

Forms are generic suggestions. Parties and their attorneys should revise them to address the unique circumstances of each case.

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA

DIVISION
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In re _____)
)
,) Case No. ____ : ____ bk- ____ - ____
) Chapter
Debtor* .)
_____)

**DEBTOR(S) MOTION TO
ADMINISTRATIVELY CLOSE INDIVIDUAL CHAPTER 11 CASE**

**NOTICE OF OPPORTUNITY TO
OBJECT AND REQUEST FOR HEARING**

Pursuant to Local Rule 2002-4, the Court will consider the relief requested in this paper without further notice or hearing unless a party in interest files a response within [number] days from the date set forth on the attached proof of service, plus an additional three days for service if any party was served by U.S. Mail.

If you object to the relief requested in this paper, you must file a response with the Clerk of the Court at [address] and serve a copy on the movant's attorney, [name and address], and any other appropriate persons within the time allowed. If you file and serve a response within the time permitted, the Court will either schedule and notify you of a hearing, or consider the response and grant or deny the relief requested without a hearing.

If you do not file an objection within the time permitted, the Court will consider that you do not oppose the relief requested in the paper, will proceed to consider the paper without further notice or hearing, and may grant the relief requested.

Debtor(s), [insert debtor(s) name], files this Motion to Administratively Close Individual Chapter 11 Case. In support, the Debtor(s) state(s):

1. On [INSERT DATE], the Court entered an Order Confirming Chapter 11 Plan (Doc. No. **XXX**) (“Confirmation Order”), which confirmed the Debtor(s) Plan of Reorganization (Doc. No. **XX**) (“Confirmed Plan”).

* All references to “Debtor” include and refer to both debtors in a case filed jointly by two individuals.

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2. The Confirmed Plan has been substantially consummated in accordance with 11 U.S.C. § 1101(2) and the estate has been fully administered, except for the completion of all plan payments.

3. All monthly reports and payments due to the U.S. Trustee are current.

4. All litigation has concluded except to the extent that the Court has retained jurisdiction over certain pending matters (e.g., an outstanding appeal), and undersigned counsel states that to the best of counsel's knowledge, there are no outstanding issues that would preclude the administrative closure of this case.

5. By this Motion, the Debtor(s) seek(s) an order administratively closing this case, provided that such order shall not operate to close the case for purposes of 28 U.S.C. § 1930 Appendix (11), 11 U.S.C. § 362(c)(2)(A), or Fed. R. Bankr. P. 4006.

6. When all plan payments have been completed, the Debtor(s) may move to reopen this case for the purpose of obtaining a discharge and entry of a final decree.

WHEREFORE, the Debtor(s) respectfully requests that this Court enter an order administratively closing this individual Chapter 11 case without entry of a discharge and for such other and further relief as the Court deems appropriate.

Dated: [insert date].

/s/ Signature
Attorney Name
Attorney Bar No.
Attorney E-Mail
Attorney Address
Attorney Phone Number
Attorney for Debtor(s)

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PROOF OF SERVICE

A true and correct copy of the foregoing has been sent by either electronic transmission or U.S. Mail on _____ to: All creditors and interested parties as listed on attached matrix [be sure to add the matrix].

/s/ Signature

Attorney Name

Attorney Bar No.

Attorney E-Mail

Attorney Address

Attorney Phone Number

Attorney for Debtor(s)