

**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF GEORGIA**



**CLERK'S INSTRUCTIONS**

**WILLIAM E. TANNER, CLERK**

November, 2003

## TABLE OF CONTENTS

This Table of Contents can be used as a cross reference between the Local Rules of Bankruptcy Procedure for the United States Bankruptcy Court for the Middle District of Georgia and the Clerk's Instructions.

<b><u>L.B.R. Number</u></b>	<b><u>Related Instruction</u></b>	<b><u>Page</u></b>
1007-1(a)	Number of Required Copies/Checklists.....	1 - 7
1007-2(a)(1)(B)&(C)	Addresses of Government Agencies .....	8
1007-2(b)	Mailing Matrix .....	9 - 10
1071-1	Divisional Boundaries .....	11
2002-1(f)	Certification Regarding Request for Expedited Hearing .....	12
2002-1(h)	Certification Regarding Undeliverable Notices.....	13
3015-1(a)	Chapter 13 Plan .....	14
3018-1	Ballot Summaries .....	15 - 16
3022-1(b)	Application for Final Decree .....	17 - 22
5005-4(e)	Facsimile Filing Fee .....	23
5080-1(a)	Fee Schedule .....	23 - 24
8007-2(b)	Expedited Appeal .....	25 - 26

**CHAPTER 7 - CHECKLIST**  
**INDIVIDUAL/JOINT**

- \* \$170.00 Filing Fee, or Application to Pay in Installments
- \* \$ 39.00 Noticing Fee
- \* Creditor Matrix, Original Only - (See LBR 1007-2)
  - Single Column
  - 10 Characters Per Inch
  - Courier, Prestige Elite, or Letter Gothic
  - 1 inch side, top, and bottom margins

The following documents should be filed with Original & 2 Copies

**(The Original petition should be filed in the following order and clipped, NOT stapled):**

- \* Voluntary Petition
- \* Statement of Social Security Number - Form B21
- \* Notice to Individual Consumer Debtor(s)

Schedules:

- Summary of Schedules
- Schedule A (Real Property)
- Schedule B (Personal Property)
- Schedule C (Property Claimed as Exempt)
- Schedule D (Creditors Holding Secured Claims)
- Schedule E (Creditors Holding Unsecured Priority Claims)
- Schedule F (Creditors Holding Unsecured Non-Priority Claims)
- Schedule G (Executory Contracts & Unexpired Leases)
- Schedule H (Codebtors)
- Schedule I (Current Income of Individual Debtor(s))
- Schedule J (Current Expenditures of Individual Debtor(s))
- Declaration Concerning Debtor's Schedules

Statement of Financial Affairs

Individual Debtor's Statement of Intention

Attorney Disclosure of Compensation (B.R. 2016(b))

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\*Indicates documents needed for a BASIC or EMERGENCY filing.

All other documents ARE REQUIRED to be filed with the petition or within 15 days thereafter, except for the Statement of Intention which is due within 30 days.

**CHAPTER 7 - CHECKLIST**  
**CORPORATION/PARTNERSHIP**

- \* \$170.00 Filing Fee
- \* \$ 39.00 Noticing Fee
- \* Creditor Matrix, Original Only - (See LBR 1007-2)
  - Single Column
  - 10 Characters Per Inch
  - Courier, Prestige Elite, or Letter Gothic
  - 1 inch side, top, and bottom margins

The following documents should be filed with Original & 2 Copies

**(The Original petition should be filed in the following order and clipped, NOT stapled):**

- \* Voluntary Petition

Schedules:

- Summary of Schedules
- Schedule A (Real Property)
- Schedule B (Personal Property)
- Schedule C (Property Claimed as Exempt)
- Schedule D (Creditors Holding Secured Claims)
- Schedule E (Creditors Holding Unsecured Priority Claims)
- Schedule F (Creditors Holding Unsecured Non-Priority Claims)
- Schedule G (Executory Contracts & Unexpired Leases)
- Schedule H (Codebtors)
- Schedule I (Current Income of Individual Debtor(s))
- Schedule J (Current Expenditures of Individual Debtor(s))
- Declaration Concerning Debtor's Schedules

Statement of Financial Affairs

Attorney Disclosure of Compensation (B.R. 2016(b))

- \* Corporate Resolution (or minutes) or Consent of Partners setting forth authority to file bankruptcy

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\*Indicates documents needed for a BASIC or EMERGENCY filing.

All other documents ARE REQUIRED to be filed with the petition or within 15 days thereafter.

**CHAPTER 11 - CHECKLIST**  
**INDIVIDUAL/JOINT**

- \* \$800.00 Filing Fee or Application to Pay in Installments
- \* \$39.00 Noticing Fee
- \* Creditor Matrix, Original Only - (See LBR 1007-2)
  - Single Column
  - 10 Characters Per Inch
  - Courier, Prestige Elite, or Letter Gothic
  - 1 inch side, top, and bottom margins
- \* List of Equity Security Holders - (Original Only)
  - Same format as creditor matrix above

The following documents should be filed with Original & 3 Copies

**(The Original petition should be filed in the following order and clipped, NOT stapled):**

- \* Voluntary Petition
- \* Statement of Social Security Number - Form B21
- \* Notice to Individual Consumer Debtor(s)

Schedules:

- Summary of Schedules
- Schedule A (Real Property)
- Schedule B (Personal Property)
- Schedule C (Property Claimed as Exempt)
- Schedule D (Creditors Holding Secured Claims)
- Schedule E (Creditors Holding Unsecured Priority Claims)
- Schedule F (Creditors Holding Unsecured Non-Priority Claims)
- Schedule G (Executory Contracts and Unexpired Leases)
- Schedule H (Codebtors)
- Schedule I (Current Income of Individual Debtor(s))
- Schedule J (Current Expenditures of Individual Debtor(s))
- Declaration Concerning Debtor's Schedules

Statement of Financial Affairs

Attorney Disclosure of Compensation (B.R. 2016(b))

- \* List of Creditors Holding 20 Largest Unsecured Claims

These documents are also required - (loose)

- \* Application for Employment of Attorney
- \* (Proposed) Order Authorizing Employment of Attorney

- 
- \* Indicates documents needed for a BASIC or EMERGENCY filing.
  - \* All other documents ARE REQUIRED to be filed with the petition or within 15 days thereafter.

**CHAPTER 11 - CHECKLIST  
CORPORATION/PARTNERSHIP**

- \* \$800.00 Filing Fee
- \* \$ 39.00 Noticing Fee
- \* Creditor Matrix, Original Only - (See LBR 1007-2)
  - Single Column
  - 10 Characters Per Inch
  - Courier, Prestige Elite, or Letter Gothic
  - 1 inch side, top, and bottom margins

- List of Equity Security Holders- (Original Only)
  - Same format as creditor matrix

The following documents should be filed with Original & 3 Copies

**(The Original petition should be filed in the following order and clipped, NOT stapled):**

- \* Voluntary Petition
- \* Exhibit "A"

Schedules:

- Summary of Schedules
- Schedule A (Real Property)
- Schedule B (Personal Property)
- Schedule C (Property Claimed as Exempt)
- Schedule D (Creditors Holding Secured Claims)
- Schedule E (Creditors Holding Unsecured Priority Claims)
- Schedule F (Creditors Holding Unsecured Non-Priority Claims)
- Schedule G (Executory Contracts and Unexpired Leases)
- Schedule H (Codebtors)
- Schedule I (Current Income of Individual Debtor(s))
- Schedule J (Current Expenditures of Individual Debtor(s))
- Declaration Concerning Debtor's Schedules

Statement of Financial Affairs

Attorney Disclosure of Compensation (B.R. 2016(b))

- \* Corporate Resolution (or minutes) or Consent of Partners setting forth authority to file for bankruptcy
- \* List of Creditors Holding 20 Largest Unsecured Claims

These documents are also required - (loose)

- \* Application for Employment of Attorney
- \* (Proposed) Order Authorizing Employment of Attorney

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\* Indicates documents needed for a BASIC or EMERGENCY filing.

All other documents ARE REQUIRED to be filed with the petition or within 15 days thereafter.

**CHAPTER 12 - CHECKLIST**  
**INDIVIDUAL/JOINT/CORPORATION**

- \* \$200.00 Filing Fee or Application to Pay in Installments (if individual)
  - \* \$ 39.00 Noticing Fee
  - \* Creditor Matrix, Original Only - (See LBR 1007-2)
    - Single Column
    - 10 Characters Per Inch
    - Courier, Prestige Elite, or Letter Gothic
    - 1 inch side, top, and bottom margins
- Chapter 12 Plan
- Due within 90 days if not filed with petition

The following documents should be filed with Original & 2 Copies

**(The Original petition should be filed in the following order and clipped, NOT stapled):**

- \* Voluntary Petition
- \* Statement of Social Security Number - Form B21 (if individual)
- \* Notice to Individual Consumer Debtor(s) (if individual)
- \*\* Schedules:
  - Summary of Schedules
  - Schedule A (Real Property)
  - Schedule B (Personal Property)
  - Schedule C (Property Claimed as Exempt)
  - Schedule D (Creditors Holding Secured Claims)
  - Schedule E (Creditors Holding Unsecured Priority Claims)
  - Schedule F (Creditors Holding Unsecured Non-Priority Claims)
  - Schedule G (Executory Contracts)
  - Schedule H (Codebtors)
  - Schedule I (Current Income of Individual Debtor)
  - Schedule J (Current Expenditures of Individual Debtor)
  - Declaration Concerning Debtor's Schedules
- \*\* Statement of Financial Affairs
- \*\* Attorney Disclosure of Compensation (B.R. 2016(b))

Corporate Resolution (or minutes) or Consent of Partners setting forth authority to file bankruptcy (if corporation or partnership)

These documents are also required (loose):

- \* Application for Employment of Attorney
- \* (proposed) Order Authorizing Employment of Attorney

- 
- \*\* Indicates documents needed for a BASIC or EMERGENCY filing.
  - \*\* Schedules due within 15 days if not filed with the petition.

**CHAPTER 13 - CHECKLIST**  
**INDIVIDUAL/JOINT**

- \* \$155.00 Filing Fee or Application to Pay in Installments
- \* \$ 39.00 Noticing Fee
- \* Creditor Matrix, Original Only - (See LBR 1007-2)
  - Single Column
  - 10 Characters Per Inch
  - Courier, Prestige Elite, or Letter Gothic
  - 1 inch side, top, and bottom margins

The following documents should be filed with Original & 2 Copies

**(The Original petition should be filed in the following order and clipped, NOT stapled):**

- \* Voluntary Petition
- \* Statement of Social Security Number - Form B21
- \* Notice to Individual Consumer Debtor(s)

Chapter 13 Plan (Original Only)

Schedules:

- Summary of Schedules
- Schedule A (Real Property)
- Schedule B (Personal Property)
- Schedule C (Property Claimed as Exempt)
- Schedule D (Creditors Holding Secured Claims)
- Schedule E (Creditors Holding Unsecured Priority Claims)
- Schedule F (Creditors Holding Unsecured Non-Priority Claims)
- Schedule G (Executory Contracts & Unexpired Leases)
- Schedule H (Co-debtors)
- Schedule I (Current Income of Individual Debtor(s))
- Schedule J (Current Expenditures of Individual Debtor(s))
- Declaration Concerning Debtor's Schedules

Statement of Financial Affairs

Attorney Disclosure of Compensation (B.R. 2016(b))

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\*Indicates documents needed for BASIC or EMERGENCY filing.

All other documents ARE REQUIRED to be filed with the petition or within 15 days thereafter.

## ADVERSARY - CHECKLIST

- \* \$150.00 Filing Fee
  - No charge to U.S. Agency or Debtor
  - No charge to Trustee or Debtor in Possession if an estate DOES NOT exist
  - No charge to CSRU or representative with affidavit or other proper documentation
  
- \* Adversary Cover Sheet
  
- \* Adversary Complaint
  
- \* Summons and Notice of Pretrial Conference in an Adversary
  - One original for Court's use
  
  - One original for EACH defendant

## **Required Addresses for Proper Notice to Major Agencies of the U.S. Government and Georgia State Government**

### **U. S. Trustee and Assistant U. S. Trustees**

Felicia S. Turner, United States Trustee  
Region 21  
362 Richard Russell Building  
75 Spring St., S. W.  
Atlanta, GA 30303  
404-331-4437

Guy G. Gebhardt, Asst. U. S. Trustee  
Northern District of Georgia  
362 Richard Russell Building  
75 Spring St., S. W.  
Atlanta, GA 30303  
404-331-4437

Mark W. Roadarmel, Asst. U. S. Trustee  
Middle District of Georgia  
Suite 510  
433 Cherry St.  
Macon, GA 31201  
478-752-3544

Charles S. Glidewell, Asst. U. S. Trustee  
Northern District of Florida  
City Centre Building  
227 N. Bronough St.  
Suite 1038  
Tallahassee, FL 32301  
850-942-8899

### **Other Pertinent Addresses**

United States Attorney  
P. O. Box 1702  
Macon, GA 31202-1702

Georgia Department of Revenue  
Bankruptcy Unit  
P. O. Box 161108  
Atlanta, GA 30321

Internal Revenue Service  
Insolvency  
Room 400, Stop 334-D  
401 West Peachtree Street, N.E.  
Atlanta, GA 30308

## MAILING MATRIX REQUIREMENTS

The list of creditors usually referred to as the mailing matrix is entered into the Court's computer system using a scanner. To ensure that the matrix you file can be properly read by the scanner, please observe the following guidelines.

1. A matrix must be typed, 10 characters per inch, in one of the following standard typefaces or print styles:
  - \* Courier
  - \* Prestige Elite
  - \* Letter Gothic
2. A matrix must be typed on a single page in a single, straight column (see following page for example).
3. A matrix must have top, bottom and side margins of no less than 1 inch.
4. Each name/address should consist of no more than 5 total lines, with at least 1 blank line between each of the name/address blocks.
5. Each line should be 40 characters or less in length.
6. Do not include the following people. They will be retrieved automatically by the computer for noticing.
  - \* Debtor
  - \* Joint Debtor
  - \* Attorney for the Debtor(s)
  - \* Trustee
7. Do not include extra marks on the mailing matrix -- such as letterhead, dates, debtor name, stains, handwritten marks.
8. Do not use nonstandard paper such as onion skin, half-sized paper, or colored paper.
9. Do not submit a photocopy or carbon copy or use a typewriter with a fabric ribbon.
10. Do not use dot-matrix printers.
11. Do not include creditor account numbers on the matrix.

The mailing matrix shall be accompanied by a certification signed by the debtor attesting that the list contains all known creditors, including any individuals and entities co-obligated with the debtor on any debts.

**EXAMPLE - CREDITOR LIST**

CLASSIFIED DIRECTORY  
615 MAIN ST  
PO BOX 2230  
NIAGRA FALLS NY 14203

COLLINS MARINE CORP  
PO BOX 1197 L  
LOS ALTOS CA 94022

COOPERS AND LYBRAND  
1800 1ST INTERSTATE CENTER  
SEATTLE WA 98104

DEVOE MARINE COATINGS COMPANY INC  
MARINE DIVISION  
PO BOX 7536  
LOUISVILLE KY 40207

GRACE THOMASSON  
4980 BALTIMORE BLVD  
APARTMENT 405  
BALTIMORE MD 20982

## **Divisions, Division Numbers and Counties in Each Division**

The six divisions, division numbers and the counties included in each division are listed below:

### ALBANY DIVISION - 1

Baker  
Ben Hill  
Calhoun  
Crisp  
Dougherty  
Early  
Lee  
Miller  
Mitchell  
Schley  
Sumter  
Terrell  
Turner  
Webster  
Worth

### ATHENS DIVISION - 3

Clarke  
Elbert  
Franklin  
Greene  
Hart  
Madison  
Morgan  
Oconee  
Oglethorpe  
Walton

### COLUMBUS - 4

Chattahoochee  
Clay  
Harris  
Marion  
Muscogee  
Quitman  
Randolph  
Stewart  
Talbot  
Taylor

### MACON DIVISION - 5

Baldwin  
Bibb  
Bleckley  
Butts  
Crawford  
Dooly  
Hancock  
Houston  
Jasper  
Jones  
Lamar  
Macon  
Monroe  
Peach  
Pulaski  
Putnam  
Twiggs  
Upton  
Washington  
Wilcox  
Wilkinson

### THOMASVILLE - 6

Brooks  
Colquitt  
Decatur  
Grady  
Seminole  
Thomas

### VALDOSTA - 7

Berrien  
Clinch  
Cook  
Echols  
Irwin  
Lanier  
Lowndes  
Tift

**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF GEORGIA**

**IN RE:**

:  
:  
:  
:  
:  
:

**CASE NUMBER**

**Movant**

**CERTIFICATION REGARDING  
REQUEST FOR EXPEDITED HEARING**

I hereby certify, as a member of the Bar of this Court, that I carefully examined this matter and that there is a true necessity for an emergency hearing.

I certify further that the necessity for this emergency hearing has not been caused by any lack of due diligence on my part, but has been brought about only by the circumstances of this case.

I certify further that I have made a bona fide effort to resolve this matter without hearing.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ .

\_\_\_\_\_  
ATTORNEY FOR THE MOVANT

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_



IN RE: : CHAPTER 13  
 :  
 : CASE NO.

CHAPTER 13 PLAN

1. The future earnings of the debtor(s) are submitted to the supervision and control of the trustee and the debtor(s) (or the debtor's(s) employer) shall pay to the trustee the sum of \$ \_\_\_\_\_ weekly, biweekly, semimonthly, or monthly.
2. From the payments so received, the trustee shall make disbursements as follows:

(a) The monthly payments will be made on the following long-term debts:

<u>NAME OF CREDITOR</u>	<u>PAYMENT AMOUNT</u>	<u>MONTH OF FIRST PAYMENT UNDER PLAN</u>
-------------------------	-----------------------	--

Payments which come due after the filing of the petition but before the month of the first payment designated here will be added to the prepetition arrearage claim.

(b) The priority payments required by 11 U.S.C. §507(a)(1), including attorney fees of \_\_\_\_\_.

(c) After the above payments, payments to secured creditors whose claims are duly proven and allowed as follows:

<u>NAME OF CREDITOR</u>	<u>AMOUNT DUE</u>	<u>VALUE</u>	<u>INT.</u>	<u>COLLATERAL</u>	<u>TO BE PAID</u>
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(d) The debtor(s) will act as his/her/their own disbursing agent on the following debts:

(e) The following unsecured claims are classified to be paid at 100% (contract interest will be paid on the claim unless otherwise indicated):

(f) All 11 U.S.C. §507 priority claims will be paid in full over the life of the plan.

(g) Special provisions:

(h) \$ \_\_\_\_\_ will be assigned to costs and unclassified unsecured creditors.

\_\_\_\_\_ % dividend will be paid to unclassified unsecured creditors.

The term of the plan is approximately \_\_\_\_\_ years and \_\_\_\_\_ months.

Date: \_\_\_\_\_

\_\_\_\_\_  
 Debtor

\_\_\_\_\_  
 Debtor

**BALLOT SUMMARY (BY CLAIM)**

<u>NAME</u> (alphabetized)	<u>CLASS</u> (per plan)	<u>ALLOWED CLAIM</u>			<u>VOTE</u>
		p/c	sched	ct ord Sec 502(c)	

<u>NAME</u> (alphabetized)	<u>CLASS</u> (per plan)	<u>ALLOWED CLAIM</u>			Sec 502(c)	<u>VOTE</u>
		p/c	sched	ct ord		

**BALLOT SUMMARY (BY CLASS)**

<u>CLASS</u>	<u>TOTAL #</u>	<u>TOTAL AMOUNT</u>	<u>TOTAL # (Y) / (N)</u> (YES) (NO)		<u>TOTAL AMNT (Y) / (N)</u> (YES) (NO)		<u>CLASS VOTE</u>

**CHAPTER 11 CONFIRMATION PROCEDURE  
UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF GEORGIA**

Applicable to Chapter 11 cases in which substantial consummation has been completed.

**SUMMARY**

This procedure outlines the steps to be followed in a Chapter 11 case in which an order confirming the plan has been entered and substantial consummation has been completed. In a Chapter 11 case, substantial consummation is defined in 11 U.S.C. §1101(2).

**PROCEDURE**

Prepare the final report and final account of the administration of the estate which is required by 11 U.S.C. §704(9). Also see 11 U.S.C. §1106(a)(1) and §1107(a). The final report should incorporate an application for final decree. A proposed final decree should also be submitted.

**Final Report and Application for Final Decree**

There is no required format for the Final Report. Generally, it should be a commentary on the progress made in implementing the plan, should relate directly to 11 U.S.C. §1101(2), and should demonstrate to the Court that substantial consummation has been completed.

-- The Application for Final Decree should state the plan has been substantially consummated. It should also show the names and addresses, if known, of the holders of claims or interests which have not been surrendered or released in accordance with the provision of the plan and the nature and amounts of claims or interests, and other facts as may be necessary to enable the Court to pass on the provisions to be included in the Final Decree.

**Final Account**

The Final Account of the administration of the estate is a summary of the fees and expenses awarded by the Court and the claims allowed at the time of confirmation. **USE THE ATTACHED DOCUMENT TITLED "FINAL ACCOUNT."**

**Final Decree**

There is no required format for the proposed Final Decree. Generally, it should contain a finding that substantial consummation has been completed and any special provisions covered in the application for final decree. The last paragraph of the proposed Final Decree should read as follows:

IT IS FURTHER ordered that this Final Decree shall be effective twenty-five days after the date of entry and the case closed without further order of the Court, unless prior to the effective date a party in interest files with the Court a motion objecting for cause to the Final Decree. On such filing, the objecting party shall immediately serve notice on the debtor and the case shall remain open pending hearing on the motion. The Final Report and Application for Final Decree and the Final Account are on file with the Office of the Clerk of the United States Bankruptcy Court and may be examined during normal business hours.



II.

Assumption by the Debtor of Management of Property

The Plan provided for the Debtor to stay in control of his business and continue to operate ABC Manufacturing Company after confirmation. The Plan did not contemplate any other individual or business entity taking control or assisting the Debtor in the management of the business and its property. Since [date of confirmation], the Debtor has remained in control and has operated his business pursuant to the terms of the Plan.

III.

In [month,year], the Debtor commenced distribution to all holders of Class 6 claims. The following amounts have been paid on those claims in each month since confirmation: \$000.00 in [month 1]; \$000.00 in [month 2]; and \$000.00 in [month 3, etc.]. The Debtor has also made payments in the amount of \$000.00 per month to the Internal Revenue Service for each of these [# of months] months. The Debtor has continued to pay First Bank since filing for relief and has made the payments required by the Plan to be made to First Bank since confirmation. The Debtor is current in his obligations to First Bank and will maintain that debt current until the debt is paid in full. The Debtor has not yet begun distribution of payments on Class 7 claims but the Plan did not contemplate distribution until after full payment to holders of Class 6 claims. As of the date of this report, the Debtor has made all payments contemplated by the Plan including the commencement of distribution to unsecured creditors.

**APPLICATION FOR FINAL DECREE**

As shown above, there has been substantial consummation of the Plan. The Plan contemplated full payment of all claims and the debtor is on schedule for meeting this provision of the Plan. All administrative costs have been paid and it is not anticipated that there will be any further application for administrative expenses. All property to be transferred under the Plan has been transferred and no further transfers are contemplated.

WHEREFORE the Debtor respectfully requests the Court to approve his Final Report and grant his Application for Final Decree by entering a Final Decree in this case.

This [date of submission]

\_\_\_\_\_

A. W. Lawyer  
Attorney for Debtor

**SAMPLE FORM - SAMPLe FORM - SAMPLe FORM - SAMPLe FORM**

**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF GEORGIA**

IN RE: : Chapter 11  
: :  
: :  
: :  
Debtor : Case No. 00-00000

**FINAL ACCOUNT**

[Name] Debtor herein, filed a Voluntary Petition under Title 11, Chapter 11, in the United States Bankruptcy Court for the Middle District of Georgia on [filing date]. Pursuant to the requirements of 11 U.S.C. §1107(a), §1106(a)(1) and §704(9), Debtor now files this Final Account.

I.

In the course of this case the Court has approved and awarded professional fees to the Attorney(s) for the Debtor in the amount of \$00,000.00. Said amount does not include any expenses approved and awarded.

II.

In addition, in the course of this case the Court has approved and awarded professional fees to other professionals retained in this case (attorneys, accountants, appraisers, auctioneers and other professionals employed under 11 U.S.C. §327 in the amount of \$00,000.00. Said amount does not include any expenses approved and awarded.

III.

In the course of this case the Court has approved and awarded expenses in the amount of \$00,000.00. Said amount includes the expenses of the Attorney(s) for the Debtor and all other professionals employed in the case under 11 U.S.C. §327.

(Sample Final Account cont)

IV.

As of [date of confirmation], the date of confirmation of the Plan in this case, claims were allowed in the following categories and amounts:

\$00,000.00	Total of Secured Claims Allowed
\$00,000.00	Total of Priority Claims Allowed
\$00,000.00	Total of Unsecured Claims Allowed

The amounts reflect the amount of the claims allowed regardless of whether or not the claims in a particular category have been or will be paid in full under the Plan.

WHEREFORE the Debtor submits this Final Account in discharge of these obligations under the Bankruptcy Code and Rules, this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
A. W. Lawyer  
Attorney for the Debtor

**SAMPLE FORM - SAMPLE FORM - SAMPLE FORM - SAMPLE FORM**

**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF GEORGIA**

IN RE: : Chapter 11  
: :  
: :  
Debtor : Case No. 00-00000

**FINAL DECREE**

WHEREAS, [Name], Debtor herein filed a Voluntary petition under Title 11, Chapter 11, in the United States Bankruptcy Court for the Middle District of Georgia on [date of filing]; and

WHEREAS, a Plan of Reorganization was proposed to the creditors and said Plan of Reorganization was confirmed by Order of this Court on [date of confirmation of Plan]; and

WHEREAS, Debtor has reported to this Court that he has substantially consummated the Plan of Reorganization; and

WHEREAS, Bankruptcy Rule 3022 provides for the entry of a Final Decree; it is therefore

ORDERED that the Final Report of the Debtor is approved and the Application for Final Decree be and is hereby granted. It is further

ORDERED that this Final Decree shall be effective twenty-five days after the date of entry and the case closed without further order of this Court, unless prior to the effective date a party in interest files with the Court a motion objecting for cause to the Final Decree. Upon such filing, the objecting party shall immediately serve notice on the debtor and the case shall remain open pending a hearing on the motion. The Final Report and Application for Final Decree are on file with the Office of the Clerk of Bankruptcy Court and may be examined during normal business hours.

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

\_\_\_\_\_  
UNITED STATES BANKRUPTCY JUDGE

UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF GEORGIA  
FEE SCHEDULE AS OF November 1, 2003

\$ 209.00 - Chapter 7 (\$170.00 filing fee + \$39 noticing fee)

\$ 839.00 - Chapter 11 (\$800.00 filing fee + \$39 noticing fee)

\$ 239.00 - Chapter 12 (\$200.00 filing fee + \$39 noticing fee)

\$ 194.00 - Chapter 13 (\$155.00 filing fee + \$39 noticing fee)

\$ 150.00 - Adversary Proceeding

- No charge to U.S. Agency or Debtor
- No charge to Trustee or Debtor in Possession if an estate DOES NOT exist
- No charge to CSRU or representative with affidavit or other proper documentation

\$ 255.00 - Notice of Appeal

\$ 150.00 - Motions for Relief from Stay under 11 USC § 362

- No charge if accompanied by a Consent Order
- No charge if filed under § 1301 (co-debtor)
- No charge if filed under § 1201 (co-debtor)
- No charge to CSRU or representative with affidavit or other proper documentation

\$ 1.00 - Per page for Facsimile Filing

- All facsimile filings must be pre-approved by authorized court employee

\$ 45.00 - Retrieval of any file (for any reason from the Federal Records Center in Atlanta, Georgia)

\$ 26.00 - Amendments to schedules, or matrix, adding creditors

\$ 26.00 - Search fee on each case for:

- Any case file which has been closed
- All requests for documents or copywork that requires the deputy clerk to go to the file, identify, and remove the document which needs to be copied
- Any search of a case on an index card that is over 7 years old
- Restoring any case from computer archive tapes

\$ 26.00 - Reproduction of magnetic tape recordings

(Fee Schedule cont)

\$ 15.00 - Conversion to Chapter 7

\$ 18.00 - Exemplification of any court document

\$ 39.00 - Registration of Foreign Judgments (filing miscellaneous paper)

\$ 9.00 - Certification of any court document

\$ .50 - Per copy of any paper

\$ .50 - Per page per docket sheet (including federal agencies)

\$ 155.00 - Deconsolidation fee for Chapter 7 and 13

\$ 800.00 - Deconsolidation fee for Chapter 11

\$ 200.00 - Deconsolidation fee for Chapter 12

\$ 155.00 - Reopening fee\* for Chapter 7 and 13

\$ 800.00 - Reopening fee\* for Chapter 11

\$ 200.00 - Reopening fee For Chapter 12

\*fee is due upon filing of motion to reopen case;

NO CHARGE if reopened for actions relating to debtor's discharge or to correct administrative errors

**CORRECT CHANGE ONLY  
NO PERSONAL CHECKS ACCEPTED**

**IN THE UNITED STATES BANKRUPTCY COURT FOR THE**  
**\_\_\_\_\_ DISTRICT OF \_\_\_\_\_**  
**\_\_\_\_\_ DIVISION**

IN RE:

DEBTOR. : BANKRUPTCY COURT  
: CASE NO. \_\_\_\_\_  
:

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APPELLANT, :  
: BANKRUPTCY AP NO. \_\_\_\_\_  
VS. : DISTRICT COURT  
: CASE NO. \_\_\_\_\_  
:  
: APPELLEE. :

**REQUEST TO EXPEDITE APPEAL**

(Appellant) (Appellee) requests the appeal in the above referenced case be expedited and that the Clerk of the Bankruptcy Court expressly call this request to the attention of the Clerk of the District Court at the time the record is transmitted to the District Court. This request is based upon the following:

1. Please make a one paragraph statement explaining the history, facts and issues to the case.
  
2. What is the urgency that would justify expediting this appeal?

(Request to Expedite Appeal cont)

3. Is any date certain deadline being delayed pending decision of this appeal? If yes, explain and state the date.
  
4. What damages will occur and to whom if this appeal is not decided by a date certain?

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Signature of Attorney

CERTIFICATE OF SERVICE  
on all impacted parties