

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA**

**ADMINISTRATIVE GUIDE
TO
PRACTICE AND PROCEDURE**



SUPPLEMENT TO THE LOCAL RULES

March 2004

The Administrative Guide to Practice and Procedure has been prepared as a supplement to the Local Bankruptcy Rules to facilitate publication of changes in practice and procedure in the Eastern District without the necessity for a revision to the Local Rules.

The format for the Guide is set to correspond to the governing rule.

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GENERAL INFORMATION
PUBLIC ACCESS TO INFORMATION

VCIS
(Voice Case Information System)

The court is pleased to offer to the general public the VCIS public information access service. The system provides information about debtors by using the numbers or letters on the telephone keypad. A search may be performed by name, case number, social security number or tax identification number.

To access the court's VCIS system by telephone, the numbers are:

Until May 10, 2004:

Wilson: Local: 234-7655 Long Distance: 1-888-513-9765

Raleigh: Local: 856-4618 Long Distance: 1-888-847-9138

Effective May 10, 2004 (Conversion to CM/ECF)

Wilson area: 234-7655 Long Distance: 1-888-513-9765

INTERNET

The court is pleased to offer to the general public access to court records through the Internet. The address to access court information is:

Home web page:

<http://www.nceb.uscourts.gov>

Pacer Case information web page:

<http://pacer.nceb.uscourts.gov> - Wilson

<http://pacer1.nceb.uscourts.gov> - Raleigh

<http://ecf.nceb.uscourts.gov> (available 5/4/04)

Electronic e-filing:

<http://ecf.nceb.uscourts.gov> (available 8/1/04)

LIST OF COUNTY CODES FOR NORTH CAROLINA

North Carolina-Eastern	North Carolina-Middle	North Carolina-Western
37013 Beaufort	37001 Alamance	37003 Alexander
37015 Bertie	37025 Cabarrus	37005 Alleghany
37017 Bladen	37033 Caswell	37007 Anson
37019 Brunswick	37037 Chatham	37009 Ashe
37029 Camden	37057 Davidson	37011 Avery
37031 Carteret	37059 Davie	37021 Buncombe
37041 Chowan	37063 Durham	37023 Burke
37047 Columbus	37067 Forsyth	37027 Caldwell
37049 Craven	37081 Guilford	37035 Catawba
37051 Cumberland	37093 Hoke	37039 Cherokee
37053 Currituck	37105 Lee	37043 Clay
37055 Dare	37123 Montgomery	37045 Cleveland
37061 Duplin	37125 Moore	37071 Gaston
37065 Edgecombe	37135 Orange	37075 Graham
37069 Franklin	37145 Person	37087 Haywood
37073 Gates	37151 Randolph	37089 Henderson
37077 Granville	37153 Richmond	37097 Iredell
37079 Greene	37157 Rockingham	37099 Jackson
37083 Halifax	37159 Rowan	37109 Lincoln
37085 Harnett	37165 Scotland	37111 McDowell
37091 Hertford	37167 Stanly	37113 Macon
37095 Hyde	37169 Stokes	37115 Madison
37101 Johnston	37171 Surry	37119 Mecklenburg
37103 Jones	37197 Yadkin	37121 Mitchell
37107 Lenoir		37149 Polk
37117 Martin		37161 Rutherford
37127 Nash		37173 Swain
37129 New Hanover		37175 Transylvania
37131 Northampton		37179 Union
37133 Onslow		37189 Watuaga
37137 Pamlico		37193 Wilkes
37139 Pasquotank		37199 Yancey
37141 Pender		
37143 Perquimans		
37147 Pitt		
37155 Robeson		
37163 Sampson		
37177 Tyrrell		
37181 Vance		
37183 Wake		
37185 Warren		
37187 Washington		
37191 Wayne		
37195 Wilson		

Rule 1007-1
LISTS, SCHEDULES AND STATEMENTS; TIME LIMITS

See Administrative Guide 1007-2(a)

Rule 1007-2
MAILING - LIST OR MATRIX

(a) Register of Mailing Addresses of Federal and State Governmental Units

Bankruptcy Administrator
Post Office Box 3758
Wilson, NC 27895-3758

Bankruptcy Administrator
Post Office Box 3039
Raleigh, NC 27602-3039

Internal Revenue Service
Insolvency Support Services
320 Federal Place, Room 335
Greensboro, NC 27401

North Carolina Department of Revenue
Office Services Division
Bankruptcy Unit
Post Office Box 1168
Raleigh, North Carolina 27602-1168

Employment Security Commission
Post Office Box 26504
Raleigh, NC 27611-6504

United States Attorney
310 New Bern Avenue, Suite 800
Federal Building
Raleigh, NC 27601-1461

(b) Preparation of Mailing Matrix

1. Filing petitions electronically through CM/ECF

Filing users must create a mailing list by entering all creditors for each petition into the petition preparation software. The creditor matrix must be saved in an ASCII (.txt) format before it can be successfully uploaded. The matrix must be uploaded into the electronic filing system at the same time the petition is filed electronically.

2. Filing paper petitions and filing petitions electronically through CourtWatch

All paper bankruptcy petitions submitted for filing must be accompanied by a paper matrix. The matrix must also be saved in an ASCII format (.txt) file and submitted on a diskette or attached to an e-mail.

In order to ensure that creditor names and addresses are scanned to create a clear image for display on the Internet and properly read by the Optical Character Reader (OCR) for transfer into the court's database, compliance with specific standards and requirements is necessary. The following information is divided into segments to provide instructions for creating the matrix, saving the data for transmission, and transmitting data to the court.

a. Creating the Matrix

- (1) The paper matrix should be prepared on plain white 8 ½ x 11 unruled or unblocked paper and shall not contain any extra marks such as letterhead, dates, debtor name, stains, or handwritten marks on the front of the matrix. The debtor's name and social security number must be shown on the back of the paper matrix.
- (2) The only writing on the paper matrix should be the typed names and address of the creditors. The certification of mailing matrix must be attached as a separate page from the matrix. Do not include the certification of mailing matrix on the diskette or the E-mail.
- (3) The content of the paper mailing matrix and the diskette or e-mail mailing matrix must be identical and certified accordingly by the Certification of Mailing Matrix as required by E.D.N.C. LBR 1007-2. The Certification of Mailing Matrix is filed with the paper matrix.
- (4) Use a good letter quality printer to print the matrix. The ability of the OCR to read creditor matrices prepared using dot matrix printers varies with the quality of the dot matrix printer used. LaserJet or InkJet printers provide better quality print than dot matrix printers.

- (5) Do not use unreadable type faces or print styles such as proportionally-spaced fonts or exotic fonts (such as Olde English or script) or bold print Twelve (12) pitch Times New Roman and Courier New fonts create good print quality that allows the Optical Character Reader (OCR) to accurately read the matrix.
- (6) Provide the original paper matrix. Poor quality photocopies are not readable by the scanner.
- (7) List creditors in alphabetical order.
- (8) DO NOT include the following parties on the creditor matrix:
 - Debtor
 - Joint Debtor
 - Attorney for the Debtor(s)
 - Bankruptcy Administrator
 - Trustee

The names and addresses of these parties are added when the case is opened on the computer.

- (9) Names should be *first name <space> last name*.
- (10) Creditor names and address must be typed so that letters are no closer than 1 ½ inches from any edge of the paper.
- (11) Each line of the address may have a maximum of 35 characters.
- (12) The maximum number of lines per address is 4.
- (13) Please make every effort to obtain a complete address for each creditor.
- (14) Leave one blank line between each address.
- (15) Never use the following symbols in names and/or addresses on the creditor matrix:
 - Ampersand (&). Type the word “and” instead.
 - Percent (%). If used to signify “care of” in a creditor’s address, type “c/o” instead.
- (16) Do not type a lower case “L” to signify the numeral one (1).

- (17) Do not type the upper or lower case letter “o” to signify the numeral zero (0).
- (18) Avoid misaligned lists caused by removing the paper from the typewriter before completing the list, or inserting the paper into the typewriter crooked.
- (19) Type in upper and lower case as you would on a letter.
- (20) States should be abbreviated using two capital letters *without periods or other punctuation*.
- (21) A comma must appear between the city and the state.
- (22) The last line of the matrix must be the city, state, zip code.
- (23) DO NOT type the attention line on the last line of the address. The attention line should be the second line of the address.
- (24) DO NOT include account numbers in the address.
- (25) The ZIP code must be typed on the last line of each address. If only a five digit ZIP code is used, DO NOT add 0000s to make it nine digits. Separate the two groups of digits in the zip code with a dash, not a space.

b. Saving the Matrix and Data

- (1) If you are using a computer program to create a bankruptcy petition, you should have a feature which allows you to export creditor information to a diskette or save as a file to attach to an e-mail. The vendor’s technical support staff can assist with your questions.
- (2) If you are preparing the matrix using a word processor, the court can provide a matrix program at no charge. Your computer must be IBM compatible with Windows 98 or above. This program does not work in DOS. Contact the court to receive a copy of the court’s matrix program or it may be retrieved from the court’s web page at www.nceb.uscourts.gov.
- (3) When saving the matrix on a diskette or as a file to attach to an e-mail, the file name must be the debtor’s social security number or tax identification number set up as follows: social security # 123-45-6789.txt, tax ID# 56-1234567.txt

c. Transmitting the Matrix and Data to the Court

- (1) The matrix must be saved in an ASCII text (.txt) format file and submitted on a diskette or attached to an e-mail as follows:
 - (a) E-mail the matrix file via the Internet to:

Wilson Cases: **Matrix@nceb.uscourts.gov**

Raleigh Cases: **Matrix_Ral@nceb.uscourts.gov**
 - (b) Submit the matrix file on a diskette when the petition is filed.
- (2) An original paper matrix and certification of mailing matrix must continue to be submitted with the original petition.
- (3) Transmit the matrix as a file attachment to an e-mail as soon as it is available. E-mails are occasionally delayed and may arrive a day after the petition is received. Therefore, immediate transmission will improve coordination of the receipt of the matrix and the petition.
- (4) The e-mail message must state the debtor's full name, social security number and chapter of the case.
- (5) Indicate in a cover letter attached to the original petition the date the matrix was sent to the court by e-mail.
- (6) The contents of each diskette must be properly identified by a label on the diskette indicating the debtor's full name, social security number, and chapter of the case. Several matrices may be placed on one diskette. The label should be securely attached to prevent loss of the label in the mail.
- (7) Matrix submitted on diskette or as a file attached to an e-mail should be in one column format using the left column. Paper matrix should be submitted in a three column format.
- (8) Do not send a completely new matrix on diskette for an amendment or when filing statement of affairs.

Rule 1071-1
DIVISIONS - BANKRUPTCY COURT

Name of Division	Headquarters	Counties	
Elizabeth City	Wilson	Bertie Camden Chowan Currituck Dare Gates	Hertford Pasquotank Perquimans Tyrrell Washington
Fayetteville	Wilson	Cumberland Robeson	Sampson
New Bern	Wilson	Beaufort Carteret Craven Hyde Jones	Lenoir Martin Onslow Pamlico Pitt
Raleigh	Raleigh	Franklin Granville Harnett Johnston	Vance Wake Warren
Wilmington	Wilson	Bladen Brunswick Columbus	Duplin New Hanover Pender
Wilson	Wilson	Edgecombe Greene Halifax Nash	Northampton Wayne Wilson

Rule 2016-1
COMPENSATION OF PROFESSIONALS

(a)(1) Amount of Standard Base Fee:

Effective in cases filed on and after July 1, 2004, the standard base fee in a consumer chapter 13 case is \$1,600.00, and the standard base fee in a business chapter 13 case is \$2,200.00

(a)(6) Presumptive Non-base Fees:

Motion to use interrogatories, and interrogatories	\$150.00
Motion for turnover	\$250.00
Adversary proceeding for turnover	\$500.00
Uncontested lien avoidance	\$500.00
Motion to avoid judicial lien	\$200.00
Motion to modify plan post-confirmation	\$250.00
Motion to substitute collateral	\$350.00
Motion for authority to sell property	\$250.00
Application to incur debt	\$200.00
Defense of motion for relief from stay and/or co-debtor stay	\$350.00
Handling of an insurance inquiry received more than twelve (12) months after the Chapter 13 case is filed	\$50.00
Defense of motion to dismiss	\$200.00
Motion for hardship discharge	\$350.00
Objection to claims	\$200.00
Notice to abandon property	\$100.00

(a)(9)(B) Payment of Attorney Fees/modification of Plan

These fees shall be paid by the Trustee at the rate of \$100.00 per month unless the Court directs otherwise.

Rule 5003-4
REGISTER OF MAILING ADDRESSES OF
FEDERAL AND STATE GOVERNMENTAL UNITS

(e) Register of Mailing Addresses of Federal and State Governmental Units

Bankruptcy Administrator

Bankruptcy Administrator

Post Office Box 3758
Wilson, NC 27895-3758

Post Office Box 3039
Raleigh, NC 27602-3039

Employment Security Commission
Post Office Box 26504
Raleigh, NC 27611

Internal Revenue Service
Insolvency Support Services
320 Federal Place, Room 335
Greensboro, NC 27401

North Carolina Department of Revenue
Office Services Division
Bankruptcy Unit
Post Office Box 1168
Raleigh, North Carolina 27602-1168

Secretary of the Treasury
1500 Pennsylvania Ave., N. W.
Washington, DC 20220

Securities & Exchange Commission
Branch of Reorganization
Suite 1000
3475 Lennox Road, N. E.
Atlanta, GA 30326-1232

*United States Attorney
310 New Bern Avenue, Suite 800
Federal Building
Raleigh, NC 27601-1461

*NOTE: Federal Housing Administration, Farm Service Agency, Veterans Administration,
Small Business Administration

Rule 5005-4(2)
ELIGIBILITY, REGISTRATION AND PASSWORDS

(a) Registration

A person must register as a filing user by submitting a form prescribed by the clerk and shall provide the filing user's name, address, telephone number, internet e-mail address, and a

declaration that the attorney is admitted to practice before this court, is exempt from the admission requirements or has been granted or has applied for leave to appear pro hac vice. Within a law firm, a separate registration form must be submitted for each attorney. A copy of the registration form is included in the Administrative Guide to Practice and Procedure and may be obtained from the clerk of court or the court's web site at www.nceb.uscourts.gov. The form may be duplicated for use by multiple applicants. All registration forms must be mailed or delivered in a sealed envelope to:

Clerk, U. S. Bankruptcy Court
Attn: Electronic Filing Registration
P.O. Drawer 2807
Wilson, North Carolina 27894-2807

(d) Training and Password

Following registration, each filing user must enroll in and complete a CM/ECF Filing User Training Program conducted by the clerk. Filing users may enroll one or more assistants or staff in the training. Selection and scheduling of applicants for CM/ECF training will be determined by the clerk. The clerk will use discretion in a fair and nondiscriminatory manner to ensure that all registrants are treated fairly.

After completion of training, each filing user will receive a login and password for the online training system and for limited CM/ECF inquiry purposes. No later than 10 business days following the classroom training, the filing user must complete the online training and contact the trainer conducting the training class to receive full activation of the filing user's CM/ECF password.

The court may accept training provided by another bankruptcy court and waive the classroom training requirement. Filing users trained by other courts must contact the court's training specialist for authorization to participate in the online training. The online training will provide training for the unique procedures for this court. The filing user will receive a login and password to access the training program. Upon completion of the online training the filing user must contact the court's training specialist to receive full activation of the filing user's CM/ECF password.

Filing users should periodically change their password. If an employee of a filing user leaves their employment, the filing user must immediately select and activate a new password.

Filing users are responsible for all applicable changes associated with the password and should maintain a record of their password, bar code number, and user profile information. The clerk will not maintain this information. Filing users are also responsible for keeping their office address, e-mail address, preferred notification method and other user profile information current in the Electronic Filing System.

Rule 5005-4(4)
ENTRY OF COURT ORDERS; ISSUANCE OF ELECTRONIC SUMMONS

(b) Submission of Documents for Judges Signature

When motions, applications, objections to claim, and other requests for relief are filed electronically, the moving party must submit a proposed order for each request for relief by e-mail in a text format (.txt). The format of the proposed order must comply with Local Bankruptcy Rule 9004-2. The e-mail must be addressed to ECF_ORDERS@nceb.uscourts.gov and the subject line must indicate the name and case number of the debtor. The filing user may submit multiple proposed orders in the same e-mail for one debtor. An e-mail received containing multiple proposed orders for multiple debtors will be returned for resubmission.

Rule 5005-4(5)
FORMAT; ATTACHMENTS AND EXHIBITS

(a) Format

All electronic documents must be submitted in portable document (.pdf) format as created by Adobe Acrobat or another similar and compatible program supported by the court with the exception of the creditor list (matrix) which must be submitted in an ASCII text (.txt) format. Electronic filings must not exceed 1 megabyte in size. Transmission time for effecting such filings is time sensitive. Filings that take more than 5 minutes to transmit, for security reasons, will time out. If a filing is larger than 1 megabyte and if any portion of the filing has been scanned, the filing document should be no more than 8 ½ by 11 inches, without color and the resolution should not exceed 300 DPI. If making these adjustments does not reduce the filing size to 1 megabyte or less, the filing user will make suitable arrangements with the court to effect the filing.

Rule 7016-1
PRETRIAL PROCEDURES

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
DIVISION

IN RE: CASE NO.
JOE SMITH, 99-02272-5-ATS
Debtor

ABC CORP.,)
Plaintiff)
v.)
JOE SMITH,)
Defendant)

ADVERSARY PROCEEDING

NO.: S-99-00070-5-AP

FINAL PRETRIAL ORDER

DATE OF CONFERENCE: May 5, 1999

Appearance: John Y. Lawyer, Raleigh, North Carolina, for plaintiff; Sam X. Attorney, Fayetteville, North Carolina, for defendant.

I. STIPULATIONS

- A. All parties are properly before the court.
- B. The court has jurisdiction of the parties and of the subject matter.
- C. This is a core proceeding, or in the alternative, both parties have consented to hearing by the bankruptcy court.
- D. All parties have been correctly designated.
- E. There is no question as to misjoinder or nonjoinder of parties.
- F. Facts:
 - 1. Plaintiff is a New York corporation, licensed to do business and doing business in the State of North Carolina.
 - 2. Defendant is a citizen of Wake County, North Carolina.
- G. Legal Issues: The legal issue is whether the debt owed by the defendant to the plaintiff is nondischargeable under 11 U.S.C. § 523(a)(2)(B).
- H. Factual Issues:
 - 1. Did the defendant receive money, property, services, or an extension, renewal, or refinancing of credit through the use of a statement in writing that was materially false?
 - 2. Did the written statement relate to the defendant's or an insider's financial condition?
 - 3. Did the plaintiff reasonably rely on the written statement?

4. Did the defendant make or publish the written statement with the intent to deceive the plaintiff?

II. CONTENTIONS

A. Plaintiff

1. Facts:

- (a) Plaintiff loaned defendant \$XXX,XXX.XX based on written property appraisals that defendant had falsified materially.
- (b) The written appraisals were on real property owned by the defendant.
- (c) Plaintiff had no factual reason not to accept the appraisal and, therefore, reasonably relied on the appraisal.
- (d) Defendant had the appraisal done simply for its use in obtaining the loan from plaintiff.

2. Law:

- (a) The falsified property appraisal used by the defendant in obtaining a loan from the plaintiff has created a nondischargeable debt under 11 U.S.C. § 523(A)(2)(B).

B. Defendant

1. Facts:

- (a) Defendant did not falsify the property appraisals he used in obtaining the loan from the plaintiff.
- (b) Plaintiff is experienced as a commercial lender in the area and has made loans on property appraisals for 50 years.
- (c) Defendant had the appraisal done at the plaintiff's request.

2. Law:

- (a) The loan from plaintiff was not obtained through the use of a false appraisal and, therefore, the debt is dischargeable.

III. EXHIBITS

A. Plaintiff:

<u>Number</u>	<u>Title</u>	<u>Objection</u>
1	Appraisal of Bob Hope	Hearsay
2	Deed of Trust dated 1/4/84	None
3	Promissory Note dated 1/4/84	None
4	Personal Financial Statement dated 12/3/83	None

B. Defendant:

<u>Number</u>	<u>Title</u>	<u>Objection</u>
1	Appraisal of Joe Smith	Hearsay
2	Debtor's Bankruptcy Petition	None

IV. DESIGNATION OF PLEADINGS AND DISCOVERY MATERIALS

A. <u>Plaintiff:</u>				
<u>Document</u>	<u>Portion</u>	<u>Objection</u>	<u>Reason</u>	
Plaintiff's first set of interrogatories	Nos. 1, 8 and 9	No. 8	Privilege	
Deposition of Richard Roe	Vol. 1, line 6 p. 1, thru line 5, p. 6	Line 6, p. 1, thru line 2, p. 7	Hearsay	
B. <u>Defendant:</u> None				

V. WITNESSES

A. <u>Plaintiff:</u>		
<u>Name</u>	<u>Address</u>	<u>Proposed Testimony</u>
Frank Flake	Selma, N. C.	Loan officer - facts surrounding the loan
B. <u>Defendant:</u>		
All witnesses listed by plaintiff:		
<u>Name</u>	<u>Address</u>	<u>Proposed Testimony</u>
Sam Smith	Apex, N. C.	Facts surrounding value of real property in the debtor's area

Trial Time estimate: _____ days.

John Y. Lawyer
Counsel for Plaintiff

Sam X. Attorney
Counsel for Defendant

APPROVED BY:

U. S. Bankruptcy Judge

DATED: _____

Rule 2002-1(c)
NOTICE TO CREDITORS AND OTHER INTERESTED PARTIES

GUIDE TO SERVICE AND NOTICE REQUIREMENTS

This chart is a guide to common service and notice requirements in this court. It should be used in conjunction with the following explanatory notes.

1. Bankruptcy Rule 9014 requires all contested matters to be served in the manner provided by Bankruptcy Rule 7004. This chart has no effect on the methods of service prescribed by that rule, including the special rules for service upon the United States federal officers and agencies, state or municipal governments, and insured depository institutions.
2. The bankruptcy administrator should be served in chapter 7 and 11 cases only. The bankruptcy administrator need not be served in chapter 12 and 13 cases or in adversary proceedings unless named as a party.
3. In chapter 11 cases, a trustee appointed under 11 U.S.C. § 1104 should be served.
4. Filing fees referenced in the chart are authorized by 28 U.S.C. § 1930, and by the appendices thereto prescribed by the Judicial Conference of the United States.
5. This chart does not address filings by trustees in chapter 7 cases.

Codes for parties to serve:

D = Debtor	T = Trustee	20 LUC = 20 Largest Unsecured Creditors
DA = Debtor's Attorney	BA = Bankruptcy Administrator (in chapters 7 & 11)	UCC = Unsecured Creditor's Committee or its counsel
AP = Affected Parties	All = All creditors on matrix	

Pleading	# of Notice Days	Chapter	Parties to Serve	Comments
11 U.S.C. § 506(c) Fees & Expenses, Application for	15	All	BA, AP	
Abandon, Motion to	15	All	All, BA, T, DA	Fee required for creditor's motion
Accept/Reject Executory Contract, Motion to (1) Debtor's (2) Creditor's	15	11, 12, 13	(1) BA, AP, T, 20 LUC or UCC (2) D, DA, BA, T, 20 LUC or UCC	
Accept/Reject Lease, Motion to (1) Debtor's (2) Creditor's	15	11, 12, 13	(1) BA, AP, T, 20 LUC or UCC (2) D, DA, BA, T, 20 LUC or UCC	
Amendment to Schedules	None	(1) 7, 11, 12, (2) 13	(1) BA, AP, T (2) T, AP	Fee may be required See 28 U.S.C. § 1930
Approval of Consent Order under BR 4001(d), Motion for	15	11	D, DA, BA, 20 LUC or UCC	
Avoid a Lien under 11 U.S.C. § 522(f), Motion to	15	All	AP, BA, T	

Pleading	# of Notice Days	Chapter	Parties to Serve	Comments
Cash Collateral (1) Debtor's Motion to Use (2) Creditor's Motion to Prohibit	15	11, 12	(1) BA, T, AP, 20 LUC or UCC (2) D, DA, T, BA, 20 LUC or UCC	For emergency situations, see BR 4001(b)
Compensation and Expenses, Application for	20	All	All, T, BA, D, DA	See BR 2002(a)(6)
Compromise, Motion to	20	All	All, T, BA, D, DA	
Contempt/Sanctions, Motion for	15	All	D, DA, T, BA, AP	See BR 9020 for pleading requirements
Continue 341 Meeting of Creditors, Motion to	None	(1) 11 (2) 7 (3) 12, 13	(1) BA (2) T, BA (3) T, BA	(1) DA MAY be directed to serve all creditors with the order continuing the 341 meeting (3) DA MAY be directed to serve all creditors with the notice or order continuing the 341 meeting
Continue Hearing/Conference, Motion to	None	All	D, DA, T, BA, AP	Motion to be filed as soon as the need for a continuance arises
Debtor's Motion to Convert from Chapter 7 to 12	None	7	T, BA	If the case was previously converted, see 11 U.S.C. § 706
Convert from Chapter 7 to 11, Motion to (1) Debtor's (2) Creditor's	(1) None (2) 20	7	(1) T, BA (2) All, T, D, DA, BA	(1) Filing fee required from debtor (2) No fee required for creditor's motion
Convert from Chapter 11 to 7, Motion to (1) Debtor In Possession's (2) Creditor's or Debtor Not In Possession's	(1) None (2) 20	11	(1) BA (2) All, D, DA, BA	Fee required for all motions Serve trustee if one has been appointed For exceptions, see 11 U.S.C. § 1112(a)
Convert from Chapter 13 to 11, Motion to (1) Debtor's (2) Creditor's	15	13	(1) All, BA, T (2) All, BA, T, D, DA	(1) Fee required (2) No fee required (2) If the debtor is a farmer, see 11 U.S.C. § 1307(e)
Convert from Chapter 12 to 7, Notice of (1) Debtor's	None	12	T	Motion to convert by party in interest, see 11 U.S.C. §1208(d) Fee is required
Convert from Chapter 7 to 13, Motion to (1) Debtor's	None	7	T, BA	If the case previously converted, see 11 U.S.C. § 706

Pleading	# of Notice Days	Chapter	Parties to Serve	Comments
Convert from Chapter 11 to 13, Motion to (1) Debtor's	20	11	All, DA, D, BA	
Convert from Chapter 13 to 7 (1) Debtor's (Notice)	(1) None	13	(1) T	Fee required
(2) Creditor's (Motion)	(2) 15		(2) D, DA, T	
Dismiss, Motion to (1) Debtor's	(1) None	(1) 13	(1) T	
(2) Creditor's	(2) 15	(2) 13	(2) D, DA, T	
(3) Debtor's	(3) 20	(3) 7, 11, 12	(3) All, T, BA	
(4) Creditor's	(4) 20	(4) 7, 11, 12	(4) All, D, DA, T, BA	
Employ Professional Person, Application to	None	7, 11, 12	BA, T	
Employ Officer(s) and Approval of Compensation, Application to	None	11	BA	See LBR 4002-1(c)(1)(A)
Employ Debtor's Attorney Under a Flat Fee Arrangement, Application to	20	11	All, BA	<u>In re Pineloch</u> , 192 BR 675 (Bankr. E.D.N.C. 1996)
Examination Under 2004, Application for	None	All	D, DA, AP, T, BA	Motion should be filed at least 10 days prior to the examination date
Examination by Interrogatories in lieu of attendance at the 341 meeting, Motion for	None	All	T, BA	If request is due to medical reasons, the motion should be accompanied by a doctor's statement
Extend Filing Deadline for 11 U.S.C. § 523 and/or § 727 Complaint, Motion to	None	7, 11	D, DA, T, BA	
Hardship Discharge, Motion for	None	12, 13	T	DA will be directed to serve the notice on all creditors
Incur Debt, Motion to; or Obtain Credit, Motion to; or Post-Petition Financing, Motion for	(1) None (2) 15	(1) 12, 13 (2) 11	(1) T (2) 20 LUC or UCC, BA, AP	See LBR 4002-1(f)(4) For emergency situations see BR 4001(c)
Modify Plan, Motion to (1) Plan Proponent's	20	(1) 11	(1) All, T, BA, D, DA	
(2) Debtor's		(2) 12, 13	(2) All, T	
(3) Creditor's		(3) 12, 13	(3) All, T, D, DA	
Objection to Claim	30	All	D, DA, AP, T, BA	
Objection to Claim of Exemptions	15	All	D, DA, T, BA	This applies to individual debtors only

Pleading	# of Notice Days	Chapter	Parties to Serve	Comments
Objection to Disclosure Statement	None	11	D, DA, BA, T	
Objection to Plan	None	11, 12, 13	D, DA, BA, T	
Re-Open Case, Motion to	None	All	D, DA, T, BA	§ 1930(b) requires payment of filing fee and retrieval fee
Reconsider or Vacate Order, Motion to	15	All	D, DA, T, BA, AP	See BR 9023 and BR 9024
Relief from Automatic Stay, Motion for	15	(1) 7, 12, 13 (2) 11	(1) D, DA, T, BA (2) D, DA, BA, T, 20 LUC or UCC	Fee required, see 11 U.S.C. § 1930(b) (2) see BR 4001
Relief from Co-debtor Stay, Motion for	15	13	D, DA, T, BA, Co-debtor	No fee is required
Sales (1) Private and Public, Notice of (2) Real Property, Application for	20	7, 11, 12, 13	All, D, DA, B	15-day response time require in all chapters See BR 6004 regarding a hearing date
Sell Free and Clear of Liens, Motion to	15	7, 11, 12	D, DA, BA, AP	
Turnover Order, Motion for	15	All	D, DA, T, BA, AP	
Valuation of Collateral, Motion for	15	All	D, DA, T, BA, AP	
Withdraw as Counsel, Motion to	15	All	D, T, BA	
Withdraw Motion/Response	None	All	D, DA, T, AP, BA	

RULE 9009-1

FORMS

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
_____ DIVISION**

IN RE:

CASE NO.

DEBTOR

APPLICATION FOR APPROVAL OF MENTAL HEALTH EVALUATION

Comes now the debtor, and requests the Court to approve a pro bono or low cost mental health evaluation, and states as follows:

1. The debtor's mental health is a genuine issue of material fact to these bankruptcy proceedings in that . . . (state relevance, examples: the debtor claims that debtor's mental health is relevant to the debtor's failure to attend meeting of creditors or hearings; the debtor claims that debtor's mental health is relevant to allegations related to challenges to the debtor's general discharge (Section 727) or arguments for an exception to discharge based upon fraud allegations (Section 523(a)(2)); the debtor seeks to discharge student loans based upon mental illness under Section 523(a)(8) or 42 U.S.C. 294g; the debtor seeks to avoid a default judgment based upon excusable neglect; or the debtor seeks to exempt personal injury award related to mental health);
2. Based upon information and belief, the debtor's mental health should be examined by a mental health professional to determine whether the debtor may have . . . (examples: manic depression, bipolar disorder, schizophrenia, paranoid personality disorder), or another recognized mental illness;
3. Based upon the bankruptcy schedules and the debtor's available income and assets as follows, (set out monthly income and any liquid assets), the debtor is currently unable to pay for a mental health evaluation that is necessary and relevant to bankruptcy issues presented;
4. After making diligent efforts to obtain mental health services to assist the debtor, the debtor has been unable to obtain relevant services based upon available health insurance, public health programs, or other third party services.
5. A copy of this application has been transmitted to the Bankruptcy Administrator and (identify any other interested party).

Wherefore, based upon the foregoing, the debtor respectfully requests that the Court approve a pro bono or low cost mental health evaluation in this case.

Date:

Debtor

Rev. 5/03

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
_____ DIVISION**

IN RE:

CASE NO.

DEBTOR

ORDER

Based upon the Application for Approval of Mental Health Evaluation by the debtor and the representations contained therein, the Court approves the debtor's request for a pro bono or low cost mental health evaluation for purposes of this action.

SO ORDERED.

DATED:

Bankruptcy Judge

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA

CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF) SYSTEM
ELECTRONIC FILING USER REGISTRATION FORM

Live System

An attorney desiring to register as a Filing User for filing documents through the internet component of the court's Case Management/Electronic Case Filing system must provide the information requested below:

Name _____

Bar ID # _____ State of Admission _____

Firm Name _____

Mailing Address _____

Voice Phone Number _____ FAX Number _____

E-Mail Address _____

By signing and submitting this registration form, the Filing User agrees to abide by the following requirements:

1. Pursuant to Federal Rule of Bankruptcy Procedure 9011 and Local Bankruptcy Rule 5005-4(8), every pleading, motion and other paper (except lists, schedules, statements or amendments thereto) shall be signed by a least one attorney of record and that signatures shall be indicated by "s/" and the typed name of the person signing in the following format: "s/Jane Doe" on the signature line. The unique password issued to each Filing User identifies the person upon login and constitutes the signature of the Filing User.
2. The Filing User must protect and secure the login and password issued by the court. The login and password must be used exclusively by the Filing User and authorized employees. The Filing User must not knowingly permit the login and password to be used by anyone who is not authorized. After the password is first issued by the court, the Filing User agrees to change the password on a regular basis, if an employee is no longer an authorized user, or as needed for other reasons to ensure its security. The Filing User must immediately notify the court if misuse of a password is suspected.

3. The Filing User expressly consents to receive notice and service of pleadings and other papers by electronic means from the court and other Filing Users in all cases. Applicant must maintain the accuracy of the CM/ECF Filing User account to ensure the receipt of electronic notice.
4. The Filing User understands that electronically filed documents that require original signatures from any person other than the Filing User must be maintained by the Filing User in paper form, bearing the original signatures, for four years after the closing of the case or proceeding in which the documents were filed. Upon the court's request, the Filing User must provide the original signed documents for review.
5. The Filing User agrees to abide by all the requirements set out in the Local Bankruptcy Rules and the Administrative Guide to Practice and Procedure currently in effect, and any changes or additions that later may be made.
6. The Filing User understands that the court may revoke a Filing User's login and password and, therefore, authority and ability to electronically file documents for cause, including failure to comply with any provisions of this agreement, failure to adequately protect the Filing User password, failure to comply with the provisions of the Local Bankruptcy Rules and/or Administrative Guide to Practice and Procedure, failure to pay any fees required for documents electronically filed, or other misuse of the electronic case filing system.

Date

Filing User Applicant

Return to:
 U. S. Bankruptcy Court
 Attn: Training Specialist
 Clerk of Court
 P.O. Drawer 2807
 Wilson, North Carolina 27894-2807

For Court Use Only:

Date Approved _____

CM/ECF Filing User Login Name _____

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
_____ Division**

In re:

Bankruptcy Case No.

Chapter

Debtor(s)*

APPEARANCE OF CHILD SUPPORT CREDITOR* OR REPRESENTATIVE

I certify under penalty of perjury that I am a child support creditor* of the above named debtor, or the authorized representative of such child support creditor, with respect to the child support obligation which is set out below:

Name:

Organization:

Address:

Telephone Number:

Date

Child Support Creditor* or Authorized Representative

Summary of Child Support Obligation

Amount in arrears:

\$ _____

Amount currently due per week or per month

\$ _____ \$ _____
(per week) (Per month)

If Child Support has been assigned:

Amount of Support which is owed under Assignment:

\$ _____

Amount owed primary child support creditor (balance not assigned):

\$ _____

**Child support creditor includes both creditor to whom the debtor has a primary obligation to pay child support as well as any entity to whom such support has been assigned, if pursuant to Section 402(a)(26) of the Social Security Act or if such debt has been assigned to the Federal Government or to any State or political subdivision of a state.*

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA**
_____ **Division**

In re:

Case No.

Debtor(s)

**CERTIFICATION OF MAILING MATRIX
REQUIRED BY E.D.N.C. LBR 1007-2**

I hereby certify under penalty of perjury that the attached list of creditors which has been prepared in the format required by the clerk is true and accurate to the best of my knowledge and includes all creditors scheduled in the petition.

Date: _____

Attorney for Debtor

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA**
_____ **Division**

IN RE:

CASE NUMBER:

DEBTOR(S)

NOTICE OF [MOTION TO] [OBJECTION TO]

_____ has filed papers with the court to [relief sought in motion or objection].

Your rights may be affected. You should read these papers carefully and discuss them with your attorney, if you have one in this bankruptcy case. (If you do not have an attorney, you may wish to consult one.)

If you do not want the court to grant the [relief sought in motion or objection], or if you want the court to consider your views on the [motion] [objection], then on or before _____ (date), unless otherwise ordered, you or your attorney must file with the court, pursuant to Local Rule 9013-1 and 9014-1, a written response, an answer explaining your position, and a request for hearing at:

{ address of the bankruptcy clerk's office }

If you mail your {request} {response} to the court for filing, you must mail it early enough so the court will **receive** it on or before the date stated above.

You must also mail a copy to: {list names and addresses of applicable parties}

movant's attorney, debtor(s), debtor(s) attorney, trustee, Bankruptcy Administrator, and other parties in interest.

If a response and a request for hearing is filed in writing on or before the date set above, a hearing will be conducted on the [motion] [objection] at a date, time and place to be later set and all parties will be notified accordingly.

If you or your attorney do not take these steps, the court may decide that you do not oppose the relief sought in the motion or objection and may enter an order granting that relief.

Date: _____

Signature: _____

Name:

Address:

COMPUTATION OF RESPONSE TIME

Pursuant to Bankruptcy Rule 9006 the following guidelines are provided to compute the time allowed to respond to a motion or objection.

1. Local Bankruptcy Rule 9014-1(c) provides that a response and accompanying affidavits, if any, to any motion shall be filed within 15 days from the date of the service of the motion, unless otherwise ordered or provided in the Federal Rules of Bankruptcy Procedure or Local Bankruptcy Rules.
2. The designated period of time begins to run by excluding the day of the service but including the last day, unless the last day falls on Saturday, Sunday or a legal holiday, in which event the period runs until the end of the next business day.
3. Bankruptcy Rule 9006 provides for three additional days to perform an act when the period is computed from service, and service is done by mail. Thus if the notice of motion is served by mail (postal or electronic), three days must be added to the period in paragraph 2 before computing the due date. If the last day falls on Saturday, Sunday or a legal holiday, the next business day is the due date.
4. When computing a response time that is reduced by an order, if the period of time for a response is less than 8 days, intermediate Saturdays, Sundays and legal holidays are excluded in the computation.

Computation Example providing 15 days response time:

Service of Motion on June 1 providing 15 days response time plus 3 additional days for service.

Response time period = June 2 through June 20

Response due date = June 20 (unless this date falls on a Saturday, Sunday or legal holiday, then designate the date of the next business day). In this case June 20 falls on Sunday; therefore June 21 is the response due date.

Computation Example providing for less than 8 days response time:

Service of Motion on June 1 providing 7 days response time (Time reduced by Order)

Response time period = June 2 through June 13 (Excluded June 5 -Saturday; June 6 - Sunday)

Response due date = June 10

If an order shortens the response time to a specific date, additional days for service are not added.

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA**
_____ **Division**

IN RE:

CASE NUMBER:

DEBTOR(S)

NOTICE OF OBJECTION TO CLAIM

_____ has filed an objection to your claim in this bankruptcy case.

Your claim may be reduced, modified, or eliminated. You should read these papers carefully and discuss them with your attorney, if you have one.

If you do not want the court to eliminate or change your claim, then on or before (date) you or your attorney must file with the court, pursuant to Local Rule 9014-1, a written response, an answer explaining your position, and a request for hearing at:

{ address of the bankruptcy clerk's office }

If you mail your response to the court for filing, you must mail it early enough so that the court will **receive** it on or before the date stated above.

You must also mail a copy to:

{ objector's attorney's name and address }
{ names and addresses of others to be served }

If a response and a request for hearing is filed in writing on or before the date set above, a hearing will be conducted on the objection to claim at a date, time and place to be later set and all parties will be notified accordingly.

If you or your attorney do not take these steps, the court may decide that you do not oppose the objection to your claim.

Date: _____

Signature: _____

Name:

Address:

COMPUTATION OF RESPONSE TIME

Pursuant to Bankruptcy Rule 9006 the following guidelines are provided to compute the time allowed to respond to a motion or objection.

1. Bankruptcy Rule 3007 provides that a response and accompanying affidavits, if any, to an objection to claim shall be filed within 30 days from the date of the service of the objection.
2. The designated period of time begins to run by excluding the day of the service but including the last day, unless the last day falls on Saturday, Sunday or a legal holiday, in which event the period runs until the end of the next business day.
3. Bankruptcy Rule 9006 provides for three additional days to perform an act when the period is computed from service, and service is done by mail. Thus if the notice of motion is served by mail (postal or electronic), three days must be added to the period in paragraph 2 before computing the due date. If the last day falls on Saturday, Sunday or a legal holiday, the next business day is the due date.

Computation Example providing 30 days response time:

Service of objection to Claim on June 1

Response time period = June 2 through July 5

Response due date = July 5 (unless this date falls on a Saturday, Sunday or legal holiday, then designate the date of the next business day)

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
_____ Division**

REAFFIRMATION AGREEMENT

Debtor's Name	Bankruptcy Case No.
	Chapter
Creditor's Name and Address	

- Instructions:
- 1) Attach a copy of all court judgments, security agreements, and evidence of their perfection
 - 2) File all the documents by mailing them or delivering them to the Clerk of the Bankruptcy Court

NOTICE TO DEBTOR

This agreement gives up the protection of your bankruptcy discharge for this debt.

As a result of this agreement, the creditor may be able to take your property or wages if you do not pay the agreed amounts. The creditor may also act to collect the debt in other ways.

You may rescind (cancel) this agreement at any time before the bankruptcy court enters a discharge order or within 60 days after this agreement is filed with the court, whichever is later, by notifying the creditor that the agreement is canceled.

You are not required to enter into this agreement by any law. It is not required by the Bankruptcy Code, by any other law, or by any contract (except another reaffirmation agreement made in accordance with Bankruptcy Code § 524(c)).

You are allowed to pay this debt without signing this agreement. However, if you do not sign this agreement and are later unwilling or unable to pay the full amount, the creditor will not be able to collect it from you. The creditor also will not be allowed to take your property to pay the debt unless the creditor has a lien on that property.

If the creditor has a lien on your personal property, you may have a right to redeem the property and eliminate the lien by making a single payment to the creditor equal to the current value of the property, as agreed by the parties or determined by the court.

This agreement is not valid or binding unless it is filed with the Clerk, U. S. Bankruptcy Court. If you were not represented by an attorney during the negotiation of this reaffirmation

agreement, the agreement cannot be enforced by the creditor unless: (1) you have attended a reaffirmation hearing in the bankruptcy court, and (2) the agreement has been approved by the bankruptcy court. (Court approval is not required if this is a consumer debt secured by a mortgage or other lien on your real estate.)

REAFFIRMATION AGREEMENT

The debtor and creditor named above agree to reaffirm the debt described in this agreement as follows:

THE DEBT

Total amount of debt when case was filed \$ _____

Total amount of debt reaffirmed \$ _____

Above total includes the following:

Interest accrued to date of agreement \$ _____

Attorney fees \$ _____

Late fees \$ _____

Other expenses or costs relating to the collection of this debt (Describe) \$ _____

Annual percentage rate (APR) _____ %

Amount of monthly payment \$ _____

Date payments start _____

Total number of payments to be made _____

Total of Payments if paid according to schedule _____

Date any lien is to be released if paid according to schedule _____

The debtor agrees that any and all remedies available to the creditor under the security agreement remain available.

All additional terms agreed to by the parties (if any): _____

Payments of this debt (were)(were not) in default on the date on which this bankruptcy case was filed.

This agreement differs from the original agreement with the creditor as follows: _____

CREDITOR'S STATEMENT CONCERNING AGREEMENT
AND SECURITY/COLLATERAL
(IF ANY)

Description of Collateral. (If applicable, list manufacturer, year and model): _____

Value \$ _____

Basis or source for valuation _____

Current location and use of collateral _____

Expected future use of collateral _____

Check applicable boxes:

Any lien described herein is valid and perfected.

- This agreement is part of a settlement of a dispute regarding the dischargeability of this debt under section 523 of the Bankruptcy Code (11 U.S.C. § 523) or any other dispute. The nature of dispute is:

DEBTOR'S STATEMENT OF
EFFECT OF AGREEMENT ON DEBTOR'S FINANCES

My monthly income (take home pay plus any other income received) is \$_____.

My current monthly expenses total \$_____, not including any payment due under this agreement or any debt to be discharged in this bankruptcy case.

I believe this agreement (will) (will not) impose an undue hardship on me or my dependents.

DEBTOR'S STATEMENT CONCERNING
DECISION TO REAFFIRM

I agree to reaffirm this debt because _____

I believe this agreement is in my best interest because _____

I (considered)(did not consider) redeeming the collateral under section 722 of the Bankruptcy Code (11 U.S.C. § 722). I chose not to redeem because _____

I (was)(was not) represented by an attorney during negotiations on this agreement.

CERTIFICATION OF ATTACHMENTS

Any documents which created and perfected the security interest or lien (are)(are not) attached.
(If documents are not attached: The documents which created and perfected the security interest
or lien are not attached because

SIGNATURES

Signature of Debtor

Date _____

Signature of Joint Debtor

Date _____

Name of Creditor

Signature of Creditor Representative

Date _____

CERTIFICATION BY DEBTOR'S ATTORNEY (IF ANY)

I hereby certify that (1) this agreement represents a fully informed and voluntary agreement by the debtor(s); (2) this agreement does not impose a hardship on the debtor or any dependent of the debtor; and (3) I have fully advised the debtor of the legal effect and consequences of this agreement and any default under this agreement.

Date _____

Signature of Debtor's Attorney, (if any)

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
DIVISION

IN THE MATTER OF:

CASE NUMBER:

Debtor(s)

SCHEDULE C - PROPERTY CLAIMED AS EXEMPT

I, _____, claim the following property as exempt pursuant to 11 U.S.C. § 522(b)(2)(A) and (B) and the laws of the State of North Carolina, and nonbankruptcy Federal law:

1. NCGS 1C-1601(a)(1) (NC Const., Article X, Section 2) REAL OR PERSONAL PROPERTY USED AS A RESIDENCE OR BURIAL PLOT (exemption not to exceed \$10,000)

Description of Property and Address	Market Value	Mortgage Holder or Lien Holder	Amount of Mortgage or Lien	Net Value
-------------------------------------	--------------	--------------------------------	----------------------------	-----------

VALUE OF REAL ESTATE CLAIMED AS EXEMPT: \$.00

2. NCGS 1C-1601(A)(3) MOTOR VEHICLE (exemption in one vehicle not to exceed \$1,500)

Model, Year Style of Auto	Market Value	Lien Holder	Amount of Lien	Net Value
---------------------------	--------------	-------------	----------------	-----------

VALUE OF MOTOR VEHICLE CLAIMED AS EXEMPT: \$.00

3. NCGS 1C-1601(a)(4) (NC Const., Article X, Section 1) PERSONAL OR HOUSEHOLD GOODS (net value not to exceed \$3,500 plus \$750 for first four dependents). The number of dependents for exemption purposes is _____.

Description of Property	Market Value	Lien Holder	Amount of Lien	Net Value
Clothing & personal	_____	_____	_____	_____
Kitchen appliances	_____	_____	_____	_____
Stove	_____	_____	_____	_____
Refrigerator	_____	_____	_____	_____
Freezer	_____	_____	_____	_____
Washing machine	_____	_____	_____	_____
Dryer	_____	_____	_____	_____
China	_____	_____	_____	_____
Silver	_____	_____	_____	_____
Jewelry	_____	_____	_____	_____
Living room furniture	_____	_____	_____	_____
Den furniture	_____	_____	_____	_____
Bedroom furniture	_____	_____	_____	_____
Dining room furniture	_____	_____	_____	_____
Lawn furniture	_____	_____	_____	_____
Television	_____	_____	_____	_____
()Stereo ()Radio	_____	_____	_____	_____
()VCR ()Video Camera	_____	_____	_____	_____
Musical Instruments	_____	_____	_____	_____
()Piano ()Organ	_____	_____	_____	_____
Air conditioner	_____	_____	_____	_____
Paintings/Art	_____	_____	_____	_____
Lawn mower	_____	_____	_____	_____
Yard tools	_____	_____	_____	_____
Crops	_____	_____	_____	_____
Recreational equipment	_____	_____	_____	_____

VALUE CLAIMED AS EXEMPT: \$.00

4. NCGS 1C-1601(a)(5) TOOLS OF TRADE (total net value not to exceed \$750 in value).

<u>Description</u>	<u>Market Value</u>	<u>Lien Holder</u>	<u>Amount of Lien</u>	<u>Net Value</u>
--------------------	---------------------	--------------------	-----------------------	------------------

(attach additional sheets if necessary)

VALUE CLAIMED AS EXEMPT: \$.00

5. NCGS 1C-1601(a)(6) LIFE INSURANCE (NC Const., Article X, Section 5)

<u>Description</u>	<u>Insured</u>	<u>Policy Number</u>	<u>Beneficiary</u>	<u>Cash Value</u>
--------------------	----------------	----------------------	--------------------	-------------------

6. NCGS 1C-1601(a)(7) PROFESSIONALLY PRESCRIBED HEALTH AIDS (Debtor or Debtor's Dependents, no limit on value).

Description

7. NCGS 1C-1601(a)(8) COMPENSATION FOR PERSONAL INJURY OR DEATH OF A PERSON UPON WHOM THE DEBTOR WAS DEPENDENT FOR SUPPORT. COMPENSATION NOT EXEMPT FROM RELATED LEGAL, HEALTH OR FUNERAL EXPENSE.

8. NCGS 1C-1601(a)(2) ANY PROPERTY (total net value not to exceed \$3,500 **less** any amount used under NCGS 1C-1601(1)).

<u>Description of Property & Address</u>	<u>Market Value</u>	<u>Lien Holder</u>	<u>Amount of Lien</u>	<u>Net Value</u>
--	---------------------	--------------------	-----------------------	------------------

9. NCGS 1C-1601(a)(9) INDIVIDUAL RETIREMENT ACCOUNTS as described in Section 408(a) of the Internal Revenue Code, individual retirement annuities as described in Section 408(b) of the Internal Revenue Code, and accounts established as part of a trust described in Section 408(c) of the Internal Revenue Code. For purposes of this subdivision, "Internal Revenue Code" means Code as defined in G.S. 105-228.90.

10. TENANCY BY THE ENTIRETY. The following property is claimed as exempt pursuant to 11 U.S.C. § 522(b)(2)(B) and the law of the State of North Carolina pertaining to property held as tenants by the entirety.

<u>Description of Property & Address</u>	<u>Market Value</u>	<u>Lien Holder</u>	<u>Amount of Lien</u>	<u>Net Value</u>
--	---------------------	--------------------	-----------------------	------------------

11. NORTH CAROLINA PENSION FUND EXEMPTIONS

- | | | | | |
|----|--|--|--|-------|
| a. | North Carolina Local Government Employees Retirement benefits NCGS 128-31 | | | _____ |
| b. | North Carolina Teachers and State Employees Retirement benefits NCGS 135-9 | | | _____ |
| c. | Firemen's Relief Fund pensions NCGS 58-86-90 | | | _____ |
| d. | Fraternal Benefit Society benefits NCGS 58-24-85 | | | _____ |
| e. | Benefits under the Supplemental Retirement Income Plan for teachers and state employees are exempt from levy, sale, and garnishment NCGS 135-95 | | | _____ |
| f. | Benefits under the Supplemental Retirement Income Plan for state law enforcement officers are exempt from levy, sale, and garnishment NCGS 143-166.30(g) | | | _____ |

VALUE OF ENTIRETIES PROPERTY CLAIMED AS EXEMPT \$.00

12. OTHER EXEMPTIONS CLAIMED UNDER LAWS OF THE STATE OF NORTH CAROLINA:

- a. Aid to the Aged, Disabled and Families with Dependent Children NCGS 108A-36 _____
- b. Aid to the Blind NCGS 111-18 _____
- c. Yearly Allowance of Surviving Spouse NCGS 30-15 _____
- d. Workers Compensation benefits NCGS 97-21 _____
- e. Unemployment benefits, so long as not commingled and except for debts for necessities purchased while unemployed NCGS 96-17 _____
- f. Group insurance proceeds NCGS 58-58-165 _____
- g. Partnership property, except on a claim against the partnership NCGS 59-55 _____
- h. Wages of debtor necessary for support of family NCGS 1-362 _____
- i. Benefits under the Separate Insurance Benefits Plan for state and local law enforcement officers are exempt from levy, sale, and garnishment NCGS 143-166.60(h) _____
- j. Vested benefits under the North Carolina Public Employee Deferred Compensation Plan are exempt from levy, sale, and garnishment NCGS 147-9.4 _____

TOTAL PROPERTY CLAIMED AS EXEMPT \$.00

13. FEDERAL PENSION FUND EXEMPTIONS

- a. Foreign Service Retirement and Disability Payments 22 U.S.C. § 4060 _____
- b. Civil Service Retirement benefits 5 U.S.C. § 8346 _____
- c. Railroad Retirement Act annuities and pensions 45 U.S.C. § 231m _____
- d. Veterans benefits 38 U.S.C. § 5301 _____
- e. Special pension paid to winners of Congressional Medal of Honor 38 U.S.C. § 1562 _____
- f. Annuities payable for service in the General Accounting Office 31 U.S.C. 776. _____

14. OTHER EXEMPTIONS CLAIMED UNDER NONBANKRUPTCY FEDERAL LAW:

- a. Social Security benefits 42 U.S.C. § 407 _____
- b. Injury or death compensation payments from war risk hazards 42 U.S.C. § 1717 _____
- c. Wages owing a master or seamen, except for support of a spouse and/or minor children 46 U.S.C. § 11109 _____
- d. Longshoremen and Harbor Workers Compensation Act death and disability benefits 33 U.S.C. § 916 _____
- e. Crop insurance proceeds 7 U.S.C. § 1509 _____
- f. Public safety officers' death benefits 42 U.S.C. § 3796. See subsection (g). _____
- g. Railroad unemployment insurance 45 U.S.C. § 352. See subsection (e). _____

VALUE OF PROPERTY CLAIMED AS EXEMPT: \$.00

15. The following tangible personal property was purchased by the debtor within ninety (90) days of the filing of the bankruptcy petition:

<u>Description</u>	<u>Market Value</u>	<u>Lien Holder</u>	<u>Amount of Lien</u>	<u>Net Value</u>
--------------------	---------------------	--------------------	-----------------------	------------------

16. The debtor's property is subject to the following claims:

- a. Of the United States or its agencies as provided by federal law.
- b. Of the State of North Carolina or its subdivisions for taxes, appearance bonds or fiduciary bonds;
- c. Of a lien by a laborer for work done and performed for the person claiming the exemption, but only as to the specific property affected.
- d. Of a lien by a mechanic for work done on the premises, but only as to the specific property affected.
- e. For payment of obligations contracted for the purchase of specific property.
- f. For contractual security interests in specific property affected; provided, that the exemptions shall apply to the debtor's household goods notwithstanding any contract for a nonpossessory, nonpurchase money security interest in any such goods.
- g. For statutory liens, on the specific property affected, other than judicial liens.
- h. For child support, alimony or distributive award order pursuant to Chapter 50 of the General Statutes of North Carolina.

<u>Claimant</u>	<u>Nature of Claim</u>	<u>Amount of Claim</u>	<u>Description of Property</u>	<u>Value of Property</u>	<u>Net Value</u>
-----------------	------------------------	------------------------	--------------------------------	--------------------------	------------------

None of the property listed in paragraph 15 has been included in this claim of exemptions.

None of the claims listed in paragraph 16 is subject to this claim of exemptions.

DATE:

_____ Debtor

UNSWORN DECLARATION UNDER PENALTY OF PERJURY ON BEHALF OF INDIVIDUAL TO SCHEDULE C - PROPERTY CLAIMED AS EXEMPT

I, _____, declare under penalty of perjury that I have read the foregoing Schedule C - Property Claimed as Exempt, consisting of _____ sheets, and that they are true and correct to the best of my knowledge, information and belief.

Executed on: _____

_____ Debtor

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
_____ Division**

IN RE:

CASE NUMBER:

DEBTOR(S)

SUBPOENA FOR RULE 2004 EXAMINATION

TO:

[] YOU ARE COMMANDED to appear pursuant to a court order issued under Rule 2004, Fed.R.Bankr.P., at the place, date, and time specified below to testify at the taking of a deposition in the above case.

Place:	Date:
	Time:

[] YOU ARE COMMANDED to produce and permit inspection and copying of the following documents or objects at the place, date, and time specified below:

(list documents or objects): 	
Place:	Date:
	Time:

Issuing Officer Signature and Title:	Date
Issuing Officer's Name, Address and Phone Number: 	

PROOF OF SERVICE		
SERVED	Date	Place
Served on (Print Name)		Manager or Service
Served by (Print Name)		Title
DECLARATION OF SERVER		
I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Proof Of Service is true and correct.		
Executed on _____		_____ Signature of Server
		_____ Address of Server

Rule 45, Fed. R. Civ. P., Parts(c) & (d) made applicable in cases under the Bankruptcy Code by Rule 9016, Fed. R. Bankr. P.

(c) **PROTECTION OF PERSONS SUBJECT TO SUBPOENAS.**

(1) A party or an attorney responsible for the issuance and service of a subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to that subpoena. The court on behalf of which the subpoena was issued shall enforce this duty and impose upon the party or attorney in breach of this duty an appropriate sanction, which may include but is not limited to, lost earnings and a reasonable attorney's fee.

(2)(A) A person commanded to produce and permit inspection and copying of designated books, papers, documents or tangible things, or inspection of premises need not appear in person at the place of production or inspection unless commanded to appear for deposition, hearing or trial.

(B) Subject to paragraph (d)(2) of this rule, a person commanded to produce and permit inspection and copying may, within 14 days after service of the subpoena or before the time specified for compliance if such time is less than 14 days after service, serve upon the party or attorney designated in the subpoena written objection to inspection or copying of any or all of the designated material or of the premises. If objection is made, the party serving the subpoena shall not be entitled to inspect and copy the material or inspect the premises except pursuant to an order of the court by which the subpoena was issued. If objection has been made, the party serving the subpoena may, upon notice to the person commanded to produce, move at any time for an order to compel the production. Such an order to compel production shall protect any person who is not a party or an officer of a party from significant expense resulting from the inspection and copying commanded.

(3)(A) On timely motion, the court by which a subpoena was issued shall quash or modify the subpoena if it

- (i) fails to allow reasonable time for compliance;
- (ii) requires a person who is not a party or an officer of a party to travel to a place more than 100 miles from the place where that person resides, is employed or regularly transacts business in person, except that, subject to the provisions of

clause (c)(3)(B)(iii) of this rule, such a person may in order to attend trial be commanded to travel from any such place within the state in which the trial is held, or

- (iii) requires disclosure of privileged or other protected matter and not exception or waiver applies, or
- (iv) subjects a person to undue burden

(B) If a subpoena

- (i) requires disclosure of a trade secret or other confidential research, development, or commercial information, or
- (ii) requires disclosure of an unretained expert's opinion or information not describing the specific events or occurrences in dispute and resulting from the expert's study made not at the request of any party, or
- (iii) requires a person who is not a party or an officer of a party to incur substantial expense to travel more than 100 miles to attend trial, the court may, to protect a person subject to or affected by the subpoena, quash or modify the subpoena or, if the party in whose behalf the subpoena is issued shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship and assures that the person to whom the subpoena is addressed will be reasonably compensated, the court may order appearance or production only upon specified conditions.

(d) **DUTIES IN RESPONDING TO SUBPOENA.**

(1) A person responding to a subpoena to produce documents shall produce them as they are kept in the usual course of business or shall organize and label them to correspond with the categories in the demand.

(2) When information subject to a subpoena is withheld on a claim that it is privileged or subject to protection as trial preparation materials, the claim shall be made expressly and shall be supported by a description of the nature of the documents, communications, or things not produced that is sufficient to enable the demanding party to contest the claim.

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA**
_____ **Division**

IN THE MATTER OF:

CASE NUMBER:

DEBTOR

SUBPOENA IN A CASE UNDER THE BANKRUPTCY CODE

TO:

[] YOU ARE COMMANDED to appear in the United States Bankruptcy Court at the place, date, and time specified below to testify in the above case.

Place:	Date:
	Time:

[] YOU ARE COMMANDED to appear at the place, date, and time specified below to testify at the taking of a deposition in the above case.

Place:	Date:
	Time:

[] YOU ARE COMMANDED to produce and permit inspection and copying of the following documents or objects at the place, date, and time specified below:

(list documents or objects):	
Place:	Date:
	Time:

[] YOU ARE COMMANDED to permit inspection of the following premises at the date and time specified below.

Premises:	Date:
	Time:

Any subpoenaed organization not a party to this proceeding case shall designate one or more officers, directors, or managing agents, or other persons who consent to testify on its behalf, and may set forth, for each person designated, the matters on which the person will testify, Fed. R. Civ. P. 30(b)(6) made applicable to this proceeding by Rule 7030, Fed. R. Bankr. P. See Rules 1018 and 9014, Fed. R. Bankr. P.

Issuing Officer Signature and Title:	Date
Issuing Officer's Name, Address and Phone Number:	

PROOF OF SERVICE		
SERVED	Date	Place
Served on (Print Name)		Manager or Service
Served by (Print Name)		Title
DECLARATION OF SERVER		
I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Proof Of Service is true and correct.		
Executed on _____		_____
		Signature of Server

		Address of Server

Rule 45, Fed. R. Civ. P., Parts(c) & (d) made applicable in cases under the Bankruptcy Code by Rule 9016, Fed. R. Bankr. P.

(c) PROTECTION OF PERSONS SUBJECT TO SUBPOENAS.

(1) A party or an attorney responsible for the issuance and service of a subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to that subpoena. The court on behalf of which the subpoena was issued shall enforce this duty and impose upon the party or attorney in breach of this duty an appropriate sanction, which may include but is not limited to, lost earnings and a reasonable attorney's fee.

(2)(A) A person commanded to produce and permit inspection and copying of designated books, papers, documents or tangible things, or inspection of premises need not appear in person at the place of production or inspection unless commanded to appear for deposition, hearing or trial.

(B) Subject to paragraph (d)(2) of this rule, a person commanded to produce and permit inspection and copying may, within 14 days after service of the subpoena or before the time specified for compliance if such time is less than 14 days after service, serve upon the party or attorney designated in the subpoena written objection to inspection or copying of any or all of the designated material or of the premises. If objection is made, the party serving the subpoena shall not be entitled to inspect and copy the material or inspect the premises except pursuant to an order of the court by which the subpoena was issued. If objection has been made, the party serving the subpoena may, upon notice to the person commanded to produce, move at any time for an order to compel the production. Such an order to compel production shall protect any person who is not a party or an officer of a party from significant expense resulting from the inspection and copying commanded.

(3)(A) On timely motion, the court by which a subpoena was issued shall quash or modify the subpoena if it

- (i) fails to allow reasonable time for compliance;
- (ii) requires a person who is not a party or an officer of a party to travel to a place more than 100 miles from the place where that person

resides, is employed or regularly transacts business in person, except that, subject to the provisions of clause (c)(3)(B)(iii) of this rule, such a person may in order to attend trial be commanded to travel from any such place within the state in which the trial is held, or

(iii) requires disclosure of privileged or other protected matter and not exception or waiver applies, or

(iv) subjects a person to undue burden

(B) If a subpoena

(i) requires disclosure of a trade secret or other confidential research, development, or commercial information, or

(ii) requires disclosure of an unretained expert's opinion or information not describing the specific events or occurrences in dispute and resulting from the expert's study made not at the request of any party, or

(iii) requires a person who is not a party or an officer of a party to incur substantial expense to travel more than 100 miles to attend trial, the court may, to protect a person subject to or affected by the subpoena, quash or modify the subpoena or, if the party in whose behalf the subpoena is issued shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship and assures that the person to whom the subpoena is addressed will be reasonably compensated, the court may order appearance or production only upon specified conditions.

(d) DUTIES IN RESPONDING TO SUBPOENA.

(1) A person responding to a subpoena to produce documents shall produce them as they are kept in the usual course of business or shall organize and label them to correspond with the categories in the demand.

(2) When information subject to a subpoena is withheld on a claim that it is privileged or subject to protection as trial preparation materials, the claim shall be made expressly and shall be supported by a description of the nature of the documents, communications, or things not produced that is sufficient to enable the demanding party to contest the claim.

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA**
_____ **Division**

In re:

Bankruptcy Case No.

Debtor(s)*

Social Security No.

Employer Tax I.D. No.:

SUMMONS TO DEBTOR IN INVOLUNTARY CASE

To the above named debtor:

A petition under the Bankruptcy Code (title 11, of the United States Code) was filed against you on _____ in this court, requesting an order for relief under chapter _____ (date)

of the Bankruptcy Code.

YOU ARE SUMMONED and required to submit to the clerk of the bankruptcy court a motion or answer to the petition within 20 days after the service of this summons. A copy of the petition is attached.

Clerk, U.S. Bankruptcy Court, Eastern District of North Carolina
□ 1760 Parkwood Blvd., P.O. Drawer 2807, Wilson, NC 27896-2807
□ 300 Fayetteville Street Mall, P.O. Box 1441, Raleigh, NC 18602-1441

At the same time you must also serve a copy of your motion or answer on petitioner's attorney.

Name and Address of Petitioner's Attorney

If you make a motion, your time to serve an answer is governed by Bankruptcy Rule 1011(c).

If you fail to respond to this summons, the order for relief will be entered.

Peggy B. Deans, Clerk of Court

Date

By: _____
Deputy Clerk

**Set forth all names, including trade names, used by the debtor within the last 6 years. (Bankruptcy Rule 1005). For joint debtors, set forth both social security numbers.*

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
Division

IN RE:

CASE NUMBER:

DEBTOR(S)

JUDGMENT CREDITOR (PLAINTIFF)
V.
JUDGMENT DEBTOR (DEFENDANT)

ADVERSARY PROCEEDING
NUMBER:

BILL OF COSTS

Notice is given that the following Bill of Costs will be presented to the bankruptcy clerk at the following place, date, and time:

Table with 2 columns: Address, Date, Time

Judgment was entered in the above entitled action on (Date) against

The clerk of the bankruptcy court is requested to tax the following as costs:

Table listing various costs such as Fee of the clerk, Fee for service of summons and complaint, etc., with dollar amounts.

TOTAL

I, attorney for declare under penalties of perjury that the foregoing costs are correct and were necessarily incurred in this action...

Name and Address of Judgment Debtor

Date

Signature of Attorney

COSTS ARE TAXED IN THE FOLLOWING AMOUNT AND INCLUDED IN THE JUDGMENT: \$

Peggy B. Deans, Clerk of Court

By: Deputy Clerk

Date

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA

_____ Division

IN RE:

CASE NUMBER:

DEBTOR(S)

_____)

PLAINTIFF(S))

V.)

DEFENDANT(S))

_____)

ADVERSARY PROCEEDING
NUMBER:

ENTRY OF DEFAULT

It appears from the record that the following defendant failed to plead or otherwise defend in this case as required by law.

Name: _____

Therefore, default is entered against the defendant as authorized by Bankruptcy Rule 7055.

Peggy B. Deans, Clerk of Court

Date

By: _____
Deputy Clerk

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
_____ Division**

IN RE:

CASE NUMBER:

DEBTOR(S)

JUDGMENT CREDITOR (PLAINTIFF)

V.

JUDGMENT DEBTOR (DEFENDANT)

ADVERSARY PROCEEDING
NUMBER:

MOTION TO CLAIM EXEMPT PROPERTY

I, the undersigned, move to set aside the property claimed below as exempt.

1. I am a citizen and resident of _____ County, North Carolina.
2. I am married to _____
 I am not married.
3. I live at _____

(I own) (I am purchasing) (I rent) (choose one; mark out the other choices) a (house) (trailer) (apartment) (choose one; mark out the other choices).

The following persons live in my household and are in substantial need of my support:

NAME	RELATIONSHIP TO JUDGMENT DEBTOR	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. I (do) (do not) own any other real property. If other real property is owned, list that property on the following lines. If no other real property is owned, mark "not applicable" on the first line.

5. The following persons are, so far as I am able to tell, all of the persons or companies to whom I own money:

6. I wish to claim my interest in the following real or personal property that I use as a residence or my dependent uses as a residence. I also wish to claim my interest in the following burial plots for myself or my dependents. I understand that my total interest claimed in the residence and burial plots may not exceed \$10,000. I understand that I am not entitled to this exemption if I take the homestead exemption provided by the constitution of North Carolina in other property. I understand that if I wish to claim more than one parcel exempt I must attach additional pages setting forth the following information for each parcel claimed exempt.

Property Location:

County _____ Township _____

Street Address _____

Legal Description:

Number by which county tax assessor identifies property _____

Description (Attach a copy of your deed or other instrument of conveyance that describes the property and indicate here, or describe the property in as much detail as possible). Attach additional sheets if necessary.

Record Owner(s):

Estimated Value:

Lienholders:

(1) Name _____ Current Balance _____

Address _____

(2) Name _____ Current Balance _____
 Address _____

(3) Name _____ Current Balance _____
 Address _____

(4) Name _____ Current Balance _____
 Address _____

7. I wish to claim the following life insurance policies whose sole beneficiaries are (my wife) (my children) (my wife and children) as exempt:

Name of Insurer	Policy Number	Face Value	Beneficiary(ies)

8. I wish to claim the following items of health care aid necessary for (myself) (my dependents) to work or sustain health:

Item	Purpose	Person Using Item

9. I wish to claim the following implements, professional books, or tools (not to exceed \$750), of my trade or the trade of my dependent. I understand that such property purchased within 90 days of this proceeding is not exempt:

Item	Estimated Value

10. I wish to claim the following personal property consisting of household furnishing, household goods, wearing apparel, appliances books, animals, crops or musical instruments as exempt from the claims of my creditors. I affirm, that these items of personal property are held primarily for my personal, family or household use or for such use by my dependents.

I understand that I am entitled to personal property worth the sum of \$3,500. I understand that I am also entitled to \$750 for each person dependent on me for support, but not to exceed \$3,000 for dependents. I further understand that I am entitled to this amount after deduction from the value of the property the amount of any valid lien or purchase money security interest and that property purchased within 90 days of this proceeding is not exempt.

Item (or class) of Property	Amount of Lien or Security Interest	Location	Estimated Value of Judgment Debtor's Interest

11. I wish to claim my interest in the following motor vehicle as exempt from the claims of my creditors. I understand that I am entitled to my interest in a motor vehicle worth the sum of \$1,500 after deduction of the amount of any valid liens or purchase money security interest. I understand that a motor vehicle purchased within 90 days of this proceeding is not exempt.

Make and Model of Motor Vehicle	Year	Name(s) of Title Owner of Record	Name(s) of Lien Holder(s) of Record	Estimated Value of Judgment Debtor's Interest

12. I wish to claim as exempt the following compensation which I received for the personal injury of myself or a person upon whom I was dependent for support or compensation which I received for the death of a person upon whom I was dependent for support. I understand that this compensation is not exempt from claims for funeral, legal, medical, dental, hospital or health care charges related to the accident or injury which resulted in the payment of the compensation to me.

- (a) amount of compensation: _____
- (b) method of payment: lump sum or installments _____
(If installments, state amount, frequency and duration of payments)
- _____
- (c) name and relationship to debtor of person(s) injured or killed giving rise to compensation: _____
- _____
- (d) location of compensation if received in lump or installments: _____
- _____
- (e) unpaid debts arising out of the injury or death giving rise to compensation:

Name and Address	Services Rendered	Amount of Debt

13. I wish to claim the following property as exempt because I claimed residential real or personal property as exempt that is worth less than \$3,500 or I made no claim for a residential exemption under section (6) above, I understand that I am entitled to \$3,500 in any property only if I made no claim under section (6) above and that if I make a claim under section (6) above, that I am entitled to \$3,500 in any property minus any amount I claimed under section (6). (Examples: claim of \$1,000 under section (6), \$2,500 allowed here; claim of \$3,450 under section (6), \$50 allowed here; claim of \$3,600 under section (6), no claim allowed here.) I further understand

that the amount of my claim under this section is after the deduction from the value of this property of the amount of any valid lien or purchase money security interests and that tangible personal property purchased within 90 days of this proceeding is not exempt.

PERSONAL PROPERTY:

Property Location	Amount of Liens or Purchase Money Security Interest	Value of Judgment Debtor's Interest

REAL PROPERTY (I understand that if I wish to claim more than one parcel exempt, I must attach additional pages setting forth the following information for each parcel claimed exempt):

Property Location:

County _____ Township _____

Street Address _____

Legal Description:

Number by which county tax assessor identifies property _____

Description (Attach a copy of your deed or other instrument of conveyance that describes the property and indicate here, or describe the property in as much detail as possible). Attach additional sheets I necessary.

Record Owner(s):

Estimated Value:

Lienholders:

(1) Name _____ Current Balance _____

Address _____

(2) Name _____ Current Balance _____

Address _____

(3) Name _____ Current Balance _____
Address _____

(4) Name _____ Current Balance _____
Address _____

14 I wish to claim my individual retirement accounts, individual retirement annuities, and accounts established as part of a trust.

Account no. _____ Account holder _____

15. The following is a complete listing of all of my assets which I have not claimed as exempt under any of the preceding paragraphs:

Item	Location	Estimated Value

16. I certify that the above statements are true and that a copy of this motion was served on the judgment creditor (plaintiff) by delivering a copy to him personally delivering a copy to _____, the judgment creditor's attorney depositing a copy of the motion in a postpaid addressed wrapper in a post office, addressed to the judgment creditor (plaintiff) at the address shown on the notice of rights served on me depositing a copy of the motion in a postpaid properly addressed wrapper in a post office, addressed to the judgment creditor's (plaintiff's) attorney at the following address: _____

Dated:

Signature of Judgment Debtor (Defendant)

Note to Judgment Debtor: The Clerk of the U.S. Bankruptcy Court cannot fill out this form for you. If you need assistance you should talk with an attorney.

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
Division**

IN RE:

CASE NUMBER:

DEBTOR(S)

)
)
JUDGMENT CREDITOR (PLAINTIFF))
)
V.)
)
JUDGMENT DEBTOR (DEFENDANT))
)
)

ADVERSARY PROCEEDING
NUMBER:

NOTICE OF RIGHT TO HAVE EXEMPTIONS DESIGNATED

A judgment has been entered against you in the case captioned above in which you have been ordered to:

- pay money over to the judgment creditor (Plaintiff).
- turn over various household belongings to the judgment creditor (Plaintiff).

The judgment creditor (person who has the judgment against you) is now seeking to collect this judgment and has asked me to give you notice of your rights. Under the Constitution and laws of North Carolina, you have the right to exempt from the collection of the judgment certain of your property (in other words, to keep it from being taken from you). If you wish to keep your exempt property, you MUST fill out the attached schedule of property and mail or take it to the Clerk at the address listed below. You MUST also mail or take a copy to the judgment creditor (plaintiff) at his address listed below.

It is important that you respond to this notice no later than 20 days after it was served on you because you will lose valuable constitutional and statutory rights if you do nothing. If you do not respond, you will give up your right to exemptions and the judgment creditor (plaintiff) may be able to take any or all of your property to satisfy the judgment. You may wish to consider hiring an attorney to help you with this proceeding to make certain that you receive all the protection to which you are entitled under the North Carolina Constitution and laws.

Judgment Creditor (Plaintiff) or Attorney	Date
Address	Signature
Telephone	Clerk, U.S. Bankruptcy Court, EDNC <input type="checkbox"/> P.O. Drawer 2807, Wilson, NC 27894-2807 <input type="checkbox"/> P.O. Box 1441, Raleigh, NC 27602-1441

You may serve this notice and the motion to claim exempt property by mailing a copy of each, registered or certified mail, return receipt requested, addressed to the judgment debtor (defendant). To prove service, you must file an affidavit (notarized by a notary public) with the clerk asserting that (1) a copy of the notice or rights and motion to claim exempt property was deposited in the post office for mailing by registered or certified mail, return receipt requested; (2) it was in fact received as evidenced by the attached registry receipt or other evidence of delivery; and (3) the genuine receipt or other evidence of delivery is attached. You must attach the post office delivery receipt to the affidavit.

Alternatively, you may choose to have this notice and the motion served by the U.S. Marshall. If you select this method, you must pay a service fee. The Marshall's service will be proven by his return.

If your attempted service by certified or registered mail or personal service by the Marshall fails, you may then serve the judgment debtor (defendant) by mailing a copy of notice and motion to him at his last known address. To prove service, you must file a certificate with the clerk that the notice and motion were served indicating why you used such service, the date the notice was mailed and the address to which it was mailed. Remember, you may NOT use service by regular first class mail until you have tried first to serve the judgment debtor (defendant) personally or by certified or registered mail and such service was unsuccessful.

RETURN OF SERVICE BY U.S. MARSHALL		
I certify that this notice and a copy of a motion to claim exempt property were received and served as follows:		
Date Served	Name of Judgment Debtor (Defendant)	
<input type="checkbox"/> By delivering to the judgment debtor (defendant) named above a copy of the notice and motion to claim exempt property.		
<input type="checkbox"/> By leaving a copy of the notice and motion to claim exempt property at the dwelling house or usual place of abode of the judgment debtor (defendant) named above with a person of suitable age and discretion.		
Name of person with whom copies left.		
Address where copies delivered or left.		
<input type="checkbox"/> Debtor (Defendant) WAS NOT served for the following reason:		
Service Fee Paid	Date Received	Name of U.S. Marshall Making Return:
	Date of Return	Address:

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
_____ Division**

IN RE:

CASE NUMBER:

DEBTOR(S)

_____)
 _____)
 JUDGMENT CREDITOR (PLAINTIFF))
 _____)
 V.)
 _____)
 JUDGMENT DEBTOR (DEFENDANT))
 _____)

ADVERSARY PROCEEDING
NUMBER:

ORDER DESIGNATING EXEMPT PROPERTY

Upon notice and motion duly made, and for good cause shown, it is ORDERED:

- that all property listed in the motion and schedule attached is designated as exempt property.
- that the following property belonging to the judgment debtor, of the value as shown, is designated as exempt property

Item	Description	Judgment Debtor's Interest	Exemption Value
Residence			
Burial Plot			
Household goods, furnishings, appliances, etc.			
Interest in Motor Vehicle			
List any other exempt property			

It is further ORDERED as follows:

Dated:

Clerk of Court

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
_____ Division**

IN RE:

CASE NUMBER:

DEBTOR(S)

)
)
PLAINTIFF(S))
)
V.)
)
)
DEFENDANT(S))
_____)

ADVERSARY PROCEEDING
NUMBER:

SUBPOENA IN AN ADVERSARY PROCEEDING

TO:

[] YOU ARE COMMANDED to appear in the United States Bankruptcy Court at the place, date, and time specified below to testify in the above case.

Place:	Date:
	Time:

[] YOU ARE COMMANDED to appear at the place, date, and time specified below to testify at the taking of a deposition in the above case.

Place:	Date:
	Time:

[] YOU ARE COMMANDED to produce and permit inspection and copying of the following documents or objects at the place, date, and time specified below:

(list documents or objects):	
Place:	Date:
	Time:

[] YOU ARE COMMANDED to permit inspection of the following premises at the date and time specified below.

Premises:	Date:
	Time:

Any subpoenaed organization not a party to this adversary proceeding shall designate one or more officers, directors, or managing agents, or other persons who consent to testify on its behalf, and may set forth, for each person designated, the matters on which the person will testify, Fed. R. Civ. P. 30(b)(6) made applicable to this proceeding by Rule 7030, Fed. R. Bankr. P.

Issuing Officer Signature and Title:	Date
Issuing Officer's Name, Address and Phone Number:	

PROOF OF SERVICE		
SERVED	Date	Place
Served on (Print Name)		Manager or Service
Served by (Print Name)		Title
DECLARATION OF SERVER		
<p>I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Proof Of Service is true and correct.</p> <p>Executed on _____</p> <p style="text-align: center;">_____ Signature of Server</p> <p style="text-align: center;">_____ Address of Server</p>		

Rule 45, Fed. R. Civ. P., Parts(c) & (d) made applicable in cases under the Bankruptcy Code by Rule 9016, Fed. R. Bankr. P.

(c) PROTECTION OF PERSONS SUBJECT TO SUBPOENAS.

(1) A party or an attorney responsible for the issuance and service of a subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to that subpoena. The court on behalf of which the subpoena was issued shall enforce this duty and impose upon the party or attorney in breach of this duty an appropriate sanction, which may include but is not limited to, lost earnings and a reasonable attorney's fee.

(2)(A) A person commanded to produce and permit inspection and copying of designated books, papers, documents or tangible things, or inspection of premises need not appear in person at the place of production or inspection unless commanded to appear for deposition, hearing or trial.

(B) Subject to paragraph (d)(2) of this rule, a person commanded to produce and permit inspection and copying may, within 14 days after service of the subpoena or before the time specified for compliance if such time is less than 14 days after service, serve upon the party or attorney designated in the subpoena written objection to inspection or copying of any or all of the designated material or of the premises. If objection is made, the party serving the subpoena shall not be entitled to inspect and copy the material or inspect the premises except pursuant to an order of the court by which the subpoena was issued. If objection has been made, the party serving the subpoena may, upon notice to the person commanded to produce, move at any time for an order to compel the production. Such an order to compel production shall protect any person who is not a party or an officer of a party from significant expense resulting from the inspection and copying commanded.

(3)(A) On timely motion, the court by which a subpoena was issued shall quash or modify the subpoena if it

- (i) fails to allow reasonable time for compliance;
- (ii) requires a person who is not a party or an officer of a party to travel to a place more than 100 miles from the place where that person

resides, is employed or regularly transacts business in person, except that, subject to the provisions of clause (c)(3)(B)(iii) of this rule, such a person may in order to attend trial be commanded to travel from any such place within the state in which the trial is held, or

- (iii) requires disclosure of privileged or other protected matter and not exception or waiver applies, or
- (iv) subjects a person to undue burden

(B) If a subpoena

- (i) requires disclosure of a trade secret or other confidential research, development, or commercial information, or
- (ii) requires disclosure of an unretained expert's opinion or information not describing the specific events or occurrences in dispute and resulting from the expert's study made not at the request of any party, or
- (iii) requires a person who is not a party or an officer of a party to incur substantial expense to travel more than 100 miles to attend trial, the court may, to protect a person subject to or affected by the subpoena, quash or modify the subpoena or, if the party in whose behalf the subpoena is issued shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship and assures that the person to whom the subpoena is addressed will be reasonably compensated, the court may order appearance or production only upon specified conditions.

(d) DUTIES IN RESPONDING TO SUBPOENA.

(1) A person responding to a subpoena to produce documents shall produce them as they are kept in the usual course of business or shall organize and label them to correspond with the categories in the demand.

(2) When information subject to a subpoena is withheld on a claim that it is privileged or subject to protection as trial preparation materials, the claim shall be made expressly and shall be supported by a description of the nature of the documents, communications, or things not produced that is sufficient to enable the demanding party to contest the claim.

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA**
_____ **Division**

IN RE:

CASE NUMBER:

DEBTOR(S)

_____)

PLAINTIFF(S))

V.)

DEFENDANT(S))

_____)

ADVERSARY PROCEEDING
NUMBER:

SUMMONS IN AN ADVERSARY PROCEEDING

YOU ARE SUMMONED and required to submit a motion or answer to the complaint which is attached to this summons to the clerk of the bankruptcy court within 30 days after the date of issuance of this summons, except that the United States and its offices and agencies shall submit a motion or answer to the third-party complaint within **35** days.

Clerk, U. S. Bankruptcy Court, Eastern District of North Carolina
 1760 Parkwood Blvd., P.O. Drawer 2807, Wilson, NC 27896-2807
 300 Fayetteville St. Mall, P.O. Box 1441, Raleigh, NC 28602-1441

At the same time, you must also serve a copy of the motion or answer upon plaintiff's attorney

Name and Address of Plaintiff's Attorney:

If you make a motion, your time to answer is governed by Bankruptcy Rule 7012.

IF YOU FAIL TO RESPOND TO THIS SUMMONS, YOUR FAILURE WILL BE DEEMED TO BE YOUR CONSENT TO ENTRY OF A JUDGMENT BY THE BANKRUPTCY COURT AND JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE COMPLAINT.

Peggy B. Deans, Clerk of Court

Date

By: _____
Deputy Clerk

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
Division**

IN RE:

CASE NUMBER:

DEBTOR(S)

_____)
)
PLAINTIFF)
V.)
DEFENDANT(S) AND THIRD-PARTY PLAINTIFF(S))
V.)
THIRD-PARTY DEFENDANT(S))
_____)

ADVERSARY PROCEEDING
NUMBER:

THIRD-PARTY SUMMONS

YOU ARE SUMMONED and required to submit a motion or answer to the third-party complaint which is attached to this summons to the clerk of the bankruptcy court within 30 days after the date of issuance of this summons, except that the United States and its officers and agencies shall submit a motion or answer to the third-party complaint within **35** days.

Clerk U.S. Bankruptcy Court, Eastern District of North Carolina
 1760 Parkwood Blvd., P.O. Drawer 2807, Wilson, NC 27896-2807
 300 Fayetteville St. Mall, P.O. Box 1441, Raleigh, NC 28601-1441

At the same time, you must also serve a copy of the motion or answer upon plaintiff's attorney as well as the defendant and third-party plaintiff's attorney.

Name and Address of Plaintiff's Attorney:

Name and Address of Defendant's Attorney and Third-Party Plaintiff's Attorney:

If you make a motion, your time to answer is governed by Bankruptcy Rule 7012. If you are also being served with a copy of the complaint of the plaintiff you have the option of not answering the plaintiff's complaint **unless** this is an admiralty or maritime case subject to the provisions of Federal Rules of Civil Procedures 9(h) and 14(c), in which case you are required to submit a motion or an answer to both the plaintiff's complaint and the third-party complaint, and to serve a copy of your motion or answer upon the appropriate parties.

IF YOU FAIL TO RESPOND TO THIS SUMMONS, YOUR FAILURE WILL BE DEEMED TO BE YOUR CONSENT TO ENTRY OF A JUDGMENT BY THE BANKRUPTCY COURT AND JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE THIRD-PARTY COMPLAINT.

Peggy B. Deans, Clerk of Court

Date

By: _____
Deputy Clerk

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA**

Division

IN RE:

CASE NUMBER:

DEBTOR(S)

_____)
)
 JUDGMENT CREDITOR (PLAINTIFF))
)
 V.)
)
)
 JUDGMENT DEBTOR (DEFENDANT))
 _____)

ADVERSARY PROCEEDING
NUMBER:

WRIT OF EXECUTION TO THE UNITED STATES MARSHAL

Name and Address of Judgment Creditor

Amount of Judgment:
\$ _____

Clerk's Fee:
\$ _____

v.

Other Costs:
\$ _____

Name and Address of Judgment Debtor

Interest From: _____
\$ _____

Costs of this writ:
\$ _____

TO THE UNITED STATES MARSHAL FOR THE EASTERN DISTRICT OF NORTH CAROLINA:

You are directed to levy upon the property of the above named judgment debtor to satisfy a money judgment in accordance with the attached instructions.

Date

Clerk of the Bankruptcy Court

UNITED STATES MARSHAL'S RETURN

I received this writ on _____, and executed the same on _____.
(date) (date)

United States Marshal

By: _____
Deputy Marshal