

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

**INSTRUCTIONS ON MOTION FOR RELIEF FROM STAY
PROCEEDINGS IN THE RICHMOND DIVISION**

The following procedure is applicable only in the Richmond Division of the United States Bankruptcy Court for the Eastern District of Virginia with respect to motions for relief from stay under §362 and §1301 of the Bankruptcy Code, except motions for relief from stay against a codebtor in chapter 13 cases under 11 U.S.C. §1301(c)(2). The provisions of Local Bankruptcy Rule 4001(a)-1 are applicable in relief from automatic stay proceedings except as modified below for the Richmond Division.

I. Section 362 Relief from the Automatic Stay Motions

The preliminary hearing dates for scheduling §362 motions for relief from stay may be obtained from

- the court's Internet web site at www.vaeb.uscourts.gov **under the Richmond button**; or by,
- calling the respective Courtroom Deputy, Betty (for KRH cases) at 916-2441, or Peggy (for KLP cases) at 916-2442.

A. Selecting a Preliminary Hearing Date:

The moving party must select a preliminary hearing date from the schedule of preliminary hearing dates provided by the clerk as set out above. The date should be selected according to the anticipated date of filing of the motion.

If the movant selects a preliminary hearing date that is more than 30 days after the moving party makes its request for relief, the moving party shall be deemed to have consented to a waiver of its rights under 11 U.S.C. Section §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 moving party shall be deemed to have consented to a waiver of the automatic lifting of the stay pursuant to 11 U.S.C. Section §362(e) and the court may, in its discretion, either schedule a hearing on the motion or deny the relief sought.

B. Notice of Motion for Relief from Stay:

The movant must prepare a notice of motion, which shall include notice of the 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. (See sample notice at <http://www.vaeb.uscourts.gov/home/rihome.html>.) The motion for relief from stay shall clearly state and conspicuously provide the following notice:

NOTICE OF MOTION

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 at the following address: Clerk of Court, United States Bankruptcy Court, 701 East Broad Street, Suite 4000, Richmond, VA 23219, 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.

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.

Attend the preliminary hearing scheduled to be held on:
- at _ a.m./p.m. in Courtroom 5100 (KLP)
or 5000 (KRH), United States Bankruptcy Court, 701 East Broad Street,
Richmond, VA.

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 and may enter an order granting that relief.

C. Service and Transmittal of the Motion and Notice (if filed under section 362 or 1301 (c)(1) or 1301(c)(3) of the code):

At least 15 days prior to the preliminary hearing date, the movant must serve the Motion and Notice of Preliminary Hearing pursuant to Local Bankruptcy Rule 4001(a)-1(E) and simultaneously transmit to the clerk of court for filing):

1. the original motion for relief from stay and notice of hearing captioned as an adversary proceeding,
2. the proper filing fee,
3. one copy of the motion and notice of hearing,
4. 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 (E)(1) of Local Bankruptcy Rule 4001(a)-1.

D. Electronic Case filing (ECF) Cases:

1. Registered movant attorney users must:
 - a. Docket the motion for relief from stay and notice of hearing,
 - b. Properly complete proof of service indicating that the motion for relief from

stay was served upon each party required to receive notice under (F)(1) of Local Bankruptcy Rule 4001(a)-1, and

- c. The filing fee shall be paid by the filer electronically.

2. Non-registered movant attorneys must:

- a. Submit on diskette in Word, WordPerfect, DOS text or Acrobat PDF format, the motion for relief from stay and notice of hearing,
- b. Submit the proper filing fee,
- c. Submit one paper copy of the motion and notice of hearing,
- d. Submit a properly completed proof of service indicating that the motion for relief from stay was served by the movant upon each party required to receive notice under (E)(1) of Local Bankruptcy Rule 4001(a)-1.

3. **Pro se** movants in ECF cases should follow the instructions set forth in sections **A. and B.** and **C.** above.

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 LBR 4001(a)-1(H), and transmit to the clerk of court for filing:

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 include notice of the 20-day response period and include the language set forth LBR 4001(a)-1(H)(2); and
3. a proof of service certifying proper service of the motion pursuant to LBR 4001(a)-1(F).

B. If no objection or response is filed and served upon the moving party within 20 days from the date of service of the motion, the moving party should submit a proposed order granting the relief which the moving party seeks.

If an objection is filed to the §1301(c)(2) motion, it will be scheduled for hearing and notice will be given by the Clerk's Office.

Note: If the motion for codebtor stay is filed pursuant to 1301(c)(1) or (c)(3), a hearing must be set, including a 14 day notice period.