

**LOCAL FORM 3007-1(c)**

Words in *italics and BOLD within brackets* signal that the person preparing the form must customize the form and insert information to fit the proceeding as indicated.

If there are objections to multiple claims in a single pleading, this form should be appropriately modified.

IN RE: ) Case No. *[xx-xxxxx]* - *[Assigned*  
 ) *Judge's Initials]*  
 )  
*[Name of Debtor(s)],* ) Chapter *[xx]*  
 )  
 Debtor. )

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*[Name of Objector],* )  
 )  
 Objector, )  
 )  
 vs. ) **CONTESTED MATTER**  
 )  
*[Name of Claimant],* )  
 )  
 Claimant. )

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**NOTICE OF REQUIREMENT OF RESPONSE TO  
OBJECTION TO CLAIM OF**

*[State Name of Claimant and Claim Number];*

**OF DEADLINE FOR FILING RESPONSE; and OF HEARING**

**PLEASE TAKE NOTICE** that *[Name of Objector]* has filed an Objection to the above-referenced claim seeking an order *[describe the relief sought in the objection, e.g., complete disallowance, reduction, or classification of a secured claim as unsecured]*.

**Your rights may be affected. You should read these papers carefully and discuss them with your attorney, if you have one in this bankruptcy case. If you do not have an attorney, you may wish to consult one.**

If you do not want the court to grant the relief requested, or if you want the court to

consider your views, then on or before *[State appropriate deadline for response<sup>1</sup>]*, you or your attorney must:

(1) File with the court a written response, explaining your positions and views as to why your claim should be allowed as filed. The written response must be filed at the following address:

*[State address of Clerk of Court of appropriate division]*

If you mail your response to the Clerk for filing, you must mail it early enough so that the Clerk will **actually receive** it on or before the date stated above.

(2) Mail or deliver a copy of your written response to the Objector's attorney at the address stated below. You must attach a Certificate of Service to your written response stating when, how, and on whom (including addresses) you served the response.

If you or your attorney do not file a timely response, the court may decide that you do not oppose the relief sought, in which event the hearing scheduled below may be cancelled and the court may enter an order disallowing your claim as requested without further notice and without a hearing.

If you or your attorney file a timely response, then a hearing will be held in *[State place of hearing, e.g., Courtroom number and street address of building]* at *[State time]* on *[State Date]*.<sup>2</sup> You or your attorney must attend the hearing and advocate your position.

Dated: *[Date]*.

[SIGNATURE]  
*[Name of Attorney] [Bar No.]*  
*[Address]*  
*[Telephone Number]*  
Attorney for *[Name of Movant]*

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<sup>1</sup>Insert a date certain, which must be not less than 33 days after the objection(s) and this notice are served. FED. R. BANKR. P. 3007, 9006(f). If the last day falls on a weekend or federal holiday, insert the next business day. FED. R. BANKR. P. 6(a).

<sup>2</sup>Obtain the hearing date by following the procedures for scheduling hearings used by the judge to whom the case is assigned.

### Certificate of Service

I, *[Name of person serving pleadings and notice]*, certify under penalty of perjury that I am over the age of 18 and that on *[Date]*, I served a copy of the *[Describe pleading served]*, together with a copy of the foregoing Notice, by first class U.S. Mail, with adequate postage prepaid, on the following persons or entities at the addresses stated:

**[State name and address of each person or entity to which copies were mailed.]<sup>3</sup>**

Dated: *[Date]*

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Signature of Person Serving Pleading and Notice  
*[Name and address of person serving pleading and notice]*

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<sup>3</sup>Read and comply with BLR 3007-1(b) concerning how to effect proper service. If an attorney for the claimant has filed a notice of appearance in the case, the attorney must also be served with copies of the objection and notice.

**LOCAL FORM 5005-7(c)(3)(B)**

Debtor name(s): \_\_\_\_\_

**DECLARATION UNDER PENALTY OF PERJURY CONCERNING PETITION, SCHEDULES,  
SUMMARY OF SCHEDULES, AND STATEMENT OF FINANCIAL AFFAIRS**

Each of the undersigned declares under penalty of perjury —

(1) My attorney is filing on my behalf

the original of or  the amendment to  
[check applicable box]

the following papers in the United States Bankruptcy Court for the Northern District of Georgia (check applicable box for papers that are to be filed simultaneously with this Declaration);

<input type="checkbox"/> *Petition	<input type="checkbox"/> Schedule F
<input type="checkbox"/> List of all Creditors	<input type="checkbox"/> Schedule G
<input type="checkbox"/> *List of 20 largest creditors	<input type="checkbox"/> Schedule H
<input type="checkbox"/> Schedule A	<input type="checkbox"/> Schedule I
<input type="checkbox"/> Schedule B	<input type="checkbox"/> Schedule J
<input type="checkbox"/> Schedule C	<input type="checkbox"/> *Declaration Concerning Debtor's Schedules
<input type="checkbox"/> Schedule D	<input type="checkbox"/> *Statement of Financial Affairs
<input type="checkbox"/> Schedule E	

(2) that I have read each of the documents described above;

(3) that with respect to each document described above marked with an asterisk, I signed the Declaration under penalty of perjury attached to or part of such document; and

(4) that when I signed this Declaration, the foregoing documents were not blank or partially complete; and

(5) that the information provided in the above documents is true and correct to the best of my knowledge, information and belief.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

(If Joint Debtors, Both Must Sign)

**Attorney's Certification**

The undersigned attorney for the above Debtor(s) certifies to the Court that: (1) the Debtor(s)(or, if the Debtor is an entity, an authorized agent of the Debtor) will have signed this form and the documents referred to above before I file them; (2) no material change was made in the documents referred to above after the Debtor(s) (or authorized agent) read and signed the final paper copy of those documents, including Declarations attached to those documents and the foregoing Declaration; and (3) those documents are the documents filed with the court simultaneously with this Certification.

Dated: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

Bar Number: \_\_\_\_\_



LOCAL FORM 6008-1A

Words in *italics and BOLD within brackets* signal that the person preparing the form must customize the form and insert information to fit the proceeding as indicated.

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF GEORGIA  
ATLANTA DIVISION

IN RE: ) Case No. *[xx-xxxxx]* - *[Assigned*  
 ) *Judge's Initials]*  
 )  
*[Name of Debtor(s)],* ) Chapter *[xx]*  
 )  
 )  
 Debtor. )

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*[Name of Objector],* )  
 )  
 Objector, )  
 )  
 vs. ) CONTESTED MATTER  
 )  
*[Name of Claimant],* )  
 )  
 )  
 Claimant. )

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**CERTIFICATE OF SERVICE**

I, the undersigned, hereby certify that I am, and at all times hereinafter mentioned, was more than 18 years of age, and that on the \_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_, I served a copy of the Motion to Redeem Property, together with the Notice of Requirement of Response to Motion to Redeem Property and of Time to File Same upon:

*[Insert name and address of person(s) served]*

*by [describe mode of service ].*

Dated and served this \_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_.

Dated: *[Date]*.

[SIGNATURE]  
*[Name of Attorney] [Bar No.]*  
*[Address]*  
*[Telephone Number]*  
Attorney for *[Name of Movant]*



LOCAL FORM 6008-1B

Words in *italics and BOLD within brackets* signal that the person preparing the form must customize the form and insert information to fit the proceeding as indicated.

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF GEORGIA  
ATLANTA DIVISION

IN RE: ) Case No. *[xx-xxxxx]* - *[Assigned*  
 ) *Judge's Initials]*  
*[Name of Debtor(s)],* ) Chapter *[xx]*  
 )  
Debtor. )

---

*[Name of Objector],* )  
 )  
Objector, )  
 )  
vs. ) CONTESTED MATTER  
 )  
*[Name of Claimant],* )  
 )  
Claimant. )

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**CERTIFICATE OF SERVICE**

I, the undersigned, hereby certify that I am , and at all times hereinafter mentioned, was more than 18 years of age, and that on the \_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_, I served a copy of the Motion to Avoid Lien on Exempt Property, together with the Notice of Requirement of Response to Motion to Avoid Lien on Exempt Property and of Time to File Same upon:

*[Insert name and address of person(s) served]*

*by [describe mode of service ].*

Dated: *[Date]*.

[SIGNATURE]  
*[Name of Attorney] [Bar No.]*  
*[Address]*  
*[Telephone Number]*  
Attorney for *[Name of Movant]*



**LOCAL FORM 7016**

Words in *[italics and BOLD within brackets]* signal that the person preparing the form must customize the form and insert information to fit the proceeding as indicated.

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF GEORGIA  
*[Name of Division]* DIVISION

IN RE: )  
 )  
 )  
*[DEBTOR'S NAME]*, )  
 )  
 Debtor. )  
 )  
 )  
 )  
 )  
 )

CASE NO. *[xx-xxxxx]* – *[Judge's Initials]*  
CHAPTER *[xx]*

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*[PLAINTIFF(S)' NAME(S)]*, )  
 )  
 Plaintiff, )  
 )  
 v. )  
 )  
*[DEFENDANT(S)' NAME(S)]*, )  
 )  
 Defendant. )  
 )  
 )  
 )  
 )

ADVERSARY PROCEEDING  
NO. *[xx-xxxx]*

**REPORT OF RULE 26(f) CONFERENCE**

The conference held pursuant to FED. R. CIV. P. 26(f) and BLR 7016-1 on \_\_\_\_\_ *[Insert date of conference]*, which was attended by:

For Plaintiff: *[Insert name(s) of attorney(s) or parties attending]* \_\_\_\_\_

For Defendant: *[Insert name(s) of attorney(s) or parties attending]* \_\_\_\_\_

**1. Initial Disclosures.** (Include one or more of the following, modified as appropriate.)

The parties have made the initial disclosures required by FED. R. CIV. P. 26(a)(1).

The parties agree to provide disclosures as follows *[or as shown on the attached exhibit]* \_\_\_\_\_

The parties have agreed not to make initial disclosures and to waive the requirements of FED. R. CIV. P. 26(a)(1) with regard to same.

**2. Discovery Plan.** The parties jointly propose to the court the following discovery plan *[or the discovery plan as shown on the attached exhibit]*, subject to modification by the Court with the consent of the parties or for good cause shown: \_\_\_\_\_

3. **Other items.** [Use separate paragraphs or subparagraphs as necessary if parties disagree.]

(a) The parties shall submit a consolidated pretrial order no later than \_\_\_\_\_.

(b) Plaintiff will be allowed until \_\_\_\_\_ to file motions to join additional parties and until \_\_\_\_\_ to file motions to amend the pleadings.

(c) Defendant will be allowed until \_\_\_\_\_ to file motions to join additional parties and until \_\_\_\_\_ to file motions to amend the pleadings.

(d) All dispositive motions will be filed by \_\_\_\_\_.

**4. Settlement Potential.**

(a) The parties  have  have not discussed settlement.

(b) The parties  do  do not intend to hold additional settlement conferences among themselves prior to the close of discovery. The proposed date of the next settlement conference is \_\_\_\_\_.

(c) The parties  have  have not considered alternative dispute resolution.

(d) Settlement prospects may be enhanced by one of the following alternative dispute resolution procedures [*check applicable boxes*]:  Mediation;  Judicial settlement conference;  Early neutral evaluation;  Other \_\_\_\_\_.

5. Identify any other matters regarding discovery or case management that may require the court's attention (*e.g.*, concerns about confidentiality; the need for protective orders; unmovable scheduling conflicts).

6. Any other matters not covered above: \_\_\_\_\_

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7. The parties  do  do not request a conference with the court prior to entry of the scheduling order. Any such conference may be  by telephone  in chambers  in court.

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*[Name, Bar No., Address, Telephone No.,  
E-Mail Address]*  
Counsel for Plaintiff(s)

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*[Name, Bar No., Address, Telephone No.,  
E-Mail Address]*  
Counsel for Defendant(s)

## Exhibit to Report of Rule 26(f) Conference

### 1. Initial Disclosures

The parties agree to provide initial disclosures pursuant to FED. R. CIV. P. 26(a)(1) as follows ***[Describe the agreement concerning initial disclosures, including what information will be disclosed and at what time]:***

(a) Plaintiff's disclosures: \_\_\_\_\_

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(b) Defendant's disclosures: \_\_\_\_\_

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### 2. Discovery Plan

(Modify as appropriate; use separate paragraphs or subparagraphs as necessary if the parties disagree.)

(a) Discovery will be needed on the following subjects ***[Briefly describe subjects on which discovery will be needed]:*** \_\_\_\_\_

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(b) All discovery will be commenced in time to be completed by \_\_\_\_\_. Discovery on \_\_\_\_\_ ***[Describe any subjects on which early discovery will be needed, if applicable]*** will be completed by \_\_\_\_\_.

(c) Each party may propound a maximum of \_\_\_\_ interrogatories to any other party. Responses to interrogatories are due \_\_\_\_ days after service.

(d) Each party may submit a maximum of \_\_\_\_ requests for production of documents to any other party. Objections to production of documents are due \_\_\_\_ days after service.

(e) Each party may submit a maximum of \_\_\_\_ requests for admission to any other party. Responses to requests for admission due \_\_\_\_ days after service.

(f) Depositions shall be limited to \_\_\_\_ depositions by plaintiff(s) and \_\_\_\_ depositions by defendant(s).

(g) Each deposition is limited to a maximum number of \_\_\_\_ hours unless extended by agreement of the parties, except for the depositions of \_\_\_\_\_.

(h) Reports from retained experts under FED. R. CIV. P. 26(a)(2) are due from plaintiff(s) by \_\_\_\_\_ and from defendant(s) by \_\_\_\_\_.

(i) Supplementations under FED. R. CIV. P. 26(e) due as follows: \_\_\_\_\_

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***[Describe time(s) or interval(s) for supplementation].***

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF GEORGIA  
*[Name of Division]* DIVISION

IN RE: )  
 )  
 )  
*[DEBTOR'S NAME],* )  
 )  
 Debtor. )  
 )  
 )

CASE NO. *[xx-xxxxx]* – *[Judge's Initials]*  
CHAPTER *[xx]*

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*[PLAINTIFF(S)' NAME(S)],* )  
 )  
 Plaintiff, )  
 )  
 v. )  
 )  
*[DEFENDANT(S)' NAME(S)],* )  
 )  
 Defendant. )  
 )  
 )

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ADVERSARY PROCEEDING  
NO. *[xx-xxxx]*

**SCHEDULING ORDER**

Upon review of the information contained in the Rule 26(f) Report completed and filed by the parties on \_\_\_\_\_ and incorporated herein, it is

**ORDERED** that the time limits and provisions stated in the Report are **APPROVED** except as herein modified: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

SO ORDERED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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*[Name of Bankruptcy Judge]*  
UNITED STATES BANKRUPTCY JUDGE

Words in *[italics and BOLD within brackets]* signal that the person preparing the form must customize the form and insert information to fit the proceeding as indicated.

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF GEORGIA  
*[Name of Division]* DIVISION

IN RE: ) Case No. *[xx-xxxxx]* - *[Assigned*  
 ) *Judge's Initials]*  
 )  
*[Name of Debtor(s)],* ) Chapter *[xx]*  
 )  
 Debtor. )

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*[Name of Movant],* )  
 )  
 Movant, )  
 )  
 vs. ) CONTESTED MATTER  
 )  
*[Name of Respondent],* )  
 )  
 Respondent. )

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**NOTICE OF REQUIREMENT OF RESPONSE TO**

*[Describe type of motion or notice filed]*

**AND OF TIME TO FILE SAME**

**PLEASE TAKE NOTICE** that *[Name of Movant]* has filed *[Describe type of motion or notice filed]* and related papers with the court seeking an order *[describe the relief sought in the motion or objection]*.<sup>4</sup>

**Your rights may be affected. You should read these papers carefully and discuss them with your attorney, if you have one in this bankruptcy case. If you do not have an attorney, you may wish to consult one.**

If you oppose the proposed action or do not want the court to grant the relief requested, or if you want the court to consider your views, then on or before *[State appropriate deadline for*

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<sup>4</sup>Describe the proposed action or relief requested and summarize the grounds for the proposed action or relief requested with regard to which an order is sought. If the motion or notice is served on all parties entitled to notice, it is sufficient to describe the motion or notice.

*response*<sup>5</sup>], you or your attorney must:

(1) File with the court a written response, explaining your positions and views as to why the requested relief should not be granted. The written response must be filed at the following address:

***[State address of Clerk of Court of appropriate division]***

If you mail your response to the Clerk for filing, you must mail it early enough so that the Clerk will **actually receive** it on or before the date stated above.

(2) Mail or deliver a copy of your written response to the Movant's attorney at the address stated below. You must attach a Certificate of Service to your written response stating when, how, and on whom (including addresses) you served the response.

If you or your attorney do not file a timely response, the court may decide that you do not oppose the proposed action or the relief sought, in which event the hearing scheduled below may be cancelled and the court may enter an order authorizing the proposed action or granting relief as requested without further notice and without a hearing.

If you or your attorney file a timely response, then a hearing will be held in ***[State place of hearing, e.g., Courtroom number and street address of building]*** at ***[State time]*** on ***[State Date]***.<sup>6</sup> You or your attorney must attend the hearing and advocate your position.

Bankruptcy Local Rule 9014-2 governs the requirement of a response.

Dated: ***[Date]***.

***[SIGNATURE]*** \_\_\_\_\_  
***[Name of Attorney] [Bar No.]***  
***[Address]***  
***[Telephone Number]***  
Attorney for ***[Name of Movant]***

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<sup>5</sup>Insert a date certain that is not less than the number of days after service that the Federal Rules of Bankruptcy Procedure and the Local Rules of this Court prescribe for the filing of a response or objection with regard to the proposed action or relief requested. If no time is specified, the time is 20 days. The date by which a required response or objection must be filed shall be computed in accordance with the Bankruptcy Rules. Thus, to determine the correct date, add three days to the prescribed notice period to account for service of the notice by mail. FED. R. BANKR. P. 3007, 9006(f). If the last day falls on a weekend or federal holiday, insert the next business day. FED. R. BANKR. P. 6(a).

<sup>6</sup>Obtain the hearing date by following the procedures for scheduling hearings used by the judge to whom the case is assigned.

## Certificate of Service

I, *[Name of person serving pleadings and notice]*, certify under penalty of perjury that I am over the age of 18 and that on *[Date]*, I served a copy of the *[Describe pleading served]*, together with a copy of the foregoing Notice, by first class U.S. Mail, with adequate postage prepaid, on the following persons or entities at the addresses stated:

***[State name and address of each person or entity to which copies were mailed.  
READ AND COMPLY WITH BANKRUPTCY RULE 7004 CONCERNING  
HOW TO EFFECT PROPER SERVICE.]***

Dated: *[Date]*

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Signature of Person Serving Pleading and Notice  
*[Name and address of person serving pleading and  
notice]*