

GUIDE TO PRACTICE AND PROCEDURES¹

UNITED STATES BANKRUPTCY COURT FOR THE EASTERN DISTRICT OF TEXAS

(Revised February 19, 2020)

Description of Desired Action	Applicable Bankruptcy Code Section	Applicable Federal and Local Rules¹	Type of Pleading Required ²	Applicable Negative Notice (Suspense) Language³	Type of Pleading Notice Required ⁴
Abandon, Intent of Trustee to	§ 554(a)	BR 6007 LBR 6007	Notice	14 - Day	Matrix ⁵
Abandon, to Compel Trustee to	§ 554(b)	BR 6007 LBR 6007	Motion	14 - Day	Matrix

¹ This guide reflects the provisions of the Local Rules of Bankruptcy Procedure (LBR), as amended, that became effective on February 19, 2020. The Local Rules are now available on the Eastern District Bankruptcy Court's website — www.txeb.uscourts.gov.

² For general guidelines governing motion practice and preparation for hearings on contested matters, you should consult LBR 9013 and LBR 9014.

³ Pleadings requiring 21-day negative notice language should be accompanied by a proposed order substantially conforming with *TXEB Local Form 9007-a*. Additionally, pleadings requiring 14-day negative notice language should be accompanied by a proposed order substantially conforming with *TXEB Local Form 4001*.

⁴ LBR 9013(f) requires service, not merely upon certain specified parties in specified chapters, but also upon: (1) any party entitled to such under the Federal Rules of Bankruptcy Procedure and (2) any party who has requested notice.

⁵ Pleadings requiring service on the matrix must be served upon all parties listed on the master mailing list (matrix) as constituted by the Court on the date of service. An updated matrix sufficient to meet this standard may be downloaded in a particular case from the "Reports" section of the CM-ECF system.

Description of Desired Action	Bankr. Code Section	Applicable Rules	Pleading Required	Neg. Notice Language	Pleading Notice Required
Abstention from Particular Proceeding	28 USC § 1334(c)	BR 5011(b)	Motion	14 - Day	Adv. Parties
Accounting by Custodian	§ 543	BR 6002	Motion	21 - Day	LBR 9013(f)
Administrative Expense, Allowance of	§ 503	None	Motion	21 - Day	Matrix
Adversary Complaint	Various	BR 7001 LBR 7003	Complaint	None	BR 7004
Adversary Proceedings: Motion Practice in	None	LBR 7007	Motion	14 - Day	Adv. Parties
Adversary Proceedings: Obtaining Default Judgment	None	BR 7055 LBR 7055	Motion	None	None
Adversary Proceedings: Obtaining Injunctive Relief / TRO	None	BR 7065 LBR 7065	Application	None	Adv. Parties
Adversary Proceedings: Removal to Bankruptcy Court	28 USC § 1452(a)	BR 9027 LBR 9027	Notice w/ required attachments	None	All parties in removed case
Adversary Proceedings: Remand of Removed Case	28 USC § 1452(b)	BR 9027	Motion	14 - Day	All parties in removed case

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Adequate Protection	§ 361	BR 4001 LBR 4001	Motion	14 - Day	LBR 9013(f)
Admission <i>Pro Hac Vice</i>	None	LBR 1001(d)	Application	None	None
Alter or Amend Judgment: Adversary [a/k/a motion for reconsideration/new trial/ to vacate order]	None	BR 9023	Motion	14 - Day	Adv. Parties
Alter or Amend Judgment: Contested Matter [a/k/a motion for reconsideration/new trial/ to vacate order]	None	BR 9023	Motion	21 - Day	LBR 9013(f)
Appeals: Extend Time to File Notice of Appeal	None	BR 8002(d)	Motion	14 - Day	LBR 9013(f)
Appeals: For Leave to Appeal	None	BR 8004	Motion	14 - Day	LBR 9013(f)
Appeals: For Stay Pending Appeal	None	BR 8007	Motion	14 - Day	Matrix
Appeals: Request For Certification to Court of Appeals	28 U.S.C. §158(d)(2)	BR 8006	Motion	14 - Day	Bk Rule 8006(f)(2)
Approval of Trustee's Final Report	§ 704(9)	BR 5009	Report	30 - Day	Matrix
Authority to Operate Business [by Trustee]	§ 721	None	Motion	21 - Day	Matrix

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Automatic Stay: Continuation of Stay in Consecutive Case [individual chapter 7-11-13 case only] ⁶	§ 362(c)(3)(B)	LBR 4000(a)	Motion	None	Matrix or any affected party
Automatic Stay: Continuation of Stay by Trustee on Personal Property of Individual Debtor	§ 362(h)(2) § 521(a)(6)	LBR 4000(a)	Motion	None	LBR 9013(f)
Automatic Stay: Debtor's Petition Date Certification of Compliance to Invoke Automatic Stay Regarding Lease of Residential Real Property	§ 362(l)(1)	LBR 4000(b)	Certification	14 - Day	affected lessor
Automatic Stay: Debtor's Post -Petition Certification of Compliance to Continue Automatic Stay Regarding Lease of Residential Real Property	§ 362(l)(2)	LBR 4000(c)	Certification	14 - Day	affected lessor
Automatic Stay: Imposition of Stay by Small Business Debtor	§ 362(n)(2)	LBR 4000(a)	Motion	None	Matrix or any affected party
Automatic Stay: Imposition of Stay ⁷	§ 362(c)(4)(B)	LBR 4000(a)	Motion	None	Matrix or any affected party

⁶ A motion for continuation of the stay should be accompanied by a proposed deadline order substantially conforming with *TXEB Local Form 4000-a* and a proposed order granting the requested relief substantially conforming to *TXEB Local Form 4000-b*.

⁷ A motion for imposition of the stay should be accompanied by a proposed deadline order substantially conforming with *TXEB Local Form 4000-a* and a proposed order granting the requested relief substantially conforming to *TXEB Local Form 4000-b*.

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Automatic Stay: Relief from	§ 362(d)	BR 4001 LBR 4001(b)	Motion	14 - Day	LBR 9013(f)
Automatic Stay: Request to Confirm Status ⁸	§ 362(c)(4) § 362(j)	LBR 4000(d)	Request	None	None
Automatic Stay: Damages for Willful Violation	§ 362(k)	None	Motion	21 - Day	LBR 9013(f)
Avoidance of Lien	§ 522(f)	BR 4003(d) LBR 4003(e)	Motion	21 - Day	LBR 9013(f)
Bankruptcy Petition Preparer: Recover Excessive Fees from	§ 110(h)(3)		Motion	21 - Day	LBR 9013(f)
Bankruptcy Petition Preparer: To Enjoin Practices of	§ 110(j)(3)		Motion	21 - Day	LBR 9013(f)
Bankruptcy Petition Preparer: To Impose Fine Upon	§ 110(l)(3)		Motion	21 - Day	LBR 9013(f)

⁸ A request to confirm status of automatic stay should be accompanied by a proposed order substantially conforming with *TXEB Local Form 4000-d*.

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Budget Analysis and Credit Counseling: Damages for Willful or Negligent Failure of Agency to Comply with Requirements	§ 111(g)(2)		Complaint	None	
Budget Analysis and Credit Counseling: Obtain 14-Day Extension of Temporary Exemption	§ 109(h)(3)	BR 1007(b)(3)	Motion	None	Case trustee; UST
Budget Analysis and Credit Counseling: Certification for 30-Day Temporary Exemption From	§ 109(h)(3)	BR 1007(b)(3)	Certification	None	LBR 9013(f)
Budget Analysis and Credit Counseling: Permanent Exemption From	§ 109(h)(4)	BR 1007(b)(3)	Motion	21 - Day	Matrix
Cash Collateral: Authority to Use	§ 363(c)	BR 4001 LBR 4001(c)(1)	Motion	14 - Day	Matrix
Cash Collateral: Request for Emergency Hearing [seeking authority to use]	§ 363(c)	BR 4001 LBR 4001(c)(2) LBR 9007(c)	Motion	None	LBR 9013(f)
Cash Collateral: To Prohibit Use	§ 363(c)	BR 4001 LBR 4001	Motion	14 - Day	LBR 9013(f)
Chapter 7: Objection to Discharge (Due to Prior Discharge)	§ 727(a)(8) § 727(a)(9)	BR 4004(a)	Motion	28 - Day	LBR 9013(f)

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Chapter 11: Committee, Appoint or Request for Additional	§ 1102	None	Motion	21 - Day	LBR 9013(f)
Chapter 11: Committee, Change Composition of	§ 1102	None	Motion	21 - Day	LBR 9013(f)
Chapter 11: Disclosure Statement, For Conditional Approval [only by plan proponent in small business case] ⁹	§ 1125	BR 3017.1 LBR 3017.1(a)	Motion	None	Matrix
Chapter 11: Approve Discharge of Individual Debtor Upon Confirmation	§ 1141 (d)(5)(A)	None	Motion	21 - Day	Matrix
Chapter 11: Disclosure Statement, To Waive Requirement [only by plan proponent in small business case] ¹⁰	§ 1125	BR 3017.1 LBR 3017.1(b)	Motion	14 - Day	Matrix
Chapter 11: Examiner, Appointment of	§ 1104	BR 2007.1	Motion	21 - Day	Matrix
Chapter 11: Entry of Final Decree [corporation or partnership cases only]	§ 350	BR 3022 LBR 2015(c)(1)	Application	21 - Day	Matrix

⁹ This motion for conditional approval should be accompanied by a proposed order substantially conforming with *TXEB Local Form 3017.1*.

¹⁰ This motion for waiver should be accompanied by a proposed order substantially conforming with *TXEB Local Form 3017.1*.

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Chapter 11: Hearing to Consider Approval of Disclosure Statement	§ 1125	BR 3017 LBR 3017	Notice from Court	None	Matrix
Chapter 11: Hearing on Confirmation of Chapter 11 Plan	§ 1121	BR 3018 LBR 3018	Notice from Court	None	Matrix
Chapter 11: Notice of Plan Completion (individual debtor: non Sub V case) ¹¹	§1141(d)(5)	LBR 4004(b)	Notice	None	None
Chapter 11: Post-Confirmation Modification of Plan in Standard or Small Business Case	§ 1127	BR 3019 LBR 3019	Motion w/ proposed plan attached	28 - Day	Matrix
Chapter 11: Post-Confirmation Report	None	LBR 2015(c)(1) or 2015(c)(2)(A)	Report	None	Matrix
Chapter 11: Post-Confirmation Request for Hardship Discharge	§1141 (d)(5)(b)	BR 4007(d) LBR 4004(d)	Motion	21 - Day	Matrix
Chapter 11: Trustee, Appointment of (non-Sub V case)	§ 1104	BR 2007.1	Motion	21 - Day	Matrix

¹¹ This notice of plan completion for Chapter 11 individual debtors in a non-Sub V case should substantially conform with *TXEB Local Form 4004-b*.

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Chapter 11: Trustee, Approval of Appointment (non-Sub V case)	§ 1104	BR 2007.1(C)	Application	None	Matrix
Chapter 11: Trustee, to Resolve Disputed Election (non-Sub V case)	§ 1104	BR 2007.1 (b)(3)(B)	Motion	21 - Day	Matrix
Chapter 11: Trustee, Termination of (non-Sub V case)	§ 1105	None	Motion	21 - Day	Matrix
Chapter 12: Approval of Trustee's Final Report	§ 1202(b)	BR 5009	Report	30 - Day	Matrix
Chapter 12: Co-Debtor Stay Relief	§1201(c)-(d)	None	Motion	14 - Day	LBR 9013(f)
Chapter 12: Hearing on Confirmation of Chapter 12 Plan	§ 1221	BR 2002(a)(8) LBR 3015(d)	Notice from Court	None	Matrix
Chapter 12: Plan & Plan Summary (Pre-Confirmation)	§ 1221	BR 3015 LBR 3015(b)	Plan	None	Matrix
Chapter 12: Post-Confirmation Modification of Plan	§ 1229	BR 3015(g) LBR 3015(h)	Motion w/ proposed plan attached	28 - Day	Matrix
Chapter 12: Post-Confirmation Request for Hardship Discharge	§ 1228(b)	LBR 4004(d)	Motion	21 - Day	Matrix

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Chapter 13: Approval of Trustee's Final Report	§ 1302(b)	BR 5009	Report	30 - Day	Matrix
Chapter 13: Co-Debtor Stay Relief	§1301(c)-(d)	LBR 4001(a)	Motion	14 - Day	LBR 9013(f)
Chapter 13: Compel Amendment of TRCC	None	LBR 3015(g)	Motion	14 - Day	LBR 9013(f)
Chapter 13: Continued Case Administration Following Death of Single Debtor (proof of authority to act required)	None	BR 1016	Motion	21 - Day	Matrix
Chapter 13: Debtor's Attorney's Fees in ...	§ 330(a) (4)(B)	LBR 2016(h)	Application (if required)	21 - Day (if req.)	Matrix, (if required)
Chapter 13: Determine Mortgage Fees, Expenses & Charges	§ 1322(b)(5)	BR 3002.1(e)	Motion	21- Day	LBR 9013(f)
Chapter 13: Determine Final Cure of Mortgage Defaults and Status of Post-Petition Payments	§ 1322(b)(5)	BR 3002.1(h)	Motion	21- Day	LBR 9013(f)
Chapter 13: Notice of Final Cure Payment by Trustee	§ 1322(b)(5)	BR 3002.1(c)	Notice	None	LBR 9013(f)
Chapter 13: Notice of Death of Debtor (no motion for continued case admin. needed in joint case)	None	BR 1016	Notice	None	Matrix

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Chapter 13: Objection to Discharge (Due to Prior Discharge)	§ 1328(f)	BR 4004(a)	Motion	28 - Day	LBR 9013(f)
Chapter 13: Plan & Plan Summary (Pre-Confirmation) ¹²	§ 1321	BR 3015 LBR 3015(a)	Plan	None	Matrix
Chapter 13: Post-Confirmation Request for Hardship Discharge	§ 1328(b)	BR 4007(d) LBR 4004(d)	Motion	21 - Day	Matrix
Chapter 13: Post-Confirmation Modification of Plan ¹³	§ 1329	BR 3015(g) LBR 3015(h)	Motion	28 - Day	Matrix
Claim, Allowance of Late-Filed	§ 502(b)(9)	BR 3002(c) BR 3004	Motion	21 - Day	Matrix
Claim, Objection to ¹⁴	§ 502	BR 3007 LBR 3007	Objection	30 - Day is optional.	LBR 9013(f)
Compel Action or Enforce Order: Adversary	-----	-----	Motion	14 - Day	Adv. Parties
Compel Action or Enforce Order: Contested Matter	Various	-----	Motion	21 - Day	LBR 9013(f)

¹² A proposed Chapter 13 plan should substantially conform with *TXEB Local Form 3015-a*.

¹³ A motion to modify a confirmed Chapter 13 plan should substantially conform with *TXEB Local Form 3015-d*, accompanied by a proposed order that substantially conforms to *TXEB Local Form 3015-e*.

¹⁴ Any objection to claim should be accompanied by a proposed order substantially conforming with *TXEB Local Form 3007*.

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Compensation of Professionals	§ 330 § 331	BR 2016 LBR 2016	Application	21 - Day	Matrix ¹⁵
Compromise or Settlement Agreement, Approval of	None	BR 9019 LBR 9019	Motion	21 - Day	Matrix
Consolidation, Substantive	§ 302(b)	BR 1015(a) LBR 1015	Motion	21 - Day	Matrix
Contempt, Civil	None	BR 9020	Motion	21 - Day	LBR 9013(f)
Continuance of Hearing	None	None	Motion	None	LBR 9013(f)
Conversion: Chapter 7 case to Ch. 12 or 13 [by debtor]	§ 706(a)	BR 1017 LBR 1017(d)	Motion	14 - Day	Matrix
Conversion: Chapter 7 case to Chapter 11 [by trustee or creditor]	§ 706(b)	BR 1017 LBR 1017(d)	Motion	14 - Day	Matrix
Conversion: Chapter 11 case to Chapter 7 [by debtor]	§ 1112(a)	BR 1017 LBR 1017(d)	Motion	14 - Day	Matrix

¹⁵ In lieu of sending the complete fee application with exhibits to all parties on the matrix, a summary of the fee application containing (1) the relevant facts regarding the application, (2) the 21-day negative notice language, and (3) a notification that a complete copy of the application will be sent upon request at no charge, may be sent to the matrix, subject to the requirements of LBR 2016(c).

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Conversion: Chapter 11 case to Ch. 7-12-13 [by trustee or creditor]	§ 1112(b)	BR 1017 LBR 1017(d)	Motion	14 - Day	Matrix
Conversion: Chapter 11 case to Ch. 12 or 13 [by debtor]	§ 1112(d)	BR 1017 LBR 1017(d)	Motion	14 - Day	Matrix
Conversion: Chapter 12 case to Chapter 7 [by debtor]	§ 1208(a)	BR 1017 LBR 1017(d)	Notice of Conversion	None	Matrix
Conversion: Chapter 12 case to Ch. 7 [by trustee or creditor]	§ 1208(d)	BR 1017 LBR 1017(d)	Motion	14 - Day	Matrix
Conversion: Chapter 13 case to Chapter 7 [by debtor]	§ 1307(a)	BR 1017 LBR 1017	Notice of Conversion	None	Matrix
Conversion: Chapter 13 case to Ch. 7-11-12 [by trustee or creditor]	§ 1307(c)	BR 1017 LBR 1017(d)	Motion	14 - Day	Matrix
Conversion: Chapter 13 case to Ch. 11 or 12 [by debtor]	§ 1307(d)	BR 1017 LBR 1017	Motion	14 - Day	Matrix
Core Proceeding, Motion to Determine Existence of	28 USC § 157(b)(3)	None	Motion	21 - Day	adv. parties
Corporate Ownership Statement	None	BR 7007.1	Statement	None	adv. parties

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Credit, to Obtain [a/k/a motion to incur debt outside of the ordinary course of business]	§ 364	BR 4001 LBR 4001	Motion	14 - Day	Matrix
Creditor Representation Disclosure, Determine Compliance with....	None	BR 2019	Motion	21 - Day	LBR 9013(f)
Declaration for Release of Lien Based Upon Satisfaction of Secured Claim (by debtor)	None	BR 5009(d) LBR 5009	Motion	21 - Day	LBR 9013(f)
Delay Discharge (by debtor)	None	BR 4004(c)(2)	Motion	None	LBR 9013(f)
Deposit Funds in Court Registry [a/k/a ... for Disposition of Funds]	None	None	Motion	None	Per Court Directive
Disclosure of Names of Minor Children [by UST, case trustee or auditor]	§ 112	None	Motion	21 - Day	LBR 9013(f)
Dismissal: Chapter 7 Case [for failure to file schedules]	§ 707(a)(3)	BR 1017 LBR 1017(b)	Motion	14 - Day or directly set by Trustee	LBR 9013(f)
Dismissal: Chapter 7 Case [by debtor, trustee or creditor]	§ 707(a)	BR 1017 LBR 1017(b)	Motion	14 - Day or directly set by Trustee	Matrix

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Dismissal: Chapter 7 Case for Abuse	§ 707(b)	BR 1017(e) LBR 1017(b)	Motion	14 - Day	LBR 9013(f)
Dismissal: Chapter 12 Case [for failure to file schedules]	§ 1208	BR 1017 LBR 1007(a)	Motion	14 - Day or directly set by UST or Trustee	Matrix
Dismissal: Chapter 11 Case [for failure to file schedules]	§ 1112(e)	BR 1017 LBR 1007(a)	Motion	14 - Day or directly set by UST	Matrix
Dismissal: Chapter 11 Case [by debtor, trustee or creditor]	§ 1112(b)	BR 1017 LBR 1017(b)	Motion	14 - Day or directly set by UST or Trustee	Matrix
Dismissal: Chapter 12 Case [by debtor, trustee or creditor]	§ 1208(b) § 1208(c)	BR 1017 LBR 1017(b)	Motion	14 - Day or directly set by UST or Trustee	Matrix
Dismissal: Chapter 13 Case [by trustee]	§1307(c)	BR 1017 LBR 1017(b)	Motion	14 - Day or directly set by Trustee	LBR 9013(f)

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Dismissal: Chapter 13 Case [by debtor or creditor]	§ 1307(b) § 1307(c)	BR 1017 LBR 1017(b)	Motion	14 - Day	LBR 9013(f)
Disposition of Books & Records, Intent of Trustee Regarding	None	LBR 2015(b)	Notice	21 - Day	LBR 2015(d)
Emergency Hearing, Request for [Need hearing within 7 days or less] ¹⁶	None	LBR 9007(b)	Motion w/ affidavit	None	LBR 9013(f)
Employment of Professional Person ¹⁷	§ 327	BR 2014 LBR 2014	Application	14 - Day	LBR 9013(f)
Employment of Professional Person Nunc Pro Tunc	§ 327	BR 2014 LBR 2014(d)	Motion	21 - Day	Matrix
Examine Debtor's Transactions with Debtor's Attorney	§ 329	BR 2017	Motion	21 - Day	LBR 9013(f)
Executory Contract: Establish Deadline to Assume or Reject	§ 365(d)	BR 6006	Motion	21 - Day	LBR 9013(f)

¹⁶ This request should be accompanied by a proposed order substantially conforming with *TXEB Local Form 9007-b*.

¹⁷ An application to employ a professional person should be accompanied by a proposed order substantially conforming with *TXEB Local Form 2014*.

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Executory Contract: Assumption of ... or Rejection of	§ 365	BR 6006	Motion	21 - Day	LBR 9013(f)
Executory Contract: Extension of Deadline to Assume or Reject	§ 365(d)	None	Motion	21 - Day	LBR 9013(f)
Exemptions, Objection to	§ 522	BR 4003 LBR 4003(c)	Objection	21 - Day	LBR 9013(f)
Expedited Hearing, Request for ¹⁸ [shorten notice w/expedited hrg. over 5 business days away]	None	LBR 9007(c)	Motion	None	LBR 9013(f)
Expunging Records: False Involuntary Petition [Dismissed]	§303(l)(3)	None	Motion	None	petitioners & UST
Extension of Time: Claims Bar Date in Chapters 7-12-13 [limited grounds]	§ 501	BR 3002(c)	Motion	None	LBR 9013(f)
Extension of Time: Claims Bar Date in Chapter 11 Case	§ 501	BR 3003(c)(3)	Motion	None	LBR 9013(f)
Extension of Time: Chapter 11 Plan Exclusivity Periods	§ 1121(d)	None	Motion	21 - Day	LBR 9013(f)

¹⁸ Any request for an expedited hearing should be accompanied by a proposed order substantially conforming with *TXEB Local Form 9007-c*.

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Extension of Time: Filing Chapter 12 Plan	§ 1221	BR 3015(a)	Motion	21 - Day	LBR 9013(f)
Extension of Time: Filing Schedules, Statements & Other Required Documents [initial request]	§ 521	BR 1007(c) LBR 1007(b)	Motion	None	LBR 1007(b)
Extension of Time: Filing Schedules, Statements & Other Required Documents [subsequent request]	§ 521	BR 1007(c) LBR 1007(b)	Motion	None (but requires declaration)	LBR 1007(b)
Extension of Time: Deadline to File Complaints to Determine Dischargeability of Debt [by trustee or creditor]	§ 523(c)	BR 4007(c) LBR 4007(a)	Motion	21 - Day	Matrix
Extension of Time: Deadline to File Complaints to Determine Dischargeability of Debt [by debtor]	§ 523(c)	BR 4007(c) LBR 4007(a)	Motion	None	LBR 9013(f)
Extension of Time: Deadline to File Objections to Discharge [by debtor]	§ 727	BR 4004 LBR 4004	Motion	None	LBR 9013(f)
Extension of Time: Deadline to File New Chapter 13 Plan Under Order Denying Confirmation	None	None	Motion	None	LBR 9013(f)
Extension of Time: Deadline to File Objections to Debtor's Claim of Exemptions	§ 522(l)	BR 4003(b) LBR 4003	Motion	21 - Day	LBR 9013(f)

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Extension of Time: Deadline to File Objections to Discharge [by trustee or creditor]	§ 727	BR 4004 LBR 4004	Motion	21 - Day	Matrix
Filing Fee: Request by Individual Debtor for Permission to Pay in Installments	None	BR 1006(b)	Application [Official Form 3A]	None	None
Filing Fee: Request by Chapter 7 Individual Debtor To Waive Filing Fee	28 USC § 1930(f)	BR 1006(c)	Application [Official Form 3B]	None	None
Filing Fee: Request for Refund	None	None	Application	None	None
Financing Agreement, Approval of	§ 364	BR 4001 LBR 4001	Motion	14 - Day	Matrix
Health Care Business: Determination of Status	§101(27A)	BR 1021(b)	Motion	21 - Day	Matrix
Incur Secured Debt [see “Credit, to Obtain”]	-----	-----	-----	-----	-----
Joint Administration of Cases	None	BR 1015(b) LBR 1015	Motion	21 - Day	Matrix
Meeting of Creditors (§341): Waive Debtor’s Appearance	None	None	Motion	None	Matrix

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Meeting of Creditors (§341): Waive Meeting Due to Pre-Petition Solicitation of Plan	§341(e)		Motion	21 - Day	Matrix
New Trial [see “alter/amend judgment”]	-----	-----	-----	-----	-----
Notice to Parties, to Limit or Restrict....	None	BR 9007 LBR 9007	Motion	21 - Day	Matrix
Patient Care: [chapters 7-9-11 only] To Waive Appointment of Patient Care Ombudsman	§ 333(a)(1)	BR 2007.2(a)	Motion	14 - Day	Matrix
Patient Care: [chapters 7-9-11 only] For Appointment of Patient Care Ombudsman	§ 333	BR 2007.2(b)	Motion	14 - Day	Matrix
Patient Care: [chapters 7-9-11 only] To Terminate Appointment of Patient Care Ombudsman	§ 333	BR 2007.2(c)	Motion	14 - Day	Matrix
Patient Care: [chapters 7-9-11 only] Notice of Ombudsman's Intent to File 60-Day Report	§ 333(b)(2)	BR 2015.1(a)	Notice	None	LBR 9013(f) & all patients
Patient Care: [chapters 7-9-11 only] For Authority to Review Confidential Patient Records [by Patient Care Ombudsman]	§ 333(c)(1)	BR 2015.1(b)	Motion	14 - Day	BR 2015.1(b)

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Patient Care: [chapters 7-9-11 only] For Authority to Dispose of Patient Records [by Trustee]	§ 351	BR 6011	Notice	None	BR 6011(b)
Pay Pre-Petition Claims or Pay Taxes [pre- or post-petition]	§ 105	None	Motion	21 - Day	Matrix
Protection Against Disclosure of Personal Information	§ 107(c)(1)	None	Motion	None (auto hrg)	LBR 9013(f)
Property of the Estate: Approval of Agreed Property Division Upon Divorce	None	None	Motion	21 - Day	Matrix
Property of the Estate: Approval of Bidding Procedures for Sale of Property	None	None	Motion	21 - Day	Matrix
Property of the Estate: Authority to Use, Sell, or Lease	§ 363(b)	BR 6004 BR 6004 LBR 6004	Motion or Notice	21 - Day	Matrix
Property of the Estate: Sell Personally Identifiable Information	§363(b) (1)(B)	BR 6004 LBR 6004(b)	Motion	None (auto hrg)	Matrix
Property of the Estate: Prohibit or Condition Use, Sale or Lease of....	§ 363(e)	BR 4001 LBR 4001	Motion	14 - Day	LBR 9013(f)

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Property of the Estate: Sell Free & Clear of Liens	§ 363(f)	BR 6004 LBR 6004	Motion	21 - Day	Matrix
Reconsideration of Order [see “alter or amend judgment”]	-----	-----	-----	-----	-----
Redemption of Property from Lien or Sale	§ 722	BR 6008 LBR 6008	Motion	21 - Day	LBR 6008(b)
Relief from Judgment or Order [when beyond 10-day filing period for m/amend or alter judgment]	None	BR 9024	Motion	21 - Day	Same as orig. doc.
Removal of Trustee or Examiner	§ 324	BR 2012	Motion	21 - Day	Matrix
Reopen Case	§ 350	BR 5010 LBR 5010	Motion	None	Matrix
Retainer: for Distribution of. . . [chapter 11 or 12 only]	None	LBR 2016(g)	Motion	14 - Day	LBR 2016(g)
Retainer: for Payment of Post-Petition	None	LBR 2016(f)	Motion	21 - Day	LBR 9013(f)
Rule 2004 Examination: Motion for	None	BR 2004 LBR 2004	Motion	14 - Day	LBR 9013(f)

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Sanctions [Contested Matter]	Various	Various	Motion	21 - Day	LBR 9013(f)
Schedules & Statements, Original	§ 521	BR 1007 LBR 1007	Schedule	-----	-----
Schedules & Statements, Amended	§ 521	BR 1009 LBR 1009	Schedule	-----	LBR 1009
Sealing of Documents:		BR 9018 LBR 9018	Motion	None	None
Sealing of Documents: False Involuntary Petition [Dismissed]	§303(l)(1)		Motion	None	involuntary petitioners & UST
Severance of Case	None	None	Motion	None	Matrix
Shorten Notice Period	-----	BR 9006 LBR 9007	Application	None	same as affected pleading
Small Business: Determination of Status of Unsecured Creditors' Committee	§101 (51D)(A)	BR 1020 LBR 1020(b)	Motion	21 - Day	LBR 9013(f)
Small Business: Determination of Small Business Debtor Status	§101 (51D)(A)	BR/IBR 1020 LBR 1020(a)	Motion	14 - Day	LBR 9013(f)

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Stipulation, to Approve Rule 4001	Various	BR 4001(d)	Motion	14 - Day	Matrix
Substitution of Attorney	None	LBR 2014(c)	Motion	14 - Day	LBR 9013(f)
Suspension or Dismissal of Case	§ 305	BR 1017(c)	Motion	21 - Day	Matrix
Tax Information: Request for Debtor to File with Court [individual chapter 7-11-13 case only]	§521(f)	LBR 4002(c)	Request	None	Debtor & counsel
Tax Information: Access to Information Filed with Court [individual chapter 7-11-13 case only]	§521(g)(2)	LBR 4002(d)	Motion	14 - Day	Debtor & counsel
Tax Liability [Determination of]	§ 505	None	Motion	21 - Day	LBR 9013(f)
Utility Service Deposit, Determine Adequacy of...	§ 366	None	Motion	21 - Day	LBR 9013(f)
Vacate Order [see “alter/amend judgment”]	-----	-----	-----	-----	-----
Valuation of Property or Secured Status, Determination of	§ 506	BR 3012 LBR 3012	Motion	21 - Day	LBR 9013(f) LBR 3012

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Venue, Change of	28 USC § 1412	BR 1014	Motion	21 - Day	Matrix
Venue: Stay Proceedings in Related Case Filed in Another District	-----	BR 1014(b)	Motion	21 - Day	BR 1014(b)
Waive Automatic Dismissal of Case [by Ch 7 or 13 trustee]	§521(i)(4)	LBR 1017(c)	Motion	14 - Day	Matrix
Withdrawal of Attorney	-----	-----	Motion	21 - Day	LBR 9013(f)
Withdrawal of Pleading	-----	-----	Notice	None	LBR 9013(f)

**PLEADINGS PERTAINING TO CHAPTER 11 SUBCHAPTER V CASES
PURSUANT TO THE SMALL BUSINESS REORGANIZATION ACT OF 2019**

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Subch V: to Appoint Committee or Request for Additional Committee	§ 1102	None	Motion	21 - Day	LBR 9013(f)
Subch V: Compel Filing of Disclosure Statement by Subchapter V Debtor	§ 1181(b)	-----	Motion	14 - Day	LBR 9013(f)
Subch V: Consensual Reorganization Report by Subchapter V Debtor	§ 1188(c)	-----	Report	None	Matrix
Subch V: Leave for Debtor to Make Post-Petition Election for Subchapter V Treatment	-----	BR 1020	Motion	14 - Day	LBR 9013(f)
Subch V: For Entry of Discharge Upon Completion of Non-Consensual Commitment Period by Subchapter V Debtor	§ 1192	LBR 4004(c) & 2015(d)(2)(C)	Motion	28 - Day	Matrix
Subch V: Determination of Small Business Debtor Status	§101 (51D)(A)	BR 1020(a) 1020(c)	Motion (in lieu of objection)	14 - Day	LBR 9013(f)

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Subch V: Extend Time to File Plan	§ 1189(b)	-----	Motion	14 - Day	LBR 9013(f)
Subch V: Removal of Debtor-in-Possession Status From Subchapter V Debtor	§ 1185(a)	-----	Motion	21 - Day	LBR 9013(f)
Subch V: Reinstatement of Debtor-in-Possession Status To Subchapter V Debtor	§ 1185(b)	-----	Motion	21 - Day	LBR 9013(f)
Subch V: Post-Confirmation Modification of Consensual Plan	§ 1193(b) § 1193(d)	BR 3019 LBR 3019(b) LBR 3019(c)	Motion w/ proposed plan attached	28 - Day	Matrix
Subch V: Post-Confirmation Modification of Non-Consensual Plan	§ 1193(c)	BR 3019 LBR 3019(b) LBR 3019(c)	Motion w/ proposed plan attached	28 - Day	Matrix
Subch V: Motion to Authorize Pre-Confirmation Adequate Protection Payment by Subchapter V Trustee	§ 1194(c)	-----	Motion	14 - Day	LBR 9013(f)

Description of Desired Action	Bankr. Code Section	Applicable Rules & Regs	Pleading Required	Neg. Notice Language	Pleading Notice Required
Subch V: Post-Confirmation Report After Consensual Plan by Subchapter V Debtor	None	LBR 2015(d)(1)(A)	Report	None	Matrix
Subch V: Annual Status Report Regarding Payments Under Non- Consensual Plan by Subchapter V Trustee	None	LBR 2015(d)(2)(B)	Report	None	Matrix
Subch V: Trustee's Final Report and Account and Application for Final Decree	§ 1202(b)	BR 5009; LBR 2015(d)(1)(C) [consensual] or 2015(d)(2)(D) [non-consensual]	combined Report and Application	30 - Day	Matrix

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