

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

UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF FLORIDA  
\_\_\_\_\_ DIVISION  
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In re )  
)  
, ) Case No. 6:\_\_\_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 this motion, objection, or other matter without further notice or hearing unless a party in interest files an objection within [number] days from the date set forth on the proof of service attached to this paper. If you object to the relief requested in this paper, you must file your objection 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].

If you file and serve an objection within the time permitted, the Court may schedule and notify you of a hearing, or the Court may consider the objection and may 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, [insert debtor name], files this Motion to Administratively Close Individual Chapter 11 Case. In support, the Debtor states:

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”).

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 seeks 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 may move to reopen this case for the purpose of obtaining a discharge and entry of a final decree.

**WHEREFORE**, the Debtor 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)

**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)