

Rule 1007-1

Lists, Schedules and Statements; Time Limits; Notice of Intent to Dismiss; Notice in Chapter 11 Cases

(a) Certification of *Pro Se* Debtor Required. All *pro se* debtors must complete a certification listing the names, addresses, and amounts paid to persons who assisted with the bankruptcy filing, at the time of the filing of the petition.

(b) Mailing Matrix. All cases filed through the electronic system must have the creditor's mailing matrix uploaded immediately upon filing. In cases filed by conventional means a mailing matrix must be filed with the petition in all voluntary cases upon filing. This matrix must contain the names and addresses (including zip codes) of all known creditors and holders of executory contracts.

(1) Involuntary Cases. For cases filed by conventional means, the mailing matrix and diskette must be filed within fifteen (15) days of the entry of order for relief. The debtor must prepare and file the mailing matrix and diskette, unless the court orders otherwise, *see* LBF A.

(2) Foreign Country Creditor or Party. In a bankruptcy case that includes creditors or parties in any foreign country, the debtor must supply the Clerk's office with envelopes with the correct address and postage, to ensure that the mailing reaches the addressees in the foreign country.

(c) Certificate of Credit Counseling and Debt Repayment Plan. The certificate of credit counseling and debt repayment plan shall be filed separately from the petition.

(d) Notice of Dismissal if Document Not Timely Filed (Lack of Prosecution). Upon filing the petition, the debtor will receive a "Notice of Deficient Filing and Notice of Possible Dismissal" indicating which documents are missing and giving the debtor two (2) business days to file the required documents. If, after the expiration of the stated time period, or any court authorized extension thereof, the debtor fails to timely file the required documents, the Clerk shall issue an order of dismissal without further notice. In the absence of a showing to the contrary, any such dismissal shall be presumed to be a willful failure within the meaning of 11 U.S.C. § 109(g), with a 180-day bar to refile a petition. *See* also LBR 1017-2.

(e) Documents subject to Two (2) Business Day Filing Deadline. The following documents as applicable to the case and chapter, are required to be filed with the Clerk within two (2) business days of the bankruptcy filing or will subject the case to the procedures set forth in subparagraph (d) above and LBR 1017-2:

(1) Voluntary Petition;

(2) Statement of Social Security Number(s) - Official Form B-21;

(3) Corporate Resolution/Corporate Ownership Statement;

(4) Fee Payment; or Application to Pay Filing Fees in Installments; or Application for Waiver of the chapter 7 filing fee;

(5) Creditor Mailing Matrix (names and addresses) uploaded in the CM/ECF System;

(6) Cover sheet for list of creditors and creditor matrix diskette if filed conventionally;

(7) Chapter 11 List of Creditors holding 20 largest unsecured claims; and,

(8) Notice to Individual Consumer Debtor - Official Form 201

(f) Payment Advices. Copies of all payment advices or other evidence of payment received within sixty (60) days before the date of the filing of the petition shall not be filed with the court unless ordered. These copies shall be provided by the debtor to the trustee and to any creditor who timely requests copies of the payment advices or other evidence of payment, at least seven (7) days before the time of the meeting of creditors conducted pursuant to 11 U.S.C. § 341. To be considered timely, a creditors' request must be received at least fifteen (15) days before the first date set for the meeting of creditors.

(g) Notification of Creditors in Chapter 11 Cases Scheduled as Disputed, Contingent, or Unliquidated. The debtor in each Chapter 11 case must serve LBF B on each creditor whose claim is listed on the schedules as disputed, contingent, or unliquidated, within fifteen (15) days after filing the schedules of liabilities, or within fifteen (15) days of adding those creditors to previously filed schedules. The notification must advise those creditors of their right to file proofs of claim and indicate that failure to do so shall prevent them from voting upon the plan or participating in any distribution thereunder. Debtor must file with the Clerk a certificate of service evidencing compliance with this LBR within ten (10) days of service.