

## **Rule 1007-1**

### **Lists, Schedules and Statements; Time Limits; Notice of Automatic Dismissal for Non-Compliance; Notice in Chapter 11**

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

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

**(c) Documents subject to Two (2) Day Filing Deadline.** The following documents are required to be filed with the clerk within two (2) days of the bankruptcy filing:

(1) Voluntary Petition;

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

(3) Corporate Resolution/Corporate Ownership Statement;

(4) Fee Payment; 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](#) [Unless the petition is filed by a *pro se* debtor]

**(d) Notice of Dismissal if Document Not Timely Filed (Want of Prosecution).** Upon filing the petition, the debtor may receive a "Notice of Deficient Filing and Notice of Possible Dismissal" indicating which documents are missing and giving the debtor two (2) 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 enter an order of dismissal without further notice.

**(e) 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 otherwise. 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 meeting of creditors conducted pursuant to 11 U.S.C. § 341. To be considered timely, a creditors' request must be received at least fourteen (14) days before the first date set for the meeting of creditors.

**(f) Notification of Creditors in Chapter 11 Cases Scheduled as Disputed, Contingent, or Unliquidated.** The debtor in each chapter 11 case must serve [LBF A](#) on each creditor whose claim is listed on the schedules as disputed, contingent, or unliquidated, within fourteen (14) days after filing the schedules of liabilities, or within fourteen (14) 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 fourteen (14) days of service.