasse following mediation.

(C) **Qualifications of Mediators.** Any person who is certified and remains in good standing as a circuit court mediator under the rules adopted by the Supreme Court of Florida is qualified to serve as a mediator in this district. By mutual agreement and with Court approval, any other person may be a mediator in a specific case.

(D) **Standards of Professional Conduct for Mediators.** All mediators, whether certified or not, who mediate in cases pending in this district shall be governed by standards of professional conduct and ethical rules adopted by the Supreme Court of Florida for circuit court mediators.

(E) **Disqualification of a Mediator.** After reasonable notice and hearing, and for good cause, the presiding judge shall have discretion and authority to disqualify any mediator from serving as mediator in a particular case. Good cause may include violation of the standards of professional

conduct for mediators. Additionally, any person selected as a mediator may be disqualified for bias or prejudice as provided in 28 U.S.C. §144, and shall be disqualified in any case in which such action would be required by a justice, district judge, or magistrate judge governed by 28 U.S.C. §455.

(F) **Compensation of Mediators.** Absent agreement by all parties to the contrary, mediators shall be compensated and reimbursed for expenses at the rate set by the Court. Further, absent agreement of the parties to the contrary or order of the Court for good cause shown, the cost of the mediator's services shall be paid equally by the parties to the mediation conference.

(G) **Limitations on Acceptance of Compensation or Other Reimbursement.** Except as provided by these rules, no mediator shall charge or accept in connection with the mediation of any particular case, any compensation, fee, or any other thing of value from any other source without prior written approval of the Court.

(H) **Mediators as Counsel in Other Cases.** Any member of the bar who is certified or selected as a mediator pursuant to these rules shall not, for that reason alone, be disqualified from appearing and acting as counsel in any other case pending in this district.

(I) **Referral to Mediation.** Any pending civil case may be referred to mediation by the presiding judicial officer at such time as the judicial officer may determine to be in the interests of justice. The parties may request the Court to submit any pending civil case to mediation at any time.

**ADDENDUM C**  
**Standing Order #11**  
**Relating to Electronic Case Filing**

Federal Rule of Civil Procedure 5(e) and Federal Rules of Bankruptcy Procedure 5005(a)(2), 9011, 9029, and Local Bankruptcy Rule 5005-1 authorize this court to establish practices and procedures for the filing, signing, and verification of pleadings and papers by electronic means. This Order sets out those practices and procedures.

IT IS ORDERED that:

1. The *Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means* have been presented to this court and are hereby approved.
2. The provisions of this Order shall apply to all cases previously filed, proceedings presently pending and those subsequently filed in the United States Bankruptcy Court for the Northern District of Florida.
3. Any Order signed electronically and hence without the original signature of a judge shall have the same force and effect as if the judge had affixed his signature to a paper copy of the Order and it entered in a conventional manner. This provision also applies to Administrative Orders that are granted and routinely entered by the Clerk's Office.
4. Documents may be filed on-line at any time. Such filings will constitute entry of that pleading or other paper on the docket kept by the Clerk of Court in accordance with FRBP 5003. Documents to be filed at either location of the Clerk's Office shall be filed within the regular business hours of the Clerk's Office. The time zone of the division in which a case is filed will be the official time zone for filing and noticing purposes.
5. The electronic filing of documents shall be suspended if, under extraordinary circumstances, the system is out of service. The Clerk's Office will maintain a log of these occurrences for reference purposes. During such periods, filing conventionally via hard copy will be permitted and in emergency situations, the filer is to make arrangements with the Clerk or the Clerk's designee for the acceptance of filings during non-business hours. For emergency filing situations when the system is out of service during non-business hours, filers can make arrangements with the Clerk or the Clerk's designee for the acceptance of filings.
6. If the Clerk's Office deems it necessary to electronically scan a paper document into the Electronic Case Filing System, the electronically scanned document shall constitute the official record of the court, and the paper document may be discarded without further notice.

7. Amendments to this Order and the *Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means* may be entered from time to time in keeping with the needs of the court.
8. Nothing contained in this Order is intended, or shall be construed to alter or modify any party's duties under the provisions of the Bankruptcy Code or the Federal Rules of Bankruptcy Procedure.

This Order is effective November 12, 2003

SIGNED this the 4<sup>th</sup> day of November, 2003

/s/ Lewis M. Killian, Jr.

Lewis M. Killian, Jr.

Chief United States Bankruptcy Judge

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF FLORIDA



*Seventh Amended*  
**ADMINISTRATIVE PROCEDURES  
FOR FILING, SIGNING AND  
VERIFYING  
PLEADINGS AND PAPERS BY  
ELECTRONIC MEANS**

(Approved for Implementation 12/01/09 via Standing Order #11)

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Note: All referenced forms can be found on the Court's website: **www.flnb.uscourts.gov**

I. REGISTRATION FOR THE ELECTRONIC FILING SYSTEM

A. DESIGNATION OF CASES

The Court shall designate which cases shall be assigned to the Electronic Case Filing System ("System"). The conversion to the System took place November 12, 2003, and cases on the System can be found at **www.flnb.uscourts.gov**.

B. PASSWORDS

1. All Attorneys and limited use filers are required to use a password to participate in the electronic retrieval and filing of pleadings and other papers in accordance with the System. Registration for a log-in and password is governed by Paragraph I.C.
2. No attorney shall knowingly permit or cause to permit his/her password to be utilized by anyone other than an authorized employee of his/her law firm.
3. No person shall knowingly utilize or cause another person to utilize the password of a registered attorney unless that person is an authorized employee of that attorney's law firm.

C. USER REGISTRATION AND RESPONSIBILITIES

1. Each attorney desiring to file pleadings or other papers electronically must:
  - a. have completed required training in use of the System. This requirement can be met by having attended a court provided CM/ECF training seminar, completion of the Court's on-line training module, or already being a registered ECF user in another U.S. Bankruptcy Court.
  - b. sign, notarize, and submit a completed, original *Application for Attorney Password & Log-In for the Electronic Case Filing System*. (This form may be found on the Court's website.)
  - c. provide the Court with a current e-mail address for use with the System and to comply with Paragraph II.D.

d. once registered, maintain all applicable user account information on the System including current address, telephone number, and e-mail address. If there is evidence that a user account is not being maintained as required, it may be de-activated by the Court.

e. once registered, notify the Court of any change in user status or change in firm affiliation so that updates to applicable case and user related information can be made.

2. Limited filing is available for the following filers:

- Attorneys appearing Pro Hac Vice
- Individuals authorized to prepare and file Proof of Claim(s)
- Individuals authorized to appear on behalf of a child support creditor
- Individuals authorized to file Motion to Withdraw Unclaimed Funds
- Individuals authorized to submit Reaffirmation Agreements

Individuals desiring to file documents via this method must:

a. have completed required training in use of the System. This requirement can be met by having attended a court provided CM/ECF training seminar, completion of the Court's on-line training module, or already being a registered user in another U.S. Bankruptcy Court.

b. complete and sign an *Application For Limited Use Access to Electronic Case Filing System*. (This form may be found on the Court's website.)

c. provide the Court with a current e-mail address.

d. once registered, provide the Court with any updates to applicable user account information including current address, telephone number, and e-mail address. If there is evidence that a user account is not being maintained as required, it may be de-activated by the Court.

e. once registered, notify the Court of any change in user status or change in firm affiliation so that updates to applicable case and user related information can be made.

3. All signed original Registration Forms shall be mailed to the Court or delivered to either office of the Court.
4. Upon approval of the forms submitted, each attorney will receive their assigned System log-in and password from the Office of the Clerk. This information will be delivered according to the selection made on the registration form.
5. Once registered, an attorney may withdraw from participation in the System by providing the Court with written notice of such withdrawal. Upon receipt, the Court will immediately cancel the attorney's log-in and password and will delete the attorney's name from any applicable electronic service list.
6. If any of the information on the Registration form changes, e.g., mailing address, e-mail address, etc., the attorney must submit an Amended Registration form to the Court.

## II. FILING AND SERVICE OF DOCUMENTS

### A. FILING

1. All petitions, motions, pleadings, memoranda of law, or other documents, except for creditor matrices and orders, are to be converted into portable document format (.pdf) and filed directly on the System or via disk or other medium as directed by the Court. Creditor matrices are to be filed in a similar manner, but in text (.txt) format. Information regarding the formatting of Orders can be found in Paragraph II.F.
2. Judicial waiver will be required for counsel to file documents in hard copy format. If hard copies are submitted without a waiver, the Clerk's Office will proceed with steps to possibly strike the document.
3. For corporate entities that file more than twenty (20) proofs of claims in a calendar year, a judicial waiver will be required to file documents in hard copy format. If hard copies are submitted without a waiver, the Clerk's Office will proceed with steps to possibly strike the document.
4. Pleadings or other papers presented for filing by unregistered attorneys and/or parties via disk must contain a scanned or electronic copy of all original signatures.

5. Parties not represented by counsel or Pro Se individuals may file documents in hard copy format *except for those that fall under Paragraph II.A.3*. These documents will be scanned into .pdf format by the Clerk's Office and docketed into the System. The paper document will then be discarded without further notice, except for those under Paragraph II.M.
6. When filing emergency or expedited matters, the filing attorney shall immediately advise the judge's judicial assistant of the filing by phone. The telephone number for the judicial assistant is available on the Court's website at **www.flnb.uscourts.gov**.
7. So that interested parties can properly prepare for upcoming hearings, users are requested to file all applicable hearing related pleadings, documents, and/or papers by the close of business the day prior to the hearing.

B. SERVICE

1. Whenever a pleading or other paper is filed electronically in accordance with these *Procedures*, the System will automatically generate a "Notice of Electronic Filing" by electronic means at the time of docketing.
2. Participation in the System by receipt of a password provided by the Court shall constitute a request for service and notice by electronic means pursuant to FRBP 9036. Registered participants of the System, by possessing a password from the Court, agree to receive notice and service by electronic means both from the Court and from other System participants, wherever located. Service by other means requires non-participation in the System and judicial waiver is required under Paragraph II.A.2.
3. An attorney filing a pleading or other paper electronically will serve the Notice of Electronic Filing by electronic means and such service will be considered the equivalent of service of the pleading or other paper by first class mail, postage prepaid, *if and only if* the recipient of the notice or service is either a registered participant in the System and/or has agreed in writing with the filer to accept such service in lieu of service by first class mail
4. For all remaining parties and non-registered participants, the filing attorney shall serve the pleading or other paper upon all entitled in accordance with applicable rules.

5. The following language is recommended for registered users of the System for certificate of service purposes:

“The following parties were served either by electronic or standard first class mail.”

(and then show the parties to whom service was rendered together with their e-mail or mailing address.)

**IMPORTANT NOTE:** The Bankruptcy Noticing Center (BNC) is the Court's noticing service contractor and does NOT serve documents for anyone except the Court. **Only** registered participants of the ECF system have agreed to receive notice and service by e-mail. Notice and service to non-participants needs to be done via first class mail in accordance with B.4.

C. SIGNATURES

1. Signatures for the electronic filing of a petition, pleading, motion, claim, or other paper by an attorney or unrepresented party who is a registered participant of the System for FRBP 9011 and other applicable rules are valid only when the filing is accomplished via their authorized system log-in **and** the PDF filed contains either a scanned image of any original signature(s) or the text “/s/ user name” where an original signature should occur.
2. Petitions, lists, schedules, statements, amendments, pleadings, affidavits and other documents that must contain original signatures or that require verification under FRBP 1008 or an unsworn declaration as provided in 28 U.S.C. § 1746 may be filed electronically by attorneys registered in the System. Applicable retention requirements can be found in Paragraph II.M.

D. E-MAIL ADDRESS IN PLEADINGS

All registered participants must include a working e-mail address on all filed pleadings so that parties may communicate as needed on applicable case related issues.

E. FEES PAYABLE TO THE CLERK

All fees are due at the time of filing on the System. Users must settle their on-line accounts for any outstanding fees by midnight Eastern time on the day of filing. If fees are not received in a timely manner, steps will be taken to either strike the pleading or dismiss the case, whichever is applicable.

F. ORDERS

1. All Orders are to be submitted electronically via ECF Central or the Proposed Order Submission link in ECF.
2. Order related submissions **must** conform to the following specifications:
  - a. They must include the full case number, an abbreviated name for the Order, and the related item docket number.
  - b. The Order must be in word processing format and include language noting the consent and/or approval of parties at the time of submission, if applicable.
3. Unless directed otherwise, the moving party shall submit the Order to the Court.
4. All signatures, including those of unregistered users, are to be in accordance with Paragraph II.C. Original signatures obtained for consent purposes are to be kept on file by the party submitting the Order.

G. ATTACHMENTS TO PLEADINGS AND PROOF(S) OF CLAIM

1. If a filed document includes exhibits or attachments, then such exhibits or attachments are to be attached to the document submitted for filing. If the filed document is set for hearing, hard copies of the exhibits or attachments shall be introduced at the hearing for possible admission to the official record.
2. Similarly, exhibits, attachments and/or supporting documentation for Proof of Claim(s) are to be attached to the Proof of Claim when submitted for filing. The creditor must provide a copy of the original documentation to any party objecting to it's claim. In the event of a hearing on an objection to the claim, the Proof of Claim and all original exhibits, attachments and supporting documentation shall be introduced at the hearing for possible admission to the official record.

3. Exhibits and attachments that are not in paper format should be photographed so that they can be scanned or converted by the filer into portable document format for electronic submission into the System.

H. DOCUMENTS FILED UNDER SEAL

A motion to file document(s) under seal may be filed electronically; however, the actual document(s) to be filed under seal shall be filed conventionally and only after the motion is granted. The Order of the Court authorizing the filing of such document(s) under seal will be entered electronically by the Clerk and a paper copy of the Order shall be attached to the document(s) under seal and delivered to the Clerk at the time of the filing of the document(s).

I. TITLE OF DOCKET ENTRIES

An attorney who electronically files a pleading or other document shall be responsible for designating a docket entry title for the document by using one of the docket event categories prescribed by the Court.

J. CORRECTING ERRORS IN ELECTRONIC FILINGS

Electronic filings appear on the court docket immediately upon submission. If a document contains errors or is filed in error, corrective action may be required from the filer before the pleading will be considered by the Court.

1. Submission error.

If an action is required from the filer, the error notification will come in the form of a "*Submission Error Notification*" entered on the docket by the Clerk's Office. This docket entry automatically generates an e-mail notice to the registered user who filed the pleading. **THIS IS THE ONLY NOTICE YOU WILL RECEIVE ADVISING YOU THAT CORRECTIVE ACTION IS NECESSARY.** The e-mail will identify the nature of the error and will inform the filer if an action on their part is necessary in order for the filing to be considered by the Court as well as any applicable time frame in which the action needs to be taken.

2. Corrective entries.

Some errors can be corrected by the Clerk's Office making it unnecessary for the filer to take corrective action. In those instances, the Court will generally make the necessary corrections. To maintain the integrity of the court docket, any changes made by court staff will be noted on the docket with the text "*Corrective Entry.*" The entry will identify the nature of any changes made by the Clerk's Office and it is not necessary for the filing party to take any action to correct the entry.

K. INTERROGATORIES

File a Notice of Service of Interrogatories only. Do not file the entire set of interrogatories electronically. Upon request of the Court or party, the filer may be required to produce the interrogatories at issue in open Court or at another location.

L. CASE NUMBERS

Case numbers for pre-conversion cases have not changed. For cases filed after November 12, 2003, case numbers were assigned in the following manner:

Pre-Conv. Gainesville Bankruptcy Case Number:	03-00001
<b>New Gainesville Bankruptcy Case Number:</b>	<b>03-10001</b>
Pre-Conv. Gainesville AP Case Number:	03-9001
<b>New Gainesville AP Case Number:</b>	<b>03-01001</b>
Pre-Conv. Pensacola Bankruptcy Case Number:	03-40001
<b>New Pensacola Bankruptcy Case Number:</b>	<b>03-30001</b>
Pre-Conv. Pensacola AP Case Number:	03-8001
<b>New Pensacola AP Case Number:</b>	<b>03-03001</b>
Pre-Conv. Tallahassee Bankruptcy Case Number:	03-70001
<b>New Tallahassee Bankruptcy Case Number:</b>	<b>03-40001</b>
Pre-Conv. Tallahassee AP Case Number:	03-9001
<b>New Tallahassee AP Case Number</b>	<b>03-04001</b>
Pre-Conv. Panama City Bankruptcy Case Number:	03-20001
<b>New Panama City Bankruptcy Case Number:</b>	<b>03-50001</b>
Pre-Conv. Panama City AP Case Number:	03-9001
<b>New Panama City AP Case Number:</b>	<b>03-05001</b>

M. RETENTION REQUIREMENTS

1. Documents filed electronically by registered users
  - a. All petitions, lists, schedules, statements, pleadings, affidavits and other documents that require verification under FRBP 1008 and an unsworn declaration as provided in 28 U.S.C. §1746 must be retained with the original signatures by the attorney or other registered user who files such a document or other paper for four (4) years after the closing of the case.
  - b. With respect to petitions filed electronically, the filing attorney shall retain an originally executed copy of Official Form 21 until four (4) years after the closing of the case.
2. Pro Se filings
  - a. The Court will retain and archive hard copies of Pro Se filings that must contain original signatures or that require verification under FRBP 1008 or an unsworn declaration as provided in 28 U.S.C. §1746.
  - b. The Court will retain the original Official Form 21 until four (4) years after the closing of the case.

III. PUBLIC ACCESS TO THE SYSTEM DOCKET

A. PUBLIC ACCESS AT THE COURT

Electronic access to the electronic docket and documents filed in the System is available to the public at no charge at each Office of the Clerk during regular business hours.

B. INTERNET ACCESS

Although any person can retrieve and view documents in the System and access information from it without charge at the Clerk's Offices, electronic access to the System for viewing purposes is otherwise limited to subscribers of the Public Access to Court Electronic Records ("PACER") System. Information regarding subscribing to PACER is available on the Court's website.

C. CONVENTIONAL COPIES AND CERTIFIED COPIES

Conventional copies and certified copies of electronically filed documents may be purchased at the Office of the Clerk. The fee

for copying and certification will be in accordance with 28 U.S.C. § 1930.

D. PRIVACY PROVISIONS (INITIAL EFFECTIVE DATE 12/01/03)

In accordance with the E-Government Act of 2002 and its own policy regarding privacy and public access, the Judicial Conference of the United States (Judicial Conference), at its September 2003 session, promulgated Official Bankruptcy Form 21 (Official Form 21), Statement of Social Security Number(s). This form has been created to satisfy the requirement set forth in FRBP 1007(f) that a debtor must submit a verified statement of his or her social security number along with the debtor's petition.

1. With respect to petitions filed by electronic means via the Internet, the debtor's signature declaring under penalty of perjury that information in the petition is true and correct shall apply to the debtor's social security number as filed electronically with the petition.
2. With respect to petitions filed by electronic means on a computer disk, the debtor's attorney shall submit a copy of the Official Form 21 as a separate paper document with the Clerk at the same time the petition is filed.
3. Attorneys shall not file or submit any additional statements or verifications of the debtor's social security number.
4. With respect to petitions filed on paper by unrepresented debtors, the debtor shall submit an original Official Form 21 as a separate paper document with the Clerk at the same time the petition is filed.
5. Originally executed copies of Official Form 21 will not be accessible to parties, the bar or the public.

In order to protect personal privacy and other legitimate interests under FRBP 9037, parties shall refrain from including, or shall partially redact, the following personal data identifiers from all documents and pleadings filed with the Court, including attachments thereto, unless required by statute, FRBP, Official Bankruptcy Forms, or otherwise ordered by the Court:

- a. Social security number: If an individual's social security number must be included in a pleading, only the last four digits of that number should be used except when submitting Official Form 21 on which the entire social security number should appear.

b. Names of minor children: If the involvement of a minor child must be mentioned, only the initials of that child should be used. On Schedule I of Official Form 6, list the relationship and age of the debtor's dependents (i.e., son, age 6).

c. Dates of birth: If an individual's date of birth must be included in a pleading, only the year should be used.

d. The responsibility for redacting personal identifiers described above rests solely with legal counsel and parties filing documents with the Court. The Clerk's Office will not alter, review or inspect any document for compliance with privacy rules.

If a document containing information in violation of FRBP 9037 happens to be filed, a *Motion for Protective Order to Restrict Remote Electronic Access and Provide for Redaction of Information* will need to be filed along with the proposed Order. Upon entry of the order, access to the original document will be restricted. The filer may then file an amended document in which the private information has been properly redacted.

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