

**UNITED STATES BANKRUPTCY COURT**  
**Eastern District of Virginia**  
(Alexandria Division)

In re: \_\_\_\_\_ )  
 )  
 *[Set forth here all names including married, maiden, and* )  
 *trade names used by debtor within last 8 years.]* )  
 )  
 Debtor. ) Case No. \_\_\_\_\_ )  
 )  
 Address \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 ) Chapter \_\_\_\_\_ )  
 Last four digits of Social Security or Individual Tax-payer Identification )  
 (ITIN) No(s), (if any): \_\_\_\_\_ )  
 )  
 Employer's Tax Identification (EIN) No(s). (if any): \_\_\_\_\_ )  
 \_\_\_\_\_ )

**NOTICE OF [MOTION TO] [OBJECTION TO]**

\_\_\_\_\_ has filed papers with the court to [relief sought in motion or objection].

**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 want the court to [relief sought in motion or objection], or if you want the court to consider yours views on the [motion] [objection], then on or before \_\_\_\_\_, you or your attorney must:

- Send to the parties listed below at least 14 days written notice of a hearing, which may be set on any regularly-scheduled motion day of the judge assigned to the case. If necessary, you may obtain a list of such dates from the court's website at [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov) under the link for "Calendars." The original notice must be filed with the clerk. If you are not represented by an attorney, you may instead file with the clerk a written request for hearing. If you mail your request for hearing to the court for filing, you must mail it early enough so the court will **receive** it on or before the date stated above. The address of the clerk's office is as follows:

Clerk of Court  
United States Bankruptcy Court  
200 S. Washington Street  
Alexandria, Virginia 22314

You will be notified by the clerk of the hearing date and will be responsible for sending notice of hearing to the parties listed below.

— File with the court, at the address shown above, a written response with supporting memorandum as required by Local Bankruptcy Rule 9013-1(H). **Unless a written response and supporting memorandum are filed and served by the date specified, the court may deem any 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 date stated above. You must **also** send a copy to the persons listed below.

— Attend the hearing scheduled to be held on \_\_\_\_\_ at \_\_\_\_\_  
\_.m. in Courtroom \_\_\_\_\_, United States Bankruptcy Court, 200 S. Washington Street,  
Alexandria, Virginia 22314. **If no timely response has been filed opposing the relief requested, the court may grant the relief without holding a hearing.**

A copy of any written response must be sent to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

United States Trustee, Region 4  
115 S. Union Street, Suite 210  
Alexandria, Virginia 22314

If you or your attorney do not take these steps, the court may decide that you do not oppose the relief sought in the motion or objection and may enter an order granting that relief.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Certificate of Service

I hereby certify that I have on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, mailed or hand-delivered or electronically sent a true copy of the foregoing Notice to the parties listed on the attached service list.

\_\_\_\_\_