

UNITED STATES BANKRUPTCY COURT

Charles Evans Whittaker Courthouse

Room 1510

400 East 9th Street

Kansas City, MO 64106

www.mow.uscourts.gov<http://ecf.mow.uscourts.gov>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
341 meeting schedules - Judy Hale	512-1815, judy.hale@mow.uscourts.gov
Procedural Questions- Roberta Kostrow	512-1818, roberta.kostrow@mow.uscourts.gov
FAX	512-1832

JUDGES

Division 3 - Chief Judge Arthur B. Federman, Room 6552	512-1910
Judicial Assistant - Joan Brown	512-1911
Law Clerk - Donna Thalblum	512-1913
Courtroom Deputy - Sharon Stanley	512-1924
sharon.stanley@mow.uscourts.gov	FAX No. 512-1923
Division 2 - Judge Dennis R. Dow, Room 6562	512-1880
Judicial Assistant - Kerry Brown	512-1880
Law Clerk - Lori Locke	512-1886
Courtroom Deputy - Georgia Ann Tarwater	512-1894
georgia.tarwater@mow.uscourts.gov	FAX No. 512-1893
Division 1 - Judge Jerry W. Venters, Room 6462	512-1895
Judicial Assistant - Arlene Wilbers	512-1896
Law Clerk - Ryan Johnson	512-1898
Courtroom Deputy - Jamie Hinkle	512-1909
jamie.hinkle@mow.uscourts.gov	FAX No. 512-1908
Division 1, 2 and 3 Kansas City Chapter 13 cases	
Courtroom Deputy - Michele Blodig	512-1827
michele.blodig@mow.uscourts.gov	

AGENCIES ADDED TO ALL BANKRUPTCY MATRICES BY COURT

Missouri Department of Revenue
P.O. Box 475
Jefferson City, MO 65105-0475

DO NOT ADD DEBTOR OR DEBTOR'S ATTORNEY TO MAILING MATRIX

FEDERAL AGENCIES THAT MUST 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 petition by e-mail: bkcy.ecf@usdoj.gov

For service of complaints by mail: send to the U.S.
Attorney, Attention: Diane Breckenridge and to:

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

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
Associate Area Counsel SB/SE Area
2345 Grand Blvd., Ste 301
Kansas City, MO 64108-2600

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

Small Business Administration
Kansas City District Office
323 W. 8th St., 501 Lucas Place
Kansas City, MO 64105

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

Internal Revenue Service
Special Procedures
PO 66778, Stop 5028
St. Louis, MO 63166

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

APPENDIX 1-00

WESTERN DISTRICT OF MISSOURI PANEL TRUSTEES

1. Gary D. Barnes, gary.barnes@husch.com (816) 421-4800
1200 Main Street, #1700
Kansas City, MO 64105
Cindy Houser
FAX (816) 421-0596
2. Steven C. Block, sblock@ddsc-law.com (816) 221-8188
Suite 1930, 1100 Main St.
Kansas City, MO 64105
FAX (816) 221-8616
3. Patricia Ann Brown, pbrown@4state.com (417) 206-8358
1857 Dogwood Dr.
Joplin, MO 64801
FAX (417) 206-8362
4. J. Kevin Checkett, jkc@cp-law.com (417) 358-4049
517 S. Main Street
P.O. Box 409
Carthage, MO 64836
Melinda Baugh
FAX (417) 358-6341
5. Jerald Enslein, jsenslein@gallas-schultz.com (816) 822-8100
9140 Ward Pkwy., Ste 225
Kansas City, MO 64114
Vicki Van Engen
FAX (816) 822-8222
6. Janice Harder, janice@harderlaw.com (573) 875-2880
11 N. Fifth St.
Columbia, MO 65201
FAX (573) 443-2808
7. George T. Johnson (816) 765-7500
10711 Wheeling Ave.
Kansas City, MO 64134
FAX (816) 765-7500
8. Erlene W. Krigel, ekrigel@krigelandkrigel.com (816) 756-5800
4550 Belleview
Kansas City, MO 64111
Mona Meyers
FAX (816) 756-1999
9. Jere L. Loyd, Loyd-t@swbell.net (816) 364-3020
507 Francis St., #208
St. Joseph, MO 64501
Sheridan Loyd
FAX (816) 364-3895
10. Fred Charles Moon, Fcmoon@gabrielmail.com (417) 862-3735
1705 N. Jefferson
Springfield, MO 65803
Lois Henderson
FAX (417) 862-1936
11. Danny R. Nelson, dnelson@lathropgage.com (417) 575-5900
PO Box 4288
Springfield, MO 65808
Deana Foster
FAX (417) 575-5929

APPENDIX 1-00

- | | | |
|-----|---|--|
| 12. | Thomas J. O'Neal, toneal@stklaw.com
901 St. Louis St., #1200
Springfield, MO 65806 | (417) 869-3353
Charla Moore
FAX (417) 869-9943 |
| 13. | Aunna Peoples
4550 Main St., #217
Kansas City, MO 64111 | (816) 531-2700
Diane Baker
FAX (816) 531-0254 |
| 14. | Robert A. Pummill, rpumill@sprintmail.com
6801 W. 107 th St., #100
Overland Park, KS 66212 | (913) 648-8877
Linda Gollub
FAX (913) 648-8886 |
| 15. | John C. Reed, jreedlaw@aol.com
325 Jefferson Street
P.O. Box 1048
Jefferson City, MO 65102 | (573) 635-8500
Jeanie Campbell
FAX (573) 634-3079 |
| 16. | Norman E. Rouse, norman@joplin.com
20 th & Prosperity Road
P.O. Box 1846
Joplin, MO 64802-1846 | (417) 782-2222
Tabitha Culbertson
FAX (417) 782-1003 |
| 17. | Maureen Scully, maurenc@swbell.net
P.O. Box 30233
Kansas City, MO 64112 | (816) 235-6139 |
| 18. | Janice E. Stanton, janice.stanton@psinet.com
104 W. 9th St., Ste 303
Kansas City, MO 64105 | (816) 421-7770
Karen Hudson
FAX (816) 421-7773 |
| 19. | David C. Stover, DCStover@gunnshank.com
9800 NW Polo Dr., Ste. 100
Kansas City, MO 64153 | (816) 454-5600
Kathy Miller
FAX (816) 454-3678 |
| 20. | Bruce E. Strauss, bestrauss@mbslaw.psemail.com
1044 Main Street, 7th Floor
Kansas City, MO 64105 | (816) 221-8855
Susan Campbell
FAX (816) 221-7886 |

CHAPTER 12 TRUSTEES

Appointed by the United States Trustee

CHAPTER 13 TRUSTEE

All Divisions

Richard V. Fink 818 Grand Blvd., Ste. 800 Kansas City, MO 64106-1910	(816) 842-1031 Rob Lawson FAX (816) 221-8529
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PACER/VOICE CASE INFORMATION SYSTEM

The United States Bankruptcy Court is pleased to offer two public information access services for bankruptcy cases.

WHAT IS PACER?

PACER stands for Public Access to Court Electronic Records. PACER allows Internet access to electronic bankruptcy records. You will be able to search for a case by participant name or case number. Once you find the case you want, you will be able to have the docket report or claims register displayed on your screen, ready to capture to your own printer or hard drive. Documents that have been filed electronically (virtually all documents filed on or after March 1, 2001) can be viewed on-line. You will have access to a complete electronic history of a case, without having to leave your office.

WHAT HOURS IS PACER AVAILABLE?

PACER is available 24 hours a day, seven days a week.

WHAT EQUIPMENT IS NEEDED?

To access **PACER** you need: 1) a personal computer; 2) an Internet connection; 3) a browser compatible with the court's electronic system and 4) a login and password.

IS THERE A COST FOR THIS SERVICE?

The cost for this service is \$.07 per page not to exceed \$2.10 per document and access is billed on a quarterly basis by the **PACER** Billing Center. An application form is included on the reverse side or you can register on-line at <http://pacer.psc.uscourts.gov/regform.html>. You will receive a login and password in the mail.

WHAT IS THE VOICE CASE INFORMATION SYSTEM (VCIS)?

VCIS is a dial in service that will allow you to get basic information about bankruptcy cases such as the case number, chapter, date filed, assigned judge and debtor's attorney to mention a few. You must have a touch-tone phone. By spelling the debtor's name using the keypad on your phone (last name first or company name, then first name using no punctuation or spaces), or entering the case number you will hear information pertaining to the bankruptcy case(s). There is no charge for this service. The phone number is:

512-5110 in the Kansas City area or **toll free 1-888-205-2527**

PUBLIC ACCESS TO COURT ELECTRONIC RECORDS
PACER SERVICE CENTER
REGISTRATION FORM

Please print or type:

FIRM NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

Please list the court names below. Be sure to specify district court, bankruptcy court or both.

or, you may register for all courts available by simply checking the box below.

All available courts

_____ Check here if you are registering as a U.S. Government Agency

_____ Check here if you are registered with any other court and list the login id.

PLEASE FAX THIS FORM TO (210) 301-6441 OR MAIL TO:

PACER SERVICE CENTER
PACER REGISTRATION
PO BOX 780549
SAN ANTONIO, TX 78278-0549

There is no registration fee. You will only be billed for access time which is \$.60 per minute. You will receive your login and password in the mail within two weeks. Logins and passwords cannot be faxed or given over the phone. If you have any questions, call the PACER Service Center at 1 (800) 676-6856. You can register on-line at <http://pacer.psc.uscourts.gov/regform.html>.

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

CHAPTER 7

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

G \$209.00 Total Fee (\$155.00 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:

- | | |
|---|--|
| 1. <input type="checkbox"/> Petition (including signature page) | <u>Separate Documents</u> |
| 2. <input type="checkbox"/> Summary of Schedules | <input type="checkbox"/> Application to pay filing fee in installments |
| 3. <input type="checkbox"/> Schedules: | (Individual debtor only) |
| <input type="checkbox"/> Schedule A. Real Property | |
| <input type="checkbox"/> Schedule B. Personal Property | |
| <input type="checkbox"/> Schedule C. Exempt Property (Individual) | |
| <input type="checkbox"/> Schedule D. Secured Claims | Missing Documents; |
| <input type="checkbox"/> Schedule E. Priority Claims | If not included, a master mailing matrix |
| <input type="checkbox"/> Schedule F. Nonpriority Claims | must be filed within two (2) days. |
| <input type="checkbox"/> Schedule G. Contracts/Leases | All other documents are due within fifteen (15) |
| <input type="checkbox"/> Schedule H. Codebtors | days from date of filing or the case may be |
| <input type="checkbox"/> Schedule I. Current Income (Individual) | dismissed. |
| <input type="checkbox"/> Schedule J. Current Expenditures (Individual) | |
| 4. <input type="checkbox"/> Verification of Schedules | |
| 5. <input type="checkbox"/> Verified Statement of Financial Affairs | |
| 6. <input type="checkbox"/> Statement of Intention Signed by Debtor (Consumer Debtor Only, Not Business Debtor) | |
| 7. <input type="checkbox"/> Disclosure of Attorney Compensation | |
| 8. <input type="checkbox"/> Matrix | |
| 9. <input type="checkbox"/> Verification of Matrix | |
| 10. <input type="checkbox"/> Statement of Chapter 7 Business Operations (Business Continuing to Operate) | |
| 11. <input type="checkbox"/> Local Rule 2015-2A and B Statements (If debtor operates a business) | |

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

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

CHAPTER 11

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

G \$839.00 Total Fee (\$800.00 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:

- | | |
|---|--|
| 1. <input type="checkbox"/> Petition (including signature page) | <u>Separate Documents</u> |
| 2. <input type="checkbox"/> Summary of Schedules | <input type="checkbox"/> Application to pay filing fee in installments |
| 3. <input type="checkbox"/> Schedules: | (Individual debtor only) |
| <input type="checkbox"/> Schedule A. Real Property | |
| <input type="checkbox"/> Schedule B. Personal Property | |
| <input type="checkbox"/> Schedule C. Exempt Property (Individual) | |
| <input type="checkbox"/> Schedule D. Secured Claims | Missing Documents; |
| <input type="checkbox"/> Schedule E. Priority Claims | If not included, a master mailing matrix |
| <input type="checkbox"/> Schedule F. Nonpriority Claims | must be filed within two (2) days. |
| <input type="checkbox"/> Schedule G. Contracts/Leases | All other documents are due within fifteen (15) |
| <input type="checkbox"/> Schedule H. Codebtors | days from date of filing or the case may be |
| <input type="checkbox"/> Schedule I. Current Income (Individual) | dismissed. |
| <input type="checkbox"/> Schedule J. Current Expenditures (Individual) | |
| 4. <input type="checkbox"/> Verification of Schedules | |
| 5. <input type="checkbox"/> Verified Statement of Financial Affairs | |
| 6. <input type="checkbox"/> Disclosure of Attorney Compensation | |
| 7. <input type="checkbox"/> Matrix | |
| 8. <input type="checkbox"/> Verification of Matrix | |
| 9. <input type="checkbox"/> Local Rule 2015-2A and B Statements (If debtor operates a business) | |

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

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

CHAPTER 12

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

G \$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:

- | | |
|---|--|
| 1. <input type="checkbox"/> Petition (including signature page) | <u>Separate Documents</u> |
| 2. <input type="checkbox"/> Summary of Schedules | <input type="checkbox"/> Application to pay filing fee in installments |
| 3. <input type="checkbox"/> Schedules: | (Individual debtor only) |
| <input type="checkbox"/> Schedule A. Real Property | |
| <input type="checkbox"/> Schedule B. Personal Property | |
| <input type="checkbox"/> Schedule C. Exempt Property (Individual) | |
| <input type="checkbox"/> Schedule D. Secured Claims | Missing Documents; |
| <input type="checkbox"/> Schedule E. Priority Claims | If not included, a master mailing matrix |
| <input type="checkbox"/> Schedule F. Nonpriority Claims | must be filed within two (2) days. |
| <input type="checkbox"/> Schedule G. Contracts/Leases | All other documents are due within fifteen (15) |
| <input type="checkbox"/> Schedule H. Codebtors | days from date of filing or the case may be |
| <input type="checkbox"/> Schedule I. Current Income (Individual) | dismissed. |
| <input type="checkbox"/> Schedule J. Current Expenditures (Individual) | |
| 4. <input type="checkbox"/> Verification of Schedules | |
| 5. <input type="checkbox"/> Verified Statement of Financial Affairs | |
| 6. <input type="checkbox"/> Disclosure of Attorney Compensation | |
| 7. <input type="checkbox"/> Matrix | |
| 8. <input type="checkbox"/> Verification of Matrix | |
| 9. <input type="checkbox"/> Local Rule 2015-2A and B Statements (If debtor operates a business) | |

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

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

CHAPTER 13

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

G \$194.00 Total Fee (\$155.00 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:

- | | |
|---|--|
| 1. <input type="checkbox"/> Petition (including signature page) | <u>Separate Documents</u> |
| 2. <input type="checkbox"/> Summary of Schedules | <input type="checkbox"/> Application to pay filing fee in installments |
| 3. <input type="checkbox"/> Schedules: | <input type="checkbox"/> Chapter 13 Plan/Plan Summary (signed) |
| <input type="checkbox"/> Schedule A. Real Property | |
| <input type="checkbox"/> Schedule B. Personal Property | |
| <input type="checkbox"/> Schedule C. Exempt Property (Individual) | |
| <input type="checkbox"/> Schedule D. Secured Claims | |
| <input type="checkbox"/> Schedule E. Priority Claims | Missing Documents; |
| <input type="checkbox"/> Schedule F. Nonpriority Claims | If not included, a master mailing matrix |
| <input type="checkbox"/> Schedule G. Contracts/Leases | must be filed within two (2) days. |
| <input type="checkbox"/> Schedule H. Codebtors | All other documents are due within fifteen (15) |
| <input type="checkbox"/> Schedule I. Current Income (Individual) | days from date of filing or the case may be |
| <input type="checkbox"/> Schedule J. Current Expenditures (Individual) | dismissed. |
| 4. <input type="checkbox"/> Verification of Schedules | |
| 5. <input type="checkbox"/> Verified Statement of Financial Affairs | |
| 6. <input type="checkbox"/> Disclosure of Attorney Compensation | |
| 7. <input type="checkbox"/> Matrix | |
| 8. <input type="checkbox"/> Verification of Matrix | |
| 9. <input type="checkbox"/> Local Rule 2015-2A and B Statements (If debtor operates a business) | |

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

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI

In re: _____)
) Bankruptcy Case No.
Debtor(s), Full Social Security Number(s) _____)

DECLARATION RE: ELECTRONIC FILING

PART I - DECLARATION OF PETITIONER:

I [We] _____ and _____, the undersigned debtor(s), corporate officer, partner, or member, hereby declare under penalty of perjury that the information I have given or will give my attorney and the information provided in the electronically filed petition, statements and schedules is true and correct. I consent to my attorney sending my petition, this declaration, statements and schedules and any future amendments of these documents to the United States Bankruptcy Court, United States Trustee and Panel Trustee. I understand that this **DECLARATION RE: ELECTRONIC FILING** is to be filed with the Clerk after the petition has been filed electronically but, in any event, no later than 5 business days after the petition has been filed. I understand that failure to file the signed original of this **DECLARATION** will cause my case to be dismissed without further notice.

I [We] hereby designate my attorney, whose signature, name, address, Missouri Bar No., telephone and fax numbers are set forth below, as my agent to receive service of process and service of all pleadings in all proceedings, including adversary actions and contested matters, pursuant to Bankruptcy Rule 7004(b)(8), in this Court arising in this case. This designation shall expire upon entry of the final decree.

G [If petitioner is an individual whose debts are primarily consumer debts and has chosen to file under chapter 7] I am aware that I may proceed under chapter 7, 11, 12, or 13 of 11 United States Code, understand the relief available under each such chapter, and choose to proceed under chapter 7. I request relief in accordance with the chapter specified in the petition. I declare under penalty of perjury that the foregoing social security number is true and correct.

G [If petitioner is a corporation, partnership or limited liability entity] I declare under penalty of perjury that the information provided in this petition is true and correct, and that I have been authorized to file this petition on behalf of the debtor. The debtor requests relief in accordance with the chapter specified in this petition.

Signed: _____
Debtor Joint Debtor
(If joint case, both spouses must sign)

Dated: _____
Authorized Corporate Officer, Partner, or Member

PART II - DECLARATION OF ATTORNEY:

I declare under penalty of perjury that I have reviewed the above debtor's[s'] petition, schedules, statements and that the information is complete and correct to the best of my knowledge. The debtor(s) signed this Declaration before I submitted the petition, schedules and statements. I will give the debtor(s) a copy of all pleadings and information to be filed with, or received from, the United States Bankruptcy Court, and have complied with all other requirements in the most recent General Order, Administrative Procedures for Electronic Case Filing Manual and this court's Local Rules. I have informed the individual petitioner that [he and/or she] may proceed under chapter 7, 11, 12 or 13 of Title 11, United States Code, and have explained the relief available under each such chapter. This declaration is based upon all information of which I have knowledge.

Dated: _____ **Signed:** _____
Attorney for Debtor(s), Missouri Bar No.
Attorney Address/ E-mail Address
Attorney Phone No./ Fax No.

(FILE ORIGINAL WITH COURT. DO NOT FILE ELECTRONICALLY)

HOW TO CREATE A MATRIX TEXT FILE

FOR ELECTRONIC FILING

- ö Talk to your software vender first.
- ö 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 [File] and then [Save As...]
 5. Name your file and change your drive (if necessary)
 6. Beside the selection "File type:" click the down arrow button [-]
 7. Select one of the following options depending on your software:
 - ÷ WordPerfect - choose "ASC II DOS Text"
 - ÷ 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.

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI

IN RE:

Debtor(s)

)
)
)
)
)
)
)
)
)

Case No. _____

VERIFICATION OF MAILING MATRIX

The above-named Debtor(s) hereby verifies that the attached list of creditors is true and correct to the best of my knowledge and includes the name and address of my ex-spouse (if any).

Date: _____

Debtor

Joint Debtor

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI

IN RE:

)
)
)
) Debtor(s)) Case No. _____
)
)

STATEMENT OF CHAPTER 7 BUSINESS OPERATIONS

In a Chapter 7 case in which the debtor is operating a business at the time of filing,

the following information is required:

- (1) Chief Operating Officer or other contact person

Type Name and Title

- (2) Address of Business

Type Street, City, State and Zip Code

- (3) Telephone Number(s) where Chief Operating Officer or other contact person can be reached

Type Telephone Number(s)

- (4) Business no longer in operation _____.

Signature

cc: U.S. Trustee

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI**

IN RE

CASE NO. _____

NOTICE OF DESIGNATION AS COMPLEX CHAPTER 11 BANKRUPTCY CASE

This bankruptcy case was filed on _____, 200__. The undersigned party in interest believes that this case qualifies under L.R. 1002-2 as a Complex Chapter 11 Bankruptcy Case because:

_____ There is a need for emergency consideration of the following “first day” motions. (NOTE: This ground alone would NOT normally be sufficient).

_____ The Debtor has total debt of more than \$_____ million and unsecured non-priority debt of more than \$_____ million;

_____ There are more than _____ parties in interest in this case;

_____ Claims against the Debtor are publicly traded;

_____ Equity interests in the Debtor are publicly traded;

_____ Other: Substantial explanation is required. (Attach additional sheets if necessary.)

_____, 200__.

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI**

IN RE

)
)
)

CASE NO. _____

INITIAL ORDER FOR COMPLEX CHAPTER 11 BANKRUPTCY CASE

This bankruptcy case was filed on _____, 200__. A Notice of Designation as Complex Chapter 11 Case (L.R. 1002-2) was filed. After review of the initial pleadings filed in this case, the Court concludes that this appears to be a Complex Chapter 11 Case and issues this scheduling order, subject to rescission, revision, or modification as provided below:

1. **Service List and Limitation on Service:** Subject to the Local Rules and the requirements of the Electronic Case Filing System, the Debtor shall maintain a service list (“Service List”), identifying the parties that must be served whenever a motion or other pleading requires notice. Upon establishment of such a list, notices of motions and other matters will be limited to the parties on the Service List.

The Service List shall initially include the Debtor, Debtor’s counsel, counsel for the Official Unsecured Creditors’ Committee, U.S. Trustee, Internal Revenue Service, SEC (if publicly traded) all secured creditors, 20 largest unsecured creditors [of each Debtor], any indenture trustee, and any party that requests notice;

Any party in interest that wishes to receive notice, other than as listed on the Service List, shall be added to the Service List merely by filing an entry of appearance;

Parties on the Service List are required to give a fax number and e-mail address for service of process;

The initial Service List shall be filed within three (3) days after entry of this order. A revised list shall be filed after fifteen (15) days after the Initial Service List is filed. Debtors shall update the Service List, and shall file the updated Service List, at least every 30 days thereafter.

2. **Hearing Days** The Court hereby establishes _____ of each month at _____.m. as the scheduled hearing day (“Hearing Day”) and time for hearing all motions and other matters in these cases. (There may be exceptions).

3. **Setting Hearings and Giving Notice of a Motion Requiring Emergency for Expedited Relief:** If a motion requires emergency or expedited relief, a separate motion for emergency or expedited relief should be filed, stating with specificity the reason why an emergency exists or why there is a need for expedited treatment. If the court grants such emergency treatment, the Court will direct the requisite notice and will set a hearing date and time.

4. **Proposed Hearing Agenda:** At least two (2) business days prior to each Hearing Day, Debtor’s counsel shall file and serve on the Master Service List a Proposed Hearing Agenda.

APPENDIX 1-02

The Proposed Hearing Agenda is merely a proposal for the convenience of the Court and counsel. It is NOT determinative of the matters to be heard on that day and is not determinative of whether there will be a settlement or continuance.

The Proposed Hearing Agenda is expected to include:

1. The docket number and title of each matter to be scheduled for hearing on the next Hearing Day;
2. Whether the Matter is contested or uncontested;
3. Other comments that will assist the Court in organizing its docket for the day; (for example, if a request for continuance or withdrawal of the matter is expected); and
4. A suggestion for the order in which the matters should be addressed.

On the Hearing Day, the Court may, or may not, accept the hearing agenda proposed by the Debtor.

5. **Participation in Some Hearings By Telephone:** Emergency and expedited hearings (and other hearings in limited circumstances) in this case may be conducted by telephone conference. Parties must obtain permission to participate by telephone from the Judge's courtroom deputy.

6. **Settlement:** If a matter is properly noticed for hearing and the parties reach agreement on a settlement of the dispute prior to the final hearing, the parties may announce the settlement at the scheduled hearing. If the Court determines that the notice of the dispute and the hearing is adequate notice of the effects of the settlement, (i.e. that the terms of the settlement are not materially different from what parties in interest could have expected if the dispute were fully litigated) the Court may approve the settlement at the hearing without further notice of the terms of the settlement.

7. **Case Captions:** Complex cases usually involve hundreds of motions. To facilitate motion tracking by the Clerk of the Court, each answer, reply, objection and order filed or provided by a party in this case should contain, in its title or first paragraph, a reference to the docket number of the pleading to which responds. EXAMPLE:

Response by XYZ Bank to Debtor's Motion for Use of Cash Collateral.
[This pleading responds to Docket # _____]

8. **Notice and Objections to this Order:** This order shall be served by Debtor on all parties in interest within seven (7) days. If any party in interest, at any time, objects to the provisions of this order, that party shall file a motion articulating the objection and the relief requested. The motion shall comply with the provisions of this order. After hearing the Motion and any responses, the Court may grant appropriate relief, if any is required. The Court may also, *sua sponte*, revise, modify or rescind this order.

SIGNED _____, 200____.

UNITED STATES BANKRUPTCY JUDGE

APPENDIX 1-02

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI

In Re:)
) Case No.
)
)
 Debtor(s))

NOTICE OF AMENDMENT OF SCHEDULE OF DEBTS AND ADDITION OF CREDITOR

You are hereby notified that the debtor has filed amended schedules of debt to include creditors listed below or on the attachment. By separate copy, you are also notified of the full social security number of the debtor(s).

1. Creditor (name and address):

2. Claim (amount owed, nature of claim, date incurred):

3. This claim has been scheduled as: priority; secured; general unsecured. (One box must be checked.)

4. Trustee, if one has been appointed:

5. Deadline for filing proofs of claim:

This is a no-asset case. It is unnecessary to file a claim now. If it is determined there are assets to distribute, creditors will receive a notice setting a deadline to file claims.

This claim was added to the schedules after the deadline for filing claims stated above. The creditor shall have 30 days after the date of service below to file a proof of claim **on the form included with this notice.**

This is a Chapter 13 case. You have 30 days from the date of this notice or until the bar date, whichever is later, to file your proof of claim.

6. Deadline for filing complaints objecting to discharge of specific debts or of debtor under 11 U.S.C. §§ 523, 727:

This claim was added to the schedules after the deadline for filing complaints stated above. The creditor shall have 30 days after the date of service below to file complaints.

Debtor's attorney (type name, address)

Certificate of Service: I, _____, certify the above notice and a separate notice of the full social security number of the debtor(s) was served on the above-named creditor by first class, postage prepaid mail, on _____.

(Signature above.)

Instructions: Mark out inapplicable paragraphs.

Case Name: _____

Case No: _____

Monthly Operating Report Summary
for Month of _____

REVENUE

Gross Income		\$ _____
Less Cost of Goods Sold		\$ _____
Materials	\$ _____	
Direct Labor	\$ _____	
Overhead	\$ _____	
Gross Profit		\$ _____

OPERATING EXPENSES

Owner/Officer - Draws/Salaries	\$ _____	
Other Employee Salaries	\$ _____	
Advertising and Marketing	\$ _____	
Insurance	\$ _____	
Payroll Taxes	\$ _____	
Lease and Rent	\$ _____	
Telephone and Utilities	\$ _____	
Attorney and Other Professional Fees	\$ _____	
UST Quarterly Fees	\$ _____	
Other Expenses	\$ _____	
Total Operating Expenses		\$ _____
Net Income (Loss)		\$ _____

CURRENT ASSETS

Accounts Receivable at end of month	\$ _____
Increase (Decrease) in Accounts Receivable for month	\$ _____
Inventory at end of month	\$ _____
Increase (Decrease) in Inventory of month	\$ _____
Case at end of month	\$ _____
Increase (Decrease) in Case for month	\$ _____

LIABILITIES

Increase (Decrease) in post-petition debt	\$ _____
Increase (Decrease) in pre-petition debt	\$ _____
Taxes payable:	
Federal Payroll Taxes	\$ _____
State Payroll Taxes	\$ _____
Local Payroll Taxes	\$ _____
State Sales Taxes	\$ _____
Real Estate and	
Personal Property Taxes	\$ _____
Other (describe)	\$ _____
Total Taxes Payable	\$ _____

(Report due by the 15th of the month per Local Rule 2015-2(C))

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI

In Re: _____)
_____)
_____) Case No.
_____)
Debtor(s). _____)

NOTICE OF APPLICATION FOR ATTORNEY FEES AND EXPENSES

1. On _____, _____, Counsel for debtor, filed an Application for Interim Compensation for the period and amounts below:

A. Period covered: _____;

B. \$ _____ fees for _____ hours of legal service;

C. \$ _____ expenses.

2. Previous applications: Number: _____.

A. Total of amounts previously sought:

\$ _____ fees; \$ _____ expenses.

B. Total of amounts previously allowed:

\$ _____ fees; \$ _____ expenses.

3. A. Original retainer: \$ _____.

B. Balance before this application: \$ _____.

4. Within 20 days from the date of service of this notice, creditors may file objections as to why the Application should not be granted with the **U.S. Bankruptcy Court, Room 1510, U.S. Courthouse, 400 East 9th Street, Kansas City, Missouri 64106, and serve a copy on debtor's counsel.** The Application and accompanying time sheets are on file and available for inspection in the Office of the Clerk during regular business hours or can be accessed by PACER subscribers who can review the electronic case file at <http://ecf.mowb.uscourts.gov>. If objections are timely filed, the Court will rule the matter from the pleadings or set the objections for a hearing, if appropriate. If no objections are filed, the Court will enter its order without further notice.

Signature

APPENDIX 2-16

PROOF OF CLAIM FORM INSERT

Copies of this form are available on the court website at www.mow.uscourts.gov
Go to the Forms page and select Bankruptcy

APPENDIX 3-01

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

In re:

)
)
)
)
)

Case No.

SUMMARY OF EXHIBITS AND CERTIFICATE OF SERVICE

The following exhibits in reference to the _____ (Motion/Claim) _____ are summarized below.

- 1.....
- 2.....
- 3.....

Respectfully submitted

Filer Name/Address/Phone

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of all documents supporting my (claim/motion) referenced above, including legible copies of all documents evidencing perfection of security interests have been served on the trustee and debtor's counsel this _____ day of _____, 20__.. Copies of the above documents are available to other parties in interest upon request.

Name

APPENDIX 3-01

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI**

IN RE:

)
)
)
)
)
)
)

Case No..

OBJECTION TO CLAIM
(BASED ON VALUE OF COLLATERAL)

Comes now Movant, _____ and hereby objects to Proof of Claim filed by creditor, _____, in the amount of \$_____, on (claim filing date), based on the value of collateral set forth in such Proof of Claim. Movant contends that the claim should be allowed as secured in the amount of \$_____ and unsecured in the amount of \$_____. Pursuant to Bankruptcy Rule 3012, movant requests that the Court schedule a hearing on this objection.

Dated:

Attorney of Record

The following parties were served electronically or conventionally by movant:

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI**

IN RE:

)
)
)
)
)

Case No..

OBJECTION TO CLAIM

(NOT BASED ON VALUATION OF COLLATERAL)

Comes now Movant, _____ and hereby objects to the Proof of Claim filed by creditor, _____ in the amount of \$ _____, on _____ (date claim filed)..

PURSUANT TO LOCAL RULE 3007-1 (B), THE CLAIMANT SHALL HAVE 30 DAYS AFTER SERVICE OF THE OBJECTION IN WHICH TO FILE A RESPONSE ON UNSECURED MATTERS. THE RESPONSE SHALL BE IN WRITING AND STATE WHY THE CLAIM SHOULD BE ALLOWED AS FILED. IF A RESPONSE IS FILED, THE COURT WILL SCHEDULE A HEARING. IF NO TIMELY RESPONSE IS FILED, THE COURT WILL ENTER AN ORDER SUSTAINING THE OBJECTION TO THE CLAIM.

The basis for the objection is as follows: (PLEASE CHECK ONLY THE APPLICABLE BOXES)

- Pursuant to Local Rule 3001-1, the claimant has not attached supporting documentation to the claim, and the claim should be disallowed in its entirety.
- Pursuant to Local Rule 3084-1(A), the claimant has not served counsel/trustee with a copy of the claim and/or supporting documentation, and the claim should be disallowed in its entirety.
- Pursuant to Local Rule 3003-1, the deadline for filing proofs of claim expired prior to the filing of the claim, so the claim should be disallowed in its entirety.
- The claim should be disallowed entirely because _____..
- The claim should instead be allowed as a (secured, priority or unsecured) claim in the amount of \$ _____ because _____.

Dated:

Attorney of Record

The following parties were served electronically or conventionally by movant:

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

IN RE:)) Case No.
Debtor(s).)

CHAPTER 11 FINAL REPORT AND APPLICATION FOR FINAL DECREE

Comes now the reorganized debtor, _____, by its attorney, and submits that the plan of reorganization confirmed herein has been substantially consummated and makes application for a final decree, pursuant to the provisions of Rule 3022, Federal Rules of Bankruptcy Procedure.

1. An order of confirmation was entered in this case on _____.
2. That all or substantially all of the property proposed by the plan to be transferred has been transferred.
3. Debtor or the successor to the debtor under the plan has assumed the business or has assumed the management of all or substantially all of the property dealt with by the plan.
4. Distribution under the plan has commenced.
5. The following adversary proceedings are being prosecuted:
6. Since confirmation, the reorganized debtor has made total disbursements to persons or entities, including plan creditors, for claims and expenses, in the sum of \$_____, and will pay to the United States Trustee contemporaneous with the filing of this application, the sum of \$_____ as quarterly fees due under the provisions of Section 1930(a)(6), Title 28 U.S.C.
7. There are no other facts which must be brought to the Court's attention to enable it to rule this application other than as presented herein.

WHEREFORE the reorganized debtor herein prays for the entry of the Final Decree pursuant to B.R. 3022, finding that the estate has been fully administered and that the plan has been substantially consummated and, therefore, pray for an order of this Court ordering, as appropriate:

1. Discharge of the debtor-in-possession or trustee and surety;
2. Any specific injunction or other equitable provisions as requested herein; and
3. The closing of the case.

DATED: _____

Debtor's Attorney/Attorney for Trustee

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the foregoing was served this _____ day of _____, 20__, upon the United States Trustee, 400 East Ninth Street, Room 3440, Kansas City MO 64106.

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI

In Re: _____)
) Case No: _____
)
 Debtor(s) _____)

CHAPTER 13 PLAN AND PLAN SUMMARY

1. **PLAN PAYMENT:** Debtor to pay \$_____ per month from future earnings in the manner indicated below. Trustee shall make disbursements after confirmation in the order indicated:

PLAN PAYMENTS ARE TO BEGIN WITHIN 30 DAYS OF THE DATE STAMPED ON THIS PLAN WHETHER OR NOT THE PLAN PROVIDES FOR WAGE DEDUCTION AND WHETHER OR NOT THE WAGE DEDUCTION HAS GONE INTO EFFECT. PAYMENT ON TIME IS THE DEBTOR'S RESPONSIBILITY. ONCE A PLAN IS CONFIRMED, THAT PLAN PAYMENT REMAINS IN EFFECT UNTIL SUCH TIME AS THE COURT CONFIRMS A SUBSEQUENT AMENDMENT. IF INFORMATION IS PROVIDED IN THE SECTION FOR WAGE ORDER TO EMPLOYER, THE WAGE ORDER WILL BE ISSUED TO THE EMPLOYER.

WAGE ORDER TO EMPLOYER: _____ **DIRECT PAYMENT : From Debtor(s) to Trustee**
 (Employer's Name, address, telephone number)

 () _____

2. **ADMINISTRATIVE COSTS:** Pay debtor(s) attorney as indicated below and pay trustee's fee per 28 USC § 586 and 11 USC § 1326.

Attorney's Fees: \$_____ total attorney's fees
 \$_____ attorney fees to be paid directly by the debtor.
 \$_____ attorney fees to be paid from the plan payments.

Attorney fees paid from the plan payments will be paid pursuant to the Local Rules of the Bankruptcy Court unless different treatment is provided in paragraph 11. AND THE Bankruptcy Court issues a specific order regarding that proposed treatment. The confirmation of the plan alone will not constitute fees being paid contrary to the Local rules.

3. **SUPPORT:** Future support owed to _____ is to be:

- ___ Paid directly to recipient by the debtor(s).
- ___ Paid to recipient from the Plan payment at \$_____ per month.
- ___ Support arrearage of \$_____ is to be paid from Plan payments at \$_____ per month.

4. **RESIDENTIAL HOME MORTGAGES.** (Use this section ONLY for the primary residence. All other long term debts should be in paragraph 5.

PAID AS LONG TERM DEBTS PURSUANT TO 11 U.S.C. SECTION 1322 (b)(5) AND EXCEPTED FROM DISCHARGE PURSUANT TO 11 U.S.C. SECTION 1328(a)(1):

Pre-petition arrearages will be paid from the Plan payments. Unscheduled pre-petition arrearages will be paid the contract rate of interest., if the contract rate of interest is provided on the face of the proof of claim.

- ___ Post-petition payments are to be paid directly by debtor(s).
- ___ Post-petition payments are to be paid from the plan payments.

Mortgage Lien Holder	Regular Monthly Payment	Total Pre-Petition Arrearage	Arrearage Rate of Interest	Monthly Arrearage Payment
(1st)	\$	\$	Contract %	\$
(2nd)	\$	\$	Contract %	\$

PAID IN FULL DURING THE LIFE OF THE PLAN FROM THE PLAN PAYMENTS:

Pre-petition arrearage will not be paid as a separate debt as it would be a part of the principal balance claim which is being paid in full.

Mortgage lien Holder	Principal Balance	Monthly Payment	Rate of Interest
(1)	\$	\$	%
(2)	\$	\$	%

5. LONG TERM DEBTS PURSUANT TO 11 USC § 1322(b)(5) AND EXCEPTED FROM DISCHARGE PURSUANT TO 11 USC § 1328(a)(1): To be paid as follows:

Creditor Name	Regular Payment	Total Arrearage	Rate of Interest	Monthly Payment Through Plan On Arrearage
	\$	\$	Local Rule	\$
	\$	\$	Local Rule	\$
	\$	\$	Local Rule	\$

(If any of the regular monthly payments are to be paid directly, that treatment needs to be clearly indicated in paragraph 11.)

6. SECURED CREDITORS: Retain lien and pay to value per 11 USC § 1325(a)(5)(B)(i)&(ii) with any balance paid as general unsecured.

Creditor Name	Value of Collateral	Rate of Interest	Monthly Payment Through Plan
	\$	Local Rule	\$
	\$	Local Rule	\$
	\$	Local Rule	\$
	\$	Local Rule	\$
	\$	Local Rule	\$

Secured creditors with a non-purchase money security interest in consumer goods will be subject to lien avoidance per 11 USC § 522(f) and treated as general unsecured if a separate motion is filed and the court enters an Order Avoiding the Lien.

7. SECURED CREDITORS: Surrender per 11 USC § 1325(a)(5)(C). If a deficiency claim is filed it will be allowed unless the column titled "Surrender In Lieu of Entire Debt" is clearly marked with an X for the collateral to be surrendered in lieu of the entire debt

Creditor Name	Surrender in Lieu of Entire Debt

8. **PRIORITY UNSECURED CREDITORS:** Pay 100% in full per 11 USC § 1322(a)(2) and 11 USC § 507. (Fill in the monthly payment, if any, in column below, otherwise priority unsecured claims will be paid pro rata.)

Creditor Name	Monthly Payment
_____	\$ _____
_____	\$ _____
_____	\$ _____

9. **EXECUTORY CONTRACTS:**

Creditor Name	Property Description	Monthly Payment	Months Remaining	Accept/Reject	Payment Direct or Through Trustee
_____	_____	\$ _____	_____	_____	_____
_____	_____	\$ _____	_____	_____	_____

10. **GENERAL UNSECURED CREDITORS:** ONLY choose ONE of the following:

_____ A dividend of 100% OR

_____ A dividend of 0 % OR

_____ This is a "POT" Plan*. There is non-exempt equity of \$ _____. ("The POT").

OR

_____ This is a "BASE" Plan**. The BASE is _____ months of Plan payments.

11. **OTHER REMARKS OR PROVISIONS:** _____

DATE: _____

_____ DEBTOR

_____ DEBTOR

BY: _____

Attorney

***POT PLANS -** The filed and allowed general unsecured claimants will share pro rata any funds left in "The Pot" after the satisfaction of the pre-petition attorney fees being paid from the Plan payments and the pre-petition filed and allowed priority unsecured claims. If the pre-petition attorney fees being paid from the Plan payments and the filed and allowed priority unsecured claims are equal to or greater than "The Pot", the filed and allowed general unsecured creditors will share zero (0%). After the dividend has been set by the trustee's office to comply with "The Pot", the trustee's office will not adjust the percentage to accommodate proofs of claim and amended proofs of claim filed and allowed after the bar

date. It will be the responsibility of the debtor's attorney to determine if there needs to be an adjustment to the general unsecured dividend. If the debtor's attorney determines that an adjustment needs to be made, it will be the responsibility of the debtor's attorney to determine an appropriate percentage and file an amendment to the plan to set the dividend to that percentage. Once the trustee's office has set the dividend based on "The Pot", any amendment to the plan will need to reflect the dividend which has been set or the amendment needs to provide a dividend that will comply with the Bankruptcy Code.

****BASE PLANS** - Filed and allowed general unsecured claimants will share pro rata funds left over after the payment of administrative expenses, including Court fees, Trustee's fees and attorney's fees; the payment of secured claims plus interest, if any; and priority unsecured claims based on the base number of months of Plan payments. ("The Base"). Because the total funds paid into the Plan must be sufficient to satisfy the administrative expenses, secured claims and priority unsecured claims, the Plan may actually run longer than "The Base". "The Base" may be adjusted upward to accommodate proofs of claim and amended proofs of claim filed and allowed after the bar date and to accommodate increases in long-term continuing debts being paid through the Plan payments. Notification received by the Trustee's office of an increase in a long-term continuing debt being paid through the Plan will result in "The Base" being adjusted upward to accommodate the increased payment. Any adjustments made because of the foregoing reasons that result in the Plan running in excess of the sixty-month statutory time limit of Section 1322(d) may result in the Trustee's office filing a motion to dismiss. "The Base" may be adjusted at the end of the Plan in order to allow a full monthly payment in the last month of the Plan to any creditor receiving continuing payments through the Trustee's office. "The Base" may be adjusted upward due to additional funds received in the case from sources such as profit sharing, bonus funds, etc.

*****ARREARAGE** - Any arrearages listed on the plan/plan summary are the debtor's best estimate of the amount owed. The trustee's office will pay arrearages based on the filed and allowed proof of claim of the creditor pursuant to Local rule 3084-1(G)

******VALUE OF COLLATERAL** - The value of collateral listed on the plan/plan summary is the debtor's best estimate. The trustee's office uses the value listed on the face of the filed proof of claim, if one is listed, pursuant to Local Rule 3084-1(D) when loading the proof of claim.

Rev. 04/24/02

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI
EN BANC**



**GENERAL ORDER FOR
ELECTRONIC CASE FILING PROCEDURES**

Federal Rules of Bankruptcy Procedure 5005(a)(2), 9029 and 9036; and General Order of the United States District Court for the Western District of Missouri entered on December 20, 1993, authorize this Court to establish practices and procedures for the filing, signing, maintaining, and verification of pleadings and papers by electronic means; and

The Administrative Procedures for the Electronic Case Filing System, hereafter “Administrative Procedures,” have been reviewed by this Court; and

The Administrative Procedures are consistent with and further the responsibility of the Clerk of the Court for the control of the Court’s docket under Fed. R. Bankr. P. 5005, including safeguarding the integrity of the Court’s docket; and

The Administrative Procedures do not impose fees inconsistent with the present fee structure adopted by the Judicial Conference of the United States pursuant to 28 U.S.C. § 1930; and

The Administrative Procedures provide adequate procedures for filing pleadings and papers and access to review and retrieve records and dockets of this Court by parties who are not able to access the Electronic Case Filing System over the Internet, thereby complying with the requirements contained in 11 U.S.C. § 107(a); and

The Administrative Procedures provide adequate procedures for the protection of entities with respect to confidential or scandalous or defamatory matters as provided in 11 U.S.C. § 107(b); and

The Administrative Procedures do not impair the ability of the Clerk of the Court to perform statistical reporting responsibilities both to the Court and the Administrative Office of the United States Courts; and

The Administrative Procedures are consistent with notice requirements of the Federal Rules of Bankruptcy Procedure and the Local Rules of Practice for the United States Bankruptcy Court for the Western District of Missouri.

NOW, THEREFORE, IT IS ORDERED that:

1. The Administrative Procedures for the Electronic Case Filing System, as maintained and updated by the Clerk, including the procedure for registration of attorneys and for distribution of passwords to permit electronic filing and notice of pleadings and other papers, are hereby approved by the Court.
2. Electronic Filing of Documents.
 - a. The electronic filing of a pleading or other paper in accordance with the Administrative Procedures shall constitute entry of that pleading or other paper on the docket kept by the Clerk of Court under Fed. R. Bankr. P. 5003.
 - b. The Office of the Clerk will enter all orders, decrees, judgments, and proceedings of the Court in accordance with the Administrative Procedures, which shall constitute entry on the docket record kept by the Clerk under Fed. R. Bankr. P. 5003 and for purposes of Fed. R. Bankr. P. 9021.
 - c. For filings that require a fee to be paid, the Office of the Clerk will automatically draw payment from the credit card account that was provided with the attorney registration.
3. Logins and Passwords.
 - a. Each attorney and party in good standing in this Court shall be entitled to one Electronic Case Filing System login and password to permit the attorney or party to electronically file and retrieve pleadings and other documents.
 - b. Login and password registration forms are available in the Office of the Clerk.
 - c. No attorney shall knowingly permit or cause to permit his or her password to be utilized by anyone other than an authorized employee of the registered attorney's law firm.
 - d. No person shall knowingly utilize or cause another person to utilize the password of a registered attorney unless such person is an authorized employee of the registered attorney's law firm.
 - e. Misuse of the Electronic Case Filing System login and password may result in revocation of the attorney's login and password privileges and/or the imposition of sanctions.
4. Signatures.
 - a. The electronic filing of a petition, pleading, motion or other paper by an attorney who is a registered participant in the Electronic Case Filing System shall constitute the signature of that attorney for all purposes, including Fed. R. Bankr. P. 9011 and Local Rule 9011-1.

- b. Any pleading, affidavit or other document filed electronically shall contain an electronic signature of the filer, e.g., “/s/ *Jane Doe*.”
- c. The original Declaration signed by the debtor shall be filed in paper form and maintained by the Office of the Clerk pursuant to federal requirements for record retention, but not for less than ten (10) years after the final decree is entered.

5. Notice of Electronic Filing and Service.

- a. Whenever a pleading or other paper is filed electronically, a Notice of Electronic Filing will be automatically generated by the Electronic Case Filing System at the time of filing and sent electronically to the party filing the pleading or other paper, as well as to all parties in the case who are registered participants in the Electronic Case Filing System or have otherwise consented to electronic service.
- b. If the recipient of notice or service is a registered participant in the Electronic Case Filing System or has otherwise consented to electronic service, service of the Notice of Electronic Filing shall be the equivalent of service of the pleading or other paper by first class mail, postage prepaid.
- c. The filing party shall serve the pleading or other paper upon all other persons entitled to notice or service in accordance with the applicable rules, or, if service by first class mail is permitted under the rules, the filing party may make service in accordance with subparagraph e below.
- d. Participation in the Electronic Case Filing System by receipt of a password from the Court shall constitute a request for service and notice electronically pursuant to Fed. R. Bankr. P. 9036. Participants in the Electronic Case Filing System, by receiving a password from the Court, agree that notice and service by electronic means constitutes proper service.

Service of a summons and a complaint filed in an adversary proceeding or an involuntary bankruptcy proceeding shall continue to be made pursuant to Fed. R. Bankr. P. 7004.

- e. Pleadings or other documents which are not filed electronically shall be served in accordance with the Federal Rules of Bankruptcy Procedure and the Local Rules except as otherwise provided by Order of the Court.
6. The provisions of this Order shall apply to all electronically filed cases and cases converted to the Electronic Case Filing System in the United States Bankruptcy Court for the Western District of Missouri. Amendments to this Order may be entered from time to time in keeping with the needs of the Court.

7. Technical Failures.

The Clerk shall deem the W.D.MO. Public Web site to be subject to a technical failure on a given day if the Site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 12:00 noon on that day, in which case filings due that day which were not filed solely because of such technical failure shall be due the next business day. Such delayed filings shall be rejected unless accompanied by a declaration or affidavit attesting to the filing person's unsuccessful attempts to file electronically at least two times after 12:00 p.m. separated by at least one hour on each day of delay because of such technical failure.

8. This Order governs all cases assigned to the Electronic Case Filing System by the Court.

12/08/2000
Date

/s/ Arthur B. Federman
Arthur B. Federman, Chief Bankruptcy Judge

12/08/2000
Date

/s/ Frank W. Koger
Frank W. Koger, Bankruptcy Judge

12/08/2000
Date

/s/ Jerry W. Venters
Jerry W. Venters, Bankruptcy Judge

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MISSOURI

In Re:)
) Case No.
)
)
 Debtor(s))

NOTICE OF REOPENING OF BANKRUPTCY CASE TO ADD CREDITOR

You are hereby notified that the debtor has filed a motion to reopen the bankruptcy case in order to include creditors who were omitted from the schedule of debts, as listed below or on an attached exhibit. By separate copy, you are also notified of the full social security number of the debtor(s).

1. Creditor (name and address):

2. Claim (amount owed, nature of claim, date incurred):

3. This claim has been scheduled as: [] priority; [] secured; [] general unsecured. (One box must be checked.)

4. The above named creditor has 30 days from the date of service below to object to reopening of the case for addition of the claim, or to file a complaint objecting to discharge of the debt or discharge of the debtor under 11 U.S.C. §§ 523, 727. If neither an objection to reopening nor a complaint under § 523 or § 727 is filed by the deadline, the creditor's claim will be discharged and the case will be reclosed without further notice or hearing.

Debtor's attorney
(Type name and address)

Certificate of Service: I, _____, certify the above notice and a separate notice of the full social security number of the debtor(s) was served on the above-named creditor by first class, postage prepaid mail, on _____.

(Signature.)

UNITED STATES BANKRUPTCY APPELLATE PANEL
FOR THE EIGHTH CIRCUIT

In re:)
)
DEBTOR,) Case No
)
Debtor.) Chapter
)

APPELLANT'S / (APPELLEE'S) ELECTION THAT APPEAL BE HEARD
BY THE UNITED STATES DISTRICT COURT

Appellant/ (Appellee), , hereby elects, pursuant to 28 U.S.C.
§ 158(c)(1)(A) / 158(c)(1)(B) and L.R. BAP 8th Cir. 8001A(a)(1), to have this appeal heard by the United
States District Court for the Western District of Missouri.

Attorney for Appellant/(Appellee)
Address
City, State, Zip

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
ORIGINATING IN THE WESTERN DISTRICT OF MISSOURI

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.

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

/s/ Dean Whipple
Dean Whipple, U.S. District Judge

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

/s/ Ortrie D. Smith
Ortrie D. Smith, U.S. District Judge

Dated: December 1, 1995

Kansas City, Missouri

(This is an electronic reproduction of a paper original)

Appendix 8-01

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.

/s/ Joseph E. Stevens, Jr.
Joseph e. Stevens, Jr., Chief Judge

/s/ D. Brook Bartlett
D. Brook Bartlett, District Judge

/s/ Dean Whipple
Dean Whipple, District Judge

/s/ Fernando J. Gaitan
Fernando J. Gaitan, Jr., District Judge

Kansas City, Missouri

Dated: December 20, 1993

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