

**PROCEDURE MANUAL COMMITTEE UPDATE:
FLMB’S RESOURCE HUB—THE SOURCE**

By: Danielle L. Merola, Law Clerk to Hon. Karen S. Jennemann

The quarterly update to the Source will occur in July and will again primarily focus on the Procedure Manual. We will add eleven new procedures. Some procedures come from the documents listed under “Other District Wide Forms,” and others are brand new. We will also update existing procedures.

New procedures will include: Amended Complaint, Motion for Summary Judgment, Auditor Reports, Involuntary Cases, Motion for Refund of Filing Fee, Motion to Determine Adequate Assurance for Payment of Utility Services, and Motion to Reserve Asset from Abandonment.

The Appeal Cover Sheet, Ballot Tabulation, and Notice of Limited Appearance of Additional Counsel and Rule 2016 Statement will be moved from “Other District Wide Forms” into the Procedure Manual as new procedures. Electronic Bankruptcy Noticing will be moved from “Other District Wide Procedures” into the Procedure Manual as a new procedure.

Chapter 11 Local Rule Fee Application Summary, Exhibit List and Cover Sheet, and Order Granting Motion for Refund of Filing Fee will be moved from “Other District Wide Forms” into existing procedures.

Many of our updates to existing procedures came from comments and suggestions we received from external users.

Many thanks to Mr. Steven Fishman from Clearwater who correctly pointed out that our sample Motion to Avoid Lien was not a verified motion (as contemplated by the procedure and local rules). We updated our sample motion to make it verified.

Mr. Fishman alerted the Court to this discrepancy via email and praised the Procedure Manual.

Quote from Mr. Fishman: “When the Court first published the Procedure Manual, I thought I would rarely use it ... I was so wrong. I constantly refer to it and update my motions and orders and procedures. It is a valuable and much appreciated tool.” Thanks for using this tool and helping us make it better!

We update The Source on a quarterly basis. The next update will occur on October 12, 2018. Look out for what to expect in the October update in the next issue of the *Court Connection*.

Court Connection
Volume No. 7 – Issue No. 3
July 2018

Please contact the Procedure Manual Committee with your questions, concerns, or suggestions at: flmb_procedures@flmb.uscourts.gov.