UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MISSOURI

APPENDIX TO THE LOCAL RULES

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MISSOURI EN BANC

ORDER REGARDING REFERENCE OF BANKRUPTCY MATTERS TO UNITED STATES BANKRUPTCY JUDGES

Pursuant to the authority granted to this United States District Court in Title I, section 104(a) of the Bankruptcy Amendments and Federal Judgeship Act of 1984 effective July 10, 1984, all cases under Title 11 and all proceedings arising under Title 11 or arising in or related to cases under Title 11 are referred to the bankruptcy judges of this district.

All papers in cases or proceedings arising under or related to Title 11 shall be filed with the bankruptcy court for this district.

The reference of such cases to United States Magistrates by Order of July 10, 1984 is hereby revoked.

So ORDERED this 15^{th} day of August, 1984.

<u>/s/ Russell G. Clark</u> Russell G. Clark, Chief District Judge

/s/ Scott O. Wright/s/ Howard F. SachsScott O. Wright. U.S. District JudgeHoward F. Sachs, U.S. District Judge/s/ Joseph E. Stevens, Jr./s/ D. Brook BartlettJoseph E. Stevens, Jr.U.S.District JudgeD. Brook Bartlett, U.S. District Judge/s/ Ross T. RobertsRoss T. Roberts, U.S. District Judge

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IN THE UNITED STATES DISTRICT COURT FOR THE WESTERN DISTRICT OF MISSOURI

GENERAL ORDER

Pursuant to Rule 83 of the Federal rules of Civil Procedure and Rule 9029 of the Federal rules of Bankruptcy Procedure, the United States Bankruptcy Court for the Western District of Missouri is authorized to promulgate and amend rules of practice and procedure which are not inconsistent with the Federal Rules of Bankruptcy Procedure, and which do not prohibit or limit use of the Official Forms.

This General Order shall remain in effect until further order of this Court.

<u>/s/ Joseph E. Stevens, Jr.</u> Joseph e. Stevens, Jr., Chief Judge

<u>/s/ D. Brook Bartlett</u> D. Brook Bartlett, District Judge

<u>/s/ Dean Whipple</u> Dean Whipple, District Judge

<u>/s/ Fernando J. Gaitan</u> Fernando J. Gaitan, Jr., District Judge

Kansas City, Missouri

Dated: December 20, 1993

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UNITED STATE BANKRUPTCY COURT WESTERN DISTRICT OF MISSOURI

INFORMATION SOURCES AND WEB LINKS

Western District of Missouri home page: www.mow.uscourts.gov

Bankruptcy Electronic Filing System: <u>https://ecf.mowb.uscourts.gov</u> https://ecf-train.mowb.uscourts.gov

Live Training

Bankruptcy Case Information

PACER (Public Access to Court Electronic Records) allows electronic access to case files for a fee. For more information and to register on-line, go to <u>www.pacer.psc.uscourts.gov</u> or call 1-800-676-6856. In the Western District of Missouri, documents filed on or after March 1, 2001 are available electronically.

VCIS (Voice Case Information System) allows telephone access to basic information about a bankruptcy case. Call 816-512-5110 or toll-free 1-888-205-2527. In the Western District of Missouri, cases closed prior to October 1995 are not available. You must contact the court at 816-512-1800 for information.

Bankruptcy Fee Schedule: <u>www.mow.uscourts.gov/General_Information/</u>

Bankruptcy Forms:

Official Forms: <u>www.uscourts.gov/bankform/</u> Director's Procedural Forms: <u>www.uscourts.gov/bankform/</u> Local Forms: Forms page at <u>www.mow.uscourts.gov</u>

Credit Counseling and Personal Financial Management Instructional Course (Approved Vendors):

www.usdoj.gov/ust/eo/bapcpa/

Manuals

ECF Administrative Procedures and User's Manuals are available on-line at: <u>www.mow.uscourts.gov</u>.

Means Testing Information (IRS guidelines, Census Bureau Data): www.usdoj.gov/ust/eo/bapcpa/

<u>UNITED STATES BANKRUPTCY COURT</u> Charles Evans Whittaker Courthouse Room 1510 400 East 9th Street Kansas City, MO 64106 <u>www.mow.uscourts.gov</u> <u>http://ecf.mow.uscourts.gov</u>

E-MAIL ADDRESSES/TELEPHONE NUMBERS - AREA CODE 816

Chief Deputy Clerk - John Cisternino,	512-1851,
	john_cisternino@mow.uscourts.gov
Automated Case Information (24 hours)	512-5110; 1-888-205-2527
Filing requirements	512-1800
Procedural Questions- Roberta Kostrow	512-1818,
	roberta_kostrow@mow.uscourts.gov
FAX	512-1832

JUDGES

Division 2 - Chief Judge Dennis R. Dow, Room 6562 Judicial Assistant - Kerry Brown Law Clerk - Lori Locke Law Clerk - Jennifer Stackhouse Courtroom Deputy - Kim Anson <u>kim_anson@mow.uscourts.gov</u>	512-1880 512-1880 512-1886 512-1885 512-1894
Division 3 - Judge Arthur B. Federman, Room 6552 Judicial Assistant - Joan Brown Law Clerk - Erica Garrett Courtroom Deputy - Sharon Stanley <u>sharon_stanley@mow.uscourts.gov</u>	512-1910 512-1911 512-1913 512-1924
Division 1 - Judge Jerry W. Venters, Room 6462 Judicial Assistant -Arlene Wilbers Law Clerk - Robert Baran Courtroom Deputy - Jamie Hinkle jamie_hinkle@mow.uscourts.gov	512-1895 512-1896 512-1898 512-1909
Division 1, 2 and 3 Kansas City Chapter 13 cases Courtroom Deputy - Kristina Richardson <u>kc13orders@mow.uscourts.gov</u>	512-1816

WESTERN DISTRICT OF MISSOURI PANEL TRUSTEES

Name and E-Mail Address

Street Address

Phone/Fax/TrusteeAssistant

Chapter 7

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1857 Dogwood Dr. Joplin, MO 64801

PO Box 409 Carthage, MO 64836

Blackwell Sanders Peper Martin 4801 Main St., Ste. 1000 Kansas City, MO 64112

Gallas & Schultz 9140 Ward Parkway, Ste. 200 Kansas City, MO 64114

3610 Buttonwood Dr., Ste. 200 Columbia, MO 65201

Krigel & Krigel 4550 Belleview Kansas City, MO 64111

507 Francis, Ste. 208 St. Joseph, MO 64501

Moon Plaster & Sweere 3275 E. Ridgeview, Ste. C Springfield, MO 65804

Lathrop & Gage PO Box 4288 Springfield, MO 65808

Shughart Thomson & Kilroy 901 St. Louis, Ste. 1200 Springfield, MO 65806

7611 State Line Road, Ste. 160 Kansas City, MO 64114

APPENDIX 1-5

816-421-4800 816-421-0596 FAX Cindy Houser

417-206-8358

417-358-4049 417-358-6341 FAX Janet Waggoner

816-983-8000 816-983-8080 FAX Murie Bolen

816-822-8100 816-822-8222 FAX Annie Chilton

573-875-2880 573-874-1526 FAX

816-756-5800 816-756-1999 FAX Mona Meyers

816-364-3020 816-364-5928 FAX Sheridan Loyd

417-862-3735 417-862-1936 Lois Henderson

417-886-2000 417-886-9126 FAX Renee Beauchamp

417-869-3353 417-869-9943 Charla Moore

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David C. Stover <u>kcstover@gunnshank.com</u>

Bruce E. Strauss bes-trustee@mbslaw.psemail.com

Chapter 12

Appointed by the United States Trustee

Chapter 13

Richard V. Fink

Martin Pringle Oliver Wallace Bauer 10312 W. 142nd St. Overland Park, KS 66221

Pletz & Reed PO Box 1048 Jefferson City, MO 65102

Collins Webster & Rouse 20th and Prosperity Rd. PO Box 1846 Joplin, MO 64802

PO Box 30233 Kansas City, MO 64112

104 W. 9th St., Ste. 303 Kansas City, MO 64105

Gunn Shank & Stover 9800 NW Polo Dr., Ste. 100 Kansas City, MO 64153

Merrick Baker Strauss 1044 Main St., 4th Floor Kansas City, MO 64105 913-681-6175 913-681-5078 FAX Linda Gollub

573-635-8500 573-634-3079 FAX

417-782-2222 417-782-1003 Tabitha Welch

816-868-3039 913-384-0939 FAX

816-421-7770 816-421-7773 FAX Tana Anderson

816-454-5600 816-454-3678 FAX Jackie Dame

816-221-8855 816-221-7886 FAX Tess Culbertson

818 Grand Blvd., Ste. 800 Kansas City, MO 64106 816-842-1031 Scott Morgan

CHAPTER 7

Filing requirements for new Petitions (cases) and amendments thereto.

□ \$299.00 Total Fee (\$245.00 Filing Fee + \$39.00 Administrative Fee + \$15.00 Trustee Surcharge)

The following

documents are required for a Chapter 7 case and should be in your **pdf** (**portable document format**) electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
 Petition (Including signature page) Summary of Schedules Statistical Summary of Certain Liabilities 	1 6-Sum 6-Sum 2	Separate Documents: Application to pay filing fee in installments	3
(28 USC § 159) (Individual Debtors ONLY)4. Exhibit D - Individual Debtor's Stmt of		(Individual debtor only)	
Compliance with Credit Counseling 5. Schedules:		Application to Waive the filing fee	3B
Schedule A. Real Property Schedule B. Personal Property	6A 6B	Certificate of Credit Counseling Or	Atty prepare
Schedule C. Exempt Property (Individual) Schedule D. Secured Claims	6C 6D	Motion to Waive Credit Counseling re: Exigent Circumstances	Atty prepare
Schedule E. Priority Claims Schedule F. Nonpriority Claims	6E 6F	Or Motion to Waive Credit Counseling ¹	Atty
Schedule G. Contracts/Leases Schedule H. Codebtors	6G 6H	Debtor's Evidence of Employer Payments	prepare
Schedule I. Current Income (Individual) Schedule J. Current Expenditures (Individual) 6.	6I 6J	received (60 days) Or	Atty prepare
Verification of Schedules 7 Verified Statement of Financial Affairs	6-Cont 7	Debtor's Evidence of NO Employer Payments	Atty
8. Statement of Intention signed by Debtor (Individual Debtor Only, Not Business Debtor)	8	Certification of Intent to Cure	prepare
9. Statement of Current Monthly Income and Means Test Calculation (consumer debts)	B22A	Residential Default and 30 day Rent Deposit ²	Atty prepare
10. Disclosure of Attorney Compensation or BKPetition Preparer11. Matrix	B203/280	Motion Rebutting Presumption of Abuse	
 Matrix Verification of Matrix Statement of Chapter 7 Business Operations 	None Local Local	Due to Special Circumstances Motion to Extend Automatic Stay (362(c)(3)	Atty prepare
(Business Continuing to Operate)	Local	Motion to Impose Automatic Stay	Atty
Pro Se:		(362)(c)(4)	prepare Atty
 Notice to Debtor by Non Attorney Bankruptcy Petition Preparer (pro se only) 	19B	Missing Documents:	prepare
2. Clerks Notice of Available Chapters (342(b)) (Individual - Consumer Debt - pro se)	B201	If not included, a master mailing matrix must be filed within two (2) days.	
3. Statement of Social Security Number (pro se)	B21	All other documents are due within fifteen	
		(15) days from date of filing or the case may be dismissed.	
		¹ One of these three documents must be filed	
		² Document filed only if required by statement on petition.	

The Mailing Matrix must also be prepared in a separate text (.txt or .scn) file.

CHAPTER 11

Filing requirements for new Petitions (cases) and amendments thereto.

□ \$1,039.00 Total Fee (\$1000.00 Filing Fee + \$39.00 Administrative Fee)

The following

documents are required for a Chapter 11 case and should be in your **pdf** (**portable document format**) electronic file in the following order:

NAME OF DOCUMENT	FOR M	NAME OF DOCUMENT	FORM
 Petition (Including signature page) Summary of Schedules Statistical Summary of Certain Liabilities (28 USC § 159) (Individual Debtors ONLY) Schedules: 	1 6-Sum 2 6A 6B 6C 6D 6E 6F 6G 6H 6I 6J 6-Cont 7 B22B 203 None Local Atty prepare	 Separate Documents: Application to pay filing fee in installments (Individual debtor only) Certificate of Credit Counseling or Motion to Waive Credit Counseling re: Exigent Circumstances or Motion to Waive Credit Counseling¹ (all of the above, individual debtor only) Debtor's Evidence of Employer Payments received (60 days) (Individual debtor only) Motion to Extend Automatic Stay (362(c)(3) Motion to Impose Automatic Stay (362)(c)(4) Missing Documents: If not included, a master mailing matrix must be filed within two (2) days. Unless otherwise indicated, all documents are due within fifteen (15) days from date of filing or the case may be dismissed. ¹One of these three documents must be filed 	3A Atty prepare Atty prepare Atty prepare Atty prepare Atty prepare

The Mailing Matrix must also be prepared in a separate text (.txt or .scn) file.

CHAPTER 12

Filing requirements for new Petitions (cases) and amendments thereto.

□ \$239.00 Total Fee (\$200.00 Filing Fee + \$39.00 Administrative Fee)

The following documents are required for a Chapter 12 case and should be in your **pdf** (**portable document format**) electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
NAME OF DOCUMENT 1. Petition (Including signature page) 2. Summary of Schedules 3. Statistical Summary of Certain Liabilities (28 USC § 159) 4. Schedules: Schedule A. Real Property Schedule B. Personal Property Schedule D. Secured Claims Schedule F. Nonpriority Claims Schedule G. Contracts/Leases Schedule I. Current Income (Individual) Schedule J. Current Expenditures (Individual) Schedule J. Curent Expenditures (Individual)	FORM 1 6-Sum 2 6A 6B 6C 6D 6E 6F 6G 6H 6I 6J 6-Cont 7 B203 None Local Atty prepare	NAME OF DOCUMENTSeparate Documents:Application to pay filing fee in installments (Individual debtor only)Certificate of Credit Counseling Or Motion to Waive Credit Counseling re: Exigent Circumstances Or Motion to Waive Credit Counseling¹ (all of the above, individual debtor only)Debtor's Evidence of Employer Payments received (60 days) (individual debtor only)Motion to Extend Automatic Stay (362) (c)(3)Motion to Impose the Automatic Stay (362)(c)(4)Missing Documents: If not included, a master mailing matrix must be filed within two (2) days.Unless otherwise indicated, all documents are due within fifteen (15) days from date of filing or the case may be dismissed.	FORM 3A Atty prepare Atty Prepare Atty Prepare Atty Prepare Atty Prepare Atty Prepare
		¹ One of these three documents must be filed	

The Mailing Matrix must also be prepared in a separate text (.txt or .scn) file.

CHAPTER 13

Filing requirements for new Petitions (cases) and amendments thereto.□\$274.00 Total Fee(\$235.00 Filing Fee + \$39.00 Administrative Fee per 28 USC \$ 1930(b)(8))

The following

documents are required for a Chapter 13 case and should be in your **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
 Petition (Including signature page) Summary of Schedules Statistical Summary of Certain Liabilities (28 USC § 159) (Individual Debtors ONLY) Exhibit D - Individual Debtor's Stmt of 	1 6-Sum 6-Sum 2	Separate Documents: Application to pay filing fee in installments Chapter 13 Plan/Plan Summary	3 Local
Compliance with Credit Counseling 5. Schedules: Schedule A. Real Property Schedule B. Personal Property Schedule C. Exempt Property (Individual) Schedule D. Secured Claims Schedule E. Priority Claims Schedule F. Nonpriority Claims Schedule F. Contracts/Leases	6A 6B 6C 6D 6E 6F 6G	Certificate of Credit Counseling or Motion to Waive Credit Counseling re: Exigent Circumstances or Motion to Waive Credit Counseling ¹ Debtor's Evidence of Employer	Atty prepare Atty prepare Atty prepare Atty
Schedule H. Codebtors Schedule I. Current Income (Individual) Schedule J. Current Expenditures (Individual) 6. Verification of Schedules 7. Verified Statement of Financial Affairs 8. Statement of Current Monthly Income and Disposable Income Calculations 9. Disclosure of Attorney Compensation/BK Petition Preparer	6H 6I 6J 6-Cont 7 B22C B203/280 None	Payments received (60 days) or Debtor's Evidence of NO Employer Payments Certification of Intent to Cure Residential Default and 30 day Rent Deposit ² Motion to Extend Automatic Stay	prepare Atty prepare Atty prepare Atty
 10. Matrix 11. Verification of Matrix Pro Se: 1. Notice to Debtor by Non Attorney Bankruptcy Petition Preparer (pro se only) 2. Clerks Notice of Available Chapters (342(b)) (Individual - Consumer Debt - pro se) 3. Statement of Social Security Number 	19B B201 B21	(362(c)(3)Motion to Impose Automatic Stay (362)(c)(4)Missing Documents:If not included, a master mailing matrix must be filed within two (2) days.Unless otherwise indicated, all documents are due within fifteen (15)	Atty prepare
		days from date of filing or the case may be dismissed. ¹ One of these three documents must be filed ² Document filed only if required by statement on petition.	

The Mailing Matrix must also be prepared in a separate text (.txt or .scn) file.

How to Create a Matrix Text File For Electronic Filing

- \rightarrow Talk to your software vender first.
- \rightarrow If your software will not convert the matrix to a text file, then take the following steps:
 - 1. Use a 1" left margin to create your matrix in Word/WordPerfect format.
 - 2. Type your creditors in a single column down the left-hand margin as follows:

John Doe Creditor 1214 Anywhere Street City, State and Zip

Mary Doe Creditor 1012 American Way City, State and Zip

- 3. Single space each creditor and double-space between creditors; the city, state and zip must be together on the last line. IF YOU MUST INCLUDE ACCOUNT NUMBERS, DO NOT PUT THEM ON THE LAST LINE. DO NOT USE HARD PAGE BREAKS BETWEEN PAGES. IF CREDITORS BECOME SEPARATED BETWEEN PAGES, SIMPLY INSERT ADDITIONAL LINES.
- 4. Click [<u>File</u>] and then [Save <u>A</u>s...]
- 5. Name your file and change your drive (if necessary)
- 6. Beside the selection "File type:" click the down arrow button $[\mathbf{v}]$
- 7. Select one of the following options depending on your software:
 - \rightarrow WordPerfect choose "ASC II DOS Text"
 - \rightarrow Word choose "MS DOS Text
- 8. Click [Save]
- 9. Your matrix is now in text format.

How to Create a Matrix for PRO SE DEBTOR PAPER FILING

1. Prepare a typed list of all your creditors (mailing matrix).

2. The matrix must include the name of the creditor, the address, and the city, state and zip code.

3. The list should be in a single column format with a 1 inch left margin.

4. Single-space the creditors but . . .

5. Double-space between creditors but do not separate a creditor from the address. The full name and address of a creditor should be on one page.

6. The city, state and zip must be all on the same line.

7. Use an ordinary font such as Times New Roman or Arial.

Here is an example:

ABC Corporation 1200 Main Street Anywhere, MO 60000

Mr. and Mrs. XYZ 2100 Maple Drive Anywhere, MO 60000

H&M Business Supply 1010 Elm Boulevard Anywhere, MO 60000

- 8. You may use either a typewriter or a computer.
- 9. If using a computer, do not use hard returns.

AGENCIES ADDED TO ALL BANKRUPTCY MATRICES BY COURT Missouri Department of Revenue P.O. Box 475 Jefferson City, MO 65105-0475

FEDERAL AGENCIES TO BE ADDED TO MATRIX BY DEBTOR, IF APPLICABLE

U.S. Attorney Room 5510, U.S. Courthouse 400 East 9th Street Kansas City, MO 64106 For service of complaints by mail: send to the U.S. Attorney, Attn: Bankruptcy Processing Clerk and to:

Attorney General, Main Justice Building 950 Pennsylvania Avenue NW, Room 5111 Washington, DC 20530

For service of petition by e-mail: <u>bkcy.ecf@usdoj.gov</u>

Per Local Rule 1002-1, debtor must add U.S. Attorney to matrix filed with the court if the federal government is a creditor. Also, if the debtor knows that a loan is guaranteed by the federal government, please add the U.S. Attorney and the government agency to the matrix.

Dept. of Agriculture, Office of General Counsel PO Box 419205 Kansas City, MO 64141-0205

Dept. of Agriculture, Farm Service Agency 601 Business Loop 70 West, Parkade Center #225 Columbia, MO 65203

Dept. of Education, ACS - Direct Student Loans 501 Bleecker Street, East Utica, NY 13501

Dept. of Education, Office of Post Secondary Education Region IX 50 United Nations Plaza, Room 242 San Francisco, CA 94102-4987

Dept. of Housing and Urban Development Office of General Counsel, Gateway Tower II 400 State Ave., Room 200 Kansas City, KS 66101-2406

Internal Revenue Service PO Box 21126 Philadelphia, PA 19114-0326

Securities and Exchange Commission Midwest Regional Office 175 W. Jackson, Ste. 900 Chicago, IL 60604

Social Security Administration Office of Regional Counsel 601 E. 12th St., Ste 535 Kansas City, MO 64106 Dept. of Agriculture, Commodity Credit Corporation 601 Business Loop 70 West, Parkade Center #235 Columbia, MO 65203

Dept. of Agriculture, Rural Housing Service/Rural Development PO Box 66879 St. Louis, MO 63166

Dept. of Education, Office of General Counsel Div. of Post Secondary Education 400 Maryland Ave., SW, Room 6E118 Washington, D.C. 20202-2110

Dept of Health and Human Services Public Health Div., Parklawn Bldg. 5600 Fishers Lane, Room 4A-53 Rockville, MD 20857

Dept. of Veterans Affairs Office of District Counsel 1 Jefferson Barracks Drive St. Louis, MO 63125-4185

Pension Benefit Guaranty Corporation Office of the General Counsel 1200 "K" Street, N.W., Ste 340 Washington, DC 20005-4026

Small Business Administration 1000 Walnut St., Ste. 500 Kansas City, MO 64106-2156

IN THE UNITED STATES DISTRICT COURT FOR THE WESTERN DISTRICT OF MISSOURI EN BANC

ORDER AUTHORIZING THE BANKRUPTCY APPELLATE PANEL SERVICE TO HEAR AND DETERMINE BANKRUPTCY APPEALS <u>ORIGINATING IN THE WESTERN DISTRICT OF MISSOURI</u>

WHEREAS, Congress, by adoption of 28 U.S.C. § 158(b)(1), has directed the establishment of a Bankruptcy Appellate Panel by the Judicial Council of each circuit, absent specific findings, and,

WHEREAS, the Eighth Circuit Judicial Council has approved the establishment of a Bankruptcy Appellate Panel in the Eighth Circuit, to be implemented only upon Administrative Office funding, and

WHEREAS, Section 158(b)(6) requires a district court to authorize bankruptcy appeals to be heard by the Bankruptcy Appellate Panel, it is

ORDERED that the district judges of the Western District of Missouri, by majority vote, direct that all bankruptcy appeals go to the Bankruptcy Appellate Panel for the Eighth Circuit when funded and operational.

> <u>/s/ D. Brook Bartlett</u> D. Brook Bartlett, Chief U.S. District Judge

<u>/s/ Dean Whipple</u> Dean Whipple, U.S. District Judge

<u>/s/ Fernando J. Gaitan</u> Fernando J. Gaitan, Jr., U.S. District Judge

<u>/s/ Ortrie D. Smith</u> Ortrie D. Smith, U.S. District Judge

Dated: December 1, 1995

Kansas City, Missouri

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