

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

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. Service pursuant to Rule 7004(h) on an insured depository should be either by first class mail addressed to the service agent for the bank or by certified mail addressed to any officer.
2. In chapter 11 cases, a trustee appointed under 11 U.S.C. § 1104 should be served.
3. 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.
4. This chart does not address filings by trustees in chapter 7 cases.
5. The service and notice requirements of any pleading not listed in this chart are subject to judicial discretion.
6. If a case has been previously converted to a case under another chapter and a motion to reconvert is filed, the notice of the motion to reconvert should be served upon the trustee in the previously converted case.

Codes for parties to serve:

D = Debtor

DA = Debtor's attorney

AP = Affected parties

T = Trustee

BA = Bankruptcy Administrator

ALL = All creditors on matrix

20 LUC = 20 Largest Unsecured Creditors

UCC = Unsecured Creditor's Committee or its counsel

**NOTE:** The **BANKRUPTCY ADMINISTRATOR** must be served with all case pleadings in **CHAPTER 11 CASES**. In chapter 12 case pleadings, only serve the Bankruptcy Administrator (1) when a fee is requested above the standard base fee; (2) when an additional fee is requested above the presumptive non-base fee; or (3) on application to employ a professional. In chapter 13 case pleadings, only serve the Bankruptcy Administrator when requesting to convert to chapter 11 or 12. The BA should not be served in adversary proceedings unless named as a party.

PLEADING	# OF NOTICE DAYS	CHAPTER	PARTIES TO SERVE	COMMENTS
11 U.S.C. § 506(b) Fees, Application for*	21	All	All, T, DA, D, BA except 13	*Application required for fees in excess of \$5,000.00 requested by a creditor.
11 U.S.C. § 506(c) Fees & Expenses, Application for	14*	All	AP, BA except 13	*21 days' notice is required if the fees/expenses applied for are over \$1,000.00.
Abandon, Motion to	14	All	ALL, T, DA, D, BA except 13, LUC/UCC	Fee required except for DIP. See 11 U.S.C. § 554; Rule 6007.
Administrative Expenses, Application for	14	All	D, DA, T	The application must be filed with a notice and proposed order.  The notice of motion shall be served on ALL.
Adversary Proceeding, Motion in	21*	Adversary Proceedings		See Local Rule 7007-1.  *Unless otherwise ordered by the court or prescribed by the applicable rules of bankruptcy procedure.
Assume/Assign/Enter Into/Reject Executory Contract/Lease, Motion to  Filed by: (1) Debtor (2) Creditor (3) Debtor (4) Creditor	14	(1) 11 (2) 11 (3) 12, 13 (4) 12, 13	(1) AP, 20 LUC/UCC, BA except 13 (2) D, DA, T, 20 LUC/UCC, BA except 13 (3) T, AP, BA - 12 only (4) D, DA, T, BA - 12 only	See 11 U.S.C. § 365; Rule 6006; Rule 9014.  A notice of motion shall be served on ALL.

PLEADING	# OF NOTICE DAYS	CHAPTER	PARTIES TO SERVE	COMMENTS
Amendment to Schedules	None	All	AP, T	<p>Fee may be required. See 28 U.S.C. § 1930; Rule 1009.</p> <p>Certificate of Service should show that a copy of the Meeting of Creditors Notice and the chapter 13 plan were served on creditors affected by the amendment.</p> <p>Should be accompanied by Amended Summary of Assets &amp; Liabilities (individuals and non-individuals), and a Declaration About an Individual Debtor's Schedules (individuals only). See Local Rule 1009-1.</p>
Approval of Consent Order under Rule 4001(d), Motion for	14	(1) 7, 12, 13  (2) 11	(1) D, DA, T, AP  (2) D, DA, AP, BA except 13	(1) The trustee's signature must be included on the final approved consent order. (2) A notice of motion shall be served on ALL.
Avoid a Lien under 11 U.S.C. § 522(f), Motion to	14	All	AP, T	Local form available for judicial liens only.
Cash Collateral  (1) Debtor's Motion to Use (2) Creditor's Motion to Prohibit (3) Debtor's Motion to Use (4) Creditor's Motion to Prohibit	14	(1) 11 (2) 11 (3) 7, 12, 13 (4) 7, 12, 13	(1) AP, 20 LUC/UCC, BA except 13 (2) D, DA, T, 20 LUC/UCC, BA except 13 (3) T, AP, BA except 13 (4) D, DA, T, BA except 13	For emergency situations, see Rule 4001(d).
Compel, Motion to	14	All	D, DA, T, AP	Please cite applicable code section.
Compensation and Expenses, Application for	21	All	ALL, T, D, DA, BA except 13	See Rule 2002(a)(6).

PLEADING	# OF NOTICE DAYS	CHAPTER	PARTIES TO SERVE	COMMENTS
Compensation for Additional Presumptive Non-Base Fee, Application for	None*	13	T, D	* Amounts in excess of \$1,000.00 should be served on All, T, D, DA pursuant to Rule 2002(a)(6).  14 day trustee recommendation due date set.
Compromise, Motion to	21	All	ALL, D, DA, BA except 13	See Rule 9019.
Confirm Stay is Not in Effect, Motion to	14	7, 11, 13	D, DA, T, BA - 7 and 11 only	Only in individual debtor cases.
Contempt/Sanctions, Motion for	14	All	D, DA, T, AP, BA except 13	See Rule 9020 for pleading requirements.
Continue 341 Meeting of Creditors, Motion to	None	(1) 7, 13 (2) 11, 12	(1) T (2) ALL	Motion to be filed as soon as the need for a continuance arises.  14 day trustee recommendation due date set on second and subsequent motions (ch. 7 & ch. 13).  In ch. 11 cases, court may seek recommendation from BA.  If allowed, movant is required to serve order continuing on all creditors and file a certificate of service within 3 days.  It is not necessary to upload a proposed order.

PLEADING	# OF NOTICE DAYS	CHAPTER	PARTIES TO SERVE	COMMENTS
Continue Hearing/Conference, Motion to	None	All	D, DA, T, AP, BA except 13 (if affected)	<p>Motion to be filed as soon as the need for a continuance arises.</p> <p>Please indicate opposing party's consent or not for stay motions.</p> <p>Please indicate moving party's position on stay remaining in effect pending continued hearing for motions to lift stay.</p> <p>It is not necessary to upload a proposed order.</p>
Convert from chapter 7 to chapter 11, Motion to  Filing Party: (1) Debtor (2) Creditor	(1) None (2) 21	7	(1) T, BA except 13, ALL (2) D, DA, T, ALL, BA except 13	(1) Fee required. (2) No fee required.
Convert from chapter 7 to chapter 12 or 13, Debtor's Motion to	21	7	ALL, T, BA except 13	If the case previously converted, see 11 U.S.C. § 706 and serve the trustee in the formerly converted case.
Convert from chapter 11 to chapter 7, Creditor's/DIP's Motion to  Filing Party: (1) DIP (2) Creditor  (3) Trustee, if applicable	(1) None (2) 21  (3) 21	11	(1) ALL, BA except 13 (2) ALL, D, DA, T (if applic.), BA except 13 (3) D, DA, ALL, BA except 13	<p>Fee required for all motions.</p> <p>For exceptions, see 11 U.S.C. § 1112(a).</p>
Convert from chapter 11 to chapter 13, Debtor's Motion to	21	11	ALL, BA except 13	If the case previously converted, serve the trustee in the formerly converted case.

PLEADING	# OF NOTICE DAYS	CHAPTER	PARTIES TO SERVE	COMMENTS
Convert from chapter 13 to chapter 7  (1) Debtor's Notice of (2) Creditor's Motion to	(1) None (2) 21	13	(1) T, BA except 13 (2) ALL, D, DA, T	Fee required.  It is not necessary to upload a proposed order.
Convert from chapter 13 to chapter 11 or 12, Motion to  Filing Party: (1) Debtor (2) Creditor	21	13	(1) ALL, T (2) ALL, T, D, DA	(1) Fee required. (2) No fee required; if debtor is a farmer, see 11 U.S.C. § 1307(f).
Convert from chapter 12 to chapter 7  (1) Debtor's Notice of (2) Creditor's Motion to	(1) None (2) 21	12	(1) T, BA except 13, ALL (2) ALL, D, DA, T, BA except 13	(1) Fee required. (2) See 11 U.S.C. § 1208(d).
Determine Mortgage Fees & Expenses, Motion to	21	13	D, DA, T, AP	See Rule 3002.1(e).
Determine Final Cure and Mortgage Payment, Motion to	21	13	D, DA, T, AP	See Rule 3002.1(h).

PLEADING	# OF NOTICE DAYS	CHAPTER	PARTIES TO SERVE	COMMENTS
Dismiss, Motion to Filed by: (1) Debtor (2) Creditor  (3) Debtor  (4) Creditor (5) Trustee	(1) None* (2) 21  (3) 21  (4) 21 (5) 21	(1) 13 (2) 13  (3) 7, 11**, 12  (4) 7, 11**, 12 (5) 13, 12	(1) T (2) D, DA, T  (3) ALL, T, BA except 13  (4) ALL, D, DA, T, BA except 13 (5) D, DA, BA - 12 only	See Rule 2002(a)(4).  (2) A notice of motion shall be served on ALL. (3) A notice of motion shall be served on ALL.  *In chapter 13 cases which have previously been converted from a chapter 7, 11, or 12, 7 day service is required upon the chapter 13 trustee and any trustee appointed under the previous chapter.  **A chapter 11 motion to dismiss must include a notice of motion containing a hearing date obtained from the court prior to the filing of the motion.
Employ Debtor's Attorney Under a Flat Fee Arrangement, Application to	21	11	ALL, BA except 13	See Local Rule 2016-1(d).
Employ Professional Person, Application to	None	7, 11, 12	T, BA except 13	See Rule 2014.
Employ Professional Person under § 328 Under Fixed/Percentage Fee Basis, Contingency Fee Basis, etc., Application to	21	All	ALL, BA except 13	Fees will be further reviewed by the court upon completion of services after service and notice to all creditors.
Entry of Discharge, Motion for	21	13	T, ALL	

PLEADING	# OF NOTICE DAYS	CHAPTER	PARTIES TO SERVE	COMMENTS
Examination under Rule 2004, Application for	None*	All	D, DA, AP, T	*Motion should be filed at least 14 days prior to the examination date, unless consented to by all parties.
Examination by Interrogatories in Lieu of Attendance at 341 Meeting of Creditors, Motion for	None	All	T, BA except 13	If request is made due to medical reasons, the motion should be accompanied by a doctor's statement.
Excuse from Filing Schedule I and for Order Setting Alternative Date to Determine Debtor's CMI, Motion to	21	13	ALL, T, BA except 13	
Extend Automatic Stay, Debtor's Motion to	14	7, 11, 13	ALL, T	<p>Only in individual debtor cases.</p> <p>Motion should be filed with the petition; hearing must be scheduled within 30 days of the petition filing date; See Local Rule 4001-1(d).</p> <p>Motion should be filed with a notice of motion containing a hearing date obtained from the court prior to the filing of the motion.</p> <p>Local court form available.</p> <p>No proposed order required – order prepared by judge.</p>
Extend Filing Deadline for 11 U.S.C. § 523 and/or § Complaint, Motion to	None	All	D, DA, T, BA except 13	



PLEADING	# OF NOTICE DAYS	CHAPTER	PARTIES TO SERVE	COMMENTS
Extend/Limit Exclusivity/Acceptance Period, Motion to	21	11	ALL, BA except 13	Time sensitivity requires forwarding to the judges immediately upon filing.  It is the attorney's obligation to notify the court upon filing of the motion.  Please indicate opposing party's position.
Hardship Discharge, Motion for	None	12, 13	T	Please use a verified motion or attach an affidavit which recites the requirements of Sec. 1328 or Sec. 1228.
(1) Incur Debt/Obtain Credit  (2) Obtain Post Petition Financing,  Motion to	(1) None  (2) 14	(1) 13  (2) 11	(1) T  (2) 20 LUC/UCC, AP, BA except 13	It is not necessary to upload a proposed order for a motion to incur debt/obtain credit.  See Local Rule 4002-1(g)(5).  7-calendar day trustee recommendation due date set for motor vehicles only.  14-day trustee recommendation due date set.  For emergency situations, see Rule 4001(d).
Impose Stay, Debtors Motion to	14	7, 11, 13	ALL, T, BA - 7 and 11 only	Only in individual debtor cases
Joint Administration, Motion for	21	All	ALL, T, BA except 13	

PLEADING	# OF NOTICE DAYS	CHAPTER	PARTIES TO SERVE	COMMENTS
Modify Plan, Motion to (1) Plan Proponent's (2) Debtor's (3) Creditor's	21	(1) 11 (2) 12, 13 (3) 12, 13	(1) ALL, T, D, DA, BA except 13 (2) ALL*, T, BA - 12 only (3) ALL*, T, D, DA, BA - 12 only	*In chapter 13 cases, notice to all is not required if there is no adverse effect to creditors.
Objection to Claim	30	All	D, DA, AP, T	See Rule 3007(a)(2) regarding service requirements.
Objection to Claim of Exemptions	14	All	D, DA, T, BA except 13	Only in individual debtor cases.
Objection to Disclosure Statement	None	11	D, DA, T, 20 LUC/UCC, BA except 13	See Rule 3017(a) and 3017.1(2).
Objecting to Discharge, Motion	14	7, 13	D, DA, T*, BA - 7 only	*Trustee must be served if motion filed by another party.
Objection to Plan	None	12, 13	D, DA, T, BA - 12 only	
Reconsider Order, Motion to	14	All	D, DA, T, AP, BA except 13	Reconsider includes set aside and vacate subject to requirements of reconsideration.
Reduce Response Time, Application to	None	All	D, DA, T, AP	To be filed contemporaneously with the motion for which reduced notice time is being requested.  See Local Rule 9014-2.
Relief from Automatic Stay/Adequate Protection, Motion for	14	(1) 7, 12, 13 (2) 11	(1) D, DA, T, BA - 12 only (2) D, DA, T, 20 LUC/UCC, BA except 13	Fee required (see bankruptcy fee schedule for exceptions).  See Rule 4001.

PLEADING	# OF NOTICE DAYS	CHAPTER	PARTIES TO SERVE	COMMENTS
Relief from Co-Debtor Stay, Motion for	14	13	D, DA, T, Co-Debtor	No fee required.
Reopen Case, Motion to  (1) Debtor's (2) Trustee's (3) Creditor's	(1) 14 (2) 14 (3) 14	All	(1) T, BA except 13 (2) D, DA, BA except 13 (3) D, DA, T, BA except 13	Fee may be required. See 28 U.S.C. § 1930.  Ch. 7 and ch. 13 - it is not necessary to upload a proposed order.
Schedule of Unpaid Debts Incurred After Confirmation but Before Conversion to chapter 7/Report Upon Conversion	None	7	T, AP, BA except 13	Certificate of service should show that a copy of the Meeting of Creditors Notice was served on creditors affected by the schedule of unpaid debt.  No fee required (if filed within 14 days of conversion).
Sell Free and Clear of Liens, Motion to	21	All	D, DA, AP, BA except 13	See Rule 6004(c).  Fee required.
Sell Property, Application to	21	All	ALL, D, DA, T, BA except 13	See Rule 2002(a)(2).  See Rule 6004 regarding hearing date.
Set Aside Discharge, Debtor's Motion to*	21	All	D, DA, T, ALL, BA except 13	* Necessary in order to file a reaffirmation agreement after entry of the discharge.  Extension of time to file reaffirmation agreement may also be required.

PLEADING	# OF NOTICE DAYS	CHAPTER	PARTIES TO SERVE	COMMENTS
Set Aside Dismissal, Debtor's Motion to	21	13	ALL*, BA except 13	*Notice and a copy of the order of dismissal/consent order resulting in dismissal should be served on all creditors.
Surrender, Debtor's Motion to	14	13	T, AP	
Transfer Title or Property, Motion to	21	13	T, ALL	
Turnover Order, Motion for	14	All	D, DA, T, AP, BA except 13	
Valuation of Collateral, Determine Value/Status of Claim, Motion for/to	14	All	D, DA, T, AP	
Waive Filing Fee, Motion to	7	7	T	
Withdraw as Debtor's Counsel, Motion to	14	All	D, T, BA except 13	
Withdrawal of Motion/Response/Claim	None	All	D, DA, T, AP	