

LOCAL RULES OF COURT
FOR THE
UNITED STATES BANKRUPTCY COURT
FOR THE MIDDLE DISTRICT
OF TENNESSEE

Amended and Restated as of
April 4, 2003
With Technical Revisions 1/27/04

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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.

PART II

OFFICERS AND ADMINISTRATION; NOTICES; MEETINGS; EXAMINATIONS; ELECTIONS; ATTORNEYS AND ACCOUNTANTS

2002-1 *Notice to Creditors and Other Interested Parties*

- a. **Notice of Meeting of Creditors When Schedules and/or Matrix Are Filed Subsequent to the Petition.** If the schedules of creditors are filed after the petition and matrix required by LBR 1007-2 or, if a matrix is not filed with the petition, the debtor shall provide notice of the § 341 meeting of creditors to any creditors listed on such schedules but not included on the original matrix or to all creditors if a matrix was not filed. The debtor shall file a certificate of mailing pursuant to LBR 9013-3.
- b. **Notice to the State of Tennessee.** Whenever required by the Federal Rules of Bankruptcy Procedure, notice to the State of Tennessee or to its agencies or departments shall be accomplished by notice to the Tennessee Attorney General's Office at the following address:

Re:(Agency or Department Name or Names)
TN Atty General's Office, Bankr. Division
PO Box 20207
Nashville TN 37202-0207

Agencies or departments of the State of Tennessee include, but are not limited to:

TN Department of Revenue
TN Alcoholic Beverage Commission
TN Board of Parole
TN Board of Regents (and member institutions)
TN Housing Development Agency
TN Regulatory Authority
TN Secretary of State
TN Student Assistance Corporation
TN Department of Agriculture
TN Department of Commerce and Insurance
TN Division of Consumer Affairs
TN Department of Corrections
TN Department of Economic and Community Development
TN Department of Environment and Conservation
TN Department of Finance and Administration
TN Department of Financial Institutions
TennCare

TN Department of Health
TN Department of Human Services
TN Department of Labor and Workforce Development
TN Department of Labor and Workforce Development —
Division of Employment Security
TN Department of Mental Health
TN Department of Military
TN Department of Personnel
TN Department of Safety
TN Department of Tourist Development
TN Department of Transportation
TN Department of Veteran's Affairs
TN Department of Youth Development
University of TN (and member institutions)

2002-2 Notice to United States or Federal Agency

- a. **Notice to United States Trustee.** For all purposes, the address of the United States Trustee shall be: Office of the Assistant United States Trustee for the Middle District of Tennessee, 701 Broadway, Suite 318, Nashville, TN 37203.
- b. **Notice to Internal Revenue Service.** Whenever required, the filing party shall give notice to the Internal Revenue Service at: IRS MDP 146, 801 Broadway, Nashville, TN 37203.
- c. **Notice to U.S. Securities and Exchange Commission.** Pursuant to FED. R. BANKR. P. 2002(j), the U.S. Securities and Exchange Commission has requested a copy of the petition, exhibit A, statement and schedules, plan and disclosure statement and notices of hearings for all Chapter 9 cases and Chapter 11 cases commenced by a corporation or limited partnership. The filing party shall serve the U.S. Securities and Exchange Commission at: Office of Reorganization, Securities and Exchange Commission, 3475 Lenox Rd., N.E., Suite 1000, Atlanta, GA 30326-1232.

2003-1 Meeting of Creditors and Equity Security Holders

- a. **Failure of Debtor to Appear at § 341 Meeting of Creditors.** Failure of the debtor in a voluntary case to appear at a scheduled 11 U.S.C. § 341 meeting of creditors constitutes cause for dismissal. Upon the filing by the trustee or the United States Trustee of a Report of Nonappearance and Motion to Dismiss, an Order of Dismissal will be entered by the Clerk. Notice of the Motion to Dismiss shall only be provided to the debtor, debtor's counsel, trustee and the United States Trustee.
- b. **Notice of Meeting of Creditors Rescheduled upon Debtor's Request or After Dismissal.** When the debtor's case has been dismissed and the dismissal is subsequently

set aside, or if a meeting of creditors is rescheduled upon request of the debtor, the debtor shall obtain another date for the meeting of creditors from United States Trustee or from the Chapter 13 trustee in Chapter 13 cases, and the debtor shall give notice of the rescheduled meeting to the trustee, the United States Trustee, all creditors and all parties in interest and file a certificate of service in accordance with LBR 9013-3.

- c. **Prisoners.** Motions and orders to produce prisoners for a § 341 meeting of creditors must be filed at least 14 days before the scheduled meeting.

2004-1 *Depositions and Examinations*

- a. **Issuance of Order.** Upon request of any party in interest for the examination of any entity pursuant to FED. R. BANKR. P. 2004, the Clerk shall issue an order directing the examination pursuant to FED. R. BANKR. P. 2004.
- b. **Form of Examination.** Upon the request of any party in interest in accordance with this rule, a FED. R. BANKR. P. 2004 examination may be conducted in any manner consistent with FED. R. CIV. P. 30, 31, 33 or 34 to the extent not inconsistent with FED. R. BANKR. P. 2004.

2014-1 *Employment of Professionals*

Upon the filing of a motion for employment of a professional by the debtor, the trustee, or a committee, notice of the motion shall be given by the movant in accordance with LBR 9013-1 to the debtor, the debtor's attorney, the trustee, the trustee's attorney, the United States Trustee, all secured claim holders, any committee appointed and counsel for such committee, the ten (10) largest unsecured creditors if no unsecured creditors committee has been appointed, and any party in interest who has filed a written request for notices.

2015-2 *Debtor-in-Possession Duties*

- a. **Financial Reports.** On or before the fifteenth (15th) day of each month, the trustee or debtor in possession in Chapter 11 cases shall file and transmit to the United States Trustee a written report of the financial condition of the estate for the previous month.
- b. **Confirmed Chapter 11 Cases.** In Chapter 11 cases with a confirmed plan and until entry of a final decree closing the case, the reorganized debtor shall file and transmit to the United States Trustee within thirty (30) days after the effective date of the plan and, thereafter on March 15 and September 15 of each year, a report concerning the action taken and the progress made toward consummation of the plan.

- c. **Chapter 12 Payments.** All fees, compensation or reimbursement of expenses of debtors' attorneys approved by the Court which are to be paid from property of the estate shall be classified as an administrative expense, paid after the filing fee, and continuing alimony and support payments, but ahead of payments to all other creditors. Unless the confirmed plan provides otherwise, the distributions to attorneys who have received no compensation prior to the filing of the petition shall be limited to a first payment of \$175 (inclusive of expenses) plus additional payments of twelve and one-half percent (12.5%) of disbursements until the approved fees and expenses are paid in full. Attorneys will be reimbursed for actual expenses incurred in mailing notices in an amount not to exceed \$0.75 per notice (\$3.00 for certified mail), but only upon receipt by the trustee of the certificate of service filed pursuant to LBR.9013-3.

2090-1 *Attorneys - Admission to Practice*

- a. **Appearance before the Court.** Except as set forth below and in LBR 9011-2, appearance before the Court on behalf of any entity may be made only by an attorney admitted to practice before the United States District Court for the Middle District of Tennessee.
- b. **Motions for Permission to Appear *Pro Hac Vice*.**
- (1) Any attorney not admitted to practice before the United States District Court for the Middle District of Tennessee shall file a motion and proposed order with the United States Bankruptcy Court for the Middle District of Tennessee for permission to appear *pro hac vice*. The motion must be specific to an identified bankruptcy case or proceeding. The motion must be filed no later than the first appearance or the first paper filed upon which the attorney's name appears. The motion must include a certificate of good standing from another United States District Court.
 - (2) Any attorney admitted to appear *pro hac vice* who does not have a principal law office in the State of Tennessee shall obtain counsel ("Local Counsel") who is admitted to practice in the United States District Court for the Middle District of Tennessee and who has a principal law office in Tennessee. Every requirement in these Local Bankruptcy Rules or in any order for the giving of notice, may be satisfied by giving notice to the Local Counsel.
 - (3) Any attorney representing the United States Government, or any agency thereof, or the State of Tennessee may appear and participate in particular cases or proceedings in the attorney's official capacity if the attorney is a member in good standing of the bar of a District Court of the United States.

2091-1 *Attorneys - Discipline and Disbarment*

- a. **Enforcement of Standards of Professional Conduct.** The standards of professional conduct for any attorney who appears for any purpose shall include the current rules of professional conduct adopted by the Supreme Court of the State of Tennessee.
- b. **Disbarment and Discipline.**
 - (1) Any attorney who appears for any purpose submits to the discipline of this Court. A violation of any of the rules of professional conduct in connection with any matter pending before this Court subjects the offending attorney to appropriate disciplinary action.
 - (2) When an attorney has been disbarred or suspended from the practice of law by the Disciplinary Board of the Supreme Court of Tennessee or by the Courts or disciplinary bodies of any state or federal jurisdiction, or has been convicted of any crime involving moral turpitude, the attorney shall be suspended from practice before this Court.

2092-1 *Attorneys - Withdrawals*

- a. **In General.** When an attorney has appeared on behalf of any entity in a case or proceeding, the entity may not thereafter appear *pro se* or by a different attorney in that case or proceeding except upon order of the Court.
- b. **Procedure for Withdrawal or Substitution of Attorney.** An attorney may withdraw or another attorney may be substituted in a case or proceeding by filing a motion to withdraw or substitute counsel together with a proposed order. Notice shall be given to the client of the withdrawing counsel, to the attorney being replaced (if substituting counsel), the debtor, the United States Trustee, any trustee, any committees which may have been appointed, and any party who has requested notice. The notice shall comply with LBR 9013-1.

PART III

CLAIMS AND DISTRIBUTIONS TO CREDITORS AND EQUITY INTEREST HOLDERS; PLANS

3001-1 *Claims and Equity Security Interests - General*

- a. **Proof of Perfection.** Prior to the meeting of creditors in Chapter 7, 12 and 13 cases, all creditors asserting a security interest in property of the estate or property of the debtor shall submit to the trustee proof that the asserted security interest has been perfected in accordance with applicable law. Creditors asserting security interests are requested but not required to also submit a statement of the approximate amount of debt secured by each lien; and, with respect to motor vehicles, the date on which application was made for notation of lien on the certificate of title.
- b. **Failure to Comply.** In the event that the holder of a secured claim does not comply with the provisions of this rule and the trustee gives notice to the creditor in writing that it has failed to comply with the rule, the trustee shall be entitled to recover costs (including reasonable attorney's fees) related to the filing and/or preparation of an adversary proceeding against the creditor, if the creditor fails to cure its noncompliance within twenty (20) days of service of notice.

3004-1 *Filing of Claims by Debtor or Trustee*

When the debtor or trustee elects to file a proof of claim pursuant to FED. R. BANKR. P. 3004, the Notice of Filing of Proof of Claim by Debtor [Trustee] in the form of Appendix C must be completed and filed with each proof of claim.

3007-1 *Objections to Claims*

LBR 9013-1 is modified as follows with respect to objections to claims:

- (1) The notice of objection to claim shall provide a thirty (30) day period for the filing of a response.
- (2) Every objection to claim and notice shall be accompanied by an affidavit or declaration under penalty of perjury that states with specificity the basis for the objection.

3011-1 *Unclaimed Funds in Chapter 7, Chapter 12 and Chapter 13 Cases*

- a. **Motions to Withdraw Unclaimed Funds.** A motion to withdraw unclaimed funds shall be in the form of Appendix D.

- b. **Compliance with LBR 9013-1.** A motion to withdraw unclaimed funds shall be filed and served in accordance with LBR 9013-1 on the debtor, the debtor's attorney, the trustee, the United States Trustee, the United States Attorney and the creditor or payee for whom the funds were deposited.
- c. **Service of the Motion on the Clerk.** A copy of the motion to withdraw unclaimed funds shall be delivered by the movant to the Clerk or Chief Deputy in Room 200, Second Floor, Customs House, 701 Broadway, Nashville, Tennessee.

3015-1 *Chapter 13 - Plan*

- a. **Form.** All Chapter 13 plans filed in this district shall substantially conform to the Model Plan in Appendix J.
- b. **Service of the Plan Filed after the Filing of the Petition.** If a Chapter 13 debtor elects to file a plan after the filing of the petition pursuant to FED. R. BANKR. P. 3015, the debtor must serve the proposed plan on all creditors, any party in interest who has requested notice, the Chapter 13 trustee and the United States Trustee and file a certificate of service pursuant to LBR 9013-3.
- c. **Service of the Plan When Special Address or Method of Service is Required.** When the Chapter 13 plan includes motions or other contested matters that require special notice or service under FED. R. BANKR. P. 9014 or 7004—for example, notice to a corporation or service on an insured depository institution—the debtor or debtor's counsel shall: (1) provide the required special address on the list and mailing matrix filed pursuant to LBR 1007; and, (2) give notice or make service and file a certificate of service pursuant to LBR 9078-1 when a method of notice or service is required other than first class mail.

3015-2 *Chapter 13 - Amendments to Plans*

- a. **In General.** In addition to the requirements of LBR 9013-1, any motion or agreed order that amends or modifies a proposed or confirmed Chapter 13 plan must include a verified comparative budget and statement of impact on creditors in the form of Appendix B. This provision includes but is not limited to motions and agreed orders to:
 - (1) suspend payments;
 - (2) incur credit; or
 - (3) change the amount or timing of any payment.
- b. **Proposed Order.** Any proposed order or agreed order that amends or modifies a proposed or confirmed Chapter 13 plan must restate the terms of the amendment or modification as indicated in the motion to amend or modify.

3017-1 *Disclosure Statement*

- a. **Notice Requirements.** At the time of filing a Chapter 9 or Chapter 11 plan and disclosure statement the proponent of the plan shall file a proposed order and notice of hearing with respect to the adequacy of the disclosure statement. The proponent of the plan shall serve the order and notice for hearing on the adequacy of the disclosure statement, the proposed disclosure statement and the plan on the debtor, the debtor's attorney, the United States Trustee, any trustee and trustee's attorney, any committee and counsel for the committee, all secured creditors, the ten largest unsecured creditors if no committee is serving, the Internal Revenue Service, the Securities and Exchange Commission (if debtor is a corporation or limited partnership) and any party in interest that requests in writing a copy of the disclosure statement or plan.
- b. **Service of Order Approving the Disclosure Statement.** The proponent of the plan shall give the notice required by FED. R. BANKR. P. 3017(d).

3017-2 *Disclosure Statement - Small Business Cases*

In a small business Chapter 11 case, notice of the time fixed for filing objections and the hearing to consider final approval of the disclosure statement shall be given by the plan proponent and shall be combined with notice of the hearing on confirmation of the plan.

3020-1 *Chapter 11 - Confirmation*

The proponent of the plan shall give the notice required by FED. R. BANKR. P. 3020(c).

3022-1 *Final Report/Decree (Ch. 11)*

With the motion for a final decree pursuant to FED. R. BANKR. P. 3022, the debtor shall file a final report certifying the disbursements made under the plan and comply with LBR 9013-1.

3070-1 *Chapter 13 - Payments.*

All fees, compensation or reimbursement of expenses of debtors' attorneys approved by the Court which are to be paid from property of the estate shall be classified as an administrative expense, paid after the filing fee, and continuing alimony and support payments but ahead of payments to all other creditors. Unless the confirmed plan provides otherwise, the distributions to attorneys who have received no compensation prior to the filing of the petition shall be a first payment of \$175 (inclusive of expenses) plus additional payments of twelve and one-half percent (12.5%) of disbursements until the approved fees and expenses are paid in full. Attorneys will be reimbursed for actual expenses incurred in mailing notices in an amount not to exceed \$0.75 per notice (\$3.00 for certified mail), but only upon receipt by the trustee of the certificate of service filed pursuant to LBR 9013-3.

PART IV

THE DEBTOR: DUTIES AND BENEFITS

4001-1 *Automatic Stay - Relief from*

- a. **Procedure.** Procedure for prosecuting and responding to a request for relief from the stay is controlled by a Notice of Preliminary Hearing and Prehearing Order issued by the Clerk after the filing of the motion. *See* Appendix I for a sample Notice.
- b. **Preliminary Hearing.** All motions for relief from the stay which are set in the Nashville Division for preliminary hearing on a particular day will be called in Courtroom One, Second Floor Customs House, 701 Broadway, at 8:30 A.M. for announcements.
- c. **Continuance of Preliminary Hearing.** The agreement of all parties to continue the preliminary hearing of a request for relief from the stay excuses the attendance of counsel if a joint motion and agreed order to continue are filed before Noon on the third business day prior to the preliminary hearing. Otherwise, announcement of an agreement to continue may be made by counsel at the 8:30 A.M. call of the preliminary hearing docket if a joint motion and agreed order are filed no later than Noon of the third business day after the preliminary hearing. Agreed orders continuing the preliminary hearing of a request for relief from the stay shall specify the date and time of the continued hearing, shall continue the stay in effect and include a certificate of service consistent with LBR 9013-3.
- d. **Agreed Order Resolving Request for Stay Relief.** An agreed order resolving the merits of a request for relief from the stay excuses the attendance of counsel at a preliminary or final hearing if the parties comply with the notice requirements of FED. R. BANKR. P. 4001(d), and:
 - (1) the agreed order is filed no later than five days after the preliminary hearing; or,
 - (2) the agreed order is filed before Noon of the third business day prior to a final hearing.

4002-1 *Debtor - Duties*

- a. **Persons to Act When Debtor Is Not Natural Person.** The natural persons occupying the following positions shall perform all acts required to be performed by the debtor and shall attend on behalf of the debtor any examinations, meetings or hearings unless the Court orders otherwise:

- (1) If the debtor is a corporation, the person serving as its chief executive officer (the person occupying the position of president is presumed to be chief executive officer);
 - (2) If the debtor is a partnership, each of the general partners.
- b. **Motions to Designate.** If any corporate or partnership debtor deems the persons designated above inappropriate, prompt motion shall be made consistent with LBR 9013-1 for relief from this rule and for the designation of some other or additional natural person or persons.
- c. **Names and Addresses of Designated Persons.** No later than fifteen (15) days after entry of the order for relief, the natural person or persons who will perform acts required to be performed by the debtor shall be identified by name, title and address.

4004-1 *Discharge Hearings*

- a. **Discharge Hearings.** In all Chapter 7, 12 and 13 cases in which the debtor is an individual, the debtor shall attend the showing of a videotape at the meeting of creditors docket.
- b. **Discharge Affidavit.** If the meeting of creditors has been conducted other than in person, in lieu of attending the showing of a videotape, the debtor's attorney may file a discharge affidavit in the form of Appendix E.

4070-1 *Insurance*

- a. **Proof of Insurance.** When the debtor retains a motor vehicle which is subject to the lien of a creditor holding an allowed secured claim, proof of insurance against physical damage and loss must be furnished to the trustee and the creditor at or before the 11 U.S.C. § 341 meeting. Failure to furnish proof of insurance shall be presumed to mean no insurance is in effect. The proof of insurance must state that coverage will continue for at least sixty (60) days from the date of the 11 U.S.C. § 341 meeting. On or before the date the insurance coverage lapses, proof of renewal or new insurance coverage must be provided to the trustee and the creditor.
- b. **Definitions.**
- (1) “**Motor Vehicle**” shall include every item of transportation which is subject to registration pursuant to TENN. CODE ANN. § 55-3-101; provided, however, that the items of transportation excluded from the registration requirements in TENN. CODE ANN. §§ 55-3-101(a)(1) through (7) are not excluded for purposes of this rule.

- (2) “**Proof of Insurance**” shall mean a certificate of insurance or such other written evidence of sufficient reliability from the insurance carrier stating the amounts and types of coverage, a notation of the secured party as loss payee, and the time period for which coverage exists.
- c. **Lapse of Insurance.** If during the pendency of a case, insurance lapses on any motor vehicle subject to the provisions of this rule:
- (1) A creditor with an allowed claim secured by the motor vehicle shall notify, in writing, the debtor and the debtor’s attorney of the lapse of insurance. Service of the notice shall be in the manner specified in FED. R. BANKR. P. 7004(b)(9).
 - (2) The debtor shall be enjoined from using the motor vehicle as long as the motor vehicle remains uninsured.
 - (3) If the debtor fails to provide proof of re-insurance to the creditor within three (3) business days following delivery of the notice of lapse, the debtor shall surrender the motor vehicle to the creditor or the creditor may take possession of the motor vehicle securing its claim and hold the same pending proof of insurance by the debtor. For purposes of this rule, delivery of notice is deemed complete three (3) days after mailing.
 - (4) Within five (5) days after taking possession of a motor vehicle based on lapse of insurance, the creditor shall file a motion for relief from the stay of 11 U.S.C. § 362.
- d. **Second Lapse of Insurance.** In the event insurance on a motor vehicle subject to this rule lapses twice during the pendency of a case, the Court may, upon the filing of a motion accompanied by an affidavit evidencing compliance by the creditor with this rule and evidencing the previous lapse of insurance, grant the creditor relief, including relief from the stay of 11 U.S.C. § 362, without further hearing. The creditor shall include a proposed order granting the requested relief.

PART V

COURTS AND CLERKS

5001-1 *Court Administration*

The Courtrooms of the United States Bankruptcy Court are solely for trials, hearings, and other Court business. The Courtrooms will not be utilized for any other purpose unless approved by the Chief Judge.

5001-2 *Clerk - Office Location/Hours*

- a. **Filing Hours.** The Clerk's office will accept filings Monday through Friday between the hours of 8:00 A.M. and 4:00 P.M. After 3:00 P.M., if a filed copy is to be returned, only one such copy will be stamped.
- b. **After Business Hours.** After 4:00 P.M. and before 12:00 midnight on business days, documents may be left in the drop box located at the rear entrance of The Customs House, 701 Broadway, Nashville, Tennessee. Documents placed in the box by midnight will be filed stamped with that day's date.
- c. **Special Filings.** Any party needing to file documents with the Clerk outside of the regular filing hours indicated above must make advance arrangements for the late filing with the Clerk or the Chief Deputy.
- d. **Clerk's Mailing Address.** Any document mailed to the Clerk's Office shall be sent to the following address:

United States Bankruptcy Court for the Middle District of Tennessee
PO Box 24890
Nashville TN 37202-489090

5003-1 *Clerk - General/Authority*

The Clerk and the employees of the Clerk's Office desire to be of help to litigants and attorneys. However, interpreting the rules of procedure and giving legal advice are not permitted functions. **Notice is hereby given** to litigants and attorneys that the Clerk and the Clerk's employees are not responsible for information respecting rules or law.

5003-2 *Court Papers - Removal of*

- a. **Removal of Files.** No case files shall be removed from the office of the Clerk without an order, except that the United States Trustee or the case trustee may check out a file in accordance with procedures established by the Clerk.
- b. **Procedure for Removing a File.** An individual, other than the United States Trustee or case trustee seeking to remove a file shall file a motion and proposed order. The motion must specify the reason the file is to be removed and the amount of time the file is needed, but in no instance shall the file be removed for more than one (1) week. Only the individual filing the motion shall be allowed to take the file from the Clerk's Office. The individual must present a copy of the signed order to the Clerk at the time the file is removed from the Clerk's Office.

5005-1 *Filing and Transmittal of Papers*

- b. ~~Use of E-Mail.~~ The Clerk may post on the Court's website, <www.tnmb.uscourts.gov>, instructions to counsel for the use of e-mail to make announcements in the circumstances specified. Following the Clerk's instructions will excuse attendance at hearings as indicated.

5005-2 *Filing Papers - Number of Copies*

The original and two (2) copies of all petitions, statements and schedules shall be filed. The original and one (1) copy of proofs of claims in Chapter 12 and 13 cases, and all motions, pleadings and other documents in all cases and proceedings shall be filed except that the following documents require an original only: orders, reaffirmation agreements (copy, not original), notices, discharge affidavits, Chapter 11 monthly operating reports, and proofs of claims in Chapter 7 and Chapter 11 cases. In larger cases, parties are cautioned to determine whether a case management order alters the number of required copies. ***If a filed copy is to be returned***, one copy in addition to the copies required by this rule must be submitted to the Clerk. If the copy is to be mailed to the party filing the document, a self-addressed, stamped envelope must be provided.

5005-3 *Filing Papers - Size of Papers*

All papers for filing shall be 8 ½" x 11". All papers shall be clearly legible in a type no smaller than 10 point and all pages numbered at the bottom. All papers shall include names, addresses, phone numbers, and, when available, facsimile numbers and e-mail addresses beneath all signature lines.

5011-2 *Withdrawal of Reference*

- a. **Where to File.** Motions for withdrawal of the reference of a case or proceeding, in whole or in part, pursuant to 28 U.S.C. § 157(d) and District Court Administrative Order 28-7, shall be filed with the Clerk of the Bankruptcy Court.
- b. **Contents of Motion.** A motion to withdraw the reference shall contain the names of all parties to the case or proceeding and the names, addresses, and telephone numbers of their attorneys. The motion shall conspicuously state that “RELIEF IS SOUGHT FROM A UNITED STATES DISTRICT JUDGE.”
- c. **Documents Filed after the Motion to Withdraw the Reference.** All documents pertaining to the motion to withdraw the reference (after the motion) shall be filed with the Clerk of the District Court. All documents relating to other aspects of the bankruptcy case or proceeding shall be filed in the normal manner with the Clerk of the Bankruptcy Court.

5072-1 *Courtroom Decorum*

The following procedures apply during all hearings:

- (1) Attorneys shall stand behind the lectern when speaking and use the microphones.
- (2) There shall be no oral confrontation or colloquy between opposing attorneys.
- (3) All counsel, parties and witnesses shall be formally addressed by their surnames.
- (4) During the testimony of a witness, attorneys shall not approach the witness, courtroom deputy or the electronic court reporter without Court approval.
- (5) Documentary exhibits shall be prepared in a sufficient number for all participants including—the witness, the Court, opposing counsel and the examining attorney.
- (6) When a witness takes the stand, background information concerning the witness and the connection of the witness to the litigation shall be read or offered in writing, then acknowledged by the witness. The second question should address the issues in controversy.

5073-1 *Photography, Recording Devices and Broadcasting*

- a. **Prohibitions.** The taking of photographs, the airing of radio or televising of TV broadcasts, or transmission of verbal communications by unauthorized transmitting devices from the floors of the Courthouse occupied by the Courts during the progress of or in

connection with judicial proceedings, including meetings of creditors, whether or not Court is actually in session, is prohibited. Photographing and/or broadcasting in connection with ceremonial occasions or other special proceedings may be permitted with the approval of the Chief Judge.

- b. **Enforcement.** In order to facilitate the enforcement this rule, no photographic, broadcasting, television, sound or recording equipment or unauthorized transmitting devices (other than the official electronic recording equipment used for preparation of the Court record, transmitting devices used by the Court Security Officers, and any equipment used within the United States Marshal's office) will be permitted on the floors of the Courthouse occupied by the Courts, except when necessary as visual or auditory aids in the presentation of evidence during the course of a trial, or as otherwise ordered.

5081-1 *Fees - Form of Payment*

- a. **Transactions Requiring the Payment of Money.** Any transaction requiring the payment of money to the Clerk shall be conducted no later than 4:00 P.M. unless payment is left in the drop box pursuant to LBR 5001-2 or other arrangements are made in advance with the Clerk or Chief Deputy. No cash shall be left in the drop box.

- b. **Forms of Payment.** The Clerk will accept the following forms of payment:

- (1) cash--exact change only;
- (2) cashier's check;
- (3) money order; or
- (4) checks from attorneys or businesses (but not from a debtor).

No personal checks will be accepted. Checks shall be made payable to "Clerk, U.S. Bankruptcy Court."

PART VI

COLLECTION AND LIQUIDATION OF THE ESTATE

6004-1 *Sale of Estate Property*

- a. **Report of Sale.** The trustee shall file a report of sale and serve the report on the debtor and the United States Trustee. The report shall include an itemized statement of the property sold, list of bidders, the name of each purchaser, and the price received for each item or lot or for the property as a whole, if sold in bulk, and shall state the date, time and place of the sale. The report shall include a calculation of compensation allowable under the order of appointment and copies of the sale advertisement along with a summary listing of all advertising expenses, sign expenses, per item mailing costs and postage expenses.
- b. **Compensation of Real Estate Agents.** Compensation of a real estate agent to conduct a sale of real property shall not exceed six percent (6%) on the first \$100,000 and four percent (4%) on the balance of the proceeds of the sale, plus reasonable expenses. Compensation in excess of these amounts shall be allowed only upon motion and compliance with LBR 9013-1.

6005-1 *Appraisers and Auctioneers*

Compensation of an auctioneer to conduct a sale shall not exceed the following:

real property:	ten percent (10%) commission
vehicles:	ten percent (10%) commission
other personal property:	twenty-five percent (25%) commission on the first \$20,000; ten percent (10%) commission on the balance

No expenses shall be reimbursed to the auctioneer. Compensation in excess of these amounts shall be allowed only upon motion and compliance with LBR 9013-1.

6007-1 *Abandonment*

- a. **No Asset Notice.** In cases in which a no asset notice is issued and not superseded by an asset notice, the trustee or debtor is relieved of the requirement of giving notice of abandonment or disposition of property under FED. R. BANKR. P. 6007(a).
- b. **Property Value.** The trustee or debtor is relieved of the notice requirement imposed by FED. R. BANKR. P. 6007(a) when the proposed abandonment relates to property with a value to the estate of less than \$1,000 per item and less than \$2,500 in the aggregate.

PART VII

ADVERSARY PROCEEDINGS

7001-1 *Adversary Proceedings*

a. **Turnover of Money or Property.**

- (1) Except as provided in FED. R. BANKR. P. 7001(1), requests for turnover of money or property must be by complaint.
- (2) A complaint for turnover of a Motor Vehicle (as defined in LBR 4070-1b(1)) shall include as an exhibit Proof of Insurance (as defined in LBR 4070-1b(2)).

b. **Turnover Complaints in Chapter 13 Cases.** A complaint for turnover of a vehicle or funds of the debtor in a Chapter 13 case (the “Expedited Complaint”) is entitled to expedited preliminary hearing and is exempt from LBR 9075-1.

- (1) To obtain an expedited preliminary hearing date, the Summons and Notice of Expedited Preliminary Hearing in the form of Appendix H must be filed with the Expedited Complaint. An Expedited Complaint filed before 4:00 P.M. on any Tuesday may be scheduled for expedited preliminary hearing as early as Monday of the following week.
- (2) The attorney for the plaintiff (or the plaintiff, if *pro se*) shall provide immediate telephonic or facsimile notice of the hearing and transmit a copy of the complaint to the defendant, the attorney for the defendant (if known), the debtor, the debtor’s attorney, and the Chapter13 trustee by hand delivery, facsimile or overnight courier service. The attorney for the plaintiff (or the plaintiff, if *pro se*) shall promptly file a certificate of service pursuant to LBR 9013-3.

7003-1 *Cover Sheet*

An Adversary Cover Sheet in the form prescribed by the Administrative Office of the United States Courts must be completed and filed with each complaint.

7026-1 *Discovery - General*

Subsections (a), (d) and (f) of FED. R. BANKR. P. 7026 do not apply in contested matters.

7026-2 *Discovery - Return of Material*

After final determination of any action, counsel or parties shall have thirty (30) days within which to withdraw discovery material. In the event the discovery material is not withdrawn, the Clerk may, without notice, destroy or otherwise dispose of the discovery material.

7056-1 *Summary Judgment*

- a. **Statement of Undisputed Facts.** Every motion for summary judgment pursuant to FED. R. BANKR. P. 7056 shall be accompanied by a Statement of material facts which the moving party contends are undisputed. Each fact shall be stated in a separate, numbered paragraph. Each fact shall be supported by specific citation to material allowed by Rule 56(c) that establishes the fact. After each paragraph, a blank space shall be provided reasonably calculated to enable the non-moving party to respond to the assertion that the fact is undisputed.
- b. **Response.** Any party opposing the motion for summary judgment must respond to each fact set forth by the movant by either (1) agreeing that the fact is undisputed; (2) agreeing that the fact is undisputed for the purpose of summary judgment only; or (3) demonstrating that the fact is disputed by specific citation to material allowed by Rule 56(c). Each disputed fact must be demonstrated on the document provided by the movant or on another document in which the respondent has reproduced the facts and citations verbatim as set forth by the movant. This response shall be filed with the papers in opposition to the motion for summary judgment.
- c. **Additional Statement and Reply.** The party responding may file an Additional Statement of other material facts the respondent contends are undisputed. This Additional Statement shall be prepared in the same format as the movant's Statement. The moving party shall reply to the facts in the Additional Statement in the same format as specified above. The reply of the moving party shall be filed at the same time as any reply brief or memorandum.

7067-1 *Registry Funds*

- a. **Orders Directing Deposit.** All orders for the deposit of registry funds shall contain the following:
 - (1) the amount to be invested;
 - (2) a designation of the financial institution located in Nashville, Tennessee where the funds are to be deposited; and
 - (3) the type of account to be used.

- b. **Orders Directing Disbursement.** All orders directing disbursement of registry funds shall contain the following:
- (1) the name, address and employer identification number or social security number of each party receiving disbursement; and
 - (2) a provision which directs the Clerk to deduct from the income earned on the investment a fee, as set by the Director of the Administrative Office and authorized by the Judicial Conference of the United States.
- c. **Service of Order on the Clerk.** A copy of the signed order directing deposit of registry funds and the funds to be deposited and a copy of any order directing disbursement of registry funds shall be delivered by the movant to the Clerk or the Chief Deputy in Room 200, Second Floor, Customs House, 701 Broadway, Nashville, Tennessee.

PART VIII

Reserved

PART IX

GENERAL PROVISIONS

9004-2 *Caption - Papers, General*

- a. **In General.** All papers for filing must include in the caption the bankruptcy case number, the chapter of the case, and the name of the Judge to whom the case is assigned. The caption shall include a title that summarizes or describes the content of the document.
- b. **Adversary Proceedings.** In addition to the requirements immediately above, the caption for all papers filed in adversary proceedings must include the adversary proceeding number.

9010-1 *Attorneys - Notice of Appearance*

Contemporaneously with the first filing of any paper, an attorney representing any party-in-interest shall file a Notice of Appearance, except that an attorney who has signed the original complaint, petition or notice of removal is not required to file a Notice of Appearance. The Notice of Appearance must include the attorney's name, mailing address, phone number, fax number and email address, if available. An attorney requesting a change of address for the attorney's office shall file a written notice.

9011-2 *Pro Se Parties*

- a. **Corporations and Partnerships.** A corporation or partnership may not appear without counsel in any case or proceeding, except that it may file a proof of claim or a reaffirmation agreement, if signed by an authorized officer or agent.
- b. **Individuals.** Any individual representing himself or herself without an attorney must appear personally for all purposes. Except as provided below in this rule, the representation of an individual may not be delegated to any other individual other than an attorney.
- c. **Compliance with Rules.** Any individual appearing without an attorney is required to comply with these Local Bankruptcy Rules, the Federal Rules of Bankruptcy Procedure and the Federal Rules of Evidence.
- d. **Child Support Creditors and Representatives.** A child support creditor or representative may appear and intervene in cases and proceedings upon the filing of the form attached as Appendix F.

9013-1 *Motion Practice*

- a. **“After Notice and a Hearing.”** Whenever Title 11 of the United States Code, any rule or any order authorizes an act “after notice and a hearing” or similar phrase or whenever notice of a proposed action is otherwise required:
- (1) Movant shall file and serve a motion together with a **NOTICE** in the form of Appendix G on the parties required to receive notice and file a certificate of service pursuant to LBR 9013-3. Every NOTICE under this rule shall be accompanied by a copy of the proposed order the movant will submit in the event no response to the motion is filed. With respect to an agreed order, the parties to the agreed order shall file and serve the motion and NOTICE in the form of Appendix G with a copy of the proposed agreed order attached as an exhibit.
 - (2) **The hearing date and time and last day to file responses must be included in the NOTICE.** The hearing date shall be obtained from the Clerk’s office or the Court’s web site at <www.tnmb.uscourts.gov>. Hearings in Chapter 12 and Chapter 13 cases may only be scheduled for Chapter 13 hearing dates. Hearings in all other cases may not be scheduled for a Chapter 13 hearing date. Unless Title 11 of the United States Code, the Federal Rules of Bankruptcy Procedure or these local rules provide otherwise, the NOTICE shall provide for a twenty (20) day response period to run from the placing of the NOTICE in the U.S. mail, postage prepaid. The hearing date shall be no sooner than **ten (10)** business days after the last day to file responses. Departure from this rule requires compliance with LBR.9075-1.
 - (3) The NOTICE served pursuant to this rule is not effective unless the NOTICE includes the deadline for filing responses and the date, time and place of the hearing on any response that may be filed.
 - (4) **Any response to a motion shall state prominently the deadline for filing responses, the date of the scheduled hearing and a description of the motion or NOTICE to which it relates.** An objection to a motion filed under this rule may be overruled if the response does not include the deadline for filing responses and the date of the scheduled hearing.
 - (5) If a timely response is filed, the hearing will be held at the date and time in the Notice. No further notice of the hearing date is required. If a timely response is filed, LBR 9014-1 shall apply.
 - (6) If a timely response is filed and the contested matter is subsequently resolved on the merits by agreement of all parties, an agreed order will excuse attendance at the hearing date only if it is filed no later than Noon on the third business day prior to the hearing date. Otherwise, announcement of an agreement resolving the merits of a

contested matter may be made by counsel at the first call of the docket on the hearing date.

- (7) **The failure to file and serve a timely response shall be deemed a statement of no opposition to the relief requested.**
- (8) If no timely response is filed, movant or the parties to an agreed order shall file the original of the order or agreed order exhibited in the NOTICE no later than five (5) days after the hearing date. If no timely response is filed, movant or the parties to an agreed order are excused from attendance at the hearing date. If no timely response is filed, LBR 9014-1 shall not apply.
- (9) After the order or agreed order has been signed and received for entry, the party submitting the order or agreed order shall serve a copy of the signed order on the parties required to receive notice. This requirement of separate service of the signed order is waived if the NOTICE mailed pursuant to paragraph (1) of this rule included a copy of the order or agreed order and no timely response was filed.

b. Exclusions and Modifications.

- (1) **Exclusions.** LBR 9013-1a shall not apply to the following motions:
 - (a) Motions to Convert Chapter 12 or Chapter 13 Cases filed by the Trustee
 - (b) Motions to Dismiss Chapter 12 or Chapter 13 Cases filed by the Trustee
 - (c) Motions and agreed orders for Relief from Stay under § 362(d)
 - (d) Motions in a case controlled by a separate case management order
 - (e) Motions in adversary proceedings, except motions for default judgment
- (2) **Modifications.** LBR 9013-1a is modified to include the additional requirements provided in the following rules:
 - (a) LBR 2014-1 Notice of Employment Application
 - (b) LBR 2016-1 Notice of Fee Application
 - (c) LBR 2082-1 Motions to Modify or Amend Chapter 12 Plans
 - (d) LBR 3007-1 Objections to Claims
 - (e) LBR 3011-1 Unclaimed Funds
 - (f) LBR 3015-2 Motions to Modify or Amend Chapter 13 Plans
 - (g) LBR 6007-1 Notice of Abandonment

9013-2 *Briefs and Memoranda of Law*

- a. **Time for Filing.** When a timely response is filed in any contested matter and a hearing is scheduled, parties to the contested matter may submit briefs or memoranda of law no later than two (2) business days prior to the hearing.
- b. **Citations.** Currently, the Court has access to Westlaw and Lexis. Any citation to any document that is in a format that allows retrieval from Westlaw or Lexis is acceptable. Otherwise, a copy of the cited document must be provided.

9013-3 *Certificate of Service*

- a. **In General.** when the United States Code, Federal Rules of Bankruptcy Procedure or these Local Rules require a party to provide notice or to serve papers, the responsible party shall file a certificate of service within three (3) business days after giving notice or making service.
- b. **Contents of Certificate.** The certificate shall state the manner in which notice or service was effected and shall include the names and addresses of all parties served. A copy of the notice or papers served shall be attached to the certificate. For Chapter 12 and 13 cases, the certificate shall also include the total number of parties served.

9014-1 *Contested Matters*

- a. **Pretrial Orders and Conferences.** Unless provided otherwise in a notice or order, pretrial orders and pretrial conferences are not required in contested matters. At any time, any party may file a motion requesting a pretrial conference.
- b. **Response Required.** In all contested matters not controlled by a NOTICE under LBR 9013-1 in which no order or notice provides otherwise, any party in opposition to the relief requested shall file and serve a response denominated as an “answer” or “objection” on or before the earlier of ten (10) days after service of the paper commencing the contested matter or five (5) days before any scheduled hearing of the contested matter. **The failure to file and serve a timely response shall be deemed a statement of no opposition to the relief requested. If no timely response is filed, LBR 9014-1c shall not apply.**
- c. **Required Disclosures and Pretrial Disclosures.** When a timely response has been filed, discovery in all contested matters shall include the following:
 - (1) **Required Disclosures.** Without waiting for a discovery request, every party shall provide to every other party the information listed below. A party shall make these Required Disclosures based on the information then reasonably available and is not excused from these Required Disclosures because it has not fully completed its

investigation or because it challenges the sufficiency of another party's disclosure or because another party has not made its disclosure.

- (a) The name, address and telephone number of each individual likely to have discoverable information relevant to the contested matter, identifying the subject(s) of the information;
 - (b) A copy of, or a description by category and location of, all documents, data compilations and tangible things in the possession, custody or control of the party that are relevant to the contested matter;
 - (c) The identity of any person who may be used at trial as an expert witness under Rules 702, 703 or 705 of the Federal Rules of Evidence. This disclosure shall be accompanied by a written report prepared and signed by the witness. The report shall contain a complete statement of all opinions to be expressed and the basis and reasons therefor; the data or other information considered by the witness in forming the opinions; any exhibits to be used as a summary of or support for the opinions; the qualifications of the witness; the compensation to be paid for the testimony and a listing of any other cases in which the witness has testified as an expert at trial or by deposition within the preceding four years.
 - (d) The disclosures required in paragraphs (a) and (b) shall be completed no later than five (5) days after service of the response or two (2) business days prior to the hearing, whichever occurs first. The disclosures required in paragraph (c) shall be completed no later than ten (10) days after service of the response or two (2) business days prior to the hearing, whichever occurs first.
- (2) **Pretrial Disclosures.** In addition to the disclosures required by paragraph (1) above, every party shall provide to every other party two (2) business days prior to the hearing the following information regarding evidence it may present at a hearing or trial (other than solely for impeachment purposes):
- (a) The name, address and telephone number of each witness the party expects to present or may call if the need arises;
 - (b) A copy of the transcript of testimony or affidavit of any witness whose testimony will be offered in that form;
 - (c) A list and copy, with appropriate identification, of each document or other exhibit a party expects to offer or may offer as evidence.

- d. **Notice of Estimated Time for Trial.** When it appears that a contested matter will require in excess of one-half day for hearing or trial, counsel shall advise the Courtroom Deputy for the Judge assigned to the case.
- e. **First Time Continuances in Contested Matters.** Except with respect to stay relief addressed by LBR 4001-1, the agreement of all parties to continue for the first time a hearing in a contested matter (but not in adversary proceedings) excuses the attendance of counsel at the first scheduled hearing of the contested matter if:
- (1) A Joint Motion for First Continuance *and* an Agreed Order for First Continuance are filed no later than Noon on the fourth business day prior to the date of the scheduled hearing;
 - (2) The agreed order specifies the date, time and place for the continued hearing of the contested matter;
 - (3) If the contested matter arises in a Chapter 13 case, the agreed order is signed by the Chapter 13 trustee.

In the alternative, announcement of the agreement of all parties to continue for the first time a hearing in a contested matter may be made by counsel at the first call of the docket on the hearing date if a Joint Motion and Agreed Order as described above are filed no later than Noon of the third business day after the first hearing date.

9018-1 *Secret, Confidential, Scandalous or Defamatory Matter*

To file a document under seal, other than an ADR submission pursuant to LBR 9019-2, the following procedure must be followed:

- a. **Sealing Original Material.** The original material must be sealed in an envelope with the caption (case name, case number, adversary proceeding number (if applicable) and title of document) on the front of the envelope. **No copies of sealed material shall be filed.**
- b. **Motion and Proposed Order.** The sealed material must be accompanied by a motion and proposed order directing the Clerk to place the material under seal. The proposed order shall identify the parties, if any, who may have access to material that is under seal and under what circumstances. If an order sealing material has been entered, a copy of that order shall accompany the sealed material delivered to the Clerk.
- c. **File with Clerk or Chief Deputy.** Material under seal must be filed with the Clerk or Chief Deputy personally. Material filed under seal will not be accepted at the counter and cannot be filed in the drop box.

- d. **Access to Sealed Material.** Access to material that is under seal for parties not already authorized shall be by motion. An order granting access must be presented to the Clerk or Chief Deputy at the time of access.

9019-2 *Alternative Dispute Resolution*

Pursuant to 28 U.S.C. §§ 471, 473(a)(6) and 651-58, and FED. R. BANKR. P. 7016(c)(9), the United States Bankruptcy Court for the Middle District of Tennessee has created an Alternative Dispute Resolution Program (“ADR Program”). The ADR Program is contained in a lengthy separate document known as “The ADR Program for the United States Bankruptcy Court for the Middle District of Tennessee.” That document is available at the Court’s web site, <www.tnmb.uscourts.gov>, and from a copy service designated by the Court. The ADR Program is part of the Local Bankruptcy Rules and may be cited as LBR 9019-2 . The ADR Program is experimental and may be modified from time to time.

9029-1 *Local Rules - General*

- a. **Effective Date.** These Local Bankruptcy Rules shall take effect **April 4, 2003**.
- b. **Citation to Local Rules.** The Local Rules of the United States Bankruptcy Court for the Middle District of Tennessee shall be cited as LBR (number of rule).

9070-1 *Exhibits*

After final determination of any matter or proceeding, parties shall have thirty (30) days within which to withdraw exhibits. In the event the exhibits are not withdrawn, the Clerk may, without notice, dispose of the exhibits.

9072-1 *Orders - Proposed*

- a. **Filing of Proposed Orders.** All orders orally announced in court shall be prepared by the attorney for the prevailing party and filed within five (5) days.
- b. **Approved for Entry.** All proposed orders shall be “Approved for Entry” by the signature of the preparing attorney.

9075-1 *Emergency Orders - Expedited Motions and Orders*

- a. **When appropriate.** Expedited motions and orders are those rare matters requiring action on notice shorter than that fixed by the Federal Rules of Bankruptcy Procedure or by LBR 9013-1 or 9014-1. Expedited orders include orders when all notice requirements have been satisfied, a hearing has been held, or the matter has been resolved by agreement or otherwise and immediate entry of an order is imperative.

- b. **Obtaining Expedited Relief.** A request for expedited relief will be specially handled by the Clerk's office only if the request is by motion captioned, "**Expedited Motion,**" and the motion is in the following form:
- (1) Paragraph one shall state the expedited relief requested.
 - (2) Paragraph two shall explain why there is urgency, including what deadline or event precludes the giving of routine notice or requires accelerated processing of the motion or order.
 - (3) Paragraph three shall state to whom, when and how notice of the expedited motion was given.
 - (4) Paragraph four shall contain the movant's suggestion of when the expedited motion can or should be set for hearing, or an explanation why no hearing is required.
 - (5) Paragraph five shall contain any other statement or argument in support of the motion.
- c. **Proposed Expedited Order.** Every expedited motion shall be accompanied by a proposed order captioned, "**Expedited Order.**" If the motion requests a hearing, the proposed order shall include appropriate blanks for the Clerk to insert the date, time and location of the hearing. Under the signature line on the proposed order, movant shall provide a phone number that is answered by a person and a facsimile number.
- d. **Service of Expedited Order.** The movant shall immediately serve the Expedited Order by hand delivery, facsimile or other means reasonably calculated to give immediate notice.

UNITED STATE BANKRUPTCY COURT
FOR THE MIDDLE DISTRICT OF TENNESSEE

LOCAL RULES OF COURT

APPENDICES

**Amended and Restated as of
April 4, 2003
With Technical Revisions 1/27/04**

APPENDICES

MATRIX GUIDELINES

Matrix address entries shall contain only one entry across, i.e., a one-column matrix. See sample attached. Each matrix entry shall consist of the name of the addressee and up to three lines containing the actual address.

GENERAL GUIDELINES FOR COMPLETION OF A MATRIX

Line 1: If an addressee requires an attention line or a reference line, this information is typed on the first line preceded by **Attn:** or **Re:**. The **attention** line is used to identify a person in a firm to whom the mail is to be directed. The **reference** line will identify the party with the claim in the case.

Line 2: Following the attn: or re: line is the name of the firm, company or addressee. If the addressee is an individual, complete the address in the last name first format. At the end of the name of the addressee, the code reflecting the type of creditor must be placed in parentheses. The code will not appear on the mail. The codes are: **(D)** debtor, **(S)** secured creditor, **(U)** unsecured creditor, **(DA)** debtor's attorney, **(A)** all other parties requiring notice, **(P)** priority creditor, **(E)** equity security holder.

Line 3: The next line of the address consists of the street number and name plus the room or suite number, using the standard abbreviations below.

Line 4: The last line has the city, state and zip code.

SPECIFIC INSTRUCTIONS

TYPE ADDRESSES IN ALL CAPITAL LETTERS - one space only between city and state and zip code. **Do not use any punctuation** except when individual names are entered, last name, first name.

Do not use the letter "o" in place of zero or "l" in place of one.

DELETE "THE" FROM BEGINNING OF BUSINESSES: "the bone & joint clinic" becomes "bone & joint clinic." Businesses with an individual's first and last name in the title are typed as they are listed.

Dr. or Mr. at the beginning of names: "Dr. John Smith" becomes "Smith, Dr John."

Titles (Jr, Sr, III, etc) are at end of last name: "John Smith, III" becomes "Smith III, John."

Do not use titles of buildings as part of the address - use street address.

USE ONLY POST OFFICE BOX NUMBERS when both street numbers and post office box numbers are given.

CHANGE NUMERICAL STREETS FROM WORDS (second) to numerical (2nd).

DIRECTIONALS (N, S, etc.) Are at the end of the street name i.e. N Spring St is Spring St N.

STREET ADDRESSES AND ROOM OR SUITE NUMBERS ARE ON ONE LINE.

COURTS ARE ENTERED WITH CITY, STATE OR COUNTY FIRST: Davidson Co General Sessions Court.

GOVT AGENCIES for a city or district are entered with the name of the city or district first: Lebanon City Water Dept. Addresses using "U. S." or United States in the name are to be entered as "US" with no space or periods.

TENNESSEE STATE AGENCIES/ENTITIES are entered with the name of the agency/entity on line one (reference/attention line).

BUSINESSES with an individual's first and last name in the title are typed as they are listed.

SAMPLE MATRIX

CASE NO. 390-06003

JOHNSON, SHEILA LOIS (D)
102 CLEAR SPRINGS RD
MURFREESBORO TN 37130

ATTORNEY, I M (DA)
18 PUBLIC STATION RD
NASHVILLE TN 37206

ASSOCIATES FINANCIAL SVCS (S)
PO BOX 1106
NASHVILLE TN 37228-1106

RE: NEIMAN MARCUS
CREDIT CONTROL SVC (U)
PO BOX 2163
MURFREESBORO TN 37130

ATTN: TN DEPT OF REVENUE
TN ATTY GENERAL'S OFFICE BANKR DIV
PO BOX 20207
NASHVILLE TN 37202-0207

SMITH MD, HOWARD (U)
MURFREESBORO MEDICAL
1004 N HIGHLAND AVE
MURFREESBORO TN 37130

UPTOWN MOTORS (S)
323 SE BROAD ST
MURFREESBORO TN 37130

STANDARD ABBREVIATIONS

STATES:

ALABAMA	AL	ALASKA	AK	AMERICAN SAMOA	AS
ARIZONA	AZ	ARKANSAS	AR	CALIFORNIA	CA
COLORADO	CO	CONNECTICUT	CT	DELAWARE	DE
DIST OF COL	DC	MICRONESIA	FM	FLORIDA	FL
GEORGIA	GA	GUAM	GU	HAWAII	HI
IDAHO	ID	ILLINOIS	IL	INDIANA	IN
IOWA	IA	KANSAS	KS	KENTUCKY	KY
LOUISIANA	LA	MAINE	ME	MARSHALL ISLANDS	MH
MARYLAND	MD	MASSACHUSETTS	MA	MICHIGAN	MI
MINNESOTA	MN	MISSISSIPPI	MS	MISSOURI	MO
MONTANA	MT	NEBRASKA	NE	NEVADA	NV
NEW HAMPSHIRE	NH	NEW JERSEY	NJ	NEW MEXICO	NM
NEW YORK	NY	NORTH CAROLINA	NC	NORTH DAKOTA	ND
N MARIANA ISL	MP	OHIO	OH	OKLAHOMA	OK
OREGON	OR	PALAU	PW	PENNSYLVANIA	PA
PUERTO RICO	PR	RHODE ISLAND	RI	SOUTH CAROLINA	SC
SOUTH DAKOTA	SD	TENNESSEE	TN	TEXAS	TX
UTAH	UT	VERMONT	VT	VIRGINIA	VA
VIRGIN ISLANDS	VI	WASHINGTON	WA	WEST VIRGINIA	WV
WISCONSIN	WI	WYOMING	WY		

STREET TYPE SUFFIX ABBREVIATIONS:

AVENUE	AVE	BOULEVARD	BLVD	BRANCH	BR	BRIDGE	BRG
BYPASS	BYP	CENTER	CTR	CIRCLE	CIR	CORNER	COR
COVE	CV	COURT	CT	CROSSING	XING	DRIVE	DR
ESTATE	EST	EXPRESSWAY	EXPY	EXTENSION	EXT	FALLS	FALL
FERRY	FRY	FREEWAY	FWY	HEIGHTS	HTS	HIGHWAY	HWY
ISLAND	IS	JUNCTION	JCT	LANDING	LNDG	LANE	LN
MANOR	MNR	MEADOW	MDWS	MISSION	MSN	MOUNT	MT
MOUNTAIN	MTN	ORCHARD	ORCH	PARKWAY	PKY	PIKE	PIKE
PLACE	PL	PLAZA	PLZ	POINT	PT	PRAIRIE	PR
RIDGE	RDG	RIVER	RIV	ROAD	RD	SPRING	SPG
SQUARE	SQ	STATION	STA	STREET	ST	TERRACE	TER
TRACE	TRCE	TRAIL	TRL	TURNPIKE	TPKE	VILLAGE	VLG

BUILDING TYPE ABBREVIATIONS:

APARTMENT	APT	BUILDING	BLDG	BASEMENT	BSMT	DEPARTMENT	DEPT
FLOOR	FL	HANGER	HNGR	LOT	LOT	PENTHOUSE	PH
PIER	PIER	ROOM	RM	SUITE	STE	SLIP	SLIP
STOP	STOP	TRAILER	TRLR	UNIT	UNIT		

DIRECTIONAL ABBREVIATIONS:

NORTH	N	SOUTH	S	EAST	E	WEST	W
NORTHEAST	NE	NORTHWEST	NW	SOUTHEAST	SE	SOUTHWEST	SW

IN THE UNITED STATES BANKRUPTCY COURT FOR THE
MIDDLE DISTRICT OF TENNESSEE

IN RE: _____)
)
) CASE NO.: _____)
) CHAPTER _____)
 Debtors.) JUDGE _____)

AMENDED MONTHLY FAMILY BUDGET and STATEMENT OF IMPACT

<u>EXPENSES</u>	<u>OLD</u>	<u>NEW*</u>	<u>INCOME</u>	<u>OLD</u>	<u>NEW*</u>
Date of Budget	_____	_____			
Rent/Mortgage Payment	_____	_____	Debtor's Net Pay:	_____	_____
Utilities:			Spouse's Net Pay:	_____	_____
Elec. _____	_____	_____	Regular Other		
Water _____	_____	_____	Income:	_____	_____
Heat _____	_____	_____	Support/Alimony:	_____	_____
Tele. _____	_____	_____			
Trash _____	_____	_____	Pension/SS/VA:	_____	_____
Cable _____	_____	_____			
TOTAL UTILITIES:	_____	_____	Misc. Income:	_____	_____
Food	_____	_____			
Clothing	_____	_____	TOTAL INCOME:	_____	_____
Laundry & Dry Cleaning	_____	_____	Total Expenses:	_____	_____
Newspapers, Books, etc.	_____	_____	Plan Payment:	_____	_____
Medical & Dental	_____	_____	TOTAL EXPENSES PLUS		
Transportation	_____	_____	PLAN PAYMENT:	_____	_____
Insurance (not deducted from wages)			Difference:	_____	_____
Auto _____	_____	_____	<u>DEPENDENTS</u>		
Life _____	_____	_____			
Home _____	_____	_____	<u>STATEMENT OF IMPACT</u>		
Renters _____	_____	_____	Duration of Plan	_____	_____
Other _____	_____	_____	Dividend to U/S	_____	_____
TOTAL INSURANCE:	_____	_____	Change in treatment of secured creditors:	_____	_____
Taxes (not deducted from wages)	_____	_____	_____	_____	_____
Child Support	_____	_____	_____	_____	_____
Home Maintenance	_____	_____	_____	_____	_____
Other Monthly Expenses (Explain)	_____	_____	DEBTOR(S) SIGNATURE(S)		

TOTAL MONTHLY EXPENSES:	_____	_____	_____		

*In the space below or on the back, explain any increase or decrease that exceeds 10%.

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE MIDDLE DISTRICT OF TENNESSEE**

IN RE:

CASE NO.

SSN:

Debtor(s).

NOTICE OF FILING OF PROOF OF CLAIM BY DEBTOR [TRUSTEE]

NOTICE IS HEREBY GIVEN that on _____ [date] _____ the debtor [trustee], [through counsel,] has filed a proof of claim pursuant to Federal Rules of Bankruptcy Procedure 3004 for the following creditor(s):

[Name and address of creditors and amount of claim]

The deadline for filing claims is _____ [date] _____, except that the deadline for filing claims by a governmental unit is _____ [date] _____. ~~If the deadline for filing claims has not expired, a claim filed by the creditor pursuant to Federal Rules of Bankruptcy Procedure 3002(c) or 3003(c) shall supersede the proof of claim filed by the debtor [trustee].~~

Dated:

LLOYD C. RAY, JR., CLERK

By: _____
Deputy Clerk

A copy of this Notice shall be mailed by the Clerk to the Debtor, Attorney for debtor, Trustee and the above-listed Creditor.

APPENDIX C

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE MIDDLE DISTRICT OF TENNESSEE**

In re:)
)
[dr name]) CASE NO.
[jt name])
[address])
Debtor(s).)
)

MOTION TO WITHDRAW UNCLAIMED FUNDS

[Name of applicant], [through counsel], moves this Court for an order directing the Clerk to remit to the applicant the sum of [\$], which was deposited into the Treasury of the United States as unclaimed funds for [name of individual or entity for whom funds are on deposit] (“Claimant”).

Applicant certifies, under penalty of perjury, that:

- (1) Applicant has conducted a reasonable investigation.
- (2) The money on deposit with the Treasury of the United States is owed to the Claimant.
- (3) The funds sought have not been paid to the Claimant or to any agent on the Claimant’s behalf.
- (4) Applicant is the Claimant; or Applicant has authority to collect the funds on behalf of the Claimant as evidenced by the attached Power of Attorney or other proof that Applicant is an authorized representative for the Claimant.
- (5) No other motion is pending for recovery of the same unclaimed funds.
- (6) Applicant has complied fully with the requirements of 28 U.S.C. § 2042.

Dated:

[Attorney for Applicant]
[Address]
[Phone number]

CERTIFICATE OF SERVICE

I hereby certify that on the _____ day of _____, _____, I mailed a copy of the foregoing to the U.S. Attorney, 110 Ninth Avenue, South, Suite A-961, Nashville, Tennessee 37203-3870, the U.S. Trustee, 701 Broadway, Customs House Suite 318, Nashville, Tennessee 37203, [name of debtor(s)], [address], [name of debtor's attorney], [address], [name of trustee], [address], and [name of Claimant], [address].

[Attorney for Applicant]

Attachments:

- (1) **Power of Attorney** or other proof if Claimant is represented by an agent or attorney.
- (2) **Proof of identity:** If Applicant is the Claimant and if the Claimant is an individual, a copy of the individual's driver's license or other photo identification.
- (3) **Proof that the funds are owed to the Claimant:** Any supporting documentation that proves the claimant is entitled to the funds requested. This can be in the form of a copy of the proof of claim, the trustee's report of unclaimed funds, or the order of distribution.
- (4) **Notice of Motion** pursuant to LBR 9013-1 (Appendix G).

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE MIDDLE DISTRICT OF TENNESSEE**

IN RE: _____)
)
) CASE NO. _____)
) CHAPTER _____)
 Debtor(s).) JUDGE _____)

DISCHARGE AFFIDAVIT

1. I, _____ (attorney's name), am an attorney admitted to practice before this court. I am attorney for the debtor(s) in this bankruptcy case.

2. I have fully advised the debtor(s) about the effects of discharge and have discussed with the debtor(s) the following:

(a) The discharge in bankruptcy releases a debtor from personal liability for most debts listed on the schedules filed with the court. The discharge is a court order that says the debtor cannot be forced to pay those debts. A discharged debt is gone forever—it can never be collected personally from the debtor. Creditors cannot even ask a debtor to pay a debt that has been discharged. Creditors are forbidden to personally contact a debtor at home or work; they cannot obtain judgments against a debtor; they cannot execute on property of a debtor; they cannot garnish a debtor's wages or take any other action to collect a debt. Creditors cannot harass a debtor for having filed bankruptcy. If a creditor tries to collect a discharged debt, the debtor should immediately contact his or her attorney so that appropriate legal action can be taken against the creditor.

(b) There are exceptions to the discharge in bankruptcy. Debts which may not be discharged in a Chapter 7 case include: most taxes or debts incurred to pay taxes; child support, alimony, or debts incurred in connection with a divorce or separation agreement; student loans; court-ordered fines and restitution; debts obtained through fraud or deception; and personal injury debts caused by driving while under the influence of alcohol or drugs. These debts remain the debtor's personal obligations. A Chapter 7 discharge may be denied entirely if the debtor destroys, transfers or conceals property; destroys, conceals or falsifies records; or makes a false oath.

(c) In a Chapter 13 case, all debts are discharged except: alimony and child support; long-term obligations, like home mortgages; criminal restitution and fines; personal injury debts caused by driving while under the influence of alcohol or drugs; and student loans.

(d) A debtor can receive a Chapter 7 discharge only once every six (6) years. The fact that a person filed bankruptcy can appear on a credit report for as long as ten (10) years. Filing bankruptcy may affect a debtor's ability to obtain credit. The discharge does not affect any debt incurred after the bankruptcy case was filed.

3. I have fully advised the debtor(s) about the effect of a reaffirmation agreement (if applicable) and the consequences of default under a reaffirmation agreement and have discussed with the debtor(s) the following:

(a) After filing bankruptcy, the debtor may choose to become obligated again to a creditor. The only way to do this is for the debtor to make a new written agreement with the creditor called a "Reaffirmation Agreement." Reaffirming a debt means the debtor signs

and files with the court a legally enforceable document in which the debtor makes a new promise to pay all or part of a debt. Signing a reaffirmation agreement forfeits the debtor's right to discharge that debt. Most reaffirmation agreements must be filed with the court within 60 days after the meeting of creditors.

(b) Reaffirmation agreements are strictly voluntary—they are not required by the Bankruptcy Code or by any other state or federal law. Nobody can force the debtor to sign a reaffirmation agreement. If the debtor signs a reaffirmation agreement, the debtor becomes personally liable again for that debt notwithstanding the discharge of other debts. The debtor can voluntarily choose to repay a debt after bankruptcy without signing a reaffirmation agreement.

(c) Debtors should only consider reaffirmation of a secured debt where the value of the collateral or security equals or exceeds the amount of the debt and the payments are reasonable and do not impose an undue burden on the debtor or the debtor's dependents.

(d) Debtors should rarely, if ever, reaffirm an unsecured debt that would otherwise be dischargeable in the bankruptcy case.

(e) If the debtor signs a reaffirmation agreement, the debtor can cancel that agreement at any time before the court issues the debtor's discharge **or** within 60 days after the reaffirmation agreement is filed with the court, whichever is later. To cancel a reaffirmation agreement, the debtor should contact the creditor in writing. If the debtor reaffirms a debt and fails to make the payments required by the reaffirmation agreement, the creditor can take action against the debtor to recover any property that is security for the loan and the debtor will be personally liable for any remaining debt.

APPENDIX E-3

(f) If the debtor does not reaffirm a secured debt, the debtor will probably be required to surrender the property that is collateral or security for the debt. Upon surrender of the property to the creditor, the debtor has no personal liability to the creditor. Some debtors may be able to redeem property that is security for a debt by paying the creditor the fair market value of the property.

4. I have fully advised the debtor(s) of the relief available under the Bankruptcy Code and have discussed with the debtor(s) the following:

(a) The debtor has a choice of chapters of the Bankruptcy Code and must select the chapter that best suits the debtor's needs. Even if the debtor has already filed for relief under a particular chapter, the debtor may be eligible to convert the case to another chapter.

(b) Chapter 7 is the liquidation chapter of the Bankruptcy Code. Under Chapter 7, a trustee is appointed to collect and sell all property of the debtor that is not exempt.

(c) Chapter 11 is the reorganization chapter most commonly used by businesses, but it is also available to individuals. In Chapter 11, creditors vote whether to accept or reject a plan. The Chapter 11 debtor normally remains in control of property of the estate, but the court can order the appointment of a trustee to replace the debtor.

(d) Chapter 12 offers bankruptcy relief to family farmers. Family farmers must propose a plan to repay creditors over a three-to-five year period. Plan payments are made through a Chapter 12 trustee who also monitors the debtor's farming operations during the plan.

(e) Chapter 13 permits individuals to keep their property by repaying creditors out of future income. Each Chapter 13 debtor must propose a plan to pay creditors some or all of their debts in a three-to-five year period. Debtors must pay the Chapter 13 trustee the amounts required by their plan. Debtors receive a discharge after they complete their repayment plan. Chapter 13 is only available to individuals with regular income whose unsecured debts and secured debts are each less than the statutory amount.

5. I have informed the debtor(s) that he/she/they has (have) fulfilled the requirements of the Bankruptcy Code and, as of the date of the entry of the discharge order, will receive the fresh start envisioned by the Code. I have further urged the debtor(s) to avoid incurring debt that would again place the debtor(s) in need of protection under bankruptcy law.

(Debtor's Attorney)

State of _____)
County of _____)

Sworn to and subscribed before me this
_____ day of _____,
20____.

Notary Public

My commission expires: _____

**IN THE UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE**

IN RE:

CASE NO.
CHAPTER
JUDGE

Debtor
Address:
SSN or EIN:

APPEARANCE OF CHILD SUPPORT CREDITOR* OR REPRESENTATIVE

I certify under penalty of perjury that I am a child support creditor* of the above-named debtor, or the authorized representative of such child support creditor, with respect to the child support obligation which is set out below.

CHILD SUPPORT CREDITOR

REPRESENTATIVE (if different from creditor)

Name:
Address:

Telephone Number:

Date: _____

Name:
Organization:
Address:

Telephone Number:

Child Support Creditor* or Authorized Representative

Summary of Child Support Obligation

Amount in arrears:
\$ _____

Amount currently due per week or per month
on a continuing basis:
\$ _____
(per week) (per month)

If Child Support has been assigned:

Amount of Support which is owed
under assignments:

\$ _____

Amount owed primary child support
creditor (balance not assigned):

\$ _____

Attach an itemized statement of account

* Child support creditor includes both the creditor to whom the debtor has a primary obligation to pay child support as well as any entity to whom such support has been assigned, if assigned pursuant to Section 402(a)(26) of the Social Security Act or assigned to the Federal Government or to any State or political subdivision of the State.

IN THE UNITED STATES BANKRUPTCY COURT FOR THE MIDDLE DISTRICT OF TENNESSEE

In re:

Case No.

Debtors.

**THE DEADLINE FOR FILING A TIMELY RESPONSE IS: [response date]
IF A RESPONSE IS TIMELY FILED, THE HEARING WILL BE: [hearing date, time, place (including
courtroom and Address)]**

NOTICE OF MOTION TO [caption of motion]

[Name of movant] has asked the court for the following relief: **[brief description of relief requested]**.

YOUR RIGHTS MAY BE AFFECTED. If you do not want the court to grant the attached motion by entering the attached order, or if you want the court to consider your views on the motion, then on or before **[response date]**, you or your attorney must:

1. File with the court your response or objection explaining your position. **PLEASE NOTE: THE BANKRUPTCY COURT FOR THE MIDDLE DISTRICT OF TENNESSEE REQUIRES ELECTRONIC FILING. ANY RESPONSE OR OBJECTION YOU WISH TO FILE MUST BE SUBMITTED ELECTRONICALLY. TO FILE ELECTRONICALLY, YOU OR YOUR ATTORNEY MUST GO TO THE COURT WEBSITE AND FOLLOW THE INSTRUCTIONS AT: <<https://ecf.tnmb.uscourts.gov>>.**

If you need assistance with Electronic Filing you may call the Bankruptcy Court at (615) 736-5584. You may also visit the Bankruptcy Court in person at: 701 Broadway, 1st Floor, Nashville, TN (Monday - Friday, 8:00 A.M. - 4:00 P.M.).

2. **Your response must state that the deadline for filing responses is [response date], the date of the scheduled hearing is [hearing date] and the motion to which you are responding is [caption of motion].**
3. You must serve your response or objection **by electronic service through the Electronic Filing system** described above. You must also mail a copy of your response or objection to:

[names and addresses of others to be served, if any]

If a response is filed before the deadline stated above, the hearing will be held at the time and place indicated above. **THERE WILL BE NO FURTHER NOTICE OF THE HEARING DATE.** You may check whether a timely response has been filed by calling the Clerk's office at (615) 736-5584 or viewing the case on the Court's website at <<https://ecf.tnmb.uscourts.gov>>.

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

Date:

Signature: _____

Name:

Address:

IN THE UNITED STATES BANKRUPTCY COURT FOR THE MIDDLE DISTRICT OF TENNESSEE

In re:

Case No.

Debtor(s).

Plaintiff(s),

v.

Adv. No.

Defendant(s).

SUMMONS AND NOTICE OF EXPEDITED PRELIMINARY HEARING ON COMPLAINT FOR TURNOVER OF PROPERTY

YOU ARE SUMMONED and required to submit a motion or answer to the complaint which is attached to this summons to the clerk of the bankruptcy court on or before the date of the expedited preliminary hearing at the following address:

UNITED STATES BANKRUPTCY COURT FOR THE MIDDLE DISTRICT OF TENNESSEE
701 BROADWAY STE 200 PO BOX 24890
NASHVILLE TN 37202-489090

At the same time, you must also serve a copy of the motion or answer upon the plaintiff's attorney.

Name and Address of Plaintiff's Attorney:

NOTICE IS HEREBY GIVEN in accordance with LBR 7001-1b that an expedited preliminary hearing on the complaint for turnover pursuant to 11 U.S.C. § 542(a) has been set for _____ at **8:30 A.M. in Courtroom One, Second Floor, Customs House, 701 Broadway, Nashville, Tennessee.**

The attorney for the plaintiff (or the plaintiff, if *pro se*) shall provide immediate telephonic or facsimile notice of this hearing to the defendant or attorney for the defendant (if known) and the Chapter 13 trustee and transmit a copy of the complaint and this notice to the defendant or attorney for the defendant (if known) and the Chapter 13 trustee by hand delivery, facsimile or overnight courier service. The attorney for the plaintiff shall promptly file with the clerk a certificate of service pursuant to LBR 9013-3.

LLOYD C. RAY, JR., CLERK

Dated: _____

By: _____

Deputy Clerk



APPENDIX H

IN THE UNITED STATES BANKRUPTCY COURT FOR THE
MIDDLE DISTRICT OF TENNESSEE

IN RE:)
)
) CASE NO.
Debtor(s),)
)
)
Movant,))
)
VS.)
)
)
)
Respondents.)

NOTICE OF PRELIMINARY HEARING AND PREHEARING ORDER

YOU ARE HEREBY NOTIFIED THAT A PRELIMINARY HEARING OF THE MOTION FOR RELIEF FROM THE STAY HAS BEEN SET FOR [DATE] AT [TIME] IN [PLACE], CUSTOMS HOUSE, 701 BROADWAY, NASHVILLE, TENNESSEE.

RESPONDENT SHALL FILE AND SERVE AN ANSWER to the motion at least seven (7) days before the preliminary hearing. **FAILURE TO TIMELY FILE AND SERVE AN ANSWER TO THE MOTION FOR RELIEF FROM THE STAY SHALL BE DEEMED A STATEMENT OF NO OPPOSITION TO THE RELIEF REQUESTED.**

In the event a final hearing is necessary, the final hearing will be scheduled by the court at the preliminary hearing.

COUNSEL FOR ALL PARTIES ARE ORDERED to confer with all opposing counsel at least five (5) days before the preliminary hearing and together prepare in writing and file **no later than 4:00 p.m. on the third (3d) business day before the preliminary hearing**, a **JOINT DOCUMENT**, captioned "PREHEARING STATEMENT" containing the following:

FOR MOVANT

1. A brief statement of each theory or cause for relief from the stay.
2. A brief summary of movant's contentions of fact in support of each theory or cause for relief from the stay and the evidence to be relied upon to establish those facts.

FOR RESPONDENT

1. A brief statement of each defense.
2. A brief summary of respondent's contentions of fact in support of each defense, and the evidence to be relied upon to establish those facts.

FOR ALL PARTIES

1. A statement of all admitted or uncontested facts.
2. Each party's brief statement of contested facts.
3. Each party's brief statement of contested legal issues.
4. The affidavits or other documentary proof which each party submits in support of its contentions. Any creditor asserting a lien or security interest shall include proof of its lien or security interest and **proof of perfection**. All such affidavits or documents shall be exchanged by the parties at or before the time of filing of the PREHEARING STATEMENT.

MODEL CHAPTER 13 PLAN

(Revised 7/03)

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE

IN RE:

CASE NO.:
CHAPTER 13

SSN: X X X X X — — — —

CHAPTER 13 PLAN AND MOTIONS Original Amended Date _____

YOUR RIGHTS WILL BE AFFECTED. You should read these papers carefully and discuss them with your attorney. Anyone who wishes to oppose any provision of this plan or any motion included below must file a timely written objection. This plan may be confirmed and the motions included below may be granted without further notice or hearing unless written objection is filed before the deadline stated on the separate Notice you should have received from the bankruptcy court. If you have a secured claim, this is notice that your lien may be voided or modified if you do not object to this plan.

THIS PLAN DOES NOT ALLOW CLAIMS. You must file a proof of claim to be paid under any plan that may be confirmed.

1. PAYMENT AND LENGTH OF PLAN

(a) Debtor shall pay \$ _____ per _____ to the Chapter 13 Trustee starting _____ for approximately _____ months.

A payroll deduction order will issue to the Debtor's employer: _____

Debtor will pay directly to the trustee.

(Name & address of employer)

(b) Joint Debtor shall pay \$ _____ per _____ to the Chapter 13 Trustee starting _____ for approximately _____ months.

A payroll deduction order will issue to the Joint Debtor's employer: _____

Joint Debtor will pay directly to the trustee.

(Name & address of employer)

(c) Other payments to trustee: _____

(d) Total amount to be paid to Trustee shall be not less than \$ _____.

2. PRIORITY CLAIMS (INCLUDING ADMINISTRATIVE EXPENSES AND SUPPORT)

All allowed priority claims will be paid in full unless creditor agrees otherwise:

Creditor	Type of Priority	Scheduled Amount
<Filing Fees>		
<Debtor's Attorney>		

3. SECURED CLAIMS; MOTIONS TO VALUE COLLATERAL AND VOID LIENS UNDER 11 U.S.C. § 506

(a) Debtor moves to value collateral as indicated in the "value" column immediately below. Trustee shall pay allowed secured claims the value indicated or the amount of the claim, whichever is less. The portion of any allowed claim that exceeds the value indicated shall be treated as an unsecured claim. Debtor moves to void the lien of any creditor with "NO VALUE" specified below.

Creditor	Collateral	Scheduled Debt	Value	Interest Rate	Monthly Pmt.

(b) Debtor surrenders or abandons the following collateral. Upon confirmation, the stay is lifted as to surrendered or abandoned collateral.

Creditor	Collateral to be Surrendered or Abandoned

4. UNSECURED CLAIMS

(a) **Not Separately Classified.** Allowed non-priority unsecured claims shall be paid:

- Not less than \$_____ to be distributed pro rata.
- Not less than _____ percent.
- Other: _____

(b) **Separately Classified Unsecured Claims**

Creditor	Basis for Classification	Treatment	Amount

5. CURING DEFAULT AND MAINTAINING PAYMENTS

(a) Trustee shall pay allowed claims for arrearages, and Trustee shall pay regular postpetition contract payments to these creditors:

Creditor	Collateral or Type of Debt	Estimated Arrearage	Interest Rate (Arrearage)	Monthly Arrearage Payment	Regular Monthly Payment

(b) Trustee shall pay allowed claims for arrearages, and Debtor shall pay regular postpetition contract payments directly to these creditors:

Creditor	Collateral or Type of Debt	Estimated Arrearage	Interest Rate (Arrearage)	Monthly Arrearage Payment	Regular Monthly Payment

6. EXECUTORY CONTRACTS AND UNEXPIRED LEASES

Executory contracts and unexpired leases are assumed or rejected as follows:

Creditor/Lessor	Property Description	Assume	Reject
		<input type="checkbox"/>	<input type="checkbox"/>

7. OTHER PLAN PROVISIONS AND MOTIONS

(a) **Motion to Avoid Liens under 11 U.S.C. § 522(f).** Debtor moves to avoid the following liens that impair exemptions:

Creditor	Collateral	Amount of Lien to be Avoided

(b) **Lien Retention.** Except as provided above in Section 5, allowed secured claim holders retain liens until:

- Liens are released at discharge.
- Liens are released upon payment of allowed secured claim as provided above in Section 3.
- Liens are released upon completion of all payments under the plan.

(c) **Vesting of Property of the Estate.** Property of the estate shall revert in Debtor:

- Upon confirmation. Upon discharge. Other: _____

(d) **Payment Notices.** Creditors and lessors provided for above in Sections 5 or 6 may continue to mail customary notices or coupons to the Debtor or Trustee notwithstanding the automatic stay.

(e) **Order of Distribution.** Trustee shall pay allowed claims in the following order:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

Signed: _____
 Attorney for Debtor (or Debtor(s)
 if not represented by an attorney)