

## Service Guidelines

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### Docketing Event

N/A

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### Negative Notice: N/A

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### Accompanying Orders: N/A

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### Code and Rule References:

[Local Rule 1001-2](#)

[Local Rule 9013-3](#)

Other code and rule references are listed in the chart below.

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### Fee: N/A

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### Applicable Chapters: All

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### Implemented: 4/15/2019

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### Last Revision: 5/16/2023

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### Description

Most items filed with the Court must be served to provide notice to interested and affected parties. There are general rules for service and rules that provide service requirements for specific matters.

Proof of service language should be included on most papers filed with the Clerk's Office. Local Rule 9013-3 requires the item being served to be named in the proof of service. Please keep in mind that Local Rule 9013-3 also includes the elements that must be included in a proof of service.

Local Rule 9013-3(c) "***Proof of Service by an Attorney***. If proof of service is made by an attorney appearing in the case or proceeding pursuant to the provisions of Local Rule 2090-1, the attorney may make a certificate of service stating the date and manner of service and the name and address of the person served, certified by the signature of the attorney who made the service."

Local Rule 9013-3(d) "***Proof of Service by a Non-Attorney***. If proof of service is made by a person other than an attorney appearing in the case or proceeding pursuant to the provisions of Local Rule 2090-1, the non-attorney shall make a statement under penalty of perjury stating the date and manner of service and the name and address of the person served, signed, and sworn to by the non-attorney who made the service and including the non-attorney's name, address, and relation to the party on whose behalf the service is made."

Local Rule 1001-2 requires CM/ECF registration, so there are certain exclusions to the service guidelines **only** for CM/ECF users. Those exclusions are:

- Service on the Debtor when a paper is filed by the Debtor's attorney on the Debtor's behalf;
- Service on the Debtor's attorney;
- Service on the United States Trustee or his or her attorney;
- Service on the assigned Trustee or the Trustee's attorney; and
- Service on attorneys who receive service via CM/ECF.

**DISCLAIMER: The Service Guidelines are not intended to represent a full and complete statement of the law. These guidelines should not be used as a substitute for legal research and analysis. These guidelines are for informational purposes only. Parties independently must review the Bankruptcy Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Local Rules, and perform any other necessary legal research for proper service.**

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## **Filing Checklist**

In lieu of a formal checklist, please refer to the following Guide:

### **Paper Specific Service Requirements Guide**

The following chart indicates who or what entity should be served with various papers under the Federal Bankruptcy Code and Rules, our Local Rules, and/or Administrative Orders of this Court.

#### **Service Key:**

**D** = Debtor.

**DA** = Debtor's attorney.

**T** = Trustee and Trustee's attorney, if there is one.

**UST** = United States Trustee and his or her attorney.

**AP** = Affected creditor or other party in interest.

**ALL** = All creditors and parties in interest, as listed on a Court-generated matrix.

**L20** = L20 means Local Rule 1007-2 Parties in Interest List. Local Rule 1007-2(b) states: "In Chapter 11 cases, the Clerk shall maintain the list of creditors holding the 20 largest unsecured claims filed by the debtor pursuant to Fed. R. Bankr. P. 1007(d) and shall designate this list as the 'Local Rule 1007-2 Parties in Interest List' in CM/ECF. Upon appointment of a committee of unsecured creditors, the Clerk shall add the names and addresses of the committee members, counsel for the committee, if any, and authorized agents of the committee, if any, to the Local Rule 1007-2 Parties in Interest List and shall remove the names and addresses of the creditors holding the 20 largest unsecured claims. The Clerk shall also add to this list the names and addresses of parties who have filed requests for notice pursuant to Rule 2002-1(d) of these rules."

**NOA** = Parties who have entered an appearance by filing a paper on behalf of a party or by filing a Notice of Appearance.

**COM** = Creditor's Committee appointed in a Chapter 11 case.

#### **Notes:**

1. Parties filing a paper do not need to serve themselves or their attorneys.
2. There may be unique cases where a limited notice group was designated for serving various items. This chart does not address those situations.

PAPER	CHAPTER	BANKRUPTCY CODE/RULE; LOCAL RULE; or ADMINISTRATIVE ORDER	SERVICE
Amended Chapter 13 Plan	13	<a href="#">Administrative Order FLMB-2020-7</a> <a href="#">Fed. R. Bankr. P. 2002(h)(1)</a> <a href="#">Local Rule 2002-1(e)</a>	<p>If filed within 70 days from the order for relief or order converting case to Chapter 13, then you serve ALL.</p> <p>If filed more than 70 days after the order for relief or order converting case to Chapter 13, then you may limit service to T, AP, and creditors who have filed proofs of claim or could file proofs of claim.</p>
Amended Voluntary Petitions	All	<a href="#">Fed. R. Bankr. P. 1009</a> <a href="#">Local Rule 1009-1(e)</a>	T, UST, AP
Amendments of Schedules and Statements	7, 11, 12, 13	<a href="#">Fed. R. Bankr. P. 1009</a> <a href="#">Local Rule 1009-1(e)</a>	<p>T, UST, AP</p> <p>If you are adding creditors, service is required on the added creditors. If applicable, you also must attach a copy of the § 341 Meeting Notice and the Chapter 13 Plan.</p>
Application for Administrative Expense	All	<a href="#">Fed. R. Bankr. P. 9034(e)</a> <a href="#">Fed. R. Bankr. P. 2002(a)(6)</a> <a href="#">Fed. R. Bankr. P. 2002(h)(1)</a> <a href="#">Local Rule 2002-1 (b), (c) and (d)</a>	<p>D, DA, T, UST, AP</p> <p>If filed in a voluntary Chapter 7, Chapter 12 or Chapter 13 case <b><u>within 70 days</u></b> from the order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve ALL.</p>

PAPER	CHAPTER	BANKRUPTCY CODE/RULE; LOCAL RULE; or ADMINISTRATIVE ORDER	SERVICE
			<p>If filed in a voluntary Chapter 7, Chapter 12 or Chapter 13 case <b><u>more than 70 days</u></b> after the order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p> <p>If filed in an involuntary Chapter 7 case <b><u>within 90 days</u></b> from the order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve ALL.</p> <p>If filed in an involuntary Chapter 7 case <b><u>more than 90 days</u></b> after the order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p> <p>If filed in a Chapter 11 case, then you also must serve L20.</p>

PAPER	CHAPTER	BANKRUPTCY CODE/RULE; LOCAL RULE; or ADMINISTRATIVE ORDER	SERVICE
Application for Compensation and Expenses	All	<a href="#">11 U.S.C. § 330</a> <a href="#">11 U.S.C. § 331</a> <a href="#">Fed. R. Bankr. P. 2002(a)(6)</a> <a href="#">Fed. R. Bankr. P. 2002(h)</a> <a href="#">Fed. R. Bankr. P. 9034(e)</a> <a href="#">Local Rule 2002-1(b), (c) and (d)</a>	<p>If the Application requests \$1,000 or less, then you must serve the UST.</p> <p>If the Application requests more than \$1,000, then you must serve D, DA, T, and UST.</p> <p>If filed in a voluntary Chapter 7, Chapter 12 or Chapter 13 case <b><u>within 70 days</u></b> from the order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve ALL.</p> <p>If filed in a voluntary Chapter 7, Chapter 12 or Chapter 13 case <b><u>more than 70 days</u></b> after order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p> <p>If filed in an involuntary Chapter 7 case <b><u>within 90 days</u></b> from the order for relief or order converting case to Chapter 12 or Chapter 13, then you also</p>

PAPER	CHAPTER	BANKRUPTCY CODE/RULE; LOCAL RULE; or ADMINISTRATIVE ORDER	SERVICE
			<p>must serve ALL.</p> <p>If filed in an involuntary Chapter 7 case <b>more than 90 days</b> after order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p> <p>In a Chapter 11 case, you also must serve L20.</p>
Application to Appoint Trustee or Examiner	11	<a href="#">Fed. R. Bankr. P. 2007.1</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a> <a href="#">Fed. R. Bankr. P. 9034(g)</a>	D, DA, UST
Application to Employ Professional Persons	7, 9, 11, 12	<a href="#">Fed. R. Bankr. P. 2014</a> <a href="#">Fed. R. Bankr. P. 9034(d)</a>	UST
Cash Collateral: Motion to Use; Creditor's Motion to Prohibit	9, 11, 12	<a href="#">Fed. R. Bankr. P. 4001(b) &amp; (d)</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a> <a href="#">Fed. R. Bankr. P. 9034(f)</a>	<p>D, DA, T, UST, AP</p> <p>In a Chapter 11 case, you also must serve COM (if appointed).</p>
Chapter 13 Plan (filed <b>AFTER</b> petition date)	13	<a href="#">Administrative Order FLMB- 2018-2</a>	ALL
Involuntary Bankruptcy Petition	7, 11	<a href="#">Fed. R. Bankr. P. 1010</a> <a href="#">Fed. R. Bankr. P. 7004(a) or (b)</a>	D, UST
Motion to Sell property of the estate	All	<a href="#">Fed. R. Bankr. P. 2002(a)(2)</a>	D, DA, T, UST, AP

PAPER	CHAPTER	BANKRUPTCY CODE/RULE; LOCAL RULE; or ADMINISTRATIVE ORDER	SERVICE
(including Free and Clear of Lien)		<a href="#">Fed. R. Bankr. P. 2002(h)</a> <a href="#">Fed. R. Bankr. P. 6004</a> <a href="#">Fed. R. Bankr. P. 9034(a)</a> <a href="#">Local Rule 2002-1(b),(c) and (d)</a>	<p>If filed in a voluntary Chapter 7, Chapter 12, or Chapter 13 case <b><u>within 70 days</u></b> from the order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve ALL.</p> <p>If filed in a voluntary Chapter 7, Chapter 12 or Chapter 13 case <b><u>more than 70 days</u></b> after the order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p> <p>If filed in an involuntary Chapter 7 case <b><u>within 90 days</u></b> from the order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve ALL.</p> <p>If filed in an involuntary Chapter 7 case <b><u>more than 90 days</u></b> after order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve creditors who have filed a claim, creditors</p>

<b>PAPER</b>	<b>CHAPTER</b>	<b>BANKRUPTCY CODE/RULE; LOCAL RULE; or ADMINISTRATIVE ORDER</b>	<b>SERVICE</b>
			<p>who still have time to file a claim, and parties who requested notice.</p> <p>In a Chapter 11 case, you also must serve L20.</p>
Motion Confirming Absence of Stay	7, 11, 12, 13	<a href="#">Fed. R. Bankr. P. 4001(a)</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a>	D, DA, T, UST, AP, and COM (if appointed).
Motion for Adequate Protection	7, 11, 12, 13	<a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a>	D, DA, T, UST
Motion for Authority to Maintain Pre-Petition Bank Accounts	11		UST
Motion for Authority to Pay Affiliate Officers' Salaries	11	<a href="#">Fed. R. Bankr. P. 2002(a)</a> <a href="#">Fed. R. Bankr. P. 4001</a>	UST, L20, and COM (if appointed).
Motion for Authority to Pay Critical Vendors	11	<a href="#">Fed. R. Bankr. P. 2002(a)</a>	UST, L20, and COM (if appointed).
Motion for Authority to Pay Pre-Petition Wages	11		UST, L20, and COM (if appointed).
Motion for Cramdown	11		<p>UST, AP</p> <p>If filed by someone other than the Debtor, then you also must serve D.</p>
Motion for Final Decree	11	<a href="#">Fed. R. Bankr. P. 9034</a>	<p>If there is no request for discharge, then you must serve the UST.</p> <p>If there is a request for discharge and it is filed in an individual case, then you must serve ALL.</p>



<b>PAPER</b>	<b>CHAPTER</b>	<b>BANKRUPTCY CODE/RULE; LOCAL RULE; or ADMINISTRATIVE ORDER</b>	<b>SERVICE</b>
Motion for Mortgage Modification Mediation	7, 11, 12, 13	<a href="#">Administrative Order FLMB- 2019-6</a>	T, UST, AP
Motion for Relief From Co-Debtor Stay	13	<a href="#">11 U.S.C. § 1301</a> <a href="#">Fed. R. Bankr. P. 4001(a)</a>	D, DA, T, Co-Debtor
Motion for Relief From the Automatic Stay	All	<a href="#">Fed. R. Bankr. P. 4001(a)</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a>	D, DA, T, UST, AP  If filed in a Chapter 11 case, you also must serve COM (if appointed). If no COM was appointed, you also must serve L20.
Motion for Summary Judgment	All	<a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 7056</a> <a href="#">Fed. R. Bankr. P. 9014</a>	Parties involved in the subject matter of the summary judgment via their counsel or individually if non-represented.
Motion for Turnover	7, 11, 12 and 13		D, DA, T, UST, AP
Motion for Unclaimed Funds	All		U.S. Attorney
Motion to Dismiss (or Notice of) by Debtor – Chapter 13	13		T
Motion to Assume/Reject Executory Contract	All	<a href="#">Fed. R. Bankr. P. 6006(a), (c)</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a>	D, DA, T, UST, AP
Motion to Assume/Reject Unexpired Lease	All	<a href="#">Fed. R. Bankr. P. 6006(a), (c)</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a>	D, DA, T, UST, AP
Motion to Administratively	11		ALL

PAPER	CHAPTER	BANKRUPTCY CODE/RULE; LOCAL RULE; or ADMINISTRATIVE ORDER	SERVICE
Close Chapter 11 Individual Case			
Motion to Administratively Reopen Closed Chapter 11 Case	11		<p>ALL</p> <p>If it is filed by a creditor, then you must serve D and DA.</p>
Motion to Approve Compromise	All	<p><a href="#">Fed. R. Bankr. P. 2002(a)(3)</a>  <a href="#">Fed. R. Bankr. P. 2002(h)</a>  <a href="#">Fed. R. Bankr. P. 9019</a>  <a href="#">Fed. R. Bankr. P. 9034(b)</a>  <a href="#">Local Rule 2002-1(b),(c) and (d)</a></p>	<p>D, DA, T, UST, AP</p> <p>If filed in a Chapter 11 case, then you also must serve L20.</p> <p>If filed in a voluntary Chapter 7, Chapter 12 or Chapter 13 case <b>within 70 days</b> from the order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve ALL.</p> <p>If filed in a voluntary Chapter 7, Chapter 12 or Chapter 13 case <b>more than 70 days</b> after the order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p> <p>If filed in an involuntary Chapter 7 case <b>within 90 days</b> from the order for relief or order converting</p>

PAPER	CHAPTER	BANKRUPTCY CODE/RULE; LOCAL RULE; or ADMINISTRATIVE ORDER	SERVICE
			<p>case to Chapter 12 or Chapter 13, then you also must serve ALL.</p> <p>If filed in an involuntary Chapter 7 case <b>more than 90 days</b> after order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p>
Motion to Avoid Lien under § 522(f)	All	<a href="#">Fed. R. Bankr. P. 4003(d)</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a> <a href="#">Local Rule 4003-2(c)</a>	T, UST, AP
Motion to Compel Abandonment (of Property)	7 and 11	<a href="#">Fed. R. Bankr. P. 6007(a)</a>	<p>D, DA, T, UST</p> <p>In a Chapter 11 case, you also must serve the COM (if appointed).</p> <p>In a Chapter 7 case, you also must serve ALL.</p>
Motion to Convert (by Creditor) from Chapter 11 to 7	11	<a href="#">Fed. R. Bankr. P. 1017(f)</a> <a href="#">Fed. R. Bankr. P. 2002(a)(4)</a> <a href="#">Fed. R. Bankr. P. 9014</a> <a href="#">Fed. R. Bankr. P. 9034(c)</a>	D, DA, T (if one is appointed), UST, COM (if appointed).
Motion to Convert (by Creditor) from	7	<a href="#">Fed. R. Bankr. P. 1017(f)</a> <a href="#">Fed. R. Bankr. P. 2002(a)(4)</a>	<p>D, DA, T, UST</p> <p>If filed in a voluntary</p>

PAPER	CHAPTER	BANKRUPTCY CODE/RULE; LOCAL RULE; or ADMINISTRATIVE ORDER	SERVICE
Chapter 7 to 11		<a href="#">Fed. R. Bankr. P. 2002(h)</a> <a href="#">Fed. R. Bankr. P. 9014</a> <a href="#">Fed. R. Bankr. P. 9034(c)</a> <a href="#">Local Rule 2002-1 (c) and (d)</a>	<p>Chapter 7 case <b><u>within 70 days</u></b> from the order for relief , then you also must serve ALL.</p> <p>If filed in a voluntary Chapter 7 case <b><u>more than 70 days</u></b> after the order for relief, then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p> <p>If filed in an involuntary Chapter 7 case <b><u>within 90 days</u></b> from the order for relief, then you also must serve ALL.</p> <p>If filed in an involuntary Chapter 7 case <b><u>more than 90 days</u></b> after order for relief, then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p>
Motion to Convert (by Debtor) from Chapter 7 to 11	7	<a href="#">Fed. R. Bankr. P. 1017(f)</a> <a href="#">Fed. R. Bankr. P. 2002(a)(4)</a> <a href="#">Fed. R. Bankr. P. 2002 (h)</a> <a href="#">Fed. R. Bankr. P. 9014</a> <a href="#">Fed. R. Bankr. P. 9034(c)</a> <a href="#">Local Rule 2002-1 (c) and (d)</a>	<p>T, UST</p> <p>If filed in a voluntary Chapter 7 case <b><u>within 70 days</u></b> from the order for relief , then you also must serve ALL.</p>

PAPER	CHAPTER	BANKRUPTCY CODE/RULE; LOCAL RULE; or ADMINISTRATIVE ORDER	SERVICE
			<p>If filed in a voluntary Chapter 7 case <b>more than 70 days</b> after the order for relief , then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p> <p>If filed in an involuntary Chapter 7 case <b>within 90 days</b> from the order for relief, then you also must serve ALL.</p> <p>If filed in an involuntary Chapter 7 case <b>more than 90 days</b> after order for relief, then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p>
Motion to Convert (by Debtor) from Chapter 7 to 13	7	<a href="#">Fed. R. Bankr. P. 1017(f)</a> <a href="#">Fed. R. Bankr. P. 2002(a)(4)</a> <a href="#">Fed. R. Bank. P. 2002(h)</a> <a href="#">Fed. R. Bankr. P. 9014</a> <a href="#">Fed. R. Bankr. P. 9034(c)</a> <a href="#">Local Rule 2002-1 (c) and (d)</a>	<p>T, UST</p> <p>If filed in a voluntary Chapter 7 case <b>within 70 days</b> from the order for relief , then you also must serve ALL.</p> <p>If filed in a voluntary Chapter 7 case <b>more than 70 days</b> after the order for relief , then you also must serve creditors</p>

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			<p>who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p> <p>If filed in an involuntary Chapter 7 case <b><u>within 90 days</u></b> from the order for relief, then you also must serve ALL.</p> <p>If filed in an involuntary Chapter 7 case <b><u>more than 90 days</u></b> after order for relief, then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p>
Motion to Convert (by Debtor-in-Possession) from Chapter 11 to 7	11	<a href="#">Fed. R. Bankr. P. 1017(f)</a> <a href="#">Fed. R. Bankr. P. 2002(a)(4)</a> <a href="#">Fed. R. Bankr. P. 9014</a> <a href="#">Fed. R. Bankr. P. 9034(c)</a>	UST, L20, and COM (if appointed).
Motion to Determine Whether Debtor is a Health Care Business	7, 11	<a href="#">Fed. R. Bankr. P. 1021</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a>	<p>D, DA, T, UST</p> <p>In a Chapter 11 case, you also must serve L20 and COM (if appointed).</p>
Motion To Determine Secured Status	All	<a href="#">Fed. R. Bankr. P. 3012</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Local Rule 3007-1(b)</a> <a href="#">Local Rule 3012-1</a>	<p>D, DA, T, UST, AP, NOA, and the Claimant. Service on the Claimant must be to the attention of the agent or representative who signed the proof of</p>

PAPER	CHAPTER	BANKRUPTCY CODE/RULE; LOCAL RULE; or ADMINISTRATIVE ORDER	SERVICE
			claim.
Motion to Dismiss by Creditor	13	<a href="#">Fed. R. Bankr. P. 1017(f)</a> <a href="#">Fed. R. Bankr. P. 9014</a>	D, DA, T
Motion to Dismiss by Creditor, Debtor, Trustee, US Trustee	7, 11 and 12	<a href="#">Fed. R. Bankr. P. 1017(f)</a> <a href="#">Fed. R. Bankr. P. 2002(a)(4)</a> <a href="#">Fed. R. Bankr. P. 2002(h)</a> <a href="#">Fed. R. Bankr. P. 9014</a> <a href="#">Fed. R. Bankr. P. 9034(c)</a> <a href="#">Local Rule 2002-1 (c) and (d)</a>	<p>D, DA, T, UST</p> <p>In a Chapter 11 case , you also must serve ALL.</p> <p>If filed in a voluntary Chapter 7 or Chapter 12 case <b><u>within 70 days</u></b> from the order for relief or order converting case to Chapter 12, then you also must serve ALL unless the motion is based on § 707(a)(3) or 707(b).</p> <p>If filed in a voluntary Chapter 7 or Chapter 12 case <b><u>more than 70 days</u></b> after the order for relief or order converting case to Chapter 12, then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice unless the motion is based on § 707(a)(3) or 707(b).</p> <p>In a Chapter 7 case and the motion is based on § 707(a)(3) or 707(b), you must serve D, DA, T, and UST.</p>

PAPER	CHAPTER	BANKRUPTCY CODE/RULE; LOCAL RULE; or ADMINISTRATIVE ORDER	SERVICE
Motion to Dismiss by Trustee	13	<a href="#">Fed. R. Bankr. P. 1017(f)</a> <a href="#">Fed. R. Bankr. P. 9014</a>	D, DA
Motion to Excuse Debtor from 341	All		T, UST
Motion to Extend Deadline to File a Complaint Under § 523 and/or § 727 or § 1328	7, 11, 13	<a href="#">Fed. R. Bankr. P. 4004</a> <a href="#">Fed. R. Bankr. P. 9013</a>	D, DA, T, UST
Motion to Extend Exclusivity Period for Filing Plan of Reorganization	11	<a href="#">11 U.S.C. § 1121(d)</a> <a href="#">Fed. R. Bankr. P. 9013</a>	UST, L20
Motion to Extend Exclusivity Period for Filing Plan of Reorganization in Small Business Case	11	<a href="#">11 U.S.C. § 1121(e)(3)</a> <a href="#">Fed. R. Bankr. P. 9013</a>	UST, L20
Motion to Extend the Automatic Stay	7, 11, 13	<a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a> <a href="#">Local Rule 4001-1(a)</a>	T, UST, AP
Motion to Impose/Reimpose Stay	7, 11, 13	<a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a> <a href="#">Local Rule 4001-1(a)</a>	T, UST, AP
Motion to Lease Property	All	<a href="#">Fed. R. Bankr. P. 2002(a)(2)</a> <a href="#">Fed. R. Bankr. P. 6004</a> <a href="#">Fed. R. Bankr. P. 9034(a)</a> <a href="#">Local Rule 2002-1(c) and (d)</a>	D, DA, T, UST, AP  If filed in a voluntary Chapter 7, Chapter 12 or Chapter 13 case <b><u>within 70 days</u></b> from the order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve ALL.



PAPER	CHAPTER	BANKRUPTCY CODE/RULE; LOCAL RULE; or ADMINISTRATIVE ORDER	SERVICE
			<p>If filed in a voluntary Chapter 7, Chapter 12 or Chapter 13 case <b>more than 70 days</b> from the order for relief or order converting case to Chapter 12 or Chapter 13, then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p> <p>If filed in an involuntary Chapter 7 case <b><u>within 90 days</u></b> from the order for relief, then you also must serve ALL.</p> <p>If filed in an involuntary Chapter 7 case <b><u>more than 90 days</u></b> after order for relief, then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p> <p>In a Chapter 11 case, you also must serve L20.</p>
Motion to Modify Chapter 11 Plan of Reorganization Before Confirmation	11	<a href="#">Fed. R. Bankr. P. 3019(a)</a>	D, DA, UST, T (if appointed), COM (if appointed)
Motion to Modify Chapter 13 Confirmed Plan	13	<a href="#">Fed. R. Bankr. P. 3015(h)</a>	ALL

<b>PAPER</b>	<b>CHAPTER</b>	<b>BANKRUPTCY CODE/RULE; LOCAL RULE; or ADMINISTRATIVE ORDER</b>	<b>SERVICE</b>
Motion to Modify Plan of Reorganization After Confirmation in Individual Debtor Case – Chapter 11	11	<a href="#">Fed. R. Bankr. P. 3019(b)</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a>	ALL
Motion to Obtain Credit / or for Approval of Post Petition Financing	11	<a href="#">Fed. R. Bankr. P. 4001(c)</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a>	UST, AP, L20, and COM (if appointed).
Motion to Reconsider or Vacate Order	All	<a href="#">Fed. R. Bankr. P. 9013</a>	D, DA, T, UST, AP
Motion to Redeem	7	<a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a>	T, UST, AP
Motion to Re-Open Case	All	<a href="#">Fed. R. Bankr. P. 9013</a>	D, DA, T, UST, AP
Motion to Require (or to Compel) Trustee or Debtor in Possession to Assume/Reject Unexpired Lease or Executory Contract	9, 11, 12, 13	<a href="#">Fed. R. Bankr. P. 6006(b) and (c)</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a>	D, DA, T, UST, AP  Here, the AP (affected party) will always include the party to the contract or lease.
Motion to Withdraw as Counsel	All	<a href="#">Local Rule 2091-2</a>	D, DA, T, UST, and the withdrawing attorney's client.
Notice for Examination Under Rule 2004	All	<a href="#">Fed. R. Bankr. P. 2004</a> <a href="#">Fed. R. Bankr. P. 9013</a> <a href="#">Local Rule 2004-1</a>	D, DA, T, UST, and the party to be examined
Notice of Abandonment or Disposition of Property filed by Trustee or Debtor in Possession	All	<a href="#">Fed. R. Bankr. P. 6007(a) &amp; (b)</a>	ALL
Notice of Withdrawal of Counsel Non-	All	<a href="#">Local Rule 2091-2</a>	D, DA, T, UST, and the withdrawing attorney's

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debtor party Pursuant to Local Rule 2091(b)			client.
Objection to Chapter 11 Plan	11	<a href="#">Fed. R. Bankr. P. 3017(a)</a>	D, DA, T, UST, COM (if appointed)  If the Plan Proponent is not the Debtor, then you must also serve the Plan Proponent.
Objection to Chapter 12 Plan	12	<a href="#">Fed. R. Bankr. P. 3015(f)</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a>	D, DA, T
Objection to Chapter 13 Plan	13	<a href="#">Fed. R. Bankr. P. 3015(f)</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a>	D, DA, T
Objection to Claim	All	<a href="#">Fed. R. Bankr. P. 3007</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Local Rule 3007-1</a>	If the Objection is not filed by the Debtor, you must serve D, DA, T, UST, and the person most recently designated on the claimant's original or amended Proof of Claim (or most recent Transfer of Claim) to receive notices, at the address so indicated.  If the Objection is filed by the Debtor, you must serve T, UST, and the

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			person most recently designated on the claimant's original or amended Proof of Claim (or most recent Transfer of Claim) to receive notices, at the address so indicated.
Objection to Claim of Exemption	All	<a href="#">Fed. R. Bankr. P. 4003</a>	D, DA, T
Objection to Disclosure Statement	11	<a href="#">Fed. R. Bankr. P. 3017</a> <a href="#">Fed. R. Bankr. P. 3017.1</a>	D, DA, T (if appointed), UST, COM (if appointed).
Objection to or Request for Determination of Small Business Reorganization Case	11	<a href="#">Fed. R. Bankr. P. 1020</a> <a href="#">Fed. R. Bankr. P. 7004</a> <a href="#">Fed. R. Bankr. P. 9014</a>	D, DA, T, UST, L20, COM (if appointed).
Report and Notice of Intention to Sell	7	<a href="#">Fed. R. Bankr. P. 2002(a)(2)</a> <a href="#">Fed. R. Bankr. P. 2002(h)</a> <a href="#">Fed. R. Bankr. P. 6004</a> <a href="#">Fed. R. Bankr. P. 9034(a)</a> <a href="#">Local Rule 2002-1(c) and (d)</a> <a href="#">Local Rule 6004-1</a>	D, DA, T, UST, AP,  If filed in a voluntary Chapter 7 case within 70 days from the order of relief, then you must serve ALL.  If filed in a voluntary Chapter 7 case more than 70 days after the order for relief, then you must serve creditors who have filed a claim, creditors who still have time to file

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			<p>a claim, and parties who requested notice.</p> <p>If filed in an involuntary Chapter 7 case <b><u>within 90 days</u></b> from the order for relief, then you also must serve ALL.</p> <p>If filed in an involuntary Chapter 7 case <b><u>more than 90 days</u></b> after order for relief, then you also must serve creditors who have filed a claim, creditors who still have time to file a claim, and parties who requested notice.</p>