

**UNITED STATES BANKRUPTCY COURT  
FOR THE  
EASTERN DISTRICT OF VIRGINIA**

**AMENDMENTS TO LOCAL BANKRUPTCY RULES 4001(a)-1,  
7055-1, AND 9013-1**



**Effective: December 1, 2023**

(Ver. 11/27/2023)

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The bankruptcy forms included in the above exhibits are available at the Court's internet web site at [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov). The forms are in Adobe Acrobat format. [Updated effective 12/22/20.]

**RULE 1001-1 SCOPE OF RULES**

The Supreme Court of the United States has, pursuant to 28 U.S.C. §2075, prescribed rules of procedure in bankruptcy cases. Federal Rule of Bankruptcy Procedure 9029 provides that courts may adopt local rules that are not inconsistent with the Federal Rules of Bankruptcy Procedure.

These Local Rules of the United States Bankruptcy Court for the Eastern District of Virginia are hereby prescribed and promulgated as Local Rules governing practice and procedure before the Court. They are to be cited as the "Local Bankruptcy Rules" except that individual rules may be cited in the following form: "Local Bankruptcy Rule \_\_\_\_\_" or "LBR\_\_\_\_\_."

**Comments**

The prior set of Local Bankruptcy Rules contained several references that were inconsistent with this rule. Therefore, all incorrect references have been edited so that they are now in compliance.

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**RULE 1002-1 PETITIONS -COPIES [Repealed]**

**Comments**

Changes have been made to allow for the filing of documents by electronic means provided under FRBP 5005(a)(2). For more detail on how this has been implemented on a pilot basis in the Alexandria Division see the "Order Adopting Electronic Case Filing Procedures" attached as Exhibit 3 and the "Administrative Procedures for Electronically Filed Cases" attached as Exhibit 4. It is planned that the ability to file electronically will expand to the other divisions during 1999.

1002-1 The rule is repealed in light of Local Bankruptcy Rule 5005-2, which mandates electronic case filings in the Court's Case Management/Electronic Case Files (CM/ECF) System and authorizes the Clerk to promulgate and revise the Court's Electronic Case Files (CM/ECF) Policy. [Repeal effective 12/01/09.]

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**RULE 1002-2 NOTICE TO INDIVIDUAL DEBTORS  
OF CHAPTERS AVAILABLE UNDER BANKRUPTCY CODE [Repealed]**

**Comments**

1002-2 The contents of the rule are substantially set forth in 11 U.S.C. § 342(b). The rule is repealed for this reason and, further, is repealed in light of Local Bankruptcy Rule 5005-2, which mandates electronic case filings in the Court's Case Management/Electronic Case Files (CM/ECF) System and Authorizes the Clerk to promulgate and revise the Court's Electronic Case Files (CM/ECF) Policy. [Repeal effective 12/01/09.]

**RULE 1006-1 FEES: INSTALLMENT PAYMENTS [Repealed]**

**Comments**

1006-1(B) This revision is due to changes made by the Judicial Conference at its September 1997 session to the Bankruptcy Court Miscellaneous Fee Schedule. The changes were effective January 1, 1998.

1006-1(B) This revision is due to changes made under Public Law No. 106-113, which increased the statutory filing fee for cases commenced under Chapter 7 and Chapter 13 by \$25. These changes were effective December 29, 1999.

1006-1 This change is necessary because of the addition of LBR 1006-1 to LBR 1017-3. [Change effective 3/1/01.]

1006-1(B) This revision is due to changes made by the Judicial Conference at its September 2003 session to the Bankruptcy Court Miscellaneous Fee Schedule. [Change effective 12/1/03.]

1006-1(D)(2) This subparagraph is amended to clarify that a petition filing accompanied by an Application to Pay the Filing Fee in Installments must also be accompanied by the proper first installment payment. [Change effective 2/1/04.]

1006-1(B) The revision to the “1 Month After Filing” column at the Chapter 11 line from \$400 to \$409 effects a technical change only. [Change effective 7/1/04.]

1006-1 LBR 1006-1(D) is repealed in light of new LBR 1006-3. [Change effective 9/1/06.]

1006-1 LBR 1006-1 is repealed and a new LBR 1006-1 has been promulgated, which consolidates selected provisions of LBRs 1006-1, 1006-2 and 1006-3 into that LBR. [Repeal effective 12/01/09.]

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**RULE 1006-1 FEES: INSTALLMENT PAYMENTS, NONPAYMENT,  
WAIVER, REFUNDS**

(A) **Installment Payments:** Any individual debtor desiring to pay the filing fee in installments must file Official Form 103A with the Clerk. The application form is available from the Clerk on the Court’s web site. No response period is required for the application, and the applicant does not need to file a notice of motion with the application. The Court shall give notice of the dismissal provisions, as set forth in the order, to the debtor and debtor’s counsel.

(B) **Waiver:** Any individual debtor that files a voluntary chapter 7 petition may request a waiver of the filing fee by filing an application with the Clerk using Official Form 103, “**Application to Have the Chapter 7 Filing Fee Waived.**” The form is available on the Court’s web site. No

response period is required for the application, and the applicant does not need to file a notice of motion with the application.

(C)(1) **Nonpayment:** If a petition, complaint or other document is not accompanied by the proper filing fee or, if applicable, an application as set forth in paragraph (A) or (B) of this Local Bankruptcy Rule, the Clerk shall give notice to cure the filing fee deficiency by the close of business on the next day after the notice to cure is given. The Clerk may provide such notice by mail or by e-mail if the Debtor has elected to receive notices through the Court's Debtor Electronic Bankruptcy Noticing system. The notice period shall commence for mailed notices 3 days after the notice is mailed and for e-mailed notice when the notice is e-mailed. The Clerk shall reject any partial payment of any fee.

(a) **Petition.** The Clerk's notice shall provide that the debtor either must (i) timely cure the filing fee deficiency or (ii) attend a hearing to explain why the petition should not be dismissed, unless excused by the Court or the Court deems the filing fee deficiency cured and cancels the hearing.

(b) **Complaint or Other Document.** Unless the fee is paid or the party requests a hearing on the matter by the close of business on the next day after the notice to cure is given, the Clerk shall dismiss the complaint or strike the pleading or other document without further notice.

(c) **Installment Payment.** If a debtor fails to pay timely any filing fee installment payment pursuant to an Order on Debtor's Application to Have the Chapter 7 Filing Fee Waived or Order Approving Payment of Filing Fee in Installments, the Clerk shall issue a notice providing that the debtor either must (i) cure the filing fee installment payment deficiency by the close of business on the next day after the notice to cure is given or (ii) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the filing fee installment payment deficiency cured and cancels the hearing.

(2) Title 28 United States Code § 1930 and FRBP 1006 require fees to be paid at the time of filing. Except as provided for in paragraphs (A) and (B) of this Local Bankruptcy Rule, if a registered ECF User chooses to accumulate filing fees throughout a given calendar day, all of these fees must be paid by the end of the calendar day (i.e., 11:59:59 p.m. Eastern Time) in which the filings occur. A registered ECF User will be locked out of the Case Management/Electronic Case Files (CM/ECF) System and prevented from filing additional documents if filing fees are not paid by the end of the calendar day. The registered ECF User will receive a daily e-mail reminder until all outstanding fees are paid in full. Once locked out of the CM/ECF System, the registered ECF User will have limited access only for the purpose of making payments. Full access rights will be restored in the CM/ECF System after all outstanding fees have been paid in full. This paragraph supersedes the notice and dismissal provisions set forth in paragraph (C)(1) of this Local Bankruptcy Rule for electronically filed documents.

(D)(1) **Request for Refunds:** An attorney or trustee may file a motion for refund of a filing fee paid in a case or proceeding in which payment was made by credit card when:

- a. a fee was paid for filing a duplicate document, bankruptcy petition or adversary proceeding;

- b. a fee was paid for filing a document in the wrong case or proceeding;
- c. the movant is entitled to an exemption from the filing fee paid; or
- d. a trustee or debtor in possession is eligible for deferral of the filing fee in a case in which no funds from the estate exist for payment of the filing fee.

(2) **Motion Required:** The request shall be made promptly after the payment error is discovered by filing a motion for refund. The motion must contain a complete explanation as to why the payment should be refunded. The motion need not contain a supporting memorandum or be noticed for a hearing.

(3) **Motion Required for Disposition of Document:** A separate motion to dispose of a document filed in error, as identified in subparagraphs (D)(1)(a) and (b) of this Local Bankruptcy Rule, is also required.

(4) **Clerk-Authorized Action:** Upon verification of the grounds set forth in the motion the Clerk is authorized to enter an order dismissing or striking the document. The Clerk is also authorized to enter a separate order refunding the filing fee if the refund can be processed as a credit to the credit card account that was used to pay the filing fee.

(5) **Clerk's Referral to the Court:** The Clerk may refer a motion set forth in paragraph (D)(2) of this Local Bankruptcy Rule to the judge assigned to the case or proceeding for such further determination and action as the judge may find appropriate.

(6) **Request for Clearance:** A movant may request clearance of the "filing fee due" status in a case or proceeding in which the fee has not yet been paid by contacting a deputy clerk in the appropriate division of the Clerk's Office.

### Comments

1006-1 This expanded rule selectively incorporates the fee-related procedures set forth in current Local Bankruptcy Rules 1006-1, 1006-2 and 1006-3. As set forth in paragraph (D)(3), a separate motion is required to dispose of a document filed in error. The amendment to paragraph (D)(4) recognizes that in certain situations, a credit card issued to a cardholder other than one issued to an attorney or trustee, may have been used to pay the filing fee. In addition, time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. [Changes effective 12/01/09.]

1006-1(A) The locally modified Official Form 3A is renumbered Form 103Aedva. [Change effective 12/1/15.]

1006-1(B) The current form is replaced with new Official Form 103, which includes stylistic changes. [Change effective 12/1/15.]

1006-1 Paragraph (C) is reorganized with the original paragraph (C) becoming paragraph (C)(1) and with a new paragraph (C)(2) added. The latter paragraph addresses the need for a registered ECF User to pay any outstanding filing fees at the end of each calendar day or be locked out



RULE 1006-3 PAYMENT OF FILING FEES; REMEDIES FOR NONPAYMENT

from that User's account pending payment of all such owed fees. [Changes effective 12/1/15.]

1006-1(C)(1) This amendment changes: (a) the manner in which the Clerk provides notice to a filing party in connection with that party's failure to make timely payment of a required filing fee, and (b) when the applicable notice period commences. The Court's Debtor Electronic Bankruptcy Noticing system is authorized pursuant to LBR 9036-1. [Changes effective 08/01/17.]

1006-1(A) This rule is amended to require the use of Official Form 103A, Application for Individuals to Pay the Filing Fee in Installments, as made available on the Court's web site. [Effective December 1, 2017.]

1006-1(C)(1) These rule provisions are amended as a result of the holding in *No v. Gorman*, 891 F.3d 138 (4th Cir. 2018). [Changes effective 11/15/19.]

1006-1(A), (B) Amendments to these paragraphs clarify that neither a response period nor a notice of motion is required for an application to either pay the filing fee in installments or waive the filing fee, so as to align this rule with simultaneous changes to Rule 9013-1. [Changes effective 08/01/23.]

1006-1(C) These rule provisions are amended to remove language concerning the filing of a response; and to permit the Court to either excuse a debtor from the deficiency hearing or to cancel the hearing if appropriate in the event of an untimely cured deficiency. [Changes effective 08/01/23.]

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**RULE 1006-2 FEES: ELECTRONIC REFUNDS [Repealed]**

**Comments**

1006-2 This new rule adopts a procedure by which filing fees paid over the Internet with a credit card may be administered when errors in electronic payments are made. The rule is consistent with guidance approved, in principle, by the Judicial Conference of the United States. The rule establishes an additional Judicial Conference-authorized narrow exception to the longstanding Judicial Conference policy prohibiting the refund of fees. [New Rule effective 10/17/05.]

1006-2 LBR 1006-2 is repealed and a new LBR 1006-1 has been promulgated, which consolidates selected provisions of LBRs 1006-1, 1006-2 and 1006-3 into that LBR. [Repeal effective 12/01/09.]

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**RULE 1006-3 PAYMENT OF FILING FEES; REMEDIES FOR NONPAYMENT  
[Repealed]**

**Comments**

1006-3 This rule establishes a single rule for payment of filing fees and the procedure the Clerk will follow in the event of nonpayment of a required

filing fee. It supersedes LBR 1006-1(D) and LBR 5005-1(F). [New Rule effective 9/1/06.]

1006-3 LBR 1006-3 is repealed and a new LBR 1006-1 has been promulgated, which consolidates selected provisions of LBRs 1006-1, 1006-2 and 1006-3 into that LBR. [Repeal effective 12/01/09.]

**RULE 1007-1 LISTS, SCHEDULES AND STATEMENTS**

(A) **Possible Dismissal of Case:** In any case in which all required lists, schedules and statements are not filed at the time of the filing of a voluntary petition, the Clerk shall give notice to cure the deficiency. The Clerk’s notice shall provide that the debtor either must (1) file the lists, schedules and statements or a motion to extend time for the same within 14 days after the filing of the petition, or (2) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing.

(B) **Extension of Time to File Lists, Schedules and Statements:** A first motion to extend time for filing lists, schedules and statements may be granted by the Clerk to a date no later than 7 days prior to the initial scheduled meeting of creditors if the motion is filed before the initial due date to file the document(s) has expired and is accompanied by a proof of service evidencing notice to the United States trustee, any appointed trustee, any official committee appointed in the case and all creditors. If there are more than 30 creditors in the case, the debtor need only provide notice of the motion to extend time to the 10 largest secured creditors, the 20 largest unsecured creditors and any official committee appointed in the case. No response deadline is required for a first motion to extend time under this paragraph.

(C) **Order Extending Time:** The Clerk’s order shall provide that the debtor either must (1) file the lists, schedules and statements or a further motion to extend time for the same by the date set forth therein; or (2) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing.

(D) **Objections -- Determination:** If an objection is filed to a motion for extension of time filed pursuant to paragraph (B) of this Local Rule prior to the entry of an order by the Clerk, the Clerk shall submit the motion and objections to the Court for determination of the motion.

(E) **Motions for Extension of Time Requiring a Hearing:** Any motion for extension of time to file lists, schedules and statements to which paragraph (B) hereof does not apply must be scheduled for hearing in accordance with LBR 9013-1(H)(3) and notice must be given in accordance with LBR 9013-1(M)(2) to the parties set forth in paragraph (B) of this Local Bankruptcy Rule.

(F) **Notice of Possible Dismissal:** The Clerk shall give notice of this Local Bankruptcy Rule to a debtor or debtor's counsel who files a petition not accompanied by all required lists, schedules and statements. The Clerk shall also give notice of this Local Bankruptcy Rule in the meeting of creditors notice.

(G) **List of Creditors Holding 20 Largest Unsecured Claims:** To assist the United States trustee in appointing a creditors' committee, the list required by FRBP 1007(d) shall include the amount owed, by amount of debt ranging from the largest creditor to the smallest creditor. The list shall

also include the name and telephone number of a contact person or representative of the unsecured creditor. If a minor child is one of the creditors holding the 20 largest unsecured claims, indicate that by stating “a minor child” and do not disclose the child’s name.

**(H) *List of Creditors, Statement of Social Security Number, and Payment Advices or Other Evidence of Payment***

(1) ***Filing***: The debtor shall file with the petition a list containing the name and address of each creditor which shall serve as a mailing matrix; provided, however, nothing shall prevent the debtor from seeking court authority to file such list under seal to protect individuals against potential identity theft, or other cause. If not filed via the Electronic Case Files System, the mailing matrix shall be submitted on a flash drive in the format specified by the Clerk. The mailing matrix shall suffice for the list of creditors referred to in FRBP 1007(a). As required under FRBP 1007(f), the debtor shall submit a verified statement that sets out the debtor’s social security number (statement of social security number), or states that the debtor does not have a social security number. If not filed via the Electronic Case Files System, the debtor shall submit the statement with the petition.

**(2) *Possible Dismissal of Case; Notice***

(a) In any case in which the list of creditors is not filed at the time of the filing of the voluntary petition, the Clerk shall issue a notice that the debtor either must (i) file the same in the required format not later than 3 days after the filing of the petition; or (ii) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing.

(b) In any case in which the statement of social security number in a voluntary case is not submitted at the time of the filing of the voluntary petition, the Clerk shall issue a notice that the debtor either must (i) submit the statement in the required format not later than 3 days after the filing of the petition; or (ii) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing.

(3) ***Waiver***: An exception to the requirement of submission of creditors on a flash drive will be considered by the Court only upon submission of a waiver request filed with the petition. The form shall be provided by the Clerk upon request. In addition to the waiver request, the debtor shall file the list of creditors in the scannable format specified by the Clerk. If the Court denies the request, the Clerk shall issue a notice that the request has been denied. The notice shall further provide that the debtor either must (a) submit the list of creditors on a flash drive not later than 3 days after the Clerk’s notification that the request has been denied; or (b) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing.

(4) ***Payment Advices or Other Evidence of Payment***: Copies of all payment advices or other evidence of payment received within 60 days before the date of the filing of the petition by the debtor from an employer of the debtor shall:

(a) not be filed with the Court unless otherwise ordered and

(b) be provided to the trustee, and any creditor (who timely requests copies of the payment advices or other evidence of payment) at least 7 days before the date of the meeting of creditors conducted pursuant to 11 U.S.C. §341.

**(I) Individual Debtor’s Statement of Compliance with Credit Counseling Requirement**

(1) **Filing:** A debtor who is an individual shall complete *Part 5 of Official Form 101*, “**Explain Your Efforts to Receive a Briefing About Credit Counseling**,” and file with the voluntary petition any documents, as specified therein, within the allotted time.

(2) **Possible Dismissal of Case; Notice:** In any case in which a properly completed statement of compliance referenced in paragraph (I)(1) of this Local Bankruptcy Rule, together with attached documents as specified therein, is not filed at the time of the filing of the voluntary petition, the Clerk shall issue a notice that the debtor either must (a) file the same not later than 3 days after the filing of the petition; or (b) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing. Unless the Court orders otherwise, if the debtor has filed a statement under FRBP 1007(b)(3)(B), but does not file the documents required by FRBP 1007(b)(3)(A), the Clerk shall issue a notice that the debtor either must (a) file the same within 14 days of the order for relief; or (b) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing. The Clerk shall give notice of this Local Bankruptcy Rule to the debtor or debtor’s counsel who files a petition not accompanied by the required statement of compliance with credit counseling requirement referenced in paragraph (I)(1) of this Local Bankruptcy Rule.

**(J) Chapter 13 Debtor’s Statement of Completion of Instructional Course Concerning Personal Financial Management:** Pursuant to FRBP 9006(b), and as governed by FRBP 1007(c), the time to file the chapter 13 debtor(s) “**Certification About a Financial Management Course**” (Official Form 423) shall be deemed enlarged, and the chapter 13 debtor(s), unless the Court has been notified by an approved provider of a course concerning personal financial management that the chapter 13 debtor(s) has completed the course pursuant to FRBP 1007(b)(7), shall file the certification of completion of a course within the time specified in LBR 4008-2(A) for filing the Debtor(s) Certification of Compliance with 11 U.S.C. §1328.

**Comments**

1007-1(A) This change is necessary because of the addition of LBR 1017-3. [Change effective 2/1/00.]

1007-1(I) This new rule is to implement the procedure approved by the Judges at their November 1997 meeting requiring the submission of the List of Creditors by diskette beginning January 1, 1999. This speeds up the case opening process and reduces overall creditor related errors. For more information on the required procedure, refer to the attached Exhibits 5, 6, and 7. Exhibits 6 (Creditor Matrix Diskette - Cover Sheet for List of Creditors) and 7 (Request for Waiver to File Conventionally) were deleted as exhibits. These forms are available at

the Court’s Internet web site <http://www.vaeb.uscourts.gov>. The former Exhibits 6 and 7 are in Adobe Acrobat format. [Change effective 3/1/01.] [Updated Comment effective 12/22/20.]

1007-1(I)(2)-(3) The rule provisions have been changed to clarify the time within which the petition filer has to cure a deficiency in the list of creditors. [Change effective 4/1/03.]

1007-1 Selected text from former Interim Procedure 1007-1(A), (C), (E) and (F) have been incorporated into LBR 1007-1(A), (C), (E) and (F). LBR 1007-1(G) is repealed. Selected text from Interim Procedure 1007-1 (H) is incorporated into new LBR 1007-1(G). Interim Procedure 1007-1(I) is incorporated into new LBR 1007-1(I). The term “time” has been deleted and the term “date” inserted in lieu thereof into LBR 1007-1(H)(4)(b). Selected text from Interim Procedure 1007-1(J)(1) and (4) has been incorporated into LBR 1007-1(I)(1) and (2), respectively. In addition, time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

1007-1(J) Paragraph (J) is new and makes the time to file the Chapter 13 Debtor’s Statement of Completion of Instructional Course Concerning Personal Financial Management the same as that specified in LBR 4008-2(A). [New paragraph (J) effective 09/03/13.]

1007-1(I) This change is necessary because of the amendment to FRBP 1007, which creates a new subdivision (f) effective December 1, 2003. [Change effective 12/1/03.]

1007-1(I) (1) The reference to Exhibit D and that form’s title have been removed since the exhibit has been eliminated. The requested information now is asked in Part 5 of a new Official Form 101, which is applicable to individual debtors. Other information is provided in the form as well. [Changes effective 12/1/15.]

1007-1(J) This change clarifies that that an approved provider of a course concerning personal financial management may notify the Court that the chapter 13 debtor(s) has completed the requisite course as provided for in FRBP 1007(b)(7). Reference is made to new Official Form 423, which supersedes Official Form 23. The new form is reformatted with additional changes made as well. [Change effective 12/1/15.]

1007-1(A), (C), (H)(2) and (3) and (I)(2) These rule provisions are amended as a result of the holding in *No v. Gorman*, 891 F.3d 138 (4th Cir. 2018). Rule 1007-1(H)(1) and (3) also has been amended to update the identified media that should be used to provide the referenced documents to the Clerk. [Changes effective 11/15/19.]

1007-1(H)(1) This change provides that if the mailing matrix is to be filed rather than maintained by a Claims Agent, it may be filed under seal to protect against identity theft. [Change effective 2/15/22.]

1007-1(A), (C), (H), (I) These rules are amended to remove language concerning the filing of a response; and to permit the Court to either excuse a debtor from the deficiency hearing or to cancel the hearing if appropriate in the event of an untimely cured deficiency. A stylistic change has been made to paragraph (A) as well. [Changes effective 08/01/23.]

1007-1(B) These amendments incorporate, from paragraph (C) of the current rule, the extension the Clerk is authorized to grant as a matter of course for filing lists, schedules and statements, provided the motion is filed prior to the initial due date for such documents. The rule is also amended to indicate that the extension date is calculated relative to the initial scheduled meeting of creditors. The rule is further amended to clarify that no notice period need be given for a first motion to extend time, so long as the motion otherwise meets the paragraph's requirements, to align with simultaneous changes to Rules 1007-3, 3015-2 and 9013-1. [Changes effective 08/01/23.]

1007-1(D) This rule is amended to reference paragraph (B) of the rule. [Change effective 08/01/23.]

1007-1(E) These amendments clarify that a hearing is required on a motion to which Rule 1007-1(B) does not apply and the responsibility of the movant to schedule and give notice of such hearing in accordance with Rule 9013-1. [Changes effective 08/01/23.]

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### RULE 1007-3 STATEMENT OF INTENTION

(A) **Possible Dismissal of Case; Notice:** Except as provided in 11 U.S.C. § 521(a)(2)(A), the Clerk shall monitor the filing of a Statement of Intention. If the Statement of Intention is not filed with the chapter 7 voluntary petition, the Clerk shall issue a notice that the debtor either must (1) file the Statement of Intention or a motion to extend the time for filing the same within 30 days after the filing of the petition, or on or before the date of the meeting of creditors, whichever is earlier; or (2) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing.

(B) **Extension of Time to File Statement of Intention:** A first motion to extend time for filing a Statement of Intention may be granted by the Clerk to a date no later than 14 days after the initial scheduled meeting of creditors if the motion is filed before the initial due date to file the Statement of Intention has expired and is accompanied by proof of service evidencing service on the United States trustee, any appointed trustee, and all affected secured creditors. No response deadline is required for a first motion to extend time under this paragraph.

(C) **Order Extending Time:** The Clerk's order shall provide that the debtor either must (1) file the Statement of Intention or a further motion to extend time for the same by the date set forth

therein; or (2) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing.

**(D) *Motions for Extension of Time Requiring a Hearing:*** Any motion for extension of time to file the Statement of Intention to which paragraph (B) hereof does not apply must be scheduled for hearing in accordance with LBR 9013-1(H)(3) and notice must be given in accordance with LBR 9013-1(M)(2) to the parties set forth in paragraph (B) of this Local Bankruptcy Rule.

**(E) *Notice of Possible Dismissal:*** The Clerk shall give notice of this Local Bankruptcy Rule to a debtor or debtor’s counsel who files a petition unaccompanied by the Statement of Intention.

### Comments

1007-3(C) This change is necessary because of the addition of LBR 1017-3. [Change effective 2/1/00.]

1007-3 LBR 1007-3(A), (B) and (F) are repealed. LBR 1007-3(C), (D), (E), (G) and (H) are re-designated LBR 1007-3(A), (B), (C), (D) and (E), respectively. The LBR citation at new (D) is deleted and the citation to the noted title 11 provision is inserted. In addition, time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the LBR text as well. [Repeals and changes effective 12/01/09.]

1007-3(A) and (C). These rule provisions are amended as a result of the holding in *No v. Gorman*, 891 F.3d 138 (4th Cir. 2018). [Changes effective 11/15/19.]

1007-3(A), (C) These rules are amended to remove language concerning the filing of a response; and to permit the Court to either excuse a debtor from a deficiency hearing or to cancel the hearing if appropriate in the event of an untimely cured deficiency. A stylistic change has been made to paragraph (C) as well. [Changes effective 08/01/23.]

1007-3(B) These amendments incorporate, from LBR 1007-3(C), the extension the Clerk is authorized to grant as a matter of course for filing the Statement of Intention, provided the motion is filed prior to the document’s initial due date. The rule is also amended to indicate that the extension date is calculated relative to the initial scheduled meeting of creditors. The rule is further amended to clarify that no notice period need be given for a first motion to extend time, so long as the motion otherwise meets the paragraph’s requirements, to align the rule with simultaneous changes to Rules 1007-1, 3015-2 and 9013-1. [Changes effective 08/01/23.]

1007-3(D) The amendments to this paragraph clarify that a hearing is required on a motion to which LBR 1007-3(B) does not apply and the responsibility of the movant to schedule and give notice of such

hearing in accordance with Rule 9013-1. The rule is further amended to clarify to whom notice must be sent. [Changes effective 08/01/23.]

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**RULE 1009-1 AMENDMENTS TO LISTS & SCHEDULES**

(A) **Filing of Amendment with Clerk:** Each amendment shall be accompanied by a properly completed Amendment Cover Sheet. When an amendment adds creditors to a bankruptcy case, the amendment shall be accompanied by a list of the creditors so added. The list shall be in the format specified by the Clerk. An Amendment Cover Sheet form and instructions for preparing the list of creditors added are available from the Clerk upon request.

(B) **Notice to Affected Parties:** If the debtor adds creditors to the case by supplementing either the schedules or the list of creditors previously filed, the debtor shall serve upon each newly-listed creditor a copy of the following:

- (1) the amendment;
- (2) the meeting of creditors notice;
- (3) the order granting discharge (if any);
- (4) any other filed document affecting the rights of said creditor; and
- (5) the notice required by LBR 3003-1(B).

(C) **Adding Creditors in a Closed Case:** [Repealed]

**Comments**

1009-1 The text at LBR 1009-1(A) and (B) have been removed and substitute text has been adopted for both paragraphs. LBR 1009-1(C) remains unchanged. Paragraph (C) has been removed as it no longer conforms to applicable case law on this subject. Stylistic changes have been made to the LBR as well. [Changes effective 12/01/09.]

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**RULE 1014-2 DECLARATION OF DIVISIONAL VENUE [Repealed]**

**Comments**

1014-2 In light of changes made to Official Form 1, Voluntary Petition, the Declaration of Venue form no longer is required and this LBR is repealed for that reason. [Repeal effective 12/01/09.]

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**RULE 1015-1 JOINT ADMINISTRATION OF ESTATES**

In all joint petitions filed with the Court, the case will be administered through joint administration of the estates unless the trustee or other interested party files an objection to joint administration within 14 days after the meeting of creditors and gives notice of a hearing date on such objection.



### Comments

1015-1 A time-computation adjustment has been made to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. [Change effective 12/01/09.]

## RULE 1017-1 CONVERSION

(A) ***Schedule of Unpaid Debts***: Within 14 days after conversion of a case, the debtor shall file either:

- (1) a schedule of unpaid debts incurred after commencement of the original bankruptcy case, and a list of creditors in the format required by the Clerk or
- (2) a certification that no unpaid debts have been incurred since the commencement of the case.

(B) ***Filing of Schedule of Unpaid Debts***: If the debtor fails to file the schedule and list referred to in paragraph (A)(1) of this Local Bankruptcy Rule on the date of conversion of the case, any such subsequent filing shall be treated as an amendment under LBR 1009-1 and the debtor shall give all required notices.

(C) ***Filing of Official Form 122A-1, 122B or 122C-1 Upon Conversion of Case***: Unless otherwise ordered by the Court, in a case converted from chapter 11, 12 or 13 to chapter 7, the debtor shall file Official Form 122A-1 “**Chapter 7 Statement of Your Current Monthly Income**,” within 14 days after conversion. In a case of an individual debtor converted to chapter 11, the debtor shall file Official Form 122, “**Chapter 11 Statement of Your Current Monthly Income**,” within 14 days after entry of the conversion order. In a case of an individual debtor converted to chapter 13, the debtor shall file Official Form 122C-1, “**Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period**,” within 14 days after entry of the conversion order.

(D) ***Report of the Debtor in Possession or Trustee***: Upon the failure of the debtor in possession or trustee in a superseded case to file the report required under FRBP 1019(5), the United States trustee shall certify the matter to the Court for appropriate action.

### Comments

1017-1(A) Wording added for clarification and reference to the number of copies required upon conversion and the filing of the Schedule of Unpaid Debts.

1017-1(B) Change of wording necessary so that anything filed after the conversion date is to be treated as an amendment and the debtor is responsible for the noticing.

1017-1(D) It was felt that the responsibility for monitoring the filing of these reports was with the U.S. Trustee since FRBP 1019(5) requires the report go to the U.S. Trustee in the first place.

1017-1 LBR 1017-1 is amended. Reserved (C) is removed and a new paragraph (C) from former Interim Procedure 1017-1(C) is inserted.

Paragraph (D) has been amended. In addition, time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

1017-1(C) Paragraph (C) has been amended to conform to Official Bankruptcy Form number and name re-designations that take effect December 1, 2014. [Change effective 12/01/14.]

1017-1 New Official Forms 122A-1, 122B, and 122C-1 are derived from Official Forms B22A-1, B22B, and B 22C. Revisions have been made to these forms in addition to stylistic changes made throughout the forms. [Changes effective 12/1/15.]

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## **RULE 1017-2 DISMISSAL FOR SUBSTANTIAL ABUSE OF CHAPTER 7 [Repealed]**

### **Comments**

1017-2 Although the Clerk will continue to provide notice, under FRBP 1017(e), doing so need no longer be established by Local Bankruptcy Rule. [Repeal effective 12/01/09.]

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## **RULE 1017-2 VOLUNTARY DISMISSAL OF CHAPTER 13 CASES**

(A) **Service:** A debtor seeking to dismiss a pending chapter 13 case that has not previously been converted shall provide the chapter 13 trustee, the United States trustee, and any creditor that has appeared or has filed a proof of claim at least 7 days' notice of such motion, unless the notice period has been shortened by the Court for cause shown.

(B) **Contents of Motion:** The motion to dismiss must state whether the case was previously converted from any other chapter of title 11 and whether there are pending motions to convert the case to chapter 7 or pending motions to dismiss the case with prejudice.

(C) **Notice:** The notice of the motion to dismiss shall contain language substantially in accordance with Official Form 420A, "NOTICE OF MOTION," and setting forth substantially the following, using bold print and capitalized text:

### **NOTICE**

**UNDER LOCAL BANKRUPTCY RULE 1017-2, UNLESS A WRITTEN RESPONSE IN OPPOSITION TO THIS MOTION IS FILED WITH THE CLERK OF COURT AND SERVED ON THE DEBTOR(S) WITHIN 7 DAYS FROM THE DATE OF SERVICE OF THIS MOTION, THE COURT MAY DEEM ANY OPPOSITION WAIVED, TREAT THE MOTION AS CONCEDED, AND ISSUE AN ORDER GRANTING THE RELIEF REQUESTED WITHOUT FURTHER NOTICE OR HEARING.**

(D) **Requirement of Written Response:** If no response in opposition is filed and served in accordance with paragraph (C) of this Local Bankruptcy Rule, the Court, in its discretion, may enter an order dismissing the case without holding a hearing. If a response in

opposition is timely filed, the debtor shall select a hearing date and serve notice of the hearing on the respondent, the chapter 13 trustee, the United States trustee, and all creditors and parties in interest.

**Comments**

1017-2 This new Local Bankruptcy Rule provides a procedure by which a debtor may seek to dismiss a pending chapter 13 case, provided, however, that the case previously has not been converted. The prior Local Bankruptcy Rule 1017-2, which addressed case dismissal for substantial abuse of chapter 7, was repealed effective December 1, 2009. [New Rule effective 11/15/19.]

1017-2(C) This paragraph is amended to require the notice language be provided in more conspicuous typeface. The notice language is augmented to clarify that written responses in opposition must be filed by the stated deadline. [Changes effective 08/01/23.]

1017-2(D) This paragraph is amended to incorporate the response descriptor added in Rule 1017-2(C); to clarify the moving party must select a hearing date and schedule same in the event of a response in opposition; and to include all creditors and parties in interest among the required recipients of notice of such hearing. To avoid conflict between this rule and simultaneous changes to Rule 9013-1, the amendments delete the timing requirement of service of the notice of hearing. [Changes effective 08/01/23.]

**RULE 1017-3 SUSPENSION OF AUTOMATIC DISMISSAL [Repealed]**

**Comments**

1017-3 LBR 3015-2 has been amended. The revision to LBR 1017-3 conforms to that amendment. [Change effective 9/1/06.]

1017-3 A stylistic change has been made to the text of the LBR. [Change effective 12/01/09.]

1017-3 (1) A technical change is made to the reference to LBR 1007-3 - from paragraph (C) to paragraph (A), therein. (2) As set forth in the first sentence, the phrase, “or if the debtor was a debtor in another case pending at any time within 12 months preceding the filing of the present case” is repealed. This change means that the rule only would apply to a situation in which the debtor’s case previously had converted from one chapter of title 11 to another chapter of title 11. (3) A stylistic change is made whereby the term “rule” is deleted where it appears in the text. [Changes effective 12/1/15.]

1017-3 This rule is abrogated as a result of the holding in *No v. Gorman*, 891 F.3d 138 (4th Cir. 2018). [Change effective 11/15/19.]

**RULE 1020-1 SMALL BUSINESS CHAPTER 11 REORGANIZATION CASES [Repealed]**

**Comments**

1020-1(A) Change from forty-five days to sixty days required due to the amendments to the FRBP that became effective December 1, 1997.

1020-1 This Rule is repealed in light of changes made under the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 and earlier repeal of Interim Procedure 1020-1. [Repeal effective 12/01/09.]

**RULE 1071-1 DIVISIONS**

(A) **District:** The Eastern District of Virginia consists of the counties, cities and towns as set forth in 28 U.S.C. §127, and the places for holding court are therein prescribed as Alexandria, Newport News, Norfolk, and Richmond.

(B) **Divisions:** This district shall be divided into four divisions, to be designated as the Alexandria, Newport News, Norfolk and Richmond Divisions. The place for holding court for each of said divisions shall be the city whose name the division bears, and the territory comprising, and embraced in, each of the said divisions shall be as follows:

(1) The Alexandria Division shall consist of the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park, and the counties of Arlington, Fairfax, Fauquier, Loudoun, Prince William and Stafford, and any other city or town geographically within the exterior boundaries of said counties.

(2) The Newport News Division shall consist of the cities of Hampton, Newport News, Poquoson and Williamsburg, and the counties of Gloucester, James City, Mathews and York, and any other city or town geographically within the exterior boundaries of said counties.

(3) The Norfolk Division shall consist of the cities of Cape Charles, Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk and Virginia Beach, and the counties of Accomack, Isle of Wight, Northampton and Southampton, and any other city or town geographically within the exterior boundaries of said counties.

(4) The Richmond Division shall consist of the cities of Colonial Heights, Emporia, Fredericksburg, Hopewell, Richmond and Petersburg, and the counties of Amelia, Brunswick, Caroline, Charles City, Chesterfield, Dinwiddie, Essex, Goochland, Greensville, Hanover, Henrico, King and Queen, King George, King William, Lancaster, Lunenburg, Mecklenburg, Middlesex, New Kent, Northumberland, Nottoway, Powhatan, Prince Edward, Prince George, Richmond, Spotsylvania, Surry, Sussex and Westmoreland, and any other city or town geographically within the exterior boundaries of said counties.

(5) All of the waters, and the lands under such waters, adjacent and opposite to any city, county or town shall be a part of the division of which said city, county or town is a part, and wherever there are any waters between any city, county or town which are in different

divisions, then such waters and land under them shall be considered to be in both divisions.

(6) In the event of any annexation or merger of any cities and/or counties, the land lying within the merged or annexed area shall be deemed within the exterior boundaries of the original city or county to the same intent and purpose as if the annexation or merger had not occurred, unless otherwise modified by local bankruptcy rule.

**Comments**

1071-1 Stylistic changes have been made to the text of the LBR.  
[Changes effective 12/01/09.]

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**RULE 1074-1 CORPORATIONS, LIMITED LIABILITY COMPANIES OR PARTNERSHIPS**

A voluntary petition or consent to an involuntary petition filed by a corporation, limited liability company, general partnership, limited liability partnership or limited partnership, shall be signed by an attorney and accompanied by a copy of the corporate resolution or other appropriate authorization, duly attested to, authorizing such filing.

**Comments**

1074-1 In addition to a corporation, a limited liability company, general partnership, limited liability partnership, or limited partnership must meet the requirements set forth in the Rule. [Amendment effective 12/01/09.]

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**RULE 1075-1 PROCEDURES FOR COMPLEX CHAPTER 11 CASES**

The “Procedures for Complex Chapter 11 Cases in the Eastern District of Virginia” (Exhibit 15 to these Local Bankruptcy Rules), as may be amended from time to time, shall apply to Complex Cases, as such term is defined therein. In the event of any internal inconsistency between these Local Bankruptcy Rules and the Procedures for Complex Chapter 11 Cases in the Eastern District of Virginia, the Procedures for Complex Chapter 11 Cases in the Eastern District of Virginia shall control.

**Comments**

1075-1 This rule is new and promulgates “Procedures for Complex Chapter 11 Cases in the Eastern District of Virginia.” This document is incorporated into a new Exhibit 15 to these Local Bankruptcy Rules. [New Rule effective 4/26/2021.]

1075-1 This rule is amended to clarify and confirm that inconsistencies between the Complex Case procedures in Exhibit 15 and the Local Bankruptcy Rules shall be resolved in favor of the former, so as to align with existing language in Exhibit 15. [Change effective 08/01/23.]

**RULE 1075-2 PROCEDURES FOR ASSIGNMENT AND ADMINISTRATION  
OF “MEGA CASES” IN THE EASTERN DISTRICT OF VIRGINIA**

The “Procedures for Assignment and Administration of ‘Mega Cases’ in the Eastern District of Virginia” (Exhibit 16) as may be amended from time to time, shall apply to Mega Cases, as such term is defined therein.

**Comments**

1075-2 This rule is new and promulgates “Procedures for Assignment and Administration of ‘Mega Cases’ in the Eastern District of Virginia.” This document is incorporated into a new Exhibit 16 to these Local Bankruptcy Rules. [New Rule effective 2/15/22.]

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**RULE 2002-1 NOTICE TO CREDITORS & OTHER INTERESTED PARTIES**

**(A) *Proponent to Give Notice***

Except as stated elsewhere in the Bankruptcy Code, the Federal Rules of Bankruptcy Procedure, these Local Bankruptcy Rules, or by order of the Court, the proponent of any action shall give notice to all parties affected thereby.

**(B) *Notice by Publication***

(1) ***Place of Publication:*** All notices requiring advertisement shall be published at least once unless otherwise required by rule or statute, and such notice shall be published in newspapers of general circulation as follows:

- (a) In proceedings at Alexandria, in the *Washington Post*.
- (b) In proceedings at Newport News, in the *Daily Press*.
- (c) In proceedings at Norfolk, in *The Virginian-Pilot*.
- (d) In proceedings at Richmond, in the *Times-Dispatch*.

(2) ***Time of Publication:*** All notices shall be published at least 7 days prior to requiring any action, and a longer notice shall be given when required by rule or statute or where deemed proper by the Court.

**(C) *Service on United States Trustee***

Service on the United States trustee shall be made electronically to the following e-mailbox addresses:

Alexandria Division: [USTPRegion04.AX.ECF@usdoj.gov](mailto:USTPRegion04.AX.ECF@usdoj.gov)

Richmond Division: [USTPRegion04.RH.ECF@usdoj.gov](mailto:USTPRegion04.RH.ECF@usdoj.gov)

Norfolk and Newport News Divisions: [USTPRegion04.NO.ECF@usdoj.gov](mailto:USTPRegion04.NO.ECF@usdoj.gov)

(D) **Inspection of List of Creditors:** When any person orders and receives a list of creditors from the Clerk, it shall be the responsibility of that person to inspect the labels to ensure that all parties required to receive notice are included thereon.

(E) **Notices to Equity Security Holders:** Unless otherwise ordered by the Court, the debtor is responsible for sending notice of the filing of the bankruptcy to equity security holders except when either:

- (1) the list of equity security holders is filed with the petition or
- (2) the equity security holders are included on the list of creditors filed with the petition.

(F) **Requirement of Proof of Service:** At the end of each pleading, motion or other document required to be served upon a party, the proof of service shall be signed by counsel (or the *pro se* party) conforming to LBR 5005-1(D)(8).

### Comments

2002-1(D) This is a result of a suggestion from the bar to clarify and expand on service requirements on the U.S. Trustee. Whereas the Bankruptcy Code and FRBP require service of certain pleadings on the U.S. Trustee, there are many gray areas. This revision clarifies what documents not specifically required under the Bankruptcy Code and FRBP need to be served on the U.S. Trustee and what documents need to be filed with the Clerk of Court for transmittal by the Clerk to the U.S. Trustee. The prior rule only related to documents and pleadings in Chapter 11 cases, whereas this revision covers all chapters.

2002-1(E) Reference to the mailing labels has been deleted to reflect elimination of Item 15 of the Miscellaneous Fee Schedule to Bankruptcy Courts for mailing labels. If a party requests addresses or mailing labels and does not have access to PACER, the Court will provide a list of creditors in lieu of mailing labels.

2002-1(G) This change simplifies the proof of service language to note that it just needs to conform to LBR 5005-1(C)(8). [Change effective 2/1/00.]

2002-1(D)(3) This addition will allow parties the option to provide service to the United States Trustee's offices by electronic mail to a central office location. [New rule effective 4/1/03.]

2002-1 LBR 2002-1(C)(1)(a) has been amended to substitute the *Washington Examiner* for the *Alexandria Journal*. The *Alexandria Journal* no longer is being published and its place has been taken by the *Washington Examiner*. [Change effective 9/1/06.]

2002-1 Paragraph (A)(2) is deleted as is the heading to paragraph (A)(1). Paragraph (B) is deleted. Paragraphs (C), (D), (E), (F), (G) and (H) become paragraphs (B), (C), (D), (E), (F) and (G), respectively. New subparagraph (B)(1)(a) is amended. New paragraph (C) is amended by re-titling the header, striking paragraph (C)(1) and (C)(2),

deleting the header at paragraph (C)(3) and modifying the text by deleting all text through the word “means” and making other noted changes; and deleting the word “paper” at paragraph (F) and inserting in lieu thereof the word “document.” Stylistic changes have been made to the text as well. LBR 2002-1(H) is derived from former Interim Procedure 2002-1(I). In addition, time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. [Changes effective 12/01/09.]

Paragraph (F) A conforming technical change is made to paragraph (F), therein, by re-designating paragraph (C)(8) as paragraph (D)(8). [Change effective 12/1/22.]

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## RULE 2003-1 MEETING OF CREDITORS & EQUITY SECURITY HOLDERS

(A) **Policy:** [Repealed]

(B) **Possible Dismissal for Failure to Appear**

(1) **Possible Dismissal of Case; Notice:** Notice of possible dismissal for failure to attend the meeting of creditors shall be provided in the notice of §341 meeting.

(2) **Possible Dismissal of Case; Order:** Upon certification by the United States trustee that either debtor or debtor's counsel has not appeared at a meeting of creditors, the Clerk shall issue an order for the debtor to appear and explain why the case should not be dismissed.

(3) **Asset Chapter 7 and 11 Cases:** In a chapter 7 or 11 case, upon certification by the United States trustee that either debtor or debtor’s counsel has not appeared at a meeting of creditors and that it appears that there may be assets available for distribution to creditors, the Clerk shall issue a notice to show cause to the debtor and debtor’s attorney.

(4) **Rescheduled Meeting of Creditors; Notice:** If the order dismissing the case is subsequently vacated by the Court, the Court will assign a new date and time for a rescheduled meeting of creditors. The order vacating the prior dismissal of the case will constitute proper written notice to all creditors and other parties in interest of the rescheduled meeting of creditors pursuant to this rule.

(C) **Rescheduled Meeting of Creditors; Notice:** If the United States trustee agrees before a meeting of creditors to reschedule the meeting at the request of the attorney for the debtor(s), or the debtor(s), if *pro se*, then the attorney for the debtor(s), or the debtor(s), if *pro se*, shall forthwith obtain from the United States trustee, a new date and time for a rescheduled meeting of creditors. Within 7 days of obtaining a new date and time for a rescheduled meeting of creditors, the attorney for the debtor(s) or the debtor(s), if *pro se*, shall serve written notice of the rescheduled meeting of creditors to all creditors and other parties in interest and file proof of service with the Clerk. Notice shall be given in a form approved by the Clerk.



**Comments**

2003-1(B) Suggestion made by the Norfolk U.S. Trustee and Chapter 13 Trustee to require the debtor to provide the proper notice of the rescheduled meeting.

2003-1(B) This change retains the automatic dismissal provisions of the Local Bankruptcy Rules, which have proved effective, but now encourages the prompt prosecution and administration of the case. At the same time, the change limits the ability for a quick exit not subject to the review of the trustee, creditors or the court in those circumstances where abuse is likely to occur. [Change effective 2/1/00.]

2003-1(B) The phrase “or has appeared not ready to proceed” has been removed where it appears in paragraph (B). [Change effective 09/03/13.]

2003-1(C) This change deletes the requirement that the notice of the rescheduled meeting note the automatic extension of the deadline to file objections to discharge and complaints to determine dischargeability to 60 days after the new date set forth for the meeting. Exhibit 8 has been modified to conform to this change. [Change effective 7/1/00.]

2003-1(C) Suggestion made by the Norfolk U.S. Trustee and Chapter 13 Trustee to require the debtor to provide the proper notice of the rescheduled meeting. In addition, this rule now requires that the notice of the rescheduled meeting note the automatic extension of the deadline to file objections to discharge to 60 days after the new date set for the meeting. Please refer to Exhibit 8 for a copy of the approved form notice.

Exhibit 8 (Hearings/Meetings - Notice of Rescheduled Meeting of Creditors) was deleted as an exhibit. This form is available at the Court’s Internet web site <http://www.vaeb.uscourts.gov>. The former exhibit 8 is in Adobe Acrobat format. [Change effective 3/1/01.] [Updated Comment effective 12/22/20.]

2003-1(B)(2) This change is intended to clarify the application of the rule to Chapter 7, 11, 12 and 13 cases. [Change effective 4/1/03.]

2003-1(B)(3) This change clarifies that the United States Trustee’s certification for the Clerk’s issuance of a rule to show cause is applicable only to Chapter 7 and 11 asset cases. [Change effective 4/1/03.]

2003-1(B)(4) While the United States Trustee is responsible for administering meetings of creditors, new meeting dates under the rule best can be provided by the Judge or by the Clerk’s Office. [Change effective 4/1/03.]

2003-1(B)(4) This rule clarifies the period of time in which the attorney for the debtor(s), or the debtor(s), if *pro se*, must serve notice of a rescheduled meeting of creditors on all creditors and other parties in interest. [Change effective 8/1/03.]

2003-1(C) The first sentence of the rule has been deleted as being inconsistent with the statutory responsibilities of the United States Trustee. The

rule also clarifies that only the United States Trustee may permit the rescheduling of a meeting of creditors. [Change effective 8/1/03.]

The rule also has been amended to conform to the service of notice change made in Rule 2003-1(B)(4). [Change effective 8/1/03.]

2003-1(A) This rule has been repealed to conform the Court’s practice to that of the other courts in United States Trustee Region 4. [Change effective 8/1/03.]

2003-1 Time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

2003-1 A stylistic change is made whereby the term “rule” is deleted where it appears in the text. [Changes effective 12/1/15.]

2003-1 Subparagraph (B)(2)(a) and (b) are consolidated and amended as a result of the holding in *No v. Gorman*, 891 F.3d 138 (4th Cir. 2018). [Changes effective 11/15/19.]

2003-1(B) This rule is amended to conform to the Court’s standard practice of issuing an order that provides notice of a rescheduled meeting of creditors where such meeting is a condition of the Court’s order vacating dismissal of a case. [Changes effective 08/01/23.]

## RULE 2004-1 EXAMINATION

(A) **Service:** Motions requesting examination under FRBP 2004 shall be served on the debtor, debtor's counsel, the deponent, deponent's counsel (if known), the standing trustee, and the United States trustee and filed with the Clerk.

(B) **Objections:** Parties shall have 7 days from the date of service to object to the motion.

(1) If an objection is filed, the movant shall select a hearing date, serve the notice of hearing to all parties in interest, and file the notice and proof of service with the Clerk.

(2) If no objection is filed, the movant shall include in the proposed order either a certification that the date set has been agreed to by the deponent and deponent's counsel (if known) or that a good faith effort has been made to set a date without success.

### Comments

This new rule notes the requirements for examination motions and objections to them.

2004-1(B)(2) Because the current portion of this rule may place an undue burden on a movant in obtaining the agreement of the deponent and the deponent’s counsel for a date to conduct the examination, this change has

been made to add language noting that a good faith effort was made to set a date without success. [Change effective 2/1/00.]

2004-1 A time-computation adjustment has been made to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. A stylistic change has been made to the text of the LBR as well. [Changes effective 12/01/09.]

2004-1(B) This rule is amended to clarify the moving party must select a hearing date and serve notice of such hearing in the event of an objection. [Changes effective 08/01/23.]

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### **RULE 2014-1 SERVICE OF MOTION FOR AN ORDER AUTHORIZING EMPLOYMENT IN A CHAPTER 11 CASE**

The motion, declaration and any proposed order shall be served on the parties listed below. Any party moving for an order authorizing employment in a proceeding under chapter 11 of the Bankruptcy Code shall, in plain language, inform all such parties of the filing of the motion, disclosing in full and complete detail any actual or potential conflicts of interest, and shall specify the method for objecting to the proposed order. Any objections to the proposed employment shall be made in writing, filed with the Court, with a copy served on the movant and the parties listed below, within 14 days from the date of service of the motion.

The motion, declaration and proposed order shall be served on:

1. the United States trustee;
2. any trustee appointed under 11 U.S.C. §1104;
3. any committee of unsecured creditors appointed pursuant to 11 U.S.C. §1102 or, if no committee is appointed, the creditors included on the list filed under FRBP 1007(d);
4. all secured creditors; and
5. any other entity as the Court may direct.

#### **Comments**

2014-1 In several divisions, employment orders in Chapter 11 cases have been submitted for entry without notice to any other parties except for the United States Trustee, who usually endorses such orders prior to submission to a judge for entry. On several occasions, after entry of such an order, other parties have learned of the retention and moved to reconsider and vacate. This typically results in a hearing substantially after the entry of the original order with the accompanying concerns as to what happens to fees accrued in the gap period, etc., if the employment is denied. This rule requires a motion to retain a professional person be served upon the trustee, the creditors' committee, and the creditors included on the Rule 1007(d) list. [New rule effective 2/1/00.]

2014-1 A time-computation adjustment has been made to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes

effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

**RULE 2015-(a)-1 REQUIRED REPORTS OF DEBTORS IN POSSESSION AND TRUSTEES**

(A) ***Operating Business Reports:*** When the business of the debtor is authorized to be operated, the trustee in a chapter 7 or 11 case, the debtor in possession in a chapter 11 or 12 case or the debtor in a chapter 13 case in which the debtor is engaged in business, shall file with the United States trustee, with the Court and with appropriate governmental units such reports and summaries as are required under 11 U.S.C. §704(a)(8). Debtors in possession or trustees in chapter 11 cases shall continue to file operating reports with the Court and the United States trustee, on at least a calendar quarterly basis, until the case is converted, dismissed or a final decree has been entered by the Court.

(B) ***Chapter 7 Liquidation Reports:*** The trustee in a chapter 7 business case in which the business is not being operated shall file semi-annual liquidation reports with the United States trustee and with the Court.

(C) ***Chapter 11 Final or Interim Report:*** Chapter 11 cases with confirmed plans shall follow the District Chapter 11 Closing Procedure to prepare and file the final report and motion for final decree. The final report, or an interim report setting forth the status of the case and the reason why the case cannot be closed, shall be filed with the Court and a copy served on the United States trustee within 6 months after entry of the confirmation order.

(D) ***Clerk to Give Notice:*** When the United States trustee seeks to bring matters of case administration or estate administration before the Court, the Clerk shall give appropriate notice.

**Comments**

2015-(a)-1 Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

2015-(a)-1 A technical change has been made to the referenced title 11, United States Code provision. [Change effective 09/01/11.]

**RULE 2016-1 COMPENSATION OF PROFESSIONALS**

(A) ***Applications for Compensation:*** For applications seeking in excess of the amount specified in the “Adjustment of Dollar Amounts” statement published and updated periodically by the Clerk, as approved by the Court, the party seeking compensation or reimbursement for services under FRBP 2016 shall select a hearing date and give notice as required in FRBP 2002(a)(6) and 2002(c)(2). The party shall file with the Court proof of service evidencing proper notice of the scheduled hearing.

**(B) *Attorney's Disclosure Statement:*** Pursuant to 11 U.S.C. §329 and FRBP 2016, each attorney representing a debtor under any chapter of the Bankruptcy Code shall file an Attorney's Disclosure Statement, irrespective of the amount of fees received or requested. The Disclosure Statement, if not filed with the petition, shall be filed not later than 14 days after the later of the filing of the petition or the date that counsel is engaged. If the representation by counsel is not in a case assigned to the Electronic Case Files System, the Statement shall be filed in original only, with a certificate evidencing service upon the United States trustee and the case trustee, if any. Otherwise, the Statement shall be filed consistent with the Electronic Case Files System requirements approved by the Court.

**(C) *For Debtor's Attorney in Chapter 13 Case***

**(1) *Generally***

(a) The Court may award fees and expenses to the attorney for the debtor(s) in a chapter 13 case, without a hearing, at the Court's discretion, in an amount not to exceed the fee, as specified in the "Adjustment of Dollar Amounts" statement published and updated periodically by the Clerk, as approved by the Court, as provided for in subparagraph (C)(3)(a) of this Local Bankruptcy Rule, and subject to periodic adjustment, as provided for in subparagraph (C)(3)(e) of this Local Bankruptcy Rule.

(b)(i) An application for an initial request for compensation in excess of the amount authorized under subparagraphs (C)(1)(a) and (C)(3)(a) must conform to Federal Rule of Bankruptcy Procedure 2016 and this Local Bankruptcy Rule.

(ii) An application for a supplemental fee, as authorized under subparagraph (C)(3)(d), regardless of the amount sought, must conform to Federal Rule of Bankruptcy Procedure 2016 and this Local Bankruptcy Rule.

(iii) An application, as prescribed in subparagraph (C)(1)(b)(i) or (ii) of this Local Bankruptcy Rule, must conform to the requirements set forth in subparagraphs (C)(3)(d)(i) and (ii) of this Local Bankruptcy Rule.

(c) At the commencement of the chapter 13 case, the attorney for the debtor(s) must elect and declare the manner with which to request compensation in the case, either:

(i) as set forth in subparagraphs (C)(1)(a) and (C)(3)(a) of this Local Bankruptcy Rule, or

(ii) by filing an application for compensation and reimbursement of expenses in the manner set forth in subparagraphs (C)(3)(d)(i) and (ii) of this Local Bankruptcy Rule.

(d) An attorney requesting compensation by application in accordance with subparagraph (C)(1)(c)(ii) of this Local Bankruptcy Rule, shall file with the Clerk a properly completed form substantially in compliance with the Application for Compensation of Attorney for Debtor(s) approved by the Court (Exhibit 10-A to these Local Bankruptcy Rules) and available from the Clerk upon request or from the Court's Internet web site, [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov). A proposed order allowing

compensation shall include the summary (and accompanying table), as set forth at paragraph 4 of Exhibit 10-A.

(2) ***Fees Requested Not in Excess of \$3,000 [For All Cases and Proceedings Filed Prior to August 1, 2014]***: Exhibit 9 to these Local Bankruptcy Rules, with respect to the time periods specified therein, for all cases and proceedings filed prior to August 1, 2014, shall govern fee and actual and necessary expense reimbursement requests.

(3) ***Amount of “No-Look” Fee Specified under Subparagraphs (C)(1)(a) and (C)(3)(a)***

(a) If the initial fee charged to a debtor(s) for services in a Chapter 13 case does not exceed the fee, as specified in the “Adjustment of Dollar Amounts” statement published and updated periodically by the Clerk, as approved by the Court, (excluding the initial filing fee), a formal application for approval and payment of the unpaid amount through the chapter 13 plan will not be required if the total fee and the unpaid portion clearly is set forth in the chapter 13 plan, and the fee is consistent with the disclosure of compensation statement filed under Federal Rule of Bankruptcy Procedure 2016 at the commencement of the case. An election under this subparagraph must be made at the commencement of the case; otherwise, it shall be deemed waived and compensation and reimbursement of expenses shall be requested in the manner set forth in subparagraph (C)(3)(d)(i) and (ii) of this Local Bankruptcy Rule.

(i) The chapter 13 plan and Rule 2016 disclosure of compensation statement will be treated as the application required by Rule 2016(b), and the order confirming the plan will be treated as an order approving compensation.

(ii) The attorney for the debtor(s) shall serve a copy of the chapter 13 plan and Rule 2016 disclosure of compensation statement on the debtor(s), the chapter 13 trustee and the United States trustee. With the Rule 2016 disclosure of compensation statement, the attorney for the debtor(s) shall file a proof of service evidencing proper service, as set forth herein.

(iii) Any objection to allowance and payment of compensation in the amount stated in the chapter 13 plan must be filed no later than the last day for filing objections to confirmation of the plan. If no objection is filed, the Court may approve the disclosed compensation and confirm the plan without holding a hearing.

(iv) The attorney for the debtor(s) should not send a bill directly to the debtor(s). If the debtor(s) receive(s) a bill from the debtor’s(s’) attorney, the debtor(s) should send a copy of the bill to the chapter 13 trustee.

(v) Notwithstanding the provisions of subparagraph (C)(3)(a)(iii) of this Local Bankruptcy Rule, nothing will prevent or prohibit the United States trustee or the chapter 13 trustee from filing pleadings or otherwise challenging fees awarded under this rule to the attorney for the debtor(s) after confirmation of the debtor’s(s) plan, should circumstances warrant such a challenge. Any such challenge shall be determined by the Court after notice and a hearing. In addition, the Court, *sua sponte*, may suspend the application of this rule to the debtor’s(s’) attorney. In such case, the attorney for the debtor(s) may request a hearing within 14 days of the Court’s ruling.

(b) Exhibit 9 to these Local Bankruptcy Rules does not apply to the foresaid cases and proceedings under paragraph (C)(3) of this Local Bankruptcy Rule.

(c) Except as set forth at subparagraph (C)(3)(d) of this Local Bankruptcy Rule, if the attorney for the debtor(s) elect(s), and declare(s), at the commencement of the case, to request compensation not to exceed the amount set forth in subparagraphs (C)(1)(a) and (C)(3)(a), that attorney shall not unbundle legal services in the case and must cover, at a minimum, all services typically required during the pendency of the case including, but not limited to, those that reasonably would be expected to obtain confirmation of a plan, and, ultimately, completion of the plan and, if available, a discharge.

(d) Should a debtor(s) need to commence or defend an adversary proceeding under Part 7 of the Federal Rules of Bankruptcy Procedure, or an appeal, the attorney for the debtor(s) may request leave to withdraw as attorney or to seek additional compensation in connection with the adversary proceeding or appeal. The representation of a debtor(s) in connection with any such adversary proceeding or appeal would be treated as a separate billing matter, for which the Court may allow additional compensation, after notice and a hearing, on a time-and effort basis, subject to the supplemental fee application process set forth below.

(i) The supplemental fee application must be supported by detailed, contemporaneous time and expense records showing, for each discrete activity, the date and time expended, identity of the attorney or paralegal providing the service and amount requested. For the purpose of this provision, a “contemporaneous” time and expense record is one made at or near the time of the activity being recorded or the expense being incurred, but in any event no later than the next business day. Any time entry that has been reconstructed because contemporaneous records were not made, or, if made, are not available, must be identified clearly, and an explanation provided for the absence of a contemporaneous record. The application for supplemental compensation shall state the period covered by the application. Time entries should be shown to the nearest tenth of an hour (i.e., the nearest 6 minutes), and travel time should be shown separately from any court appearance or other out-of-court activity to which it relates. The application shall affirmatively state the amount, if any, of posted time and charges written off in the exercise of billing discretion.

(ii) An attorney requesting supplemental compensation by application in accordance with subparagraph (C)(3)(d)(i) of this Local Bankruptcy Rule, shall file with the Clerk a properly completed form substantially in compliance with the Application for Supplemental Compensation of Attorney for Debtor(s) approved by the Court (Exhibit 10-B to these Local Bankruptcy Rules) and available from the Clerk upon request or from the Court’s Internet web site, [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov). A proposed order allowing compensation shall include the summary (and accompanying table), as set forth at paragraph 4 of Exhibit 10-B.

(iii) At the Court’s discretion, in addition to the supplemental fee application described in subparagraph (C)(3)(d)(i) above, a hearing on the application need not be held upon the consent of the chapter 13 trustee as evidenced by that individual’s signature on a

proposed order approving the application.

(iv) In lieu of the procedure set forth in subparagraph (C)(3)(d)(i) of this Local Bankruptcy Rule, the attorney for the debtor(s) may elect to disclose a fee of \$500 plus any out-of-pocket expenses (e.g., the filing fee, title search fees or appraisal fees) to represent the debtor(s) in such an action, the disclosure of which must be made at the commencement of the adversary proceeding, appeal, or motion initiating the action to determine the extent, validity, priority or enforceability of a lien secured by the debtor's(s') principal residence.

(e) The level of compensation set forth at subparagraphs (C)(1)(a) and (C)(3)(a) of this Local Bankruptcy Rule will be adjusted on a periodic basis to apply to the cases commenced after the adjusted level becomes effective by:

(i) the percentage of adjustment to the rate of pay prescribed in the General Schedule for statutorily affected federal civilian employees;

(ii) an increase in the filing fee for a case commenced under chapter 13 of title 11, United States Code.

### Comments

2016-1(B) This change clarifies how compensation should be paid or disclosed when new counsel is substituted. [Change effective 2/1/00.]

2016-1(C) This paragraph is repealed. Its provisions will be governed by standing order of the Court. [Repeal effective 3/17/08.]

2016-1 A time-computation adjustment has been made at paragraph (B) to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

2016-1(C) Standing Order No. 08-1 is rescinded effective as to chapter 13 cases filed on or after the effective date of this paragraph's implementation. That standing order remains in effect, however, for previously filed chapter 13 cases. This paragraph includes procedures governing all chapter 13 cases filed on or after the effective date of this paragraph's implementation. [New Rule effective 8/1/14.]

2016-1 Subparagraphs (C)(1)(a) and (C)(3)(e) are amended to provide a means by which adjustments to dollar amounts provided for in this rule can be made available without the necessity of amending discrete rule provisions. For this purpose, the Clerk has been directed by the Court to publish an "Adjustment of Dollar Amounts" statement, and update that statement periodically, as directed by the Court. To do so, the Clerk has created an "Adjustment of Dollar Amounts" hyperlink at the Court's Internet web site home page, [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov). A stylistic change also is made to subparagraph (C)(1)(a). [Changes effective 12/1/15.] [Updated Comment effective 12/22/20.]



2016-1 Subparagraph (C)(3)(a)(iii) is amended, a new (iv) is added, and current (iv) and (v) are re-designated (v) and (vi), respectively, in light of the referenced change in procedure for the Norfolk and Newport News Divisions. (See combined Norfolk Standing Order No. 18-1 and Newport News Standing Order No. 18-1, which was entered on October 9, 2018, and provides that, “Confirmation Hearings will be held with regard to all Chapter 13 original and amended plans filed on or after October 29, 2018,” in the aforesaid divisions of the Court.)

2016-1 Subparagraphs (C)(3)(a)(iii) is amended and (iv) is deleted so the referenced procedure is the same in all divisions of the Court. Subparagraph (C)(3)(d)(iii) is amended by deleting the term “endorsement” and substituting in lieu thereof the term “signature.” [Changes effective 06/01/23.]

2016-1(A) The amendments to this rule provide that applicants seeking compensation (whether interim or final) above the amount specified by the Clerk in the “Adjustment of Dollar Amounts” statement must schedule such applications for hearing. [Changes effective 08/01/23.]

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## **RULE 2016-2 ADMINISTRATIVE CLAIMS OF ENTITIES OTHER THAN PROFESSIONALS**

Except for fees and expenses subject to 11 U.S.C. §330, a chapter 7 trustee shall have the authority, prior to approval of the trustee’s final report, without further order of the Court, to pay: (1) reasonable and necessary administrative expenses in an aggregate amount not exceeding the amount specified in the “Adjustment of Dollar Amounts” statement published and updated periodically by the Clerk, as approved by the Court, per case; and (2) administrative taxes. The dollar limit specified in the “Adjustment of Dollar Amounts” statement will be adjusted in the same manner as the adjustments provided for by 11 U.S.C. §104(a).

### **Comments**

2016-2 This rule is new. The adjustments under 11 U.S.C. §104(a) are made every three years, the first such adjustments having occurred on April 1, 1998, and are published in the Federal Register. The dollar limit specified in the “Adjustment of Dollar Amounts” statement is the same as the federal exemption for motor vehicles provided in 11 U.S.C. § 522(d)(2) (currently \$3,675), and therefore the periodic adjustment will be easily ascertainable by reference to that section. Use of this statement provides a means by which the information can be made available without the necessity of amending discrete rule provisions. For this purpose, the Clerk has been directed by the Court to publish an “Adjustment of Dollar Amounts” statement, and update that statement periodically, as directed by the Court. To do so, the Clerk has created an “Adjustment of Dollar Amounts” hyperlink at the Court’s Internet web site home page, [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov). [New Rule effective 12/1/15] [Updated Comment effective 12/22/20.]

**RULE 2090-1 ATTORNEYS - RIGHT TO PRACTICE BEFORE THE COURT;  
PRO SE PARTIES**

(A) ***Bar of the Court:*** Those attorneys who are admitted to practice before this Court shall comprise the Bar of the United States Bankruptcy Court for the Eastern District of Virginia.

(B) ***Qualifications for Admission and the Right to Practice Before the Court:*** Effective September 1, 2019, an attorney, to qualify for admission and to maintain the right to practice before this Court, shall be administered the oath of admission upon the filing of an acceptable application to practice before the Court and shall be and at all times must remain a member in good standing of the Bar of the Commonwealth of Virginia and of the Bar of the United States District Court for the Eastern District of Virginia.

(1) ***Members of the Bar of this Court as of September 1, 2019:*** To maintain the right to practice before this Court, all members in good standing of the Bar of this Court as of September 1, 2019, must comply with Sections 1 or 2 of the Continuing Practice Protocol (Exhibit 14 to these Local Bankruptcy Rules) no later than January 8, 2021. A member of the Bar of this Court in good standing who fails to timely comply with this subparagraph will not be permitted to practice before this Court, which includes, but is not limited to, the suspension of the attorney's CM/ECF privileges.

(a) An attorney who loses the privilege to practice in this Court under paragraph (B)(1) of this Local Bankruptcy Rule may apply for reinstatement in accordance with Section 6 of the Continuing Practice Protocol (Exhibit 14 to these Local Bankruptcy Rules).

(C) ***Application and Procedure for Admission:*** Every attorney desiring admission to practice before this Court shall file with the Clerk written application therefor accompanied by signature by two qualified members of the Bar of this Court stating that the applicant is of good moral character and professional reputation and is qualified to practice bankruptcy law. The Clerk of this Court shall supply such application upon request. As a part of the application, the applicant shall certify that the said applicant has within 90 days prior to the application read or reread (1) the Federal Rules of Civil Procedure (FRCP), (2) the Federal Rules of Evidence, (3) the Federal Rules of Bankruptcy Procedure (FRBP) and (4) the Local Bankruptcy Rules of this Court.

(D) ***Presentation:*** A qualified member of the Bar of this Court who has examined the credentials of the applicant and, if found sufficient, may present the applicant to the Court for admission. If admitted, the applicant shall take the oath required for admission, sign the roll of the Bar of this Court and, thereafter, be issued a certificate of qualification by the Clerk.

(E) ***Other Attorneys:***

(1) ***Western District of Virginia:*** Any attorney who is a member in good standing of both the Bar of the United States District Court for the Western District of Virginia and the Bar of the United States Bankruptcy Court for the Western District of Virginia shall be admitted to practice in the bankruptcy courts of the Eastern District of Virginia upon filing with the Clerk of this Court:

(a) a certificate of the Clerk of the United States District Court for the Western District of Virginia stating that said attorney is a member in good standing of the Bar of that District;

(b) a certificate of the Clerk of the United States Bankruptcy Court for the Western District of Virginia stating that said attorney is a member in good standing of the Bar of that District; and

(c) a certification from the applicant stating that said attorney has, within the preceding 90 days, read the Local Bankruptcy Rules of this Court.

(2) **Members of the Bar of this Court as of September 1, 2019, based upon a certificate of good standing of the United States Bankruptcy Court for the Western District of Virginia:** To maintain the right to practice before this Court, all members admitted to practice based upon a certificate of good standing of the United States Bankruptcy Court for the Western District of Virginia and who are in good standing of the Bar of this Court as of September 1, 2019, must comply with Section 3 of the Continuing Practice Protocol (Exhibit 14 to these Local Bankruptcy Rules). Such members who fail to comply with this subparagraph will not be permitted to practice in this Court, which includes, but is not limited to, suspension of the attorney's CM/ECF privileges.

(a) An attorney who loses the privilege to practice in this Court under paragraph (E)(2) of this Local Bankruptcy Rule may apply for reinstatement in accordance with Section 6 of the Continuing Practice Protocol (Exhibit 14 to these Local Bankruptcy Rules).

(3) **Foreign Attorneys:**

(a) **Application:** Upon written motion by a member of the Bar of this Court admitted or authorized to practice under paragraph (B), (B)(1), (E)(1), (E)(2) or (E)(4)(a)(i), an attorney, qualified to practice in the United States District Court of another state, the District of Columbia or a territory of the United States may apply for *pro hac vice* admission in a specific case and sign pleadings and other filings, provided that:

(i) The rules of the federal court of the district in which the attorney maintains an office extend a similar privilege to members of the Bar of this Court; and

(ii) That such attorneys from another state, the District of Columbia, or a territory of the United States shall be accompanied by a member of the bar of this Court in all appearances before this Court.

No response period or notice of motion is required for a motion for *pro hac vice* admission.

(b) Applications for *pro hac vice* admission shall complete a written application, which shall be appended to and incorporated by reference in the aforesaid motion. As a part of the applications, the applicant shall certify that the said applicant has within 90 days prior to the application read or reread (1) the Federal Rules of Civil Procedure (FRCP), (2) the Federal Rules of Evidence, (3) the Federal Rules of Bankruptcy Procedure (FRBP) and (4) the Local Bankruptcy Rules of this Court.

(c) **Admission Pro Hac Vice:** All attorneys admitted before this Court for the purpose of participating in a particular proceeding *pro hac vice* shall be subject to the Local Bankruptcy Rules of this Court. If the Court finds the application otherwise appropriate, the Court may order the *pro hac vice* admission of the applicant.

(d) **Filings:** Except as permitted by Local Bankruptcy Rule 9010-1 or where a party conducts his or her own case, no pleading or other filing required to be signed by an attorney shall be filed by an attorney admitted *pro hac vice* unless also signed by an attorney who is admitted or authorized to practice under paragraphs (B), (B)(1), (E)(1), (E)(2) or (E)(4)(a)(i), with the office address where notice can be served upon said attorney, and who shall have such authority that the Court can deal with that attorney alone in all matters connected with the case. Such appearance shall not be withdrawn without leave of the Court. Service of notice or other proceedings on the attorney shall be equivalent to service on the client. Where a party is not represented by counsel, the party shall include on each pleading an address where notice can be served.

(e) **Adversary Proceedings:** An attorney intending to appear in an Adversary Proceeding shall file the motion only in the case in which an Adversary Proceeding is pending. Admission shall apply to the case and all related Adversary Proceedings.

(f) **Reopened Cases:** A foreign attorney wishing to appear in a reopened case shall file a separate motion to appear in the case notwithstanding entry of any order in the case granting admission.

(g) **Pro Hac Vice Admittees Prior to November 16, 2020:** Attorneys admitted *pro hac vice* under subparagraph (a) prior to November 16, 2020, must comply with Section 5 of the Continuing Practice Protocol (Exhibit 14 to these Local Bankruptcy Rules) no later than January 8, 2021. Such *pro hac vice* admittees who fail to timely comply with this subparagraph will retain the privilege to appear and practice *pro hac vice* under subparagraph (a), but will lose CM/ECF filing privileges until they comply with Section 5 of the Continuing Practice Protocol, confirming their *pro hac vice* in an active case or proceeding.

(4) **Attorneys for Federal, State, or Local Governments:**

(a) **Attorneys Permitted to Practice Upon Certification:** Effective November 16, 2020, the following attorneys are permitted to appear and practice in this Court in the performance of their official duties upon the filing of an acceptable “Certification of Qualifying Government Employment Under Local Bankruptcy Rule 2090-(E)(4)(a)” with the Clerk as long as such attorneys are qualified and licensed to practice before the Supreme Court of the United States, or before the highest court of any state in the United States, or before the courts in the District of Columbia:

(i) Federal government attorneys appearing pursuant to the authority of the United States Attorney’s Office for the Eastern District of Virginia;

(ii) Federal government attorneys appearing pursuant to the authority of the United States Trustee for Region 4;

1. The privilege to appear and practice in this Court under subparagraph (E)(4)(a)(ii) excludes the filing of a notice of appeal or litigation of an appeal from a judgment, order or decree of this Court unless the attorney is authorized to practice law in the court to which the appeal is taken.

or;

(iii) Any other federal government attorney representing the United States government, or any agency or employee thereof, may appear and sign pleadings and other filings in an action without admission to practice in the Court. However, any such attorney must secure local counsel by either working with an Assistant United States Attorney assigned to the Eastern District of Virginia or local counsel who is a member in good standing of the Bar of this Court, who shall accompany the attorney in appearances before the Court and also sign all pleadings and other filings.

**(b) Attorneys Under Subparagraph (E)(4)(a)(i)-(iii) Who Have Appeared or Filed a Pleading in this Court Prior to November 16, 2020:** To maintain the privilege to appear and practice in performance of their official duties, attorneys must, no later than January 8, 2021, either become admitted to practice before this Court under paragraphs (B), (B)(1), (E)(1) or (E)(2) of this Local Bankruptcy Rule or file with the Clerk an acceptable “Certification of Qualifying Government Employment under Local Bankruptcy Rule 2090-1(E)(4)(a)” in accordance with Section 4 of the Continuing Practice Protocol (Exhibit 14 to these Local Bankruptcy Rules). An attorney who fails to timely comply with this subparagraph will not be permitted to practice before this Court, which includes, but is not limited to, the suspension of the attorney’s CM/ECF privileges.

(i) An attorney who loses the privileges to practice in this Court under subparagraph (E)(4)(b) of this Local Bankruptcy Rule may apply for reinstatement in accordance with Section 6 of the Continuing Practice Protocol (Exhibit 14 to these Local Bankruptcy Rules), if applicable.

**(c) All Other State or Local Government Attorneys:** Effective November 16, 2020, all other state or local government attorneys must be admitted to practice before this Court under paragraphs (B), (B)(1), (E)(1) or (E)(2) of this Local Bankruptcy Rule or secure local counsel who is a member in good standing of the Bar of this Court.

**(d) Attorneys Under Subparagraph (E)(4)(c) Who Have Appeared or Filed a Pleading in this Court Prior to November 16, 2020:** To maintain the privilege to appear and practice before this Court, attorneys must become admitted to practice before this Court under paragraphs (B), (B)(1), (E)(1) or (E)(2) of this Local Bankruptcy Rule no later than January 8, 2021. An attorney who fails to comply with this subparagraph will not be permitted to practice before the Court, which includes, but is not limited to, the suspension of the attorney’s CM/ECF privileges.

(i) An attorney who loses the privilege to practice in this Court under subparagraph (E)(4)(d) of this Local Bankruptcy Rule may apply for

reinstatement in accordance with Section 6 of the Continuing Practice Protocol (Exhibit 14 to these Local Bankruptcy Rules), if applicable.

(F) ***Filings and Appearances by Attorneys***: Any attorney appearing before, or signing pleadings or filings other than a request for notices under FRBP 2002(g) with the Court, must be admitted or authorized to practice under paragraphs (B), (B)(1), (E)(1), (E)(2), (E)(4)(a)(i) or (E)(4)(a)(ii). Attorneys admitted *pro hac vice* or authorized to practice before the Court under (E)(3) or (E)(4)(a)(iii), must be accompanied at all hearings, pretrial matters, or trials by at least one attorney admitted or authorized to practice under paragraphs (B), (B)(1), (E)(1), (E)(2), (E)(4)(a)(i). Any attorney who signs a pleading or other filing with the Court will be held accountable for the case by the Court.

(G) ***Withdrawal of Appearance***: No attorney who has entered an appearance in any case or proceeding shall withdraw as counsel except for cause, on order of the Court after reasonable notice to the party on whose behalf the attorney has appeared.

(H) ***Appearance at All Proceedings***:

(1) ***Appearance by Counsel for the Debtor***: Any attorney who is counsel of record for a debtor, or debtors, in a bankruptcy case must be present and appear at all Court proceedings involved in the case unless excused or given permission to withdraw, or unless counsel has filed a pleading stating that the debtor has no objection to, or does not oppose, the relief requested, or counsel has signed without objection an order resolving the motion, objection or application.

(2) ***Appearance by Other Counsel of Record***: Any attorney who has filed a pleading in a bankruptcy case must be present and appear at all Court proceedings involving that pleading unless Counsel:

- (a) has been excused by the Court;
- (b) has been given permission to withdraw by order of the Court;
- (c) has provided a notification of settlement in accordance with LBR 9013-1(P); or
- (d) has provided opposing or another counsel appearing at the initial pretrial conference with available dates so that a trial date can be established.

(I) ***Professional Ethics***: The ethical standards relating to the practice of law in this Court shall be the Virginia Rules of Professional Conduct now in force and as hereafter modified or supplemented (“Virginia Rules”). Nothing contained herein shall in any manner be construed as limiting the inherent authority and power of the Court to discipline, sanction, or hold in contempt attorneys who appear before it pursuant to 11 U.S.C. § 105, Federal Rule of Bankruptcy Procedure 9011, or otherwise, or providing an exclusive procedure for the discipline of attorneys who appear before the Court.

(1) ***Definitions***: The following definitions apply:

- (a) “Misconduct” means any act or omission by an attorney that violates the Virginia Rules. Such an act or omission constitutes misconduct regardless of:

- (i) whether the attorney performed the act or omission individually or in concert with any other person or persons; or
- (ii) whether the act or omission occurred in the course of an attorney client relationship.

(b) “Discipline” includes, but is not limited to, temporary or permanent suspension or disbarment from practice before the Court, or reprimand, censure, or such other disciplinary action as the circumstances may warrant, including but not limited to restitution of funds, imposition of monetary fines (whether payable to the Court or otherwise), satisfactory completion of educational programs, compliance with treatment programs, or community service.

(2) ***Imposition of Discipline:*** An attorney who commits or engages in Misconduct may be subject to the imposition of Discipline by the Court after notice of such Misconduct and an opportunity to be heard.

(3) ***Imposition of Discipline by Other Courts; Attorneys Convicted of Serious Crimes:*** All counsel admitted to practice before this Court pursuant to paragraphs (B), (C), (D), (E), or (F) shall be admitted subject to the rules, conditions, and provisions of the Federal Rules of Disciplinary Enforcement Rule I, Rule II and Rule III, a copy of which is appended as Exhibit 11 to these Local Bankruptcy Rules, except that any attorney disciplined or suspended, whether temporary or permanent, by the United States District Court for the Eastern District of Virginia shall be subject to the immediate imposition of the identical discipline in this Court.

(J) ***Courtroom Decorum:*** Counsel shall at all times conduct and demean themselves with dignity and propriety. When addressing the Court, counsel shall rise unless excused therefrom by the Court. All statements and communications to the Court shall be clearly and audibly made from a standing position at the attorneys' lectern facing the Court or the witness. Counsel shall not approach the bench unless requested to do so by the Court or unless permission is granted upon the request of counsel.

Examination of witnesses shall be conducted by counsel standing behind the lectern. Counsel shall not approach the witness except for the purpose of presenting, inquiring about, examining the witness with respect to an exhibit. Only one attorney for each party may participate in the examination or cross-examination of a witness.

(K) ***Third-Year Law Student Practice Plan:*** If the United States District Court for the Eastern District of Virginia has in effect any plan for third-year law student practice, the provisions of said plan apply equally to practice before this Court.

(L) ***Previous Practice Clause:*** All members in good standing of the Bar of the United States District Court for the Eastern District of Virginia as of September 30, 1979, shall be deemed to be members of the Bar of the United States Bankruptcy Court for the Eastern District of Virginia.

(M) ***Pro Bono Representation:*** An attorney representing a debtor who is a natural person on a *pro bono* basis – meaning that the attorney has not received and will not accept, either directly or indirectly, any payment in money, goods, or services in return for the attorney's services in that representation – shall not be deemed to receive “other consideration” based on that

representation for purposes of determining whether the attorney qualifies as a “debt relief agency” under the Bankruptcy Code.

(N) ***Ghostwriting:***

(1) Any attorney who prepares any document that is to be filed in this Court by a person who is known by the attorney, or who is reasonably expected by the attorney, to be proceeding *pro se*, shall be considered to have entered an appearance in the proceeding in which such document is filed and shall be subject to all rules that govern attorneys who have formally appeared in the proceeding.

(2) All litigants who are proceeding *pro se* shall certify in writing and under penalty of perjury that his or her pleadings or other filings have not been prepared by, or with the aid of, an attorney or shall identify any attorney who has prepared, or assisted in preparing, the document.



**Each document filed with the court by a *pro se* litigant shall bear the following certification:**

**CERTIFICATION**

I declare under penalty of perjury that (Check one box):

- No attorney has prepared, or assisted in the preparation of this document.
- or  The following attorney prepared or assisted in the preparation of this document.

\_\_\_\_\_  
(Name of Attorney)

\_\_\_\_\_  
(Address of Attorney)

\_\_\_\_\_  
(Telephone Number of Attorney)

\_\_\_\_\_  
Name of *Pro Se* Party (Print or Type)

\_\_\_\_\_  
Signature of *Pro Se* Party

Executed on: (Date)

**Comments**

2090-1(B) Revision required to conform with requested change to LBR 2090-1(D).

2090-1(D) Change to reflect the decision made by the Judges that attorney admissions do not have to occur in open court.

Paragraph E(3) is added to authorize Federal and State Attorney Generals and their assistants to appear and practice in this court in the performance of their official duties. [Changes effective 1/1/97]

2090-1(H) This change requires presence of counsel for both debtors and creditors at Court proceedings. [Change effective 2/1/00.]

2090-1(I) A reference to the Virginia Rules of Professional Conduct, which became effective January 1, 2000, has been substituted for the reference to the American Bar Association Canons of Professional Ethics and Virginia State Bar canons. [Change effective 3/1/01.]

2090-1 Paragraphs (B) and (F) of this Local Bankruptcy Rule have been amended to explicitly provide that an attorney must be and remain a

member in good standing of the Bar of the Commonwealth of Virginia or the state in which the attorney is admitted. [Change effective 9/1/06.]

2090-1 Stylistic changes have been made to the text of the LBR. [Changes effective 12/01/09.]

2090-1(M) Paragraph (M) is new and has been added to provide a safe harbor for lawyers and law firms who routinely represent creditors exclusively that they will not become a “debt relief agency” if they provide representation to a debtor on a *pro bono* basis. Many firms have adopted policies that prohibit lawyers of the firm from representing individual debtors in consumer bankruptcy cases even on a *pro bono* basis. Thus many practitioners who would like to volunteer to participate in bankruptcy *pro bono* projects are prevented from doing so. This new rule provision seeks to encourage the participation of all lawyers in bar sponsored *pro bono* programs. [New paragraph (M) effective 10/13/14.]

2090-1 Paragraph (N) is new. This provision conforms to EDVA District Local Civil Rule 83.1(M) and bars a *pro se* litigant from having an attorney assist in the preparation of a filing with the Court unless that assistance is disclosed in writing. [New paragraph Effective 12/1/15.]

2090-1(I) The purpose of this amendment is two-fold: first, to provide a mechanism, where the circumstances so require, for the discipline of a member of the Bar of the United States Bankruptcy Court for the Eastern District of Virginia; and second, consistent with a like amendment to Local Civil Rule 83.1(L) and Local Criminal Rule 57.4(L) of the United States District Court for the Eastern District of Virginia, to implement presumptive reciprocal enforcement of another court’s attorney disciplinary orders, including that of the United States District Court for the Eastern District of Virginia, as part of the reciprocal discipline process. [Change effective 03/15/18.]

2090-1(B), (E), and (F) Paragraphs (B) and (E) of this Local Bankruptcy Rule respectively have been amended to require that all members of the Bankruptcy Court Bar be members of the Bar of the United States District Court for the Eastern District of Virginia, or, if applicable, the Bar of the United States District Court for the Western District of Virginia. Paragraph (F) of this Local Bankruptcy Rule includes the new requirement that a member of the Bankruptcy Court Bar also must be a member of the Bar of the United States District Court for the Eastern District of Virginia, and be a member in good standing with both, in addition to other current requirements set forth therein. [Changes effective 09/01/19.]

2090-1(B), (C), and (E)(2), (3), and (4), (F), (H) and (I). Paragraphs (B) and (E)(2) of this Local Bankruptcy Rule are amended to: extend the referenced deadlines, incorporate by reference a Continuing Practice Protocol in a new Exhibit 14 to these Local Bankruptcy

Rules, and make provision for a non-complying attorney to seek reinstatement to practice before the Court. A new subparagraph (E)(3)(d) addresses *pro hac vice* admittees. A new subparagraph (E)(4) changes the language pertaining to government attorneys to mirror more closely Local Civil Rule 83.1(D)(4) of the United States District Court for the Eastern District of Virginia. Deadline requirements are specified in this subparagraph (E)(4), as well. Paragraph (F) of this Local Bankruptcy Rule is amended to include government attorneys permitted to practice under subparagraph (E)(4)(a). A new "Certification of Qualifying Government Employment Under Local Bankruptcy Rule 2090-1(E)(4)(a)" form has been created, which is appended to the Continuing Practice Protocol in new Exhibit 14. Technical changes are made, as well.

2090-1 Principally, to conform to updated provisions set forth in Local Civil Rule 83.1 of the United States District Court for the Eastern District of Virginia, various modifications have been made to the following provisions within this Local Bankruptcy Rule: Subparagraph (E)(3)(a) and new (i)-(ii), new subparagraph (b) with text taken from subparagraph (a), redesignated and amended subparagraph (c), with text taken from subparagraph (a), redesignated and amended subparagraph (d), and subparagraphs (b) Adversary Proceedings, (c) Reopened Cases, and (d) *Pro Hac Vice* Admittees Prior to November 16, 2020, respectively are redesignated subparagraphs (e), (f) and (g); amended subparagraph (E)(4)(a); new subparagraph (E)(4)(a)(iii), amended header at subparagraph (b), and amended subparagraph (c), therein; amended paragraph (F); amended paragraph (I)(3); and amended paragraph (N)(2). Where used in this Local Bankruptcy Rule, the terms "endorsement" and "endorsed" have been deleted and the terms "signature" and "signed" appropriately have been inserted in their stead. [Changes effective 06/01/23.]

2090-1(E) This paragraph is amended to clarify that neither a response period nor a notice of motion is required for a motion for admission *pro hac vice*. [Changes effective 08/01/23.]

2090-1(H) This rule provision is amended to conform to the simultaneous amendments made to LBR 9013-1. [Change effective 08/01/23.]

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**RULE 3002.1-1 CLAIMS IN CHAPTER 13 CASES SECURED BY THE SECURITY INTEREST IN A DEBTOR'S PRINCIPAL RESIDENCE (NEW)**

(A) ***Debtor's Certification:*** In any chapter 13 case (1) that involves any claim that is secured by a security interest in the debtor's principal residence for which the plan provides that either the trustee or debtor will make contractual installment payments and (2) where there is no order terminating or annulling the automatic stay related to such claim, the debtor(s) shall file, within

30 days of completion of the plan payments due under the terms of any confirmed plan, a certification (in addition to the certification required under LBR 4008-2(A)) as to whether all contractual installment payments due during the life of the case have been made. If the debtor fails to timely file a certification, or if the debtor’s certification states that not all contractual installment payments were made during the Chapter 13 case, the standing trustee shall file a motion to dismiss without a discharge.

**(B) *Hearing on Response to Notice of Final Cure Payment:*** The standing trustee shall file, pursuant to FRBP 3002.1(f), a Notice of Final Cure Payment, a sample of which is an exhibit to these Local Rules, as Exhibit 17. If, within 21 days of the service of the Notice of Final Cure Payment, the creditor files and serves a statement pursuant to FRBP 3002.1(g) indicating either (1) the debtor has not paid in full the amount required to cure the default on the claim or (2) the debtor is not otherwise current on all payments consistent with 11 U.S.C. § 1322(b)(5), then the debtor, if represented by counsel, shall set the matter for hearing in the ordinary course. If the debtor is not represented by counsel, the standing trustee shall set the matter for hearing in the ordinary course.

(1) If a debtor, who is represented by counsel, fails to file a notice of hearing as contemplated by this Local Rule within 30 days after a creditor’s response is filed, the Court may consider whether a reduction of the approved amount of attorney’s fee is appropriate upon motion by the standing trustee.

**Comments**

3002.1-1 This rule is new. Along with the referenced new Exhibit 17, the rule requires the debtor to, in addition to the certification required by Rule 4008-2(A), certify the status of post-petition contractual installment payments on the debtor’s principal residence where the automatic stay has been neither terminated nor annulled. The rule also requires the standing trustee to seek dismissal without a discharge if the debtor either fails to comply or certifies not all contractual installment payments were made. The rule further requires that if the creditor files a statement pursuant to FRBP 3002.1(g) indicating either pre-petition or post-petition amounts have not been paid, debtors represented by counsel must schedule a hearing thereon; the standing trustee will schedule such hearing in the instance of an unrepresented debtor. Where counsel for the debtor fails to notice such hearing, the standing trustee may file a motion seeking reduction of attorney’s fees. [New Rule effective 08/01/23.]

**RULE 3003-1 CLAIMS IN CHAPTER 11 CASES**

**(A) *Claims Bar Date:*** The last date for the filing of claims, other than a claim of a governmental unit, in a chapter 11 case shall be 90 days after the date first scheduled for the meeting of creditors. The last date for a governmental unit to file a proof of claim shall be 180 days after the petition is filed in a voluntary chapter 11 case or an order for relief is entered in an involuntary chapter 11 case. The Clerk shall give notice of the date in a separate notice of bar date mailed with the notice for the meeting of creditors.

(B) **Claims Scheduled as Disputed, Contingent or Unliquidated:** The debtor in a chapter 11 case shall serve creditors whose claims are listed on the schedules as disputed, contingent or unliquidated with a notice of the fact within 14 days after the later of:

- (1) the conversion of the case to chapter 11;
- (2) the filing of the schedules of liabilities; or
- (3) the filing of an amendment to the schedules of liabilities adding such creditors. The debtor shall file with the Court a certification that service of the notice was made on the affected creditors within 7 days after the notice is served.

**Comments**

The Clerk is directed to provide a separate notice of the claims bar date in chapter 11 cases. Paragraph (B) is new. [Changes effective 1/1/97]

3003-1 Time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

**RULE 3004-1 FILING OF CLAIMS BY DEBTOR OR TRUSTEE**

A debtor’s attorney or a trustee electronically filing a proof of claim on behalf of a creditor under FRBP 3004 shall be responsible for giving notice of such filing to the creditor, debtor and trustee as required by that rule and shall attach to the proof of claim a certification of such notice.

**Comments**

3004-1 This rule is new and provides that a debtor’s attorney or trustee filing a proof of claim on a creditor’s behalf give notice of such filing to the indicated persons, and attach a certification to that effect. [New Rule effective 12/1/15.]

**RULE 3007-1 OBJECTIONS TO CLAIMS**

(A) **Contents of Objection:** All objections to claims shall state with particularity the grounds therefor and shall set forth the relief or order sought.

(B) **How Objection Heard:** A hearing on an objection to claim is not required unless the creditor files a response or requests a hearing. If the creditor serves and files a timely response in opposition or request for a hearing, it is the responsibility of the objecting party to set a hearing and give notice to the creditor of the hearing date, time, and location. The hearing date must be selected from the assigned Judge’s hearing dates web page located on the Court’s web site based upon the type of motion and applicable chapter of the bankruptcy case. The hearing date selected must be after the expiration of the response period set forth in paragraph (D) hereof and must allow for at least 14 days’ notice of the hearing.

(C) **Number of Copies:** [Repealed]

(D) ***Requirement of Written Response:*** A creditor served with an objection to claim may file and serve on the objecting party, a response thereto within 30 days of service. If no response in opposition is filed, the court may treat the objection as conceded, and may enter an order without holding a hearing disallowing the claim in whole or part as set forth in the objection to claim.

(E) ***Notice:*** Each objection to claim, whether set to request a hearing or accompanied by notice of opportunity for hearing, shall contain or be accompanied by the following notice substantially in accordance with Official Form 420B, “NOTICE OF OBJECTION TO CLAIM”, and also providing notice to the creditor in substantially the following form, using bold print and capitalized text:

#### NOTICE

**UNDER LOCAL BANKRUPTCY RULE 3007-1, UNLESS A WRITTEN RESPONSE IN OPPOSITION AND A REQUEST FOR HEARING ON THIS OBJECTION ARE FILED WITH THE CLERK OF THE COURT AND SERVED ON THE OBJECTING PARTY AND THE TRUSTEE WITHIN 30 DAYS OF THE SERVICE OF THIS OBJECTION, THE COURT MAY DEEM ANY OPPOSITION WAIVED, TREAT THE OBJECTION AS CONCEDED, AND ENTER AN ORDER GRANTING THE REQUESTED RELIEF WITHOUT A HEARING.**

#### Comments

The addition of this rule was made to clarify the procedures with regard to objections to claims. Given that FRBP 3007 expressly deals with objections to claims, the decision was made to add this rule and amend LBR 9013-1 as required. In addition, it notes the use of the Official Form 20B that was approved by the Judicial Conference at its September 1997 meeting with the mandatory implementation date of March 1, 1998.

3007-1 Paragraph (C) is repealed in light of Local Bankruptcy Rule 5005-2, which mandates electronic case filings in the Court’s Case Management/Electronic Case Files (CM/ECF) System and authorizes the Clerk to promulgate and revise the Court’s Electronic Case Files (CM/ECF) Policy. In addition, time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Repeal and changes effective 12/01/09.]

3007-1(E) The current form is replaced with new Official Form 420B, which includes stylistic changes. The form also is amended to change the phrase “mail” to “send” to reflect the fact that there are various methods of providing documents to other parties. [Changes effective 12/1/16.]

3007-1(B) The amendments to this rule clarify that a hearing is not required on a claim objection absent a response in opposition or request for hearing being filed by the creditor and to further provide that the objecting party must select a hearing date and schedule same in such event. [Changes effective 08/01/23.]

3007-1(D) This paragraph is amended to remove the alternate response deadlines and includes stylistic changes to conform to paragraph (B) of the rule. [Changes effective 08/01/23.]

3007-1(E) This paragraph is amended to require the notice language be provided in conspicuous typeface. [Change effective 08/01/23.]

### RULE 3011-1 UNCLAIMED FUNDS

(A) ***Deposit of Unclaimed Funds:*** All unclaimed funds collected by the Court shall be immediately deposited into the United States Treasury and not into the registry of the Court.

(B) ***Search for Unclaimed Funds:*** The Judiciary maintains a database of unclaimed funds, which is accessible at the Court’s internet website’s Unclaimed Funds web page.

(C) ***Reopening Not Required; No Fee Required:*** Claimants need not move to reopen closed bankruptcy cases to file Applications for Payment of Unclaimed Funds. There is no fee required for the filing of an Application for Payment of Unclaimed Funds.

(D) ***Application for Payment of Unclaimed Funds:*** Claimants must use Local Form 1340edva, the Application for Payment of Unclaimed Funds, which is accessible at the Court’s internet website’s Unclaimed Funds web page. Instructions for filing the Application can be found at the same location.

(1) Parties who are represented by counsel must file the Local Form Application for Payment of Unclaimed Funds electronically with the Court on the Court’s CM/ECF system, which is accessible from the Court’s internet website.

(2) *Pro se* parties, that is individuals who are representing themselves without attorneys, must file the Form in the Clerk’s Office in the Division where the bankruptcy case is or was pending. The mailing addresses for each of the Court’s Divisions can be found on the Court’s internet website by accessing the “Divisions” tab.

(E) ***Proof of Identity:*** The claimant must attach a redacted copy (that is, a copy deleting such personal identifiable information as the claimant’s date of birth, social security number and the driver's license number) of his or her identification, such as a valid State driver's license, valid passport or a REAL ID.

(F) ***Service of the Application:*** The Application must be served by first class mail on both the Office of the U.S. Trustee, for the Division in which the Application is filed, and the United States Attorney’s Office for the Division in which the Application is filed. The Application must include a Certification of Mailing as part of the Application.

(G) ***Entry of an Order by the Court:*** After 21 days has elapsed, if the Application has been properly served and there are no Objections, the Court may enter an Order directing the Clerk to disburse the funds. The Court retains the discretion to set any Application for a hearing whether or not an Objection has been filed. The Clerk will disburse the funds upon

the expiration of the 14-day appeal period following the entry of an Order directing the disbursement of unclaimed funds.

**(H) *Pro Se Parties; Parties Who Must Be Represented by Counsel***

(1) Individual claimants are entitled to file the Application without an attorney. Individuals who file the Application without an attorney must attach a signed Certification Under Local Bankruptcy Rule 2090-1, which is accessible on the Court's internet website under the Rules & Forms tab, certifying either that no attorney has prepared or assisted in the preparation of the Application, or identifying any attorney who assisted in the preparation of the Application. The representative of a decedent's estate is considered to be an individual, and may file the Application *pro se*.

(2) Applications filed by parties who are not individuals – including corporations, limited liability companies and business trusts – must be signed and filed by a member in good standing of the Bar of this Court. *See* Local Rule 2090-1 (Attorneys – Right to Practice Before the Court; Pro Se Parties).

**(I) *Additional Forms Required***

(1) Claimants must submit the appropriate payee information form to be completed and signed by the claimant. Payee information forms are available at the Court's internet website's Unclaimed Funds web page.

(2) Electronic filers must file the appropriate payee information form using the restricted Miscellaneous event code "Payee Information Form – Unclaimed Funds." Access to this form is restricted to Court users only. *Pro se* parties shall file the appropriate payee information form with the appropriate Division of the Clerk's Office, which shall docket such form using the restricted Miscellaneous event code.

**(J) *Assignments; Decedents' Estates***

(1) Where a proof of claim has been transferred or assigned, the claimant must file the necessary transfer of claim documents before filing an Application of Payment of Unclaimed Funds. Applications for Payment of Unclaimed Funds that are not filed by the Debtor in the bankruptcy case or by the party that filed the proof of claim in the case must be accompanied by copies of any assignments or other documents evidencing the right to payment. Any assignments of the right to receive unclaimed funds must be (a) notarized, and (b) attached to the Application. If there has been more than one assignment, attach copies of all the applicable, notarized assignments.

(2) If the claimant is the representative of a decedent's estate, the claimant must submit certified copies of all probate documents evidencing the claimant's right to proceed on behalf of the decedent's estate.



(K) **Deficiencies:** If an Application for Payment of Unclaimed Funds does not comply with the provisions of this Local Bankruptcy Rule, the Clerk shall serve a notice of deficiency listing the deficiencies. If the deficiencies are not cured within 14 days after the date of the notice of deficiency, the Clerk shall strike the application.

### Comments

3011-1(B) Inclusion in subparagraph (B)(1)(c) of those items that may be presented to a notary to establish the movant's identity has resulted in some movants appending copies of forms of identification to their motions. This may have the effect of unnecessarily placing personal identifiers into the public record. The listed forms of identification have been removed for this reason. [Change effective 12/1/03.]

3011-1 The third paragraph to LBR 3011-1(B)(3) is amended to make explicit that the procedures set forth in LBR 9013(M)(1) must be followed to meet the requirements set forth in LBR 3011-1(B)(3). [Change effective 9/1/06.]

3011-1 Time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

3011-1 Paragraph (B)(1) and (3) are amended to conform to the Vendor Administration and 1099 Issuance Procedures promulgated by the Administrative Office of United States Courts. Paragraph B(5) is new. [Changes effective 09/03/13.]

3011-1 Paragraph (B)(1) and (3) are amended to conform to the Vendor Administration and 1099 Issuance Procedures promulgated by the Administrative Office of United States Courts. Paragraph B(5) is new. [Changes effective 09/03/13.]

3011-1 The last sentence of the third paragraph in paragraph (B)(1) is new. The fourth paragraph in paragraph (B)(1) is new and makes explicit that the procedures set forth in LBR 9013-1 (M)(1) must be followed to meet the requirements set forth in LBR 3011-1(B)(1). [Changes effective 09/03/13.]

3011-1 Paragraph (B)(4) is amended to provide that when a claimant is represented by an attorney, the payment will be issued in the claimant's name, in care of the attorney, and will be mailed to the attorney. [Change effective 12/1/15.]

3011-1(B)(1) & (3) The current form is replaced with new Official Form 420A, which includes stylistic changes. The form also is amended to change the phrase "mail" to "send" to reflect the fact that there are various methods of providing documents to other parties. [Changes effective 12/1/16.]

3011-1(B)-(K) This rule is substantially rewritten and sets forth new requirements and references forms for filing applications for payment of unclaimed funds. These requirements and forms apply both to parties without an attorney and parties who must be represented by legal counsel. Additional required payee information forms, as referenced at paragraph (I), are accessible at the Court's internet website's Unclaimed Funds web page. [Changes effective 10/01/2022.]

3011-1(G) The amendment to this rule places the responsibility of scheduling a hearing on an Application for Payment of Unclaimed Funds on the applicant, if an objection is filed, to align with simultaneous changes to LBR 9013-1. [Change effective 08/01/23.]

3011-1(H) A stylistic change is made to this paragraph. [Change effective 08/01/23.]

3011-1(K) This rule is amended to delete language concerning a request for hearing on a Notice of Deficient Filing where there is no entitlement to same. [Change effective 08/01/23.]

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**RULE 3015-1 CHAPTER 12 PLAN REQUIREMENTS**

(A) **Time for Filing:** The debtor may file a chapter 12 plan with the petition. If a plan is not filed with the petition, it shall be filed within 90 days thereafter unless the Court, pursuant to 11 U.S.C. §1221, extends the time for filing. Any motion for extension of time to file a plan shall be filed prior to the expiration of the deadline for which the debtor seeks an extension.

(B) **Objections:** Objections to confirmation of the plan shall be filed with the Court and served on the debtor, the debtor's attorney, the trustee, and on any other entity designated by the Court, not less than 7 days prior to the scheduled confirmation hearing.

(C) **Hearing:** After notice as provided in paragraph (D) of this Local Bankruptcy Rule, the Court shall conduct a hearing within the time prescribed by 11 U.S.C. §1224 and rule on confirmation of the plan. If no objection is timely filed, the Court may determine that the plan has been proposed in good faith and not by any means forbidden by law without receiving evidence on those issues.

(D) **Notice:** The debtor shall send notice of the hearing on confirmation to all creditors, the chapter 12 trustee and equity security holders. The notice shall include the time fixed for filing objections to the proposed plan. Unless the Court fixes a different period, notice of the hearing shall be given not less than 28 days before the hearing. A copy of the plan shall accompany the notice. Forthwith upon the giving of such notice, the debtor shall file proof of service with the Clerk.

(E) **Order of Confirmation:** The debtor shall prepare a proposed Order of Confirmation which recites the Court's findings under 11 U.S.C. §1225. Notice of entry thereof shall be mailed promptly by the Clerk, or some other person as the Court may direct, to the debtor, the trustee, all creditors, all equity security holders and other parties in interest.

(F) **Retained Power:** Notwithstanding the entry of the Order of Confirmation, the Court may enter all orders necessary to administer the estate.

(G) **Possible Dismissal of Case; Notice:** The Clerk is to monitor the filing of chapter 12 plans. If the debtor does not file a plan with the chapter 12 petition, the Clerk shall issue a notice that the debtor either must (1) file the chapter 12 plan or a motion to extend time to file a plan within 90 days after filing the chapter 12 petition; or (2) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing.

(H) **Notice of Dismissal Provision:** The Clerk is directed to give notice of the dismissal provision of this Local Bankruptcy Rule to the debtor or debtor's attorney not filing a plan with the petition. The Clerk shall also give notice of this Local Bankruptcy Rule in the meeting of creditors notice.

### Comments

3015-1(G) This change is necessary because of the addition of LBR 1017-3. [Change effective 2/1/00.]

3015-1 Time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well.[Changes effective 12/01/09.]

LBR 3015-1(D) provides that notice of the confirmation hearing should be sent at least 21 days prior to the hearing. FRBP 2002(a)(8), however, requires 21 days notice of both the confirmation hearing and the objection deadline. Under LBR 3015-1(B), the objection deadline is 7 days prior to the confirmation hearing. To give the needed notice requires 21 days plus 7 days for a total of 28 days. [Change effective 09/01/11.]

3015-1 Paragraph (G) of this rule provision is amended as a result of the holding in *No v. Gorman*, 891 F.3d 138 (4th Cir. 2018). [Changes effective 11/15/19.]

3015-1(G) This paragraph is amended to remove language concerning the filing of a response; and to permit the Court to either excuse a debtor from the deficiency hearing or to cancel the hearing if appropriate in the event of an untimely cured deficiency. [Change effective 08/01/23.]

## RULE 3015-2 CHAPTER 13 PLAN REQUIREMENTS

(A) **Form of Plan; Inclusion of Related Motions:** The only acceptable form for a chapter 13 plan shall be that form approved by the Court (Exhibit 1 to these Local Bankruptcy Rules) and available from the Clerk upon request or from the Court's Internet web site, [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov). Counsel are encouraged, however, to delete the text of inapplicable sections from the plan provided that the section numbering and section headings are retained, followed by an appropriate notation such as "None" or "Not Applicable". If applicable, and without prejudice to a debtor's

right to file a stand-alone motion seeking the same relief, the plan shall include the following related motions:

- (1) ***Motion for Determination of Value Pursuant to 11 U.S.C. § 506(a).***
- (2) ***Motion for Lien Avoidance Pursuant to 11 U.S.C. § 522(f):*** (Lien avoidance under any other provision of the Bankruptcy Code must be by separate adversary proceeding and requires service of a summons and complaint.)
- (3) ***Motion for Assumption or Rejection of Executory Contracts Pursuant to 11 U.S.C. § 365.***

**(B) *Special Notice to Secured Creditors Whose Collateral is to be Valued or Lien Avoided:***

Unless a stand-alone motion and appropriate notice is served on the affected creditor at the same time as the plan is filed with the Clerk and transmitted to creditors, the debtor shall serve on each creditor who is the subject of an included motion for valuation under 11 U.S.C. § 506(a) or an included motion for lien avoidance under 11 U.S.C. § 522(f) a copy of the plan to which is attached a notice in the form approved by the Court (Exhibit 2 to these Local Bankruptcy Rules). Service of the plan and special notice must be made in the manner provided for in FRBP 7004.

**(C) *Filing of Original Chapter 13 Plan and Related Motions***

(1) ***Possible Dismissal of Case; Notice:*** The Chapter 13 Plan and Related Motions and any special notice to secured creditors required by this rule shall be filed with the Clerk not later than 14 days after the commencement of the case if the case was originally filed under chapter 13 or 14 days after the order converting the case to chapter 13 from some other chapter. If the same is not filed on the date of commencement of the case or the date of entry of the conversion order, the Clerk shall issue a notice that the debtor either must (a) timely file a plan or a motion to extend time to file a plan in accordance with this subparagraph; or (b) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing.

(2) ***Proof of Service to include names and addresses of all parties served:*** The Chapter 13 Plan and Related Motions must contain a proof of service setting forth the date and manner of service and the names and addresses of all parties to whom the plan was mailed or transmitted.

**(3) *Extension of Time to File Chapter 13 Plan and Related Motions***

- (a) A first motion to extend the time to file a Chapter 13 Plan and Related Motions may be granted by the Clerk for an additional 14 days, if
  - (i) the motion for extension has been filed before the initial due date has expired and
  - (ii) notice of the motion has been given by the debtor to the trustee and all creditors.

No response deadline is required for a first motion to extend time under this subparagraph.

(b) The Clerk's order shall provide that the debtor either must (i) file the Chapter 13 Plan and Related Motions or further motion to extend time for the same by the date set forth therein; or (ii) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing.

(c) Any motion to which subparagraph (C)(3)(a) hereof does not apply must be scheduled for hearing in accordance with LBR 9013-1(H)(3) and notice must be given in accordance with LBR 9013-1(M)(2) to the parties set forth in subparagraph (C)(3)(a)(ii) of this Local Bankruptcy Rule.

**(D) *Distribution of Chapter 13 Plan and Related Motions:*** The debtor shall distribute a copy of the original Chapter 13 Plan and Related Motions to all creditors, the standing trustee and other parties in interest at or prior to the time it is filed with the court. Upon receipt of the confirmation date, time and location, the debtor shall serve on affected creditors the special notice required by paragraph (B) of this Local Bankruptcy Rule.

**(E) *Objections to Confirmation of Original Chapter 13 Plan or to Related Motions***

(1) ***Deadline for Filing:*** Any objection to confirmation of the Chapter 13 Plan or to the granting of any included Motion for Determination of Value, Motion for Lien Avoidance, or the Motion to Assume or Reject Executory Contract or Un-expired Lease shall be filed not later than 7 days prior to the date set for the confirmation hearing. Any extension of the original objection period must be requested by motion.

(2) ***Service of Objection:*** The objecting party shall file an original objection with the Court and serve copies on the standing trustee, the debtor and the debtor's attorney. The objection shall be accompanied by proof of service evidencing compliance with this requirement.

(3) ***Hearings on Objections:*** All timely filed objections shall be heard at the confirmation hearing as set forth in the notice of meeting of creditors.

**(F) *Modified Chapter 13 Plan and Related Motions***

(1) ***Procedure where no plan has been confirmed***

(a) ***Time for Filing:*** Unless confirmation of a prior plan has been denied, a modified plan may be filed at any time prior to confirmation. If confirmation of a prior plan has been denied, a modified plan must be filed within the period stated in paragraph (H) of this Local Bankruptcy Rule unless the order denying confirmation states some other period.

(b) ***Distribution of Modified Chapter 13 Plan and Related Motions:*** The modified Chapter 13 Plan and Related Motions, and any special notice

required by paragraph (B) of this Local Bankruptcy Rule, must be distributed and served in the same manner as the original plan. The special notice required by paragraph (B) of this Local Bankruptcy Rule need not be given, however, if an order has previously been entered granting the relief sought and the modified plan does not contain any provision inconsistent with the order previously entered.

**(c) *Objections to Confirmation of Modified Chapter 13 Plan and Related Motions:*** If a modified Chapter 13 Plan and Related Motions is filed, any objections must be filed not later than 7 days prior to the date set for the confirmation hearing. The debtor must select a new confirmation hearing date and include the new date, time and location on the first page of the form of Chapter 13 Plan and Related Motions. The new confirmation hearing date shall not be earlier than the date originally set for the confirmation of the original plan filed in the case and must allow at least 35 days' notice. The debtor shall give notice of the date, time and place of the confirmation hearing by serving a copy of the modified plan on the trustee and all creditors.

**(d) *Effect on a Hearing Scheduled on Objection(s) to any Previously Filed Unconfirmed Plan***

(i) Once a modified plan and related motions has been filed by the debtor, all previously filed unconfirmed plans and related motions are deemed withdrawn.

(ii) The filing of a modified plan and related motions will remove a previously scheduled hearing on objection to confirmation from the court calendar without further order of the Court, but without prejudice to any party's right to object to the modified plan.

**(2) *Procedure when a plan has been confirmed***

**(a) *When modification is requested by the trustee or a creditor:*** If modification of a confirmed plan is sought by the trustee or by a creditor, the modification must be requested by motion. A hearing date shall be selected by the movant and at least 21 days' notice of the hearing shall be given to the debtor, debtor's counsel, the trustee (if the trustee is not the movant) and all creditors. The time for filing any response is governed by LBR 9013-1(G)(3).

**(b) *When modification is requested by the debtor:*** If modification of a confirmed plan is sought by the debtor, modification must be requested by filing and distributing a modified Chapter 13 Plan and Related Motions and by giving special notice required by paragraph (B) of this Local Bankruptcy Rule. The special notice required by paragraph (B) of this Local Bankruptcy Rule need not be given, however, if a Chapter 13 Plan and Related Motions has previously been confirmed providing the identical treatment of the secured creditor's

claim. The debtor must select a new confirmation hearing date, which date must allow at least 35 days' notice. The debtor shall give notice of the date, time and place of the confirmation hearing as set forth on the first page of the form of Chapter 13 Plan and Related Motions by serving a copy of the modified plan on the trustee and all creditors. Any objection to the modified plan must be filed not later than 7 days prior to the date set for the confirmation hearing.

(G) **Confirmation of Plan and Granting of Related Motions:** After the time for filing objections has passed and if no objection has been timely filed, the Court may enter an order confirming the plan and granting the relief sought in the related motions without holding a hearing, or the Court may direct that a hearing be held.

(H) **Dismissal of Case upon Denial of Confirmation:** If the Court denies confirmation of the debtor's original or subsequently modified Chapter 13 Plan and Related Motions at a hearing on an objection to confirmation, unless the Court has entered an order previously confirming a plan, the Clerk is directed to issue an order dismissing the chapter 13 case unless, within 21 days after denial of confirmation:

- (1) the debtor files a new Modified Chapter 13 Plan and Related Motions;
- (2) the debtor converts or moves to convert the case to another chapter of the Bankruptcy Code;
- (3) the debtor files a motion for reconsideration or appeals the denial of confirmation; or
- (4) the Court otherwise orders.

An order previously entered by the Court confirming a chapter 13 plan shall remain in full force and effect if a subsequently modified Chapter 13 Plan and Related Motions is denied confirmation by the Court.

(I) **Reconversion of Case:** [Repealed]

### Comments

Rule 3015-2 Revised Chapter 13 Form Plan:

Since February 15, 1988, the Eastern District of Virginia has required that chapter 13 plans follow a prescribed format. *See In re Walat*, 87 B.R. 408 (Bankr.E.D. Va 1988) (*en banc*), *aff'd* 89 B.R. 11 (E.D. Va. 1988). Following the Fourth Circuit's decisions in *Piedmont Trust Bank v. Linkous (In re Linkous)*, 990 F.2d 160 (4th Cir. 1993) and *Cen-Pen Corp. v. Hanson*, 58 F.3d 89 (4th Cir. 1995), the form plan was expanded to include "related" motions to value collateral and avoid liens, and a separate "Notice of Chapter 13 Plan and related Motions" was adopted for service on creditors in addition to the plan itself.

In 2003, the National Association of Chapter 13 Trustees recommended a model form of chapter 13 plan which had been drafted at an Advanced

Practice Institute by a group of debtors' counsel, trustees, creditors' representatives, attorneys and others.

After the chapter 13 trustees in the Western District of Virginia proposed a variant of this model plan for adoption in that district, a working group of one judge and one chapter 13 trustee from each district proposed further modifications that would allow the same form of plan to be used in each district. After a period of public comment and a trial use of the model plan at a Virginia CLE Advanced Consumer Bankruptcy Seminar, a redrafted proposal was prepared by the chapter 13 trustees of both districts. This proposal, with some minor changes agreed to by the judges of both districts at two joint meetings, resulted in the current plan.

Adoption of a uniform plan is expected to benefit state-wide and national creditors (who would have only one form of plan from Virginia to decipher) as well as attorneys who practice in both districts and would no longer have to separately configure their form preparation software for each district. Because it is shorter than the existing Eastern District of Virginia plan, it should also be significantly easier for *pro se* parties (many of whom struggle with the current form of plan) to fill out.

The revised plan, like the previous plan, incorporates "related" motions to value collateral and avoid liens. To satisfy the due-process concerns in *Linkous* and *Cen-Pen*, a separate "special" notice must be attached to the copy of the plan mailed to the creditors that are the subject of those motions. [Rule effective 10/17/05.]

3015-2 Subparagraphs (F)(1)(c) and F(2)(b) have been amended to include the date, time, and place of the confirmation hearing when a modified plan is being filed. The first page of the uniform Chapter 13 Form of Plan and Related Motions has been revised to include this change. [Changes effective 9/1/06.]

3015-2(I) This paragraph is new. It provides that a Chapter 13 Plan approved by the Court in the original Chapter 13 case, if any, is deemed reinstated with full force and effect when that case reconverts back to Chapter 13. [New rule effective 3/17/08.]

3015-2 Time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

3015-2 (E)(1), (F)(1)(c) and (F)(2)(b) The notice required for a new confirmation hearing date conforms to the time-computation changes made to paragraphs (E)(1), (F)(1)(c) and (F)(2)(b). [Changes effective 2/09/09.]

3015-2 (I) The text at paragraph (I) has been removed as no longer being required. [Repeal effective 12/01/09.]



3015-2 Subparagraphs (F)(1)(d) and (G)(1) and (2) are amended in light of the referenced change in procedure for the Norfolk and Newport News Divisions. (See combined Norfolk Standing Order No. 18-1 and Newport News Standing Order No. 18-1, which was entered on October 29, 2018, and provides that, “Confirmation Hearings will be held with regard to all Chapter 13 original and amended plans filed on or after October 29, 2018,” in the aforesaid divisions of the Court.) Paragraph (H)(1) is eliminated in light of the revisions to paragraph (C). Paragraphs (H)(2) and (H)(3) are redesignated as paragraphs (H)(1) and (H)(2), respectively. [Changes effective 11/15/19.]

3015-2 Paragraphs (C)(1) and (3) are amended as a result of the holding in *No v. Gorman*, 891 F.3d 138 (4th Cir. 2018). [Changes effective 11/15/19.]

3015-2 Paragraph (G)(1) is amended and paragraph (G)(2) is deleted so the referenced procedure is the same in all divisions of the Court. [Change effective 06/01/23.]

3015-2(C) The amendments to subparagraphs (1) and (3)(b) of this rule remove language concerning the filing of a response; and to permit the Court to either excuse a debtor from the deficiency hearing or to cancel the hearing if appropriate in the event of an untimely cured deficiency. Subparagraph (3)(a) is amended to clarify that a response period is not required for a first motion to extend time, so long as the motion otherwise meets the paragraph’s requirements, to align the rule with simultaneous changes to Rules 1007-1, 1007-3 and 9013-1. Finally, amendments to subparagraph 3(c) clarify that a hearing is required on a motion filed pursuant to Rule 3015-2(C)(3) to which subparagraph (3)(a) does not apply and the responsibility of the movant to schedule and give notice of such hearing in accordance with Rule 9013-1. [Changes effective 08/01/23.]

3015-2(F) This rule is amended to clarify that the proponent of the modified plan (either debtor or moving party) must select a hearing date and schedule same. A technical amendment is also made to conform to the amendments made to paragraph (H) of the rule. [Changes effective 08/01/23.]

3015-2(H) Current Rule 3015-2(H)(1) is deleted, as the reference to the Clerk providing notice of the possible dismissal of a case for failure to timely file a Chapter 13 Plan and Related Motions is duplicative of language already contained in paragraph (C)(1) of the Rule, and the directive that the Clerk provide notice of the rule in the notice of the meeting of creditors is unnecessary. The remainder of the Rule is redesignated as (H)(1)-(4), inclusive, and is amended to clarify that the Clerk shall enter an order dismissing a chapter 13 case only where confirmation is denied at a hearing on an objection to confirmation, provided a plan has not been confirmed previously. [Change effective 08/01/23.]

**RULE 3016-1 CHAPTER 11 PLAN REQUIREMENTS**

- (A) **Transmission of Notice of Hearing on Disclosure Statement:** The proponent seeking approval of the disclosure statement shall transmit notice of the hearing on the disclosure statement and other materials as required by FRBP 2002(b) and 3017(a). The court-approved notices, other materials and proof of service shall be filed with the Court.
- (B) **Objections to Disclosure Statement:** Objections to the disclosure statement shall be filed with the Court not later than 7 days prior to the date set for hearing on the disclosure statement.
- (C) **Transmission and Notice to Creditors and Equity Security Holders:** Upon approval of the disclosure statement, the proponent of the plan shall transmit to all required parties such notices and materials as required by FRBP 2002(b) and FRBP 3017(d) and shall file with the Court the court-approved notices, other materials transmitted and proof of service.
- (D) **Summary of Ballots:** Any proponent of a plan in a reorganization case shall file a summary of ballots (acceptances and rejections) with the Clerk prior to the hearing on confirmation in the form approved by the Court. The ballots are not to be filed with the Clerk unless the Court so orders.
- (E) **Objection to Confirmation:** Any objection to confirmation of the plan shall be filed with the Court not later than 7 days prior to the date set for the initial hearing on confirmation. The objecting party shall serve a copy of the objection on the United States trustee and the parties designated in FRBP 3020(b)(1).

**Comments**

3016-1(E) This change clarifies that an objection to confirmation must be filed not later than five (5) business days before the initial hearing on confirmation. Absent leave of Court, an objection that is filed later than five (5) business days before the initial hearing on confirmation is not timely and shall not be considered by the Court. [Change effective 7/1/02.]

3016-1 Time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

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**RULE 3017-1 APPROVAL OF DISCLOSURE STATEMENT [Repealed]**

**Comments**

3017-1 FRBP 3017.1 obviates the need for this Local Bankruptcy Rule. [Repeal effective 12/01/09.]

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**RULE 3070-1 PAYMENTS IN CHAPTER 12 AND CHAPTER 13 CASES**

- (A) **Payments to Creditors by Trustee:** In chapter 12 and chapter 13 cases, no payment in an amount less than \$25 shall be distributed by the trustee to any creditor. Funds not distributed because of this Local Bankruptcy Rule shall be paid whenever the accumulation totals at least \$25. Any funds remaining shall be distributed with the final payment.

**(B) *Distribution of Estate Funds Upon Dismissal of Case Prior to Confirmation of Plan***

(1) ***Noticing Fees Payable to Clerk of Court:*** The trustee shall pay all noticing fees due the Clerk out of estate funds before returning any funds to the debtor. If, pending dismissal, the funds on hand are not sufficient to pay all administrative expenses, the trustee shall pay to the Clerk the pro rata portion of the fees due.

(2) ***Notice of Proposed Distribution:*** The trustee may file a notice of proposed distribution of estate assets on hand, with copies to the debtor and debtor's counsel. The proposed distribution may include payment to the trustee for compensation as allowed by law and reimbursement of the trustee's out-of-pocket expenses incurred in the case. The notice shall state that if no objection to the proposed distribution is filed within 14 days, the trustee is authorized to proceed with distribution.

**(C) *Debtor's Failure to Commence Payments in Chapter 13 Case:*** Each chapter 13 debtor shall commence payments proposed by the plan not later than 30 days after the date of the filing of the plan or the order for relief, whichever is earlier, unless the Court has set some different time. If payments are not received as required, the trustee shall file a motion to dismiss pursuant to 11 U.S.C. §1307(c)(4) and schedule such motion for hearing.

**(D) *Chapter 13 Pre-Confirmation Payments of Personal Property Leases:*** Pre-confirmation payments of personal property leases governed by 11 U.S.C. §1326(a)(1)(B) shall be made by the debtor to the chapter 13 trustee as part of the total payment to the trustee, and the trustee shall pay the lessor, both before and after confirmation, unless the debtor's plan provides that lease payments will be made directly by the debtor or no plan provision addresses payment of the debtor's lease obligation, in which event the debtor shall make the pre-confirmation payments directly to the lessor and furnish proof of such payments to the trustee.

**(E) *Chapter 13 Pre-Confirmation Adequate Protection Payments:*** Pre-confirmation adequate protection payments governed by 11 U.S.C. §1326(a)(1)(C) shall be made by the debtor to the chapter 13 trustee as part of the total payment to the trustee, and the trustee shall pay the amount provided for by the plan to the secured creditor both before and after confirmation, unless the debtor's plan provides that such payments will be made directly by the debtor or no plan provision addresses payment of the secured claim, in which event the debtor shall make the pre-confirmation payments directly to the secured creditor and furnish proof of such payments to the trustee.

**Comments**

3070-1(C) This change is necessary because of the addition of LBR 1017-3. [Change effective 2/1/00.]

3070-1 The amendments to paragraph (C) and new paragraphs (D) and (E) are derived from former Interim Procedure 3070-1(C), (D) and (E). Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

3070-1(C) This rule provision is amended as a result of the holding in *No v. Gorman*, 891 F.3d 138 (4th Cir. 2018). The Public Notice referenced in paragraph (C)(2) is accessible at the Court's internet website [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov) as posted on January 17, 2019, under Virginia Eastern News. [Change effective 11/15/19.]

3070-1(C) This rule provision is amended to eliminate the Order Setting Hearing for failure to commence chapter 13 plan payments pursuant to 11 U.S.C. § 1307(c)(4). The referenced procedure will be the same in all divisions of the Court. [Change effective 06/01/23.]

**RULE 4001(a)-1 RELIEF FROM AUTOMATIC STAY**

(A) ***Applicability of Contested Matter Rules:*** All motions for relief from stay, except those under paragraph (G) herein, are contested matters and are governed by FRBP 9014, 11 U.S.C. §362(c), (d), (e), (h), (l) and (m) and these Local Bankruptcy Rules.

(B) ***Caption:*** The motion for relief from stay, and any pleading or other paper (excepting exhibits) filed pursuant to such a motion, shall include the same caption as an adversary proceeding except that the caption shall not include an adversary proceeding (AP) number.

(C) ***Response Period:*** A separate notice of motion (Official Form 420A) is not required, however, unless provided otherwise by the Bankruptcy Code, the Federal Rules of Bankruptcy Procedure or order of the Court. The motion for relief from stay shall clearly state and conspicuously provide the following notice, using bold print and capitalized text:

**NOTICE**

**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 WISH THE COURT TO GRANT THE RELIEF SOUGHT IN THE MOTION, OR IF YOU WANT THE COURT TO CONSIDER YOUR VIEWS ON THE MOTION, THEN WITHIN 14 DAYS FROM THE DATE OF SERVICE OF THIS MOTION, YOU MUST FILE A WRITTEN RESPONSE EXPLAINING YOUR POSITION WITH THE COURT AND SERVE A COPY ON THE MOVANT. UNLESS A WRITTEN RESPONSE IS FILED AND SERVED WITHIN THIS 14-DAY PERIOD, THE COURT MAY DEEM OPPOSITION WAIVED, TREAT THE MOTION AS CONCEDED, AND ISSUE AN ORDER GRANTING THE REQUESTED RELIEF WITHOUT FURTHER NOTICE OR HEARING.**

**IF YOU MAIL YOUR RESPONSE TO THE COURT FOR FILING, YOU MUST MAIL IT EARLY ENOUGH SO THE COURT WILL RECEIVE IT ON OR BEFORE THE EXPIRATION OF THE 14-DAY PERIOD.**

(D) ***Contents of Motion for Relief from Stay:*** The following material, when applicable, must be included in a motion for relief from stay:

- (1) a detailed statement of the debt owed to the movant;
- (2) if periodic payments are in arrears, the amount of arrears accrued prepetition and the amount of arrears accrued post-petition;
- (3) a description of the property encumbered;
- (4) a description of the security interest and its perfection;
- (5) a statement of the basis for the relief claimed, such as, a lack of adequate protection or the absence of equity and that the property is not necessary for an effective reorganization. The specific facts constituting cause shall be set forth if a motion is brought for cause;
- (6) if the movant asserts a valuation of the subject property, the motion shall state the amount of the valuation, the date, and the basis therefore (appraisal, bluebook, etc); and
- (7) the specific nature of the relief from stay that is requested.

(E) **Filing Requirements:** With the original motion for relief from stay, the proponent shall also file:

- (1) the proper filing fee and
- (2) [Repealed]
- (3) a properly completed proof of service indicating that the movant served the motion for relief from stay upon each party required to receive notice under paragraph (F) of this Local Bankruptcy Rule.
- (4) [Repealed]

(F) **Service of Motion:** The movant shall serve a copy of the motion upon the debtor and, if applicable, upon:

- (1) the debtor's attorney;
- (2) the trustee;
- (3) each official committee appointed in the case or its authorized representative;
- (4) if a chapter 11 case, any additional creditors if required by FRBP 4001(a)(1); and
- (5) any other party in interest as directed by the Court.

(G) **Requests for Additional Relief:** If a motion filed pursuant to FRBP 4001(a) requests relief beyond the termination, modification or conditioning of the automatic stay, and such additional relief is within the scope of FRBP 7001, it is deemed an adversary proceeding and it shall be accompanied by:

- (1) an adversary proceeding filing fee and
- (2) a properly completed Adversary Proceeding Cover Sheet as provided in LBR 7003-1.

If a party seeks an expedited hearing under 11 U.S.C. §362(e), only the specific issue of the automatic stay shall be considered at such hearing, unless the Court otherwise directs.

(H) **Relief from Codebtor Stay in Chapter 13 Cases:** Motions for relief from a stay of action against a codebtor in a chapter 13 case are contested matters and are governed by FRBP 9014, 11 U.S.C. §1301 and these Local Bankruptcy Rules. The motion shall clearly state in the caption of the motion the subsection of 11 U.S.C. §1301 under which the party is proceeding.

(1) **Caption:** The caption for a motion for relief from codebtor stay, and any pleading or other paper (excepting exhibits) filed pursuant to such a motion, shall include the caption described in paragraph (B) of this Local Bankruptcy Rule.

(2) **Service and Time for Response:** Service shall be as set forth in paragraph (F) of this Local Bankruptcy Rule. The notice served on the codebtor in any relief action shall include notice of the response period.

(a) The time for response under 11 U.S.C. § 1301(c)(1) and (c)(3), and the notice served upon the codebtor in any such relief action, shall be as provided for in paragraph (C) of this Local Bankruptcy Rule.

(b) As provided for in 11 U.S.C. §1301(d), the stay shall automatically terminate with respect to a request under 11 U.S.C. §1301(c)(2) unless a response is filed and served no later than 20 days after the filing of the request. In a relief action under 11 U.S.C. §1301(c)(2), the notice shall include the following language: "If you do not file a written response by the deadline shown, the law provides that the stay protecting you from further legal action against you by this creditor will automatically terminate as provided for in 11 U.S.C. §1301(d)."

(I) **Rent Deposit and Transmittal Procedure Under 11 U.S.C. §362(l):** Any deposit of rent made by or on behalf of the debtor, pursuant to §362(l)(1)(B), shall be made in the form of a certified check or money order payable to the order of the lessor, and delivered to the Clerk upon the filing of the petition. The Clerk is directed to promptly transmit the rent deposit to the lessor, by certified mail, return receipt requested, to the address listed on the petition.

(J) **Motions for Relief from Stay Guidelines:** The Court has adopted guidelines supplementing the Local Bankruptcy Rules to facilitate and provide for uniformity pertaining to motions practice and procedures including motions for relief from stay. These guidelines shall be published and updated periodically by the Clerk, as approved by the Court (Exhibit 7 to these Local Bankruptcy Rules) and available from the Clerk upon request or from the Court's internet web site, [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov).

### Comments

4001(a)-1(C) The notice conforms substantially with Official Form 20A so that movant is not required to serve a separate "notice of motion." The subsection of 11 U.S.C. §1301 under which a party is proceeding must now be clearly stated in the caption of the motion for relief of codebtor stay.

[Changes effective 1/1/97.]

4001(a)-1(G)(2) This adjustment was made to note the proper 20 days for response instead of 15, in line with 11 U.S.C. §1301(d). [Change effective 2/1/00.]

4001(a)-1(D) This rule is new. The rule requires the inclusion of relevant information so that interested parties can formulate a position on the motion prior to the preliminary hearing. The requirements of Local Bankruptcy Rule 9022-1, regarding court orders, apply with respect to motions for relief from the automatic stay. [New Rule effective 8/1/03.]

4001(a)-1 Paragraph (B) of the rule has been amended to effect a technical change in that contested matter (CM) numbers no longer are required. [Change effective 7/1/04.] [Stylistic change effective 1/1/07.]

4001(a)-1 Paragraph (C), at the fourth and final paragraph of the “NOTICE”, is amended by deleting the phrase “by the CLERK” to conform to the procedures to be used in those divisions where available dates may be obtained on-line. Subparagraphs (E)(2) and (E)(4) are repealed in light of the amendments to the Court’s CM/ECF Administrative Procedures at new subparagraph IC7, effective December 1, 2006. Subparagraph (F)(2) is amended by adding a bracketed statement regarding action that a movant must take in Alexandria and Richmond division cases only. [Changes effective 1/15/07.]

4001(a)-1 Former Interim Procedure 4001(a)-1(A) is incorporated, as modified, into LBR 4001(a)-1. Former Interim Procedure 4001(a)-1 is incorporated as new paragraph (I). Paragraphs (E) and (F) are amended. Stylistic changes have been made to the text of the LBR as well. [Amendments effective 12/01/09.]

4001(a)-1 A technical change has been made at paragraph (G)(2). Time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

4001(a)-1 Paragraph (F) of the rule is reorganized as paragraph (F)(2) no longer is required. [Changes effective 12/1/15.]

4001(a)-1(H) Paragraph (H)(2) of the rule is amended to conform to 11 U.S.C. §1301(d). The rule also is reorganized both to clarify that the noted time period tracks the response to the filing of a request rather than the date of service, as set forth in the current LBR provision, and to make more clear that 11 U.S.C. §1301(d) only applies to §1301(c)(2) and not to Code §1301(c)(1) and(c)(3). [Changes effective 12/01/15.]

4001(a)-1(C) The current form is replaced with new Official Form 420A, which includes stylistic changes. The form also is amended to change the phrase “mail” to “send” to reflect the fact that there are various methods of providing documents to other parties. [Changes effective 12/1/16.]

Paragraph (H) A conforming technical change is made to paragraph (H), therein, by adding “U.S.C.” to the first reference made to §1301. [Change effective 12/1/22.]

4001(a)-1(C) This paragraph is amended to require the notice language be provided in conspicuous typeface and to remove language from the required notice indicating that a separate notice of hearing will be provided. [Change effective 08/01/23.]

4001(a)-1(J) This paragraph is new and references the Court’s Motions for Relief from Stay Guidelines, which appear at Exhibit 7 to the Rules; this reference was previously set forth in Rule 9013-1(K). [New paragraph (J) effective 08/01/23.]

4001(a)-1(H) The amendment to this rule corrects a typographical error in the relevant statutory citation. [Change effective 12/01/23.]

**RULE 4002-1 DUTIES OF THE DEBTOR**

**(A) Tax Information Under 11 U.S.C. §521:**

**(1) Failure to Provide Pre-petition Tax Information:**

(a) Upon certification by the trustee that the debtor failed to comply with either §521(e)(2)(A)(i) or (ii), the Clerk shall issue a notice to show cause to the debtor and debtor’s attorney why the case should not be dismissed.

(b) If the debtor failed to comply with either 11 U.S.C. §521(e)(2)(A)(i) or (ii), upon motion by a creditor and after service of the motion by the creditor on the debtor and debtor’s attorney, and a hearing, the Court will determine whether or not to dismiss the case. Any motion to dismiss filed by a creditor must state with particularity that the creditor timely requested a copy of the tax return under FRBP 4002(b)(4).

**(2) Procedure for Requesting Debtor to File Post-petition Tax Information with the Court:**

(a) **Motion by Requestor for Court Order Directing Debtor to File Tax Information or Statement:** If the debtor does not file the requested tax information or statement with the Court required by 11 U.S.C. §521(f), the movant may file a motion requesting that the Court enter an order directing the debtor to file the requested tax information or statement with the Court. The motion shall be set for hearing in accordance with LBR 9013-1. The Court may determine the motion without oral hearing in accordance with LBR 9013-1(L).

(b) **Motion Requesting Access to Tax Information or Statement:** The movant may file a motion with the Court requesting access to tax information or statement filed by the debtor. The motion shall be served on the debtor and the debtor’s attorney, if any. The motion shall include:

(i) a description of the movant’s status in the case, to allow the Court to ascertain whether the movant may properly be given access to the requested tax information or statement;



- (ii) a description of the specific tax information or statement sought;
- (iii) a statement indicating that the information or statement cannot be obtained by the movant from any other source; and
- (iv) a statement showing a demonstrated need for the tax information or statement.

The motion shall be set for hearing in accordance with LBR 9013-1. The Court may determine the motion without an oral hearing in accordance with LBR 9013- 1(L).

(c) ***Safeguarding the Confidentiality of Tax Information or Statement:*** If the Court grants the motion filed by the movant pursuant to subparagraph (A)(2)(b) of this Local Bankruptcy Rule, the tax information or statement shall be confidential and shall not be disseminated or disclosed to any person or entity or used for any purpose other than in connection with the case. Sanctions may be imposed for improper use, disclosure or dissemination.

(d) ***Discovery:*** Paragraph (A) of this Local Bankruptcy Rule shall have no effect on discovery proceedings under FRBP 2004, 7026 or 7028-7037.

(B) ***Failure to Provide Payment Advices or Other Evidence of Payment:*** Upon certification by the trustee that the debtor failed to provide the trustee with all payment advices or other evidence of payment, as required by LBR 1007-1(H), the Clerk shall issue a notice to show cause to the debtor and the debtor’s attorney why the case should not be dismissed.

### Comments

4002-1 This rule is new. It is derived from former Interim Procedure 4002-1. [New Rule effective 12/01/09.]

4002-1 A technical change has been made at subparagraph (A)(2)(c). A caption has been added to subparagraph (A)(2)(d). Stylistic changes have been made to the text of the LBR as well.  
[Changes effective 12/01/09.]

4002-1 Paragraph (A)(1) is modified to accommodate a stylistic change whereby the term “rule” is deleted where it appears in the text. Other conforming changes are made to the text. Paragraph (B) is modified for the same reason. A technical change is made to the reference to LBR 1007-1—from paragraph (I) to paragraph (H), therein. [Changes effective 12/1/15.]

## RULE 4003-2 LIEN AVOIDANCE

All motions filed under FRBP 4003(d) are contested matters and are governed by 11 U.S.C. §522(f), FRBP 9014, and these Local Bankruptcy Rules. Except as provided in LBR 3015-2 governing Chapter 13 Plan Requirements, if no response to a motion for lien avoidance is filed within 21 days after service of the motion, relief may be granted without a hearing.

### Comments

Revision required to conform with the changes to LBR 3015-2.

4003-1 A time-computation adjustment has been made to conform to a revision to the Federal Rules of Bankruptcy Procedure that take effect December 1, 2009. [Changes effective 12/01/09.]

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### **RULE 4008-1 REAFFIRMATION**

(A) **Notice of Rights Under 11 U.S.C. §524(d)**: The Clerk shall, within 14 days after the discharge has been granted, give written notice to each discharged debtor of the debtor's rights under 11 U.S.C. §524(d).

(B) **Reaffirmation Agreements**: Any debtor or creditor seeking to reaffirm a debt of the kind specified in 11 U.S.C. §524(c) shall file with the Clerk a properly completed reaffirmation agreement on Director's Form 2400A/B and Official Form 427, "**COVER SHEET FOR REAFFIRMATION AGREEMENT.**" The form is available on the Court's web site.

#### **Comments**

4001-1(B) The current LBR requires the debtor to file summary of reaffirmation agreement. This change allows either the debtor or creditor to do so. [Change effective 2/1/00.]

4008-1(D) This new rule allows reaffirmation agreements to be one of the items that can be filed and docketed in a closed case.

4008-1 The amendments to LBR 4008-1(A) and (B) are derived from former Interim Procedure 4008-1. Paragraph (B) is repealed as no longer being necessary. Paragraph (D) is repealed in light of the recent amendment made to FRBP 4008(a) and 4004(c)(1)(J). [Amendments effective 12/01/09.]

4008-1 The new reaffirmation agreement cover sheet, effective December 1, 2009, has been added to paragraph (B). A time-computation adjustment has been made to paragraph (A) to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. [Changes effective 12/01/09.]

4008-1(B) Reference is made to the Director's Form 2400A/B ALT. New Official Form 427 is derived from Official Form B27. A stylistic change has been made to the new official form's title. The new form is reformatted with additional changes made as well. [Changes effective 12/1/15.]

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### **RULE 4008-2 CHAPTER 13 DISCHARGE AND CERTIFICATION OF COMPLIANCE; DUTY OF DEBTOR TO COOPERATE WITH CHAPTER 13 TRUSTEE**

(A) **Certification of Compliance with 11 U.S.C. §1328**: The debtor(s) shall file the form of Debtor's(s') Certification of Compliance with 11 U.S.C. §1328 within 45 days of the mailing of the Notice to Debtor(s) and Creditors Concerning Issuance of Discharge. The failure to timely file this certification may result in the case being closed without the entry of a discharge order.

**(B) Debtor's Duty to Cooperate with Chapter 13 Trustee Upon Completion of Plan Payments:**

Upon completion of chapter 13 plan payments the debtor shall comply within 14 days with any requirement of the chapter 13 trustee for information needed to provide the notices required by 11 U.S.C. §1302(d). Further, if the trustee determines that the debtor has failed to timely provide the trustee with such information, the trustee shall within 30 days of completion of the chapter 13 plan payments, file a certification of non-compliance wherein the Clerk shall issue a notice to show cause to the debtor and the debtor's attorney why sanctions, including dismissal of the case without granting a discharge, should not be imposed.

**Comments**

4008-2 This rule is new and is applicable in all Chapter 13 cases filed on or after October 17, 2005. [New Rule effective 10/15/07.]

4008-2 A time-computation adjustment has been made paragraph (B) to conform to a revision to the Federal Rules of Bankruptcy Procedure that take effect December 1, 2009. A stylistic change has been made to paragraph (A). [Changes effective 12/01/09.]

4008-2 Paragraph (C) is modified to accommodate a stylistic change whereby the term "order" is deleted where it appears in the text. Other conforming changes are made to the text. [Changes effective 12/1/15.]

**RULE 5005-1 FILING OF PETITIONS, PLEADINGS AND OTHER PAPERS**

**(A) Filing in Proper Division**

(1) **Petitions:** A petition seeking relief under the Bankruptcy Code shall be filed in the division in which the debtor's domicile, residence, principal place of business or principal assets were located for the greater part of the 180 days immediately preceding the filing of the petition.

(2) **All Other Documents:** All motions, pleadings, complaints and other documents relating to a bankruptcy case or proceeding shall be filed in the divisional office of the court in which the bankruptcy case is pending.

**(B) Judge Assignments:** In the ordinary course, judges are randomly assigned overnight for cases filed the immediately preceding day.

(1) In the event of a voluntary or involuntary petition, if a hearing is required on the petition date or the date immediately following the petition date, the debtor or petitioning creditor(s) may contact either courtroom deputy for the division in which the petition is filed to request an off-schedule judge assignment.

(2) In the event of any other matter, including miscellaneous proceedings, the movant may contact either courtroom deputy for the division in which the proceeding is pending to request an off-schedule judge assignment.

(3) In the event of the filing of a Mega Case, judge assignment will occur as set forth in Exhibit 16, Procedures for Assignment and Administration of "Mega Cases" in the

Eastern District of Virginia, which is promulgated by Local Bankruptcy Rule 1075-2.

(C) **Proponent to be Member of Bar:** Any attorney offering a petition, pleading or other document other than a request for notices under FRBP 2002(g) or as provided in LBR 9010-1, for filing on behalf of a client, must be a member in good standing of the bar of this Court.

(D) **Requirements of Form:** All petitions, pleadings and other documents offered for filing shall meet the following requirements of form unless submitted as provided for by an electronic means established by the Court:

(1) **Legibility:** Documents shall be plainly and legibly typewritten, printed or reproduced on one side of the paper only.

(2) **Caption, Official Forms:** The caption and form shall be in substantial compliance with the Federal Rules of Bankruptcy Procedure, Official Forms and Local Bankruptcy Rules. Each document filed, except the petition, shall bear the debtor's name, the case number, chapter and adversary proceeding number, if applicable.

(3) **Size, Margins, etc.:** Documents, including attachments and exhibits, shall be of standard weight and letter size (8 1/2 by 11 inches), photo-reduced if necessary, with a top margin of not less than 1 1/2 inches. All multi-page pleadings and documents shall be fastened into sets at the top.

(4) **Signature Required:** All petitions, motions, pleadings and other documents shall be signed by counsel of record, or another attorney in the same firm, who shall have been admitted to practice before this Court. *Pro se* individuals shall sign on their own behalf. All documents submitted on behalf of corporations, other than proofs of claim, shall be signed by counsel.

(5) **Identification of Attorney:** On the first page of each pleading or other document filed with the Court, the attorney filing the same shall be identified by name, State Bar number, complete mailing address, telephone number and the name of the party whom the attorney represents.

(6) **Filing of Faxed Petitions, Pleadings and other Documents:** Petitions, pleadings and other papers that have been transmitted by facsimile equipment may be filed with the Court except for the List of Creditors, which must be in the format specified by the Clerk as required under LBR 1007-1(H). Once filed, the faxed document constitutes the original and no other copy bearing an original signature should later be filed. All applicable filing requirements must be met, including the payment of any filing fee due.

(7) **Acknowledgment Copy:** To receive acknowledgment of filing of a petition, pleading or other document, an extra copy must be submitted. If the acknowledgment copy is to be returned by mail, a self-addressed, stamped envelope, large enough to accommodate the copy being returned, must be included with the filing. Failure to submit the additional copy and/or the stamped, self-addressed envelope will result in the acknowledgment copy not being returned.

(8) ***Proof of Service***: Proof of service must be made by declaration of the person accomplishing the service. That declaration shall include the following information:

- (a) The day of service;
- (b) The specific persons and or entities served;
- (c) The method of service employed (e.g., personal, mail, substituted, etc.);
- (d) Identification of the documents served;
- (e) The exact address at which service was made; and
- (f) The capacity in which the person was served.

The full names and addresses should be listed for each person or entity served, *including* when service is made upon the list of the 20 largest unsecured creditors and insured depository institutions as required under FRBP 7004(h). Service copies shall contain a complete certificate of service, including names and addresses of parties served, if the number of persons and parties served is 25 or fewer. When service is made on more than 25 persons or parties, the certificate of service attached to the service copies need not contain the complete list of names and addresses, but may reference a service list attached to the original filed with the court.

(E) ***Additional Requirements***: The following requirements are in addition to those set out in paragraphs (A) through (C) of this Local Bankruptcy Rule unless provided for by an electronic means established by the Court:

(1) ***Voluntary Petitions***: Each petition filed must include an unsworn declaration with the original signature of all debtors and must be verified by the signature of the debtor's attorney, if any. More than one entity cannot be listed as the debtor, except that spouses may file a joint petition. Each petition filed must be accompanied by:

- (a) a List of Creditors, in the form at specified by the Clerk, as required by LBR 1007-1(H);
- (b) a verification by signature of the attorney for the debtor and an unsworn declaration with the signature of all debtors;
- (c) if the debtor is a corporation, the petition must be signed by an attorney and be accompanied by a copy of the corporate resolution authorizing the filing as required by LBR 1074-1; and
- (d) if a chapter 11 petition, the List of Creditors Holding 20 Largest Unsecured Claims, as required by LBR 1007-1(G).

(2) ***Complaints***: Each complaint commencing an adversary proceeding must be accompanied by:

- (a) the proper filing fee and

(b) a properly completed Adversary Proceeding Cover Sheet as provided in LBR 7003-1, if counsel is permitted by the Court to file a complaint other than through the Case Management/Electronic Case Files System, or if the complaint is filed by a *pro se* litigant.

(3) ***Motions for Relief from Stay***: Each motion for relief from stay must be accompanied by:

(a) the proper filing fee and

(b) proof of service indicating service of the motion upon the parties required to be served pursuant to LBR 4001(a)-1(F).

(4) ***Claims***: Each proof of claim presented for filing must specify the name of the debtor and the applicable bankruptcy case number and must be properly signed by the claimant or the claimant's authorized agent.

(5) ***Amendments***: Each amendment filed shall be accompanied by a properly completed Amendment Cover Sheet, as required by LBR 1009-1(A).

(6) ***Chapter 13 Plan***: As required by LBR 3015-2, each Chapter 13 Plan and Related Motions presented for filing shall be accompanied by a properly completed proof of service.

(F) ***Original Signatures***

(1) ***Filings Requiring Original Signatures***. The following documents require original signatures:

(a) any paper that must be verified or contain an unsworn declaration as provided in 28 U.S.C. § 1746 pursuant to Federal Rule of Bankruptcy Procedure 1008; and

(b) any declaration, affidavit, other paper in which the signatory verifies, certifies, affirms, or swears under oath or penalty of perjury the truth of the matters set forth in that paper.

(2) ***Authorized Forms of Original Signature***. The following constitute original signatures on the documents identified in subparagraph (F)(1):

(a) a wet ink signature;

(b) an image copy of the document containing a wet ink signature; or

(c) a digital signature generated via a commercially available software product that uses encryption and/or multi-factor authentication to create a secure electronic signature that uniquely identifies the signer and ensures that the signature is authentic and has not been altered or repudiated.

(G) ***Notice of Deficient Filing***: The Clerk shall review each filing for compliance with the requirements of these Local Bankruptcy Rules. Those pleadings or other documents not meeting

the requirements of these Local Bankruptcy Rules may receive a Notice of Deficient Filing allowing for 14 days to correct the deficiency. Failure to cure the deficiency within the time allowed shall result in the pleading or other document being stricken without further notice. Notwithstanding the foregoing, in the case of a petition or a notice of voluntary conversion, the Clerk shall issue a notice that the debtor either must (1) cure the deficiency within 14 days of the mailing or delivery of such notice; or (2) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing.

(H) *Rejection of Petitions, Pleadings and Other Papers*: [Repealed]

(I) *Judicial Conference Policy Regarding Public Access to Electronic Case Files*: [Repealed]

### Comments

Paragraph (C)(4) is amended to clarify who may sign pleadings on behalf of counsel of record. [Changes effective 1/1/97]

Paragraph (C)(6) is new. Although the court does not accept fax filings directly to its own fax machines, it will, with the adoption of this local bankruptcy rule, accept for filing papers that originated from a fax machine. Since the faxed petition, pleading or other paper constitutes an original, no other "original" should later be filed. Papers intended for filing with the court could be sent to a fax machine at the court's onsite copy service, some other copy or courier service, a law firm, or other third party. As before, the actual filing takes place when the paper is received by the Clerk's Office. [Changes effective 1/1/97]

5005-1(C) Changes have been made to allow for the filing of documents by electronic means provided under FRBP 5005(a)(2). For more detail on how this has been implemented on a pilot basis in the Alexandria Division see the "Order Adopting Electronic Case Filing Procedures" attached as Exhibit 3 and the "Administrative Procedures for Electronically Filed Cases" attached as Exhibit 4. It is planned that the ability to file electronically will expand to the other divisions during 1999.

5005-1(C)(3) Additional language noting the requirement that certain filings be pre-punched with two holes at the top as prescribed by the Judicial Conference. Sufficient top margin should be allowed so that neither the caption nor text is destroyed or obscured.

5005-1(C)(6) This revision is due to the problems encountered while trying to scan a faxed list of creditors and the addition of LBR 1007-1(I) which requires the list to be filed on diskette. The Instructions for Preparing Lists of Creditors has been updated to reflect this change.

5005-1(C)(7) The purpose of this addition is to clearly set forth the need for an extra copy of the item filed as well as a self-addressed, stamped envelope in order for an acknowledgment copy to be sent.

5005-1(C)(8) This addition deals with the concern in bankruptcy cases involving the adequacy of notice. In many instances, the question of

proper notice could not be determined by review of the movant's certificate of service. Instead of specifically naming the intended recipients of the pleading, the certificate of service often merely indicated that service was made upon "all parties in interest" or "all necessary parties." In addition, movants often did not attach a copy of the certificate of service to the service copies of the document. It is then impossible for the Court and other affected parties to determine who was served with the document in question.

5005-1(D) This is one of the changes made to allow for the filing of documents by electronic means provided under FRBP 5005(a)(2). For more detail on how this has been implemented on a pilot basis in the Alexandria Division see the "Order Adopting Electronic Case Filing Procedures" attached as Exhibit 3 and the "Administrative Procedures for Electronically Filed Cases" attached as Exhibit 4. It is planned that the ability to file electronically will expand to the other divisions during 1999.

5005-1(D)(4) Revision providing information on the number of copies required when a claim is filed.

5005-1(D)(6) Revision required to conform with the changes to LBR 3015-2.

5005-1(F) Addition based on a decision by the Judges to clearly state that filings not accompanied by the proper filing fee will be rejected by the Clerk's Office.

5005-1(C)(8) The current LBR requires names and addresses in all circumstances with regard to the proof of service. While this is not a burden in small cases, it is in larger cases. Therefore, this change notes that if there are more than 25 names, service copies need only refer to the service list filed with the original. [Change effective 2/1/00.]

5005-1(G) This paragraph is new. It addresses the privacy policy promulgated by the Judicial Conference of the United States regarding public access to electronic case files. [New rule effective 01/01/04.]

5005-1(B) A stylistic change has been made to conform this rule provision. [Change effective 10/17/05.]

5005-1 Paragraph (F) is repealed in light of new LBR 1006-3. [Change effective 9/1/06.]

5005-1 The amendment to subparagraph (D)(1)(a)(ii) is technical in nature and clarifies the type of application referenced. [Change effective 9/1/06.]

5005-1 Subparagraphs (D)(1)(a), (b), (c) and (f) are repealed.

Subparagraphs (D)(1)(d), (e), (g) and (h) are re-designated as subparagraphs (D)(1)(a), (b), (c) and (d), respectively. Sub- paragraphs



(D)(3)(b) and (d) are repealed. Subparagraph (D) (1)(c) is re-designated as subparagraph (D)(1)(b). Paragraph (D)(7) is repealed. Paragraph (D)(4) is amended. Paragraph (G) is repealed. A technical change has been made at subparagraph (D)(2)(b). In addition, a time-computation adjustment has been made to paragraph (E) to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Repeals and changes effective 12/01/09.]

5005-1(C)(6) Technical and stylistic changes are made to paragraph (C)(6) of the rule. [Changes effective 12/1/15.]

5005-1(D)(2) This rule provision is amended to conform to the amendment made to LBR 7003-1. [Change effective 12/1/15.]

5005-1 Paragraph (E) of this rule provision is amended as a result of the holding in *No v. Gorman*, 891 F.3d 138 (4th Cir. 2018). [Changes effective 11/15/19.]

5005-1 New paragraph (B) to this rule, being provisional in nature, is subject to later modification or abrogation, as the circumstances may require. This paragraph applies to those voluntary and involuntary petitions (where the latter is allowed) in all operating chapters of the Bankruptcy Code (except chapter 9), which would require an off-schedule judge assignment. Paragraph (B)(2) addresses other events, including miscellaneous proceedings, which also would require an off-schedule judge assignment. Current paragraphs (B) through (G), inclusive, are re-designated paragraphs (C) through (H), inclusive. [New Paragraph (B) and other changes effective 04/26/2021.]

5005-1(B)(3) This rule provision is new and references Exhibit 16, Procedures for Assignment and Administration of “Mega Cases” in the Eastern District of Virginia. That exhibit is promulgated by new Local Bankruptcy Rule 1075-2. [New Subparagraph (B)(3) effective 2/15/22.]

5005-1 Paragraph (E)(1) is amended to add the word “original” to become the term “original signature” and the term “spouses” is substituted for the term “husband and wife.” Paragraph (F)(2) expands the definition of the term “original signature” to include the forms of signature set forth therein such that its meaning is not confined to a wet signature only. Former paragraphs (F), (G) and (H) are redesignated paragraphs (G), (H) and (I). [Changes effective 06/01/23.]

5005-1(B) This paragraph is amended to remove the label and status of same as “Provisional.” [Change effective 08/01/23.]

5005-1(C) Paragraph (C) is amended to include, additionally, the exceptions set forth in Rule 9010-1 to the requirement that a proponent be a member in good standing of the bar of this Court. [Change effective 08/01/23.]

5005-1(G) This rule is amended to delete language concerning a request for hearing on a Notice of Deficient Filing where there is no entitlement to same and to clarify that if a pleading deficiency thereunder is not cured timely, the pleading will be stricken by the Clerk. The amendments further remove language concerning the filing of a response to a notice of deficiency regarding a petition or notice of voluntary conversion; and to permit the Court to either excuse a debtor from the deficiency hearing or to cancel the hearing if appropriate in the event of an untimely cured deficiency. [Changes effective 08/01/23.]

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**RULE 5005-2 FILING OF PETITIONS, PLEADINGS AND OTHER PAPERS  
BY ELECTRONIC MEANS**

(A) ***Electronic Case Files Policy***: All petitions, motions, memoranda of law, or other pleadings, documents and papers filed with the Court shall be filed through the Case Management/Electronic Case Files (CM/ECF) System except as otherwise provided for in the Court’s *Electronic Case Files Policy* (CM/ECF Policy), which shall be promulgated and revised as specified by the Clerk. The CM/ECF Policy governs if there is a conflict between that Policy and these Local Bankruptcy Rules as to the technicalities of electronic case filing.

(B) ***Electronic Filing Policies and Procedures***: The Clerk shall prepare and publish policies and procedures for electronic filing, which the Clerk may amend from time to time. These policies and procedures, which are exempt from the public notice and comment requirements for adoption of local rules, shall have the force of local rules. A link to the policies and procedures will be available on the Court’s web page.

(C) ***Technical Failure***: A registered ECF User whose filing is made untimely as the result of a CM/ECF System technical failure, may seek appropriate relief from the Court as provided for in the CM/ECF Policy.

**Comments**

This rule mandates electronic case filings in the Court’s Case Management/Electronic Case Files (CM/ECF) System and authorizes the Clerk to promulgate and revise the Court’s Electronic Case Files (CM/ECF) Policy. [New rule effective 3/17/08.]

5005-2 This rule is reorganized into two paragraphs, (A) and (B). Stylistic changes are made to paragraph (A). The text of paragraph (B) is new. That paragraph makes provision for the possibility that due to a CM/ECF System technical failure, access to that System by a registered ECF User may not be available for filing purposes. The Court’s CM/ECF Policy provides the procedure that a registered ECF User must follow should such a situation occur. [Changes and new provision effective 12/1/15.]

5005-2 New paragraph (B) sets forth electronic filing policies and procedures, which address how they are prepared, published, and amended. In addition, such policies and procedures “shall have the

force of local rules.” Former paragraph (B) is redesignated paragraph (C). [Changes effective 06/01/23.]

### **RULE 5010-1 REOPENING CASES**

A motion to reopen a case must be scheduled for hearing in accordance with LBR 9013-1(H)(3) and notice must be given in accordance with LBR 9013-1(M)(2) to the United States trustee, the previously appointed trustee, any affected party, and any party being added, if any, as a creditor or party in interest in the case. The motion shall be accompanied by the appropriate fee to reopen the case or a request for a waiver of the reopening fee, and proof of service.

#### **Comments**

The appropriate fee to reopen a case must be paid when the motion is filed. [Changes effective 1/1/97]

5010-1 Time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that take effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

5010-1 This Rule is amended to clarify that it is the movant’s responsibility to schedule and give notice of a hearing on a motion to reopen in accordance with Rule 9013-1. The amendments add the affected party as among those to receive notice and indicate that a motion to reopen should be accompanied by a request to waive the reopening fee if such fee is not paid when the motion is filed. To avoid conflict between this rule and simultaneous changes to Rule 9013-1, the objection period has been amended to reference Rule 9013-1. [Changes effective 08/01/23.]

### **RULE 5011-1 WITHDRAWAL OF REFERENCE**

(A) ***Form of Request; Place for Filing:*** A request for withdrawal, in whole or in part, of the reference of a case or proceeding referred to the Bankruptcy Court, other than a *sua sponte* request by a bankruptcy judge, shall be by motion filed with the Clerk of the Bankruptcy Court. All such motions shall conform to LBR 9013-1 and shall be accompanied by the proper filing fee. In addition, all such motions shall clearly and conspicuously state that “RELIEF IS SOUGHT FROM A UNITED STATES DISTRICT COURT JUDGE.”

(B) ***Stay:*** The filing of a motion to withdraw the reference does not stay proceedings in the Bankruptcy Court. The procedures relating to stay shall be those set forth in FRBP 5011.

(C) ***Designation of Record:*** The moving party shall serve on all interested parties and file with the Clerk of the Bankruptcy Court, together with the motion to withdraw the reference, a designation of those portions of the record of the case or proceeding in the Bankruptcy Court that the moving party believes will reasonably be necessary or pertinent to the District Court's consideration of the motion. Within 14 days after service of such designation

of record, any other party may serve and file a designation of additional portions of the record. If the record designated by any party includes a transcript of any hearing or trial, or a part thereof, that party shall immediately after filing the designation, deliver to the court reporter and file with the Clerk of the Bankruptcy Court a written request for the transcript and make satisfactory arrangements or payment of its cost. All parties shall take any action necessary to enable the Clerk to assemble and transmit the record.

(D) ***Responses to Motions to Withdraw the Reference; Reply***: Opposing parties shall file with the Clerk of the Bankruptcy Court, and serve on all parties to the matter for which withdrawal of the reference has been requested, their written responses to the motion to withdraw the reference, within 14 days after being served with a copy of the motion. The moving party may serve and file a reply within 14 days after service of a response.

(E) ***Transmittal to and Proceedings in District Court***: When the record is complete for purposes of transmittal, but without awaiting the filing of any transcripts, the Clerk of the Bankruptcy Court shall promptly transmit to the Clerk of the District Court the motion and the portions of the record designated. After the opening of a docket in the District Court, documents pertaining to the matter under review by the District Court shall be filed with the Clerk of the District Court, but all documents relating to other matters in the bankruptcy case or adversary proceeding or contested matter shall continue to be filed with the Clerk of the Bankruptcy Court.

#### **Comments**

While this does not get raised that often within the District, this addition clarifies where the motion should be filed and puts the responsibility on parties to designate the record to go to the U.S. District Court.

5011-1 Time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. [Changes effective 12/01/09.]

### **RULE 5073-1 PHOTOGRAPHY, RECORDING DEVICES, AND BROADCASTING**

(A) ***Photographs and Electronic Recordings***: Except with the express written permission of the Court, photography, electronic recording, videotaping and broadcasting are not permitted in the courtroom and its environs during the progress of or in connection with judicial proceedings, whether or not court is actually in session.

(B) ***Definition of "Environs"***: "Environs," as used in this Local Bankruptcy Rule, shall include any floor on which any courtroom or hearing room is located, including all hallways, stairways, windows and elevators immediately adjacent to any such floor.

(C) ***Exception***: With the written permission of the Court and of the party or parties to be photographed, pictures may be taken of any permanent occupant of any office within the environs aforesaid when court is not in session.

### **RULE 5077-1 TRANSCRIPTS**

(A) ***Certification of Record by Reporter***: [Repealed]

(B) *Copies of Transcripts Available to Public*: Subject to any applicable Judicial Conference policy limiting electronic access to transcripts, the Clerk shall provide copies of any filed transcript to the public upon request and the payment of prescribed copy fees, unless the Court orders that copies of the transcript not be made or that the transcript be sealed.

(C) *Use of Transcripts by Multiple Parties*: [Repealed]

(D) *Perfecting Record on Appeal*: [Repealed]

(E) *Payment for Transcripts*: The obligation to pay the reporter or transcriber for any and all transcripts shall be the joint and several personal obligation of the attorney and the party for whose benefit the transcript was obtained to the extent so ordered. Any charges for a transcript shall be payable upon the completion of the transcript or any segment thereof when a proper bill for same has been submitted by the reporter or transcriber.

(F) *Clerk's Duty to Make Transcripts Remotely Available Electronically; Redaction*: [Repealed]

### Comments

5077-1(C)-(D) The Administrative Office of the U.S. Courts has provided guidance to the courts on the statutory and policy requirements for copying official court transcripts of court proceedings filed with the clerk of court. Accordingly, paragraphs (C) and (D) of LBR 5077-1 are repealed. [Change effective 4/1/03.]

5007-1 Former Local Bankruptcy Rule 5077-1 is re-designated as Local Bankruptcy Rule 5007-1. Paragraph (A) is repealed. The first sentence of FRBP 5007(a) adequately addresses the requirement set forth in the deleted sentence and the second sentence is addressed by different means with the reporter. Paragraphs (B) through (E) remain unchanged. Paragraph (F) is new. This paragraph balances the promotion of remote electronic access by the public to transcripts filed with the Clerk with the need to protect personal privacy concerns and other legitimate interests. The procedure set forth therein provides a means by which personal data identifiers and other information may be redacted from a transcript before the transcript is made remotely available electronically to the public. [Re-designated Rule 5007-1, amended Paragraph (A) and new Paragraph (F) effective 1/15/07.]

5007-1 Former Local Bankruptcy Rule 5007-1 is re-designated as Local Bankruptcy Rule 5077-1. [Re-designated Rule 5077-1 effective 03/16/09.]

5007-1(B) Paragraph (B) is amended to conform to requirements established by the Judicial Conference that limit electronic access to transcripts. [Amendment effective 03/16/09.]

5007-1(E) Paragraph (E) is amended to include the obligation to pay a transcriber for an ordered transcript. [Amendment effective 03/16/09.]

5007-1(F) Paragraph (F) is repealed and a standing order has been entered in view of a new policy of the Judicial Conference of the United States to make electronic transcripts of court proceedings available to the public. [Change effective 03/16/09.]

**RULE 6004-1 SALE OF ESTATE PROPERTY**

All motions or complaints for sale of real property or any interest therein shall contain the legal description of said real property sufficient to effect a proper conveyance thereof. Orders approving the sale of property of the estate or any interest therein shall comply with LBR 9022-1(E).

**Comments**

6004-1 The cross-reference to LBR 9022-1(D) has been added to remind the practitioner of the requirement that orders approving the sale of real estate or any interest therein, like all orders, must stand alone without reference to external documents, e.g., the order should not purport to approve the sale of the real estate or any interest therein “in accordance with the terms of the contract attached to the motion” but should state the essential terms of the sale, e.g., “to John and Joanna Doe for the price of \$173,000.” [Change effective 3/1/01.]

6004-1 This rule provision is amended to conform to the current version of LBR 9022-1. [Change effective 08/01/23.]

**RULE 6004-2 USE, SALE OR LEASE OF PROPERTY**

(A) **Notice:** Notice of a proposed use, sale or lease of property other than in the ordinary course of business, shall be given by the proponent of the notice, and the original notice and proof of service shall be filed with the Court. The notice shall comply with FRBP 2002(a)(2) and FRBP 2002(c)(1).

(B) **Objection to Proposed Use, Sale or Lease:** An objection to a proposed use, sale or lease, other than in the ordinary course of business, shall be filed with the Court and served upon the proponent of the action within the time permitted under LBR 9013-1(G)(3).

(C) **Sale of Property When Value of Estate Does Not Exceed \$2,500:** The trustee or debtor in possession may give general notice of intent to sell property when all of the non-exempt property of the estate has an aggregate gross value of less than \$2,500. Such notice may be given at the meeting of creditors, and the Clerk is to provide notice in the meeting of creditors notice that this procedure may be followed. An objection to such sale must be filed by a party in interest and served upon the proponent of the sale not later than 14 days after the meeting of creditors. The party objecting shall select a hearing date on the objection and serve a notice of hearing.

(D) **Report of Sale:** The trustee or debtor in possession shall file with the Court a report of any sale of estate property outside the ordinary course of business. The report shall be filed within 30 days’ after the sale with service on the United States trustee.

**Comments**

6004-2 Time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

RULE 6004-4 MORTGAGE LOAN MODIFICATION BY CHAPTER 13 DEBTOR AFTER CONFIRMATION

6004-2(B) To avoid conflict between this rule and Rule 9013-1, the amendments delete the objection period in favor of a reference to amended Rule 9013-1. The amendments further clarify that the movant, rather than an objecting party, must schedule the motion for hearing. [Changes effective 08/01/23.]

6004-2(C) This paragraph is amended to clarify the objecting party must select a hearing date and schedule same. The requirement to include proof of service is deleted as such is required with all pleadings, including responsive pleadings. [Change effective 08/01/23.]

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**RULE 6004-3 SALE OR REFINANCE OF PROPERTY BY CHAPTER 13 DEBTOR  
AFTER CONFIRMATION**

(A) A debtor seeking approval for the sale or refinance of real property following confirmation of a plan that reverts such property in the debtor shall provide the chapter 13 trustee and all creditors and parties in interest at least 21 days' notice of the motion seeking such approval unless the notice period has been shortened by the Court for cause shown.

(B) In addition to setting forth the information required by FRBP 2002(c)(1), the notice shall state:

- (1) the total proposed sale price or maximum amount to be secured by the refinancing, as the case may be, and, in the case of refinancing, the amount of existing secured debt to be paid thereby;
- (2) the amount of the sale or loan proceeds to be applied to the debtor's obligations under the confirmed plan;
- (3) whether such payment will result in full payment of all allowed claims; and
- (4) if all allowed claims will not be paid in full, the amount of the sale or loan proceeds that will be paid to the debtor.

(C) If no objection is filed within the objection period, the court, in its discretion, may enter an order endorsed by the chapter 13 trustee approving the sale or refinance without holding a hearing.

**Comments**

6004-3 Time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the Rule. [Changes effective 12/01/09.]

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**RULE 6004-4 MORTGAGE LOAN MODIFICATION BY CHAPTER 13 DEBTOR  
AFTER CONFIRMATION**

(A) Unless provided in a Consent Order resolving a Motion for Relief from Stay, a debtor(s) seeking approval for the modification of a mortgage on real property following confirmation of a

plan that reverts such property in the debtor(s) shall provide the chapter 13 trustee and any creditor who has filed a request for all notices in the case at least 21 days' notice of the motion seeking such approval unless the notice period has been shortened by the Court for cause shown.

(B) The notice shall state:

- (1) All terms of the modification including the term, principal, interest rate and any future payment changes or balloon payments that will occur during the term of the chapter 13 plan;
- (2) The current mortgage payment and the new payment after the loan modification;
- (3) If the modification results in a higher monthly payment, the source of the funds to be used to make that payment; and
- (4) If the modification results in a lower monthly payment, whether the debtor intends to increase the amount of his plan payment.

(C) If no objection is filed within the objection period, the court, in its discretion, may enter an order endorsed by the chapter 13 trustee approving the loan modification.

**Comments**

6004-4 This rule is new and provides a procedure, including the manner in which notice shall be given and the contents of the notice, for a chapter 13 debtor to request court approval to modify a real property mortgage loan following confirmation of the debtor's Plan. [New Rule effective 12/01/09.]

**RULE 6007-1 ABANDONMENT**

(A) **Notice of Abandonment:** The Clerk shall give notice in the meeting of creditors notice that the trustee may, at the meeting of creditors, give notice of intention to abandon property of the estate that is burdensome or of inconsequential value to the estate. The Clerk shall give notice that parties in interest who object to such abandonment may state their oral objections at the meeting of creditors, select a hearing date, transmit notice of a hearing on their objection and file such notice with proof of service with the Court, within 14 days after the meeting of creditors.

(B) **Motion to Compel Abandonment:** Any party in interest requesting the Court to order the trustee to abandon any property of the estate shall select a hearing date, transmit copies of the motion and notice containing the hearing date to all parties in interest and the United States trustee and file with the Clerk the motion, notice and proof of service.

(C) **Order of Court Approval of Abandonment:** Orders for approval of abandonment of property of the estate shall comply with LBR 9022-1(E).

**Comments**

6007-1(C) This new provision conforms to the amendment to LBR 9022-1(D). [Change effective 3/1/01.]



6007-1 A time-computation adjustment has been made at paragraph (A) to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. [Change effective 12/01/09.]

6007-1(B) The requirement that the United States trustee be served with a request for abandonment has been added to conform to a revision to the Federal Rules of Bankruptcy Procedure that is due to take effect December 1, 2019. [Change effective 12/01/19.]

6007-1(A) This paragraph is amended to clarify the objecting party must select a hearing date and schedule same. [Change effective 08/01/23.]

6007-1(B) The title of this paragraph is amended to more precisely indicate the nature of such motion and to clarify the moving party must select a hearing date and schedule same. [Changes effective 08/01/23.]

6007-1(C) This rule provision is amended to conform to the current version of LBR 9022-1. [Change effective 08/01/23.]

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### **RULE 6008-1 REDEMPTION**

A party seeking redemption of property from a lien or sale shall select a hearing date, transmit the motion and notice of hearing to all parties in interest, and file the motion, notice and proof of service with the Clerk. However, if the redemption motion is accompanied by a consent order, a hearing is not required.

#### **Comments**

Change to note that the Court may direct that no hearing is required if the initial request is uncontested.

6008-1 This rule is amended to both clarify the moving party must select a hearing date and schedule same on such motions but that if the noted motion is accompanied by a consent order, a hearing need not be scheduled. [Changes effective 08/01/23.]

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### **RULE 7003-1 ADVERSARY PROCEEDING COVER SHEET**

At the time of filing an adversary proceeding, counsel permitted by the Court to file a complaint other than through the Case Management/Electronic Case Files System or *a pro se* litigant, shall file with the complaint a properly completed adversary proceeding cover sheet in substantial compliance with the applicable form promulgated by the Administrative Office of the United States Courts. The Clerk is directed to provide such forms to the public upon request.

#### **Comments**

7003-1 The reference to the adversary proceeding cover sheet form number has been deleted should the form reference change. [Change effective 12/01/09.]

7003-1 This rule is amended to limit the filing of an adversary proceeding cover sheet to those counsel-filed complaints where the Court permits counsel to so file in a format other than through the Case Management/Electronic Case Files System, as governed by the Clerk’s Case Management/Electronic Case Files Policy Statement, CM/ECF Policy 1(C) **Waiver**. *Pro se* litigants will continue to file the requisite adversary proceeding cover sheet in paper format. [Change effective 12/1/15.]

**RULE 7004-2 SUMMONS**

(A) **Issuance**: The Clerk shall issue to the plaintiff for service a summons for each party as identified by the plaintiff.

(B) **Time Limit for Service**: If a summons is not timely delivered or mailed within 7 days following issuance of the summons, the party responsible for the original service shall bear the responsibility for issuance of further process.

**Comments**

7004-2 A time-computation adjustment has been made at paragraph (B) to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. [Change effective 12/01/09.]

7004-2 A time computation adjustment, from 14 to 7 days, has been made at paragraph (B) to conform to a revision made to Federal Rule of Bankruptcy Procedure 7004(e) that takes effect December 1, 2014. [Change effective 12/01/14.]

7004-2 This rule change deletes the requirement that the adversary proceeding cover sheet be used for the purpose of listing the parties to receive a summons. [Change effective 12/1/15].

**RULE 7007-1 FINANCIAL DISCLOSURE**

(A) **Required Disclosure**: [Repealed]

(B) **Time for Filing**: [Repealed]

(C) **Statement Delivered to Judge**: [Repealed]

**Comments**

The Committee on Codes of Conduct of the Judicial Conference of the United States is undertaking to develop a national rule requiring parties in district and bankruptcy courts to disclose their corporate parents. Pending completion of a national rule that addresses this issue, LBR 7007-1 has been promulgated for the purpose of establishing the required interim financial disclosure. The statement referenced in LBR 7007-1, Financial Interest Disclosure Statement form, is attached as new Exhibit 6. [New Rule effective 3/1/01.]

7007-1 This rule was promulgated as an interim measure pending creation of FRBP 7007.1, which governs the filing of financial disclosure statements. Accordingly, with the exception of the number of statement copies to be filed using the form attached as Exhibit 6, this rule no longer is needed. [Change effective 12/1/03.]

7007-1 The remainder of the rule is repealed in light of Local Bankruptcy Rule 5005-2, which mandates electronic case filings in the Court's Case Management/Electronic Case Files (CM/ECF) System and authorizes the Clerk to promulgate and revise the Court's Electronic Case Files (CM/ECF) Policy. [Repeal effective 12/01/09.]

**RULE 7013-1 COUNTERCLAIMS [Repealed]**

**Comments**

7013-1 This rule is repealed upon a finding that it is no longer needed. [Repeal effective 10/17/05.]

**RULE 7016-1 PRETRIAL PROCEDURES**

(A) ***In Default Cases:*** Where the defendant is in default and there has been no appearance on the defendant's behalf, the procedure outlined herein shall not be applicable, but the Court may direct the party not in default to appear for the purpose of noting a default, the entry of a default judgment and for scheduling a date for trial on the issue of damages if required by law. If the party not in default fails to take action to prosecute its claim after reasonable notice to appear or take such action, the Court may dismiss the proceeding for failure to prosecute.

(B) ***In All Other Cases:*** In all other adversary proceedings, as promptly as possible after suit has been filed, the Court may schedule an initial pretrial conference at which trial counsel shall be present. At such pretrial conference, the Court may issue an order fixing dates for:

- (1) the amendment of pleadings and joinder of additional parties;
- (2) the completion of discovery;
- (3) the filing and hearing of motions; and
- (4) a final pretrial conference and/or trial.

(C) ***Optional Items in Scheduling Order:*** The Court may include in such order, or any supplemental order, such other provisions as are appropriate to assist in expediting the trial or other disposition of the case and may specify the requirements of any final pretrial conference order, which shall be presented to the Judge for entry at the time of the final pretrial conference. While the primary obligation of preparing the final pretrial conference order rests upon counsel for plaintiff, all counsel are requested to meet at least 7 days in advance of the conference with the Court in order to discuss and prepare such order, and the Court may require such meeting of counsel by its order.

(D) ***Continuance of Dates Set in Scheduling Order:*** The parties and their counsel are bound by the dates specified in said order and no extensions or continuances thereof shall be granted in the absence of a showing of good cause. Mere failure on the part of counsel to proceed promptly with

the normal processes of discovery shall not constitute good cause for an extension or continuance.

### Comments

7016-1 Stylistic changes have been made in the text of the Rule.  
[Changes effective 12/01/09.]

## RULE 7026-1 DISCOVERY

(A) ***Objections to be in Writing:*** All objections to interrogatories, depositions, requests or applications under FRBP 7026 through FRBP 7037, as well as all motions and replies thereto concerning discovery matters, shall be in writing. If time does not permit the filing of a written motion, the Court may waive this requirement.

(B) ***Objections to Discovery Process:*** An objection to any interrogatory, deposition, request or application under FRBP 7026 through FRBP 7037, shall be served within 14 days after service of the interrogatory, deposition, request or application, unless otherwise ordered by the Court. Any such objection shall be specific and the reasons for the objection shall be stated. Any such objection shall not extend the time within which the objecting party must otherwise answer or respond to any discovery matter not specifically objected to.

(C) ***Motions to Compel:*** After a discovery request is objected to or not timely complied with, and if not otherwise resolved, it is the responsibility of the party initiating discovery to place the matter before the Court by a proper motion pursuant to FRBP 7037, to compel an answer, production, designation or inspection. Such motion must be accompanied by a memorandum as required by LBR 9013-1(F).

(D) ***Other Discovery Motions:*** A motion for a protective order pursuant to FRBP 7026 or a motion for an order compelling disclosure or discovery pursuant to FRBP 7037, or a motion to compel physical or mental examination pursuant to FRBP 7035, shall be accompanied by a memorandum as required by LBR 9013-1(F).

(E) ***Replies to Discovery Motions:*** Replies to discovery motions mentioned in paragraphs (C), (D) and (I) of this Local Bankruptcy Rule shall be filed within 14 days after service of the motion and memorandum unless otherwise ordered by the Court. Responses, if any, to all other discovery motions also shall be filed within 14 days.

(F) ***Compliance with Discovery Orders:*** After the Court has ruled on a discovery motion, any answer, production, designation, inspection or examination required by the Court shall be completed within 14 days after the entry of the order of the Court, unless otherwise ordered by the Court.

(G) ***Failure to Comply with Order:*** Should a party fail to comply with an order of the Court concerning discovery motions, it is the responsibility of the party objecting to such failure to comply to place the matter before the Court by a proper motion for supplementary relief pursuant to FRBP 7037. Such motion must be accompanied by a written memorandum as required by LBR 9013-1(F).

(H) ***Consultation Among Counsel:*** Counsel are encouraged to participate in pretrial discovery conferences in order to decrease, in every way possible, the filing of unnecessary discovery

motions. No motion concerning discovery matters may be filed until counsel shall have explored with opposing counsel the possibility of resolving the discovery matters in controversy. The Court will not consider any motion concerning discovery matters unless the motion is accompanied by a statement of counsel that a good-faith effort has been made between counsel to resolve the discovery matters at issue.

(I) **Extensions:** Depending upon the facts of the particular case, the Court in its discretion may, upon appropriate written motion by a party, allow an extension of time in excess of the time provided by the Federal Rules of Civil Procedure, these Local Bankruptcy Rules, or previous court order, within which to respond to or complete discovery or to reply to discovery motions. Any agreement between counsel relating to any extension of time is of no force or effect; only the Court, after appropriate motion directed thereto, may grant an extension of time. Unless otherwise specifically provided, such extension will be upon the specific condition that, regardless of what may be divulged by such discovery, it will not in any manner alter the schedule of dates and procedure previously adopted by the Court in the particular case.

(J) **Sanctions:** Should any party or the party's attorney fail to comply with any of the provisions of this Local Bankruptcy Rule, or otherwise fail or refuse to meet and confer in good faith in an effort to narrow the areas of disagreement concerning discovery, sanctions provided by FRBP 7037 may be imposed.

(K) **Applicability to Contested Matters:** See LBR 9014-1.

(L) **Expert Disclosure**

(1) **Agreement upon Disclosure:** Counsel are encouraged to agree upon the sequence and timing of the expert disclosures required by FRBP 7026. All such agreements must be in the form of a consent order entered by the Court.

(2) **Timing of Mandatory Disclosure:** Absent such a consent order, or unless otherwise ordered, the disclosures required by FRBP 7026 shall be made as follows:

(a) **Adversary Proceedings:** In adversary proceedings, the disclosures required by FRBP 7026 shall first be made by the plaintiff not later than 60 days before the date set for completion of discovery; then by the defendant 30 days before the date set for completion of discovery. Within 14 days after defendant's disclosure, plaintiff shall disclose any evidence that is solely contradictory or rebuttal evidence to the defendant's disclosure.

(b) **Contested Matters Except Relief from Stay:** LBR 9014-1 generally excludes the application of FRBP 7026 in contested matters. Pursuant to LBR 9014-1, however, exceptions to this general rule may be made on order of the Court. When so ordered, the disclosures required by FRBP 7026 shall be made by the movant or applicant, as the case may be, within 30 days prior to the hearing date; then by the respondent or objecting party, on the later of 14 days after the movant or applicant presents the required disclosures, or on the date that a response to the motion or application is due.

(c) **Relief from Stay:** LBR 9014-1 generally excludes the application of FRBP 7026 in relief from stay matters. Pursuant to LBR 9014-1, however, exceptions to this general rule may be made on order of the Court. When so ordered, the

disclosures required by FRBP 7026 shall be made by the parties within 14 days prior to the date set for final hearing on the motion. The parties shall disclose 7 days after disclosure any evidence that is solely contradictory or rebuttal evidence to each other's disclosure.

(3) ***Failure to Comply***: Any party who fails to comply with these mandatory disclosure requirements may, at the court's discretion, be prohibited from using the undisclosed expert testimony at trial.

(4) ***General Provisions***: For purposes of this Local Bankruptcy Rule, counterclaim-plaintiffs, cross-plaintiffs and third-party plaintiffs shall be plaintiffs as to all elements of the counterclaim, cross-claim and third-party claim. Answers to interrogatories directed at clarification of the written reports of expert witnesses disclosed pursuant to FRBP 7026 shall be due 14 days after service, unless otherwise ordered.

(M) ***Filing With Court***: Unless otherwise permitted by the Court, on its own initiative or for good cause shown by motion, discovery materials, depositions upon oral examination and upon written questions, interrogatories, requests for documents, requests for admission and answers and responses or objections to such discovery requests shall not be filed with the pleadings or papers in any case or proceeding. When specific discovery material appropriately may support or oppose a motion, the specific discovery material in question shall be appended as an exhibit to the motion, or in response thereto, without having been previously filed. Discovery material otherwise permitted to be used at trial may be properly so used, if otherwise admissible, without having been previously filed.

#### **Comments**

The purpose of this change is to resolve the apparent conflict between 7026-1(D) and 7026-1(P) by noting that the objection is to be served rather than filed within fifteen days after the initial discovery request. If approved, it would bring the rule into compliance with the corresponding local rule for the U.S. District Court.

Paragraph (O) is new and incorporates herein the same rule as in the U.S. District Court for the Eastern District of Virginia. [Changes effective 1/1/97.]

The original language of Paragraphs (A), (B) and (N) opting out of certain provisions of the Federal Rules of Bankruptcy Procedure have been eliminated since such opt out no longer is permitted under the national rules. Rules 26(a)(1), (3) and (4), (b)(1)-(2), (d) and (f), 5(d), 30(d) and 37(c) of the Federal Rules of Civil Procedure were amended effective December 1, 2000. Original Paragraphs (A) and (B) have been repealed. Original Paragraphs (C) through (K) have been redesignated Paragraphs (A) through (I). Original Paragraph (L), (dealing with unnecessary discovery motions or objections) which was repealed effective February 1, 2000, has been eliminated. Original Paragraphs (M) through (P) have been redesignated Paragraphs (J) through (M). The heading and text to original Paragraph (N) (dealing with opt-out provisions) have been eliminated and a new Paragraph

(K), which references new LBR 9014-1, has been substituted to conform to F.R.Civ.P. 26. [Changes effective 12/1/00.]

7026-1(L) This paragraph is repealed since it was felt that the paragraph no longer is needed. [Change effective 2/1/00.]

7026-1(L)(2)(b) Under the current rule provision, the respondent or objecting party may not have had an affirmative duty to make the required disclosures if the movant or applicant did not make any such disclosures. The amended rule provision makes clear that the expert disclosure requirement of a respondent or objecting party is independent of the requirement imposed on a movant or applicant. [Change effective 3/1/01.]

7026-1(L)(2)(b) and (c) These changes result from an amendment to LBR 9014-1, which added FRBP 7026(a)(2) to those subdivisions of Rule 7026 that are excluded generally from application in contested matters and in relief from stay matters. [Change effective 7/1/02.]

7026-1 Time-computation adjustments have been made, as needed, to conform to a revision to the Federal Rules of Bankruptcy Procedure that take effect December 1, 2009. A technical change has been made at paragraph (E). Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

7026-1(C), (D), (G) These rule provisions are amended to conform to the amendments made to LBR 9013-1. [Changes effective 08/01/23.]

## RULE 7030-1 DEPOSITIONS

(A) ***Deposition of Party***: Any party or representative (officer, director or managing agent) of a party filing an adversary proceeding in the proper division of this Court ordinarily may be required to submit to a discovery deposition at a place designated within the division. Exceptions to this general rule may be made on order of the Court when the party, or representative of a party, is of such age or physical condition, or special circumstances exist, as reasonably may interfere with the orderly taking of a deposition at a place within the division. A defendant, who becomes a counter-claimant, cross-claimant or third-party plaintiff, shall be considered as having filed an action in this Court for the purpose of this Local Bankruptcy Rule.

This subdivision shall not apply to an involuntary plaintiff or an interpleader plaintiff.

(B) ***Recording and Transcribing of Discovery Deposition***: The expense of recording a deposition shall be paid by the party seeking to take same. The expense of transcribing the deposition shall be paid by any party ordering the preparation of the original. Any other party desiring a copy of said deposition shall pay for same at the copy rate. Parties may, by agreement, equally share the costs of attendance and transcribing, including such copies as desired. The costs of the original transcript shall be included in the taxable costs, but only if the prevailing party has made use of the deposition during the trial, unless the parties otherwise agree.

(C) ***Attorneys' Fees***: Unless the services of associate counsel are retained in lieu of travel expense, it is not the policy of the Court to make an allowance of counsel fees in attending any

deposition, except to the extent provided by statute and otherwise in this Local Bankruptcy Rule, but the Court reserves the right to make a reasonable allowance where the circumstances of the case may justify the same.

(D) ***Travel Expense***: As provided in this Local Bankruptcy Rule, the "costs of travel" shall consist of the actual cost of travel by air or other public transportation, or an allowance for travel by private automobile at mileage rates as set forth in 28 U.S.C. §1821, whichever means of transportation is actually used, including the cost of transportation from the office or residence to the terminal of the public transportation and from the destination terminal to the place of the taking of the deposition and/or overnight accommodations, if deemed necessary, and return. The Court may, in its discretion, make an appropriate allowance for food and lodging. The "costs of travel" as herein defined shall apply to any witness other than a party, or representative of a party, required to attend the taking of a deposition. As to any witness attending a trial or hearing pursuant to FRCP 45(b)(1) the expense of such costs of travel shall be taxed as costs if said witness testifies or if it is reasonably necessary for the witness to appear, but said costs of travel shall be limited to what would have been expended if said witness resided 100 miles or more from the place of the trial or hearing, together with such reasonable allowance, if required for the purpose of the witness testifying, for overnight accommodations and food. If the witness resides within 100 miles of the place of trial or hearing, the costs of travel shall be limited to the mileage and attendance fees as provided by law.

(E) ***Reviewing Depositions Prior to Jury Trials***: Whenever depositions are expected to be presented in evidence, counsel shall, prior to the final pretrial conference or, if same are not then available, prior to the day of jury trial, review such depositions and:

- (1) extract therefrom a short statement of the qualifications of any expert witness to be read to the jury;
- (2) eliminate unnecessary and/or irrelevant matters; and
- (3) eliminate all objections and statements of counsel to avoid reading same to a jury.

In the event counsel are unable to agree on what shall be eliminated, they shall submit same to the Court for a ruling thereon before the date of trial. Failure to do so will constitute a waiver of objections.

(F) ***Summaries of Depositions***: [Repealed]

(G) ***Reasonable Notice***: As a general rule, 7 days in advance of the contemplated taking of a deposition shall constitute reasonable notice of the taking of a deposition in the continental United States, but this will vary according to the complexity of the contemplated testimony and the urgency of taking the deposition of a party or witness at a particular time and place.

#### **Comments**

7030-1 This rule was changed from 7027-1 to 7030-1; FRBP 7027 refers to depositions taken before the filing of an adversary proceeding in order to preserve the testimony; rule 7030 is the general rule concerning depositions. [Change effective 2/1/00.]



Rule 7030-1 A Technical modification referencing FRCP 45 is made in the text to Paragraph (D) of the rule. [Change effective 3/17/08.]

Rule 7030-1(F) is repealed as no longer being needed. [Change effective 3/17/08.]

7030-1 A technical change has been made in the second paragraph to paragraph (D). A time-computation adjustment has been made at paragraph (G) to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009.

Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

### **RULE 7041-1 DISMISSAL OF ADVERSARY PROCEEDINGS**

At least 14 days' written notice of a hearing on the proposed voluntary dismissal of a complaint (or count within a complaint) objecting to the debtor's discharge shall be given to the United States trustee, the trustee, any creditor or party in interest who has filed a request for notices, and, in an individual chapter 11 case, the members of the creditors' committee, or, if no creditors committee has been appointed, the creditors on the list of 20 largest unsecured creditors. The notice shall fully and clearly state any consideration paid or promised to be paid by the debtor to the plaintiff in connection with such dismissal. Whether an actual hearing will be required if no objections are filed is within the discretion of the judge.

#### **Comments**

7041-1 FRBP 7041 provides that "a complaint objecting to the debtor's discharge shall not be dismissed at the plaintiff's instance without notice to the trustee, the United States trustee, *and such other persons as the court may direct....*" This leads to something of a cumbersome situation where a plaintiff does seek to dismiss such a complaint (or count within a complaint). Literally, it seems that the plaintiff would first have to advise the court of such intent and obtain an order directing to whom the notice should be given, then appear again to have the actual order of dismissal considered and entered. This new rule is intended to clarify matters as to who had to be given notice. [New rule effective 2/1/00.]

7041-1 A time-computation adjustment has been made at paragraph (G) to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

### **RULE 7054-1 COSTS**

(A) **Taxation Generally:** Costs shall be taxed as provided by law in all actions in this Court and, if not otherwise provided by law, in accordance with these Local Bankruptcy Rules.

(B) **Payment in Advance:** All fees and costs due the Clerk in adversary proceedings shall be paid in advance except:

- (1) in actions brought on behalf of seamen;
- (2) where a party has been authorized to proceed *in forma pauperis*; or
- (3) where a party is otherwise exempt by law, such as the debtor (other than a debtor in possession) in a chapter 7, 11, 12 or 13 case, the United States, or in a proceeding where the United States trustee, acting as trustee, or a trustee in a case under title 11 is the plaintiff, the filing fee shall be payable only from the estate and to the extent there are funds in the estate.

(C) **RESERVED**

(D) **Bonds and Security for Costs:** No bond or security for costs shall be required of parties instituting adversary proceedings, unless otherwise ordered by the Court.

(E) **Clerk to Tax:** The Clerk may tax costs in an adversary proceeding as provided by FRBP 7054(b).

#### Comments

7054-1 Stylistic changes have been made to the text of the Rule.  
[Changes effective 12/01/09.]

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### RULE 7055-1 ENTRY OF DEFAULT AND ENTRY OF JUDGMENT BY DEFAULT

(A) **Entering a Default by the Clerk:** To have the Clerk enter a default pursuant to FRCP 55, as incorporated by FRBP 7055 and FRBP 9014, in an adversary proceeding or a contested matter, the party seeking default shall file with the Clerk a motion for entry of default accompanied by an Affidavit of Default or a declaration signed under penalty of perjury or a certification by counsel setting forth the facts related to the party or parties in default. These facts must include:

- (1) The name of the party against whom default is sought.
- (2) A statement as to the date of issuance of the summons and the date and manner of service of the summons and complaint or motion.
- (3) The date of filing of the certificate of service of the summons and complaint or motion upon the party.
- (4) A statement that no answer or motion has been filed within the time limit fixed by FRBP 7012(a) or the Court.
- (5) A statement that the party is or is not in military service or that the movant is unable to determine the party's military status, pursuant to the Service Members Civil Relief Act of 2003, 50 U.S.C. Appendix §§501-596. (If the party is in the military, or may be, the party is afforded certain protections as set forth at 50 U.S.C. Appendix §521.)
- (6) A statement that the party is not a minor or an incompetent person or if the party is a minor or an incompetent person that such party is represented by a general guardian, conservator or other like fiduciary who has appeared.

The Clerk shall review the affidavit, declaration or certification. If the affidavit, declaration or certification is in proper order, the Clerk will proceed to enter a default. As entry of default is a ministerial act, no response deadline is required for a motion for entry of default, and the Clerk will not await the expiration of any response deadline, if one is provided, to enter a default. Pursuant to FRCP 55(a), the party seeking default must request entry of default prior to moving for default judgment.

**(B) *Motion for Entry of Default Judgment***

**(1) *Entry of a Default Judgment by the Clerk***

(a) A default judgment may be entered by the Clerk only if the movant’s claim is for a sum certain or a sum that can be made certain by computation, unless the presiding judge determines that a report and recommendation to the District Court is more appropriate. A claim that includes attorney fees – whether set out in the operative document or statute as a fixed amount, a fixed percentage, reasonable or otherwise – is not a claim for a sum certain or a sum that can be made certain by computation. A default judgment on such a claim must be entered by the Court under LBR 7055-1(B)(2).

(b) After a default has been entered, as provided for in paragraph (A), the party seeking entry of a default judgment by the Clerk shall file a Motion for Entry of Default Judgment by the Clerk. The motion shall be accompanied by an affidavit, a declaration signed under penalty of perjury or certification by counsel setting forth the facts related to the party or parties in default. These facts must include:

(i) A statement that the party is or is not in military service or that the movant is unable to determine the party’s military status, pursuant to the Service Members Civil Relief Act of 2003, 50 U.S.C. Appendix §§501-596. (If the party is in the military, or may be, the party is afforded certain protections as set forth at 50 U.S.C. Appendix §521.)

(ii) A statement that the party is not a minor or an incompetent person or if the party is a minor or an incompetent person that such party is represented by a general guardian, conservator or other like fiduciary who has appeared.

(iii) The date the Clerk entered the default on the record.

(iv) The amount of the judgment requested together with the grounds for that amount with particularity, including the exact computation made by the movant of the principal amount, interest and costs.

(c) The party seeking entry of a default judgment by the Clerk shall file with the Court and then serve a copy of the motion and the supporting affidavit, declaration or certification on the party in default or its representative and a notice that the Clerk may enter the requested judgment if no objection is filed within 14 days after service of the motion (plus any additional time required by FRBP 9006(a) and (f)). If a timely objection is filed, the party seeking entry of the default judgment will promptly set the matter for a hearing in accordance with the practices of the appropriate division. If no timely objection is

filed, in consultation with the Court, the Clerk shall review the affidavit, declaration or certification to determine whether proper service of the summons and complaint was made pursuant to FRCP 4, as incorporated by reference in FRBP 7004(a), and whether the time to answer or file a motion has passed. If the affidavit, declaration or certification is in proper order, the Clerk will proceed to enter judgment as requested and computed by the movant. Pursuant to FRBP 55(a), the party seeking default judgment must request entry of default prior to moving for default judgment. Consistent with FRCP 9013 and LBR 9013-1(A), service by the movant of the motion on the party against whom default judgment is sought must be effected in the manner set forth in FRBP 7004, which shall be reviewed by the Clerk, in consultation with the Court.

**(2) *Entry of a Default Judgment by the Court***

(a) In all other cases, a default judgment may only be entered by the Court, unless the presiding judge determines that a report and recommendation to the District Court is more appropriate.

(b) A party seeking entry of a default judgment by the Court shall file a motion for Entry of Default Judgment by the Court and shall set the matter for a hearing in accordance with the practices of the appropriate division. A party seeking entry of a default judgment shall also submit a proposed order as provided for by an electronic means established by the Court. The motion shall state whether the Court should conduct a hearing to determine the amount of damages, establish the truth of any allegation by evidence or investigate in any other manner and be accompanied by a verified affidavit or a declaration signed under penalty of perjury or certification by counsel setting forth the facts related to the party or parties in default. These facts must include:

(i) A statement that the party is or is not in military service or that the movant is unable to determine the party's military status, pursuant to the Service Members Civil Relief Act of 2003, 50 U.S.C. Appendix §§501-596. (If the party is in the military, or may be, the party is afforded certain protections as set forth at 50 U.S.C. Appendix §521.)

(ii) A statement that the party is not a minor or an incompetent person or if the party is a minor or an incompetent person that such party is represented by a general guardian, conservator, or other like fiduciary who has appeared.

(iii) The date of the issuance of the summons and the date and manner of service of the summons and complaint or motion.

(iv) If the Clerk noted default by entry on the record, the date that it was noted.

(v) If judgment is for a sum certain or a sum that can be made certain by computation, the grounds for that amount with particularity, including the exact computation of the principal amount, interest and costs.

(c) The party seeking entry of a default judgment by the Court shall file with the Court and serve a copy of the motion and the supporting affidavit, declaration, or certification on the party in default or its representative and a notice of a hearing on the motion which will be on at least 14 days' notice except as otherwise provided for in FRCP 55(b)(2). Consistent with FRCP 9013 and LBR 9013-1(A), service by the movant of the motion on the party against whom default judgment is sought must be effected in the manner set forth in FRBP 7004.

**Comments**

7055-1 This rule is new and provides a procedure for: (1) the Clerk of Court to enter a default in either an adversary proceeding or a contested matter; and (2) if specified conditions are met, entry of a default judgment by the Clerk of Court or, in all other cases, entry of default judgment by the Court, unless, as set forth in paragraphs (B)(1)(a) and (B)(2)(a), “the presiding judge determines that a report and recommendation to the District Court is more appropriate.” [New Rule effective 12/1/15.]

7055-1(A) The amendments to this rule clarify the responsibility of the Clerk to evaluate motions for entry of default. The rule is further amended to provide that the movant does not need to provide a response period since the Clerk’s entry of default is a ministerial act. [Change effective 12/01/23.]

**RULE 7056-1 SUMMARY JUDGMENT**

(A) **Timing:** A motion for summary judgment must be filed in accordance with the deadline set forth in the pretrial or scheduling order in the case or proceeding. If not otherwise ordered, a party may file a motion for summary judgment at any time until 30 days before the initial date set for an evidentiary hearing on any issue for which summary judgment is sought.

(B) **Hearing:** Upon the filing of a motion for summary judgment, the Court will issue a hearing date unless the Court has ordered that the moving party must select the hearing date from the assigned Judge’s hearing dates web page located on the Court’s web site. The movant must file and serve notice of such hearing within 7 days of issuance of the date. If the movant fails to timely notice the hearing date, the hearing will not be convened, and the movant must file a written request for a new hearing date.

(C) **Memorandum and Statement of Undisputed Material Facts:** Unless the Court orders otherwise, a motion for summary judgment must be accompanied by a memorandum in support. The memorandum in support shall include a section entitled “Statement of Undisputed Material Facts” that lists, in numbered paragraphs, all material facts as to which the movant contends there is no genuine dispute with support as provided in Federal Rule of Civil Procedure 56(c)(1), as made applicable to bankruptcy proceedings by FRBP 7056. Any evidence cited that is not included in the Court’s record must be attached to the memorandum as an exhibit.

(D) **Response in Opposition:** A response in opposition to a motion for summary judgment must be filed in accordance with the deadline set forth in the pretrial or scheduling order in the case or proceeding. If not ordered otherwise, a party may file a response in opposition to a motion for summary judgment not later than 14 days after service of the motion for summary judgment.

(E) **Memorandum and Statement of Disputed Facts:** Unless the Court orders otherwise, a response in opposition to a motion for summary judgment must be accompanied by a memorandum in support. The memorandum in support shall include a section entitled “Statement of Disputed Material Facts” that lists, in numbered paragraphs, the disputed facts that the party contends demonstrate a genuine issue of material fact precluding the entry of summary judgment with support as provided in Federal Rule of Civil Procedure 56(c)(1), as made applicable to bankruptcy proceedings by FRBP 7056. Any evidence cited that is not included in the Court’s record must be attached to the memorandum as an exhibit.

(F) **Objections to Inadmissible Evidence:** If not ordered otherwise, any objections to the admissibility of material cited to support or dispute a fact must be filed no later than 3 days prior to the hearing scheduled on the motion.

(G) **Reply and Surreply Briefs:** Reply briefs must be filed in accordance with the deadline set forth in the pretrial or scheduling order in the case or proceeding. If not otherwise ordered, a party may file a reply brief no later than 7 days after service of a response in opposition under paragraph (D) of this Local Bankruptcy Rule. Surreply briefs may be filed if permitted by the pretrial or scheduling order entered by the Court in the case or proceeding.

(H) **Notice:** The notice of any motion seeking summary judgment shall conform substantially to Official Form 420A and, in addition, shall set forth the requirement for a response in substantially the following form, using bold print and capitalized text. The notice of any motion seeking summary judgment in which the non-moving party is *pro se* shall also include the bracketed text contained in the first full paragraph below:

**NOTICE**

**[INCLUDE ONLY IF AN OPPOSING PARTY IS PRO SE: A MOTION FOR SUMMARY JUDGMENT IS A REQUEST THAT ONE OR MORE ISSUES IN A CASE BE DECIDED WITHOUT HOLDING A TRIAL. MOTIONS FOR SUMMARY JUDGMENT ARE GOVERNED BY RULE 56 OF THE FEDERAL RULES OF CIVIL PROCEDURE. SUMMARY JUDGMENT MAY BE GRANTED IF (A) THE MATERIAL FACTS ARE NOT GENUINELY DISPUTED AND (B) BASED ON THOSE FACTS, THE PARTY ASKING FOR SUMMARY JUDGMENT IS ENTITLED TO JUDGMENT AS A MATTER OF LAW.]**

**IF YOU WISH TO OPPOSE THE MOTION, YOU MUST FILE WITH THE COURT AND SERVE ON THE OTHER PARTY A WRITTEN RESPONSE AND SUPPORTING MEMORANDUM PURSUANT TO LOCAL BANKRUPTCY RULE 7056-1(D) AND (E) NO LATER THAN [DEADLINE FOR RESPONSES UNDER SUBPARAGRAPH (D) OF THIS RULE]. UNLESS A WRITTEN RESPONSE IN OPPOSITION IS TIMELY FILED, THE COURT MAY DEEM ANY OPPOSITION WAIVED AND TREAT THE MOTION AS CONCEDED. FAILURE TO DISPUTE IN THE WRITTEN RESPONSE ANY FACT ASSERTED IN THE MOTION FOR SUMMARY JUDGMENT MAY RESULT IN THE COURT TREATING SUCH FACT AS UNDISPUTED.**

**IF YOU DISAGREE WITH ANY OF THE FACTS STATED BY THE OTHER PARTY, YOU MUST INCLUDE WITH YOUR RESPONSE SWORN STATEMENTS FROM YOURSELF OR OTHER KNOWLEDGEABLE WITNESSES SUPPORTING YOUR VERSION OF THE FACTS. A SWORN STATEMENT MAY TAKE THE FORM EITHER OF AN AFFIDAVIT OR A DECLARATION SIGNED UNDER PENALTY OF PERJURY. ANY DOCUMENTS YOU WANT THE COURT TO CONSIDER SHOULD BE IDENTIFIED IN, AND ATTACHED TO, THE SWORN STATEMENTS. IF YOU ARE UNABLE TO OBTAIN SWORN STATEMENTS SUPPORTING YOUR POSITION, YOU MUST FILE A SWORN STATEMENT STATING WHY YOU ARE UNABLE TO OBTAIN SUCH STATEMENTS AT THIS TIME.**

**A HEARING TO CONSIDER THE RELIEF REQUESTED IN THIS MOTION IS SCHEDULED FOR [HEARING DATE, TIME, AND LOCATION].**

**Comments**

LBR 7056-1 is new and provides a cross-reference to LBR 9013-1 (M)(3), which also is new. [New Rule effective 3/1/01.]

7056-1 The prior text of this rule is deleted and replaced with provisions specifically addressing the following aspects of summary judgment motions: timing of filing; scheduling hearings; memorandums in support; responses and memorandums in opposition; replies and surreplies; and the required notice. [Changes effective 08/01/23.]

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**RULE 7067-1 DEPOSIT AND DISBURSEMENT OF COURT REGISTRY FUNDS**

(A) **Order Required:** The Clerk shall deposit into the registry of the Court any sum so directed by order.

(B) **District Registry Procedure and Form of Order:** The order proponent shall follow the District Registry Procedure. In addition to an appropriate caption and attorney identification, a proposed Order Directing Deposit shall include the following elements:

- (1) the name, address and telephone number of the person or other entity paying the money into the registry of the Court;
- (2) the name and address of the person or other entity for whom the money is being held; and
- (3) the sum of money and date to be paid into the Court.

(C) **Order of Deposit:** An order satisfying the requirements of this Local Bankruptcy Rule is available on the Court's website.

(D) **Deposit:** The Clerk shall deposit the funds in accordance with the procedures and guidelines set out by the Administrative Office of the United States Courts.

(E) **Provision for Payment:** In addition to an appropriate caption and attorney identification, a proposed Order Directing Disbursement shall include the following elements:

- (1) the sum of money to be paid to the person or other entity receiving the money, and
- (2) the name and address of the person or other entity receiving the money.

(F) **Order Directing Disbursement:** An order satisfying the requirements of this Local Bankruptcy Rule is available on the Court’s website.

**Comments**

7067-1 Paragraph (B) and subparagraph (B)(2) are amended to bring the rule in line with the Judicial Conference policy on privacy and public access to electronic case files and with conforming amendments to the Federal Rules of Bankruptcy Procedure. The District Registry Procedure makes provision for any required submission of the order proponent’s social security number. [Change effective 12/1/03.]

7067-1 Paragraph (B) amends the elements of the Order Directing Deposit. Paragraph (C) is amended to advise that the order is available on the Court’s website (at “Bankruptcy Forms”). Paragraphs (D) and (E) are new. Paragraph (F) is new. The form referenced at (F) also is available on the Court’s website (at “Bankruptcy Forms”). [Change effective 9/1/06.]

7067-1 Stylistic changes have been made to the text of the Rule. [Changes effective 12/01/09.]

7067-1 Paragraph (D) is amended to remove the requirement that Registry funds be deposited by the Clerk in an interest bearing account and further is amended to add that the deposit of such funds shall be in “accordance with the procedures and guidelines set out by the Administrative Office of the United States Courts.” Paragraph (E)(1) is amended to remove the reference to interest accrued on any such sum of money along with the reference to the Judicial Conference of the United States’ authorized Court’s fee. [Changes effective 09/03/13.]

**RULE 8007-1 APPEAL BOND**

(A) **Exemption From Appeal Bond:** The Commonwealth of Virginia, or any political subdivision or any office or agent thereof, shall not be required, unless otherwise ordered by the Court, to post a bond or other undertaking which includes security for the payment of costs on appeal.

(B) **Failure to Post Appeal Bond:** In any case in which a monetary judgment is entered, and in such other cases as the Court may order, any party desiring to appeal from the adverse effect of such judgment shall be required, unless otherwise ordered by the Court, to post a bond or other security sufficient to respond to the judgment of the Court in the event of affirmance on



appeal. In the event of failure to give such bond or other security, the prevailing party may enforce such judgment as provided by law without regard to the pendency of said appeal.

(C) ***Stipulation of Parties***: In lieu of any bond or other security, the parties may stipulate with respect to any agreement or undertaking. In lieu of any cost bond, the parties may stipulate with respect to any agreement or undertaking conditioned that the moneys and properties of the Court are fully protected or prepaid.

**Comments**

8007-1 Rule 8005-1, Appeal Bond, is re-designated Rule 8007-1, Appeal Bond, which conforms to Federal Rule of Bankruptcy Procedure 8007. That rule, which takes effect December 1, 2014, is derived from former Federal Rule of Bankruptcy Procedure 8005 and Federal Rule of Appellate Procedure 8. [Change effective 12/01/14.]

8007-1 Paragraphs (A), (B), (C) of this rule are amended to conform to a revision to the Federal Rule of Bankruptcy Procedure 8007 that takes effect December 1, 2018. [Change effective 12/01/18.]

**RULE 8009-1 RECORD ON APPEAL**

(A) ***Record on Appeal- Exclusions***: Unless otherwise directed by the Court, the record on appeal in any matter shall not include counsel's opening statements or arguments of counsel, including arguments of counsel on motions.

(B) ***Designating Record on Appeal***: Unless the parties file a timely written designation of record with the Clerk pursuant to FRBP 8009 designating the papers which shall constitute the record on appeal, the Clerk shall forward to the proper appellate court a certification that no designation of record was filed.

(C) ***Copies of Record***: The party filing a designation of items to be included in the record on appeal shall file with the designation a complete and correct copy of all designated exhibits that were not filed electronically.

**Comments**

8006-1 A technical change has been made at paragraph (C)(2). [Change effective 12/01/09.]

8006-1 Changes have been made at paragraph (C) and (1)-(2) therein to conform to an internal procedure for administering the record on appeal between the Bankruptcy and District Clerk's Offices. [Changes effective 09/01/11.]

8009-1 Rule 8006-1, Record on Appeal, is re-designated Rule 8009-1 Record on Appeal, which conforms to Federal Rule of Bankruptcy Procedure 8009. That rule, which takes effect December 1, 2014, is derived from former Federal Rule of Bankruptcy Procedure 8006 and Federal Rules of Appellate Procedure 10 and 11(a). [Change effective 12/01/14.]

**RULE 9006-1 BRIDGE ORDER NOT REQUIRED IN CERTAIN INSTANCE**

With respect to 11 U.S.C. §1121(d), if a motion to extend the time to file a plan is filed before the expiration of the period prescribed therein, the time automatically shall be extended until the Court acts on the motion, without the necessity for the entry of a bridge order.

**Comments**

9006-1 This rule is new and its application is limited to the noted Bankruptcy Code Provision set forth therein. In promulgating this rule, the Court is exercising its discretion to extend time, as governed by FRBP 9006, thereby eliminating the need to file a “bridge order” in such an instance. [New Rule effective 08/01/17.]

**RULE 9010-1 REPRESENTATION AND APPEARANCES; POWERS OF ATTORNEY**

**Requirement for Counsel:** Except for filing or withdrawing a proof of claim, notice of mortgage payment change, notice of postpetition mortgage fees, expenses, and charges, response to a notice of final cure payment, request for notices or notice/service, notice of appearance, reaffirmation agreement, creditor change of address, transfer of claim or a transcript of court proceedings, no party or entity other than a natural person acting in his or her own behalf or, to the extent permitted by §304(g) of Pub. L. 103-394, a child support enforcement agency, may appear in a bankruptcy case or proceeding, sign pleadings, or perform any act constituting the practice of law except by counsel permitted to appear under LBR 2090-1. This Local Bankruptcy Rule applies to corporations, partnerships, limited liability companies, associations, and trusts, as well as to individuals acting in a representative capacity (such as under a power of attorney) for another. Any pleading or paper, other than those set forth in this Local Bankruptcy Rule, filed on behalf of an entity that is not a natural person acting in his or her own behalf and not signed by counsel permitted to appear under LBR 2090-1 shall be stricken by the Clerk unless the deficiency is cured within 14 days of the mailing or delivery of a notice of deficiency. In the case of a petition, the Clerk shall issue a notice that the debtor either must (A) cure the deficiency within 14 days of the mailing or delivery of such notice; or (B) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing.

**Comments**

9010-1 [New rule effective 2/1/00.]

9010-1 This rule adds several new items to the list of items that may be filed with the court without legal representation. [Change effective 10/17/05.]

9010-1 Modifications are made to the list of items that may be filed with the court without legal representation. The rule conforms to Interim Procedure 9010-1, which is repealed. [Change effective 3/17/08.]

9010-1 A time-computation adjustment has been made at paragraph (G) to conform to a revision to the Federal Rules of Bankruptcy Procedure

that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

9010-1 This amendment adds three items to the list of items that may be filed with the Court without legal representation. [Changes effective 09/03/13.]

9010-1 In the case of a petition, the rule is amended as a result of the holding in *No v. Gorman*, 891 F.3d 138 (4<sup>th</sup> Cir. 2018). [Changes effective 11/15/19.]

9010-1 This paragraph is amended to remove language concerning the filing of a response; and to permit the Court to either excuse a debtor from the deficiency hearing or to cancel the hearing if appropriate in the event of an untimely cured deficiency. A stylistic change has been made as well. [Changes effective 08/01/23.]

### RULE 9013-1 MOTIONS PRACTICE

(A) **Definition of Motion:** For the purposes of this Local Rule, “motion” shall include any motion, application, other request for relief from the Court, or proposed action to be taken under the Bankruptcy Code, Federal Rules of Bankruptcy Procedure, or Local Bankruptcy Rules but shall not include:

- (1) any petition commencing a case under the Bankruptcy Code;
- (2) any complaint commencing an adversary proceeding under the Federal Rules of Bankruptcy Procedure;
- (3) any motion for relief from the automatic stay [see LBR 4001(a)-1];
- (4) any proposed order;
- (5) objection to claim [see LBR 3007-1]; or
- (6) motion for summary judgment [see LBR 7056-1].

(B) **Requirement of Written Motion:** In all cases or proceedings, all motions shall be in writing unless made during a hearing or trial. If time does not permit the filing of a written motion, the Court may, in its discretion, waive this requirement.

(C) **Grounds for, relief sought and whether a hearing has been requested to be stated:** All motions, responses, objections, applications (other than for compensation) and similar requests shall state with particularity the grounds therefor and shall set forth the relief or order sought. If a hearing on the motion has been set or requested by the movant, the motion shall so state.

(D) **Number of Copies:** [Repealed]

(E) **Use of Forms:** Forms, including motions and interrogatories, may be used only if all inapplicable references have been deleted and the proponent so certifies.

(F) *Memorandum of Points and Authorities*

(1) Unless the Court directs otherwise and except as noted below, all motions shall be accompanied by a written memorandum setting forth a concise statement of the facts and supporting reasons, along with a citation of the authorities upon which the movant relies. The memorandum and the motion or response thereto, may be combined in a single pleading.

(2) A memorandum need not accompany a motion or response thereto:

(a) for a more definite statement;

(b) for an extension of time to respond to pleadings, unless the time has already expired;

(c) for a default judgment;

(d) solely related to discovery matters, except as set forth in LBR 7026-1(C), (D) and (I);

(e) for a continuance;

(f) for dismissal or conversion of a case under chapters 7, 11, 12 or 13 of title 11, United States Code that is (i) voluntary; or (ii) stipulated to by all parties in interest; or

(g) to avoid a lien pursuant to § 522(f).

(G) *Responses to Motions*

(1) ***Requirement of written response:*** Except as otherwise provided by the Bankruptcy Code, the Federal Rules of Bankruptcy Procedure, these Local Bankruptcy Rules, or by order of the Court, responses in opposition to motions must be in writing, state with particularity the grounds therefor, be filed with the Court and served upon all parties affected thereby; to the trustee assigned to the case in a case filed under chapter 7, 12, or 13; and to the United States trustee and any appointed trustee in a chapter 11 case.

(2) ***Requirement of memorandum:*** Unless otherwise directed by the Court, except as herein above noted, the party filing a response in opposition to a motion shall file therewith a memorandum of points and authorities setting forth a concise statement of the facts and supporting reasons, along with a citation of the authorities upon which the party relies. The memorandum and response thereto may be combined in a single pleading.

(3) ***Time for filing response and memorandum***

(a) The moving party must provide a deadline to file a response or objection, of at least —

(i) 21 days after service of the motion unless the motion relates to a matter for which another notice period is specified under the Federal Rules of Bankruptcy Procedure or these Local Bankruptcy Rules, or the time is shortened or extended by the order of the Court, in which case no later than the period set forth in such rule or order; or

(ii) 1 business day prior to the hearing on the motion if a hearing has been set on an expedited basis under paragraph (N) of this Local Bankruptcy Rule, unless excused, waived or otherwise ordered by the Court. Such response shall be served on all required parties using a method reasonably calculated to provide timely notice to all affected parties.

(b) For good cause, a party may be given additional time or may be required to file a response, memorandum and supporting documents within such shorter period of time as the Court may specify.

(c) The movant may file a rebuttal memorandum within 7 days after the filing of the opposing party's memorandum.

(4) ***Effect of not timely filing a response in opposition with a supporting memorandum:*** If a response in opposition with a supporting memorandum is not timely filed and served, the Court may deem any opposition waived and treat the request for relief as conceded. For matters that do not require a hearing pursuant to paragraph (H)(1) hereof, within 14 days after the time for filing a response in opposition has expired, the movant shall serve a proposed order in compliance with these Local Bankruptcy Rules and submit such order to the Court for consideration.

**(H) Hearings:**

(1) ***No hearing is required (negative notice):*** The Court maintains a Negative Notice List of matters upon which no hearing is required on the Court's web site at [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov). The Negative Notice List may be amended by the Court from time to time.

(a) If a response in opposition is filed with respect to any matter on the Negative Notice List, the movant is required to schedule the matter for hearing in accordance with LBR 9013-1(H)(3).

(b) The moving party may set any matter included on the Negative Notice List for hearing and may remove such hearing from the Court's docket by order or hearing cancellation if no response in opposition is timely filed, provided that the moving party gave notice in accordance with LBR 9013-1(M)(3), informing recipients that the Court may grant the requested relief without holding the scheduled hearing if there is no timely filed response in opposition.

(c) If the Court sets a hearing on a matter on the Negative Notice List, the Clerk will issue a hearing date. The movant must file and serve

notice of such hearing within 7 days of issuance of the date. If the movant fails to timely notice the hearing date, the hearing will not be convened, and the movant must file a written request for a new hearing date.

(2) ***A hearing is required:*** The following motions require a hearing:

(a) Motions filed by *pro se* individuals other than applications for payment of unclaimed funds, fee waiver applications, applications to pay filing fee in installments, and first motions to extend time to file lists, schedules, statements, or chapter 12/13 plans within the parameters of these Local Bankruptcy Rules;

(b) Any request for relief on a *nunc pro tunc* basis;

(c) Any matter not included on the Negative Notice List [see LBR 9013-1(H)(1)].

(3) ***Scheduling:*** For motions requiring a hearing under LBR 9013-1(H)(1)(a) or (H)(2)—

(a) The Court will schedule and send notice of hearing on any motion filed by a *pro se* individual that requires a hearing.

(b) For movants represented by counsel, counsel must notice an appropriate hearing date and time from the assigned Judge’s hearing dates web page located on the Court’s web site based upon the type of motion and applicable chapter of the bankruptcy case, subject to the following exceptions for which the Court will provide a hearing date:

(i) Hearings in Complex Chapter 11 cases [see LBR Ex. 15];

(ii) Chapter 11 Disclosure Statements;

(iii) Chapter 11 Confirmation Hearings;

(iv) First Day Motions;

(v) Motions for Hardship Discharge;

(vi) Expedited hearings;

(vii) Reaffirmation Agreements requiring Court approval under 11 U.S.C. §§ 524(c)(6) or (m); and

(viii) Hearings on matters not listed in (i) – (vii), above, which the movant has advised the Clerk will require the presentation of evidence or will require longer than 30 minutes to adjudicate.

The movant must file and serve notice of a hearing date issued by the Court within 7 days of issuance. If the movant fails to timely notice the hearing date, the hearing will not be convened, and the movant must file a written request for a new hearing date.

(c) The movant is responsible for selecting a hearing date sufficient to allow the applicable response deadline [see LBR 9013-1(G)(3)] and any additional time required under Federal Rule of Bankruptcy Procedure 9006(f) to elapse prior to the scheduled hearing and to afford any notice of the hearing required under the Federal Rules of Bankruptcy Procedure or these Local Bankruptcy Rules.

(i) A hearing may not be set by a party on less than 14 days' notice unless the Court grants a motion requesting an expedited hearing pursuant to paragraph (N) of this Local Bankruptcy Rule.

(d) If the date, time, and/or location in a notice of hearing is incorrect or does not comply with applicable rules, the hearing on a matter may not appear on the Court docket.

(4) **Required Appearances:** The following parties must appear at any scheduled hearing, and failure to appear when required will be deemed as consent to an adverse ruling:

(a) Counsel for the movant or the unrepresented moving party;

(b) Counsel for the opposing party or the unrepresented opposing party;

(c) The chapter 13 trustee assigned to the case or counsel for the chapter 13 trustee if the hearing related to a chapter 13 case;

(d) The United States trustee, Assistant United States trustee or counsel for the United States trustee if the hearing relates to a chapter 11 case or a notice of possible dismissal due to a case deficiency in a chapter 7 case; and

(e) Any party required to appear at a scheduled hearing by Court order.

(5) **Conference of Counsel:** The moving party should make a good faith attempt to coordinate a mutually agreeable hearing date with opposing counsel. Before a hearing on any motion, the moving party shall confer with opposing counsel in a good faith effort to narrow the area of disagreement.

(I) **Summary Judgment – Time of Filing:** [Repealed]

(J) **Continuances:** A motion for continuance of a hearing or trial date must be in writing and shall not be granted by mere agreement of counsel. The party requesting a continuance should, however, consult with opposing counsel and the trustee, if applicable, prior to requesting a continuance. The motion for continuance should state the position(s) of opposing counsel and the trustee, if applicable. The motion must include a proposed date and time for the continued hearing from the assigned Judge's hearing dates page on the Court's web site or, in the alternative, the length of the requested continuance. Counsel shall notify the Court of any motion for continuance filed less than one business day prior to the scheduled hearing. The Court may grant a motion for continuance immediately upon filing if parties who have opposed the underlying motion consent or if the Court finds there is other good cause and the exigencies so require.

(K) ***Motions Practice and Procedures Guidelines:*** The Court has adopted guidelines supplementing the Local Bankruptcy Rules to facilitate and provide for uniformity pertaining to motions practice and procedures. These guidelines shall be published and updated periodically by the Clerk, as approved by the Court (Exhibit 7 to these Local Bankruptcy Rules) and available from the Clerk upon request or from the Court's internet web site, [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov).

(L) ***Determination of Motions Without Oral Hearing:*** In accordance with FRCP 78, the Court may rule upon motions without an oral hearing, unless otherwise required by the Bankruptcy Code, the Federal Rules of Bankruptcy Procedure, or these Local Bankruptcy Rules.

(M) ***Giving Notice of a Motion or Hearing***

(1) ***When no hearing is requested or required:*** The notice of any motion where no hearing is required or requested (i.e., a notice of opportunity for a hearing, where a hearing is set only if a response is filed objecting to the requested relief or requesting a hearing), shall contain language substantially in accordance with Official Form 420A, "NOTICE OF MOTION" and setting forth the requirement of a response under subparagraph (G)(3) of this Local Bankruptcy Rule in substantially the following form, using bold print and capitalized text:

**NOTICE**

**UNDER LOCAL BANKRUPTCY RULE 9013-1, UNLESS A WRITTEN RESPONSE IN OPPOSITION TO THIS MOTION AND SUPPORTING MEMORANDUM ARE FILED WITH THE CLERK OF COURT AND SERVED ON THE MOVING PARTY WITHIN 21 [OR APPLICABLE NOTICE PERIOD UNDER THE FEDERAL RULES OF BANKRUPTCY PROCEDURE OR THESE LOCAL BANKRUPTCY RULES] DAYS OF THE SERVICE OF THIS NOTICE, THE COURT MAY DEEM ANY OPPOSITION WAIVED, TREAT THE MOTION [OR APPLICATION OR PROPOSED ACTION] AS CONCEDED AND ISSUE AN ORDER GRANTING THE REQUESTED RELIEF WITHOUT FURTHER NOTICE OR HEARING.**

(2) ***When a hearing is required under LBR 9013-(H)(2):*** The notice of any motion where a hearing is required under subparagraph (H)(2) of this Local Bankruptcy Rule shall contain language substantially in accordance with Official Form 420A and setting forth the requirement of a response under paragraph (G) in substantially the following form, using bold print and capitalized text:

**NOTICE**

**UNDER LOCAL BANKRUPTCY RULE 9013-1, UNLESS A WRITTEN RESPONSE IN OPPOSITION TO THIS MOTION AND SUPPORTING MEMORANDUM ARE FILED WITH THE CLERK OF COURT AND SERVED ON THE MOVING**



**PARTY WITHIN 21 [OR APPLICABLE NOTICE PERIOD UNDER THE FEDERAL RULES OF BANKRUPTCY PROCEDURE OR THESE LOCAL BANKRUPTCY RULES] DAYS OF THE SERVICE OF THIS NOTICE, THE COURT MAY DEEM ANY OPPOSITION WAIVED AND TREAT THE MOTION [OR APPLICATION OR PROPOSED ACTION] AS CONCEDED.**

**A HEARING TO CONSIDER THE RELIEF REQUESTED IN THIS MOTION IS SCHEDULED FOR [HEARING DATE, TIME, AND LOCATION].**

(3) *When a hearing on an item on the Negative Notice List is scheduled by the moving party at the time of filing:* The notice of any motion where a hearing is scheduled by the moving party under subparagraph (H)(1)(b) of this Local Bankruptcy Rule shall contain language substantially in accordance with Official Form 420A and setting forth the requirement of a response under paragraph (G) in substantially the following form, using bold print and capitalized text:

**NOTICE**

**UNDER LOCAL BANKRUPTCY RULE 9013-1, UNLESS A WRITTEN RESPONSE IN OPPOSITION TO THIS MOTION AND SUPPORTING MEMORANDUM ARE FILED WITH THE CLERK OF COURT AND SERVED ON THE MOVING PARTY WITHIN 21 [OR APPLICABLE NOTICE PERIOD UNDER THE FEDERAL RULES OF BANKRUPTCY PROCEDURE OR THESE LOCAL BANKRUPTCY RULES] DAYS OF THE SERVICE OF THIS NOTICE, THE COURT MAY DEEM ANY OPPOSITION WAIVED, TREAT THE MOTION [OR APPLICATION OR PROPOSED ACTION] AS CONCEDED AND ISSUE AN ORDER GRANTING THE REQUESTED RELIEF WITHOUT FURTHER NOTICE OR HEARING.**

**A HEARING TO CONSIDER THE RELIEF REQUESTED IN THIS MOTION IS SCHEDULED FOR [HEARING DATE, TIME, AND LOCATION]. HOWEVER, THE MOVING PARTY MAY CANCEL THIS HEARING IF THERE IS NO TIMELY FILED RESPONSE IN OPPOSITION TO THE RELIEF REQUESTED.**

(4) *When a hearing is required upon the filing of a response in opposition or is set by the Court on a matter proceeding on negative notice or pursuant to subparagraph (H)(3)(b)(i)-(viii):* The notice of any hearing that is required under subparagraphs (H)(1)(a) or (c) of this Local Bankruptcy Rule shall provide a hearing date, time, and location. The hearing date must allow the applicable response deadline [see LBR 9013-1(G)(3)] to elapse prior to the scheduled hearing and to afford any notice of the hearing required under the Federal Rules of Bankruptcy Procedure or these Local Bankruptcy Rules.

(5) ***When a hearing is set on an expedited basis:*** The notice of any hearing that is set on an expedited basis under paragraph (N) of this Local Bankruptcy Rule shall, as soon as possible, be filed with the Court and served on all required parties using a method reasonably calculated to provide timely notice to all affected parties. Such notice shall provide the hearing date, time, and location, as well as the applicable response period under paragraph (G)(3)(a)(ii).

(N) ***Request for Expedited Hearing:*** A motion requesting an expedited hearing shall be served, along with the underlying motion on which expedited consideration is sought, using a method reasonably calculated to provide timely notice to all affected parties, specify the date by which a hearing is requested, why a hearing is needed on an expedited basis, and accompanied by a certification verifying that the proponent:

- (1) has carefully examined the matter and concluded that there is a true need for an expedited hearing;
- (2) has not created the emergency through any lack of due diligence; and
- (3) has made a *bona fide* effort to resolve the matter without hearing.

(O) ***Request to Shorten Notice Period:***

(1) A request to shorten a notice period must be made by motion, which may be combined with a request for expedited hearing under paragraph (N) hereof, if applicable, that

- (a) is filed concurrently with the notice of the underlying motion containing the shortened notice period; and
- (b) states the reason(s) why shortened notice of the underlying motion is necessary.

(2) Service of a motion to shorten notice period and service of the underlying motion must be effectuated using a method reasonably calculated to provide timely notice to all affected parties.

(3) Responses in opposition to a motion to shorten notice period may be filed at any time prior to the expiration of the notice period requested for the underlying motion.

(P) ***Cancellation of Scheduled Hearings:*** It is the responsibility of counsel for the plaintiff/movant to advise the Court of any settlement or any other valid reason that a Court scheduled pretrial conference, hearing or trial need not be conducted. Counsel are advised to provide the Court with such notification as far in advance of any such conference, hearing or trial as is practical under the circumstances. Failure of such counsel to properly and timely notify the Court may result in the imposition of sanctions. Hearing cancellations must be submitted using the Court's Hearing Cancellation Module. However, if the cancellation concerns a matter excluded from the Hearing Cancellation Module or the cancellation is requested after 3:00 p.m. on the last business day prior to the hearing, the party requesting the hearing cancellation must contact the assigned Judge's courtroom deputy, and the Court will determine whether to permit the cancellation on a case-by-case basis. The Court further reserves the right to restore any cancelled hearing to the docket.

(Q) **Non-Prosecuted Motions:** Upon the closure of a bankruptcy case, any motion that remains pending due to the moving party's failure to either bring the matter before the Court for a hearing or tender an appropriate order shall be deemed abandoned for want of prosecution. Any such abandonment is without prejudice.

### Comments

9013-1(A) Revision required conforms with the addition of LBR 3007-1.

9013-1(D) Change recommended to add written memorandum to the list of items requiring an additional copy at the time of filing.

9013-1(F) Change recommended to note the procedure to be used in those Divisions where a regular motions day practice is in place.

9013-1(J) Change recommended to the make the provisions for continuances applicable also to hearings.

9013-1(M) These changes note the use of Official Form 20A approved by the Judicial Conference at its September 1997 meeting with the mandatory implementation date of March 1, 1998.

New paragraph (H)(3)(d) sets the time period for filing a response to the filing of an objection to a claim. Paragraph (M) is rewritten to include the language for the notice of opportunity to respond. Paragraph (N) is amended to emphasize the need for a Priority Handling Cover Sheet for requests for expedited hearing. Paragraph (O) is new and includes rules for canceling scheduled hearings. [Changes effective 1/1/97]

9013-1 (M)(3) The additional requirements with respect to summary judgment motions against *pro se* parties are included to comply with *Roseboro v. Garrison*, 528 F.2d 309 (4<sup>th</sup> Cir. 1975), and to conform with changes in the Local Rules of Practice of the United States District Court for the Eastern District of Virginia. [Change effective 3/1/01.]

9013-1 Paragraph (N) is amended by removing the reference to a Priority Handling Cover Sheet. The word "emergency" is deleted at paragraph (N)(1) and the word "expedited" is substituted in lieu thereof. [Change effective 12/01/09.]

9013-1 A technical change has been made in paragraph (G)(2). In addition, time-computation adjustments have been made at paragraph (G) to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Changes effective 12/01/09.]

9013-1(M)(2) The amendment to paragraph (M)(2) is intended to clarify that the written response, as set forth in the Rule's Notice language, must be filed "at least 7 [or 3] days before the scheduled hearing date." [Change effective 07/01/10.]

9013-1(M)(1), (M)(2) and (M)(3) The current form is replaced with new Official Form 420A, which includes stylistic changes. The form also is amended to change the phrase “mail” to “send” to reflect the fact that there are various methods of providing documents to other parties. [Changes effective 12/1/16.]

9013-1(H)(3)(c) This amendment makes explicit when a party should request an expedited hearing and what the appropriate response deadline should be in such instance. [Change effective 08/01/17.]

9013-1(J) This amendment requires the party requesting a continuance to consult with opposing counsel and the trustee, if applicable, prior to filing a motion for continuance. This amendment is intended to ensure that opposing parties are apprised of continuance requests and would provide information to assist the Court in considering the motion. [Change effective 08/01/17.]

9013-1(K) This new paragraph substitutes for the subject matter formerly set forth in that paragraph. It incorporates by reference Motions Practice and Procedures Guidelines and Motions for Relief from Stay Guidelines. Both sets of Guidelines will: (a) be placed at Exhibit 7 to these Local Bankruptcy Rules, and (b) replace the current contents of Exhibit 7, which no longer will be applicable as of the implementation date of this new paragraph. [New paragraph effective 08/01/17.]

9013-1(A) This paragraph is amended to include the specific rule reference for motions for relief from automatic stay and to add motions for summary judgment to the list of items to which Rule 9013-1 does not apply. [Changes effective 08/01/23.]

9013-1(F) This paragraph is deleted, with certain portions reworded and relocated to new Rule 9013-1(H). [Change effective 08/01/23.]

9013-1(G) This paragraph is redesignated as (F) and is amended to clarify that motions for dismissal or conversion that are either voluntary or stipulated are excepted from the memorandum requirement. [Changes effective 08/01/23.]

9013-1(H) This paragraph is redesignated as (G) and is amended to include the chapter 7, 12, or 13 trustee, and any appointed chapter 11 trustee among the required recipients of responses in opposition to motions. The Rule is further amended to simplify the response period where neither the Federal Rules of Bankruptcy Procedure nor these Rules specify a different response period. The Rule is also amended to require submission of an order for motions that do not require a hearing where no opposition is filed and the notice period has expired. A stylistic change has been made as well. [Changes effective 08/01/23.]

9013-1(H) New paragraph (H) adopts a Negative Notice List of matters on which no hearing is required but may be scheduled in the

movant's discretion; addresses the matters on which hearings are required; distinguishes matters on which the movant selects a hearing date from those for which the Court provides a hearing date; prohibits hearings from being set on less than 14 days' notice except where an expedited hearing request is granted; warns that an incorrect or non-compliant notice of hearing may result in the matter not appearing on the Court docket; sets forth required appearances at hearings; and requires counsel to exercise good faith in coordinating a hearing date and narrowing the issues prior to said hearing. [New paragraph (H) effective 08/01/23.]

9013-1(I) Paragraph I is repealed in light of the simultaneous adoption of amendments to Rule 7056-1. [Change effective 08/01/23.]

9013-1(J) This paragraph is amended to require continuance motions to be in writing, state the desired continuance by time or date, and to notify the Court of such motions filed less than one business day prior to the scheduled hearing. The Rule is further amended to provide that the Court may grant a continuance immediately where there is consent or other good cause in consideration of the exigencies present. [Changes effective 08/01/23.]

9013-1(K) This paragraph is amended to remove the reference to the Motions for Relief from Stay Guidelines, which reference has been relocated to new Rule 4001(a)-1(J). A stylistic change has been made as well. [Change effective 08/01/23.]

9013-1(M) This paragraph is amended to provide distinct forms of notice dependent upon whether a hearing is requested or required at the time of filing or at some point thereafter. The Rule is further amended to require the various notices to be provided in more conspicuous typeface. The notice language therein is amended to incorporate the new default response period under amended Rule 9013-1(G). Finally, the amendments address providing notice of an expedited hearing. [Changes effective 08/01/23.]

9013-1(N) This paragraph is amended to set forth service and substantive requirements for motions for expedited hearings. [Changes effective 08/01/23.]

9013-1(O) This paragraph is new and sets forth the process for requesting notice periods be shortened, service of such motions, and responses thereto and to provide that a motion to shorten the notice period may be combined with a motion requesting an expedited hearing. [New paragraph (O) effective 08/01/23.]

9013-1(P) This paragraph is redesignated from (O) in light of the adoption of new paragraph (O). The amendments set forth the method and parameters for notifying the Court of the settlement of proceedings as well as to provide that the Court may restore any cancelled hearing to the docket. [Changes effective 08/01/23.]

9013-1(Q) This paragraph is new and sets forth that the closure of a bankruptcy case will result in unprosecuted motions being deemed abandoned without prejudice. The Clerk's Office will no longer prompt parties to submit tardy orders. [New paragraph (Q) effective 08/01/23.]

9013-1(G)(3) The language of this rule is amended to enhance clarity regarding the minimum response period to be provided if another rule does not specify a different response period. [Change effective 12/01/23.]

9013-1(H)(2) The amendment to this rule adds applications for payment of unclaimed funds filed by unrepresented individuals to the list of enumerated items that do not require a hearing. [Change effective 12/01/23.]

9013-1(H)(4) The text of this rule is modified to more precisely indicate the required appearances of unrepresented parties. [Change effective 12/01/23.]

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**RULE 9014-1 WHETHER HEARING IS EVIDENTIARY OR PRELIMINARY**

(A) *Discovery in Contested Matters and Relief from Stay Matters*: [Repealed]

(B) *Whether Hearing is Evidentiary or Preliminary*

(1) Except as provided for in the Bankruptcy Code, the Federal Rules of Bankruptcy Procedure, these Local Bankruptcy Rules or as otherwise ordered by the Court on its own motion or on motion of a party, all parties shall be prepared to present evidence and testimony at any scheduled hearing where the hearing has been set on at least 30 days notice unless the parties agree or the Court orders that evidence and testimony will be presented at any scheduled hearing that is set on less than 30 days' notice.

(2) Notwithstanding paragraph (B)(1), a preliminary hearing on a contested motion for relief from stay shall be non-evidentiary unless the Court orders that evidence and testimony will be presented at any such scheduled preliminary hearing.

**Comments**

This new Local Bankruptcy Rule clarifies how the requirements of F.R.Civ.P. 26, as incorporated by reference in FRBP 7026, apply to contested matters. [New rule effective 12/1/00.]

9014-1 This change reflects the addition of FRBP 7026(a)(2) to LBR 9014-1. [Change effective 7/1/02.]

9014-1(B) This new provision is intended to conform the Court's practice to new FRBP 9014(e) regarding whether a hearing will be evidentiary or preliminary so as to avoid unnecessary expense and inconvenience. [New rule effective 8/1/03.]

9014-1 With the amendment to FRBP 9014(c) that became effective December 1, 2004, paragraph (A) is repealed as no longer being needed [Change effective 10/17/05.]

A technical change has been made to the caption at paragraph (A). Stylistic changes have been made to the text of the LBR. [Changes effective 12/01/09.]

9014-1 Paragraph (B) is reorganized with new paragraphs (B)(1) and (B)(2). Paragraph (B)(2) provides that a preliminary hearing on a motion for relief from stay shall be non-evidentiary unless exception set forth therein otherwise occurs. [Changes effective 09/01/11.]

### RULE 9016-1 SUBPOENAS

(A) **Request for Subpoena:** Attorneys admitted to practice in this Court may issue and sign a subpoena on behalf of this Court. Otherwise, requests for subpoenas from the Clerk shall be in writing and signed by counsel admitted to practice in this Court and who are counsel of record in the action in which the subpoenas are to issue.

Requests for subpoenas from the Clerk by individuals appearing *pro se* shall be in writing.

Each request for subpoena shall be accompanied by a subpoena which has been completed except for issuance by the Clerk.

(B) **Return Date of Subpoenas:** All subpoenas shall be made returnable to the place, date and time of trial or hearing unless otherwise ordered by the Court.

(C) **Service of Subpoenas:** Unless the party requesting same is:

- (1) authorized to proceed *in forma pauperis* pursuant to 28 U.S.C. §1915, or is a seaman authorized to proceed under 28 U.S.C. §1916,
- (2) the United States or an officer or agency of the United States or
- (3) otherwise ordered by the Court,

all subpoenas shall be served by a person who is not a party or otherwise interested in the proceeding and is not less than 18 years of age. Proof of service by such person shall be made as provided for proof of service for summons and complaint in FRBP 7004(a). The person serving the subpoena shall make proof of service thereof to the Court promptly and in any event within the time during which the person served must respond to the subpoena. Service of a subpoena upon a person named therein shall be made by delivering a copy thereof to such person and by tendering to the party summoned the fee for one day's attendance and the mileage allowed by law. When the subpoena is issued on behalf of the United States or an officer or agency thereof, fees and mileage need not be tendered. Attorneys and individuals appearing *pro se* shall file a proof of service with a certificate that all required witness fees and expenses were tendered with the subpoena requiring the attendance of the witness. Mileage shall be computed and tendered

even though the witness to be subpoenaed lives within the city limits. The United States marshal, Deputy United States marshal, or any other person serving subpoenas shall do so only in strict compliance with this Local Bankruptcy Rule.

(D) ***Subpoenas to Officials:*** Without permission of the Court first obtained, no subpoena shall be issued for the attendance at any hearing, trial or deposition of (1) the Governor, Lieutenant Governor, or Attorney General of any State; (2) the Judge of any court; (3) the President or Vice President of the United States; (4) any member of the President's Cabinet; (5) any Ambassador or Consul; (6) any member of the United States Congress; or (7) any military officer holding the rank of Admiral or General.

(E) ***Subpoena Duces Tecum:*** Unless otherwise provided in the subpoena, whenever a subpoena duces tecum has been directed to any person to produce any books, papers, documents or tangible things to any court and to attend and give testimony at the time scheduled for the trial, taking of depositions or other hearing, the person requested therein to produce, or whenever all parties agree, an alternate, shall produce such items to the Clerk on or before 9:00 a.m. on the day designated, unless the Court orders otherwise, to enable counsel to review the same prior to commencement of the trial or the hearing. Provided, however, if a party has good reason not to produce and surrender custody of the same to the Clerk, that party shall so advise the Court in writing promptly upon receipt of the subpoena to enable the Court to rule on the objection. All counsel are required promptly to inspect said items so the trial may proceed timely.

The provisions hereof are not intended in any way to change or modify the provisions of FRBP 7026 or FRBP 9016 or any other applicable Federal Rule of Bankruptcy Procedure or Federal Rule of Civil Procedure, but to supplement the provisions of FRBP 9016.

(F) ***Timely Requests for Subpoenas:*** All requests for the issuance of subpoenas for the attendance of witnesses at hearings or trials shall be filed with the Clerk not later than 14 days before the date upon which the witness will be directed to appear. If the request is made within 14 days prior to the date of the trial or hearing, it may be issued by the Clerk but no continuance will be granted if said witness fails to appear even though served.

(G) ***Deposition Subpoenas:*** Proof of service of a notice to take depositions as provided in FRCP 30(a) and FRCP 31(a) constitutes sufficient authorization for the issuance of a subpoena by the Clerk for the attendance of persons named or described therein. The subpoena may command the person to whom it is directed to produce designated books, papers, documents or tangible things which constitute or contain evidence relating to any of the matters within the scope of the examination permitted by FRCP 26(b), but in that event the subpoena will be subject to the provisions FRCP 30(b) and FRCP 45(b). No subpoena for the taking of depositions shall be issued by the Clerk unless there be exhibited to the Clerk a copy of the notice to take deposition together with a statement of the date and manner of service and of the names of the persons served, certified by the person who made service. FRCP 45(d)(1).

(H) ***Place of Taking Depositions:*** The Clerk shall issue a subpoena upon request, or an attorney may issue a subpoena in accordance with paragraph (A) of this Local Bankruptcy Rule for FRBP 2004 examinations or for taking a deposition requiring the appearance of any party or witness in any city or county within the division of the district wherein the party or witness resides or is employed or transacts business, or in any city contiguous to any such county or city, without prior order of the Court; provided, however, that no such subpoena shall direct any party or witness who may reside in either Accomack or Northampton Counties to appear in any



other city or county, nor may any party or witness residing in any other county or city be required to appear in Accomack or Northampton Counties, unless said party or witness is employed or transacts business in the city or county wherein the deposition is to be taken, or unless otherwise ordered by the Court. Contiguous cities or counties shall be considered as such even though separated by water but only when located within the particular division of the district. The right is reserved to any party or witness directed to attend a deposition in any contiguous city to insist that said deposition be taken within the city (or county) provided by the Federal Rules of Civil Procedure upon a showing of inconvenience of travel, or infirmities of body, or age.

(I) ***Subpoenas in Blank***: Blank subpoenas shall include the case name and number and shall be complete in every detail except the name and address of the witness. Returns of service shall be made promptly and filed with the Clerk. All service shall be made strictly in accordance with these Local Bankruptcy Rules.

### Comments

9016-1 Stylistic changes have been made to the text of the LBR.

[Changes effective 12/01/09.]

9016-1 Paragraph (A) is amended to remove the requirement that a check for witness and mileage fees accompanies a request for subpoena. In lieu thereof, a certificate now must accompany the filed proof of service stating that any such required fees had been served with the subpoena.

[Change effective 09/03/13.]

9016-1 Paragraph (C) is amended by deleting the provision that exempted a party proceeding *in forma pauperis* from tendering witness and mileage fees. [Change effective 09/03/13.]

9016-1 Paragraph (A) is amended to comport with the amendment made to FRCP 45(a)(2), which provides that the subpoena must issue from the Court where the action is pending, and FRCP 45(a)(3), which provides that an attorney can issue and sign a subpoena if the attorney is admitted to practice in the issuing Court. Stylistic changes are made to this paragraph, as well. [Changes effective 12/1/15.]

9016-1 Paragraph (E) is amended to clarify that a party can request the production of documents at a place other than the courthouse and at a time other than 9:00 a.m. on the morning of the trial or hearing. Stylistic changes are made to this paragraph, as well. [Change effective 12/1/15.]

9016-1 Paragraph (G) is amended to conform this paragraph to the amendment made to FRCP 45(a)(2), which provides that the subpoena must issue from the Court where the action is pending. [Change effective 12/1/15.]

9016-1 Paragraph (I) is amended to conform this paragraph to the amendment made to FRCP 45(a)(3), which provides that the Clerk must issue a subpoena signed but otherwise in blank to a party who requests it. Stylistic changes are made to this paragraph, as well. [Change effective 12/1/15.]

**RULE 9017-1 EVIDENCE**

(A) **Presence of Witnesses:** Any counsel desiring to ascertain the presence of witnesses summoned for any particular case shall, before the opening of Court, furnish the Clerk with a list of the names of such witnesses.

(B) **Qualifications of Experts:** Unless the qualifications of an expert witness, including any party litigant, are admitted, a duplicate written statement of such qualifications will be submitted on the morning of trial. As to experts who are expected to appear frequently, a statement of their qualifications may be filed with the Clerk in each of the divisions of the Court for use at trial. When so filed, the Clerk will maintain the statement in a file kept for that purpose. Counsel desiring to make use of the statement will be responsible for obtaining the same from the Clerk.

(C) **Hypothetical Questions:** [Repealed]

(D) **Physical Examination of Litigant:** No doctor or other expert will be permitted to testify as to the nature and extent of the injuries to any litigant unless said expert has previously examined or interviewed such person, or unless such testimony is to be based on hypothetical questions. This Local Bankruptcy Rule is not intended to limit an expert, having previously examined the party, from properly demonstrating any of the injuries of a party.

**Comments**

9017-1(C) This paragraph of LBR 9017-1 is repealed since it was felt that the paragraph no longer is needed. [Change effective 2/1/00.]

9017-1 A stylistic change has been made to paragraph (B) of the LBR. [Change effective 12/01/09.]

**RULE 9019-1 SETTLEMENT AND ALTERNATIVE DISPUTE RESOLUTION**

(A) **Authorization:** The Court encourages the parties to meet and consult with each other to achieve settlement. Pursuant to 28 U.S.C. §§ 651, 652, and 653, as amended by the Alternative Dispute Resolution Act of 1998, the use of mediation as an alternative dispute resolution process in all adversary proceedings, contested and other matters, is authorized.

(B) **Obtaining Mediation**

(1) Upon joint motion, parties may request, but are not entitled to, mediation.

(2) Any party may request mediation on motion served on all other parties. The motion must state the basis for the request for mediation and that a good faith effort was made to seek mediation by consent without success. Parties will have 14 days from the date of service to object to the motion. The court will make a determination on the motion upon notice and hearing.

(3) The Court may also order mediation *sua sponte*.

(C) **Order to Mediate**

(1) In any adversary proceeding, contested or other matter, mediation may only be commenced upon the entry of an order to mediate by the presiding judge.

(2) An order to mediate shall, at minimum, set forth the following:

- (a) the individual appointed to act as mediator;
- (b) if the parties selected a non-judicial mediator or neutral, the proposed compensation that will be subject to court approval;
- (c) unless otherwise ordered by the Court, that mediation processes and procedures and the duties of the parties shall be determined by the court-appointed mediator; and
- (d) that the parties or the mediator provide a report to the court of the results of the mediation immediately upon the conclusion of the mediation.

**(D) *Judicial Mediators***

- (1) Bankruptcy judges resident in the Eastern District of Virginia are authorized to act as mediators or neutrals.
- (2) The decision regarding appointment of a judicial mediator resides exclusively with the presiding judge, and such appointment is effective only upon entry of the order to mediate.

**(E) *Non-Judicial Mediators or Neutrals***

- (1) The parties by consent may request the appointment of a non-judicial mediator or neutral.
- (2) Appointment of a non-judicial mediator is subject to approval by the presiding judge, and such appointment is effective only upon entry of the order to mediate.

**(F) *Communications with Mediators Prior to Entry of Order to Mediate***

- (1) ***Judicial Mediators***: Prior to entry of the order to mediate, parties to the mediation shall not communicate with a judicial mediator about any matters pertaining to mediation.
- (2) ***Non-Judicial Mediators***: Prior to entry of the order to mediate, parties to the mediation may communicate with non-judicial mediators only for the purpose of selection and proposed terms of engagement and compensation of a non-judicial mediator for appointment by the Court.

**(G) *Required Settlement Authority***: A judicial mediator to whom a case has been referred may require that counsel and/or a party representative with full settlement authority attend the mediation at any time the judicial mediator considers appropriate.

**(H) *Compensation of Non-Judicial Mediators or Neutrals***: No mediator or neutral may be compensated by contingent fee. Any compensation of a non-judicial mediator or neutral

from the estate shall be subject to Court approval after notice and a hearing or as the Court otherwise orders.

(I) ***Effect of Mediation on Proceedings***: Unless otherwise ordered by the Court, the appointment of a mediator or neutral shall not operate to postpone or stay the scheduling of any case or controversy nor shall such appointment be grounds for the continuance of a previously scheduled trial date or the extension of any deadlines previously scheduled by the Court.

(J) ***Disclosure of Mediation Communications and Writings***: The substance of communications and writings in the mediation process shall not be disclosed to any person other than participants in the mediation process; provided, however, that nothing herein shall modify the application of Federal Rule of Evidence 408 nor shall use in the mediation process of an otherwise admissible document, object, or statement preclude its use at trial. Furthermore, unless otherwise agreed to by the party, communications and writings between a party and the mediator shall be considered privileged and confidential and shall not be subject to discovery. No party shall be deemed to have waived the attorney-client or work-product privileges by communicating privileged information to the mediator.

(K) ***Appointment of ADR Administrator***: The chief bankruptcy judge may appoint an ADR Administrator for the district. Duties of the Administrator, if appointed, shall include the following: implementing, administering, overseeing and evaluating the Court's ADR program.

(L) ***Other Governing Law***: Nothing contained in this rule shall in any manner negate or be in abrogation of any other source of authority for conducting mediation, whether by statute, rule, or otherwise.

#### Comments

LBR 9019-1 cross references Rule 83.6 of the Local Rules of Practice of the United States District Court for the Eastern District of Virginia, which makes that rule applicable to adversary proceedings in case before the Court. [New rule effective 3/1/01.]

9019-(1) This rule is substantively rewritten to provide additional direction to the parties and to make explicit its applicability to contested and other matters in addition to adversary proceedings. [New paragraph effective 08/01/17.]

9019-1(J) Paragraph (J) is new and ensures that communications between the mediator and parties remain confidential and privileged. [New paragraph (J) effective 2/15/22.]

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#### RULE 9022-1 COURT ORDERS

(A) ***Identification of Attorney Filing Proposed Order***: On the first page of each proposed order filed with the Court, the attorney filing the same shall be identified by name, State Bar number, complete mailing address, telephone number and the name of the party whom the attorney represents.

(B) ***Service List***: With each proposed order:

(1) when submitted, as provided for by an electronic means established by the Court, the order proponent shall file a list of parties, with mailing addresses indicated, who are to receive notice of entry of the same and shall comply with all other requirements set forth therein; or

(2) except as the presiding judge in a case otherwise may direct, when submitted by conventional means, the order proponent shall file a list of parties, with mailing addresses indicated, who are to receive notice of entry of the same.

(C) **Certification:** With all proposed orders, the proponent shall file either:

(1) **Certification of Endorsement by All Parties:** A certification that the proposed order or proposed consent order has been signed by all necessary parties or

(2) **Proof of Service:** A certification that the proposed order has been served upon all necessary parties and indicating upon whom served and the date and manner of such service.

(D) **Signature:** For all proposed orders, the proponent must obtain from any other party to the order either (1) express documented permission to affix such party's signature to the proposed order or (2) such party's signature on the proposed order in a form listed in LBR 5005-1(F)(2).

(E) **Form and Content:** Any proposed order shall be sufficient in description to stand alone without reference to any motion, pleading or other document (except for exhibits attached to the order itself). Orders authorizing the sale of real estate or otherwise affecting title to real estate (e.g., abandonments, avoidance of transfers, avoidance or imposition of liens, or adjudication of lien property) shall contain a legal description sufficient to pass title. Orders for sale of property of the estate or any interest therein shall state the identity of the purchaser and the price to be paid unless sale is to be at public auction, in which event the order shall state the date, time and place of the auction.

(F) **Consent Orders:** All proposed consent orders shall meet the requirements in paragraphs (A), (B), (C) and (D) of this Local Bankruptcy Rule.

(G) **Order After Trial, Hearing or Other Disposition of the Matter:** Unless the Court specifies otherwise, the prevailing party shall, in addition to the requirements in paragraphs (A), (B), (C) and (D) of this Local Bankruptcy Rule, prepare a proposed order and file the same with the Court within 14 days after the conclusion of the trial, hearing, or other disposition of the matter at issue. If no order is filed within the required period, the Clerk may issue a Notice of Failure to Prosecute. If an order is still not filed in response to that notice, the Clerk may dismiss the original pleading or other paper without further notice.

### Comments

9022-1(C)(1) & 9022-1(E) Minor changes have been made to include new language concerning consent orders.

9022-1(F) This language is added to clearly state the interest in seeing that supposedly resolved items are properly closed out. Parties need to submit a stamped envelope for panel trustees. [Changes effective 1/1/97]

9022-1(D) Since the need for an order affecting title to real estate to contain a proper legal description is not limited to orders approving sale of real estate or any interest therein, the requirement has been placed at LBR 9022-1. A cross-reference has been added to LBR 6004-1 as well to remind the practitioner of the requirement that orders approving the sale of real estate or any interest therein, like all orders, must stand alone without reference to external documents, e.g., the order should not purport to approve the sale of the real estate or any interest therein “in accordance with the terms of the contract attached to the motion” but should state the essential terms of the sale, e.g., “to John and Joanna Doe for the price of \$173,000.” [Changes effective 3/1/01.]

9022-1(B) These technical changes are necessary to conform this subdivision of the LBR to the process of filing proposed orders as provided for by an electronic means established by the Court. [Change effective 7/1/02.]

9002.1 Subparagraphs (B)(2)(a) and (b) are repealed in light of Local Bankruptcy Rule 5005-2, which mandates electronic case filings in the Court’s Case Management/Electronic Case Files (CM/ECF) System and authorizes the Clerk to promulgate and revise the Court’s Electronic Case Files (CM/ECF) Policy. The caption to paragraph (B) is amended for this reason as well. In addition, a time-computation adjustment has been made at paragraph to conform to a revision to the Federal Rules of Bankruptcy Procedure that takes effect December 1, 2009. Stylistic changes have been made to the text of the LBR as well. [Repeal and changes effective 12/01/09.]

9022-1 In its header, paragraph (C) is amended to delete the term “*Endorsement*” and insert in lieu thereof the term “*Certification*.” Paragraph (C)(1) is amended to delete the term “endorsed” and insert in lieu thereof the term “signed.” Paragraph (D) “*Signature*” is new. Former paragraphs (D), (E) and (F) are redesignated paragraphs (E), (F) and (G). [Changes effective 06/01/23.]

## RULE 9036-1 COURT NOTICE TO DEBTORS BY ELECTRONIC TRANSMISSION

Debtors are eligible to participate in Debtor Electronic Bankruptcy Noticing in accordance with procedures promulgated and revised as specified by the Clerk under LBR 5005-2. As permitted, this includes use by non-registered CM/ECF users of any electronic bankruptcy noticing program approved by the Court for such users.

### Comments

9036-1 This rule is new and includes a provision allowing, as permitted under procedures promulgated and revised as specified by the Clerk under LBR 5005-2, the service of Court-generated notices and orders upon debtors who have elected to participate in any electronic bankruptcy noticing program approved by the Court for such purpose. [New rule effective 12/1/15.]

**RULE 9070-1 EXHIBITS**

(A) **Numerous Exhibits:** Whenever the exhibits in any case, to be presented by either party, exceed 5, the party intending to offer such exhibits shall place them in a binder, properly tabbed, numbered and indexed, unless otherwise ordered by the Court.

(B) **Listing and Marking Exhibits:** All exhibits, except such as are prepared in open court or by expert witnesses, must be listed in the final pretrial order in any adversary proceeding and shall be marked by the proponent thereof, in the manner specified by the Clerk, prior to the commencement of the trial unless the Court otherwise directs. Such exhibits, unless too large, shall be seen by opposing counsel at or before the final pretrial conference. At any final pretrial conference, the Court may rule upon the admissibility of any exhibit or reserve ruling thereon. Exhibits agreed upon shall be admitted in evidence; all others shall be considered as numbered and marked for identification.

(C) **Number of Copies:** An original and two copies of both the exhibits and the Exhibit List should be filed with the Court by the date set forth in the pretrial order. Sufficient copies should be made available for each opposing counsel.

**(D) Custody and Disposition of Models and Exhibits**

(1) **Custody:** After being marked for identification, exhibits of a documentary nature offered or admitted into evidence in any cause pending or tried in this Court shall be placed in the custody of the Clerk unless otherwise ordered by the Court. All other exhibits, models and material not offered and admitted into evidence shall be retained in the custody of the attorney or party producing same at trial, unless otherwise directed by the Court.

(2) **Removal:** Whenever any models, diagrams, exhibits or material have been placed in custody of the Clerk for introduction into evidence, and same are not admitted or marked for identification, such articles shall be removed by the party who filed them with the Clerk, unless otherwise directed by the Court, immediately following the conclusion of the trial or settlement of the case.

(E) **Disposition of Exhibits:** All exhibits, models, diagrams, depositions, transcripts, briefs, tables, charts or other items or material or things, introduced, tendered or marked in the trial of a matter or filed with or delivered to the Clerk in anticipation of their introduction into evidence or for use at trial, shall be withdrawn by the parties to the litigation or their counsel within 30 days after the judgment and the time for appeal or motion for a rehearing or further hearing shall have passed. If such items, material or things are not so removed within the time stated, the Clerk may forward them to counsel or the party entitled thereto, or shall destroy or make such other disposition or use of them as the Clerk may deem appropriate.

**Comments**

9070-1(A) The threshold number of exhibits for binding was reduced from fifteen to five.

9070-1(C) Change to note information already included in the Instructions for Preparing Exhibit List and Pre-Marking Exhibits.

9070-1 Stylistic changes have been made to the text of the LBR.  
[Changes effective 12/01/09.]

# EXHIBITS

The bankruptcy forms included in the above exhibits are available at the Court's internet web site at [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov). The forms are in Adobe Acrobat format. [Updated effective 12/22/20.]



**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA  
\_\_\_\_\_ Division**

**CHAPTER 13 PLAN AND  
RELATED MOTIONS**

Name of Debtor(s):

Case No:

This Plan, dated \_\_\_\_\_, is:

- the *first* Chapter 13 Plan filed in this case.
- a modified Plan that replaces the
  - confirmed or  unconfirmed Plan dated \_\_\_\_\_

Date and Time of Modified Plan Confirmation Hearing:

\_\_\_\_\_

Place of Modified Plan Confirmation Hearing:

\_\_\_\_\_

The Plan provisions modified by this filing are:

Creditors affected by this modification are:

**1. Notices**

**To Creditors:**

**Your rights may be affected by this plan. Your claim may be reduced, modified, or eliminated. You should read this plan carefully and discuss it 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 oppose the plan's treatment of your claim or any provision of this plan, you or your attorney must file an objection to confirmation at least 7 days before the date set for the hearing on confirmation, unless otherwise ordered by the Bankruptcy Court.**

**The Bankruptcy Court may confirm this plan without further notice if no objection to confirmation is filed. See Bankruptcy Rule 3015.**

**In addition, you may need to timely file a proof of claim in order to be paid under any plan.**

**The following matters may be of particular importance.**

**Debtors must check one box on each line to state whether or not the plan includes each of the following items. If an item is checked as "Not Included" or if both boxes are checked, the provision will be ineffective if set out later in the plan.**

<b>A.</b>	<b>A limit on the amount of a secured claim, set out in Section 4.A which may result in a partial payment or no payment at all to the secured creditor</b>	<b>Included</b>	<b>Not included</b>
<b>B.</b>	<b>Avoidance of a judicial lien or nonpossessory, nonpurchase-money security interest, set out in Section 8.A</b>	<b>Included</b>	<b>Not included</b>
<b>C.</b>	<b>Nonstandard provisions, set out in Part 12</b>	<b>Included</b>	<b>Not included</b>

**2. Funding of Plan.** The debtor(s) propose to pay the Trustee the sum of \$ \_\_\_\_\_ per \_\_\_\_\_ for \_\_\_\_\_ months. Other payments to the Trustee are as follows: \_\_\_\_\_ . The total amount to be paid into the Plan is \$ \_\_\_\_\_ .

**3. Priority Creditors.** The Trustee shall pay allowed priority claims in full unless the creditor agrees otherwise.

**A. Administrative Claims under 11 U.S.C. § 1326.**

1. The Trustee will be paid the percentage fee fixed under 28 U.S.C. § 586(e), not to exceed 10% of all sums received under the plan.

2. Check one box:

Debtor(s)' attorney has chosen to be compensated pursuant to the "no-look" fee under Local Bankruptcy Rule 2016-1(C)(1)(a) and (C)(3)(a) and will be paid \$ \_\_\_\_\_, balance due of the total fee of \$ \_\_\_\_\_ concurrently with or prior to the payments to remaining creditors.

Debtor(s)' attorney has chosen to be compensated pursuant to Local Bankruptcy Rule 2016-1(C)(1)(c)(ii) and must submit applications for compensation as set forth in the Local Rules.

**B. Claims under 11 U.S.C. § 507.**

The following priority creditors will be paid by deferred cash payments pro rata with other priority creditors or in monthly installments as below, except that allowed claims pursuant to 11 U.S.C. § 507(a)(1) will be paid pursuant to 3.C below:

<u>Creditor</u>	<u>Type of Priority</u>	<u>Estimated Claim</u>	<u>Payment and Term</u>
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**C. Claims under 11 U.S.C. § 507(a)(1)**

The following priority creditors will be paid prior to other priority creditors but concurrently with administrative claims above.

<u>Creditor</u>	<u>Type of Priority</u>	<u>Estimated Claim</u>	<u>Payment and Term</u>
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**4. Secured Creditors: Motions to Value Collateral (“Cramdown”), Collateral being Surrendered, Adequate Protection Payments, and Payment of certain Secured Claims.**

**A. Motions to Value Collateral (other than claims protected from “cramdown” by 11 U.S.C. § 1322(b)(2) or by the final paragraph of 11 U.S.C. § 1325(a)). Unless a written objection is timely filed with the Court, the Court may grant the debtor(s)’ motion to value collateral as set forth herein.**

This section deals with valuation of certain claims secured by real and/or personal property, other than claims protected from “cramdown” by 11 U.S.C. § 1322(b)(2) [real estate which is debtor(s)’ principal residence] or by the final paragraph of 11 U.S.C. § 1325(a) [motor vehicles purchased within 910 days or any other thing of value purchased within 1 year before filing bankruptcy], in which the replacement value is asserted to be less than the amount owing on the debt. **Such debts will be treated as secured claims only to the extent of the replacement value of the collateral. That value will be paid with interest as provided in sub-section D of this section. You must refer to section 4(D) below to determine the interest rate, monthly payment and estimated term of repayment of any “crammed down” loan. The deficiency balance owed on such a loan will be treated as an unsecured claim to be paid only to the extent provided in section 5 of the Plan.** The following secured claims are to be “crammed down” to the following values:

<u>Creditor</u>	<u>Collateral</u>	<u>Purchase Date</u>	<u>Est. Debt Bal.</u>	<u>Replacement Value</u>
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**B. Real or Personal Property to be Surrendered.**

Upon confirmation of the Plan, or before, the debtor(s) will surrender his/her/their interest in the collateral securing the claims of the following creditors in satisfaction of the secured portion of such creditors' allowed claims. To the extent that the collateral does not satisfy the claim, any timely filed deficiency claim to which the creditor is entitled may be paid as a non-priority unsecured claim. Confirmation of the Plan shall terminate the automatic stay under §§ 362(a) and 1301(a) as to the interest of the debtor(s), any co-debtor(s) and the estate in the collateral.

<u>Creditor</u>	<u>Collateral Description</u>	<u>Estimated Value</u>	<u>Estimated Total Claim</u>
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**C. Adequate Protection Payments.**

The debtor(s) propose to make adequate protection payments required by 11 U.S.C. § 1326(a) or otherwise upon claims secured by personal property, until the commencement of payments provided for in sections 4(D) and/or 7(B) of the Plan, as follows:

<u>Creditor</u>	<u>Collateral</u>	<u>Adeq. Protection Monthly Payment</u>	<u>To Be Paid By</u>
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Any adequate protection payment upon an unexpired lease of personal property assumed by the debtor(s) pursuant to section 7(B) of the Plan shall be made by the debtor(s) as required by 11 U.S.C. § 1326(a)(1)(B) (payments coming due after the order for relief).

**D. Payment of Secured Claims on Property Being Retained (except those loans provided for in section 6 of the Plan):**

This section deals with payment of debts secured by real and/or personal property [including short term obligations, judgments, tax liens and other secured debts]. After confirmation of the Plan, the Trustee will pay to the holder of each allowed secured claim, which will be either the balance owed on the indebtedness or, where applicable, the collateral's replacement value as specified in sub-section A of this section, **whichever is less**, with interest at the rate provided below, the monthly payment specified below until the amount of the secured claim has been paid in full. **Upon confirmation of the Plan, the valuation specified in sub-section A and interest rate shown below will be binding unless a timely written objection to confirmation is filed with and sustained by the Court.**

<u>Creditor</u>	<u>Collateral</u>	<u>Approx. Bal. of Debt or "Crammed Down" Value</u>	<u>Interest Rate</u>	<u>Monthly Payment &amp; Est. Term</u>
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**E. Other Debts.**

Debts which are (i) mortgage loans secured by real estate which is the debtor(s)' principal residence, or (ii) other long term obligations, whether secured or unsecured, to be continued upon the existing contract terms with any existing default in payments to be cured pursuant to 11 U.S.C. § 1322(b)(5), are provided for in section 6 of the Plan.

**5. Unsecured Claims.**

**A. Not separately classified.** Allowed non-priority unsecured claims shall be paid pro rata from any distribution remaining after disbursement to allowed secured and priority claims. Estimated distribution is approximately \_\_\_\_%. The dividend percentage may vary depending on actual claims filed. If this case were liquidated under Chapter 7, the debtor(s) estimate that unsecured creditors would receive a dividend of approximately \_\_\_\_%.

**B. Separately classified unsecured claims.**

<u>Creditor</u>	<u>Basis for Classification</u>	<u>Treatment</u>
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**6. Mortgage Loans Secured by Real Property Constituting the Debtor(s)' Principal Residence; Other Long Term Payment Obligations, whether secured or unsecured, to be continued upon existing contract terms; Curing of any existing default under 11 U.S.C. § 1322(b)(5).**

**A. Debtor(s) to make regular contract payments; arrears, if any, to be paid by Trustee.** The creditors listed below will be paid by the debtor(s) pursuant to the contract without modification, except that arrearages, if any, will be paid by the Trustee either pro rata with other secured claims or on a fixed monthly basis as indicated below, without interest unless an interest rate is designated below for interest to be paid on the arrearage claim and such interest is provided for in the loan agreement. A default on the regular contract payments on the debtor(s) principal residence is a default under the terms of the plan.

<u>Creditor</u>	<u>Collateral</u>	<u>Regular Contract Payment</u>	<u>Estimated Arrearage</u>	<u>Arrearage Interest Rate</u>	<u>Estimated Cure Period</u>	<u>Monthly Arrearage Payment</u>
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**B. Trustee to make contract payments and cure arrears, if any.** The Trustee shall pay the creditors listed below the regular contract monthly payments that come due during the period of this Plan, and pre-petition arrearages on such debts shall be cured by the Trustee either pro rata with other secured claims or with monthly payments as set forth below.

<u>Creditor</u>	<u>Collateral</u>	<u>Regular Contract Payment</u>	<u>Estimated Arrearage</u>	<u>Interest Rate on Arrearage</u>	<u>Monthly Payment on Arrearage &amp; Est. Term</u>
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**C. Restructured Mortgage Loans to be paid fully during term of Plan.** Any mortgage loan against real estate constituting the debtor(s)' principal residence upon which the last scheduled contract payment is due before the final payment under the Plan is due shall be paid by the Trustee during the term of the Plan as permitted by 11 U.S.C. § 1322(c)(2) with interest at the rate specified below as follows:

<u>Creditor</u>	<u>Collateral</u>	<u>Interest Rate</u>	<u>Estimated Claim</u>	<u>Monthly Payment &amp; Term</u>
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**7. Unexpired Leases and Executory Contracts.** The debtor(s) move for assumption or rejection of the executory contracts, leases and/or timeshare agreements listed below.

**A. Executory contracts and unexpired leases to be rejected.** The debtor(s) reject the following executory contracts:

<u>Creditor</u>	<u>Type of Contract</u>
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**B. Executory contracts and unexpired leases to be assumed.** The debtor(s) assume the following executory contracts. The debtor(s) agree to abide by all terms of the agreement. The Trustee will pay the pre-petition arrearages, if any, through payments made pro rata with other priority claims or on a fixed monthly basis as indicated below.

<u>Creditor</u>	<u>Type of Contract</u>	<u>Arrearage</u>	<u>Monthly Payment for Arrears</u>	<u>Estimated Cure Period</u>
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**8. Liens Which Debtor(s) Seek to Avoid.**

**A. The debtor(s) move to avoid liens pursuant to 11 U.S.C. § 522(f).** The debtor(s) move to avoid the following judicial liens and non-possessory, non-purchase money liens that impair the debtor(s)' exemptions. **Unless a written objection is timely filed with the Court, the Court may grant the debtor(s)' motion and cancel the creditor's lien.** If an objection is filed, the Court will hear evidence and rule on the motion at the confirmation hearing.

<u>Creditor</u>	<u>Collateral</u>	<u>Exemption Basis</u>	<u>Exemption Amount</u>	<u>Value of Collateral</u>
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**B. Avoidance of security interests or liens on grounds other than 11 U.S.C. § 522(f).** The debtor(s) have filed or will file and serve separate adversary proceedings to avoid the following liens or security interests. The creditor should review the notice or summons accompanying such pleadings as to the requirements for opposing such relief. The listing here is for information purposes only.

<u>Creditor</u>	<u>Type of Lien</u>	<u>Description of Collateral</u>	<u>Basis for Avoidance</u>
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**9. Treatment and Payment of Claims.**

- All creditors must timely file a proof of claim to receive any payment from the Trustee.
- If a claim is scheduled as unsecured and the creditor files a claim alleging the claim is secured but does not timely object to confirmation of the Plan, the creditor may be treated as unsecured for purposes of distribution under the Plan. This paragraph does not limit the right of the creditor to enforce its lien, to the extent not avoided or provided for in this case, after the debtor(s) receive a discharge.
- If a claim is listed in the Plan as secured and the creditor files a proof of claim alleging the claim is unsecured, the creditor will be treated as unsecured for purposes of distribution under the Plan.
- The Trustee may adjust the monthly disbursement amount as needed to pay an allowed secured claim in full.
- If relief from the automatic stay is ordered as to any item of collateral listed in the plan, then, unless otherwise ordered by the court, all payments as to that collateral will cease, and all secured claims based on that collateral will no longer be treated by the plan.
- Unless otherwise ordered by the Court, the amount of the creditor's total claim listed on the proof of claim controls over any contrary amounts listed in the plan.

**10. Vesting of Property of the Estate.** Property of the estate shall revert in the debtor(s) upon confirmation of the Plan. Notwithstanding such vesting, the debtor(s) may not transfer, sell, refinance, encumber real property or enter into a mortgage loan modification without approval of the Court after notice to the Trustee, any creditor who has filed a request for notice and other creditors to the extent required by the Local Rules of this Court.

**11. Incurrence of indebtedness.** The debtor(s) shall not voluntarily incur additional indebtedness exceeding the cumulative total of \$5,000 principal amount during the term of this Plan, whether unsecured or secured, except upon approval of the Court after notice to the Trustee, any creditor who has filed a request for notice, and other creditors to the extent required by the Local Rules of this Court.

**12. Nonstandard Plan Provisions**

**None.** If "None" is checked, the rest of Part 12 need not be completed or reproduced.

**Under Bankruptcy Rule 3015(c), nonstandard provisions must be set forth below. A nonstandard provision is a provision not otherwise included in the Official Form or deviating from it. Nonstandard provisions set out elsewhere in this plan are ineffective.**

**The following plan provisions will be effective only if there is a check in the box "Included" in § 1.C.**

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**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Debtor 1 (Required)**

\_\_\_\_\_  
**Debtor(s)' Attorney**

\_\_\_\_\_  
**Debtor 2 (Required)**

By filing this document, the Attorney for Debtor(s) or Debtor(s) themselves, if not represented by an attorney, also certify(ies) that the wording and order of the provisions in this Chapter 13 plan are identical to those contained in the Local Form Plan, other than any nonstandard provisions included in Part 12.

**Exhibits: Copy of Debtor(s)' Budget (Schedules I and J); Matrix of Parties Served with Plan**

Certificate of Service

I certify that on \_\_\_\_\_, I mailed a copy of the foregoing to the creditors and parties in interest on the attached Service List.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No:

CERTIFICATE OF SERVICE PURSUANT TO RULE 7004

I hereby certify that on \_\_\_\_\_ true copies of the forgoing Chapter 13 Plan and Related Motions were served upon the following creditor(s):

( ) by first class mail in conformity with the requirements of Rule 7004(b), Fed.R.Bankr.P.; or

( ) by certified mail in conformity with the requirements of Rule 7004(h), Fed.R.Bankr.P.

\_\_\_\_\_  
Signature of attorney for debtor(s)



UNITED STATES BANKRUPTCY COURT EASTERN  
DISTRICT OF VIRGINIA  
\_\_\_\_\_ Division

In re:

Case No. \_\_\_\_\_

Chapter 13

Debtor(s)

**SPECIAL NOTICE TO SECURED CREDITOR**

To: \_\_\_\_\_, Attn: \_\_\_\_\_

*Name of creditor*

\_\_\_\_\_  
*Description of collateral*

1. The attached chapter 13 plan filed by the debtor(s) proposes (*check one*):

- To value your collateral. **See Section 4 of the plan.** Your lien will be limited to the value of the collateral, and any amount you are owed above the value of the collateral will be treated as an unsecured claim.
- To cancel or reduce a judgment lien or a non-purchase money, non-possessory security interest you hold. **See Section 8 of the plan.** All or a portion of the amount you are owed will be treated as an unsecured claim.

2. **You should read the attached plan carefully for the details of how your claim is treated.**

The plan may be confirmed, and the proposed relief granted, unless you file and serve a written objection by the date specified and appear at the confirmation hearing. A copy of the objection must be served on the debtor(s), their attorney, and the chapter 13 trustee.

Date objection due: \_\_\_\_\_

Date and time of confirmation hearing: \_\_\_\_\_

Place of confirmation hearing: \_\_\_\_\_

\_\_\_\_\_  
*Name(s) of debtor(s)*

By: \_\_\_\_\_

*Signature*

Debtor(s)' Attorney

Pro se debtor

\_\_\_\_\_  
*Name of attorney for debtor(s)*

\_\_\_\_\_  
*Address of attorney [or pro se debtor]*

\_\_\_\_\_  
*Tel. #*

\_\_\_\_\_  
*Fax #*

CERTIFICATE OF SERVICE

I hereby certify that true copies of the foregoing Notice and attached Chapter 13 Plan and Related Motions were served upon the creditor noted above by

( ) first class mail in conformity with the requirements of Rule 7004(b), Fed.R.Bankr.P; or

( ) certified mail in conformity with the requirements of Rule 7004(h), Fed.R.Bankr.P

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Signature of attorney for debtor(s)*

UNITED STATES BANKRUPTCY COURT  
FOR THE EASTERN DISTRICT OF VIRGINIA

In re:                    )  
                                  )  
Filing, Signing, Retaining and            )                    Standing Order No. 06-4  
Verification of Pleadings and            )  
Papers in the Case Management/            )  
Electronic Case Filing (CM/ECF) ) Sys-  
tem    )

ORDER ADOPTING CASE MANAGEMENT/ ELECTRONIC CASE FILING PROCEDURES

**[Rescinded Effective 3/17/08]**

Administrative Procedures for Filing, Signing, Retaining  
and Verification of Pleadings and Papers in the  
Case Management/Electronic Case Filing (CM/ECF) System

Exhibit to Standing Order No. 06-4  
(VERSION 06/09/06)

DECEMBER 2006

**[Rescinded Effective 3/17/08]**

**INSTRUCTIONS FOR CREDITOR MATRIX**

Last Revised: November 15, 2019

The following instructions are applicable to all word processing software and third-party bankruptcy software packages:

- (A) Open your word processing software and enter the creditor information, making sure of the following:
- Creditors are listed in a single column.
  - There are two blank spaces separating each creditor.
  - The second line of each creditor listed must be either a street address or a P.O. Box, with the periods included (e.g., 200 South Main Street or P.O. Box 241).
  - The last line of each creditor must be in the format of City, State (two-letter abbreviation), Zip (e.g., Alexandria, VA 22314).
  - No Account numbers or dollar amounts may be included within the creditor information.
- (B) Save your creditor matrix to a flash drive in plain text format.

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA

Division

In re:

Debtor(s)

Case

No.

Plaintiff(s)

Chapter

v.

Defendant(s)

Adversary

No.

**FINANCIAL INTEREST DISCLOSURE STATEMENT**

Pursuant to Federal Rule of Bankruptcy Procedure 7007.1 and to enable the Judges to evaluate possible disqualification or recusal, the undersigned counsel for

\_\_\_\_\_

in the above captioned action, certifies that the following is a (are) corporation(s), other than the debtor or a governmental unit, that directly or indirectly own(s) 10% or more of any class of the corporation's(s') equity interests, or states that there are no entities to report under FRBP 7007.1:

\_\_\_\_\_

\_\_\_\_\_

Q, None /Check if applicable/

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Attorney or Litigant  
Counsel for \_\_\_\_\_

**UNITED STATES BANKRUPTCY COURT EASTERN  
DISTRICT OF VIRGINIA**  
Motions Practice and Procedure Guidelines

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*The United States Bankruptcy Court provides the following Guidelines pertaining to motions practice and procedure in the Eastern District of Virginia. The Court may, in certain instances, impose additional requirements if circumstances warrant.*

*The Guidelines do not alter the requirements regarding appearances at hearings pursuant to Local Bankruptcy Rule 2090-1(H) pr 9013-1(H).*

*Should any Guideline be construed so as to conflict with the Local Bankruptcy Rules of this Court, the provisions of the Local Bankruptcy Rules shall control.*

*Questions regarding the Guidelines may be directed to the Judge's Courtroom Deputy. Parties are reminded that the Clerk's Office is prohibited from providing legal advice.*

**Hearing Dates**

Hearing dates appear on each Judge's respective Hearing Dates & Information page on the Court's website [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov).

A Judge may require specific matters to be heard on designated dates and/or at designated times. Dates provided may be used only for the matters designated.

A Judge may establish a maximum number of a specific type of matter that one attorney/firm may set for one docket.

Counsel should consult a Judge's Procedures for Hearings page for information regarding scheduling matters where evidence or legal argument will be presented.

Hearings must be set for the Division in which the case is pending, unless permission is otherwise granted.

Unless otherwise posted on a Judge's Procedures for Hearings page, motions must be set for hearing before the Judge to whom the case is assigned.

Counsel is responsible for ensuring a matter is set for the correct date, time, and location.

The moving party should view the Court's website prior to filing a motion to ensure that the hearing date remains available and that the time frame within which the date may be used has not expired.

If a hearing needs to be scheduled for a date beyond the dates listed, the moving party should contact the Judge's Courtroom Deputy.

The moving party should make a good faith attempt to coordinate a mutually agreeable hearing date with opposing counsel.

If a Motion for Relief from Automatic Stay is scheduled for a preliminary hearing on a date that is more than 30 days after the moving party files the motion, the moving party shall be deemed to have consented to a waiver of its rights under 11 U.S.C. §362(e)(1) relating to the automatic lifting of the stay. The stay shall remain in effect until further order of the Court. (*\*Further guidance for these motions may be found in the Court's separate Motions for Relief from Automatic Stay Guidelines.\**)

If a proposed consent order will be tendered to the Court simultaneously with the filing of a Motion for Relief from Automatic Stay, a hearing should not be scheduled and a hearing date should not be included in the Notice of Motion.

Pursuant to Local Bankruptcy Rule 3015-2, objections to confirmation of the *original* Chapter 13 plan filed in a case must be noticed for hearing for the date, time, and location of the confirmation hearing as set forth in the notice regarding the §341 Meeting of Creditors.

Objections to confirmation of a *modified* Chapter 13 plan must be noticed for hearing for the date, time, and location of the confirmation hearing as set forth in the modified plan.

Motions requesting an expedited hearing must comply with Local Bankruptcy Rule 9013-1(N), as well as with any additional requirements set forth on the respective Judge's Procedures for Hearings page.

The Court will schedule and send notice of hearing on any motion filed by a *pro se* individual that requires a hearing. Pursuant to Local Bankruptcy Rule 9010-1, entities other than individuals (*e.g.*, corporations, partnerships, and municipalities) may not proceed *pro se* and must retain legal counsel.

### **Proper Notice of Hearing**

It is the moving party's responsibility to comply with proper noticing requirements, including service upon all proper parties in accordance with the Federal Rules of Bankruptcy Procedure and the Local Bankruptcy Rules, and to provide the correct date, time, and location of the hearing.

If a moving party's notice of hearing is insufficient, or the moving party has utilized an expired hearing date, the matter may not be heard.

### **Continuances**

Requests for continuances are governed by Local Bankruptcy Rule 9013-1(J).

### **Telephonic Appearance**

Information regarding a Judge's policy concerning telephonic appearances can be found on the Judge's Procedures for Hearings page.

### **Cancelling a Hearing**



Hearing cancellations are governed by Local Bankruptcy Rule 9013-1(P). In most cases, hearings must be cancelled via the Hearing Cancellation Module. Instructions for using the Hearing Cancellation Module are linked from each Judge's hearing dates web page. If you are having difficulty utilizing the Hearing Cancellation Module, please contact the assigned Judge's courtroom deputy.

**UNITED STATES BANKRUPTCY COURT**  
**EASTERN DISTRICT OF VIRGINIA**  
Motions for Relief from Stay Guidelines

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*The United States Bankruptcy Court provides the following Guidelines pertaining to motions for relief from stay filed in the Eastern District of Virginia. The Court may, in certain instances, impose additional requirements if circumstances warrant.*

*The Guidelines do not alter the requirements regarding appearances at hearings pursuant to Local Bankruptcy Rule 2090-1(H).*

*Should any Guideline be construed so as to conflict with the Local Bankruptcy Rules of this Court, the provisions of the Local Bankruptcy Rules shall control.*

*Questions regarding the Guidelines may be directed to the Judge's Courtroom Deputy. Parties are reminded that the Clerk's Office is prohibited from providing legal advice.*

**Motions for Relief from Automatic Stay**

The following procedure is applicable with respect to motions for relief from stay under §362 and §1301 of the Bankruptcy Code. (Motions for relief from stay against a codebtor in chapter 13 cases under 11 U.S.C. §1301(c)(2) are addressed separately in Section II, below.) The provisions of Local Bankruptcy Rule 4001(a)-1 are applicable in relief from automatic stay proceedings as supplemented below.

*I. Relief from the Automatic Stay under Sections 362, 1301(c)(1), or 1301(c)(3)*

The preliminary hearing dates for scheduling motions for relief from stay pursuant to §362, §1301(c)(1), and §1301(c)(3) may be obtained from

- **the Court's Internet web site at [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov) or**
- **by calling the Judge's Courtroom Deputy.**

*A. Selecting a Preliminary Hearing Date:*

The moving party (movant) must select a preliminary hearing date from the schedule of preliminary hearing dates provided by the Clerk as set forth above. The date should be selected to permit the response period under Local Bankruptcy Rule 4001(a)-1(C) and/or Local Bankruptcy Rule 4001(a)-1(H)(2) and any additional time required under Federal Rule of Bankruptcy Procedure 9006(f) to elapse prior to the scheduled hearing.

If the movant selects a preliminary hearing date that is more than 30 days after filing a motion for relief, the movant shall be deemed to have consented to a waiver of the movant's rights under 11 U.S.C. §362(e)(1) relating to the automatic lifting of the stay. The stay shall remain in effect until further order of the Court.

If the movant fails to select a preliminary hearing date, the movant shall be deemed to have consented to a waiver of the automatic lifting of the stay pursuant to 11 U.S.C. §362(e), and the Court may, in its discretion, either schedule a hearing on the motion or deny the relief sought.

**All Amended Motions for Relief from Stay must include an appropriate hearing date. The original preliminary hearing date may only be used if sufficient notice time remains prior to the hearing date, pursuant to the Bankruptcy Code, the Federal Rules of Bankruptcy Procedure, and the Local Bankruptcy Rules. The failure to select an appropriate hearing date and otherwise comply with these procedures may result in the denial of the relief sought.**

**For Motions for Relief from Stay filed simultaneously with a proposed consent order: DO NOT schedule a hearing or include a hearing date.**

*B. Notice of Motion and Response Period:*

The movant must prepare a notice of motion, which shall include notice of the appropriate response period *together with* notice of the date, time, and location of the preliminary hearing.

A separate notice of motion (Official Form 420A) is not required, however, unless provided otherwise by the Bankruptcy Code, the Federal Rules of Bankruptcy Procedure or order of the Court. The motion for relief from stay shall clearly state and conspicuously provide the following notice, which contains the response period applicable to the nature of the relief requested:

**NOTICE**

**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 WISH THE COURT TO GRANT THE RELIEF SOUGHT IN THIS MOTION, OR IF YOU WANT THE COURT TO CONSIDER YOUR VIEWS ON THE MOTION, THEN WITHIN 14 DAYS FROM THE DATE OF SERVICE OF THIS MOTION, YOU MUST FILE A WRITTEN RESPONSE EXPLAINING YOUR POSITION WITH THE COURT AND SERVE A COPY ON THE MOVANT. UNLESS A WRITTEN RESPONSE IS FILED AND SERVED WITHIN THIS 14-DAY PERIOD, THE COURT MAY DEEM OPPOSITION WAIVED, TREAT THE MOTION AS CONCEDED, AND ISSUE AN ORDER GRANTING THE REQUESTED RELIEF WITHOUT FURTHER NOTICE OR HEARING.**

**IF YOU MAIL YOUR RESPONSE TO THE COURT FOR**

**FILING, YOU MUST MAIL IT EARLY ENOUGH SO THE COURT WILL RECEIVE IT ON OR BEFORE THE EXPIRATION OF THE 14-DAY PERIOD.**

(\*\*Please note: Pursuant to Local Bankruptcy Rule 4001(a)-1(H)(2), the notice period for motions for relief from the codebtor stay filed pursuant to Sections 1301(c)(1) or (c)(3) is **14** days. The notice period for a motion for relief from the codebtor stay under Section 1301(c)(2) is **20** days.\*\*)

*C. Service and Transmittal of the Motion and Notice :*

The movant must serve the Motion and Notice of Preliminary Hearing pursuant to Local Bankruptcy Rule 4001(a)-1(F), and simultaneously file with the Court, in accordance with Local Bankruptcy Rule 4001(a)-1(E) and in the manner set forth in Section I.D., below, the following items:

1. The original motion for relief from stay and notice of hearing captioned as a contested matter;
2. a properly completed proof of service indicating that the movant served the motion for relief from stay upon each party required to receive notice under Local Bankruptcy Rule 4001(a)-1(F); and
3. the proper filing fee.

*D. Method of Filing:*

1. Registered movant attorney users of the CM/ECF System must file the items set forth in Section I.C. electronically in accordance with the Court's CM/ECF Policy and the applicable Local Bankruptcy Rules. The filing fee shall be paid by the filer electronically.
2. Non-registered movant attorneys must file with the Court the items set forth in Section I.C., in accordance with CM/ECF Policy 1(C). The filing fee shall be paid to the Clerk.
3. Movants who are individuals and unrepresented by counsel (*pro se*) shall file with the Court the items set forth in Section I.C., conventionally, on paper. The filing fee shall be paid to the Clerk.

*II. Relief from Codebtor Stay in Chapter 13 Cases under 11 U.S.C. §1301(c)(2)*

A. A movant filing a motion for relief from stay against a codebtor in a chapter 13 case under 11 U.S.C. §1301(c)(2) must follow the procedures, as set forth in Local Bankruptcy Rule 4001(a)-1(H), and file the following items in the manner set forth in Section I.D., above:

1. the §1301 motion clearly stating in the caption the subsection of 11 U.S.C. §1301 under which the party is proceeding;
2. the passive notice of motion, which shall include notice of the 20-day

response period and the language set forth in Local Bankruptcy Rule 4001(a)-1(H)(2)(b); and

3. a proof of service certifying proper service of the motion pursuant to Local Bankruptcy Rule 4001(a)-1(F).

B. If an objection or response is not filed with the Court and served upon the movant no later than 20 days from the date of the filing of the motion, the movant should submit to the Court a proposed order granting the relief being sought by the movant. A hearing need not be scheduled on a § 1302(c)(2) motion unless it is combined in a single pleading with a request for relief under § 362 or § 1301(c)(1) or (3) or an objection is filed.

If an objection is filed to the §1301(c)(2) motion, the moving party must select an appropriate hearing date from the assigned Judge's hearing dates web page located on the Court's web site and send notice of the hearing.

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA

In re	)	
	)	
Adoption of Revision	)	Standing Order No. 19-11
to Interim Rule 1007-I	)	
	)	

**ORDER ADOPTING REVISION TO INTERIM RULE 1007-I**

On October 20, 2008, the National Guard and Reservists Debt Relief Act of 2008 (2008 Act) was enacted into law; and

The provisions of the Act became effective December 19, 2008; and

The Advisory Committee on Bankruptcy Rules prepared a new Interim Rule 1007-I, Lists, Schedules, and Other Documents; Time Limits; Expiration of Temporary Means Testing Exclusion in addition to an amendment to then Official Form 22A, Statement of Current Monthly Income and Means Test Calculation, which created a new Part 1C therein (currently Official Form 122A-2, Chapter 7 Means Test Calculation).

The Committee on Rules of Practice and Procedure of the Judicial Conference of the United States approved the new Interim Rule and form amendment and recommended the adoption of both by the Judicial Conference of the United States to provide for uniform procedures and means by which to implement the Act; and

The Judicial Conference of the United States, which had approved both recommendations, transmitted the Interim Rule to the courts for adoption by standing order, effective December 19, 2008; and

The Court adopted Interim Rule 1007-I, in its entirety without change, effective December 19, 2008.

Interim Rule 1007-I previously was revised, effective December 1, 2009, to conform to time deadline changes in Federal Rule of Bankruptcy Procedure 1007 (Rule 1007), as follows: the 10-day period in Rule 1007(h) and the 15-day periods in subdivisions (a)(2), (a)(3), (c), (f) of the rule all became 14-day periods, as part of a comprehensive package of changes to time periods in all federal rules of practice and procedure; and

Interim Rule 1007-I further was revised, effective December 1, 2010, to conform to a deadline change in Rule 1007(c), as follows: the time for the individual debtor to file the statement of completion of a course in personal financial management in a chapter 7 case was extended from within 45 days after the first date set for the meeting of creditors to within 60 days after the first date set for the meeting of creditors; and

It was necessary to make further revision to Interim Rule 1007-I, effective December 19, 2011, to conform to an amendment effected by the National Guard and Reservist Debt Relief Extension Act of 2011 (2011 Act), which extended the 2008 Act's original three-year period to a

seven-year period commencing December 19, 2008; and

It was necessary to make further revision to Interim Rule 1007-I, effective December 1, 2012. Current Interim Rule 1007-I incorporates provisions of Federal Rule of Bankruptcy Procedure 1007(c), which were amended effective December 1, 2012. The amendment eliminated from Rule 1007(c) the previously existing time limit for filing the list of creditors in an involuntary bankruptcy case. The previously existing time limit in Rule 1007(c) was inconsistent with the time limit in Rule 1007(a)(2), as amended, effective December 1, 2010; and

The reference in Standing Order No. 12-4 Addendum to Standing Order No. 12-4 shall be deemed to reference this standing order; and

It was necessary to make further revision to Interim Rule 1007-I, effective December 18, 2015, to conform to an amendment effected by the National Guard and Reservist Debt Relief Extension Act of 2015 (2015 Act), which extends the 2008 Act's original three-year period to an eleven-year period commencing December 19, 2008; and

It is necessary to make further revision to Interim Rule 1007-I, effective August 23, 2019, to conform to an amendment effected by the National Guard and Reservist Debt Relief Extension Act of 2019 (2019 Act), which extends the 2008 Act's original three-year period to a fifteen-year period commencing December 19, 2008.

NOW, THEREFORE, IT IS ORDERED that:

Pursuant to 28 U.S.C. section 2071, Rule 83 of the Federal Rules of Civil Procedure and Rule 9029 of the Federal Rules of Bankruptcy Procedure, the attached revised Interim Rule 1007-I is adopted, for the Court, by the chief judge of the Court, effective August 23, 2019, conforming to the 2008 Act and Federal Rule of Bankruptcy Procedure 1007(c), as amended, effective December 1, 2012. For cases and proceedings not governed by the 2008 Act, as amended by the 2011 Act, the 2015 Act, and the 2019 Act, the Federal Rules of Bankruptcy Procedure and the Local Rules of this Court, other than Interim Rule 1007-I, as further revised, shall apply. The 2008 Act, as amended by the 2011 Act, the 2015 Act, and the 2019 Act, applies only to cases commenced in the fifteen-year period beginning on the effective date of the 2008 Act, December 19, 2008.

The reference in Standing Order No. 12-4 Addendum to Standing Order No. 12-4 shall be deemed to reference this standing order.

Interim Rule 1007-I, as revised on the 2019 Act's August 23, 2019, effective date, as attached, shall remain in effect until further order of the Court.

Attachment

FOR THE COURT:

/s/Stephen C. St. John  
Stephen C. St. John  
Chief United States Bankruptcy Judge

Date: November 12, 2019

**Interim Rule 1007-I.<sup>1</sup> Lists, Schedules, Statements, and Other Documents; Time Limits; Expiration of Temporary Means Testing Exclusion**

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\* \* \* \* \*

(b) SCHEDULES, STATEMENTS, AND OTHER DOCUMENTS REQUIRED.

\* \* \* \* \*

(4) Unless either: (A) § 707(b)(2)(D)(I) applies, or (B) § 707(b)(2)(D)(ii) applies and the exclusion from means testing granted therein extends beyond the period specified by Rule 1017(e), an individual debtor in a chapter 7 case shall file a statement of current monthly income prepared as prescribed by the appropriate Official Form, and, if the current monthly income exceeds the median family income for the applicable state and household size, the information, including calculations, required by § 707(b), prepared as prescribed by the appropriate Official Form.

\* \* \* \* \*

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<sup>1</sup> Interim Rule 1007-I has been adopted by the bankruptcy courts to implement the National Guard and Reservists Debt Relief Act of 2008, Public Law No. 110-438, as amended by Public Law No. 114-107. The amended Act, which provides a temporary exclusion from the application of the means test for certain members of the National Guard and reserve components of the Armed Forces, applies to bankruptcy cases commenced in the 15-year period beginning December 19, 2008.



15 (c) TIME LIMITS. In a voluntary case, the schedules,  
16 statements, and other documents required by subdivision (b)(1), (4),  
17 (5), and (6) shall be filed with the petition or within 14 days  
18 thereafter, except as otherwise provided in subdivisions (d), (e), (f),  
19 (h), and (n) of this rule. In an involuntary case, the schedules,  
20 statements, and other documents required by subdivision (b)(1) shall  
21 be filed by the debtor within 14 days after the entry of the order for  
22 relief. In a voluntary case, the documents required by paragraphs  
23 (A), (C), and (D) of subdivision (b)(3) shall be filed with the  
24 petition. Unless the court orders otherwise, a debtor who has filed a  
25 statement under subdivision (b)(3)(B), shall file the documents  
26 required by subdivision (b)(3)(A) within 14 days of the order for  
27 relief. In a chapter 7 case, the debtor shall file the statement required  
28 by subdivision (b)(7) within 60 days after the first date set for the  
29 meeting of creditors under § 341 of the Code, and in a chapter 11 or  
30 13 case no later than the date when the last payment was made by  
31 the debtor as required by the plan or the filing of a motion for a  
32 discharge under § 1141(d)(5)(B) or § 1328(b) of the Code. The  
33 court may, at any time and in its discretion, enlarge the time to file  
34 the statement required by subdivision (b)(7). The debtor shall file  
35 the statement required by subdivision (b)(8) no earlier than the date  
36 of the last payment made under the plan or the date of the filing of a  
37 motion for a discharge under §§ 1141(d)(5)(B), 1228(b), or 1328(b)

38 of the Code. Lists, schedules, statements, and other documents  
39 filed prior to the conversion of a case to another chapter shall be  
40 deemed filed in the converted case unless the court directs  
41 otherwise. Except as provided in § 1116(3), any extension of time  
42 to file schedules, statements, and other documents required under  
43 this rule may be granted only on motion for cause shown and on  
44 notice to the United States trustee, any committee elected under  
45 § 705 or appointed under § 1102 of the Code, trustee, examiner, or  
46 other party as the court may direct. Notice of an extension shall be  
47 given to the United States trustee and to any committee, trustee, or  
48 other party as the court may direct.

49 \* \* \* \* \*

50 (n) TIME LIMITS FOR, AND NOTICE TO, DEBTORS  
51 TEMPORARILY EXCLUDED FROM MEANS TESTING.

52 (1) An individual debtor who is temporarily excluded from  
53 means testing pursuant to § 707(b)(2)(D)(ii) of the Code shall file  
54 any statement and calculations required by subdivision (b)(4) no  
55 later than 14 days after the expiration of the temporary exclusion if  
56 the expiration occurs within the time specified by Rule 1017€ for  
57 filing a motion pursuant to § 707(b)(2).

58 (2) If the temporary exclusion from means testing under  
59 § 707(b)(2)(D)(ii) terminates due to the circumstances specified in  
60 subdivision (n)(1), and if the debtor has not previously filed a

61 statement and calculations required by subdivision (b)(4), the clerk  
62 shall promptly notify the debtor that the required statement and  
63 calculations must be filed within the time specified in subdivision (n)(1).

UNITED STATES BANKRUPTCY COURT  
 EASTERN DISTRICT OF VIRGINIA

In re: )  
 )  
 Adoption of Revision to Interim ) Standing Order No. 12-4—Addendum  
 Rule 1007-I—Addendum )  
 )

ORDER ADOPTING REVISION TO INTERIM RULE 1007-I

Standing Order No. 12-4 was entered on November 8, 2012. That order makes reference to Official Form 22A, Statement of Current Monthly and Means Test Calculation. This official form was amended effective December 1, 2014, as Official Forms 22A-1 and 22A-2. In addition, disclosure of exemptions from the means test was placed in a separate supplement, Official Form 22A-1 Supp, which only would be filed when applicable, such as, with respect to certain members of the armed forces who are exempt from the presumption of abuse under the means test, and, accordingly are excused from completing the form. Further, to accommodate the uniform numbering system change to these official forms, as part of the Forms Modernization Project, effective December 1, 2015, it is, therefore

ORDERED:

1. Effective on the entry of this order, the reference to Official Form 22A, shall be deemed to reference, as of December 1, 2014, Official Forms 22A-1 and 22A-2, in addition to 22A-1 Supp.
2. Effective December 1, 2015, the reference to the official forms set forth in paragraph 1, above, respectively shall reference Official Forms 122A-1, 122A- 2, and 122A-1 Supp.
3. Effective December 1, 2105, the references to Schedules “E, F” in Interim Rule 1007-I (a)(1) and (a)(2) are changed to reflect the new designations “E/F,” as part of the Forms Modernization Project.

4. All other provisions set forth in Standing Order No. 12-4 remain and continue in effect unchanged.

Dated: November 10, 2015

**FOR THE COURT:**

/s/Stephen C. St. John  
STEPHEN C. ST. JOHN  
Chief United States Bankruptcy Judge

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA

In re:

Compensation of Debtor's	)	
Counsel in Chapter 13 Cases;	)	Standing Order No. 08-1
Guidelines and Procedures for	)	
Chapter 13 Fee Applications	)	

ORDER ON FEES FOR DEBTOR'S COUNSEL IN CHAPTER 13 CASES; ADOPTION OF GUIDELINES FOR FEE APPLICATIONS IN CHAPTER 13 CASES FILED ON OR AFTER OCTOBER 17, 2005; AND PROCEDURES GOVERNING FEES FOR DEBTOR'S COUNSEL IN CHAPTER 13 CASES FILED BEFORE OCTOBER 17, 2005

The Court has determined that adoption of the procedures and guidelines specified in this order will facilitate and provide for uniformity in the consideration of compensation for debtor's counsel in Chapter 13 cases.

NOW, IT IS THEREFORE ORDERED that:

1. Local Bankruptcy Rule 2016-1(C) and Interim Procedure 2016-1(C) are hereby repealed.
2. The Guidelines for Fee Applications in Chapter 13 Cases Filed on or After October 17, 2005, ("Guidelines"), attached as Exhibit 1 to this Order, are hereby adopted by the Court.
3. If the initial fee charged to a debtor for routine, expected services in a Chapter 13 case filed on or after October 17, 2005, does not exceed \$3,000 plus actual and necessary expenses that do not exceed \$300 (other than the filing fee, and charge for credit counseling, and personal financial management, if advanced by the attorney) a formal application for approval and payment of the unpaid amount through the Chapter 13 plan will not be required if (a) the total fee and the unpaid portion is clearly set forth in the Chapter 13 plan, and (b) the fee is consistent with the disclosure of compensation filed under Federal Rule of Bankruptcy Procedure 2016. The Chapter 13 plan and Rule 2016 statement will be treated as the application required by Rule 2016(b), and the order confirming the plan will be treated as an order approving compensation. Any objection to allowance and payment of compensation in the amount stated in the Chapter 13 plan must be filed no later than the last day for filing objections to confirmation of the plan. If no objection is filed, the Court may approve the fee and confirm the plan without holding a hearing.
4. A. The Court expects the initial fee charged in the case to cover, at a minimum, all services that would reasonably be expected in order to obtain confirmation of a plan, and, ultimately, a discharge, including:
  - (1) conferences to review the debtor's financial circumstances;

- (2) preparation and filing of the petition and all required schedules, lists, and statements;
  - (3) preparation and filing of a plan;
  - (4) routine telephone calls and correspondence with the debtor, Chapter 13 trustee, and creditors;
  - (5) representation at the meeting of creditors;
  - (6) appearance, if required, at the confirmation hearing;
  - (7) review of the claims register; and
  - (8) assistance to the debtor in filing any certifications required to obtain a discharge after plan payments are completed.
- B. The Court expects the initial fee to normally cover routine motions to vacate a pre-confirmation dismissal of the case and routine pre-confirmation plan modifications needed to address such issues as classification of claims, valuations of collateral, interest rates to be paid on secured claims, arrearage amounts, or amounts to be paid by the debtor.
- C. The Court expects the expenses for which reimbursement is requested must be actual and necessary and supported by documentation as appropriate. A detailed itemization of all such expenses identified by type and the month incurred must be presented to the Chapter 13 trustee and disclosed pursuant to Federal Rule of Bankruptcy Procedure 2016.
5. Any application for an initial fee in excess of \$3,000 or for supplemental fees, regardless of the amount, must conform to Rule 2016(b) and the Guidelines adopted by the Court. The Guidelines include both procedural requirements as well as policy statements.
  6. The attorney shall not send a bill directly to the debtor. Should the debtor receive a bill from that person's attorney, the debtor should send a copy of such bill to the standing trustee.
  7. Requests for fees and reimbursement of expenses in Chapter 13 cases filed before October 17, 2005, shall be governed by the procedural requirements set forth in Procedures Governing Fees for Debtor's Counsel in Chapter 13 Cases Filed Before October 17, 2005, ("Procedures"), attached as Exhibit 2 to this Order, which are hereby adopted by the Court.
  8. This order shall take effect on March 17, 2008, and shall govern all Chapter 13 cases in this district except those assigned to the Honorable Robert G. Mayer.

Dated: March 14, 2008

/s/ Douglas O. Tice, Jr.  
DOUGLAS O. TICE, JR.  
Chief United States Bankruptcy Judge

/s/ Stephen S. Mitchell  
STEPHEN S. MITCHELL  
United States Bankruptcy Judge

/s/ Stephen C. St. John  
STEPHEN C. ST. JOHN  
United States Bankruptcy Judge

/s/ Kevin R. Huennekens  
KEVIN R. HUENNEKENS  
United States Bankruptcy Judge

/s/ Frank J. Santoro  
FRANK J. SANTORO  
United States Bankruptcy Judge



UNITED STATES BANKRUPTCY COURT EASTERN  
DISTRICT OF VIRGINIA

GUIDELINES FOR FEE APPLICATIONS IN CHAPTER 13 CASES FILED ON OR AFTER  
OCTOBER 17, 2005

1. Purpose

The Guidelines for Fee Applications in Chapter 13 Cases Filed on or After October 17, 2005, (“Guidelines”) have been adopted by the Court to specify the format and procedures for submission of fee applications by attorneys representing the debtor in a Chapter 13 case and to set forth the policies and standards that will normally be followed by the Court in evaluating such applications. Compliance by applicants with the procedural requirements is mandatory, but applicants are free to apply for a fee at variance with the policy statements provided the application clearly identifies any such variance.

2. Procedural Requirements

- a. Initial fee applications for amounts in excess of \$3,000.00, and all supplemental fee applications, must be supported by detailed, contemporaneous time and expense records from the beginning of the case showing, for each discrete activity, the date, time expended, identity of the attorney or paralegal providing the service, and amount requested. If a prior fee application has included time records and from the beginning of the case, a subsequent application need include only time and expense records covering the period subsequent to the earlier application provided the current application identifies (by date and docket entry number) the earlier application.
- b. For the purpose of these Guidelines, a “contemporaneous” time or expense record is one made at or near the time of the activity being recorded or the expense being incurred, but in any event no later than the next business day. Any time entry that has been reconstructed because contemporaneous records were not made, or, if made, are not available, must be clearly identified, and an explanation provided for the absence of a contemporaneous record.
- c. Every application for compensation, whether initial or supplemental, shall state the period covered by the application. Time entries should be shown to the nearest tenth of an hour (*i.e.*, the nearest 6 minutes), and travel time should be shown separately from any court appearance or other out-of-office activity to which it relates. Expenses such as postage, long-distance, PACER charges, and on-line research costs must be billed at actual cost and without markup. Copying performed using a commercial copy service must be billed at actual cost and without markup. The Court will accept a maximum \$0.15 per page as the actual cost (paper and consumables such as toner, etc.) for in-house copying and incoming facsimile transmissions unless the applicant can demonstrate that the actual cost is higher; no charge will normally be allowed for outgoing facsimile transmissions except for associated long-distance charges billed at actual cost.

- d. An exception to the requirement for contemporaneous time and expense records is allowed where the requested application is solely for one or more of the following services, and the amount requested does not exceed the amount shown:

<u>Description</u>	<u>Amount</u>
Defense of motion for relief from automatic stay (settled)	\$250
Defense of motion for relief from automatic stay (contested hearing)	\$575
Defense of motion to dismiss (settled)	\$150
defense of motion to dismiss (contested hearing)	\$500
Post-confirmation plan modifications (uncontested)	\$250
Post-confirmation plan modification (contested hearing)	\$500
Motion to approve sale or refinance of real property	\$500
Application to incur debt	\$300
Motion to vacate dismissal	\$250
Objection to claim (uncontested)	\$100
Objection to claim (contested hearing)	\$500

- e. For each attorney or paralegal providing services, the application shall state the person's name, status (attorney or paralegal), years admitted to practice (if an attorney), hourly rate, total hours, and requested compensation.
- f. The application shall affirmatively state the amount, if any, of posted time and charges written off in the exercise of billing discretion.
- g. The application shall state whether approval will reduce the dividend being paid on unsecured claims, and, if so, whether the debtor consents to an extension of the plan term or an increase in plan payments, or both, to allow payment of the fees without reducing the dividend.
- h. An attorney requesting compensation by application in accordance with these Guidelines shall file with the Clerk a properly completed form substantially in compliance with the Application for Supplemental Compensation of Attorney for Debtor(s) appended to these Guidelines. The Clerk shall provide the form to an attorney upon request. The form is accessible in .PDF-fillable format on the Court's Internet web site [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov).

### 3. Policy Statements

The Court will not approve charges for time expended for work that is secretarial or administrative in nature (*e.g.*, sending facsimile transmissions, making copies, taking telephone messages, and the like) even if performed by an attorney or paralegal.

UNITED STATES BANKRUPTCY COURT EASTERN  
DISTRICT OF VIRGINIA  
\_\_\_\_\_ Division

In re:

Case No. \_\_\_\_\_  
Chapter 13

Debtor(s)

**APPLICATION FOR SUPPLEMENTAL COMPENSATION  
OF ATTORNEY FOR DEBTOR(S)**

\_\_\_\_\_ applies for approval and payment of supplemental compensation (including reimbursement of expenses) as attorney for the debtor in the amount of \$\_\_\_\_\_.

1. The period covered by this application is from \_\_\_\_\_ through \_\_\_\_\_.
2. Fees in the amount of \$\_\_\_\_\_ having previously been paid by the debtor(s) or approved for payment through the plan.
3. The attorneys and paralegals who provided services for which compensation is requested are as follows:

Name of Attorney or Paralegal	Attorney ? (y/n)	Years in Practice	Hourly Rate	Hours	Total Fees

4. A summary of the services for which compensation is requested is as follows:

Description of Services Rendered	Attorney hours	Paralegal hours	Total fees

5. Fees and costs in the amount of \$\_\_\_\_\_ have been written off in the exercise of billing discretion

6. Charges \_\_\_\_\_ (have/have not) been included for preparation and noticing of the fee application and any court appearances related to the application. (If included, the amount requested is \$ \_\_\_\_\_.)

7. The requested fee \_\_\_\_\_ (can/cannot) be paid without reducing the dividend on unsecured claims. If applicable, the debtor \_\_\_\_\_ (does/does not) consent to an increase of the plan term to \_\_\_\_\_ months or an increase in the plan payment to \_\_\_\_\_ to allow for payment of the compensation without reducing the dividend.

8. Detailed time and expense records are attached as Exhibit A.

\_\_\_\_\_  
Signature of applicant

Name, address, and telephone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certificate of Service

I certify that I have this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, transmitted a true copy of the foregoing application electronically through the Court's CM/ECF system or by mail to the Debtor(s), Chapter 13 trustee, the United States trustee if other than by the electronic means provided for at Local Bankruptcy Rule 2002-1(d)(3), and to all creditors and parties in interest on the mailing matrix maintained by the clerk of court, a copy of which is attached.

\_\_\_\_\_

## EXHIBIT 2

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIAPROCEDURES GOVERNING FEES FOR DEBTOR'S COUNSEL IN CHAPTER 13  
CASES FILED BEFORE OCTOBER 17, 20051. Generally

- a. The Procedures Governing Fees for Debtor's Counsel in Chapter 13 Cases Filed before October 17, 2005, ("Procedures"), adapted from former Local Bankruptcy Rule 2016-1(C)(1)-(6), inclusive, have been adopted by the Court.
- b. For Chapter 13 cases filed before October 17, 2005, the Court may award fees to the attorney for a debtor in a Chapter 13 case with or without a hearing, at the Court's discretion. Any application for compensation filed under this provision must include the applicant's statement that the Chapter 13 plan provides sufficient reserves or may be extended in time so that the payment(s) requested may be made without prejudice to any creditor, or that any prejudice to any creditor as the result of an award of additional attorney's fees shall be completely, fully and adequately disclosed to all creditors and parties in interest in the case.

2. For All Chapter 13 Cases Filed Before January 1, 2003

- a. Where the application for compensation does not exceed \$1,250, the Court may award compensation in such amount or less, plus reimbursement of actual and necessary expenses, with or without a hearing, upon the following notice:
  - (1) Notice: The debtor's attorney shall serve a copy of the application on the debtor and the standing trustee, along with notice that they have ten (10) days in which to file any objection.
  - (2) Proof of Service: With the application for compensation, the debtor's attorney shall file a proof of service evidencing proper service under Subparagraph 2a(1) these Procedures.
- b. Where the application for compensation does exceed \$1,250, the Court may award compensation in such amount or less, plus reimbursement of actual and necessary expenses, with or without a hearing, upon the following notice:
  - (1) Notice: The debtor's attorney shall serve a copy of the application on the debtor, the standing trustee and all creditors, along with notice that they have ten (10) days in which to file any objection.

- (2) Proof of Service: With the application for compensation, the debtor's attorney shall file proof of service evidencing proper service under Subparagraph 2b(1) of these Procedures.
  - c. Any fee in excess of the maximum established in these Procedures will require an application for allowance of compensation and reimbursement of expenses by separate and distinct pleading. Any such application shall comply with 11 U.S.C. §330, FRBP 2016 and the other provisions of these Procedures. Service and notice of the application shall be given in accordance with Subparagraph 2a or 2b of these Procedures.
3. For All Chapter 13 Cases Filed January 1, 2003, to October 16, 2005, Inclusive
  - a. Where the Rule 2016-1 disclosure of compensation does not exceed \$1,500, the Court may award compensation in such amount or less, plus reimbursement of actual and necessary expenses, with or without a hearing, upon the following:
    - (1) Notice: The debtor's attorney shall serve a copy of the Rule 2016-1 disclosure of compensation and Chapter 13 Plan and Related Motions on the debtor and the standing trustee, along with notice that they have ten (10) business days from the meeting of creditors in which to file an objection to the fees requested in the Rule 2016-1 disclosure of compensation opposing said fees in their entirety, or in a specific amount. Counsel for the debtor may file a request for hearing with the Court and notice of same shall be served upon the debtor(s), the standing trustee, and the United States trustee. At any such hearing, each of the parties shall have the burden of proof established in 11 U.S.C. §§328, 329 and 330. In the absence of notification of objection by the debtor or the standing trustee, the fees will be allowed as disclosed.
    - (2) Proof of Service: With the Rule 2016-1 disclosure of compensation, the debtor's attorney shall file a proof of service evidencing proper service under Subparagraph 3a(1) of these Procedures.
  - b. Any fee in excess of the maximum established in the rule will require an application for allowance of compensation and reimbursement of expenses by separate and distinct pleading. Any such application shall comply with 11 U.S.C. §330, FRBP 2016 and the other provisions of these Procedures. Service and notice of the application shall be given in accordance with Paragraph 3a(1)-(2) of these Procedures.

UNITED STATES BANKRUPTCY COURT  
 EASTERN DISTRICT OF VIRGINIA  
 \_\_\_\_\_ Division

In re:

Case No. \_\_\_\_\_  
 Chapter 13

Debtor(s)

**APPLICATION FOR COMPENSATION  
 OF ATTORNEY FOR DEBTOR(S)**

\_\_\_\_\_ applies for approval and payment of compensation (including reimbursement of expenses) as attorney for the debtor in the amount of \$ \_\_\_\_\_.

1. The period covered by this application is from \_\_\_\_\_ through \_\_\_\_\_.
2. Fees in the amount of \$ \_\_\_\_\_ having previously been paid by the debtor(s) or approved for payment through the plan.
3. The attorneys and paralegals who provided services for which compensation is requested are as follows:

Name of Attorney or Paralegal	Attorney ? (y/n)	Years in Practice	Hourly Rate	Hours	Total Fees

4. A summary of the services for which compensation is requested is as follows:

Description of Services Rendered	Date of Service	Attorney hours	Paralegal hours	Total fees

5. Fees and costs in the amount of \$ \_\_\_\_\_ have been written off in the exercise of billing discretion

6. Charges \_\_\_\_\_ (have/have not) been included for preparation and noticing of the fee application and any court appearances related to the application. (If included, the amount requested is \$ \_\_\_\_\_.)

7. Detailed time records and records of actual and necessary expenses are attached as Exhibit A.

\_\_\_\_\_  
Signature of applicant

Name, address, and telephone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certificate of Service

I certify that I have this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, transmitted a true copy of the foregoing application electronically through the Court's CM/ECF system or by mail to the Debtor(s), Chapter 13 trustee, the United States trustee if other than by the electronic means, and to all creditors and parties in interest on the mailing matrix maintained by the clerk of court, a copy of which is attached.

\_\_\_\_\_



UNITED STATES BANKRUPTCY COURT  
 EASTERN DISTRICT OF VIRGINIA  
 \_\_\_\_\_ Division

In re:

Case No. \_\_\_\_\_  
 Chapter 13

Debtor(s)

**APPLICATION FOR SUPPLEMENTAL COMPENSATION  
 OF ATTORNEY FOR DEBTOR(S)**

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5. Fees and costs in the amount of \$\_\_\_\_\_ have been written off in the exercise of billing discretion

6. Charges \_\_\_\_\_ (have/have not) been included for preparation and noticing of the fee application and any court appearances related to the application. (If included, the amount requested is \$ \_\_\_\_\_.)

7. Detailed time records and records of actual and necessary expenses are attached as Exhibit A.

\_\_\_\_\_  
Signature of applicant

Name, address, and telephone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certificate of Service

I certify that I have this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, transmitted a true copy of the foregoing application electronically through the Court's CM/ECF system or by mail to the Debtor(s), Chapter 13 trustee, the United States trustee if other than by the electronic means, and to all creditors and parties in interest on the mailing matrix maintained by the clerk of court, a copy of which is attached.

\_\_\_\_\_

**FEDERAL RULES OF DISCIPLINARY ENFORCEMENT****FRDE I****ATTORNEYS CONVICTED OF CRIMES**

- A. Upon the filing with this Court of a certified copy of a judgment of conviction demonstrating that any attorney admitted to practice before the Court has been convicted in any Court of the United States, or the District of Columbia, or of any state, territory, commonwealth or possession of the United States of a serious crime as hereinafter defined, the Court shall enter an order immediately suspending that attorney, whether the conviction resulted from a plea of guilty, or nolo contendere or from a verdict after trial or otherwise, and regardless of the pendency of any appeal, until final disposition of a disciplinary proceeding to be commenced upon such conviction. A copy of such order shall immediately be served upon the attorney. Upon good cause shown, the Court may set aside such order when it appears such order when it appears in the interest of justice to do so.
- B. The term "serious crime" shall include any felony and any lesser crime a necessary element of which, as determined by the statutory or common law definition of such crime in the jurisdiction where the judgment was entered, involves false swearing, misrepresentation, fraud, willful failure to file income tax returns, deceit, bribery, extortion, misappropriation, theft, or an attempt or a conspiracy or solicitation of any other to commit a "serious crime."
- C. A certified copy of a judgment of conviction of an attorney for any crime shall be conclusive evidence of the commission of that crime in any disciplinary proceeding instituted against that attorney based upon the conviction.
- D. Upon the filing of a certified copy of a judgment of conviction of an attorney for a serious crime, the Court shall, in addition to suspending that attorney in accordance with the provisions of this Rule, also refer the matter to counsel for the institution of a disciplinary proceeding before the Court in which the sole issue to be determined shall be the extent of the final discipline to be imposed as a result of the conduct resulting in the conviction, provided that a disciplinary proceeding so instituted will not be brought to final hearing until all appeals from the conviction are concluded. This Rule shall not be applicable if the attorney has surrendered his license to practice law and has submitted a letter to the Clerk withdrawing his or her name from the Roll of Attorneys.
- E. Upon the filing of a certified copy of a judgment of conviction of an attorney for a crime not constituting a "serious crime," the Court may refer the matter to counsel for whatever action counsel may deem warranted, including the institution of a disciplinary proceeding before the Court; provided, however, that the Court may in its discretion make no references with respect to convictions for minor offenses.
- F. An attorney suspended under the provisions of this Rule will be reinstated immediately upon the filing of a certificate demonstrating that the underlying conviction of a serious crime has been reversed but the reinstatement will not terminate any disciplinary proceeding then pending against the attorney, the disposition of which shall be determined by the Court on the basis of all available evidence pertaining to both guilt and the extent of discipline to be imposed.

**FRDE RULE II****DISCIPLINE IMPOSED BY OTHER COURTS**

- A. Any attorney admitted to practice before this Court shall, upon being subjected to public discipline by any other court of the United States or the District of Columbia, or by a Court of any state, territory, commonwealth or possession of the United States, promptly inform the Clerk of this Court of such action.
- B. Upon the filing of a certified or exemplified copy of a judgment or order demonstrating that an attorney admitted to practice before this Court has been disciplined by another Court, this Court shall forthwith issue a notice directed to the attorney containing:
1. A copy of the judgment or order from the other Court; and
  2. An order to show cause directing that the attorney inform this Court within 30 days after service of that order upon the attorney, personally or by mail of any claim by the attorney predicated upon the grounds set forth in (D) hereof that the imposition of the identical discipline by the Court would be unwarranted and the reasons therefor.
- C. In the event the discipline imposed in the other jurisdiction has been stayed there, any reciprocal discipline imposed in this Court shall be deferred until such stay expires.
- D. Upon the expiration of 30 days from service of the notice issued pursuant to the provisions of (B) above, this Court shall impose the identical discipline unless the respondent-attorney demonstrates, or this Court finds, that upon the face of the record upon which the discipline in another jurisdiction is predicated it clearly appears:
1. That the procedure was so lacking in notice or opportunity to be heard as to constitute a deprivation of due process; or
  2. That there was such an infirmity of proof establishing the misconduct as to give rise to the clear conviction that this Court could not, consistent with its duty, accept as final the conclusion on that subject; or
  3. That the imposition of the same discipline by this Court would result in grave injustice; or
  4. That the misconduct established is deemed by this Court to warrant substantially different discipline.
- Where this Court determines that any of said elements exist, it shall enter such other order as it deems appropriate.
- E. In all other respects, a final adjudication in another Court that an attorney has been guilty of misconduct shall establish conclusively the misconduct for purposes of a disciplinary proceeding in the Court of the United States.
- F. This Court may at any stage appoint counsel to prosecute the disciplinary proceedings.

**FRDE RULE III**

**DISBARMENT ON CONSENT OR RESIGNATION IN OTHER COURTS**

- A. Any attorney admitted to practice before this Court who shall be disbarred on consent or resign from the bar of any other Court of the United States or the District of Columbia, or from the Bar of any state, territory, commonwealth or possession of the United States while an investigation into allegations of misconduct is pending, shall, upon the filing with this Court of a certified or exemplified copy of the judgment or order accepting such disbarment on consent or resignation, cease to be permitted to practice before this Court and be stricken from the roll of attorneys admitted to practice before this Court.
  
- B. Any attorney admitted to practice before this Court shall, upon being disbarred on consent or resigning from the bar of any Court of the United States or the District of Columbia, or from the Bar of any state, territory, commonwealth or possession of the United States while an investigation into allegations of misconduct is pending, promptly inform the Clerk of this Court of such disbarment on consent or resignation.

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA

In re

Amendments to Exhibit 12 Interim	)	
Bankruptcy Rules Due to Revisions	)	Standing Order 22-20
to Federal Rules of Bankruptcy	)	
Procedure Related to the Small	)	
Business Reorganization Act of	)	
2019; Conforming Technical	)	
Amendments to Local	)	
Bankruptcy Rule 2002-1(F) and	)	
Exhibit 15 Part V.C.; and Conforming	)	
Technical Amendment to Local	)	
Bankruptcy Rule 4001(a)-1(H)	)	
	)	

**ORDER ADOPTING AMENDMENTS TO EXHIBIT 12 DUE TO REVISIONS TO FEDERAL RULES OF BANKRUPTCY PROCEDURE RELATED TO THE SMALL BUSINESS REORGANIZATION ACT OF 2019; CONFORMING TECHNICAL AMENDMENTS TO LOCAL BANKRUPTCY RULE 2002-1(F) AND EXHIBIT 15 PART V.C.; AND CONFORMING TECHNICAL AMENDMENT TO LOCAL BANKRUPTCY RULE 4001(a)-1(H)**

Congress has taken no action on the proposed amendments to the Federal Rules of Bankruptcy Procedure adopted by the Supreme Court and transmitted to Congress on April 11, 2022. Under the Rules Enabling Act, 28 U.S.C. §§2071-75, the following Rules, as related to the Small Business Reorganization Act of 2019 (SBRA), took effect on December 1, 2022: 1007, 1020, 2009, 2012, 2015, 3010, 3011, 3014, 3016, 3017.1, 3017.2 (new), 3018, and 3019. Because of temporary amendments made by the Bankruptcy Threshold and Technical Corrections Act (the BTATC Act) to the SBRA, Interim Rule 1020 remains in effect as a local rule adopted by the Court and shall terminate two years after the date of enactment unless that Act is further extended. With the exception of Interim Bankruptcy Rule 1020, Interim Bankruptcy Rules 1007, 2009, 2012, 2015, 3010, 3014, 3016, 3017.1, 3017.2, 3018, and 3019 no longer are required as local rules of the Court.

A conforming technical amendment is made to Local Bankruptcy Rule 2002-1(F), therein, by re-designating paragraph (C)(8) as paragraph (D)(8).

A conforming technical change is made to Exhibit 15, Part V.C., by re-designating paragraph (C)(5), within Local Bankruptcy Rule 5005-1, therein, as paragraph (D)(5).

A conforming technical change is made to Local Bankruptcy Rule 4001(a)-1(H) by adding “U.S.C.” to the first reference made, therein, to §1301.

NOW THEREFORE, IT IS ORDERED that:

EXHIBIT 12

1. In Exhibit 12, Interim Bankruptcy Rules 1007, 2009, 2012, 2015, 3010, 3014, 3016, 3017.1, 3017.2, 3018, and 3019 be and the same hereby are rescinded as temporary Local Rules of the Court. Interim Bankruptcy Rule 1020, however, as previously amended by Standing Order 22-11, remains and continues in effect as a Local Rule of the Court, and shall terminate two years after the date of enactment of the BTATC Act, unless that Act is further extended. Standing Orders 22-11 and 20-2 be and the same hereby are rescinded.
2. As a conforming technical change, Local Bankruptcy Rule 2002-1(F), therein, is amended by re-designating paragraph (C)(8) as paragraph (D)(8).
3. As a conforming technical change to Exhibit 15, Part V.C., therein, is amended by re-designating paragraph (C)(5), within Local Bankruptcy Rule 5005-1, as paragraph (D)(5).
4. As a conforming technical change, Local Bankruptcy Rule 4001(a)-1(H), therein, is amended by adding “U.S.C.” to the first reference made to §1301.
5. This Order shall take effect as of December 1, 2022.

FOR THE COURT:

/s/ Frank J. Santoro  
FRANK J. SANTORO  
Chief United States Bankruptcy Judge

Date: December 1, 2022

**EXHIBIT 12 – INTERIM AMENDMENTS TO THE FEDERAL RULES OF BANKRUPTCY PROCEDURE**

1 ~~Rule 1007. Lists, Schedules, Statements, and Other~~

2 ~~Documents; Time Limits~~

3 ~~\*\*\*\*\*~~

4 ~~(b) SCHEDULES, STATEMENTS, AND OTHER~~

5 ~~DOCUMENTS REQUIRED.~~

6 ~~\*\*\*\*\*~~

7 ~~(5) An individual debtor in a chapter 11 case~~

8 ~~(unless under subchapter V) shall file a statement of~~

9 ~~current monthly income, prepared as prescribed by~~

10 ~~the appropriate Official Form.~~

11 ~~\*\*\*\*\*~~

12 ~~(h) INTERESTS ACQUIRED OR ARISING~~

13 ~~AFTER PETITION. If, as provided by § 541(a)(5) of the~~

14 ~~Code, the debtor acquires or becomes entitled to acquire any~~

15 ~~interest in property, the debtor shall within 14 days after the~~

16 ~~information comes to the debtor's knowledge or within such~~

17 ~~further time the court may allow, file a supplemental~~

18 ~~schedule in the chapter 7 liquidation case, chapter 11~~

19 ~~reorganization case, chapter 12 family farmer's debt~~

20 ~~adjustment case, or chapter 13 individual debt adjustment~~



21 — case. If any of the property required to be reported under  
 22 — this subdivision is claimed by the debtor as exempt, the  
 23 — debtor shall claim the exemptions in the supplemental  
 24 — schedule. This duty to file a supplemental schedule  
 25 — continues even after the case is closed, except for property  
 26 — acquired after an order is entered:  
 27 — (1) confirming a chapter 11 plan (other than one  
 28 — confirmed under § 1191(b)); or  
 29 — (2) discharging the debtor in a chapter 12 case, a  
 30 — chapter 13 case, or a case under subchapter V of  
 31 — chapter 11 in which the plan is confirmed under  
 32 — § 1191(b).  
 33 — \* \* \* \* \*

**1      Interim Rule 1020. Chapter 11 Reorganization Case for Small  
 2      Business Debtors or Debtors Under Subchapter V**

3            (a)      ~~SMALL BUSINESS-DEBTOR~~  
 4      DESIGNATION. In a voluntary chapter 11 case, the debtor  
 5      shall state in the petition whether the debtor is a small  
 6      business debtor or a debtor as defined in § 1182(1) of the  
 7      Code and, if the latter so, whether the debtor elects to have  
 8      subchapter V of chapter 11 apply. In an involuntary chapter  
 9      11 case, the debtor shall file within 14 days after entry of the  
 10     order for relief a statement as to whether the debtor is a small  
 11     business debtor or a debtor as defined in § 1182(1) of the  
 12     Code and, if the latter so, whether the debtor elects to have  
 13     subchapter V of chapter 11 apply. The status of the case as

14 a small business case or a case under subchapter V of chapter  
 15 11 shall be in accordance with the debtor's statement under  
 16 this subdivision, unless and until the court enters an order  
 17 finding that the debtor's statement is incorrect.

18 (b) OBJECTING TO DESIGNATION. The United  
 19 States trustee or a party in interest may file an objection to  
 20 the debtor's statement under subdivision (a) no later than 30  
 21 days after the conclusion of the meeting of creditors held  
 22 under § 341(a) of the Code, or within 30 days after any  
 23 amendment to the statement, whichever is later.

24 (c) PROCEDURE FOR OBJECTION OR  
 25 DETERMINATION. Any objection or request for a  
 26 determination under this rule shall be governed by Rule 9014  
 27 and served on: the debtor; the debtor's attorney; the United  
 28 States trustee; the trustee; the creditors included on the list  
 29. filed under Rule 1007(d) or, if a committee has been  
 30 appointed under § 1102(a)(3), the committee or its  
 31 authorized agent and any other entity as the court directs.

~~1 Rule 2009. Trustees for Estates When Joint~~

~~2 Administration Ordered~~

~~3 (a) ELECTION OF SINGLE TRUSTEE FOR~~  
~~4 ESTATES BEING JOINTLY ADMINISTERED. If the~~  
~~5 court orders a joint administration of two or more estates~~  
~~6 under Rule 1015(b), creditors may elect a single trustee for~~  
~~7 the estates being jointly administered, unless the case is~~  
~~8 under subchapter V of chapter 7 or subchapter V of chapter~~

9 ——— 11 of the Code.

10 ——— (b) RIGHT OF CREDITORS TO ELECT

11 ——— SEPARATE TRUSTEE. Notwithstanding entry of an order

12 ——— for joint administration under Rule 1015(b), the creditors of

13 ——— any debtor may elect a separate trustee for the estate of the

14 ——— debtor as provided in § 702 of the Code, unless the case is

15 ——— under subchapter V of chapter 7 or subchapter V of chapter

16 ——— 11.

17 ——— (c) APPOINTMENT OF TRUSTEES FOR

18 ——— ESTATES BEING JOINTLY ADMINISTERED.

19 ——— \* \* \* \* \*

20 ——— (2) *Chapter 11 Reorganization Cases.* If the

21 ——— appointment of a trustee is ordered or is required by

22 ——— the Code, the United States trustee may appoint one

23 ——— or more trustees for estates being jointly

24 ——— administered in chapter 11 cases.

25 ——— \* \* \* \* \*

**1 — Rule 2012. Substitution of Trustee or Successor**

**2 — Trustee; Accounting**

3 ——— (a) TRUSTEE. If a trustee is appointed in a chapter

4 ——— 11 case (other than under subchapter V), or the debtor is

5 ——— removed as debtor in possession in a chapter 12 case or in a

6 ——— case under subchapter V of chapter 11, the trustee is

7 ——— substituted automatically for the debtor in possession as a

8 \_\_\_\_\_ party in any pending action, proceeding, or matter.

9 \_\_\_\_\_ \* \* \* \* \*

1 \_\_\_\_\_ **Rule 2015. Duty to Keep Records, Make Reports, and**  
2 \_\_\_\_\_ **Give Notice of Case or Change of Status**

3 \_\_\_\_\_ (a) TRUSTEE OR DEBTOR IN POSSESSION. A

4 \_\_\_\_\_ trustee or debtor in possession shall:

5 \_\_\_\_\_ (1) in a chapter 7 liquidation case and, if the

6 \_\_\_\_\_ court directs, in a chapter 11 reorganization case

7 \_\_\_\_\_ (other than under subchapter V), file and transmit to

8 \_\_\_\_\_ the United States trustee a complete inventory of the

9 \_\_\_\_\_ property of the debtor within 30 days after qualifying

10 \_\_\_\_\_ as a trustee or debtor in possession, unless such an

11 \_\_\_\_\_ inventory has already been filed;

12 \_\_\_\_\_ (2) keep a record of receipts and the

13 \_\_\_\_\_ disposition of money and property received;

14 \_\_\_\_\_ (3) file the reports and summaries required by

15 \_\_\_\_\_ § 704(a)(8) of the Code, which shall include a

16 \_\_\_\_\_ statement, if payments are made to employees, of the

17 \_\_\_\_\_ amounts of deductions for all taxes required to be

18 \_\_\_\_\_ withheld or paid for and in behalf of employees and

19 \_\_\_\_\_ the place where these amounts are deposited;

20 \_\_\_\_\_ (4) as soon as possible after the

21 \_\_\_\_\_ commencement of the case, give notice of the case to

22 \_\_\_\_\_ every entity known to be holding money or property

23 \_\_\_\_\_ subject to withdrawal or order of the debtor;

24 \_\_\_\_\_ including every bank, savings or building and loan  
25 \_\_\_\_\_ association, public utility company, and landlord  
26 \_\_\_\_\_ with whom the debtor has a deposit, and to every  
27 \_\_\_\_\_ insurance company which has issued a policy having  
28 \_\_\_\_\_ a cash surrender value payable to the debtor, except  
29 \_\_\_\_\_ that notice need not be given to any entity who has  
30 \_\_\_\_\_ knowledge or has previously been notified of the  
31 \_\_\_\_\_ case;

32 \_\_\_\_\_ (5) in a chapter 11 reorganization case (other  
33 \_\_\_\_\_ than under subchapter V), on or before the last day  
34 \_\_\_\_\_ of the month after each calendar quarter during  
35 \_\_\_\_\_ which there is a duty to pay fees under 28 U.S.C.  
36 \_\_\_\_\_ § 1930(a)(6), file and transmit to the United States  
37 \_\_\_\_\_ trustee a statement of any disbursements made  
38 \_\_\_\_\_ during that quarter and of any fees payable under 28  
39 \_\_\_\_\_ U.S.C. § 1930(a)(6) for that quarter; and  
40 \_\_\_\_\_ (6) in a chapter 11 small business case, unless  
41 \_\_\_\_\_ the court, for cause, sets another reporting interval,  
42 \_\_\_\_\_ file and transmit to the United States trustee for each  
43 \_\_\_\_\_ calendar month after the order for relief, on the  
44 \_\_\_\_\_ appropriate Official Form, the report required by  
45 \_\_\_\_\_ § 308. If the order for relief is within the first 15 days  
46 \_\_\_\_\_ of a calendar month, a report shall be filed for the  
47 \_\_\_\_\_ portion of the month that follows the order for relief.  
48 \_\_\_\_\_ If the order for relief is after the 15<sup>th</sup> day of a

49 \_\_\_\_\_ calendar month, the period for the remainder of the  
50 \_\_\_\_\_ month shall be included in the report for the next  
51 \_\_\_\_\_ calendar month. Each report shall be filed no later  
52 \_\_\_\_\_ than 21 days after the last day of the calendar month  
53 \_\_\_\_\_ following the month covered by the report. The  
54 \_\_\_\_\_ obligation to file reports under this subparagraph  
55 \_\_\_\_\_ terminates on the effective date of the plan, or  
56 \_\_\_\_\_ conversion or dismissal of the case.

57 \_\_\_\_\_ (b) ~~TRUSTEE, DEBTOR IN POSSESSION, AND~~  
58 \_\_\_\_\_ ~~DEBTOR IN A CASE UNDER SUBCHAPTER V OF~~  
59 \_\_\_\_\_ ~~CHAPTER 11. In a case under subchapter V of chapter 11,~~  
60 \_\_\_\_\_ ~~the debtor in possession shall perform the duties prescribed~~  
61 \_\_\_\_\_ ~~in (a)(2) (4) and, if the court directs, shall file and transmit~~  
62 \_\_\_\_\_ ~~to the United States trustee a complete inventory of the~~  
63 \_\_\_\_\_ ~~debtor's property within the time fixed by the court. If the~~  
64 \_\_\_\_\_ ~~debtor is removed as debtor in possession, the trustee shall~~  
65 \_\_\_\_\_ ~~perform the duties of the debtor in possession prescribed in~~  
66 \_\_\_\_\_ ~~this subdivision (b). The debtor shall perform the duties~~  
67 \_\_\_\_\_ ~~prescribed in (a)(6).~~

68 \_\_\_\_\_ (c) ~~CHAPTER 12 TRUSTEE AND DEBTOR IN~~  
69 \_\_\_\_\_ ~~POSSESSION. In a chapter 12 family farmer's debt~~  
70 \_\_\_\_\_ ~~adjustment case, the debtor in possession shall perform the~~  
71 \_\_\_\_\_ ~~duties prescribed in clauses (2) (4) of subdivision (a) of this~~  
72 \_\_\_\_\_ ~~rule and, if the court directs, shall file and transmit to the~~  
73 \_\_\_\_\_ ~~United States trustee a complete inventory of the property of~~

74 the debtor within the time fixed by the court. If the debtor is  
75 removed as debtor in possession, the trustee shall perform  
76 the duties of the debtor in possession prescribed in this  
77 subdivision (c).

78 (d) CHAPTER 13 TRUSTEE AND  
79 DEBTOR.

80 (1) *Business Cases*. In a chapter 13  
81 individual's debt adjustment case, when the debtor is  
82 engaged in business, the debtor shall perform the  
83 duties prescribed by clauses (2) (4) of subdivision  
84 (a) of this rule and, if the court directs, shall file and  
85 transmit to the United States trustee a complete  
86 inventory of the property of the debtor within the  
87 time fixed by the court.

88 (2) *Nonbusiness Cases*. In a chapter 13  
89 individual's debt adjustment case, when the debtor is  
90 not engaged in business, the trustee shall perform the  
91 duties prescribed by clause (2) of subdivision (a) of  
92 this rule.

93 (e) FOREIGN REPRESENTATIVE. In a case in  
94 which the court has granted recognition of a foreign  
95 proceeding under chapter 15, the foreign representative shall  
96 file any notice required under § 1518 of the Code within 14  
97 days after the date when the representative becomes aware  
98 of the subsequent information.

99 (f) TRANSMISSION OF REPORTS. In a chapter

100 — 11 case the court may direct that copies or summaries of  
101 — annual reports and copies or summaries of other reports shall  
102 — be mailed to the creditors, equity security holders, and  
103 — indenture trustees. The court may also direct the publication  
104 — of summaries of any such reports. A copy of every report or  
105 — summary mailed or published pursuant to this subdivision  
106 — shall be transmitted to the United States trustee.

1 — **Rule 3010. Small Dividends and Payments in Cases**  
2 — **Under Chapter 7, Subchapter V of Chapter 11, Chapter**  
3 — **12, and Chapter 13**

4 — \* \* \* \* \*

5 — (b) CASES UNDER SUBCHAPTER V OF  
6 — CHAPTER 11, CHAPTER 12, AND CHAPTER 13. In a  
7 — case under subchapter V of chapter 11, chapter 12, or chapter  
8 — 13, no payment in an amount less than \$15 shall be  
9 — distributed by the trustee to any creditor unless authorized  
10 — by local rule or order of the court. Funds not distributed  
11 — because of this subdivision shall accumulate and shall be  
12 — paid whenever the accumulation aggregates \$15. Any funds  
13 — remaining shall be distributed with the final payment.

1 — **Rule 3011. Unclaimed Funds in Cases Under Chapter 7,**  
2 — **Subchapter V of Chapter 11, Chapter 12, and Chapter**  
3 — **13**

4 — The trustee shall file a list of all known names and



5 — addresses of the entities and the amounts which they are  
6 — entitled to be paid from remaining property of the estate that  
7 — is paid into court pursuant to § 347(a) of the Code.

1 — **Rule 3014. Election Under § 1111(b) by Secured**  
2 — **Creditor in Chapter 9 Municipality or Chapter 11**  
3 — **Reorganization Case**

4 — An election of application of § 1111(b)(2) of the  
5 — Code by a class of secured creditors in a chapter 9 or 11 case  
6 — may be made at any time prior to the conclusion of the  
7 — hearing on the disclosure statement or within such later time  
8 — as the court may fix. If the disclosure statement is  
9 — conditionally approved pursuant to Rule 3017.1, and a final  
10 — hearing on the disclosure statement is not held, the election  
11 — of application of § 1111(b)(2) may be made not later than the  
12 — date fixed pursuant to Rule 3017.1(a)(2) or another date the  
13 — court may fix. In a case under subchapter V of chapter 11 in  
14 — which § 1125 of the Code does not apply, the election may  
15 — be made not later than a date the court may fix. The election  
16 — shall be in writing and signed unless made at the hearing on  
17 — the disclosure statement. The election, if made by the  
18 — majorities required by § 1111(b)(1)(A)(i), shall be binding  
19 — on all members of the class with respect to the plan.

~~1 — Rule 3016. Filing of Plan and Disclosure Statement in a  
2 — Chapter 9 Municipality or Chapter 11 Reorganization  
3 — Case~~

~~4 — (a) IDENTIFICATION OF PLAN. Every proposed  
5 — plan and any modification thereof shall be dated and, in a  
6 — chapter 11 case, identified with the name of the entity or  
7 — entities submitting or filing it.~~

~~8 — (b) DISCLOSURE STATEMENT. In a chapter 9 or  
9 — 11 case, a disclosure statement, if required under § 1125 of  
10 — the Code, or evidence showing compliance with § 1126(b)  
11 — shall be filed with the plan or within a time fixed by the  
12 — court, unless the plan is intended to provide adequate  
13 — information under § 1125(f)(1). If the plan is intended to  
14 — provide adequate information under § 1125(f)(1), it shall be  
15 — so designated, and Rule 3017.1 shall apply as if the plan is a  
16 — disclosure statement.~~

~~17 — \* \* \* \* \*~~

~~18 — (d) STANDARD FORM SMALL BUSINESS  
19 — DISCLOSURE STATEMENT AND PLAN. In a small  
20 — business case or a case under subchapter V of chapter 11, the  
21 — court may approve a disclosure statement and may confirm  
22 — a plan that conform substantially to the appropriate Official  
23 — Forms or other standard forms approved by the court.~~

**1 — ~~Rule 3017.1. Court Consideration of Disclosure~~**

**2 — ~~Statement in a Small Business Case or in a Case Under~~**

**3 — ~~Subchapter V of Chapter 11~~**

4 — ~~(a) CONDITIONAL APPROVAL OF~~

5 — ~~DISCLOSURE STATEMENT. In a small business case or~~

6 — ~~in a case under subchapter V of chapter 11 in which the court~~

7 — ~~has ordered that § 1125 applies, the court may, on~~

8 — ~~application of the plan proponent or on its own initiative,~~

9 — ~~conditionally approve a disclosure statement filed in~~

10 — ~~accordance with Rule 3016. On or before conditional~~

11 — ~~approval of the disclosure statement, the court shall:~~

12 — ~~(1) fix a time within which the holders of claims and~~

13 — ~~interests may accept or reject the plan;~~

14 — ~~(2) fix a time for filing objections to the disclosure~~

15 — ~~statement;~~

16 — ~~(3) fix a date for the hearing on final approval of the~~

17 — ~~disclosure statement to be held if a timely objection~~

18 — ~~is filed; and~~

19 — ~~(4) fix a date for the hearing on confirmation.~~

20 — ~~\*\*\*\*\*~~

**1 — ~~Rule 3017.2. Fixing of Dates by the Court in Subchapter~~**

**2 — ~~V Cases in Which There Is No Disclosure Statement~~**

3 — ~~In a case under subchapter V of chapter 11 in which~~

4 — § 1125 does not apply, the court shall:

5 — (a) — fix a time within which the holders of claims

6 — and interests may accept or reject the plan;

7 — (b) — fix a date on which an equity security holder

8 — or creditor whose claim is based on a security must

9 — be the holder of record of the security in order to be

10 — eligible to accept or reject the plan;

11 — (c) — fix a date for the hearing on confirmation; and

12 — (d) — fix a date for transmission of the plan, notice

13 — of the time within which the holders of claims and

14 — interests may accept or reject the plan, and notice of

15 — the date for the hearing on confirmation.

1 — **Rule 3018. Acceptance or Rejection of Plan in a Chapter**

2 — **9 Municipality or a Chapter 11 Reorganization Case**

3 — (a) ENTITIES ENTITLED TO ACCEPT OR

4 — REJECT PLAN; TIME FOR ACCEPTANCE OR

5 — REJECTION. A plan may be accepted or rejected in

6 — accordance with § 1126 of the Code within the time fixed by

7 — the court pursuant to Rule 3017, 3017.1, or 3017.2. Subject

8 — to subdivision (b) of this rule, an equity security holder or

9 — creditor whose claim is based on a security of record shall

10 — not be entitled to accept or reject a plan unless the equity

11 — security holder or creditor is the holder of record of the

12 — security on the date the order approving the disclosure

13 — statement is entered on another date fixed by the court  
 14 — under Rule 3017.2, or fixed for cause after notice and a  
 15. — hearing. For cause shown, the court after notice and hearing  
 16 — may permit a creditor or equity security holder to change or  
 17 — withdraw an acceptance or rejection. Notwithstanding  
 18 — objection to a claim or interest, the court after notice and  
 19 — hearing may temporarily allow the claim or interest in an  
 20 — amount which the court deems proper for the purpose of  
 21 — accepting or rejecting a plan.

22 ————— \* \* \* \* \*

1 — **Rule 3019. Modification of Accepted Plan in a Chapter**  
 2 — **9 Municipality or a Chapter 11 Reorganization Case**

3 ————— \* \* \* \* \*

4 ————— (b) MODIFICATION OF PLAN AFTER  
 5 — CONFIRMATION IN INDIVIDUAL DEBTOR CASE. If  
 6 — the debtor is an individual, a request to modify the plan under  
 7 — § 1127© of the Code is governed by Rule 9014. The request  
 8 — shall identify the proponent and shall be filed together with  
 9 — the proposed modification. The clerk, or some other person  
 10 — as the court may direct, shall give the debtor, the trustee, and  
 11 — all creditors not less than 21 days' notice by mail of the time  
 12 — fixed to file objections and, if an objection is filed, the  
 13 — hearing to consider the proposed modification, unless the  
 14 — court orders otherwise with respect to creditors who are not  
 15 — affected by the proposed modification. A copy of the notice

16 — shall be transmitted to the United States trustee, together  
17 — with a copy of the proposed modification. Any objection to  
18 — the proposed modification shall be filed and served on the  
19 — debtor, the proponent of the modification, the trustee, and  
20 — any other entity designated by the court, and shall be  
21 — transmitted to the United States trustee.

22 — (c) MODIFICATION OF PLAN AFTER  
23 — CONFIRMATION IN A SUBCHAPTER V CASE. In a  
24 — case under subchapter V of chapter 11, a request to modify  
25 — the plan under § 1193(b) or (c) of the Code is governed by  
26 — Rule 9014, and the provisions of this Rule 3019(b) apply.

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA

In re )  
 )  
Adoption of ) Standing Order No. 20-3  
Interim Procedures )

ORDER ADOPTING INTERIM PROCEDURES GOVERNING PRACTICE AND  
PROCEDURE UNDER THE SMALL BUSINESS REORGANIZATION ACT OF 2019

On August 23, 2019, the Small Business Reorganization Act of 2019 (the “Act”) was enacted into law;

The Act takes effect on February 19, 2020; and

The impending effective date of the Act and need to review the Interim Bankruptcy Rules (the “Interim Rules”), which were released in late December 2019, in addition to other considerations, having not provided sufficient time to promulgate local bankruptcy rules after appropriate public notice and an opportunity for comment; and

A review having been undertaken of the Court’s Local Bankruptcy Rules to identify and implement interim changes to those procedures that the Court determines should be revised to meet the requirements set forth in the Act and in the Interim Rules adopted by the Court through the entry of Standing Order No. 20-2;

NOW, THEREFORE, IT IS ORDERED that:

1. The Interim Procedures Governing Practice and Procedure under the Small Business Reorganization Act of 2019 (the “Interim Procedures”), attached as an Exhibit to this order, are hereby adopted by the Court.
2. For cases and proceedings not governed by the Act, the Federal Rules of Bankruptcy Procedure, and the Local Rules of this Court, other than the Interim Rules and the Interim Procedures, shall apply.
3. The Interim Procedures shall remain in effect until further order of the Court.
4. Amendments to this order may be entered from time to time in keeping with the needs of the Court.

5. This order shall take effect on February 19, 2020.

Attachment

FOR THE COURT:

/s/ Frank J. Santoro  
FRANK J. SANTORO  
Chief United States Bankruptcy Judge

Date: February 6, 2020



## INTERIM PROCEDURES

### (A) INTERIM PROCEDURE 1017-1: CONVERSION

(C) *Filing of Official Form 122A-1, 122B or 122C-1 Upon Conversion of Case:* Unless otherwise ordered by the Court, in a case converted from chapter 11, 12 or 13 to chapter 7, the debtor shall file Official Form 122A-1 “**Chapter 7 Statement of Your Current Monthly Income,**” within 14 days after conversion. In a case of an individual debtor converted to chapter 11 (unless under subchapter V of chapter 11), the debtor shall file Official Form 122, “**Chapter 11 Statement of Your Current Monthly Income,**” within 14 days after entry of the conversion order. In a case of an individual debtor converted to chapter 13, the debtor shall file Official Form 122C-1, “**Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period,**” within 14 days after entry of the conversion order.

### (B) INTERIM PROCEDURE 2014-1: SERVICE OF MOTION FOR AN ORDER AUTHORIZING EMPLOYMENT IN A CHAPTER 11 CASE

The motion, declaration and any proposed order shall be served on the parties listed below. Any party moving for an order authorizing employment in a proceeding under chapter 11 of the Bankruptcy Code shall, in plain language, inform all such parties of the filing of the motion, disclosing in full and complete detail any actual or potential conflicts of interest, and shall specify the method for objecting to the proposed order. Any objections to the proposed employment shall be made in writing, filed with the Court, with a copy served on the movant and the parties listed below, within 14 days from the date of service of the motion.

The motion, declaration and proposed order shall be served on:

1. the United States trustee;
2. any trustee appointed under 11 U.S.C. §1104 or 11 U.S.C. §1183;
3. any committee of unsecured creditors appointed pursuant to 11 U.S.C. §1102 or, if no committee is appointed, the creditors included on the list filed under FRBP 1007(d);
4. all secured creditors; and
5. any other entity as the Court may direct.

### (C) INTERIM PROCEDURE 3003-1: CLAIMS IN CHAPTER 11 CASES

(A) *Claims Bar Date:* The last date for the filing of claims, other than a claim of a governmental unit in a chapter 11 case, shall be 90 days after the first date set for the meeting of creditors. The last date for a governmental unit to file a proof of claim shall be 180 days after the petition is filed in a voluntary chapter 11 case or an order for relief is entered in an involuntary chapter 11 case. In a chapter 11 case under subchapter V of chapter 11, other than a claim of a governmental

unit, a proof of claim is timely if filed not later than 70 days after the date of the entry of the order for relief, unless a different date is fixed by the Court. The Clerk shall give notice of the date in a separate notice of bar date mailed with the notice for the meeting of creditors.

**(D) INTERIM PROCEDURE 3014-1:  
ELECTION UNDER 11 U.S.C. §1111(B)  
BY SECURED CREDITOR IN SUBCHAPTER V CHAPTER 11 CASE**

In a case under subchapter V of chapter 11 in which 11 U.S.C. § 1125 does not apply, an election of 11 U.S.C. §1111(b)(2) by a class of secured creditors shall be made not later than 10 days following the filing of the plan, or such other date as the Court may direct.

**(E) INTERIM PROCEDURE 3016-1:  
CHAPTER 11 PLAN REQUIREMENTS**

**(C) Chapter 11 Plan Filed in a Subchapter V Case:** In a case under subchapter V of chapter 11, the debtor may file a plan with the petition. If a plan is not filed with the petition, it shall be filed within 90 days thereafter unless the Court, pursuant to 11 U.S.C. §1189, extends the time for filing. Any motion for extension of time to file a plan shall be filed prior to the expiration of the deadline for which the debtor seeks an extension. Unless otherwise ordered in specific cases, the only acceptable form for such a plan shall be Official Form 425A, Plan of Reorganization for Small Business Under Chapter 11, which is available from the Clerk upon request or from the Court's Internet web site, [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov).

**(1) Service of Chapter 11 Plan in a Subchapter V Case in Which There Is No Disclosure Statement:** In a case under subchapter V of chapter 11 in which 11 U.S.C. §1125 does not apply, the debtor shall serve the plan and notice of the confirmation hearing date on the trustee, all creditors, equity security holders, indentured trustees, parties in interest and the United States trustee not later than 35 days prior to the confirmation hearing date.

**(2) Acceptance or Rejection of Chapter 11 Plan in a Subchapter V Case in Which There Is No Disclosure Statement:** In a case under subchapter V of chapter 11 in which 11 U.S.C. §1125 does not apply, the debtor shall serve notice of the time within which holders of claims or interests may accept or reject the plan not later than 35 days prior to the confirmation hearing date. Ballots accepting or rejecting the plan shall be cast not later than 7 days prior to the date set for the initial hearing on confirmation. An equity security holder or creditor whose claim is based on a security must be the holder of record on the date the ballot is cast.

**(3) Possible Dismissal of Case; Notice:** In cases under subchapter V of chapter 11, the Clerk shall monitor the filing of the plan. If the subchapter V chapter 11 plan is not filed on date of commencement of the case, the Clerk shall issue a

notice that the debtor must either (a) timely file a plan or a motion to extend the time to file a plan in accordance with this subparagraph; or (b) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing.

(B) ***Transmission of Notice of Hearing on Disclosure Statement:*** The proponent seeking approval of the disclosure statement shall transmit notice of the hearing on the disclosure statement and other materials as required by FRBP 2002(b) and 3017(a). The court-approved notices, other materials and proof of service shall be filed with the Court.

(C) ***Objections to Disclosure Statement:*** Objections to the disclosure statement shall be filed with the Court not later than 7 days prior to the date set for hearing on the disclosure statement.

(D) ***Transmission and Notice to Creditors and Equity Security Holders:*** Upon approval of the disclosure statement, the proponent of the plan shall transmit to all required parties such notices and materials as required by FRBP 2002(b) and FRBP 3017(d) and shall file with the Court the court-approved notices, other materials transmitted and proof of service.

(E) ***Summary of Ballots:*** Any proponent of a plan in a reorganization case shall file a summary of ballots (acceptances and rejections) with the Clerk prior to the hearing on confirmation in the form approved by the Court. The ballots are not to be filed with the Clerk unless the Court so orders.

(F) ***Objection to Confirmation:*** Any objection to confirmation of the plan shall be filed with the Court not later than 7 days prior to the date set for the initial hearing on confirmation. The objecting party shall serve a copy of the objection on the United States trustee and the parties designated in FRBP 3020(b)(1).

**(F) INTERIM PROCEDURE 3070-1:  
PAYMENTS IN SUBCHAPTER V CHAPTER 11,  
CHAPTER 12 AND CHAPTER 13 CASES**

(A) ***Payments to Creditors by Trustee:*** In subchapter V chapter 11, chapter 12 and chapter 13 cases, no payment in an amount less than \$25 shall be distributed by the trustee to any creditor. Funds not distributed because of this Local Bankruptcy Rule shall be paid whenever the accumulation totals at least \$25. Any funds remaining shall be distributed with the final payment.

(B) ***Distribution of Estate Funds Upon Dismissal of Case Prior to Confirmation of Plan***

(1) ***Distribution of Estate Funds Upon Dismissal of Chapter 12 or Chapter 13 Case:***

(a) ***Noticing Fees Payable to Clerk of Court:*** The trustee shall pay all noticing fees due the Clerk out of estate funds before returning any funds to the debtor. If, pending dismissal, the funds on hand are not sufficient to pay all administrative expenses, the trustee shall pay to the Clerk the pro rata portion of the fees due.

(b) ***Notice of Proposed Distribution:*** The trustee may file a notice of proposed distribution of estate assets on hand, with copies to the debtor and debtor's counsel. The proposed distribution may include payment to the trustee for compensation as allowed by law and reimbursement of the trustee's out-of-pocket expenses incurred in the case. The notice shall state that if no objection to the proposed distribution is filed within 14 days, the trustee is authorized to proceed with distribution.

(2) ***Distribution of Estate Funds Upon Dismissal of Subchapter V Chapter 11 Case:*** Pursuant to 11 U.S.C. §1194, the trustee shall return estate funds to the debtor after deducting:

- (a) any unpaid claim allowed under 11 U.S.C. §503(b);
- (b) any adequate protection payment due to the holder of a secured claim; and
- (c) any fee owing the trustee.

(F) ***Subchapter V Chapter 11 Pre-Confirmation Adequate Protection Payments:*** Pre-confirmation adequate protection payments governed by 11 U.S.C. §1194(c) shall be made by the debtor to the subchapter V trustee as part of the total payment to the trustee, and the trustee shall pay the amount authorized by the Court to the secured creditor before confirmation.

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA

**Continuing Practice Protocol**

The Local Bankruptcy Rules of the United States Bankruptcy Court for the Eastern District of Virginia (the “Bankruptcy Court”) require all Bankruptcy Court Bar members to be members of the Bar of the United States District Court for the Eastern District of Virginia (“District Court”), or, if applicable, the Bar of the United States District Court for the Western District of Virginia. The Local Bankruptcy Rules provide an exception to this requirement for certain government attorneys.

This Continuing Practice Protocol (the “Protocol”) is implemented pursuant to Local Bankruptcy Rule 2090-1(B)(1), (E)(2), (E)(3) and (E)(4), and applies only to (1) attorneys who are members of the Bar of the Bankruptcy Court as of September 1, 2019, and who seek to maintain their privilege to appear and practice before the Bankruptcy Court; and (2) attorneys admitted *pro hac vice* to the Bankruptcy Court prior to November 16, 2020, who seek to maintain their CM/ECF filing privileges. New applicants to the Bar of the Bankruptcy Court must refer to Local Bankruptcy Rule 2090-1 for the applicable requirements to qualify for admission.

To maintain the privilege to practice before this Court, an attorney must comply with the appropriate course of action set forth in Sections 1 through 4, below, no later than **January 8, 2021**. Attorneys who fail to timely comply with the appropriate actions will not be permitted to practice before the Bankruptcy Court, which includes, but is not limited to, the suspension of the attorney’s CM/ECF privileges, until notified of their reinstatement under Section 6(c), below. To maintain CM/ECF filing privileges as a *pro hac vice* admittee, an attorney must comply with Section 5, below, no later than **January 8, 2021**. *Pro hac vice* admittees who fail to timely comply with Section 5 will lose CM/ECF filing privileges until they are in compliance.

**§ 1. Attorneys Admitted to the Bankruptcy Court and the District Court**

- (a). Complete the Affirmation Form attached to this Protocol; and
- (b). Submit the Affirmation Form to [Affirmation@vaeb.uscourts.gov](mailto:Affirmation@vaeb.uscourts.gov) with the subject line: Affirmation Form – [Principal Division of Practice] (example: Affirmation Form – Richmond) no later than January 8, 2021.

**§ 2. Attorneys Admitted to the Bankruptcy Court, but not the District Court**

- (a). Complete the District Court’s attorney admission application (located at <https://www.vaed.uscourts.gov/attorney-forms>);
- (b). Become admitted to the District Court;
- (c). Complete the Affirmation Form attached to this Protocol; and
- (d). Submit the Affirmation Form to [Affirmation@vaeb.uscourts.gov](mailto:Affirmation@vaeb.uscourts.gov) with the subject line: Affirmation Form – [Principal Division of Practice] (example: Affirmation Form – Norfolk) no later than January 8, 2021.

**§ 3. Attorneys Admitted to Practice in the Bankruptcy Court Based Upon a Certificate of Good Standing from the United States Bankruptcy Court for the Western District of Virginia**

- (a). Become admitted to the United States District Court for the Western District of Virginia (the “Western District”); and
- (b). Submit a Certificate of Good Standing from the Western District no later than January 8, 2021, to [Affirmation@vaeb.uscourts.gov](mailto:Affirmation@vaeb.uscourts.gov) with the subject line: WDVA Certificate.

**§ 4. Government Attorneys Qualifying Pursuant to a Certification of Qualifying Government Employment under Local Bankruptcy Rule 2090-1(E)(4)(a)**

- (a). Complete the “Certification of Qualifying Government Employment Under Local Bankruptcy Rule 2090-1(E)(4)(a)” form, which is attached to this Protocol; and
- (b). Submit the “Certification of Qualifying Government Employment Under Local Bankruptcy Rule 2090-1(E)(4)(a)” form attached to this Protocol no later than January 8, 2021, to [Affirmation@vaeb.uscourts.gov](mailto:Affirmation@vaeb.uscourts.gov) with the subject line: Qualifying Government Employment.

**§ 5. *Pro Hac Vice* Admittees**

- (a). To retain your CM/ECF filing privileges, you (or your local counsel on your behalf) must submit a PDF copy of the *Pro Hac Vice* Order of Admission entered in an active case or proceeding no later than January 8, 2021, to [AdmissionQuestion@vaeb.uscourts.gov](mailto:AdmissionQuestion@vaeb.uscourts.gov) with the subject line: Pro Hac Vice Admission.
- (b). If your CM/ECF filing privileges are suspended, the Court will automatically reinstate your privileges upon your compliance with subsection (a) and no further action will be required from you.

**§ 6. Reinstatement**

- (a). To reinstate your privilege to practice before this Court, you must:
  - (i). Comply with the appropriate section of this Protocol;
  - (ii). Submit a reinstatement request to [bar-review@vaeb.uscourts.gov](mailto:bar-review@vaeb.uscourts.gov); and
  - (iii). Have your reinstatement request reviewed by the Chief Bankruptcy Judge and approved by the Chief District Judge.
- (b). The Court will process reinstatement requests beginning on January 15, 2021, in the order received. Reinstatement approvals will not be granted on an expedited basis or as a matter of course.
- (c). Notification of Reinstatement: Attorneys will be notified of the Court’s decision by email to the address from which the reinstatement request was submitted.

**§ 7. Verification**

- (a) If you already have submitted the requisite documents pursuant to §§ 1, 2, 3, 4, or 5, above and wish to verify that you have met the Court’s requirements, send your inquiry via email to [Verification@vaeb.uscourts.gov](mailto:Verification@vaeb.uscourts.gov) with the subject line: Verification – [Principal Division of Practice] (example: Verification – Richmond).

- (b) You should wait at least ten (10) business days after submission of your Affirmation Form to send your inquiry. Do not call the Clerk's Office or Judge's Chambers to verify that you have met the Court's requirements.
- (c) Attorneys are strongly encouraged to submit the required Form, as applicable to them, early.

**§ 8. Modifications or Additions to this Protocol**

As required, the Court may make modifications or additions to this Protocol by amending this Exhibit.

**§ 9. Modifications or Additions to the Attached Forms**

As required, the Court may modify the attached forms or to attach additional forms by amending this Exhibit.

Ver. 11/5/2020



**AFFIRMATION OF ATTORNEY ADMISSION TO PRACTICE AND GOOD STANDING IN THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF VIRGINIA**

Attorneys who are members of the Bar of the United States Bankruptcy Court for the Eastern District of Virginia as of September 1, 2019, must complete this form to affirm their admission in the United States District Court for the Eastern District of Virginia.

An attorney whose admission in the United States District Court for the Eastern District of Virginia has not been affirmed as of January 8, 2021, will not be permitted to practice in the United States Bankruptcy Court for the Eastern District of Virginia, which includes, but is not limited to, the suspension of the attorney's CM/ECF privileges, unless and until they attorney is reinstated. See Local Bankruptcy Rule 2090-1(B)(1).

Once completed, submit this form to the following email address: [Affirmation@vaeb.uscourts.gov](mailto:Affirmation@vaeb.uscourts.gov) with the subject line: Affirmation Form – [Principal Division of Practice] (example: Affirmation Form – Richmond).

Full name (First, Middle, Last): \_\_\_\_\_

Full name at time of admission, if different from above (First, Middle, Last):  
\_\_\_\_\_

Firm Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Virginia State Bar Number: \_\_\_\_\_

Principal Division of Practice:  Alexandria  Richmond  Norfolk/Newport News

\*If you were a member in good standing of the Bar of the United States **District** Court for the Eastern District of Virginia as of September 30, 1979, please check here: \_\_\_\_\_

I certify that I am a member in good standing of the Bar of the United States District Court for the Eastern District of Virginia.

I further certify that I remain a member in good standing of the Bar of the United States Bankruptcy Court for the Eastern District of Virginia.

I further certify that I remain a member in good standing of the Virginia State Bar and have paid all necessary license fees.

I hereby swear (or affirm) under the penalty of perjury that the foregoing is true and correct. I understand that falsification of this certification may result in sanctions, including suspension of my privilege to practice before the United States Bankruptcy Court for the Eastern District of Virginia.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_





**CERTIFICATION OF QUALIFYING GOVERNMENT EMPLOYMENT UNDER  
LOCAL BANKRUPTCY RULE 2090-1(E)(4)(a)**

Full Printed Name (First, Middle, Last): \_\_\_\_\_

Qualifying Government Employment (please check the applicable box):

- Federal government attorney appearing pursuant to the authority of the United States Attorney's Office for the Eastern District of Virginia
- Federal government attorney appearing pursuant to the authority of the United States Trustee for Region 4
- Other federal government attorney representing the United States government, or any agency or employee thereof

Office Address: \_\_\_\_\_

Office Telephone No.: \_\_\_\_\_ Office Email Address: \_\_\_\_\_

State(s) of License and Bar Number(s): \_\_\_\_\_

Principal Division of Practice:  Alexandria     Richmond     Norfolk/Newport News

I certify that I am currently employed as stated above and may appear in this Court in performance of my official duties as provided under Local Bankruptcy Rule 2090-1(E)(4)(a)(i), (ii) or (iii).

I further certify that I am a member in good standing of the Bar of my state(s) and have paid all necessary license fees.

*[If applicable]* I understand that my ability to practice in this Court in performance of my official duties as a Federal government attorney appearing pursuant to the authority of the United States Trustee for Region 4 excludes the filing of a notice of appeal or litigation of an appeal from a judgment, order or decree from this Court unless I am authorized to practice law in the court to which the appeal is taken.

*[If applicable]* I understand that my ability to practice in this Court in performance of my official duties as an other federal government attorney representing the United States government, or any agency or employee thereof requires me to secure local counsel by either working with an Assistant United States Attorney assigned to the Eastern District of Virginia or local counsel who is a member in good standing of the Bar of this Court, who shall accompany me in appearances before the Court and also sign all pleadings and other filings.

I hereby swear (or affirm) under the penalty of perjury that the foregoing is true and correct. I understand that falsification of this certification may result in sanctions, including suspension of my privilege to practice before the United States Bankruptcy Court for the Eastern District of Virginia.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**PROCEDURES FOR COMPLEX CHAPTER 11 CASES  
IN THE EASTERN DISTRICT OF VIRGINIA  
(Effective February 15, 2022)**

Pursuant to section 105(d)(2) of Title 11 of the United States Code (the “Bankruptcy Code”), unless otherwise ordered by the Court, these procedures (the “Chapter 11 Procedures”) shall apply to the administration of the following (collectively, the “Chapter 11 Cases”):

- (a) any case, other than a single asset real estate case, in which the noncontingent, liquidated debt owed by the debtor<sup>1</sup> exceeds \$15 million;
- (b) any case, other than a single asset real estate case, with noncontingent, liquidated debt in excess of \$7.5 million and not more than \$15 million in which the debtor elects treatment as a complex case by filing a notice of such election with the Petition or within 7 days after the order for relief; and
- (c) any case, upon motion of the debtor or the United States Trustee (the “U.S. Trustee”), which may be heard as a first day motion, the Court designates as complex.

These Chapter 11 Procedures shall also apply to Chapter 11 Cases that meet the foregoing criteria and are initiated by the filing of an involuntary petition under section 303 of the Bankruptcy Code.

The Bankruptcy Code, the Federal Rules of Bankruptcy Procedure (the “Bankruptcy Rules”), and the Local Rules of the United States Bankruptcy Court for the Eastern District of Virginia (the “Local Bankruptcy Rules”) shall govern all matters in Chapter 11 Cases, except to the extent the Local Bankruptcy Rules conflict with or are inconsistent with the procedures set forth herein.

**I. FIRST DAY HEARINGS AND CASE DESIGNATION**

A. The following persons (for each division and for Mega Cases, the “**Designated Contact**”) are designated as the initial point of contact for all pre-filing matters for anticipated Chapter 11 Cases. Proposed counsel for the debtor in a Chapter 11 Case should contact the Designated Contact for the division in which the Chapter 11 Case will be filed as early as possible prior to filing a Chapter 11 Case to obtain a date and time for first day hearings.

1. ***For Cases to Be Filed in the Alexandria Division.*** Please contact either Tawanna Lawson, Courtroom Deputy for the Honorable Brian F. Kenney, or Regina Williams, Courtroom Deputy for the Honorable Klinette H. Kindred. Ms. Lawson may be contacted at (703) 258-1219 or by electronic mail to [Tawanna\\_Lawson@vaeb.uscourts.gov](mailto:Tawanna_Lawson@vaeb.uscourts.gov). Ms. Williams may be contacted at (703) 258-1262 or by electronic mail to [Regina\\_Williams@vaeb.uscourts.gov](mailto:Regina_Williams@vaeb.uscourts.gov).

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<sup>1</sup> The term “debtor(s)” is used herein for convenience and includes a single debtor as well as a group of affiliated debtors whose cases are jointly administered or substantively consolidated.

2. ***For Cases to Be Filed in the Norfolk / Newport News Divisions.*** Please contact either Jennifer Hinkle, Courtroom Deputy for the Honorable Frank J. Santoro, Chief Judge; Diana Morehead, Courtroom Deputy for the Honorable Stephen C. St. John; or Tai Brown, Courtroom Deputy. Ms. Hinkle may be contacted at (757) 222-7515 or by electronic mail to [Jennifer.Hinkle@vaeb.uscourts.gov](mailto:Jennifer.Hinkle@vaeb.uscourts.gov). Ms. Morehead may be contacted at (757) 222-7573 or by electronic mail to [Diana.Morehead@vaeb.uscourts.gov](mailto:Diana.Morehead@vaeb.uscourts.gov). Ms. Brown may be contacted at (757) 222-7514 or by electronic mail to [Tai.Brown@vaeb.uscourts.gov](mailto:Tai.Brown@vaeb.uscourts.gov).

3. ***For Cases to Be Filed in the Richmond Division.*** Please contact either Lisa Gary, Courtroom Deputy for the Honorable Kevin R. Huennekens, or Peggy Rintye, Courtroom Deputy for the Honorable Keith L. Phillips. Ms. Gary may be contacted at (804) 916-2441 or by electronic mail to [lisa.gary@vaeb.uscourts.gov](mailto:lisa.gary@vaeb.uscourts.gov). Ms. Rintye may be contacted at (804) 916-2442 or by electronic mail to [peggy.rintye@vaeb.uscourts.gov](mailto:peggy.rintye@vaeb.uscourts.gov).

4. ***For Mega Cases<sup>2</sup> to Be Filed in Any Division.*** Please contact the Chief Judge's chambers.

B. Drafts of First Day Motions (as defined herein) should not be delivered to the Clerk's office or chambers. First Day Motions are to be delivered in final form upon request only after the motions have been filed.

C. As soon as reasonably practicable prior to filing a Chapter 11 Case, counsel to the proposed debtors are encouraged to make a good faith effort to provide advance notice of the intended filing and drafts of First Day Motions to the Assistant U.S. Trustee for the division in which the Chapter 11 Case is to be filed.

D. Nothing herein shall be construed to modify applicable law concerning impermissible *ex parte* communications.

E. Unless otherwise ordered by the Court, all first day hearings shall be conducted by video conference.

F. First day hearings shall be conducted on no less than 24 hours' notice and, unless otherwise requested by the debtors, held within 2 business days of the filing of the Chapter 11 case.

G. These Chapter 11 Procedures shall apply to any case that is filed which meets the definition of a "Chapter 11 Case" as defined herein. However, nothing herein shall prohibit the debtor from (i) requesting a determination that any or all of these Chapter 11 Procedures not apply to the Chapter 11 Case; (ii) requesting alternative or additional procedures apply; or (iii) seeking such other or further relief as may be just and proper under the circumstances.

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<sup>2</sup> See Exhibit 16 for additional local rules applicable to and the definition of Mega Cases.

## II. SERVICE

A. ***Procedures Established for Notices.*** All (a) notices, motions, applications, and other requests for relief, (b) brief, memoranda, affidavits, declarations, replies, and other documents filed in support of such papers seeking relief (collectively, “Requests for Relief”), and (c) all objections and responses to such Requests for Relief (collectively, the “Objections,” and, together with the Requests for Relief and all other filed documents, the “Rule 2002 Court Filings”) shall be filed and served in accordance with the notice procedures set forth herein (the “Notice Procedures”).

B. ***Definitions of Entities Entitled to Service.*** All Rule 2002 Court Filings shall be served on the Core Group, the 2002 List, and Affected Entities (each as defined herein and collectively, the “Service List”) according to the Notice Procedures. A Rule 2002 Court Filing is deemed not to have been properly served until served, at a minimum, on all of the parties in the Core Group.

1. ***Core Group.*** The following entities shall comprise the core group of entities in a Chapter 11 Case (collectively, the “Core Group”): (a) the Assistant U.S. Trustee for the division in which the Chapter 11 Case is pending; (b) the debtors; (c) counsel for the debtors; (d) counsel for any committee appointed pursuant to section 1102 of the Bankruptcy Code;<sup>3</sup> (e) counsel to the debtors’ prepetition lenders; (f) counsel to the debtor’s postpetition lenders, if any; (g) all applicable government agencies to the extent required by the Bankruptcy Rules and the Local Bankruptcy Rules; (h) any party that has requested notice pursuant to Bankruptcy Rule 2002; and (i) any other party and/or counsel designated by the debtors. Updated Core Group lists shall be provided on the Case Website (as defined herein) from time to time.

2. ***2002 List.*** This group shall be comprised of all entities that have filed a request for service of filings pursuant to Bankruptcy Rule 2002. The debtors or the claims or noticing agent (the “Claims Agent”) shall be responsible for maintaining an updated list of those that have submitted a proper 2002 Notice Request (the “2002 List”). It is the responsibility of each entity submitting a 2002 Notice Request to file with the Court an updated 2002 Notice Request as necessary to reflect changes to any information, including email address and contact person, and serve a copy of such request upon the debtors.

a. ***Filing Requests for Documents Requires Email Address.*** A request for service of papers pursuant to Bankruptcy Rules 2002 (each, a “2002 Notice Request”) filed with the Court shall be deemed proper if and only if it includes the following information with respect to the party filing such request: (A) name; (B) street address; (C) name of client(s), if applicable; (D) telephone number; (E) facsimile number, if applicable; and (F) either (i) electronic mail (or email) address or (ii) a certification in compliance with **Part II.B.2.b** *infra*.

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<sup>3</sup> Before the appointment of an official committee of unsecured creditors and its counsel, service shall be made upon either (i) the holders of the debtors’ twenty (20) largest unsecured claims or (ii) in a jointly administered Chapter 11 Case, the consolidated list of the debtors’ [at least] thirty (30) largest creditors.

b. ***Certification Opting Out of Email Service.*** Any individual or entity filing a 2002 Notice Request who does not maintain (and cannot practicably obtain) an email address and thereafter cannot receive service by email must include in the 2002 Notice Request a certification to that effect (the “Certification”). The Certification shall include a statement certifying that the individual or entity does not maintain an email address and (B) cannot practicably obtain an email address at which the individual or entity could receive service by email.

c. ***Failure to Include Email Address or Certification.*** If a 2002 Notice Request fails to include an email address or a Certification, within 5 business days after the filing of the Notice Request, the Debtors shall forward a copy of these Chapter 11 Procedures to such party specifically requesting an email address. If no email address or no Certification is provided in response to such request, such party shall not be added to the 2002 List and shall not be served with copies of pleadings and documents filed in the Chapter 11 Case unless such pleadings and/or documents directly affect such party.

3. ***Affected Entities.*** This group shall be comprised of all entities with a particularized interest in the subject matter of the particular court filing (each, an “Affected Entity”).

C. ***Maintaining the 2002 List.*** Unless the Claims Agent has been authorized by the Court to maintain the 2002 List in lieu of the debtors, the 2002 List must be filed by the debtors within 3 days after the petition date. A revised list must be filed 7 days after the initial 2002 List if any revisions are necessary. At least every 15 days during the first 60 days of the Chapter 11 Case, and thereafter at least every 30 days, until confirmation of a proposed chapter 11 plan or conversion of the Chapter 11 Case to another chapter, the debtors or the Claims Agent shall maintain and update the 2002 List by: (a) making any additions and deletions as necessary; (b) filing an updated 2002 List with the Court; (c) serving the updated 2002 List on the parties listed thereon; (d) filing a proof of service; and (e) simultaneously with the filing of the 2002 List, posting an updated version of the 2002 List on the Case Website (as defined herein).

D. ***Service of Motions.*** With respect to filings for which particular notices are required to be served on all creditors and parties in interest, including Bankruptcy Rules 2002(a)(2)-(6), 4001, 6004, 6007, or 9019, parties shall serve all such filings only on the appropriate Service List by email, or by paper copy if an exemption is granted, and in accordance with the following procedures, unless otherwise ordered by the Court:

1. in the case of the use, sale, or lease of property pursuant to section 363 of the Bankruptcy Code, on all creditors, parties in interest and, where applicable, equity security holders;

2. in the case of abandonment of property, on each entity asserting an interest in that property;

3. in the case of a motion for relief or modification of the automatic stay, on each entity asserting a lien or encumbrance on the affected property;

4. in the case of a motion relating to the use of cash collateral or obtaining credit, on each party asserting an interest in the cash collateral or a lien or other interest in property upon which a lien or encumbrance is proposed to be granted;

5. in the case of a motion under Bankruptcy Rule 9019, on all parties that are parties to the relevant compromise and settlement or that may be directly affected by such compromise or settlement;

6. in the case of assumption, assignment, or rejection of an executory contract or an unexpired lease, on each party to the executory contract or the unexpired lease;

7. any objection, opposition, response, reply, or further document filed directly in response to a document shall be served on the entity that filed such document; and

8. all matters for which the Bankruptcy Rules specifically require notice to all parties in interest shall be served on all parties in interest unless otherwise directed by the Court.

E. ***Service of Adversary Proceedings.*** All pleadings and other Court filings in any adversary proceeding commenced in the chapter 11 cases shall be served upon (i) the debtors, (ii) counsel to the debtors, (iii) the U.S. Trustee, (iv) counsel for any official committee appointed in the case, (v) each Affected Entity, (vi) any party that has filed a notice of appearance and requested notice in the adversary proceeding, and (vii) any other entities required to be served under any applicable Bankruptcy Rule or Local Bankruptcy Rule.

F. ***Proceedings Not Governed by the Notice Procedures.*** Except as set forth herein or otherwise provided by order of the Court, the Notice Procedures shall not apply to notices of the matters or proceedings described in the following Bankruptcy Rules:

1. Bankruptcy Rule 2002(a)(1) (meeting of creditors pursuant to section 341 of the Bankruptcy Code);

2. Bankruptcy Rule 2002(a)(7) (time fixed for filing a proof of claim pursuant to Bankruptcy Rule 3003(c));

3. Bankruptcy Rule 2002(b)(1) (time fixed for filing objections and any hearing to consider approval of a disclosure statement);

4. Bankruptcy Rule 2002(b)(2) (time fixed for filing objections and any hearing to consider confirmation of a chapter 11 plan);

5. Bankruptcy Rule 2002(d) (certain matters for which notice is to be provided to equity security holders);

6. Bankruptcy Rule 2002(f)(1) (entry of an order for relief);

7. Bankruptcy Rule 2002(f)(2) (dismissal or conversion of a case to another chapter of the Bankruptcy Code);

8. Bankruptcy Rule 2002(f)(3) (time allowed for filing claims pursuant to Bankruptcy Rule 3002);

9. Bankruptcy Rule 2002(f)(6) (waiver, denial, or revocation of a discharge as provided in Bankruptcy Rule 4006);

10. Bankruptcy Rule 2002(f)(7) (entry of an order confirming a chapter 11 plan); and

11. Bankruptcy Rule 2002(f)(8) (summary of the trustee's final report and account should a case be converted to chapter 7 of the Bankruptcy Code).

G. ***Certificates of Service.*** Notwithstanding Local Bankruptcy Rule 5005-1(D)(8), certificates of service of all Rule 2002 Court Filings, including a Service List, shall be filed by the party seeking relief with the Court within 7 days of the completion of noticing any particular matter; provided, however, that parties shall not be required to include the Service List when serving the certificate of service to such recipients.

H. ***Service by Electronic Mail.*** All Rule 2002 Court Filings, other than a summons and complaint in an adversary proceeding or documents filed under seal, shall be electronically served on the Court's electronic filing system, which shall be deemed to constitute proper service for all parties who are sent such email service. Subject to the limited exclusions set forth herein, each party that has filed a notice of appearance and a request for service of papers shall be deemed to have consented to electronic service of papers, in accordance with CM/ECF Policy-9 - Service of Documents of the *Case Management/Electronic Case Files Policy* (the "CM/ECF Policy") available on the Court's website.

I. ***Waiver of Rule 6(d) of the Federal Rules of Civil Procedure.*** The filing deadlines do not require three (3) additional days' notice as set forth in Rule 6(d) of the Federal Rules of Civil Procedure and Bankruptcy Rule 9006(f) when a document is served by electronic or overnight mail, including service, via the Court's electronic filing system.

### **III. HEARING DATES**

A. Unless otherwise directed by the Court, omnibus hearing dates and non-omnibus hearing dates may be obtained by contacting the assigned judge's courtroom deputy.

B. ***Omnibus Hearing Dates.*** Periodic omnibus hearings will occur as may be scheduled by the Court (the "Omnibus Hearings"). Throughout the Chapter 11 Case, the debtors shall periodically request that Omnibus Hearings be scheduled as necessary. The debtors, in consultation with the U.S. Trustee and any statutorily appointed committee in the Chapter 11 Case shall send notices of the Omnibus Hearings to the Core Group and 2002 List when the Omnibus Hearings are scheduled, post the schedule of Omnibus Hearings on the Case Website (as defined herein), and file notices of additional Omnibus Hearing dates on a periodic basis with the Court.

C. ***Procedures Regarding the Omnibus Hearings.*** The following procedures will apply unless the Court orders otherwise:

1. Any notice of an Omnibus Hearing shall conspicuously contain the date and time that the hearing will be held in the event that an Objection is filed in accordance with the applicable rules.

2. Except as specifically set forth herein, all notice periods for Requests for Relief shall be computed in accordance with the Bankruptcy Rules and Local Bankruptcy Rules and nothing in these Chapter 11 Procedures shall be deemed to change such requirements.

3. Deadlines for responding to a Request for Relief shall be governed by these Chapter 11 Procedures and the Local Bankruptcy Rules, except to the extent the Local Bankruptcy Rules conflict with these Chapter 11 Procedures, in which case the Chapter 11 Procedures shall govern.

4. Nothing contained herein shall prejudice the rights of any party in interest to move the Court to further limit or expand notice of matters and proceedings upon a showing of good cause, including, but not limited to, the right to file a Request for Relief upon shortened notice or to seek an enlargement or reduction of time pursuant to Bankruptcy Rule 9006.

5. If a party intends to present an order at the Omnibus Hearing that differs from the proposed order attached to the motion, the debtors' counsel, to the extent known, shall state on the hearing agenda above that a different order will be presented for entry or file such proposed order with Court in advance of the Omnibus Hearing.

6. Notwithstanding Local Bankruptcy Rule 9013-1(J), the debtors' counsel may, without leave of the Court and, unless upon the objection of another non-debtor party, the Court orders otherwise, adjourn any matter to a subsequent fixed Omnibus Hearing. If a matter is adjourned, the debtors' counsel shall update the hearing agenda accordingly.

7. For the avoidance of doubt, the debtors' counsel may propose to schedule matters filed by another party on a date other than the next Omnibus Hearing date if the debtors in good faith believe, in consultation with the other party, that the hearing on the particular matter could exceed 1 hour.

8. With the consent of the Court, the debtors may delay the start time of any previously scheduled Omnibus Hearing to accommodate potential resolution of any matters scheduled for such Omnibus Hearing.

D. ***Proposed Agenda for Omnibus Hearings.*** The Debtors shall prepare Omnibus Hearing agendas in accordance with the following:

1. Debtors' counsel shall file a proposed agenda with regard to matters scheduled to be heard at an Omnibus Hearing (the "Proposed Hearing Agenda") no later than the date that is 2 calendar days prior to each such Omnibus Hearing using the CM/ECF



“Agenda” code. The Proposed Hearing Agenda is for the convenience of the Court and counsel and is not determinative of the matters to be heard on that day or whether there will be a settlement or a continuance.

2. The Proposed Hearing Agenda will include, to the extent known by the debtors’ counsel: (i) the docket number and title of each matter to be scheduled for hearing on such Omnibus Hearing, including the initial filing and any responses, replies, or documents related thereto; (ii) whether the matters are contested or uncontested; (iii) whether the matters have settled or are proposed to be continued; (iv) other comments that will assist the Court; and (v) a suggestion for the order in which the matters should be addressed.

E. ***Scheduling Requests for Relief and Objections thereto for Hearing.*** All Requests for Relief, Objections, and all other matters requiring a hearing in the Chapter 11 Case shall be set forth and be heard at an Omnibus Hearing, unless otherwise ordered by the Court for good cause shown, in accordance with the following:

1. In the event that a party files a Request for Relief at least 21 calendar days prior to the next scheduled Omnibus Hearing, the matter shall be set for hearing on such scheduled Omnibus Hearing, and the deadline to file an Objection to such Request for Relief shall be 7 calendar days prior to the Omnibus Hearing; *provided, however*, the debtors’ counsel may propose to schedule matters filed by another party on a date other than the next Omnibus Hearing date if the Debtors in good faith believe that the hearing on the particular matter could exceed 1 hour.

2. In the event that a party files a Request for Relief less than 21 calendar days but at least 14 calendar days prior to the next scheduled Omnibus Hearing, the matter shall be set for hearing on such scheduled Omnibus Hearing, and the deadline to file an Objection to such Request for Relief shall be 3 calendar days prior to the Omnibus Hearing; *provided, however*, the Debtors’ counsel may propose to schedule matters filed by another party on a date other than the next Omnibus Hearing date if the debtors in good faith believe that the hearing on the particular matter could exceed 1 hour.

3. In the event that a party files a Request for Relief less than 14 calendar days prior to the next scheduled Omnibus Hearing, unless the Court orders otherwise, the matter shall be set for a date other than the next Omnibus Hearing date in accordance with paragraphs (a) and (b) herein.

4. Notwithstanding any procedure herein, nothing herein shall restrict any entity from requesting an emergency hearing pursuant to the Local Bankruptcy Rules. The Court will determine as an initial matter at the scheduled emergency hearing on the underlying motion whether to allow emergency consideration.

F. ***Evidentiary Hearings.***

1. Pursuant to Bankruptcy Rule 9014 and in compliance with Local Bankruptcy Rule 9014-1, in the event that a timely Objection is made to a Request for Relief (each, a “Contested Matter”), the hearing on such Contested Matter shall be an

evidentiary hearing at which witnesses may testify, unless the parties otherwise agree that any such hearing shall not be an evidentiary hearing, in which case, to the extent known by the debtors' counsel, the Proposed Hearing Agenda shall state as such; provided, however, that the debtors' counsel may propose to schedule matters filed by another party on a date other than the next Omnibus Hearing date if the debtors in good faith believe that the hearing on the particular matter could exceed 1 hour.

2. With respect to a timely filed Objection to a Request for Relief and unless otherwise agreed to by the parties, such opposing party must contemporaneously notify the adverse party that it intends to introduce evidence or witnesses at the hearing on the Request for Relief that is the subject of the Objection. In addition to specifying whether such party intends to introduce evidence or witnesses at the hearing on the Objection, the party must also submit to the adverse party, contemporaneously with the filing of the Objection, proposed deadlines for the parties to identify, with reasonable particularity, and serve on the adverse party, proposed evidentiary exhibits and witnesses in a written disclosure (each, a "Disclosure"), which Disclosures shall be served only on the adverse party. Such notices must be received by the adverse party, in writing, immediately upon the filing of such Objection and in any event, no later than 3 calendar days prior to the scheduled hearing (unless such matter is scheduled on an expedited basis, in which case the parties shall cooperate to exchange the appropriate information as quickly as is feasible). Failure to provide timely notices as set forth in this paragraph, in the discretion of the debtors, may result in the exclusion of such evidence. In the event the parties cannot reach an agreement regarding deadlines for disclosure, either party may seek appropriate relief from the Court.

3. Upon reasonable request, the parties subject to a Contested Matter shall provide copies of all proposed evidentiary exhibits and make all witnesses available for deposition at the expense of the requesting party and within a time period to reasonably facilitate conducting the evidentiary hearing as scheduled.

4. Parties shall comply with the Court's *Instructions for Preparing Exhibit List and Pre-Marking Exhibits*, available on the Court's website.

5. Any party subject to a Contested Matter that fails to identify its evidentiary exhibits or witnesses as provided herein may be precluded, at the Court's discretion, from presenting such evidentiary exhibits or witnesses at the hearing on the matter or, alternatively, the hearing shall be adjourned.

6. Unless the Court orders otherwise, nothing contained herein shall preclude any party from presenting proffers in connection with uncontested matters or agreeing with an opposing party to present proffers in any Contested Matter or otherwise stipulating certain facts or documents into evidence.

#### **IV. PROCEDURES FOR REMOTE HEARING PARTICIPATION**

A. The Court may allow counsel to participate in any hearing by telephone or video conference.

B. No motion is required to authorize telephonic participation. Unless otherwise provided in the notice of hearing, for hearings that will not be conducted by video conference, parties may participate telephonically. Instructions for telephonic appearances are available on the Court's website. **Note**, while a party may appear telephonically for argument at an evidentiary hearing, parties appearing telephonically are not permitted to examine witnesses or submit evidence unless otherwise permitted by the assigned Bankruptcy Judge.

C. In the Court's discretion, hearings may be conducted by video conference. While no motion is required to authorize participation via video conference, participants must pre-register. More information for appearances by video conference is available on the Court's website.

D. Under no circumstances may any participant or listener record or broadcast the proceedings.

## V. **MOTIONS PRACTICE**

A. ***Waiver of Memorandum of Points and Authorities.*** Notwithstanding Local Bankruptcy Rule 9013-1(F), motions filed without a separate memorandum of points and authorities shall be deemed to include a request for a waiver of a separate memorandum or deemed a single memorandum and motion as allowed by Local Bankruptcy Rule 9013-1(F).

B. ***Notice of Motion/Notice Hearing.*** Parties should consult Local Bankruptcy Rule 9013-1(M) regarding the form and content of notices.<sup>4</sup>

C. ***Identification of Attorney.*** As set forth in Local Bankruptcy Rule 5005-1(D)(5), on the first page of every Rule 2002 Court Filing, the attorney filing the same shall be identified by name, state bar number, complete mailing address, telephone number, and the name of the party whom the attorney represents.

D. ***Objections and Replies.*** Unless otherwise ordered by the Court, Objections to Requests for Relief scheduled to be heard at an Omnibus Hearing shall be filed no later than 7 calendar days before the applicable hearing date if the Request for Relief is filed at least 21 calendar days prior to the applicable hearing date, or 3 calendar days before the applicable hearing date if the filing is filed less than 21 calendar days but at least 14 calendar days prior to the applicable hearing date. A reply to any Objection must be filed no later than 12:00 p.m. (prevailing Eastern Time) on the date that is 1 calendar day before the applicable hearing date.

E. ***Granting the Request for Relief Without a Hearing Where No Objection(s) Filed.*** Provided that the notice filed with the Request for Relief includes a statement that the Request for Relief may be granted and an order entered without a hearing unless a timely Objection is made, after the Objection deadline has passed, and no Objection has been filed or served in accordance with the procedures set forth herein, counsel to the entity that has filed the Request for Relief may file a certification indicating that no Objection has been filed or served on the entity who has filed the Request for Relief and submit an order granting the relief requested (a "CNO").

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<sup>4</sup> Parties are referred to the Court's website for sample forms.

Any CNO that includes a proposed form of order that varies from the original proposed order must include (a) a redline of the revised form of order against the order filed with the subject motion and (b) a clean copy of the form of order. Once the order is entered, the hearing scheduled on the motion is cancelled.

F. ***Granting the Request for Relief Without a Hearing Where Objection(s) Filed.*** Provided that the notice filed with the Request for Relief includes a statement that the Request for Relief may be granted and an order entered without a hearing unless a timely Objection is made, after the Objection deadline has passed, timely filed and served Objection(s) to a Request for Relief may be resolved by filing an agreed form of order filed with a Certificate of Counsel (“COC”). The COC must be signed by counsel with a certification that all known objections have been resolved by the agreed form of order. A COC should not be filed if it resolves less than all filed objections. Any COC that includes a proposed form of order that varies from the original proposed order must include (a) a redline of the revised form of order against the order filed with the subject motion and (b) a clean copy of the form of order. Once the order is entered, the hearing scheduled on the motion is cancelled.

G. ***Settlement.*** For matters to which the procedures set forth in **Part V.F** *supra* do not apply or otherwise in the debtors’ discretion, if a matter is properly noticed for hearing and the parties reach agreement on a settlement of the dispute prior to the final hearing, the parties may announce the settlement at the scheduled hearing. If the Court determines that the notice of the dispute and the hearing is adequate notice of the effects of the settlement (i.e., that the terms of the settlement are not materially different from what parties in interest could have expected if the dispute were fully litigated), the Court may approve the settlement at the hearing without further notice of the terms of the settlement.

H. ***Service of Entered Order.*** Notwithstanding Local Bankruptcy Rule 9022-1(B), a proponent of a Request for Relief shall serve an order granting such relief on the Core Group and 2002 List no later than 5 business days after such order was entered and no service list need be submitted with the proposed order.

## VI. **FIRST DAY MOTIONS**

A. ***Motions Decided on Law and Evidence.*** The fact that a motion is listed in this Part VI does not mean that the Court will grant the relief requested in such a motion, in any particular case. Motions will be decided by the Court based on applicable law and the evidence, including the particular facts and circumstances of the Chapter 11 Case.

B. ***First Day Orders.*** “First Day Orders” are orders which the debtors seek to have entered by the Court, either on an interim or final basis, on or shortly after the filing of the petition. The request for a First Day Order should be made by motion (a “First Day Motion”), and a copy of the proposed First Day Order should be filed with and attached as an exhibit to the First Day Motion.

C. ***Request for Related Relief Need Not Be Filed in Separate Motions.*** Motions for related relief under First Day Orders referred to above need not be filed as separate motions. For

example, in a given case it may be appropriate to combine cash collateral and financing motions, or address all employee-related matters in a single motion.

D. ***Typical First Day Motions and Orders.*** First Day Orders typically heard by the Court on or within 1 day of the later of the petition date or the date of filing of the First Day Motions include (but are not limited to) the following:

1. ***Motion for an Expedited Hearing on “First Day Motions.”***

a. No motion to expedite a hearing on any First Day Motion is necessary if the hearing on such motion is conducted on at least 24 hours’ notice and within 2 business days of the filing; otherwise, debtors should comply with Local Rule 9013-1(N) to expedite the hearing.

2. ***Motion for Entry of an Order Directing Joint Administration of Chapter 11 Cases, if more than one case is commenced.***

a. The motion should seek joint administration for procedural purposes only, and should request that the Court maintain one file and one docket for all the jointly administered cases (the “Lead Case”).

b. The motion should also request that a notation be entered on the docket in each of the jointly administered cases, other than the Lead Case, substantially similar to the below to reflect the joint administration:

“An Order has been entered in this case directing the joint administration, for procedural purposes only, of the chapter 11 cases of [INSERT EACH DEBTOR NAME]. The docket in [INSERT LEAD DEBTOR], Case No. \_\_ - \_\_\_\_ ( ) should be consulted for all matters affecting the case.”

c. The motion also may seek authority with respect to the manner in which monthly operating reports required by the U.S. Trustee can be filed.

3. To the extent that the debtors seek to deviate from the procedures contained herein, a *Motion for Entry of an Order Establishing Alternative Notice, Case Management, and Administrative Procedures.*

4. ***Application for Entry of an Order Authorizing the Retention and Appointment of a Claims and Noticing Agent.***

a. If a Claims Agent is retained in a Chapter 11 Case, the Claims Agent shall maintain a case-specific website (the “Case Website”), where, among other things, electronic copies of all pleadings filed in the Chapter 11 Case shall be posted

as soon as practicable, but not later than three business days after filing, and may be viewed free of charge.<sup>5</sup>

b. The order approving the Claims Agent's retention may provide that the Claims Agent shall maintain a service list of all Core Group and 2002 List Parties, which shall be updated as necessary and shall include names, addresses, facsimile numbers and email addresses for the Core Group and 2002 List. At least once every 30 days, an updated Service List, if there is one, shall be posted on the Case Website. All Rule 2002 Court Filings shall be deemed served on all Core Parties and 2002 List Parties if it is served on the parties on the most recent Service List that has been posted on the Case Website as of the day prior to the date of service.

c. The order approving the Claims Agent's retention may authorize the debtors to compensate the Claims Agent upon the receipt of reasonably detailed invoices without the need for the Claims Agent to file fee applications or otherwise seek Court approval for the compensation of its services and reimbursement of its expenses; *provided, however*, the order should also provide that (i) the Claims Agent will serve monthly invoices on the debtors, the U.S. Trustee, counsel for any official committee appointed in the case, and any party-in-interest who specifically requests the service of the monthly invoices, and (ii) if any dispute arises relating to the monthly invoices, the parties will first meet and confer in an attempt to resolve the dispute, and may seek a resolution of the matter from the Court if resolution is not achieved.

d. Nothing herein shall prevent debtors from seeking authority to have a Claims Agent perform balloting and solicitation services, or any party in interest's right to object to the same.

**5. *Motion for Entry of an Order Dispensing with the Requirement of Filing Any or All Schedules and Statement of Financial Affairs (in the event the debtors are not seeking to bar and subsequently discharge all or certain categories of debt) or a Motion for Entry of an Order Extending the Time to File the Schedules and Statement of Financial Affairs (to a specified date).***

a. This motion may be combined with a request to (a) file a consolidated list of creditors in lieu of a separate mailing matrix for each of the debtors; (b) file a consolidated list of the debtors' 30 largest creditors; (c) authorize the debtors to redact certain personally identifiable information; and (d) waive the requirement to file a list of equity security holders and/or provide notice of commencement to equity security holders.

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<sup>5</sup> Electronic copies of all pleadings and documents are available for a fee via PACER on the Court's website. Paper copies of all pleadings in filed in the Chapter 11 Case may be available from the Court.

b. The motion may seek a waiver of filing the mailing matrix where a Claims Agent is being retained to handle noticing.

c. The motion should demonstrate or explain why the relief requested therein is necessary.

**6. *Motion for Entry of Interim and Final Orders Authorizing the Debtors to (A) Continue to Operate Their Cash Management System, (B) Honor Certain Prepetition Obligations Related Thereto, (C) Maintain Existing Business Forms, (D) Perform Intercompany Transactions, and (E) Waive/Extend Time to Comply with the Requirements of 11 U.S.C. § 345.***

a. The motion should describe the proposed cash management system and, in cases where money will be transferred between debtors or from a debtor to a non-debtor affiliate, represent why such transfers are desirable from the debtors' perspective, state that the debtors will maintain records of all postpetition intercompany transfers of funds, and describe what repayment terms exist. For a request to waive section 345, the motion should disclose the amount of funds which the debtors propose to invest outside the statute's enumerated permitted investments and the proposed types of investments to be made. If the debtors propose to invest or deposit money in or with an entity that has not satisfied the requirement of section 345(b) (a "Non-Qualified Entity"), the motion should demonstrate and explain why such an investment or deposit is necessary and, to the extent known, why the Non-Qualified Entity cannot satisfy or has not satisfied the requirements of section 345(b).

**7. *Motion for Entry of [Interim and Final] Order[s] Authorizing the Debtors to (A) Pay Prepetition Wages, Salaries, Other Compensation, and Reimbursable Expenses and (B) Continue Employee Benefits Programs.***

a. Any request to pay prepetition claims should be in an amount not to exceed specified per employee and aggregate amounts, which amounts shall be set forth in the motion. If the motion requests authority to pay amounts in excess of the amount set forth in section 507(a)(4) and (5) of the Bankruptcy Code per employee, then a list of the names and position/job titles of all employees as to whom those payments will be made shall be attached.<sup>6</sup> The propriety of those requests shall be considered on a case by case basis. The motion also shall state whether, and the extent to which, the claims proposed to be paid constitute priority claims under section 507 of the Bankruptcy Code ("Priority Claims") and, if such claims are not Priority Claims, the motion should explain why those claims should be afforded the treatment requested in the motion. The motion may also ask the Court to direct banks to honor prepetition checks for such amounts and authorize the debtors to replace prepetition checks that have been dishonored.

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<sup>6</sup> Nothing herein shall prevent the movant from seeking court authority to file such list under seal with unre-dacted copies to be furnished to the U.S. Trustee and any committee appointed or to be appointed in the chapter 11 cases.

b. The motion should generally describe the applicable compensation and benefit programs and explain why the relief requested is necessary.

**8. *Motion for Entry of Interim and Final Orders Authorizing the Debtors to Maintain and Administer their Existing Customer Programs and Honor Certain Prepetition Obligations Related Thereto.***

a. For payment of any prepetition obligations, such relief shall not exceed specified aggregate amounts, which amounts shall be set forth in the motion. The motion also shall state whether, and the extent to which, the claims proposed to be paid constitute Priority Claims and, if such claims are not Priority Claims, the motion should explain why those claims should be afforded the treatment requested in the motion.

b. The motion should generally describe the applicable customer programs and explain why the relief requested is necessary.

**9. *Motion for Entry of [Interim and Final] Order[s] (I) Approving the Debtors' Proposed Adequate Assurance of Payment for Future Utility Services; (II) Prohibiting Utility Companies from Altering, Refusing or Discontinuing Services; and (III) Approving the Debtors' Proposed Procedures for Resolving Additional Assurance Requests.***

a. The motion should describe the proposed adequate assurance.

b. The motion should also identify each of the debtors' utility providers.

c. In addition to other service obligations relating to First Day Motions, both the motion and any interim and final orders should be served on each of the debtors' utility providers.

**10. *Motion for Entry of Interim and Final Orders Authorizing the Debtors to Pay Prepetition Claims of (A) Critical Vendors, (B) 503(b)(9) Claimants, and (C) Lien Claimants.***

a. For payment of any prepetition obligations, such relief shall not exceed specified aggregate amounts, which amounts shall be set forth in the motion. The motion also shall state whether, and the extent to which, the claims proposed to be paid constitute Priority Claims and, if such claims are not Priority Claims, the motion should explain why those claims should be afforded the treatment requested in the motion.

b. The motion should generally describe the applicable vendors and/or claimants and explain why relief requested is necessary.

**11. *Motion for Entry of Interim and Final Orders Authorizing the Debtors to Maintain, Renew, or Supplement Their Insurance Policies and Surety Bond Program[s]***



***and Honor All Obligations in Respect Thereof.***

a. The motion should generally describe the insurance policies and surety bond programs, along with the amount of any unpaid prepetition obligations related to such policies and surety bond programs.

b. The motion may seek to (i) continue insurance policies and surety bond programs and (ii) honor insurance policies and surety bond programs in the ordinary course during the administration of the Chapter 11 Case, including paying related prepetition obligations.

c. The motion may also seek to modify the automatic stay solely for the limited purpose of permitting employees with workers' compensation claims to pursue such claims under applicable workers' compensation policies, whether they arose before or after the petition date, in the appropriate judicial or administrative forum to proceed against the proceeds of such policies only.

***12. Motion for Entry of Interim and Final Orders Authorizing the Payment of Certain Prepetition and Postpetition Taxes and Fees.***

a. The motion should generally describe the applicable taxes and fees the debtors have incurred or expect to incur.

b. For payment of any prepetition taxes and fees, the motion should identify the approximate amount of such taxes and fees the debtors seek to pay and explain why the relief is necessary, such as for the avoidance of penalties the debtors would incur absent timely payment of taxes the debtors intend to pay.

***13. Motion for Entry of Interim and Final Orders Approving Notification and Hearing Procedures for Certain Transfers of and Declarations of Worthlessness with Respect to Common Stock.***

a. The motion may seek to establish notification procedures and approval of restrictions on transfers of the debtors' equity to protect the debtors' estate against the possible loss of valuable tax benefits.

b. The motion should generally describe the amount of the debtors' consolidated net operating losses for U.S. federal income tax purposes and the potential for loss of those tax benefits absent protection through the relief requested in the motion.

***14. Motion for Entry of Interim and Final Orders (I) Authorizing Use of Cash Collateral; (II) Granting Adequate Protection; (III) Modifying the Automatic Stay; (IV) Scheduling a Final Hearing and/or the Motion for Entry of Interim and Final Orders; (V) Authorizing the Debtors to Obtain Postpetition Financing Pursuant to 11 U.S.C. § 364; (VI) Granting Liens and Providing Superpriority Administrative Expense Claims; (VII) Granting Adequate Protection; (VIII) Modifying the Automatic Stay; and (IX) Scheduling a Final Hearing.***

a. *Interim Relief.* On motion by the debtors, a hearing (the “Interim Financing Hearing”) will routinely be conducted within 3 business days to consider either cash collateral use and/or interim debtor in possession financing. At the Interim Financing Hearing, the debtors must introduce a cash-flow projection showing its sources and uses of cash necessary for ongoing operations on a weekly basis for not less than the first 3 weeks of the case (an “Interim Budget”). The Interim Budget must be filed with the Court and be served no later than noon on the first business day after the filing, or on the date of the filing if the Interim Financing Hearing is to occur before the second business day after the petition date. The debtors must provide a copy of the Interim Budget in native file format upon request.

b. *Final Financing Hearing.* The Court will set a hearing to consider financing through use of cash collateral and/or debtor in possession financing on a final basis in accordance with sections 363 and 364 of the Bankruptcy Code and Bankruptcy Rule 4001 (a “Final Financing Hearing”). At the Final Financing Hearing, the debtors must introduce a cash-flow projection for sources and uses of cash for the period of cash collateral use or debtor in possession financing that is proposed (a “Final Financing Budget”). The Court will consider at the Final Financing Hearing whether it is appropriate to order either long-term use of cash collateral or long-term debtor-in-possession financing pursuant to the Final Financing Budget in accordance with sections 363 and 364 of the Bankruptcy Code and Bankruptcy Rule 4001. The Final Financing Budget must be filed at least 2 calendar days prior to the Final Financing Hearing. The debtors must provide a copy of the Final Financing Budget in native file format upon request.

c. Debtors’ counsel should highlight in a chart any provisions in the proposed interim and final orders sought to be issued under section 363 or 364 of the Bankruptcy Code that contain the following:

i. Sale, plan confirmation and other milestones, whether contained in proposed financing documents or in restructuring support agreements;

ii. Cross-collateralization or cross-default provisions;

iii. Roll ups (including (i) provisions deeming prepetition debt to be postpetition debt; and (ii) provisions requiring the proceeds of postpetition loans to be used to repay prepetition debt);

iv. The collateral package, including any proposed liens on avoidance actions or proceeds of avoidance actions;

v. Default provisions and remedies (including (i) provisions terminating the automatic stay without further order, (ii) provisions waiving rights to challenge lenders’ ability to exercise post-default remedies; and

(iii) provisions limiting required proof or altering the burden of proof at post-default hearings);

vi. Releases of claim against lender or others;

vii. Limitations on the use of cash collateral other than general “carve-outs” to pay approved fees and expenses of advisors to official committees or future trustees;

viii. Priming liens;

ix. Any provision that limits the ability of estate fiduciaries to fulfill their duties under the Bankruptcy Code and applicable law;

x. Carve-outs for payment of U.S. Trustee quarterly fees, fees incurred by a trustee under section 726(b) of the Bankruptcy Code, and professional fees;

xi. Waiver of the right to charge against or recover proceeds of collateral pursuant to section 506(c) of the Bankruptcy Code and/or the “equities of the case” exception contained in section 552(b) of the Bankruptcy Code;

xii. Fees or other compensation payable to any agent for performing administrative responsibilities or any lenders as compensation for arranging, backstopping or undertaking similar responsibilities in connection with the financing (provided that nothing herein shall prevent the debtors or any other party in interest from filing a motion seeking to seal or redact any such fees, as provided below);

xiii. Required make-whole payments or prepayment penalties;

xiv. Stipulations by the debtors in respect of any existing agreements, liens and security interests;

xv. Provisions providing for the amendment, waiver, consent or other modification of any provisions of the financing documents without further approval of the Court;

xvi. Obligations to indemnify lenders, agents or other parties, for costs and expenses, including the payment of their reasonable and documented professional fees and expenses without the requirement that such professionals file retention motions or fee applications; and

xvii. Provisions providing for credit bid rights in any sale of collateral as provided in section 363(k) of the Bankruptcy Code without the need for further court order.

d. If a motion to approve financing under sections 363 or 364 of the Bankruptcy Code seeks to include any of the terms listed in subparagraph c above, the motion should list all such provisions in a separate section or chart and provide specific reasons why each such provision should be approved.

e. Cash collateral and financing orders that contain a release of claims against lenders and other third parties by the debtors should provide that an official committee of unsecured creditors has at least 60 days from the date of the committee's formation to investigate claims against the lenders and challenge the extent and validity of any liens or the appropriateness of such release. The challenge period may be extended consensually without court approval. Nothing herein shall prohibit a party from seeking an order providing for a nonconsensual extension of the challenge period.

f. To the extent the debtor or any other party in interest files a motion to seal or redact a fee letter related to financing, such motion should explain the basis for sealing such fee letter under section 107(b) of the Bankruptcy Code. Any such motion should indicate whether the party impacted by disclosure of the fee letter has agreed to make available the fee letter, on a confidential basis, to the Court, the U.S. Trustee, counsel for any official committee appointed in the case, and any other party as may be ordered by the Court in each case under appropriate confidentiality agreements that preserve the confidentiality of the fee letter.

E. ***Final Orders at First Day Hearings.*** Final orders, rather than interim orders, may be sought for the following types of relief:

1. Motions to pay employee wages and benefits that do not include relief of the nature specified in section 503(c) of the Bankruptcy Code or that do not otherwise contain a request outside the ordinary course of the debtors' business;

2. Motions to pay prepetition and postpetition taxes that are (i) secured by property of the estate; (ii) held in trust by the debtors pursuant to state or federal law; or (iii) are Priority Claims pursuant to section 507(a)(8) of the Bankruptcy Code;

3. Motions to pay mechanic and material liens that meet the criteria of section 546(b) of the Bankruptcy Code;

4. Applications to retain a Claims Agent;

5. Motions to limit or modify the notice requirements of Bankruptcy Rule 2002;

6. Motions to approve adequate assurance procedures under section 366 of the Bankruptcy Code that (i) do not prejudice the right of a utility to propose alternative procedures after notice and hearing; and (ii) provide for a hearing not later than 30 days after the petition date on any timely filed objection to the adequate assurance.

7. In addition to the motions specifically listed herein, any other motions that are procedural in nature and do not affect the substantive rights of creditors and other parties-in-interest.

F. ***Guidelines for Typical Non-First Day Motions.*** The following matters are typically not entertained by the Court as First Day Motions; **provided, however,** nothing herein should be construed to prevent a party from seeking such relief as a First Day Motion under appropriate circumstances.

1. ***Motions for Relief from the Automatic Stay.*** The initial hearing on any motion for relief from the automatic stay shall be a preliminary hearing unless otherwise agreed to by the debtors. Notwithstanding section 362(e) of the Bankruptcy Code, by setting a hearing on a motion for relief from the automatic stay on an Omnibus Hearing, a party shall be deemed to have consented to the automatic stay remaining in full force and effect until the conclusion of the preliminary hearing. The Court may continue the effectiveness of the automatic stay until a final hearing on the matter. Nothing in this section shall prevent a party from seeking expedited consideration of a motion for relief from the automatic stay.

2. ***Bid Procedures Motion.*** Bid procedures motions should provide for input from or consultation with any official committees and secured lenders with liens on the property being sold. Notwithstanding the foregoing, secured lenders or committee members who are potential bidders may not participate in the adoption or implementation of bidding procedures and may not receive information that may affect the sale that is not generally available to all potential bidders.

3. ***Conditional Approval of Disclosure Statements.***

a. A plan proponent may propose to combine the disclosure statement and plan into a single document.

b. Contemporaneously with the filing of a disclosure statement and proposed plan, a plan proponent may file a motion requesting (1) conditional approval of the disclosure statement; (2) approval of solicitation procedures; (3) the scheduling of a hearing on shortened notice to consider conditional approval of the proposed disclosure statement; and (4) the scheduling of a joint hearing to consider final approval of the adequacy of the disclosure statement and confirmation of the proposed plan. All such motions must: (i) identify the proposed balloting agent, if any; (ii) identify any voting procedures in addition to those required in these procedures; and (iii) identify the proposed hearing date for final approval of the disclosure statement and confirmation of the proposed plan (the “Combined Hearing”). Unless the plan proponent requests additional or alternate relief, if the motion is granted at the Combined Hearing, the Court will enter its form order, *Order Conditionally Approving Disclosure Statement, Fixing Time for Filing Acceptances or Rejections of Plan, and Fixing the Time for Filing Objections to the Disclosure Statement and to the Confirmation of the Plan, Combined with Notice*

*Thereof and of the Hearing on Final Approval of the Disclosure Statement and the Hearing on Confirmation of the Plan.*

c. As part of seeking conditional approval of disclosure statements, a plan proponent also may request for cause, pursuant to section 341(e) of the Bankruptcy Code, that the U.S. Trustee not convene a meeting of creditors or equity security holders if the debtor has filed a plan as to which the debtor solicited acceptances prior to the commencement of the case.

4. ***Employment of Professionals.***

a. With the exception of an application to employ a Claims Agent, no retention applications will be considered on the first day. Employment applications should be filed no later than 30 days after the later of (i) the date the order for relief is entered or (ii) the commencement of work by the professional. Any such timely application, if approved, shall be effective as of the later of the petition date or the commencement of work by the professional.

b. Proposed professionals retained under sections 327 or 1103 of the Bankruptcy Code (“Retained Professionals”) should not expect the Court to authorize hourly rates that have been increased based on the size of the Chapter 11 Case (i.e., no premium billing).

5. ***Interim Compensation.*** The order establishing procedures for interim compensation for services rendered and reimbursement of expenses incurred by Retained Professionals may include the following provisions:

a. Monthly Fee Statements.

i. On or before the 21st day of each calendar month following the month for which compensation is sought, or as soon as is practicable thereafter, each retained professional seeking interim allowance of its fees and expenses shall file with the Court and serve a monthly fee statement (a “Monthly Fee Statement”), by hand, overnight delivery, or email, on the following parties (collectively, the “Fee Notice Parties”): (i) the debtors, (ii) counsel to the debtors, (iii) the U.S. Trustee, (iv) counsel for any postpetition lender, and (v) counsel for any official committee appointed in the case.

ii. Any Retained Professional that fails to file and serve a Monthly Fee Statement for a particular month or months may subsequently file and serve a consolidated Monthly Fee Statement that includes a request for compensation earned or expenses incurred during previous months.

iii. The deadline for any Fee Notice Party to object to any Monthly Fee Statement shall be the 14th day (or the next business day if such day is not a business day) following the date the Monthly Fee Statement is served (the “Objection Deadline”); provided, however, nothing

herein should be construed to prevent the U.S. Trustee from seeking, by consent or order, an extension of the Objection Deadline to up to 21 days following service of a Monthly Fee Statement.

iv. To object to a Retained Professional's Monthly Fee Statement, the objecting Fee Notice Party must file with the Court a written objection (an "Objection") setting forth, with specificity, the nature of the objection and the amount of fees or expenses at issue on or before the Objection Deadline and serve the Objection upon the affected Retained Professional and each of the Fee Notice Parties such that each Fee Notice Party actually receives the Objection on or before the Objection Deadline.

v. Upon the expiration of the Objection Deadline, the debtors will promptly pay the Retained Professional 80% of the fees and 100% of the expenses requested in the applicable Monthly Fee Statement not subject to an Objection.

vi. If a portion of the fees and expenses requested in a Monthly Fee Statement is subject to an Objection and the parties are able to resolve the objection, the objecting Fee Notice Party shall file with the Court and serve upon each other Fee Notice Party a statement indicating that the Objection is withdrawn. Thereafter, the debtors shall promptly pay 80% of the fees and 100% of the expenses of the Monthly Fee Statement no longer subject to an Objection.

vii. If a portion of the fees and expenses requested in a Monthly Fee Statement is subject to an Objection and the parties are unable to reach a consensual resolution, the Retained Professional may either (i) file with the Court a response to the Objection, together with a request for payment of any portion of the amounts subject to the Objection, or (ii) forgo payment of such amounts until the next hearing to consider interim or final fee applications, at which time the Court will adjudicate any unresolved Objections.

viii. The filing of an Objection to a Monthly Fee Statement shall not prejudice the objecting Fee Notice Party's right to object to any Interim Fee Application (as defined below) on any ground whether raised in the Objection or not. Furthermore, failure by a Fee Notice Party to object to a Monthly Fee Statement shall not constitute a waiver of any kind nor prejudice that Fee Notice Party's right to object to any Interim Fee Application subsequently filed by a Retained Professional.

b. Interim Fee Applications.

i. Commencing with applications covering the period from the petition date through the last day of the month that is two months following the end of the month in which the petitions were filed, and at three-month

intervals thereafter, Retained Professionals shall file with the Court an application (an “Interim Fee Application”) for interim approval and allowance of compensation and reimbursement of expenses sought by such Retained Professional in its Monthly Fee Statements, including any amounts requested in Monthly Fee Statements but yet unpaid, filed during the preceding interim period (each such period, an “Interim Fee Period”).

ii. Retained Professionals shall file, and serve upon the Core Group, their applicable Interim Fee Applications on or before the 45th day, or the next business day if such day is not a business day, following the end of each Interim Fee Period.

iii. The Interim Fee Application shall include a brief description identifying the following:

- the Monthly Fee Statements that are the subject of the request;
- the amount of fees and expenses requested;
- the amount of fees and expenses paid to date or subject to an Objection;
- the deadline for parties to file Objections to the Interim Fee Application; and
- any other information requested by the Court or required by the Bankruptcy Code, the Bankruptcy Rules, or the Local Rules.

iv. Objections to any Interim Fee Application shall be filed with the Court and served upon the affected Retained Professional and each of the Fee Notice Parties so as to be actually received on or before the 21st day (or the next business day if such day is not a business day), following service of the applicable Interim Fee Application.

v. The debtors may request that the Court schedule a hearing on Interim Fee Applications at least once every three months or at such other intervals as the Court deems appropriate. If no Objections are pending and timely filed, the Court may approve and allow an Interim Fee Application without a hearing. Upon allowance by the Court of a Retained Professional’s Interim Fee Application, the debtors shall be authorized to promptly pay such Retained Professional all requested fees (including any holdback from prior Monthly Statements not subject to a pending Objection) and expenses not previously paid.



vi. Each Retained Professional that is an attorney shall make a reasonable effort to comply with the U.S. Trustee's requests for information and additional disclosures as set forth in the *Guidelines for Reviewing Applications for Compensation and Reimbursement of Expenses Filed under 11 U.S.C. § 330 by Attorneys in Larger Chapter 11 Cases*, effective as of November 1, 2013, in connection with each fee application.

vii. Any Retained Professional unable to file its own Interim Fee Application with the Court shall deliver a fully executed copy to the debtors' Virginia counsel for filing on the Retained Professional's behalf.

viii. Any Retained Professional that fails to file an Interim Fee Application when due shall be ineligible to receive further monthly or interim payments of fees or expenses with respect to any subsequent period until such time as an Interim Fee Application covering the prior period is filed by the Retained Professional.

ix. A pending Objection to compensation or reimbursement of a Retained Professional does not disqualify the Retained Professional from future compensation or reimbursement.

x. Neither (i) the payment of, or the failure to pay, in whole or in part, any interim compensation and reimbursement to a Retained Professional nor (ii) the service of an Objection or the filing of, or failure to file, an Objection will bind any party in interest or the Court with respect to the final allowance of any compensation of fees for services rendered or reimbursement of expenses incurred by a Retained Professional. All fees and expenses paid to Retained Professionals under these compensation procedures are subject to disgorgement until final allowance by the Court.

xi. Any member of a statutorily-appointed committee in the Chapter 11 Case may submit statements of expenses (excluding the fees and expenses of an individual committee member's third-party counsel) and supporting vouchers for reimbursement by the debtors in accordance with the compensation procedures.

xii. No Retained Professional may serve a Monthly Fee Statement or file an Interim Fee Application until the Court enters an order approving the retention of such Professional.

6. ***Ordinary Course Professionals.***

a. A motion to approve retention of professionals utilized in the ordinary course of business should provide a non-exhaustive list of the debtors' ordinary course professionals.

b. The proposed order establishing procedures for the retention and employment of ordinary course professionals may include the following provisions.

i. Each ordinary course professional (the “Ordinary Course Professional”) shall provide the following to the debtors’ counsel: a declaration (the “OCP Declaration”) that at a minimum (1) describes the services provided by the Ordinary Course Professional, and (2) certifies that the Ordinary Course Professional does not represent or hold any interest adverse to the debtors or their estate with respect to the matters on which such professional is to be employed.

ii. Upon receipt of the OCP Declaration, the debtors will file the same with the Court and serve the following parties (collectively, the “Reviewing Parties”): (i) the debtors, (ii) counsel to the debtors, (iii) the U.S. Trustee, and (iv) counsel for any official committee appointed in the case.

iii. If no objections are filed and properly served within 14 days following the date of service of the OCP Declaration (the “Objection Deadline”), the retention and employment of such Ordinary Course Professional shall be deemed approved without further order from the Court.

iv. If an objection is timely filed and not withdrawn or resolved, the debtors may either resolve the objection without further notice or Court approval or may seek a determination of the dispute by the Court by filing a notice for a hearing for the Court to consider the objection.

v. No Ordinary Course Professional may be paid any amount for invoiced fees and expenses until such Ordinary Course Professional has been retained in accordance with these Procedures.

vi. Once the debtors retain an Ordinary Course Professional in accordance with these Procedures, the debtors may pay such Ordinary Course Professional 100% of the fees and 100% of the disbursements incurred, upon the submission to, and approval by, the debtors of an appropriate invoice setting forth in reasonable detail the nature of the services rendered and expenses actually incurred (without prejudice to the debtors’ right to dispute any such invoices); provided, however, that the debtors shall specify in the motion and proposed order a cap on the amount of the total compensation and reimbursement that any Ordinary Course Professional listed on the OCP List may receive per month (the “Monthly Fee Limit”), and/or (ii) a cap on the aggregate amount any Ordinary Course Professional may receive during the course of these chapter 11 cases (the “Case Fee Limit”). The Monthly Fee Limit for any Ordinary Course Professional may be increased by consent order between the debtors and the Reviewing Parties.

vii. If an Ordinary Course Professional’s fees and expenses exceed the Monthly Fee Limit, such Ordinary Course Professional will file

a monthly fee application (a “Monthly Fee Application”) for all fees and expenses of the applicable month in which the Monthly Fee Limit was exceeded and apply for compensation and reimbursement of such amount in compliance with sections 330 and 331 of the Bankruptcy Code and applicable provisions of the Bankruptcy Rules, the Local Bankruptcy Rules, and any other procedures and orders of the Court, provided that the debtors may make an interim payment to the Ordinary Course Professional prior to the hearing on the Monthly Fee Application up to 80% of the fees sought and 100% of the expenses incurred. Any such Ordinary Course Professional that is an attorney will make a reasonable effort to comply with the U.S. Trustee’s requests for information and additional disclosures as set forth in the *Guidelines for Reviewing Applications for Compensation filed under 11 U.S.C. § 330* in connection with such Monthly Fee Application.

viii. If an Ordinary Course Professional’s fees and expenses exceed the Case Fee Limit, the debtors shall submit a professional retention application seeking to retain such Ordinary Course Professional under section 327 of the Bankruptcy Code.

ix. Each Monthly Fee Application shall be served upon the Reviewing Parties. The Reviewing Parties shall then have 14 days to object to the Monthly Fee Application. If, after 14 days, no objection is filed and served on the debtors and the Reviewing Parties, the fees and expenses requested in the Monthly Fee Application shall be deemed approved, and the Ordinary Course Professional may be paid 100% of such fees and expenses without the need for further action by such Ordinary Course Professional.

x. At three-month intervals during the pendency of these chapter 11 cases (each, a “Quarter”), beginning with the Quarter ending three months after the month in which the petitions are filed, the debtors will file with the Court and serve on the Reviewing Parties, no later than 30 days after such Quarter, a statement that will include the following information for each Ordinary Course Professional: (a) the name of the Ordinary Course Professional; (b) the aggregate amounts paid as compensation for services rendered and reimbursement of expenses incurred by that Ordinary Course Professional during the reported Quarter; (c) all postpetition payments made to that Ordinary Course Professional to date; and (d) a general description of the services rendered by that Ordinary Course Professional.

xi. The debtors reserve the right to retain additional Ordinary Course Professionals from time to time during these chapter 11 cases by having such Ordinary Course Professional comply with these procedures.

7. ***Appointment of Committees for Employees, Retirees, or Others.***

a. On motion of a party in interest or *sua sponte*, the Court may order the appointment of additional committees of creditors if necessary to assure their adequate representation.

b. On motion of a party in interest, the Court shall order the appointment of a committee of retired employees, in the circumstances specified in section 1114(d) of the Bankruptcy Code, to serve as the authorized representative to enforce retiree benefits or agree to modification of such benefits with the debtors.

c. Any motion filed to appoint a committee for employees, retirees, or others shall be served on those parties set forth on the Service List.

G. ***Disfavored Provisions in Motions and Proposed Orders.*** These provisions are disfavored:

1. Except for relief sought under section 362(d) of the Bankruptcy Code, the inclusion of a provision in any order that (i) provides for the termination of the automatic stay without notice and hearing; or (ii) alters the evidentiary burden with respect to the termination of the automatic stay.

2. Unless the Court finds based on a properly supported motion filed in accordance with Local Rule 9013-1(N) that exigent circumstances so require, providing less than 24 hours' notice of any hearing to consider First Day Motions.

H. ***Automatic Bridge Order for Extension of Time.*** Unless otherwise provided in the Bankruptcy Code, the Bankruptcy Rules, the Local Bankruptcy Rules, or Court order, if a motion to extend time to take any action is filed before the expiration of the period prescribed by the Bankruptcy Code, the Bankruptcy Rules, or the Local Bankruptcy Rules, the time for taking the action is automatically extended until the Court rules on the motion. An automatic extension under this rule does not require the issuance or entry of an order extending the time.

## **VII. PROOFS OF CLAIM AND OMNIBUS CLAIM OBJECTION PROCEDURES**

A. Unless a different date is ordered by the Court, the bar date for the filing of proofs of claim and proofs of interest is (i) 180 days after the petition date for governmental units; and (ii) 90 days after the first date set for the meeting of creditors under section 341(a) of the Bankruptcy Code for all other entities. The debtors must provide notice of the bar date to all creditors on or before the first date set for the meeting of creditors.

B. Parties may file a motion to approve procedures for handling omnibus claim objections ("Omnibus Claim Objections") pursuant to Bankruptcy Rule 3007(d). While such procedures may not shift the burden of proof, discovery rights or burdens, or pleading requirements, they may, however, include, but are not limited to, the following provisions:

### ***1. Claim Objection Procedures***

a. Parties may file a motion seeking authorization to file Omnibus Claim Objections on grounds other than those set forth in Bankruptcy Rule 3007(d).

b. The movant is authorized to file Omnibus Claims Objections to no more than 500 Claims at a time.

c. The Omnibus Claim Objections shall be alphabetized by claimant name or in electronically searchable form.

d. Except as expressly provided herein, the movant shall comply with the requirements for Omnibus Claims Objections set forth in Bankruptcy Rule 3007(e).

e. Any order sustaining an Omnibus Claims Objection shall be treated as an order for each Claim referenced in the Omnibus Claims Objection as if an individual objection had been filed and an individual order had been entered for such Claim.

f. The movant is authorized to serve a Claim Objection Notice, rather than the entire Omnibus Claim Objection, on each claimant whose Claim is the subject of the applicable omnibus claim objection and, if known, its counsel. The Claim Objection Notice shall include an explanation of the claim objection process, a description of the basis of the omnibus claim objection, information regarding the response deadline and hearing date, information on the Claim Hearing Procedures (as described herein), identification of the Claim that is the subject of the omnibus claim objection (with reference to an attached exhibit or otherwise), and information on how the claimant might obtain a complete copy of the omnibus objection. The estate representative retains the right to serve Omnibus Claim Objections in their entirety in appropriate circumstances as determined in the estate representative's sole discretion.

g. The movant shall file all omnibus and individual objections with this Court to be made publicly available for free on the website of the debtors' approved claims and noticing agent.

h. Responses to the individual and omnibus claim objections shall be due on or before 30 calendar days after mailing of the objection; *provided, however*, that the movant may reserve the right to request that the Court impose an alternative response date or grant expedited consideration with respect to certain objections, if the circumstances so require, which may result in shortened notice of both the hearing date and the response deadline.

## 2. ***Claim Hearing Procedures***

a. The movant shall schedule the return date for claims objections, omnibus or otherwise, for hearing at periodic omnibus hearings (the "Omnibus Hearings").

b. Any information submitted in connection with a Proof of Claim shall be part of the record with respect to the relevant Claim, and any such information already submitted need not be resubmitted in connection with the Claim Hearing Procedures.

c. A written response (a “Response”) to an Omnibus Claims Objection must be received on or before 30 days after service of the Omnibus Claims Objection (the “Response Deadline”). If the claimant fails to file and serve a Response on or before 30 days after service of the Omnibus Claims Objection in compliance with the procedures set forth herein, the movant will present to the Court an appropriate order granting the relief requested in the Omnibus Claims Objection without further notice to the claimant or hearing.

d. The hearing to consider an objection to Claims as to which a Response is properly filed and served (each, a “Contested Claim”) shall be set for a contested hearing (each, a “Claim Hearing”) to be scheduled by the movant.

e. The movant may file and serve a reply (a “Reply”) to a Response no later than 12:00 p.m. prevailing Eastern Time on the day that is at least one (1) day prior to the date of the applicable hearing.

f. There shall be no sur-reply unless the Court orders otherwise upon the filing a motion demonstrating good cause.

g. The movant is authorized to further adjourn a hearing scheduled in accordance herewith at any time by providing notice to the Court and the claimant.

## **VIII. FOREIGN ATTORNEYS**

A. All attorneys shall carefully review the Local Bankruptcy Rules and, in particular, Local Bankruptcy Rule 2090-1 regarding the procedure for appearing and practicing before the Court, which is available on the Court’s website.

B. Pursuant to Local Bankruptcy Rule 2090-1(E)(3), attorneys from other states and the District of Columbia (each, a “Foreign Attorney”) may appear and practice in the Chapter 11 Case upon the motion of a member of the bar of the Court, which authorization shall extend to any adversary proceedings filed in connection with the Chapter 11 Case; provided that in all appearances, a Foreign Attorney must be accompanied by a member of the bar of the Court. Further, the Eastern District of Virginia does not allow Foreign Attorneys to electronically file pleadings on CM/ECF, but does allow Foreign Attorneys to register to become limited participants on its system by following the procedures set forth in the CM/ECF Policy. Any government attorney shall appear and practice in the Chapter 11 Case pursuant to Local Bankruptcy Rule 2090-1(E)(4).

## **IX. MEDIATION**

A. Mediation of disputes is encouraged in Chapter 11 Cases. Unless ordered otherwise, Local Bankruptcy Rule 9019-1 shall govern mediation of any dispute arising in an adversary proceeding, contested matter or otherwise; **provided, however**, notwithstanding Local Bankruptcy Rule 9019-1(B)(1), parties may agree to mediate any dispute using a non-judicial mediator or neutral without Court approval. Mediation by virtual meetings (e.g., Zoom) is acceptable, but in-person mediation is encouraged.

**X. REVISIONS**

- A. These Chapter 11 Procedures may be revised periodically.

**PROCEDURES FOR ASSIGNMENT AND ADMINISTRATION OF  
“MEGA CASES” IN THE EASTERN DISTRICT OF VIRGINIA  
(Effective February 15, 2022)**

On November 30, 2021, the Chief Judge entered a Standing Order relating to “mega cases” in order to utilize more evenly the judicial and administrative resources of the District. Pursuant to section 105(d)(2) of Title 11 of the United States Code (the “Bankruptcy Code”) these procedures (the “Mega Case Procedures”) shall apply to the administration of chapter 11 mega cases (“Mega Cases”). These Mega Case Procedures also shall apply to chapter 11 cases where the definitional criteria below are met and initiated by the filing of an involuntary petition under section 303 of the Bankruptcy Code. The Bankruptcy Code, the Federal Rules of Bankruptcy Procedure (the “Bankruptcy Rules”), and the Local Rules of the United States Bankruptcy Court for the Eastern District of Virginia (the “Local Bankruptcy Rules”) shall govern all matters in Mega Cases, except to the extent that the Local Bankruptcy Rules conflict with and/or are inconsistent with the Mega Case Procedure.

These Mega Case Procedures are promulgated to address the unique exigencies of Mega Cases under chapter 11 and to provide for the efficient, expedient, orderly, consistent, and uniform treatment and administration of chapter 11 reorganizations and/or liquidations across all divisions within the District, and to provide transparency for the bankruptcy process. In addition, these Mega Case Procedures seek to balance the interests of debtors, their creditors, and other constituencies, and parties-in-interest that are implicated by Mega Cases in order to facilitate participation by all stakeholders through the use of uniform and consistent procedures, systems, and technologies. Furthermore, while these Mega Case Procedures do not apply in every case, the policies behind these procedures are intended to apply in every bankruptcy case in order to provide transparency and equal access to justice for debtors, creditors and other stakeholders, regardless of the size of the debtor or the chapter which the debtor utilizes under the Bankruptcy Code.

**I. DEFINITION OF MEGA CASES**

A Mega Case is a case or group of affiliated cases filed under Chapter 11 of the Bankruptcy Code in which the total noncontingent, liquidated and non-insider liabilities or assets of the collective debtors exceed \$100 million

**II. JUDICIAL ASSIGNMENT OF MEGA CASES**

A. Mega Cases shall be assigned randomly by the Chief Judge to any Bankruptcy Judge in the District (excluding the Chief Judge) irrespective of the Division in which the Mega Case is filed and such case will be assigned to, and all filings shall occur, in the Division in which the assigned Bankruptcy Judge is located. When appropriate, the assigned Bankruptcy Judge, in their discretion, may conduct hearings where some or all of the participants appear remotely.



B. Notwithstanding II.A. above, if the basis for Divisional venue of the Mega Case is “principal place of business” or “principal assets”<sup>1</sup> under 28 U.S.C. § 1408 or if the Division where the Mega Case was filed is the headquarters of the Debtors or the location of their principal executive offices, the assigned Bankruptcy Judge, if located in a different Division, may determine, in their discretion consistent with the efficient administration of justice and public access, to transfer such Mega Case to the filing Division and shall travel to the Division where the Mega Case was filed to conduct hearings and/or conduct hearings virtually and/or by other remote participation.

C. If the Bankruptcy Judge to whom a Mega Case is assigned is unable to administer such Mega Case, the Chief Judge randomly will re-assign such Mega Case.

### **III. ADMINISTRATION OF MEGA CASES**

A. Notwithstanding the random assignment of Mega Cases, and consistent with Local Bankruptcy Rule 5005-1(B)(1), to the extent necessary for the expedient administration of such Mega Case, any Bankruptcy Judge in the District may conduct and preside over any First Day Hearings requested if the assigned and presiding Bankruptcy Judge is otherwise unavailable. Unless otherwise ordered, First Day Hearings in Mega Cases will be conducted virtually or by remote participation with no in-person attendance required.

B. The Procedures for Complex Chapter 11 Cases set forth in Exhibit 15 (as amended) shall apply to Mega Cases.

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<sup>1</sup> For purposes of this definition the term “principal assets” means the principal assets of the debtors collectively and not of a single debtor in a Mega Case involving multiple debtors.

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA  
\_\_\_\_\_ Division**

**IN RE:****DEBTOR 1 NAME****DEBTOR 2 NAME (IF ANY),  
DEBTOR(S).****CASE NO. XX-XXXXX-XXX****CHAPTER 13****NOTICE OF FINAL CURE PAYMENT**

Pursuant to Federal Rule of Bankruptcy Procedure 3002.1(f), the Chapter 13 Trustee files this Notice of Final Cure Payment. The amount required to cure the default in the claim listed below has been paid in full.

**Mortgage Information:**

Name of creditor: \_\_\_\_\_

Property address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cure Amount:**

Court claim no.: \_\_\_\_\_

Account No. [last 4 digits]: \_\_\_\_\_

Amount asserted: \_\_\_\_\_

Amount allowed: \_\_\_\_\_

**Total amount paid by Chapter 13 Trustee:** \_\_\_\_\_**Post petition Mortgage Payment is paid:**

\_\_\_\_\_ Through Chapter 13 Conduit

\_\_\_\_\_ Directly by the Debtor

**RESPONSE REQUIRED:**

Within 21 days of the service of the Notice of Final Cure Payment, the creditor **MUST** file and serve a Statement as a supplement to the holder's proof of claim on the debtor, debtor's counsel and the Chapter 13 Trustee, pursuant to Fed. R. Bankr. P. 3002.1(g), indicating (1) whether it agrees that the debtor has paid in full the amount required to cure the default on the claim; and

(2) whether the debtor is otherwise current on all payments consistent with 11 U.S.C. § 1322(b)(5).

The statement shall itemize the required cure or post-petition amounts, if any, that the holder contends remain unpaid as of the date of the statement. The statement shall be filed as a supplement to the holder's proof of claim and is not subject to Rule 3001(f). Failure to notify may result in sanctions.

**CERTIFICATE OF SERVICE**

I hereby certify that a copy of the foregoing Notice of Final Cure Payment was served on the parties listed below by certified mail as required and otherwise by regular U.S. mail or served electronically through the Court's CM/ECF system at the e-mail address registered with the Court on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Debtor(s) mailing address

Electronic service – attorney mailing address

Electronic service – United States Trustee

“Registered Agent/CEO” Creditor address

Creditor address

Creditor address

Date:

\_\_\_\_\_  
[Chapter 13 Trustee Signature Block]

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