



## Procedure Manual Committee Update

### Two New Procedures and Other Updates

In late January, we will add two new procedures to our Procedure Manual:

**Case Filing on Behalf of Another Person** (LR 1002-1); and

**Motion to Substitute or Motion to Withdraw** (LR 2091-2).

We also will add these five new sample forms to help lawyers who need to withdraw or substitute counsel: Motion to Withdraw as Counsel; Notice of Withdrawal as Counsel; Motion/Notice for Substitution of Counsel; Order Granting Motion to Withdraw as Counsel; and Order Granting Motion for Substitution of Counsel. We hope these procedures and forms will help you.

We also will change these existing procedures:

- **Motions to Redact and Restrict Information** – update the procedure to implement recent Bankruptcy Code and Rule changes;
- **Motions for Relief from Stay** – update the filing checklist to make sure parties include in *both* the motion and in the order granting stay relief detailed information about automobiles [insert year, make, model of vehicle and vin #] or real property [insert legal description of real property]; and
- **Motion to Compel** (Bankruptcy and Adversary) – update the filing checklist to change the Negative Notice period from 21 to 14 days.

The next release also will introduce the new **Chapter 13 Trustee pages** which are similar to the existing Chapter 7 Trustee pages. The Chapter 13 Trustees now have their own resource page for attorneys, debtors, and creditors to obtain contact information and a direct link to a trustee's website.

As a reminder the Procedures Manual Committee can be reached via email at [FLMB\\_Procedures@flmb.uscourts.gov](mailto:FLMB_Procedures@flmb.uscourts.gov) to answer questions or to consider any suggestions for new procedures. Responses to inquiries are generally returned within 48 hours.