



LOCAL RULES OF COURT

UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE

Amended and Restated as of
July 10, 2025

Readers should refer to the Administrative Orders of the Court which govern local practice as well as the [Practitioner's Handbook](http://www.tnmb.uscourts.gov) available on the Court's website: www.tnmb.uscourts.gov.

Table of Contents

1006-1	Fees — Installment Payments & Chapter 7 Fee Waivers	1
1007-1	Lists, Schedules, Statements & Other Documents	1
1009-1	Amendments to Petitions, Lists, Schedules and Statements	1
1017-1	Conversion — Request for/Notice of Conversion Schedules.	2
1017-2	Dismissal or Suspension — Case or Proceedings	2
2002-1	Notice to Creditors & Other Interested Parties.....	3
2002-2	Notice to United States or Federal Agency	4
2003-1	Meeting of Creditors and Equity Security Holders	4
2004-1	Depositions & Examinations	5
2007.2-1	Appointment of a Patient Care Ombudsman in a Health Care Business Case.....	5
2014-1	Employment of Professionals	5
2015-2	Chapter 11 Trustee or Debtor in Possession Duties	5
2015-3	Trustees — Reports & Dispositions of Records.....	7
2016-1	Compensation of Professionals	7
2081-1	Chapter 11 — General	7
2081-2	Chapter 11 – Complex Cases.....	10
2082-1	Chapter 12 — General	15
2090-1	Attorneys — Admission to Practice	15
2090-2	Attorneys — Discipline & Disbarment	17
2091-1	Attorneys — Withdrawals & Substitutions	17
3001-1	Claims and Equity Security Interests — General; Electronic Filing of Claims	19
3007-1	Claims — Objections.....	20
3011-1	Unclaimed Funds	20
3015-1	Chapter 13 — Plan	20
3015-2	Chapter 13 — Amendments to Plans	21
3016-2	Disclosure Statement — General	21
3017.1-1	Disclosure Statement — Small Business Cases	22
3020-1	Chapter 11 — Confirmation	22
3022-1	Final Report/Decree (Ch. 11)	22
3070-1	Chapter 13—Payments	22

4001-1	Automatic Stay — Relief From	24
4002-1	Debtor — Duties.....	27
4003-2	Lien Avoidance.....	28
4070-1	Insurance.....	28
5005-1	Filing Requirements	30
5005-2	Number of Copies.....	30
5005-3	Paper Size & Format.....	30
5005-4	Electronic Filing	30
5011-1	Withdrawal of Reference.....	31
5072-1	Courtroom Decorum.....	31
5073-1	Photography, Recording Devices & Broadcasting	32
5081-1	Fees — Form of Payment.....	32
6004-1	Sale of Estate Property	33
6005-1	Appraisers, Auctioneers & Real Estate Agents	34
6007-1	Abandonment.....	34
6070-1	Tax Returns, Transcripts & Tax Refunds	35
7001-1	Adversary Proceedings — General	36
7003-1	Cover Sheet.....	36
7007.1-1	Financial Disclosure by Corporate Party	36
7056-1	Summary Judgment	36
7067-1	Registry Funds	37
9004-2	Caption of Filings	40
9010-1	Attorneys — Notice of Appearance	40
9013-1	Motion Practice.....	40
9013-2	Briefs & Memoranda of Law.....	40
9013-3	Certificate of Service — Motions.....	41
9014-1	Contested Matters — Pretrial Disclosures and Court Filings.....	41
9014-2	Corporate Ownership Statement.....	43
9018-1	Secret, Confidential, Scandalous or Defamatory Matter	44
9019-1	Settlements & Agreed Orders	45
9019-2	Alternative Dispute Resolution (ADR)	45
9024-1	Motion for Relief from Order of Dismissal	45
9029-1	Local Rules — General	45

9036-1	Notice by Electronic Transmission.....	46
9070-1	Exhibits.....	46
9072-1	Orders — Proposed	46
9075-1	Emergency Orders (Relief on Shortened Notice).....	47

PART I
COMMENCEMENT OF CASE, PROCEEDINGS RELATED
TO PETITION AND ORDER FOR RELIEF

1006-1 Fees — Installment Payments & Chapter 7 Fee Waivers

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

1007-1 Lists, Schedules, Statements & Other Documents

(a) Alphabetical List of Creditors. The debtor shall file the list of creditors required by FED. R. BANKR. P. 1007(a)(1) with the petition and the list shall be in the form located on the court's website at <https://www.tnmb.uscourts.gov/forms/sample-mailing-list-and-guidelines>.

(b) Late – Filed Statements and Schedules; Service. If the statements and schedules are not filed with the petition or with a motion for voluntary conversion, the debtor shall serve a copy of the statements and schedules, when filed, on any trustee serving in the case and on the United States trustee and file a certificate of service pursuant to LBR 9013-3. If any late-filed schedules identify creditors not included on the original list, the debtor shall file (i) an amended, complete list containing the names and addresses of the original and additional creditors and (ii) a notice identifying the additional creditors and any other revisions to the original list.

(c) Payment Advices. Payment advices or other evidence of payment described in 11 U.S.C. § 521(a)(1)(B)(iv):

- (1) shall not be filed with the court except on motion and order consistent with LBR 9013-1; and
- (2) shall be provided to the Chapter 7 or Chapter 13 trustee, and to the United States trustee at e-mail address ustpreregion08.na.ecf@usdoj.gov in Chapter 7 and Chapter 11 cases only.

(d) Credit Counseling and Financial Management Certificates. Joint debtors shall file their individual Credit Counseling Certificates and individual Financial Management Certificates as separate documents.

1009-1 Amendments to Petitions, Lists, Schedules and Statements

An amendment to a voluntary petition, list, schedule, or statement shall include an attached Notice of Amendment stating, with specificity, the nature of the amendment being made. If an amendment to Schedule D, E/F, G, or a List of Creditors is filed containing new creditors, the

Notice of Amendment shall only state the new creditors added to Schedule D, E/F, G or the List of Creditors.

1017-1 Conversion — Request for/Notice of Conversion Schedules.

Within 14 days after the filing of a Notice or Order converting a case to Chapter 7 from any other chapter, the debtor shall file new lists, statements and schedules, except that Schedule C, Property Claimed as Exempt, may be filed at the discretion of the debtor. The new lists, statements and schedules shall be accompanied by a notice identifying those creditors added to the conversion lists, statements and schedules which were not listed in the original lists, statements and schedules or any subsequent amendments prior to conversion of the case. The clerk will only process those creditors listed on the notice accompanying the conversion lists, statements and schedules.

1017-2 Dismissal or Suspension — Case or Proceedings

(a) Certificate of Compliance. In a voluntary case under Chapter 7 or Chapter 13, the debtor may file a “Certificate of Compliance” stating exactly: “All of the information required by 11 U.S.C. § 521(a)(1) was filed within 45 days of the petition.” This Certificate shall be served on the trustee and on the United States trustee.

(b) Prima Facie Effect. A Certificate of Compliance filed in accordance with this rule shall be prima facie evidence that the information required by 11 U.S.C. § 521(a)(1) was filed within 45 days of the petition.

(c) Request for Order of Dismissal. A request for an order of dismissal under 11 U.S.C. § 521(i)(2):

(1) shall be by motion in accordance with LBR 9013-1 Motion Practice Procedures;

(2) may be heard on an expedited basis as contemplated in 11 U.S.C. § 521(i)(2) only if:

(A) no Certificate of Compliance was filed by the debtor; and

(B) a proper request for relief is filed under LBR 9075-1.

(d) Request by Debtor to Dismiss Chapter 13 Case. Dismissal by the debtor of a Chapter 13 case under 11 U.S.C. § 1307(b) shall be by motion with notice to the Chapter 13 trustee, the United States trustee and to all creditors. No hearing will be scheduled. The clerk shall enter an order of dismissal.

PART II

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

2002-1 Notice to Creditors & Other Interested Parties

(a) Notice of Meeting of Creditors When Schedules and/or Creditor List Are Filed Subsequent to the Petition. If the list required by FED. R. BANKR. P. 1007 is not filed, does not conform to Mailing List Guidelines located on the court's website, or is amended to add creditors after the filing of the petition, the debtor shall mail a copy of the meeting of creditors notice issued by the court to all entities on the List of Creditors, or if amended, all entities not on the original List of Creditors, within 7 days of the filing of the list or amendment. The debtor shall then file a certificate of service pursuant to LBR 9013-3.

(b) Notice to the State of Tennessee. Notice to the State of Tennessee, its agencies and departments, shall be accomplished by notice to the specific agency and to the Tennessee Attorney General's Office at the addresses posted on the court's website at <https://www.tnmb.uscourts.gov/rule-5003-registry>.

(c) Publication of Notices of Summaries of Trustees' Final Reports. In lieu of notice by mail, the clerk may publish notices of summaries of trustees' final reports on the court's website (<https://www.tnmb.uscourts.gov/summary-trustees-final-reports>). In each case, the clerk shall issue a one-page Notice of Publication of the Summary of Trustee's Final Report to the debtor and all creditors containing the web address of the trustee's final report and the court's mailing address and telephone number which may be used to request free copies.

(d) Electronic Service of Filed Documents. Transmission of the Notice of Electronic Filing generated by CM/ECF shall constitute service of the electronically filed document on persons registered as Electronic Filers. *See* Administrative Procedures for Electronic Case Filing regarding the effect of registration as a Filer on the CM/ECF system.

- (1) A certificate of service must be filed with respect to all electronically filed documents stating that service was made upon Filers through CM/ECF and further stating how service was accomplished on any entity not served through CM/ECF.
- (2) Initial documents, such as a complaint and summons in an adversary proceeding or a motion commencing a contested matter under FED. R. BANKR. P. 9014, must be served in accordance with Rule 7004 of the Federal Rules of Bankruptcy Procedure and not through CM/ECF.

(e) Limited Notice under Rule 2002(h) Permitted. Notices otherwise required by Rule 2002(a) may be limited as authorized by FED. R. BANKR. P. 2002(h); however, notice to any governmental unit may not be limited under this rule until after the deadline for the governmental unit to file a proof of claim under Rule 3002(c).

2002-2 Notice to United States or Federal Agency

Addresses to be used for notice to the United States trustee, the Internal Revenue Service and the United States Securities and Exchange Commission are posted on the court's website at <https://www.tnmb.uscourts.gov/rule-5003-registry>.

2003-1 Meeting of Creditors & Equity Security Holders

(a) Failure of Debtor to Appear at the Meeting of Creditors. Failure of the debtor in a voluntary case to appear at a scheduled meeting of creditors constitutes cause for dismissal. The trustee or the United States trustee may file a Report of Nonappearance, Notice and Motion to Dismiss, by selecting the applicable ECF docket entry. Any objection to the dismissal of a case must be filed within 21 days from entry of the Notice and Motion to Dismiss. If no timely objection is filed, an Order of Dismissal will be entered by the clerk.

(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 the 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 no later than 7 days after obtaining the rescheduled meeting date, and shall file a certificate of service in accordance with LBR 9013-3.

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

(d) Video Presentation. In all Chapter 7, 12 and 13 cases in which a debtor is an individual, the debtor(s) shall view a video presentation prior to the meeting of creditors as directed by their trustee. This requirement shall not apply to debtors whose meetings of creditors are conducted by interrogatories.

(e) Holding Open Chapter 13 Meeting of Creditors. In Chapter 13 cases, the standing Chapter 13 trustee, United States trustee, or any designated presiding officer approved by the United States trustee may hold open a meeting of creditors for purposes of 11 U.S.C. § 1308 by following these procedures:

- (1) Announcement.** A public announcement shall be made at the meeting of creditors stating the meeting of creditors is held open and stating the date the hold open period ends.
- (2) CM/ECF Docket Entry.** An appropriate entry shall be made on the CM/ECF docket indicating the meeting of creditors is held open and stating the date the hold open period ends.

2004-1 Depositions & 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 is authorized to 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.

2007.2-1 Appointment of a Patient Care Ombudsman in a Health Care Business Case

If the debtor in a case under Chapter 7, 9 or 11 is a health care business, the debtor shall, at the time of the petition, separately file a motion to determine whether appointment of a patient care ombudsman is necessary pursuant to 11 U.S.C. § 333(a).

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 the LBR 9013-1 Motion Practice Procedures 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 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 Chapter 11 Trustee or Debtor in Possession Duties

(a) Chapter 11 Cases other than Small Business Cases and Subchapter V Cases. Debtors in possession and trustees in cases in which the debtor is not a small business debtor (as defined in 11 U.S.C. § 101(51D)) or subchapter V debtor (as defined in 11 U.S.C. § 1182) must file reports in compliance with this order and any requirements established by the United States trustee until the effective date of a confirmed plan, or an order is entered dismissing or converting a case to another chapter.

(1) Mandatory Form. Monthly operating reports must be filed using the mandatory data enabled form adopted by the United States trustee, without alteration.

(A) The mandatory form and instructions for its use are available at <https://www.uscourts.gov/forms-rules/forms/bankruptcy-forms> and https://www.tnmb.uscourts.gov/forms/all-forms/local_bankruptcy_forms.

(B) Monthly operating reports must be filed via the court's CM/ECF system.

- (2) **Jointly Administered Cases.** Each debtor in jointly administered cases must file separate monthly reports on a non-consolidated and non-consolidating basis consistent with any requirements set forth by the United States trustee.
- (3) **Filing Deadline.** The report for each month must be filed by no later than the 21st day of the following month.
- (4) **Service.** At the same time they are filed, monthly operating reports must be served on:
- (A) the United States trustee;
 - (B) any official committee appointed under 11 U.S.C. § 1102;
 - (C) any governmental unit charged with the responsibility for collection or determination of any tax arising out of the bankruptcy estate's operation;
 - (D) any party in interest requesting to be served; and
 - (E) any other party the court orders to be served.

(b) Post-confirmation Reports. In all chapter 11 cases other than small business cases or cases proceeding under subchapter V, the reorganized debtor or any other party authorized to administer the confirmed plan must file quarterly post-confirmation reports using the appropriate mandatory form until a final decree is entered or the case is dismissed or converted to another chapter.

- (1) **Mandatory Form.** Post-confirmation reports must be filed using the mandatory data-enabled form adopted by the United States trustee, without alteration.

(A) The mandatory form and instructions for its use are available at <https://www.uscourts.gov/forms-rules/forms/bankruptcy-forms> and https://www.tnmb.uscourts.gov/forms/all-forms/local_bankruptcy_forms.

(B) Post-confirmation reports must be filed via the court's CM/ECF system.

- (2) **Jointly Administered Cases.** Each reorganized debtor and any other party authorized to administer the confirmed plan in jointly administered cases must file separate post-confirmation reports on a non-consolidated and non-consolidating basis consistent with any requirements set forth by the United States trustee.
- (3) **Filing Deadline.** The report for each quarter must be filed by no later than the 21st day of the month following the end of the calendar quarter covered by the report.
- (4) **Service.** At the same time they are filed, post-confirmation reports must be served on:
- (A) the United States trustee;

- (B) any governmental unit charged with the responsibility for collection or determination of any tax arising out of the reorganized debtor's operation and the administration of the confirmed plan;
- (C) any party in interest requesting to be served; and
- (D) any other party the court orders to be served.

(c) **Reopened Cases.** In Chapter 11 cases with an entered final decree, if the case is reopened, the reorganized debtor shall file and transmit to the United States trustee monthly operating reports or post-confirmation reports pursuant to subsections (a) and (b) of this Rule.

2015-3 Trustees — Reports & Dispositions of Records

In compliance with 11 U.S.C. § 704(a)(8), the report and summary of operations required to be filed with any governmental unit charged with responsibility for collection or determination of any tax arising out of such operation shall be forwarded to the IRS MDP and the Tennessee Attorney General's Office at the addresses found at <https://www.tnmb.uscourts.gov/rule-5003-registry>.

2016-1 Compensation of Professionals

Except as provided by FED.R.BANKR.P 3002.1, any professional or other entity seeking fees, compensation or reimbursement of expenses from property of the estate shall file and serve a motion and a notice in accordance with LBR 9013-1 Motion Practice Procedures on 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 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. When the request for fees, compensation and expenses exceeds \$25,000, the applicant shall submit time and expense detail electronically to the United States trustee in a format compatible with the United States trustee's software.

2081-1 Chapter 11 — General

First-Day Motions

(a) **Definition.** A first-day motion is any motion or application in a Chapter 11 case that requests a hearing or the entry of an order with less than 7 days' notice and that is filed prior to the earlier of the formation of the creditors' committee or the meeting of creditors, including, but not limited to, the following:

- (1) motion for joint administration;
- (2) motion for use of cash collateral;

- (3) motion for post-petition financing;
- (4) motion to pay prepetition employee wage or benefit claims;
- (5) motion to limit notice generally;
- (6) motion to provide adequate assurance to utilities;
- (7) motion to pay prepetition trust fund taxes;
- (8) motion to honor prepetition obligations to customers;
- (9) motion to extend deadline to file schedules and statements;
- (10) motion to vary Office of the United States Trustee financial requirements, such as motion to authorize maintenance of existing bank accounts, existing business forms, cash management system, and investment procedures; and
- (11) motion for authority to pay prepetition claims of “critical” vendors or suppliers.

(b) Consultation with and Special Notice to United States Trustee.

- (1) The movant shall consult with the Office of the United States Trustee regarding suitable dates and times for hearing any first-day motion.
- (2) In addition to the service required by the Federal Rules of Bankruptcy Procedure or these Local Rules, the movant shall provide the Office of the United States Trustee at least 24 hours’ notice of the hearing date and time for a first-day motion—including a copy of the motion and proposed order.

(c) Notice of Hearing on First-Day Motions. The movant shall immediately serve notice of the hearing on any first-day motions on the Office of the United States Trustee, the 20 largest unsecured creditors, all secured creditors, any committees, known counsel and other affected parties—for example, utilities, unions, or governmental entities. Notice shall be given in a manner that ensures same day delivery, such as by hand delivery, telephone, facsimile, or email, to the extent practicable.

(d) Certificate of Service. LBR 9013-3 shall apply to first-day motions except that the responsible party shall file the certificate of service at or before the commencement of the hearing.

(e) Joint Administration. A motion for joint administration should be filed in all affiliated cases and the proposed order shall designate the case under which all debtors will be administered. Notice of the motion shall be served on all affected parties in all cases.

(f) Conspicuousness Requirements for First-Day Motions, Proposed Orders and Agreed Orders. In order to provide as much notice as possible to all parties, any motion, proposed order or agreed order for use of cash collateral pursuant to 11 U.S.C. § 363 or any motion, proposed order or

agreed order for post-petition financing pursuant to 11 U.S.C. § 364, the first or second paragraph of the motion or the first page of the proposed order shall conspicuously state whether any of the following kinds of relief is sought or granted and shall identify by paragraph or page number where that relief appears:

- (1) Granting a prepetition creditor a lien or security interest in post-petition assets in which the creditor does not have a security interest by virtue of its prepetition security agreement, other than replacement liens in the same kind of collateral the creditor had prepetition;
- (2) Resolving a dispute concerning the validity, priority or extent of a prepetition lien or security interest or the amount of a prepetition claim;
- (3) Findings, conclusions, or holdings as to the amount of a debt or the validity, priority or extent of a lien or security interest that purport to affect the rights of any entity other than the debtor in possession and the creditor;
- (4) Release, waiver or abandonment of claims, setoff rights, surcharge rights, avoidance actions and subordination actions against a creditor, or findings or stipulations that no such rights exist, that purport to affect the rights of any entity other than the debtor in possession and the creditor;
- (5) Granting of liens or security interests against rights or actions arising under 11 U.S.C. §§ 544, 545, 547, 548 or 549;
- (6) The use of funds derived from post-petition financing to pay all, or part of a prepetition secured debt, or a provision that deems prepetition secured debt to be post-petition secured debt, other than as permitted by 11 U.S.C. § 552(b);
- (7) Granting surcharge or “carve-out” rights to professionals or any restrictions (other than court approval) on the surcharge or carve-out rights granted to professionals—for example, a restriction on investigation or pursuit of causes of action against a lender or secured creditor;
- (8) Payment of prepetition wages, salary or other compensation to any employee in excess of the Code’s priority amount, payment of any severance or vacation pay earned prepetition or payment of any prepetition wages, salaries, commissions, benefits or consulting fees to an insider or equity holder; and
- (9) Priming any secured creditor under 11 U.S.C. § 364(d) without that creditor’s consent.

(g) Proposed Order. Every first-day motion shall include as an exhibit the proposed order the movant will submit in the event the motion is unopposed.

(h) Applicability of LBR 9075-1. Local Rule 9075-1 shall apply to first-day motions except the order and content of paragraphs specified by LBR 9075-1(b) may be altered to comply with this rule.

2081-2 Chapter 11 – Complex Cases

(a) Definition of Complex Case. A case is eligible to be a complex case if (1) it is filed under chapter 11 of the Code; (2) it is not filed by an individual debtor, as a single asset real estate case, or as a small business case as defined in § 101(51C) of the Code; and (3) the debt of the debtor or the aggregate debt of all affiliated debtors is at least \$10 million or it involves a debtor with publicly traded debt or equity. In any case where the debtor is not eligible or the debtor has not made an election, the court may apply these rules if, following a hearing on a motion by a party in interest, the court determines just cause for these rules to apply to that case.

(b) Election and Verification. A debtor whose case is eligible to be treated as a complex case may file a notice of election as a complex case. The debtor shall file a notice of election concurrently with the petition. Upon the filing of the notice of election, the case shall be deemed to be a complex case unless and until otherwise ordered.

An involuntary debtor whose case is eligible to be treated as a complex case may file a notice of election as a complex case. The involuntary debtor shall file a notice of election concurrently with the filing of an answer or other responsive pleading to the petition or within 21 days after service of the summons, whichever is earlier. Upon the filing of the notice of election, the involuntary case shall be deemed to be a complex case unless and until otherwise ordered.

If one or more affiliated debtor files a complex case in this district, the cases of all of the affiliated debtors shall be treated as complex cases.

(c) Notice to United States Trustee and Bankruptcy Clerk. Unless there are exigent circumstances, the debtor's attorney shall contact the United States trustee and the clerk at least 2 business days prior to the filing of a petition for a complex case. The debtor's attorney shall identify all matters that require consideration on or near the first day of the case.

(d) Joint Administration. An order of joint administration may be entered without an opportunity for a hearing upon the filing of a motion for joint administration pursuant to FED. R. BANKR. P. 1015 if it is supported by an affidavit, declaration or verification establishing that the joint administration of the cases is warranted and will ease the administrative burden for the court and the parties. The motion and proposed order should be filed in all affiliated cases and the order shall designate the case in which the affiliated debtors will be administered. Notice of the motion shall be served on all affected parties in all cases. An order of joint administration entered in accordance with this procedure may be reconsidered upon motion of any party in interest at any time. An order of joint administration is for procedural purposes only and shall not cause a substantive consolidation of the respective debtors' estates.

If joint administration is sought, the debtor shall file a consolidated list of unsecured creditors of no less than 30 largest unsecured creditors, provided there shall be at least five unsecured creditors included for each debtor. The list shall be filed in the proposed lead case. The debtor shall also provide to the United States trustee emails of the largest 20 unsecured creditors.

(e) Schedules and Statements of Financial Affairs. Notwithstanding the entry of an order for joint administration, schedules and statements of financial affairs and any amendments thereto shall be filed for each debtor and docketed in that debtor's case. The statistical information requested by CM/ECF upon docketing shall be filled out for each separate debtor.

(f) Master Service List. The debtor shall maintain a Master Service List identifying the parties to be served whenever a motion or other document requires notice. Unless otherwise required by the Code, Rules or the court, notices of motions and other matters shall be limited to the parties on the Master Service List. The Master Service List shall initially include:

- (1) the debtor;
- (2) the debtor's attorney;
- (3) the United States trustee;
- (4) any pre-petition secured lender;
- (5) any post-petition secured lender;
- (6) the debtor's 20 largest unsecured creditors or the consolidated list required herein in the case of a joint administration;
- (7) any committee appointed under the Code and its attorney;
- (8) any party who specifically requested notice;
- (9) any applicable government agencies to the extent required by the Rules;
- (10) any indenture trustee; and
- (11) any petitioning creditors.

The initial Master Service List shall be filed with the petition. The debtor shall file an updated Master Service List at least every 7 days during the first 30 days of the case and at least every 30 days thereafter throughout the case; provided, if there are no changes to the list, an updated Master Service List need not be filed. The court may require an adjustment to the Master Service List at any time.

(g) Claims and Noticing Agents. Claims agents and noticing agents are not required. Any such request should be by motion.

(h) Case Management Order. A case management order shall be proposed by the debtor at the First Day Hearing and shall be entered in every complex case. The case management order shall include, but is not limited to, the following:

- (1) acknowledgment of verification of the case as a complex case;
- (2) approval of the “Master Service List” procedure as set forth herein;
- (3) approval of the “Hearing Procedures” and “Hearing Agenda” procedures as set forth herein;
- (4) instructions for arranging telephonic appearances at hearings;
- (5) claims and noticing agent contact information;
- (6) approval of the “Professional Compensation and Reimbursement of Expenses” procedures as set forth herein; and
- (7) approval of the “Certificates of Service” procedure as set forth herein.

(i) First Day Hearing. If the debtor files motions or other documents that require consideration on or near the first day of the case (the “First Day Matters”), including the motions listed in LBR 2081-1(a), the debtor shall file a motion for consideration pursuant to LBR 9075-1. Unless the debtor requests otherwise, First Day Matters shall be heard within two business days of the request.

Upon the entry of an order granting the request for expedited consideration of certain First Day Matters (the “First Day Order and Notice”), the debtor’s attorney shall promptly serve a copy of the First Day Order and Notice by the most expeditious means available, including hand delivery, facsimile, electronic mail, or overnight mail, or courier on the parties on the Master Service List and any other party asserting a security interest in the assets of the debtor that are the subject of a First Day Matter. LBR 9013-3 shall apply to first-day motions except that the responsible party shall file the certificate of service at or before the commencement of the hearing.

The debtor may post the First Day Matters on the noticing agent’s website. Such a posting, together with service of the First Day Order and Notice, shall be sufficient notice of the First Day Matters and the hearing to consider those matters, provided the First Day Order and Notice includes a website URL to the documents on the website and the contact information, including the name, telephone number and email address of the person or persons whom a party may contact to obtain a copy of the First Day Matters in another format, including paper, at the expense of the debtor. If service is not made as set forth in this paragraph, service shall be made in the same manner as set forth in the previous paragraph.

LBR 2081-1(f) shall apply to any motion, proposed order or agreed order for use of cash collateral or post-petition financing.

(j) Omnibus Hearings. The debtor may request that the court establish weekly, bi-monthly or monthly dates and times for omnibus hearings (the “Omnibus Hearings”). This may be a first day motion. The court shall accommodate this request if it appears justified. The court shall adjust the frequency of the dates as necessary based on the progress of the case.

After the Omnibus Hearing dates are established and unless otherwise ordered by the court, any matter in the case whether initiated by the debtor or another party, shall be set on an Omnibus Hearing date. Any matter filed at least 21 days before the next Omnibus Hearing date shall be heard on the next Omnibus Hearing date. Objections, if any, shall be filed at least 7 days before the Omnibus Hearing date. Replies, if any, shall be filed at least two business days before the Omnibus Hearing date. The motion or other initiating document shall include the Omnibus Hearing date and time, the deadline for objections and the deadline for replies.

(k) Emergency Hearings. If a party files a motion or other document that such party contends requires consideration on less than 21 days' notice, any relief requested must comply with LBR 9075-1. Each form of relief should be requested by separate motion. Motions for emergency hearings shall only be granted for cause shown. If the court grants the motion for an emergency hearing, the underlying motion or document will be set on the next Omnibus Hearing date or other date as determined by chambers. The agenda shall clearly denote any matter that is scheduled to be heard on an emergency basis.

(l) Hearing Agendas. The attorney for the debtor or trustee shall file an agenda and serve it on the Master Service List at least two business days before the hearing.

Uncontested matters shall be listed before contested matters.

For each matter, the agenda shall indicate the following:

- (1) moving party's name;
- (2) docket number of the initiating document; and
- (3) status, e.g., settled, going forward, continuance requested, continuance opposed, continued by consent.

For each matter going forward or where a request for continuance is opposed, the agenda shall also include the following:

- (4) docket number of any objections, responses, replies and documents in support; and
- (5) filing party's name.

Chambers shall be promptly notified of a settlement.

The agenda may list responses continued by consent collectively.

The agenda shall clearly denote any emergency hearings and evidentiary hearings.

Amended agendas shall be filed and highlighted to show the changes.

(m) Professional Compensation. To streamline the professional compensation process and more effectively enable the court and all parties to monitor the professional fees incurred, the following procedures shall apply, unless otherwise ordered.

After the end of a month for which compensation is sought, each professional seeking compensation may serve a monthly statement (the “Monthly Statement”) on (1) the debtor’s attorney, (2) the United States trustee, (3) any pre-petition secured lender, (4) any post-petition secured lender, (5) the attorney for any committee appointed under the Code and (6) any other party the court designates (collectively, the “Professional Fee Notice Parties”).

The Monthly Statement shall contain a list of individuals and their job titles who provided the services during the statement period, their billing rates, the aggregate hours spent by each individual, contemporaneously maintained time entries for each individual in increments of tenths of an hour and a reasonably detailed breakdown of expenses incurred. The Monthly Statement shall include a notice that any objections shall be filed within 14 days of service of the Monthly Statement. After the expiration of the 14 day period, the debtor shall be authorized to pay 80% of the undisputed fees and expenses identified in the Monthly Statement.

If a Monthly Statement is served, a summary of the total fees and expenses requested shall be filed.

Any objection to a Monthly Statement shall be served on the affected professional and the other Professional Fee Notice Parties. The objection shall state the nature of the objection and the amount of fees or expenses at issue. After expiration of the 14 day period, the debtor shall be authorized to pay the remainder of the fees and expenses identified in the Monthly Statement.

If any objecting party resolves a dispute with a professional, the objecting party or the debtor with the consent of the objecting party, shall serve a notice on the Professional Fee Notice Parties that the objection is withdrawn. The notice shall describe the terms of the resolution. The debtor shall be authorized to pay the portion of the fees and expenses identified in the Monthly Statement that is no longer subject to an objection.

Any objection that is not resolved shall be preserved and presented to the court at the next interim or final fee application hearing.

Whether a party objects to a Monthly Statement or not, any party may object to any fee application filed with the court in accordance with the Code. The failure to object to a Monthly Statement shall not be a waiver of any kind or prejudice that party’s right to object to any subsequently filed fee application.

Each professional shall file an application for interim or final approval of allowance of compensation and reimbursement of expenses pursuant to §§ 330 and 331 of the Code, including compensation previously paid by the debtor on the basis of a Monthly Statement, every 120 days, unless the court orders a different frequency.

Neither the payment of nor the failure to pay, in whole or in part, monthly compensation and reimbursement of expenses shall have any effect on the court's interim or final allowance of compensation or reimbursement of expenses. All fees and expenses, whether or not paid or objected to in connection with a Monthly Statement, remain subject to review and approval by the court in connection with interim and final fee applications. All fees and expenses are subject to disgorgement or offset if not approved by the court on a final basis.

These procedures may be used for reimbursement of expenses for members of a committee appointed under the Code. The attorney for the committee shall collect and submit statements of expenses, with supporting vouchers, from the committee members.

2082-1 Chapter 12 — General

(a) Filing of Chapter 12 Plan. If a Chapter 12 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 or a complete summary of the proposed plan on all creditors, all equity security holders, any party in interest who has requested notice, the Chapter 12 trustee and the United States trustee and file a certificate of service pursuant to LBR 9013-3.

(b) Motions Modifying Chapter 12 Plans. In addition to the requirements of LBR 9013-1 Motion Practice Procedures, any motion or agreed order that amends or modifies a proposed or confirmed Chapter 12 plan must include a verified comparative budget and a statement of impact on creditors in the form located on the court's website at <https://www.tnmb.uscourts.gov/forms/amended-monthly-family-budget>. 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.

(c) Reimbursement for Chapter 12 Notices. Debtors' attorneys will be reimbursed for actual expenses incurred in mailing notices in an amount not to exceed \$1.00 per notice (\$5.00 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, appearance before the court on behalf of any entity may be made only by an attorney who is a member of the bar of the State of Tennessee and admitted to practice before the United States District Court for the Middle District of Tennessee pursuant to United States District Court's Local Civil Rule of Court ("LR") 83.01. Bankruptcy cases and proceedings are civil proceedings for purposes of LR83.01 (a) and (d).

Any attorney who is a member of the bar of the State of Tennessee and is admitted to practice before the United States District Court for the Middle District of Tennessee but whose principal office is outside the state of Tennessee, must include in the signature line on all filings a notation that they are a member of the Tennessee bar and provide their Tennessee Board of Professional Responsibility number.

(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 and not a member of the State of Tennessee bar 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 filing made upon which the attorney's name appears. The motion must include a certificate of good standing from another United States District Court or a United States appellate court.

Each attorney who intends to participate in a case is responsible for ensuring that attorney is reflected as counsel of record on the electronic case docket (CM/ECF), which may require the filing of a Notice of Appearance if the attorney's participation is not reflected as a result of any other filing. The Notice of Appearance must be filed using the active CM/ECF (PACER) account of the attorney seeking to receive electronic notices.

- (2) Unless counsel appearing on behalf of a party in a bankruptcy case or proceeding is both member of the State of Tennessee bar and admitted to practice before the United States District Court for the Middle District of Tennessee, local co-counsel must be retained. Local co-counsel must be a member of the State of Tennessee bar and admitted to practice before the United States District Court for the Middle District of Tennessee. Local co-counsel shall file a notice of appearance that identifies the party represented. Local counsel assumes all duties and responsibilities of an attorney for that party. Local co-counsel shall sign all documents filed on behalf of a represented party. Any notice required by statute, rule, local rule, or order may be satisfied by giving notice to local co-counsel. Any local co-counsel who is a member of the Tennessee bar and admitted to practice before the United States District Court for the Middle District of Tennessee but whose principal office is outside the state of Tennessee, must include in the signature line on all filings a notation that they are a member of the Tennessee bar and provide their Tennessee Board of Professional Responsibility number.
- (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 or a United States appellate court.

- (4) District Court LR83.01(b) and (d) apply to attorneys seeking *pro hac vice* admission before the bankruptcy court.
- (5) Non-Compliance and Discretion of the Court. Any filings made on behalf of a party that fail to comply with this rule in retention of local counsel or notification of Tennessee bar status may be stricken or other penalties imposed by the court, either upon motion or upon the court's own initiative.

A bankruptcy judge assigned to the case has discretion to require, upon notice, that an attorney who resides outside the district designate as local co-counsel an attorney who practices before this court and maintains a law office in this district. Local co-counsel shall be prepared to present and argue the party's position at any hearing or proceeding.

2090-2 Attorneys — Discipline & 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 (“Tennessee Rules of Professional Conduct”).

(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 current Tennessee Rules of Professional Conduct in connection with any matter pending before this court subjects the offending attorney to appropriate disciplinary action.
- (2) Except as provided below, United States District Court’s Local Civil Rule of Court (“LR”) 83.01(c) applies to all attorneys who appear before the bankruptcy court. For cause shown, attorneys who practice in this court, after an opportunity to be heard has been given, may be suspended from practice, reprimanded, or subject to such other discipline as the court may deem proper.
- (3) The court may, *en banc*, hear and act upon any disciplinary matter in connection with any complaints of professional misconduct by an attorney who practices before this court. In the alternative, or in conjunction with any disciplinary action, the court may forward any complaints to the appropriate disciplinary authority.

2091-1 Attorneys — Withdrawals & Substitutions

(a) Withdrawal Generally. Except as otherwise provided in this rule or by order of the court, an attorney may not withdraw in any case or proceeding except by leave of court. A motion for leave to withdraw shall be filed and served on the client, parties in interest, the trustee (if applicable), the United States trustee and opposing counsel.

(b) Withdrawal for Party in Interest Other Than the Debtor(s). An attorney for a party in interest, other than the debtor(s), who is not a party to any pending contested matter or adversary proceeding may withdraw his or her appearance without court order by filing a notice of withdrawal as attorney, stating the name and mailing address of the client and serving copies of the notice on the client, the debtor(s), the trustee (if applicable) and the United States trustee.

(c) Withdrawal of Co-Counsel. An attorney seeking to withdraw from representing a client in a case or adversary proceeding at a time when such client is represented by other counsel of record in such matter may withdraw his or her appearance by filing a notice of withdrawal that is approved and signed by the client and other counsel of record for the client. Copies of the notice shall be served on parties in interest.

(d) Substitutions of Counsel. Counsel seeking to withdraw from representation of a client may file a joint motion with counsel seeking to be substituted as counsel for such client, in the relevant case or proceedings, requesting authority of the court for substitution of counsel. Such motion shall certify that the client has consented to the substitution or be signed by the client and such motion shall be served on the client and parties in interest. The court may grant a joint motion for substitution of counsel without a hearing. Substitution of counsel is subject to the requirements of the Bankruptcy Code, Bankruptcy Rules, Local Bankruptcy Rules and Administrative Orders of the court with regard to retention of professionals, disclosure, payment of professionals and related matters.

(e) Substitution of Counsel Within Same Law Firm. If an attorney from the same law firm as the attorney of record wishes to substitute as counsel for a party in place of an attorney of record because (1) the attorney of record is leaving the law firm or (2) the attorney of record will no longer serve as attorney of record, the substituting attorney shall file a notice of substitution of counsel without leave of court.

(f) Substitutions in Multiple Cases. If any attorney is to be substituted in twenty cases or more, then the attorney is to initiate a miscellaneous proceeding by filing a Joint Motion Substituting Attorneys or a Motion Substituting Attorneys with an accompanying agreed or proposed order. The agreed or proposed order shall be uploaded in CM/ECF using the electronic orders module. Either the Joint Motion Substituting Attorney or an attachment (or exhibit) to the motion shall provide a list of all active cases in which a substitution is to occur. For substitutions of counsel in Chapter 13 or Chapter 12 cases, the Joint Motion and proposed order shall state the manner in which any future attorney's fees in the substituted cases shall be paid by the trustee. Counsel shall provide at least 24 hours' notice to the United States Trustee's Office before filing the Joint Motion Substituting Attorney.

PART III
CLAIMS AND DISTRIBUTIONS TO CREDITORS
AND EQUITY INTEREST HOLDERS; PLANS

3001-1 Claims and Equity Security Interests — General; Electronic Filing of Claims

(a) Proof of Security Interest. In a Chapter 7, 12 or 13 case, when a claim, or an interest in property securing the claim, is based on a writing, the creditor or the creditor's authorized agent shall provide a copy of the writing to the trustee prior to the meeting of creditors. If perfection of a security interest is claimed, the creditor shall provide proof of perfection and date of perfection to the trustee prior to the meeting of creditors—including, with respect to Motor Vehicles, proof of the date on which application was made for notation of a lien on the certificate of title and proof of the filing of any temporary lien. Any creditor asserting a security interest in property of the estate or property of the debtor shall submit to the trustee a statement of the approximate amount of debt secured by each lien.

(b) Failure to Comply. If a creditor fails to provide any information required in subsection (a) and the creditor fails to cure noncompliance within 21 days after written notice of noncompliance from the trustee:

(1) the court may, after notice and hearing, take either or both of the following actions:

(A) preclude the holder from presenting the omitted information, in any form, as evidence in any contested matter or adversary proceeding in the case, unless the court determines that the failure was substantially justified or is harmless; or

(B) award other appropriate relief, including reasonable expenses and attorney's fees caused by the failure; and

(2) there shall be a presumption that a bona fide dispute exists for purposes of sale pursuant to 11 U.S.C. § 363(f)(4).

(c) Claims Treated as "Long Term" Debts. In a Chapter 12 or 13 case, the holder of a secured claim on real estate or a motor vehicle, shall attach to the proof of claim a statement of the contractual monthly payment due for the month following the filing of the petition.

(d) Trustee Not Required to Provide Notice of Final Cure Payment When Trustee Is Not the Disbursing Agent. The Chapter 13 trustee is not required to file or serve any notice of final cure payment under FED. R. BANKR. P. 3002.1(f) in connection with any claim for which the Chapter 13 trustee is not the disbursing agent. This subsection shall not affect the ability of the debtor to file and serve any such notice.

3007-1 Claims — Objections

(a) LBR 9013-1 Motion Practice Procedures are modified as follows with respect to objections to claims:

- (1) The notice of objection to claim shall provide a 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.
- (3) Every objection to a claim and notice shall identify the claim by claim number assigned on the court's claims register.

(b) In a Chapter 12 or 13 case, the trustee may partly or fully withhold distributions on account of any claim to which an objection has been filed until such objection is resolved.

3011-1 Unclaimed Funds

(a) Motions to Withdraw Unclaimed Funds and Procedures. The form Motion to Withdraw Unclaimed Funds (Form 1340) shall be in the format located on the court's website at <https://www.tnmb.uscourts.gov/forms/motion-withdraw-unclaimed-funds>. Procedures regarding such motions are found at <https://www.tnmb.uscourts.gov/unclaimed-funds-rules-and-guidance>.

(b) Service of the Motion. The form Motion to Withdraw Unclaimed Funds (Form 1340) shall be served 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. A certificate of service must accompany the Motion to Withdraw Unclaimed Funds and comply with LBR 9013-3(b).

3015-1 Chapter 13 — Plan

(a) Form. Pursuant to FED. R. BANKR. P. 3015.1, all Chapter 13 plans filed in this district shall conform to the local Chapter 13 Plan located on the court's website at https://www.tnmb.uscourts.gov/forms/all-forms/local_bankruptcy_forms. Provisions not otherwise included in the form or deviating from it are effective only if they are included in the section of the form designated for nonstandard provisions and are identified in accordance with any other requirements of the local form.

(b) 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 shall provide the required special address on the list required by LBR 1007, the debtor shall give notice, and make service and file a certificate of

service pursuant to LBR 9013-3 when a method of notice or service is required other than first class mail.

(c) Filing of a Chapter 13 Plan. 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 or a complete summary of the proposed plan on all creditors, all equity security holders, 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.

(d) Objection to Confirmation of Chapter 13 Plan. Any written objection to confirmation of a chapter 13 plan must be filed at least 5 calendar days before the meeting of creditors. An oral objection may be raised by stating the objection on the record at the meeting of creditors.

3015-2 Chapter 13 — Amendments to Plans

(a) In General. In addition to the requirements of the LBR 9013-1 Motion Practice Procedures, any motion filed by a debtor that modifies a confirmed Chapter 13 plan must include a verified comparative budget and statement of impact on creditors in the form located on the court's website at <https://www.tnmb.uscourts.gov/forms/amended-monthly-family-budget>. 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 that modifies a confirmed Chapter 13 plan must state the terms of the modification as indicated in the motion to modify.

(c) Filing of a Chapter 13 Plan. 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 or a complete summary of the proposed plan on all creditors, all equity security holders, 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.

3016-2 Disclosure Statement — General

(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 10 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 that has requested notice in the case 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).

3017.1-1 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

(a) Preconfirmation Payments

- (1) Debtors shall make all payments required by 11 U.S.C. § 1326(a)(1)(A), (B) and (C) to the trustee in cases filed under or converted to Chapter 13.
- (2) Pending confirmation of a plan, the trustee shall make payments required by 11 U.S.C. § 1326(a)(1)(B) and (C) in the amount specified in the debtor's Chapter 13 plan, absent an order under 11 U.S.C. § 1326(a)(3).
- (3) The trustee shall make payments under subparagraph (2) above as soon as practicable after the filing of a proof of claim by the creditor to whom payment is due.
- (4) The trustee may assess an administrative fee for effecting payments required by subparagraph (2) equal to the percentage fee established by the Attorney General pursuant to 28 U.S.C. § 586(e)(1)(B).

(b) Reimbursement for Chapter 13 Notices. Debtors' attorneys will be reimbursed for actual expenses incurred in mailing notices in an amount not to exceed \$1.00 per notice (\$5.00 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) Limitation on Combined Motions. A motion for relief from the 11 U.S.C. § 362(a) stay shall not contain additional requests for relief, except for abandonment and/or adequate protection regarding the same asset. When other requests for relief are impermissibly combined with a motion for relief from the 11 U.S.C. § 362(a) stay, the motion for stay relief (and any related abandonment and/or adequate protection) will be heard. The impermissible requests for relief will only be considered when separately filed.

(b) 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.

(c) Codebtor Stay. Any motion for relief from the codebtor stay under 11 U.S.C. § 1301 shall be made by separate motion in compliance with the LBR 9013-1 Motion Practice Procedures.

(d) Continuance of Preliminary or Final Hearing. The agreement of all parties to continue the preliminary or final 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 on or before the second business day prior to the preliminary or final hearing. Otherwise, announcement of an agreement to continue may be made by counsel at the first call of the motion docket.

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.

(e) Order Granting Relief from Automatic Stay. In Chapter 7, 12 and 13 cases, orders granting relief from the automatic stay in 11 U.S.C. § 362(a) must comply with the following provisions.

(1) Affected Collateral. The order must describe the real or personal property that is security for the movant's debt.

(2) Form of Order. The forms located on the court's website at https://www.tnmb.uscourts.gov/forms/all-forms/local_bankruptcy_forms shall be used when there is Affected Collateral and:

(A) no opposition to the motion for stay relief was filed;

(B) any filed opposition was withdrawn; or

(C) any opposition was overruled by the court at the Scheduled Hearing.

(3) Abandonment by Trustee. If the motion for stay relief states that the Affected Collateral is burdensome or of inconsequential value to the estate, and the trustee does not oppose stay relief, then the forms located at the court's website at https://www.tnmb.uscourts.gov/forms/all-forms/local_bankruptcy_forms (versions 3 or 4) shall be used. Abandonment is only effective if the trustee approves the order for entry.

(4) FED. R. BANKR. P. 4001(a)(4) Stay. If the motion for stay relief requests that FED.R. BANKR. P. 4001(a)(4) not apply and there is no opposition to that request, then the forms located at the court's website at https://www.tnmb.uscourts.gov/forms/all-forms/local_bankruptcy_forms (versions 2 or 4) shall be used.

(5) Agreed Orders. This LBR 4001-1(e) is not applicable when a motion for stay relief is resolved by agreed order.

(f) Agreed Order Granting Stay Relief and/or Abandonment.

(1) Any agreed order which grants stay relief and/or abandonment when no motion is filed shall prominently display in bold text the following language: "ORDERED, Any objection to this agreed order must be filed within 14 days of the entry of the order."

(2) Pursuant to FED. R. BANKR. P. 4001(d)(5), the agreed order shall be served upon any party who has an interest in collateral or is jointly obligated.

(g) Agreed Order Granting Adequate Protection Payments. Any agreed order which includes provisions for adequate protection payments shall be filed as a Motion for Approval of Agreed Order consistent with FED. R. BANKR. P. 4001(d) and shall be filed pursuant to LBR 9013-1 Motion Practice Procedures with the notice period shortened to 14 days.

(h) Alternative Procedure for Extend Stay Requests in Chapter 13 Cases

(1) In General. The procedures outlined in this rule apply to requests to extend the automatic stay of 11 U.S.C. § 362(a) in cases filed under Chapter 13 of Title 11 where there has been a previous dismissal of a case within the prior year. This local rule modifies the normal emergency procedures under LBR 9075-1. For this Rule to apply, the debtor must be represented by counsel.

(2) Procedure. For the court to extend the automatic stay without the debtor having to appear, the debtor must comply with the following procedures:

(A) The motion to extend the automatic stay must be filed by counsel of record within five business days of the petition date.

(B) The debtor must file a notice and motion using the form located on court's website at https://www.tnmb.uscourts.gov/forms/all-forms/local_bankruptcy_forms.

- (C) The debtor's attorney must select a hearing date from the court's availability calendar with an objection deadline that is at least 14 days after the filing and service of the notice and motion.
 - (D) The deadline for objections must be at least four business days before the hearing date.
 - (E) The hearing date must occur within 30 days of the filing of the petition.
 - (F) The notice and motion must include a declaration under penalty of perjury signed by the debtor(s) that all factual statements included in the notice and motion are accurate.
 - (G) A Chapter 13 plan, all statements and schedules, and a mailing matrix must be filed and served.
 - (H) The debtor must make the first payment provided under the filed Chapter 13 plan at the time the notice and motion is filed or by the deadline for filing objections.
- (3) ***Service Requirements.*** The following service rules apply to requests to extend stay under this Rule:
- (A) Counsel for the debtor must serve a copy of the Notice and Motion to Extend Stay to the United States Trustee and Chapter 13 trustee via electronic service through the CM/ECF filing system, and to all other creditors on the mailing matrix by first-class United States mail.
 - (B) Within three business days of the filing of the notice and motion, counsel for the debtor shall file a certificate of service including the service date of the notice and motion with court.
- (4) ***If no objection filed.*** If no timely objection has been filed to the notice and motion and the procedures outlined in this rule have been satisfied, the form order extending the stay will automatically be entered by court. The form order is available at <https://www.tnmb.uscourts.gov/forms/motion-extend-stay-ao-19-3-exhibits>.
- (5) ***If objection filed.*** If a timely objection is filed, counsel for the debtor(s) must be prepared to introduce proof on the scheduled hearing date to satisfy the provisions of 11 U.S.C. § 362(c)(3).

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 or limited liability company, the person serving as its chief executive officer (the person occupying the position of president, chief manager or comparable position is presumed to be chief executive officer);
- (2) If the debtor is a partnership, each of the general partners;
- (3) If the debtor is a small business debtor, the senior management personnel (the person(s) occupying the position(s) of chief financial officer, chief operations officer and chief management officer or comparable positions are presumed to be the senior management personnel);
- (4) If any corporate, limited liability company or partnership debtor deems the persons designated above inappropriate, prompt motion shall be made consistent with the LBR 9013-1 Motion Practice Procedures for relief from this rule and for the designation of some other or additional natural person or persons;
- (5) The natural person or persons who will perform acts required to be performed by the debtor shall be identified by name, title, and address at the time of the commencement of the case in a voluntary case. In an involuntary case, the identification shall be filed no later than 14 days after entry of the order for relief.

(b) Domestic Support Obligations. With respect to each domestic support obligation, the debtor shall include on Official Form 106E/F the name, address, and telephone number of the child support enforcement agency for the state in which each claim holder resides.

(c) Deposits for Rent Under 11 U.S.C. § 362(l). If a debtor files a certification under 11 U.S.C. § 362(l)(1) with the petition, the deposit required by 11 U.S.C. § 362(l)(1)(B) shall be considered filed with the petition if tendered to the clerk by close of the next business day after the filing of the petition. The deposit may only be tendered in the form of a cashier's check, money order, an Interest on Lawyers Trust Account check (IOLTA) or certified check made payable to the lessor (not the Clerk of Court). The name and mailing address of the lessor shall be provided to the clerk with tender of the deposit.

(d) Certificate of Payment of Domestic Support Obligations. Not later than 28 days after completion of payments under a Chapter 12 or Chapter 13 plan, the debtor shall file the certificate required by 11 U.S.C. §§ 1228(a) or 1328(a).

4003-2 Lien Avoidance

(a) Motion. Except when provided for in a Chapter 13 Plan, a motion to avoid a lien under 11 U.S.C. § 522(f) must provide:

- (1) the identity of the creditor whose lien is to be avoided—the creditor shall be listed in the title of the motion;
- (2) a description of the property subject to the lien;
- (3) the balance of debt secured by the creditor’s lien;
- (4) the fair market value of the property;
- (5) the identity of any other holder of a lien encumbering the property and the amount due on such lien;
- (6) the specific statutory authority for the claimed exemption; and
- (7) the amount claimed exempt.

(b) Procedure. Movant shall comply with the LBR 9013-1 Motion Practice Procedures.

(c) Order. A motion to avoid a lien under 11 U.S.C. § 522(f) must be accompanied by a proposed order form located at the court’s website at https://www.tnmb.uscourts.gov/forms/all-forms/local_bankruptcy_forms.

4070-1 Insurance

(a) Proof of Insurance. When the debtor retains a motor vehicle which is subject to the lien of a creditor holding a secured claim, proof of insurance against physical damage and loss must be furnished to the trustee and the creditor at or before the meeting of creditors. 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 60 days from the date of the meeting of creditors. 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 (8) 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. 9014.
- (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 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 days after mailing.
- (4) Within 7 days after taking possession of a motor vehicle based on lapse of insurance, the creditor shall file a motion for relief from the 11 U.S.C. § 362 stay.

(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

5005-1 Filing Requirements

All filings shall include a signature block setting forth the name, appropriate attorney identification number(s) (if applicable), addresses, voice phone numbers, e-mail addresses and firm affiliation beneath all signature lines.

5005-2 Number of Copies

In any non-electronic filing with the clerk, only the original of any paper document needs to be filed. If any filed paper document is to be returned, it must be physically retrieved by the filer, or a self-addressed, stamped envelope (with correct postage) must be provided.

5005-3 Paper Size & Format

(a) Font and Margin Size. In any filing with the clerk, all filings shall be 8 ½" x 11". All filings shall be clearly legible in 12-point font with one-inch margins throughout the document.

(b) Page Numbering. All pages are required to be sequentially numbered at the bottom with sufficient room to allow imbedding of the CM/ECF docket entry footer.

(c) Proposed Orders. Any proposed order must comply with the same formatting requirements of LBR 9072-1(b).

(d) Acceptance of Paper Filings. Paper (non-electronic) filings will only be accepted by the clerk if the filer falls within one of the exceptions listed in ECF Procedures 2.2 of the Administrative Procedures for Electronic Case Filing.

5005-4 Electronic Filing

(a) Mandatory Electronic Filing. All documents filed in any case or proceeding must be submitted in accordance with the court's Administrative Procedures for Electronic Case Filing.

(b) CM/ECF Procedures Control. In the event of a conflict between these rules and the Administrative Procedures for Electronic Case Filing, the current version of the Administrative Procedures for Electronic Case Filing shall control.

(c) PDF Format of Documents Required. All electronic filings must be filed in .pdf format and meet the PDF-A profile standards.

(d) Proposed Orders. Proposed orders must have a four-inch margin at the top of the first page and one-inch margins throughout the remainder of the document with sufficient room at the bottom of all pages to allow embedding of the CM/ECF docket entry footer.

5011-1 Withdrawal of Reference

(a) Where to File Motion to Withdraw the Reference. 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 to Withdraw the Reference. 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. Except for a motion for a stay pending the outcome of the motion to withdraw the reference, all documents pertaining to the motion to withdraw the reference shall be filed with the district clerk. All documents relating to other aspects of the bankruptcy case or proceeding shall be filed with the bankruptcy clerk.

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) Submission and presentation of evidence is governed by the Electronic Evidence Procedures (“EEP”). When the EEP is not applicable, 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 & Broadcasting

District Court Local Rule 83.03, as may be amended or revised, applies to the floors occupied by the bankruptcy court.

5081-1 Fees — Form of Payment

(a) Transactions Requiring the Payment of Money. Any over-the-counter transaction requiring the payment of money to the clerk shall be conducted no later than 4:00 P.M. unless other arrangements are made in advance with the bankruptcy clerk or chief deputy clerk.

(b) Over-the-Counter Forms of Payment. The bankruptcy clerk will accept the following forms of payment:

- (1) cash – exact change only;
- (2) cashier’s check;
- (3) money order; or

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

(c) Handling of Overpayments. The clerk is authorized to accept and process all mailed and in-person overpayments with the permission of the payor without further court order, as follows:

- (1) Overages less than \$30.00 will be forfeited to the U.S. Treasury.
- (2) Overages of \$30.00 or greater will be refunded by the clerk when the payor’s mailing address is known with certainty.
- (3) Overages of \$30.00 or greater when the payor’s address is not known with certainty will be placed in the unclaimed funds registry.

PART VI

COLLECTION AND LIQUIDATION OF THE ESTATE

6004-1 Sale of Estate Property

Statement of Sale. The statement of sale of estate property conducted under FED. R. BANKR. P. 6004 shall contain the following information for each sale type:

	INFORMATION	SALE TYPE
a.	Itemized statement of property sold	All sales
b.	List of bidders	On-site auction ¹
c.	Number of participating bidders	On-line auction ²
d.	Name of each buyer	Private sale ³ On-site auction On-line auction
e.	Price received for each item or lot	All sales
f.	Date(s) of sale	Private sale On-site auction Securities sale ⁴
g.	Time & place of sale	On-site auction
h.	Opening & closing dates & time of sale	On-line auction
i.	Calculation of compensation allowable under appointment order	All sales
j.	Copies of sale advertisements, summary listing of advertising expenses, itemized mailing costs and expenses	On-site auction On-line auction
k.	All other costs and expenses, itemized	All sales

¹ With or without simultaneous telephonic or on-line bids.

² Accepts bids only via the internet.

³ With or without assistance of an agent.

⁴ Requires a registered broker dealer.

6005-1 Appraisers, Auctioneers & Real Estate Agents

(a) Qualifications of Auctioneers and Real Estate Agents. Applications to employ auctioneers (including on-line) or real estate agents shall detail the auctioneer's or agent's qualifications, including any professional licenses held.

(b) Compensation of Auctioneers. An auctioneer's commission may be deducted from the gross proceeds of sale and/or added to the sale price as a buyer's premium. Except upon motion filed pursuant to the LBR 9013-1 Motion Practice Procedures, compensation shall not exceed:

- (1) Ten percent (10%) of gross proceeds for real property and vehicles—including cars, trucks, trailers, all-terrain vehicles, boats, aircraft, farm machinery and implements and earth moving equipment; or
- (2) Twenty-five percent (25%) of the first \$40,000 of gross proceeds for other personal property and fifteen percent (15%) thereafter.

(c) Compensation of Real Estate Agents. Compensation of a real estate agent shall not exceed six percent (6%) of gross proceeds except upon motion filed pursuant to the LBR 9013-1 Motion Practice Procedures. Any variance above 6% requires a court order and is excluded from the "if objection" process of the LBR 9013-1 Motion Practice Procedures. Expenses of a real estate agent shall only be reimbursed upon motion filed pursuant to the LBR 9013-1 Motion Practice Procedures.

(d) Retrieval of Sale Items. Auctioneers and agents who ship sale items at buyers' expense must allow buyers to arrange for retrieval of sale items without charge.

(e) Reimbursement of Credit Card Fees. Auctioneers and agents who accept payment by credit card may charge a buyer's premium to offset credit card processing fees only if that charge is disclosed in the application to employ and in the notice of sale.

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 is relieved of the requirement of giving notice of abandonment or disposition of property under FED. R. BANKR. P. 6007(a). Such abandonment shall be effective 14 days after the notice unless an objection is filed, in which case a hearing will be set.

(b) Property Value. In a Chapter 7, 12 or 13 case, 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 net value to the estate of less than \$1,000 per item and less than \$2,500 in the aggregate.

6070-1 Tax Returns, Transcripts & Tax Refunds

(a) Providing or filing tax returns or transcripts. Any tax return or transcript provided or filed under 11 U.S.C. § 521(e) or (f) shall be:

- (1) provided or filed electronically in a format consistent with ECF Procedure 8; and
- (2) transmitted electronically to the United States trustee at the time it is otherwise provided or filed. The e-mail address for the United States trustee for the Middle District of Tennessee is ustpreregion08.na.ecf@usdoj.gov.

(b) Request to Inspect or Copy. Any request for a tax return or transcript or to inspect or copy a tax return or transcript under 11 U.S.C. § 521(e), (f) or (g):

- (1) shall be filed electronically;
- (2) shall be served on the debtor and on the debtor's attorney;
- (3) shall identify the individual who will be doing the inspecting or copying;
- (4) is invalid unless the request includes a working e-mail address for the requesting party;
and
- (5) is invalid unless the request includes this signed statement:

“[The requesting party] will maintain the confidentiality of any requested, inspected or copied tax return (or transcript) consistent with § 315(c) of the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005.”

PART VII

ADVERSARY PROCEEDINGS

7001-1 Adversary Proceedings — General

(a) Turnover of Money or Property. A complaint or motion for turnover of a Motor Vehicle (as defined in LBR 4070-1(b)(1)) shall include as an exhibit Proof of Insurance (as defined in LBR 4070-1(b)(2)).

(b) Emergency Requests for Turnover in Chapter 13 Cases. The court may schedule an emergency preliminary hearing on a request for turnover of a Motor Vehicle or funds of the debtor in a Chapter 13 case if the request (the “Emergency Turnover Request”) includes information substantially in compliance with LBR 9075-1.

- (1) An Emergency Turnover Request filed before 4:00 P.M. on any Wednesday may be scheduled for expedited preliminary hearing no earlier than Wednesday of the following week.
- (2) The attorney for the plaintiff (or the plaintiff, if *pro se*) shall provide immediate email, 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 Chapter 13 trustee by hand delivery, facsimile, overnight courier service or email. 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 filed in paper format.

7007.1-1 Financial Disclosure by Corporate Party

FED. R. BANKR. P. 7007.1 shall apply to contested matters under FED. R. BANKR. P. 9014.

7056-1 Summary Judgment

(a) Statement of Undisputed Facts. To assist the court in ascertaining whether there are material facts in dispute, any motion for summary judgment made pursuant to FED. R. BANKR. P. 7056 shall be accompanied by a separate, concise statement of the material facts which the moving party contends are not disputed. Each fact shall be stated in a separate, numbered paragraph. Each fact shall be supported by specific citation to the record. After each paragraph, the word “response”

shall be inserted, and a blank space shall be provided reasonably calculated to enable the nonmoving party to respond to the assertion that the fact is undisputed.

(b) Response to Statement of Facts. 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 ruling on the motion for summary judgment only; or (3) demonstrating that the fact is disputed. Each disputed fact must be supported by specific citation to the record. The response must be made on the document provided by the movant or on another document in which the non-movant has reproduced the facts and citations verbatim as set forth by the movant. In either case, the non-movant must make a response to each fact set forth by the movant immediately below each fact set forth by the movant. Such response shall be filed with the papers in opposition to the motion for summary judgment. In addition, the non-movant's response may contain a concise statement of any additional facts that the non-movant contends are material and disputed. Each such disputed fact shall be set forth in a separate, numbered paragraph with specific citations to the record supporting the contention that such fact is in dispute.

(c) Reply Statement. If the non-moving party has asserted additional facts, the moving party shall respond to these additional facts by filing a reply statement in the same manner and form as specified in sections (a) and (b) above. The reply of the moving party shall be filed within 14 days of the filing of the response of the non-moving party.

7067-1 Registry Funds

(a) Court Registry Investment System. By administrative order, the court has authorized that all funds deposited with the court registry shall be maintained in an interest-bearing account in the Court Registry Investment System ("CRIS"), which is administered by the Administrative Office of the United States Courts.

(b) Fee. Registry account funds shall be assessed fees from interest earnings in the amount set forth in the Bankruptcy Court Miscellaneous Fee Schedule and in the manner described in this court's Order Regarding Deposit and Investment of Registry Funds.

(c) Receipt and Withdrawal of Funds. No money shall be sent to the court for deposit in the court's registry or withdrawn from the court's registry without a court order signed by the judge in the case or proceeding. The party making the deposit or transferring funds to the court's registry shall serve the order on the bankruptcy clerk. Unless provided for elsewhere in such order, all monies ordered to be paid to the court or received by its officers in any case pending or adjudicated shall be deposited with the Treasurer of the United States in the name and to the credit of this court pursuant to 28 U.S.C. § 2041 through depositories designated by the Treasury to accept such deposit on its behalf.

(d) Motions and Orders for Deposit of Funds. Motions and orders to deposit funds into the court registry shall be served by the movant on the Bankruptcy Clerk, Room 200, Second Floor, Customs House, 701 Broadway, Nashville, Tennessee 37203 and shall contain the following:

- (1) the actual amount of funds to be deposited. If the funds have been on deposit in a state court action removed to this court, the amount should state, “plus accrued interest;”
- (2) state the full name of the investor or interpleader/movant;
- (3) identify if the funds being deposited are interpleader funds pursuant to 28 U.S.C. § 1335;
- (4) motions to deposit interpleader funds pursuant to 28 U.S.C. § 1335 filed in CM/ECF must use the CM/ECF motion event titled, “Motion for Interpleader Deposit (28 U.S.C. § 1335)” and
- (5) motions to deposit interpleader funds should be accompanied with a proposed order referencing 28 U.S.C. § 1335 as a separate CM/ECF attachment to the motion.

(e) Motions and Orders for Withdrawal of Funds. All motions and orders for withdrawal of registry funds or interpleader disbursements pursuant to 28 U.S.C. § 1335 shall be served by the movant on the bankruptcy clerk or chief deputy clerk in Room 200, Second Floor, Customs House, 701 Broadway, Nashville, Tennessee 37203 and shall contain the following:

- (1) the amount on deposit at the time of the motion;
- (2) the full name and address of each party receiving disbursement;
- (3) the amount of payment (or amount to be withdrawn) to each party receiving disbursement;
- (4) non-interpleader 28 U.S.C. § 1335 requests to release funds from the court registry filed in CM/ECF must be filed using the CM/ECF motion event titled, “Release Funds from Court Registry – BK Motion;”
- (5) motions to withdraw interpleader funds pursuant to 28 U.S.C. § 1335 must use the CM/ECF motion event titled, “Motion for Authorization of Interpleader Disbursement (28 U.S.C. Section 1335)” and
- (6) orders submitted for entry requesting withdrawal of 28 U.S.C. § 1335 interpleader funds must contain in the title of the order, “Order Authorizing Interpleader Disbursement (28 U.S.C. § 1335).”

(f) The clerk will withhold disbursement(s) until the clerk is provided taxpayer identification information. Movants and parties should consult the court’s website at www.tnmb.uscourts.gov for administrative orders, further information, forms, and instructions on processing deposits, withdrawals, and disbursement of registry funds.

(g) Inapplicability to Unclaimed Funds. This rule applies only to court registry interpleader funds under FED. R. CIV. P. 67 as made applicable by Fed. R. Bankr. P. 7067 and has no applicability to unclaimed funds paid to the court pursuant to 11 U.S.C. § 347(a).

PART VIII

Reserved

PART IX GENERAL PROVISIONS

9004-2 Caption of Filings

(a) In General.

- (1) All filings 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.
- (2) All orders for entry shall specify in the title the relief to be granted by the order.

(b) Adversary Proceedings. In addition to the requirements immediately above, the caption for all filings in adversary proceedings must include the adversary proceeding number.

9010-1 Attorneys — Notice of Appearance

Contemporaneously with the first filing in a case or proceeding, 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 and email address. An attorney requesting a change of address must accomplish an address change by contacting the PACER Service Center.

9013-1 Motion Practice

Any request for relief, that does not require the initiation of an adversary proceeding under FED. R. BANKR. P. 7001 must be made by written motion. All motions must comply with the LBR 9013-1 Motion Practice Procedures set forth on the court's website.

9013-2 Briefs & 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 noon on the second business day 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 — Motions

(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 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 — Pretrial Disclosures & Court Filings

(a) General — This rule applies to any contested matter—whether arising as a result of an “if objection” motion under the LBR 9013-1 Motion Practice Procedures followed by an objection being filed or as the result of any other motion set by the court for a hearing where a response is filed opposing the relief sought. The timing and necessity of initial disclosures are governed by this rule, and subsections (a), (d) and (f) of FED. R. BANKR. P. 7026 do not apply to such contested matters.

(b) 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.

(c) Response Deadline. In all contested matters not controlled by the “if objection” process under the LBR 9013-1 Motion Practice Procedures, unless an order or notice provides otherwise, any party in opposition to the relief requested shall file and serve a “response” or “objection” on or before the earlier of 21 days after service of the paper commencing the contested matter or 7 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. The court may enter an order granting the relief or may proceed with the hearing as scheduled despite the lack of a response. In the case of any contested matter set for hearing by the court and not governed by LBR 9013-1 Motion Practice Procedures, the presence of movant’s counsel at the hearing is required unless an order has already been entered granting the relief at the time of the hearing.

(d) Pretrial Disclosures and Court Filings. Although various pretrial initial disclosures are not automatically required in contested matters pursuant to FED. R. BANKR. P. 7026, either the movant or the respondent in any contested matter may invoke certain initial disclosure requirements pursuant to subsection (2) below. Regardless of whether the initial disclosure requirements are invoked by either party, all parties must make certain pretrial filings and exchange certain information in advance of the hearing as set forth in subsection (1) below.

(1) Pretrial Court Filings. In addition to the initial disclosures that may be invoked by paragraph (2) below, and regardless of whether such pretrial disclosure process has been invoked, every party shall file with the court and provide to every other party by noon

two 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. (For any matter to be heard in the Nashville Division, the exhibits shall be filed and exchanged utilizing the court's Electronic Evidence Submission Application pursuant to the Electronic Evidence Procedures.)
- (D) An expert report of the type described in LBR 9014-1(d)(2)(c) herein for any expert expected to testify.

(2) Initial Disclosures. If the movant elects to require pretrial disclosures as set forth herein, movant shall include the following statement in bold in the first paragraph of the motion: "Disclosures pursuant to LBR 9014-1(d)(1) shall be required for this matter." If the movant does not include such language invoking the disclosure requirement, the respondent may invoke the requirement by including the same language in bold in the first paragraph of the response. If either the movant or a respondent invokes the initial disclosure requirements herein, each party shall provide to every other party to the contested matter the information listed below in subsections (a) thru (c). 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 7 calendar days after service of the objection or response or on or before the fourth business day prior to the hearing, whichever occurs first. The disclosures required in paragraph (C) shall be completed no later than 14 days after service of the response or on or before the fourth business day prior to the hearing, whichever occurs first.

(3) 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 supplement any factual or legal arguments made in their motion or response by submitting briefs or memoranda of law no later than noon on the second business day prior to the hearing, unless a court order or notice indicates a different deadline.
- (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.

(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) An Order, or an Agreed Order for First Continuance is submitted no later than noon on the second business day prior to the date of the scheduled hearing;
- (2) The order or 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.

9014-2 Corporate Ownership Statement

Parties to contested matters shall comply with FED. R. BANKR. P. 7007.1.

9018-1 Secret, Confidential, Scandalous or Defamatory Matter

(a) Specific Court Order Required. No document may be filed under seal, i.e., closed to inspection or access by the public, except pursuant to a court order. A sealing order request must be narrowly tailored. No stipulation or blanket protective order that allows a party to designate documents as sealable will be entered.

(b) Request to File Document Under Seal. Counsel seeking to file a document or any portion under seal must:

- (1) File by physical delivery to the bankruptcy clerk and serve a Motion to File under Seal, accompanied by a declaration establishing that the document is sealable. The motion must specify the appropriate level of public disclosure with respect to each of the following:
 - (A) The docket text on CM/ECF regarding the Motion to File under Seal;
 - (B) The Motion to File under Seal;
 - (C) The docket text on CM/ECF regarding the Order Granting Filing Under Seal;
 - (D) The Order Granting Filing Under Seal; and
 - (E) The docket text on CM/ECF regarding the filing of the document(s) filed under seal.
- (2) Specify parties to whom the bankruptcy clerk may grant access to the sealed document(s).
- (3) Attach the completed Sealed Document Cover Sheet form located on the court's website at <https://www.tnmb.uscourts.gov/forms/sealed-document-cover-sheet>.
- (4) File by physical delivery to the bankruptcy clerk a proposed order sealing the document(s).
- (5) File by physical delivery to the bankruptcy clerk the document(s) in a sealed envelope or container, with a cover sheet affixed prominently displaying the notation:
"DOCUMENT SUBMITTED UNDER SEAL."
- (6) If only a portion of a document is sealable, the submitting party must also file, by physical delivery to the bankruptcy clerk, a redacted version of the document to be placed in the public record if the court approves the requested sealing order; and
- (7) File by physical delivery to the bankruptcy clerk a second copy of the document submitted under seal for delivery to the Judge's chambers by the clerk in an identically labeled envelope or container.

(c) Request Denied. If a request to file under seal is denied in whole or part, the bankruptcy clerk will notify the submitting party, hold the document for 14 days for the submitting party to retrieve it and, if it is not retrieved, destroy it.

(d) Effect of Seal. Unless otherwise ordered, any document filed under seal shall be kept from public access, including inspection by attorneys and parties to the action. Any document filed under seal shall be destroyed by the bankruptcy clerk unless it is retrieved by the submitting party within one year after the closing of the case or proceeding in which it was filed.

9019-1 Settlements & Agreed Orders

Any motion or order to approve a compromise or settlement must be filed in the bankruptcy case and in any related proceeding where the complaint or action originated.

9019-2 Alternative Dispute Resolution (ADR)

Pursuant to 28 U.S.C. §§ 471, 473(a)(6) and 651-58, and FED. R. BANKR. P. 7016, the United States Bankruptcy Court for the Middle District of Tennessee has created an Alternative Dispute Resolution Program (“ADR Program”). The ADR Program is described in a separate document known as “The ADR Program for the United States Bankruptcy Court for the Middle District of Tennessee.” That document is located on the court’s website at https://www.tnmb.uscourts.gov/sites/tnmb/files/adr_program.pdf. The ADR Program is part of the Local Bankruptcy Rules and may be cited as LBR 9019-2.

9024-1 Motion for Relief from Order of Dismissal

Any motion for relief from an order of dismissal of a bankruptcy case shall comply with the LBR 9013-1 Motion Practice Procedures and, if applicable, LBR 9075-1.

9029-1 Local Rules — General

(a) Effective Date. These Local Bankruptcy Rules shall take effect 60 days after notice is provided to the United States District Court for the Middle District of Tennessee in accordance with procedure set forth in the District Court’s Administrative Order 127, Delegation of Local Rule of Bankruptcy Procedure Approval Authority, dated February 21, 2017.

(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).

(c) Administrative Procedures for Electronic Case Filing. The bankruptcy judges of the district are authorized, pursuant to FED. R. BANKR. P. 9029 to make and amend administrative procedures with respect to Electronic Case Filing (ECF) in the Bankruptcy Court for the Middle District of Tennessee. Administrative procedures so enacted shall have the force of local

bankruptcy rules but shall be made, amended, and applied with due regard for any new and developing technology that is the CM/ECF system.

(d) Administrative Procedures for Submission of Evidence Electronically. Pursuant to FED. R. BANKR. P. 9029 the bankruptcy judges of the district are authorized and have enacted procedures governing the submission of electronic evidence, known as Electronic Evidence Procedures (“EEP”). The administrative procedures for submission of electronic evidence have the force of local bankruptcy rules and may be amended from time to time. The most current version of these procedures is located on the court’s website at <https://www.tnmb.uscourts.gov/electronic-evidence-submission-application-eesa>. The “Electronic Evidence Submission Application,” (“EESA”) is located in ECF, under “Bankruptcy” tab > “Exhibits.”

9036-1 Notice by Electronic Transmission

Except as provided in ECF Procedure 6 and to the extent practical, the bankruptcy clerk and all registered CM/ECF filers are directed to send only electronic notice to any entity so consenting or requesting.

9070-1 Exhibits

After final determination of any matter or proceeding, parties shall have 28 days within which to withdraw exhibits. In the event the exhibits are not withdrawn, the clerk may, without notice, dispose of the exhibits as the clerk deems necessary, but in no event sooner than the closing of the bankruptcy case, adversary proceeding or miscellaneous proceeding.

9072-1 Orders — Proposed

(a) Generally. A proposed order submitted for signature must be uploaded electronically using the orders module in CM/ECF unless the court orders otherwise, or the proposed order qualifies for an exception under ECF Procedure 2 of the Administrative Procedures for Electronic Case Filing.

(b) Preparing and Uploading Proposed Orders for Entry. Proposed orders must comply with the following criteria when uploaded to the orders module in CM/ECF.

- (1) **Who Must Prepare.** Unless the court requires otherwise, all orders shall be prepared and uploaded for entry by the attorney for the prevailing party.
- (2) **Approved for Entry.** All orders uploaded for entry must provide “Approved for Entry” as part of the /signature/ paragraph of the attorney preparing the order.
- (3) **Margins.** The top portion of the first page of the document must have a four-inch margin. The remainder of the document must have one-inch margins with sufficient room to allow the CM/ECF docket entry footer to be embedded at the bottom of the page(s).

- (4) **PDFs.** All proposed orders must be PDF-A compliant and comply with ECF Procedure 2 of the Administrative Procedures for Electronic Case Filing. Scanned proposed orders will not be accepted by the court for entry.

See also LBR 5005-3.

9075-1 Emergency Orders (Relief on Shortened Notice)

(a) When Appropriate. Emergency 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 (21-days) or 9014-1 (typically a hearing set by the court in 30 days or less).

(b) Obtaining Relief and Use of Local Bankruptcy Form. A request for emergency relief shall be filed using Local Bankruptcy Form 9075-1, “Notice and Motion for Order Setting Hearing on Shortened Notice and Request for Relief.” The form must be completed in its entirety.

The movant may combine the request for substantive relief with the request for an emergency hearing and shortened notice. Combining such relief shall not excuse the movant from including a well-plead claim for relief in the second part of the form.

(c) Proof of Service and Acknowledgment. The movant must include Local Bankruptcy Form “TNMB Certificate of Service” with the motion to evidence service to parties.

(d) CM/ECF Menu Selection/Event. The movant must use the correct CM/ECF menu selections when filing an emergency motion. The menu selections should be based on the relief requested and the movant must select the option within the CM/ECF event to request an emergency hearing. Selecting the emergency option creates the only notification the court will receive that a matter must be reviewed expeditiously.

(e) Proposed Order. The movant need not submit a proposed order granting the request for emergency hearing or shortened notice. If granted, the court will issue an appropriate order.

If the nature of the motion warrants an order with more information than merely the time, date, and location of the hearing, the movant may submit a proposed order, which must be titled “Emergency Order Shortening Notice and Setting Hearing.” 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. In this situation, the proposed order shall be filed as a separate attachment to the motion as well as uploaded through the Court’s electronic orders module.