

## PART I

### COMMENCEMENT OF CASE; PROCEEDINGS RELATED TO PETITION AND ORDER FOR RELIEF

#### 1006-1 *Fees - Installment Payments*

Notice of motions to dismiss for failure to pay a filing fee pursuant to FED. R. BANKR. P. 1017(b) shall only be provided to the debtor, debtor's counsel, trustee and the United States Trustee.

#### 1007-1 *Lists, Schedules and Statement*

- a. **Alphabetical List of Creditors.** The debtor shall file separate lists containing the names and addresses of secured and unsecured creditors in alphabetical order with complete post office addresses, including zip codes.
- b. **Late-Filed Statement and Schedules.**
  - (1) **Service on the Trustee and United States Trustee.** If the statement and schedules are not filed with the petition or with a motion for voluntary conversion, the debtor shall serve a copy of the statement and schedules, when filed, on any trustee serving in the case and on the United States Trustee and file a certificate of mailing pursuant to LBR 9013-3. If the late-filed schedules identify creditors not listed on the original matrix filed pursuant to LBR 1007-2a, the debtor shall file an amended matrix containing the names and addresses of the additional creditors.
  - (2) **Caption on Amended or Late-Filed Statement and Schedules.** When the statement and schedules are filed with the Clerk after the petition has been filed or if amended statement and schedules are filed, the pending case number shall be included on the first page. If failure to include the pending case number results in the assignment of a new case number, the Clerk may assess a filing fee.

#### 1007-2 *Mailing - List or Matrix*

- a. **Matrix Form.** All petitions shall include a list of the names and mailing addresses, including zip codes, of all entities who should receive notice of the bankruptcy case. The matrix shall be in the form prescribed in the "Matrix Guidelines" in Appendix A.
- b. **Filing a Matrix on Diskette.** Anyone wishing to file the matrix on a 3½" or 5¼" diskette may obtain a "write only" program and instructions from the Clerk. Each diskette can

contain only one matrix. Once the information has been loaded into the Clerk's program, the diskette may be retrieved from the Clerk and reused.

- c. **Standard Creditor Addresses.** Creditors may direct the Clerk to send all bankruptcy notices to a standard address. Such a request must be filed with the Clerk in writing and include all names identifying the creditor, the standard address, limitations, if any—for example, for Chapter 13 cases only—and the name, telephone number and signature of a representative of the creditor making the request.

#### 1017-1 *Conversion*

- a. **Conversion to a Chapter 7 case.** When a Chapter 11, Chapter 12 or Chapter 13 case has been converted or re-converted to a Chapter 7 case, new lists, inventories, schedules and statement of financial affairs shall be filed by the debtor within 15 days of filing the notice of conversion or entry of the order of conversion.
- b. **Caption on Conversion Statement and Schedules.** When conversion statement and schedules are filed with the Clerk, the pending case number shall be included on the first page. If failure to include the pending case number results in the assignment of a new case number, the Clerk may assess a filing fee.