UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF GEORGIA

CLERK'S INSTRUCTIONS

WILLIAM E. TANNER, CLERK

Revised May 1, 2013

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.

INSTRUCTION	RELATED LOCAL BANKRUPTCY RULE	PAGE
Petition and Adversary Checklists	1007-1(a)	1 - 6
Addresses of Government Agencies	1007-2(a)(1)(B) and (C)	7
Mailing Matrix Requirements	1007-2(b)	8 - 9
Divisional Boundaries	1071-1	10
Certification Regarding Request for Expedited Hearing	2002-1(g)	11
Certification Regarding Undeliverable Notices	2002-1(h) and (I)	12
Chapter 13 Plan	3015-1(a)	13 - 16
Ballot Summary	3018-1	17 - 18
Chapter 11 Confirmation Procedures - Final Report and Application for Final Decree	3022-1	19 - 23
Electronic Filing	5005-4	24 - 27
Presentation of Multi-Media Evidence In The Courtroom	N/A	28
Fee Schedule	5080-1	29 - 30
Form of Payment	5081-1	31 - 40
Expedited Appeal	8007-2(b)	41

PETITION AND ADVERSARY CHECKLISTS

Visit our Court's website at www.gamb.uscourts.gov for links to bankruptcy forms. The link entitled: Information for Parties Who Have No Attorney provides information for pro se debtors.

For direct access to bankruptcy forms, refer to http://www.uscourts.gov/FormsAndFees/Forms.aspx.
Please note that members of the Clerk's staff are barred from assisting with the completion of these forms.

Filing Fee amount subject to adjustment on 4/1/13 and every three years thereafter with respect to cases commenced on or after the date of adjustment.

Chapter 7 Case

Filing Fee of $245. If the fee is to be paid in installments or the debtor requests a waiver of the fee, the debtor must be an individual and must file a signed application for court approval. Official Form 3A or 3B and Fed.R.Bankr.P. 1006(b), ©

Administrative fee of $46 and trustee surcharge of $15. If the debtor is an individual and the court grants the debtor's request, these fees are payable in installments or may be waived.

Voluntary Petition (Official Form 1); **Names and addresses of all creditors** of the debtor. Must be filed WITH the petition. Fed.R.Bankr.P. 1007(a)(1).

Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b) (Director's Form 201A/B), if applicable. Required if the debtor is an individual with primarily consumer debts. The notice must be GIVEN to the debtor before the petition is filed. Certification that the notice has been given must be FILED with the petition or within 15 days. 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii), 707(a)(3). Official Form 1 contains spaces for the certification.

Notice to debtor by "bankruptcy petition preparer" (Official Form 19). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. § 110(b)(2).

Statement of Social Security Number (Official Form 21). Required if the debtor is an individual. Must be submitted WITH the petition. Fed.R.Bankr.P. 1007(f).

Individual Debtor's Statement of Compliance with Credit Counseling Requirement (Exhibit D to Official Form 1); **Certificate of Credit Counseling and Debt Repayment Plan,** if applicable; **Section 109(h)(3) certification or § 109(h)(4) request,** if applicable. Exhibit D is required if the debtor is an individual. Exhibit D must be filed WITH the petition. If applicable, the Certificate of Credit Counseling and Debt Repayment Plan must be filed with the petition or within 14 days. If applicable, the § 109(h)(3) certification or the § 109(h)(4) request must be filed WITH the petition. Fed.R.Bankr.P. 1007(b)(3), ©.

Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" (Director's Form 280). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. §110(h)(2).

Statement of current monthly income, etc. (Official Form 22A). Required if the debtor is an individual. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Schedules of assets and liabilities (Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b),©.

Schedule of executory contracts and unexpired leases (Schedule G of Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Schedules of current income and expenditures. All debtors must file these schedules. If the debtor is an individual, Schedules I and J of Official Form 6 must be used for this purpose. Must be filed with the petition or within 14 days. 11 U.S.C. § 521(1) and Fed.R.Bankr.P. 1007(b), ©.

Statement of financial affairs (Official Form 7). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition. Required if the debtor is an individual. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Statement of intention regarding secured property and unexpired leases (Official Form 8). Required ONLY if the debtor is an individual and the schedules of assets and liabilities contain debts secured by property of the estate or personal property subject to an unexpired lease. Must be filed within 30 days or by the date set for the Section 341 meeting of creditors, whichever is earlier. 11 U.S.C. §§ 362(h) and 521(a)(2).

Statement disclosing compensation paid or to be paid to the attorney for the debtor (Director's Form 203). Required if the debtor is represented by an attorney. Must be filed within 14 days or any other date set by the court. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b).

Certification of Completion of Instructional Course Concerning Financial Management (Official Form 23), if applicable. Required if the debtor is an individual. Must be filed within 60 days of the first date set for the meeting of creditors. 11 U.S.C. § 727(a)(11) and Fed.R.Bankr.P. 1007(b)(7), ©. Form B200, Required Lists, Schedules, Statements, and Fees

Chapter 11 Case

Filing fee of $1,167. If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court approval. Official Form 3A and Fed.R.Bankr.P. 1006(b).

Administrative fee of $46. If the debtor is an individual and the court grants the debtor's request, this fee is payable in installments.

United States Trustee quarterly fee. The debtor, or trustee if one is appointed, is required also to pay a fee to the United States trustee at the conclusion of each calendar quarter until the case is dismissed or converted to another chapter. The calculation of the amount to be paid is set out in 28 U.S.C. § 1930(a)(6). As authorized by 28 U.S.C. § 1930(a)(7), the quarterly fee is paid to the clerk of court in chapter 11 cases in Alabama and North Carolina.

Voluntary Petition (Official Form 1); **Names and addresses of all creditors**. Must be filed WITH the petition. Fed.R.Bankr.P. 1007(a)(1).

Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b) (Director's Form 201A/B), if applicable. Required if the debtor is an individual with primarily consumer debts. The notice must be GIVEN to the debtor before the petition is filed. Certification that the notice has been given must be FILED with the petition or within 15 days. 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii), 1112(e). Official Form 1 contains spaces for the certification.

Notice to debtor by “bankruptcy petition preparer” (Official Form 19). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. § 110(b)(2).

Statement of Social Security Number (Official Form 21). Required if the debtor is an individual. Must be submitted **WITH** the petition. Fed.R.Bankr.P. 1007(f).

Individual Debtor's Statement of Compliance with Credit Counseling Requirement (Exhibit D to Official Form 1); **Certificate of Credit Counseling and Debt Repayment Plan**, if applicable; **Section 109(h)(3) certification or § 109(h)(4) request**, if applicable. Required if the debtor is an individual. Exhibit D must be filed WITH the petition. If applicable, the Certificate of Credit Counseling and Debt Repayment Plan must be filed with the petition or within 14 days. If applicable, the § 109(h)(3) certification or the § 109(h)(4) request must be filed **WITH** the petition. Fed.R.Bankr.P. 1007(b)(3), ©.

Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" (Director's Form 280). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. §110(h)(2).

Statement of Current Monthly Income (Official Form 22B). Required if the debtor is an individual. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

List of Creditors holding the 20 largest unsecured claims (Official Form 4). Must be filed WITH the petition. Fed.R.Bankr.P. 1007(d).

Names and addresses of equity security holders of the debtor. Must be filed with the petition or within 14 days, unless the court orders otherwise. Fed.R.Bankr.P. 1007(a)(3).

Schedules of Assets and Liabilities (Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Schedule of executory contracts and unexpired leases (Schedule G of Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Schedules of Current Income and Expenditures. All debtors must file these schedules. If the debtor is an individual, Schedules I and J of Official Form 6 must be used for this purpose. Must be filed with the petition or within 14 days. 11 U.S.C. § 521(1) and Fed.R.Bankr.P. 1007(b), ©.

Statement of Financial Affairs (Official Form 7). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Copies of all payment advices or other evidence of payment received by debtor from any employer within 60 days before the filing of the petition. Required if the debtor is an individual. Must be filed WITH the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Statement disclosing compensation paid or to be paid to the attorney for the debtor (Director's Form 203), if applicable. Required if the debtor is represented by an attorney. Must be filed within 14 days or any other date set by the court. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b).

Certificate of Completion of Instructional Course Concerning Financial Management (Official Form 23), if applicable. Required if the debtor is an individual and § 1141(d)(3) applies. Must be filed no later than the date of the last payment under the plan or the filing of a motion for a discharge under § 1141(d)(5)(B). 11 U.S.C. § 1141(d)(3) and Fed.R.Bankr.P. 1007(b)(7), ©.

Statement concerning pending proceedings of the kind described in § 522(q)(1), if applicable. Required if the debtor is an individual and has claimed exemptions under state or local law as described in § 522(b)(3) in excess of $146,450*. Must be filed no later than the date of the last payment made under the plan or the date of the filing of a motion for a discharge under § 1141(d)(5)(B). 11 U.S.C. § 1141(d)(5)(C) and Fed.R.Bankr.P. 1007(b)(8), (c).

Chapter 12 Case

Filing Fee of $200. If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court approval. Official Form 3A and Fed.R.Bankr.P. 1006(b).

Administrative fee of $46. If the debtor is an individual and the court grants the debtor's request, this fee is payable in installments.

Voluntary Petition (Official Form 1). **Names and addresses of all creditors** of the debtor. Must be filed WITH the petition. Fed.R.Bankr.P. 1007(a)(1)

Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b) (Director's Form 201A/B), if applicable. Required if the debtor is an individual with primarily consumer debts. The notice must be GIVEN to the debtor before the petition is filed. Certification that the notice has been given must be FILED with the court in a timely manner. 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii). Official Form 1 contains spaces for the certification.

Notice to debtor by "bankruptcy petition preparer," (Official Form 19). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. § 110(b)(2).

Statement of Social Security Number (Official Form 21). Required if the debtor is an individual. Must be submitted WITH the petition. Fed.R.Bankr.P. 1007(f).

Individual Debtor's Statement of Compliance with Credit Counseling Requirement (Exhibit D to Official Form 1). **Certificate of Credit Counseling and Debt Repayment Plan**, if applicable. **Section 109(h)(3) certification or § 109(h)(4) request**, if applicable. Required if the debtor is an individual. Exhibit D must be filed WITH the petition. If applicable, the Certificate of Credit Counseling and Debt Repayment Plan must be filed with the petition or within 14 days. If applicable, the § 109(h)(3) certification or the § 109(h)(4) request must be filed WITH the petition. Fed.R.Bankr.P. 1007(b)(3), ©.

Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" (Director's Form 280). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. §110(h)(2).

Schedules of Assets and Liabilities (Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Schedule of Executory Contracts and Unexpired Leases (Schedule G of Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Schedules of Current Income and Expenditures. All debtors must file these schedules. If the debtor is an individual, Schedule I and J of Official Form 6 must be used for this purpose. Must be filed with the petition or within 14 days. 11 U.S.C. § 521(1) and Fed.R.Bankr.P. 1007(b), ©.

Statement of Financial Affairs (Official Form 7). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition if the debtor is an individual. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Statement disclosing compensation paid or to be paid to the attorney for the debtor (Director's Form 203), if applicable. Must be filed within 14 days or any other date set by the court. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b).

Chapter 12 Plan. Must be filed within 90 days. 11 U.S.C. § 1221.

Statement concerning pending proceedings of the kind described in § 522(q)(1), if applicable. Required if the debtor is an individual and has claimed exemptions under state or local law as described in §522(b)(3) in excess of $146,450*. Must be filed no later than the date of the last payment made under the plan or the date of the filing of a motion for a discharge under § 1228(b). 11 U.S.C. § 1228(f) and Fed.R.Bankr.P. 1007(b)(8), (c).

Chapter 13 Case

Filing fee of $235. If the fee is to be paid in installments, the debtor must file a signed application for court approval. Official Form 3A and Fed.R.Bankr.P. 1006(b).

Administrative fee of $46. If the court grants the debtor's request, this fee is payable in installments.

Voluntary Petition (Official Form 1); **Names and addresses of all creditors** of the debtor. Must be filed WITH the petition. Fed.R.Bankr.P. 1007(a)(1).

Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b) (Director's Form 201A/B), if applicable. Required if the debtor is an individual with primarily consumer debts. The notice must be GIVEN to the debtor before the petition is filed. Certification that the notice has been given must be FILED with the petition or within 15 days. 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii), 1307(c)(9). Official Form 1 contains spaces for the certification.

Notice to debtor by "bankruptcy petition preparer," (Official Form 19). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. § 110(b)(2).

Statement of Social Security Number (Official Form 21). Must be submitted WITH the petition. Fed.R.Bankr.P. 1007(f).

Individual Debtor's Statement of Compliance with Credit Counseling Requirement (Exhibit D to Official Form 1); **Certificate of Credit Counseling and Debt Repayment Plan,** if applicable; **Section 109(h)(3) certification or § 109(h)(4) request**, if applicable. Exhibit D must be filed WITH the petition. If applicable, the Certificate of Credit Counseling and Debt Repayment Plan must be filed with the petition or within 14 days. If applicable, the § 109(h)(3) certification or the § 109(h)(4) request must be filed WITH the petition. Fed.R.Bankr.P. 1007(b)(3), ©.

Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" (Director's Form 280). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11U.S.C. §110(h)(2).

Statement of Current Monthly Income, etc. (Official Form 22C). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007.

Schedules of Assets and Liabilities (Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Schedule of Executory Contracts and Unexpired Leases (Schedule G of Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Schedules of Current Income and Expenditures (Schedules I and J of Official Form 6). Must be filed with the petition or within 14 days. 11 U.S.C. § 521(1) and Fed.R.Bankr.P. 1007(b), ©.

Statement of Financial Affairs (Official Form 7). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), ©.

Chapter 13 Plan. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 3015.
Statement disclosing compensation paid or to be paid to the attorney for the debtor (Director's Form 203), if applicable. Must be filed within 14 days or any other date set by the court. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b).

Certificate of Completion of Instructional Course Concerning Financial Management (Official Form 23). Must be filed no later than the date of the last payment made under the plan or the date of the filing of a motion for a discharge under § 1328(b). 11 U.S.C. § 1328(g)(1) and Fed.R.Bankr.P. 1007(b)(7), ©.

Statement concerning pending proceedings of the kind described in § 522(q)(1), if applicable. Required if the debtor has claimed exemptions under state or local law as described in §522(b)(3) in excess of $146,450*. Must be filed no later than the date of the last payment made under the plan or the date of the filing of a motion for a discharge under § 1328(b). 11 U.S.C. § 1328(h) and Fed.R.Bankr.P. 1007(b)(8), (c).

Adversary Proceeding

Filing Fee of $293.00
-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 if complaint is not filed electronically (Form B104)

Adversary Complaint (Form B16D)

Summons and Notice of Pretrial Conference in an Adversary (Form B 250B)

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

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

Assistant U. S. Trustee
Middle District of Georgia
440 Martin Luther Jr. Blvd., Ste 302
Macon, GA 31201
478-752-3544

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

Assistant U. S. Trustee
Northern District of Florida
110 East Park Avenue
Suite 128
Tallahassee, FL 32301
850-521-5050

Other Pertinent Addresses

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

Correspondence to IRS:
Internal Revenue Service
P. O. Box 7346
Philadelphia, PA 19101-7346
Toll Free: 800-973-0424 / Fax: 267-941-1015

Overnight mail to IRS:
Internal Revenue Service
2970 Market Street; Mail Stop 5-Q30.133
Philadelphia, PA 19104-5016

Payments to IRS:
Internal Revenue Service
P. O. Box 7317
Philadelphia, PA 19101-7317

Georgia Department of Revenue
Bankruptcy Section
1800 Century Boulevard, N. E.
Suite 17200
Atlanta, GA 30345

U.S. Securities & Exchange Commission
Office of Reorganization
Atlanta Regional Office
950 East Paces Ferry Road, NE
Suite 900
Atlanta, GA 30326-1382
404-842-7600 / Fax: 404-842-7633

Service of Adversary Proceedings:
Franchise Tax Board
Chief Counsel
c/o General Counsel Section
P. O. Box 1720, MS A-260
Rancho Cordova, CA 95741-1720

Bankruptcy Code Section 505 Requests and All Other Service Notices:
Franchise Tax Board
Bankruptcy Section, MS: A-340
P. O. Box 2952
Sacramento, CA 95812-2952

MAILING MATRIX REQUIREMENTS

Please observe the following guidelines when preparing the mailing matrix.

- The name and address of each creditor must be five (5) lines or less.
- Type (no handwriting or script type) matrices on plain white paper (no letterhead). Use regular mixed capitalization - do not type in all caps. Use font 10 or 12.
- Each line may contain no more than 40 characters including blank spaces.
- Names and addresses should be in alphabetical order and left justified in a single column (flush against the left margin with no leading blank spaces). Maintain margin of at least one inch from edges.
- Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- City, state and ZIP code must be on the last line. Use standard, 2-character postal abbreviations for state codes (GA, FL, NY, etc).
- Each creditor name/address must be separated by at least two blank lines.
- Do not include case numbers, debtor, debtor's attorney or US Trustee's name/address, page numbers, ATTN lines, symbols, stray marks, headers, footers, etc.

EXAMPLE - CREDITOR LIST

Classified Directory
615 Main Street
P.O. Box 2230
Niagra Falls, NY 14203

Collins Marine Corp
P. O. Box 1197 L
Los Altos, CA 94022

Coopers and Lybrand
1800 1ST Interstate Center
Seattle, WA 98104

DeVoe Marine Coatings Co., Inc.
Marine Division
P. O. Box 7536
Louisville, KY 40207

Grace Thomasson
4980 Baltimore Blvd.
Apartment 405
Baltimore, MD 20982

Divisions, Division Numbers and Counties in Each Division

The divisions, division numbers and the counties included in each division are listed below:
These counties were assigned to the Thomasville division (6) prior to August 21, 2007.

ALBANY DIVISION - 1

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

ATHENS DIVISION - 3

Clark
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
Upson
Washington
Wilcox
Wilkinson

VALDOSTA - 7

Berrien
Brooks**
Clinch
Colquitt**
Cook
Echols
Irwin
Lanier
Lowndes
Tift
Thomas**

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 _____, _____ .

/s/ Attorney's Name
ATTORNEY FOR THE MOVANT

Address: _____

_____

Telephone: _____

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF GEORGIA

IN RE:	**:**	**CASE NUMBER**
	:	
	:	
	:	
	:	
Debtor(s)	**:**	

CERTIFICATION REGARDING
UNDELIVERABLE NOTICES

I hereby certify that I have carefully examined the list of "Undeliverable Notices" on the above referenced bankruptcy case.

I certify further that I have mailed a copy of the attached notice to those parties on the "Undeliverable Notices" list by U.S. Mail, at the address(es) on the attached updated matrix
this _____day of _____,_____.

I certify further that I have made a bona fide effort to obtain the correct address(es) of all of the parties on the "Undeliverable Notice" list and do hereby provide this updated information to the court.

Dated this _____ day of _____ , _____.

/s/ Attorney's Name
Attorney for the Debtor
Bar No.:_____
Address:_____
_____
Telephone No.:_____

UNITED STATES BANKRUPTCY COURT
FOR THE MIDDLE DISTRICT OF GEORGIA

DEBTOR * 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/ semi-monthly/monthly. (If the payments change over time include the following.) These plan payments change to $_____ weekly/bi-weekly/semi-monthly/monthly on _____, 20__.

2. From the payments so received, the trustee shall make disbursements as follows:

(a) The trustee percentage fee as set by the United States Trustee.

(b) The monthly payments will be made on the following long-term debts: (Payments which become due after the filing of the petition but before the month of the first payment designated here will be added to the pre-petition arrearage claim.)

NAME OF CREDITOR	MONTH OF FIRST PAYMENT UNDER THE PLAN	MONTHLY PAYMENT AMOUNT

(c) Pre-confirmation adequate protection payments will be made to the following secured creditors and holders of executory contracts after the filing of a proof of claim by the creditor. These payments will be applied to reduce the principal of the claim.

NAME OF CREDITOR	ADEQUATE PROTECTION AMOUNT

(d) The following claims are not subject to cram down because debts are secured by a purchase money security interest in a vehicle for which the debt was incurred within 910 days of filing the bankruptcy petition, or, if the collateral for the debt is any other thing of value, the debt was incurred within 1 year of filing. *See* § 1325(a)

NAME OF CREDITOR	AMOUNT DUE	INTEREST RATE	COLLATERAL	MONTHLY PAYMENT

(e) After confirmation of the plan, the secured creditors with allowed claims will be paid as follows:

NAME OF CREDITOR	AMOUNT DUE	VALUE	INTEREST RATE	COLLATERAL	MONTHLY PAYMENT AMOUNT

(f) *Attorney fees ordered pursuant to 11 U.S.C. § 507(a)(2) of $_____ to be paid as follows:

	MONTHLY PAYMENT AMOUNT
Pursuant to the Current Administrative Order on Attorney Fee Awards	

(g) After the above are paid, distributions will be made to cure arrearages and other secured debts whose claims are duly proven and allowed as follows:

NAME OF CREDITOR	ESTIMATED AMOUNT DUE	VALUE	INTEREST RATE	COLLATERAL

(h) The following collateral is surrendered to the creditor:

NAME OF CREDITOR	DESCRIPTION OF COLLATERAL

(i) The following domestic support obligations will be paid over the life of the plan as follows: (These payments will be made simultaneously with payment of the secured debt to the extent funds are available and will include interest at the rate of ___%. (If this is left blank, no interest will be paid.)

NAME OF CREDITOR	PAYMENT AMOUNT

(j) The following unsecured claims are classified to be paid at 100%. These payments will/will not be made simultaneously with payment of the secured debt:

(k) All other 11 U.S.C. § 507 priority claims, unless already listed under 2(g), will be paid in full over the life of the plan as funds become available in the order specified by law.

(l) The debtor(s) will be the disbursing agent on the following debts:

(m) Special provisions:

(n) Debtor(s) will make payments that will meet all of the following parameters (these are not cumulative, debtors will pay the highest of the three)

(i) Debtor will pay all of his disposable income as shown on Form B22C of $_____to the non

priority unsecured creditors in order to be eligible for a discharge.

(ii) If the debtor filed a Chapter 7 case, the priority and other unsecured creditors would receive $_____. Debtor will pay this amount to the priority and other unsecured creditors in order to be eligible for discharge in this case.

(iii) The debtor will pay $_____ to the general unsecured creditors to be distributed prorata.

(o) General unsecured creditors whose claims are duly proven and allowed will be paid (choose one only)

(a) ___% dividend as long as this dividend exceeds the highest amount, if any, shown in paragraph (n)(i), (n)(ii) or (n)(iii), and the debtor pays in at least 36 monthly payments to be eligible for discharge.

(b) the debtor(s) will make payments for ___ months and anticipates a dividend of ____%, but will also exceed the highest amount shown in paragraph (n)(i), (n)(ii) or (n)(iii) above.

(p) Unless otherwise ordered by the court, all property of the estate, whether in the possession of the trustee or the debtor, remains property of the estate subject to the court's jurisdiction, notwithstanding §1327(b), except as otherwise provided in paragraph (m) above. Property of the estate not paid to the trustee shall remain in the possession of the debtor. All property in the possession and control of the debtor at the time of confirmation shall be insured by the debtor. The chapter 13 Trustee will not and is not required to insure such property and has no liability for injury to any person, damage or loss to any such property in possession and control of the debtor or other property affected by property in possession and control of the debtor.

(q) Notwithstanding the proposed treatment or classification of any claim in the plan confirmed in this case, all lien avoidance actions or litigation involving the validity of liens, or preference action will be reserved and can be pursued after confirmation of the plan. Successful lien avoidance or preference actions will be grounds for modification of the plan.

Date _____

_____
Debtor

_____
Debtor

*If debtor's attorney wishes to be paid according to the Court's administrative order on attorney's fees include the phrase "pay according to the administrative order" in the blank space and make no other payment provision.

DO *NOT* MAKE CHANGES TO THIS FORM! IF YOU WISH TO DEVIATE FROM THE STANDARD FORM PLAN SUMMARIZE THOSE IN THE SPECIAL PROVISIONS SECTION.

Explanation of Paragraph n:

The purpose of this paragraph is to allow the debtor to specify dollar amounts that should go to unsecured creditors: (i) and (ii) are those required by law, (iii) is an optional dividend. Many debtors will fill in all the blanks with zeros because their circumstances do not require any distribution to the unsecured creditors.

Paragraph (i). The blank in this paragraph should be 60 times the amount shown on line 59 of the B22C. If the debtor is below the median income, this figure should be zero. If result shown on line 59 of form B22C is zero, or below, this blank should be completed with a zero.

Paragraph (ii) The blank should contain the dollar amount that would be distributed to priority and other unsecured creditors had the debtor filed a Chapter 7. If the debtor has no nonexempt property, this blank should be completed with a zero.

Paragraph (iii) is in the plan to allow the debtor who wants to pay a dollar amount to the unsecured creditors for reasons other than disposable income or the potential sale of nonexempt property. For example, a debtor wants to retain a third vehicle which is not necessary. He can propose a dividend equal to the value of the unnecessary vehicle here.

The figures in these three paragraphs will not be added together. The highest number will govern. For example, a debtor may have $10,000 in nonexempt assets but have $30,000 in disposable income. The $30,000 should appear in paragraph (a) and the $10,000 in paragraph (b). Debtor's plan will be reported as completed when the $30,000 is paid to the unsecured creditors.

Explanation of Paragraph o:

You may choose to leave this section blank if you intend to pay only the dollar figure listed in paragraph n. If there is no dollar amount listed in paragraph n you should complete either paragraph (a) or Paragraph (b), **but not both.**

Paragraph (a) includes the percentage you want to pay to unsecured creditors. If you enter a zero here, the plan still must run for the applicable commitment period for you case, at least 36 months or longer if you have 60 month applicable commitment period. If you enter a percentage, the percentage must pay the figures contained in paragraph n. The debtor is not required to designate a percentage, but some debtors prefer to do so.

Paragraph (b) allows a debtor to put in a term. If a term is designated, the debtor will be required to make the monthly payment multiplied by the term before the plan is considered completed. If a term is designated, the debtor must also estimate the dividend to unsecured creditors. This will allow creditors to know whether there is an expected dividend to the unsecured creditors and can decide whether to file a proof of claim. If the estimated dividend is shown as zero, but it is clear there will be a meaningful distribution to unsecured creditors, my office will object and request a modification be filed that alerts the creditor to a potential distribution. All 60 month/5 year commitment period cases must have a term of at least 57 months or the trustee will object to the plan.

The term should be no less than 36 months. The term must also result in the distribution to unsecured creditors as put forth in paragraph n.

BALLOT SUMMARY (BY CLAIM)

NAME (alphabetized)	CLASS (per plan)	ALLOWED CLAIM p/c	sched	ct ord	Sec 502(c)	VOTE
UNITED STATES BANKRUPTCY COURT						

BALLOT SUMMARY (BY CLASS)

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

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

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

SUMMARY

This procedure outlines the steps to be followed in a non-individual Chapter 11 case in which an order confirming the plan has been entered and substantial consummation has been completed. In a non-individual 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."**

Application for Discharge (Individual):

Upon completion of all payments under the confirmed plan, the individual chapter 11 debtor shall file a Certification of Plan Completion and Request for Discharge in compliance with 11 U.S.C. §1141(5).

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-eight 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.

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF GEORGIA

IN RE:	:	CHAPTER 11
	:	
ABC Manufacturing Company	:	
	:	
DEBTOR(S)	:	CASE NO. 00-00000

FINAL REPORT AND APPLICATION FOR FINAL DECREE

. . . . .

FINAL REPORT

NOW COMES ABC Manufacturing Company, Debtor herein, and submits this Final Report and Application for Final Decree. Contemporaneously with the report, the Debtor is also submitting a Final Account which should be considered in evaluating the Debtor's Application for Final Decree.

There has been substantial consummation of the Plan confirmed by the Court on [date of confirmation]. The debtor has transferred substantially all of the property proposed by the Plan to be transferred; the debtor has assumed the management of all the property dealt with by the Plan; and the Debtor has begun commencement of distribution under the Plan. Each of these three requirements under 11 U.S.C.§1101(2) is summarized below.

I.

Transfer of Property

The Plan proposed the sale of two different tracts of real estate, both of which had been sold prior to confirmation. From the sale of these two tracts of land, the debt owed the Federal Land Bank in the amount of $00,000.00 was paid in full; the Internal Revenue Service was paid $00,000.00; and State and County taxes in the amount of $00,000.00 were paid. The sale disposed of the Class 3 claims and substantially paid the Class 2 claim of the Internal Revenue Service and all other priority tax claims owed by the Debtor.

The Plan proposed no further transfer of property other than that property which will be disbursed to the creditors under the Plan. None of the assets of ABC Manufacturing Company was proposed to be transferred and none has been transferred.

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]

/s/ Attorney's Name
A. W. Lawyer, Attorney for Debtor

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.

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 _____.

/s/ Attorney's Name

A. W. Lawyer,
Attorney for the Debtor

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-eight 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.

END OF DOCUMENT

ADMINISTRATIVE PROCEDURES FOR FILING, SIGNING AND VERIFYING PLEADINGS AND PAPERS BY ELECTRONIC MEANS

I Registration for the Electronic Filing System

A. Registration

(1) Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. Attorneys must participate in on-line training provided by the court if he/she is not a currently registered ecf participant in another jurisdiction with a valid login and password. He/she must also provide the court with a current e:mail address for use with the System. Non attorneys and other limited filers can also submit an Application For Limited Use access to the Electronic Case Filing System.

(2) All signed original attorney registration forms shall be mailed to the court or delivered to either office of the court.

(3) Upon approval of the forms submitted and satisfactory completion of on-line training, if required, attorneys will receive their assigned system login and password from the Office of the Clerk. This information will be delivered to the e-mail address provided on the CM/ECF registration form. Limited filers may request the opportunity to conduct on-line training, but it will only be mandatory at the discretion of the clerk.

(4) If any of the information on the registration form changes, for example, the user's mailing address, e:mail address, or other relevant information, the user must update that information in CM/ECF through his/her user account.

(5) Once registered, a user may withdraw from participation in the system by providing the court with written notice of such withdrawal. Upon receipt, the court will immediately cancel the user's login and password and will delete the users's name from any applicable electronic service list.

B. Passwords

(1) All attorneys and limited use filers are required to use a password to participate in electronic retrieval and filing of pleadings and other papers in accordance with the electronic case filing system. Registration for a login and password is governed by Paragraph I(A).

(2) No attorney shall knowingly permit or cause to permit his/her password to be utilized by anyone other than the attorney's authorized agent.

(3) No person shall knowingly utilize or cause another person to utilize the password of a registered attorney unless that person is an authorized agent of that attorney.

II Filing and Service of Documents

A. Filing

(1) All petitions, motions, pleadings, memoranda of law, or other documents, except for creditor matrices and orders, are to be converted into portable document format (PDF) and filed directly on the system . Creditor matrices are to be filed in a similar manner, but in text (TXT) format. Information regarding the formatting of orders can be found in II. D.
A judicial waiver will be required for attorneys to file documents in hard copy format. If hard copies are submitted without a waiver, the Clerk's Office will "lodge" the document for filing and the attorney will have 14 days to show cause why a waiver was not obtained. After the 14 days with no cause shown, the court will dismiss the matter or if appropriate, strike the hard copy document.

(2) Entities that file 15 (fifteen) or more proofs of claim during any 12 month period must file the claims electronically or obtain a judicial waiver. If such entities file paper claims without a judicial waiver, the court will consider striking the documents. Attorneys that file claims for themselves, their firms, or on behalf of any other entity must file all claims electronically regardless of number.

(3) Parties not represented by counsel or pro se individuals may file documents in hard copy format except for those that fall under Paragraph II.A.(2). These documents will be scanned to PDF format and docketed into the system. From that point forward, pursuant to LBR 5005-4, the scanned document will represent the official record of that pleading.

(4) If at any time a filer is unable to access the electronic case filing system due to technical problems, and there is insufficient time to obtain a waiver, the court will accept a paper filing based upon the affidavit of the filer as to the circumstances preventing the electronic filing.

B. Service

(1) Whenever a pleading or other paper is filed electronically in accordance with these procedures, the electronic case filing system shall automatically generate a notice of electronic filing by electronic means at the time of the docketing.

(2) Participation in the system by receipt of a password provided by the court shall constitute a request for service and notice by electronic means as provided under FRBP 9036. Participants in the electronic case filing system, by possessing a password from the court, agree to receive notice and service by electronic means both from the court and from other system participants, wherever located.

(3) An attorney filing a pleading or other paper electronically shall serve the notice of electronic filing by electronic means and such service will be considered the equivalent of service of the pleading or other paper by first class mail, postage pre-paid. This form of service applies only to recipients of the notice or service who are registered participants in the electronic case filing system or have agreed in writing with the filer to accept such service in lieu of service by first class mail. For all remaining recipients of service or notice, the filing attorney shall serve the pleading or the paper upon all entities in accordance with applicable bankruptcy rules.

(4) The following language is recommended for registered users of this electronic case filing system for certificate of service purposes:

"The following parties were served by electronic notice :"

(Show the parties to whom service was rendered electronically)

"The following parties were served by standard first-class mail:"

(Show the parties to whom service was rendered by mail)

C. Signatures

(1) The electronic filing of a petition, pleading, motion, claim, or other paper that would bear a signature of an attorney or unrepresented party who is a registered participant of the electronic case filing system shall constitute the signature of that attorney or unrepresented party for purposes of the application of FRBP 9011 and other applicable rules. The signature indicated on the document submitted for filing must match the identity of the individual registered as the CM/ECF electronic filer.

(2) All pleadings and documents electronically filed shall contain either a scanned image of a signature as a part of that document, or for registered users, an indication of the name of the filer with their signature represented by "/s/ Jane Doe" in a location where the original signature would have occurred.

(3) Filing of pleadings, documents, and other papers that require original or verified signatures.

A. Electronic filing by registered users.

Petitions, lists, schedules, statements, amendments, pleadings, affidavits and other documents that must contain original signatures or that require verification under FRBP 1008 or an unsworn declaration as provided in 28 U.S.C. Section 1746 may be filed electronically by attorneys registered in this electronic case filing system. An original copy containing an original signature must be retained by the attorney who files such a petition, pleading, document, or other paper for one (1) year after the closing of the case. If the case is later reopened, the one year retention period for documents already on file is not extended. However, any new filings as defined herein filed after the case is reopened shall be retained by the attorney who files such a petition, pleading, document, or other paper for one year after the re-closing of the case.

B. Filings initially received in paper format.

The court will retain the original documents bearing original signatures of any paper filings where such signatures are a required verification under FRBP 1008 or an unsworn declaration as provided under 28 U.S.C. Section 1746 for 6 months after the filing has been converted to an electronic image.

D. Orders

(1) All orders are to be submitted electronically using the court's E-Orders system.

(2) All orders must conform with the following format requirements:

a. The top margin on the **FIRST PAGE** must be **FOUR (4) INCHES**. All other pages of the order will have a top margin of one (1) inch.

b. To assist the court in verifying that the entire body of the submitted order has been properly transmitted, the **LAST LINE** in the order must contain the following text: **END OF DOCUMENT**, centered, to indicate the order is complete.

c. A line for the date and a signature line for the judge is omitted. All orders will be signed electronically by the judge in the space provided by the top margin on the first page.

d. All orders prepared by legal counsel shall indicate the name of the law firm, name of the attorney responsible for the order, mailing address and phone number for the firm and, if desired, the fax number and/or e-mail address. This information shall be included on the order, after the line containing the text END OF DOCUMENT**.**

e. If the submitting party wishes to indicate to whom copies of the signed order should be sent, those parties names and addresses shall be included on the order, after the line containing the text END OF DOCUMENT**.**

f. The font used to create orders must be Courier or Times New Roman (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

g. All signatures of consent including those of unregistered users of the electronic case filing system, are to be indicated by putting "/s/ Jane Doe" where the original signature was to have occurred. In accordance with Paragraph II.C(3)a, any original signatures obtained for consent purposes are to be kept on file by the party submitting the order for one (1) year after the closing of the case.

E. Attachments to Pleadings and Proofs of Claim

If a filed document includes exhibits or attachments, then such exhibits or attachments are to be attached to the document submitted for filing. If the filed document is set for a hearing, hard copies of the exhibits or attachments shall be introduced at the hearing for possible admission to the official record.

F. Documents under Seal

A motion to file documents under seal may be filed electronically; however, the actual documents to be filed under seal shall be filed conventionally in paper form and only after the motion is granted. The order of the court authorizing the filing of such documents under seal will be entered electronically by the Clerk and a paper copy of the order shall be attached to the documents under seal and delivered to the Clerk at the time of the filing of the documents intended to be filed under seal.

G. Title of Docket Entries

An attorney who electronically files a pleading or other document shall be responsible for designating a docket entry title for the document by using one of the docketing categories prescribed by the court.

H. Correcting Docket Entries

Once a document is submitted and becomes part of the case docket, corrections to the docket may be made only by members of the clerk's staff. If a document or pleading needs to be corrected by the filer, the correction must be made by filing an amended document.

III Public Access to the Electronic Case Filing System Docket

A. Public Access at the Court

Electronic access to the electronic docket and the documents filed in the electronic case filing system is available to the public at no charge at each Office of the Clerk during regular business hours.

B. Internet Access

Although any person can retrieve and review documents in the system and access information from it without charge

at the Clerk's Office, electronic access to the electronic case filing system for viewing purposes is otherwise limited to subscribers of the Public Access Court Electronic Records (PACER) System. Information regarding subscribing to PACER is available on the court's website.

C. Conventional Copies and Certified Copies

Conventional copies and certified copies of electronically filed documents may be purchased at the Office of the Clerk. The listing of miscellaneous fees for copying and certification can be found at 28 U.S.C. Section 1930.

D. Privacy Provisions

In accordance with the E-Government Act of 2002 and its own policy regarding privacy and public access, the Judicial Conference of the United States at its September 2003 session, promulgated a new official Bankruptcy Form 21(Official Form 21), Statement of Social Security Numbers. This form has been created to satisfy the requirement set forth in Federal Rule of Bankruptcy Procedure 1007(f) that a debtor must submit a verified statement of his/her social security number along with the debtor's petition.

(1) With respect to petitions filed by electronic means by the Internet, the debtor's signature declaring under penalty of perjury that information in the petition is true and correct shall apply to the debtor's social security number as filed electronically with the petition.
(2) With respect to petitions filed as described above, the filing attorney shall retain an original executed copy of Official Form 21 until one year after closing of the case.
(3) Attorneys shall not file or submit any additional statements or verifications of the debtor's social security number.
(4) With respect to petitions filed on paper by unrepresented debtors, the debtor shall submit an original Official Form 21 as a separate paper document with the Clerk at the same time the petition is filed. The Clerk shall retain the original Official Form 21 which will not be accessible to parties, the Bar, or the public.

PRESENTATION OF MULTIMEDIA IN THE COURTROOM

Any party wishing to present evidence in the form of multimedia such as videos on compact disc, videocassette recorders, overhead projections or any other form of such evidence presentation requiring electronic equipment, is required to make arrangements with the clerk for that equipment to be present in the courtroom. The clerk's office will strive to accommodate litigants provided there is enough advance notice for the need for such equipment. However, it is the responsibility of the presenter of the evidence to be prepared to provide their own electronic equipment at the time of any trial or hearing and that equipment must be pre-approved by the clerk's office before it can be utilized in the courtroom.

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF GEORGIA
FEE SCHEDULE AS OF **MAY 1, 2013**

Basic Filing Fees
Chapter 7 filing fee - $306.00 (includes $245 filing fee, $15 surcharge, $46 administrative fee)
Chapter 9 filing fee - $1213 (includes $1167 filing fee, $46 administrative fee)
Chapter 11 filing fee - $1213.00 (includes $1167 filing fee, $46 administrative fee) **non-railroad**
Chapter 11 filing fee - $1046.00 (includes $1000 filing fee, $46 administrative fee) **railroad**
Chapter 12 filing fee - $246.00 (includes $200 filing fee, $46 administrative fee)
Chapter 13 filing fee - $281.00 (includes $235 filing fee, $46 administrative fee)
Chapter 15 filing fee - $1213.00 (includes $1167 filing fee, $46 administrative fee)

Adversary Proceeding - $293.00
No charge to U.S. agency
No Charge to 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)

Notice of Removal - $293.00

Motions for Relief from the Stay under 11 USC, Section 362 - $176.00
No charge if accompanied by a Consent Order
No charge if filed under Section 1301 (Co-debtor)
No charge if filed under Section 1201 (Co-debtor)
No charge to CSRU or representative with affidavit or other proper documentation

Amendments to schedules, or matrix, adding creditors - $30.00

Conversion Fees
From Chapter 13 to Chapter 7 - $25.00
From Chapter 12 to Chapter 7 - $60.00
From Chapter 7 to Chapter 11 - $922.00 **non-railroad**
From Chapter 7 5o Chapter 11 - $755.00 **railroad**
From Chapter 13 to Chapter 11 - $932.00 **non-railroad**
From Chapter 13 to Chapter 11 - $765.00 **railroad**
From Chapter 11 to Chapter 7 - $15.00 if the original filing is a Chapter 11
Motion to Convert by Party From Chapter 11, 12, 13 to Chapter 7 - $15.00 (an additional fee is due at the time of conversion)
From Chapter 9 to Chapter 7 - $15.00

Types of conversions where no fee will be charged
From Chapter 7 to Chapter 13
From Chapter 7 to Chapter 12
From Chapter 13 to Chapter 12
From Chapter 12 to Chapter 11
From Chapter 11 to anything other than a Chapter 7
If the Court orders a conversion of a case to another chapter (sua sponte conversion).

Fees to Reopen
For a Chapter 7 - $260.00
For a Chapter 9 - $1167.00
For a Chapter 11 - $1167.00 **non-railroad**
For a Chapter 11 - $1000.00 **railroad**
For a Chapter 12 - $200.00
For a Chapter 13 - $235.00
For a Chapter 15 - $1167.00

Situations where the debtor is exempt from paying a fee to reopen a case:

1) reopening to permit a party to file a complaint to obtain a determination under Rule 4007(b) (determination of dischargeability of a debt)
2) reopening a case when a creditor is violating the terms of the discharge under 11 U.S.C., section 524
3) to correct an administrative error

The fee to reopen **does** apply if the debtor attempts to reopen a case in which the Court did not enter a discharge. Therefore, a debtor seeking to reopen a case to file the certificate of completion of a financial management course must pay the reopening fee, as no discharge has been granted in the case.

Deconsolidation Fees
For a Chapter 7 - $306.00
For a Chapter 11 - $1213.00
For a Chapter 12 - $246.00
For a Chapter 13 - $281.00

Appeals
Notice of Appeal - $298.00

For Direct Appeal to the Court of Appeals - $157.00 - Payable when the Court of Appeals authorizes the direct appeal and in addition to the $298.00 fee for docketing.

For Direct Cross Appeal to the Court of Appeals - $157.00 - Payable when the Court of Appeals authorizes the direct cross appeal and in addition to the $298.00 fee for docketing.

Other Fees

- Facsimile filing - $1.00 per page (all facsimile filings must be pre-approved by an authorized Court employee)
- Retrieval of any file - $53.00 (for any reason from the Federal Records Center in Atlanta)
- Audio Recordings - $30.00
- Exemplification of any Court document - $21.00
- Registration of foreign judgments (document filing/indexing) - $46.00
- Certification of any Court document - $11.00
- Copy of any paper - $.50 per page
- Copy of docket sheet - $.50 per page
- Record Search - $30.00
- Returned Check Fee - $53.00
- Transfer of Claim - $25.00 per individual claim transferred

PAYMENTS MADE ON-LINE BY CREDIT CARD
OR
CORRECT CHANGE ONLY

NO PERSONAL CHECKS ACCEPTED

FORM OF PAYMENT

On-Line Credit Card payment is designed to allow filers to pay fees interactively as part of the electronic filing process. Attorneys and trustees can choose to pay after each transaction, or they can simply make one payment at the end of the day for all transactions requiring fees. The Clerk's Office for the Bankruptcy Court, Middle District of GA encourages the practice of one payment at the end of the day for all transactions. Payments made by the end of the day must be posted no later than 11:00 p.m.

If you are an attorney with more than one login and password, then you will need go through payment procedures using each of your logins (or at least each login that you've used during the day and incurred fees under).

SYSTEM SECURITY REQUIREMENTS

Your browser must be Microsoft Internet Explorer 5.5 or higher.

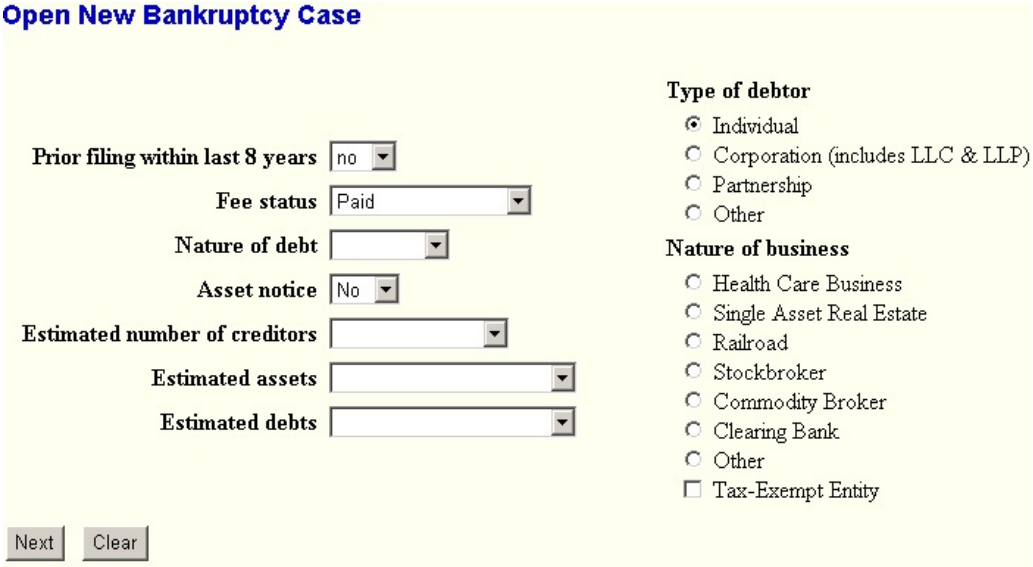
Your browser must support 128-bit encryption. To determine whether your current browser supports 128-bit encryption, take the following steps:

•Click on the "Help" tab on your browser menu bar at the top of the screen.
•Scroll down and select "About Internet Explorer".
•A small window will appear in the center of your screen indicating the version, as well as the encryption or cipher strength of your browser (either 40-bit, 56-bit or 128-bit). If the screen indicates you have a 40-bit or 56-bit version, or if it doesn't indicate the encryption level, you will need to upgrade to a version 5.5 or higher.

FEE PAYMENT WHEN OPENING A NEW BANKRUPTCY CASE

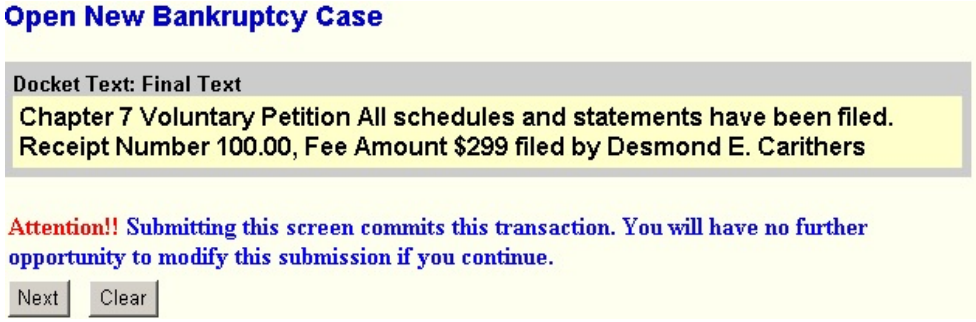
The CM/ECF on-line credit card function can accommodate both new cases that are to be paid in full, or those that are to paid in installments, with the following restrictions:

IMPORTANT NOTE FOR INSTALLMENT PAYMENT CASES - When opening your installment payment case, you MUST select **INSTALLMENT** in the statistical information in order to receive the option of modifying the filing fee to the amount you will be paying with the filing of the case. *CM/ECF will always default to Paid and insert the full filing fee amount for the new case unless the filer indicates otherwise.*

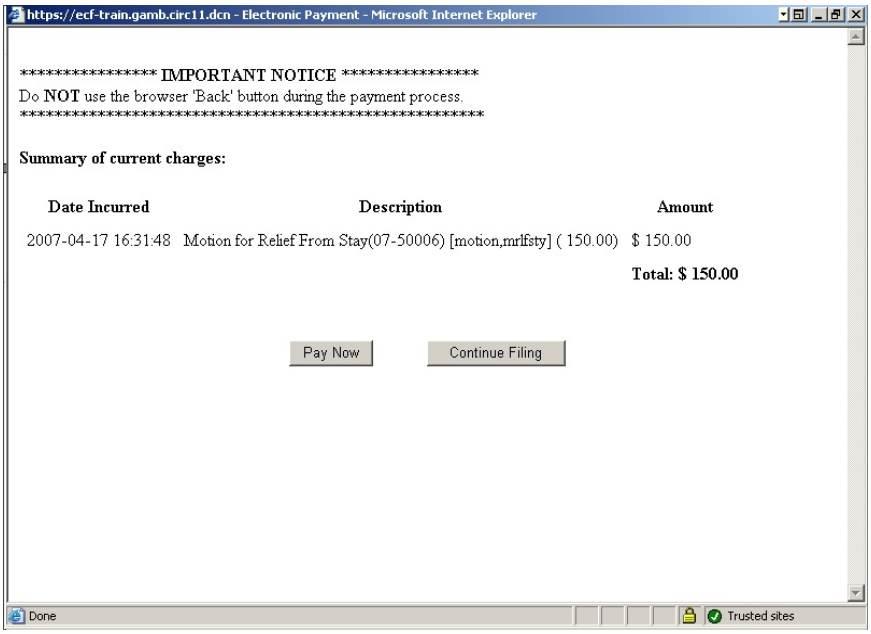


At some Point during the filing of your document, you will see the screen below. Do not make any changes to this screen if the filing fee is to paid in full. If you are paying the filing fee in installments, change the fee amount as appropriate.

When the final confirmation screen appears. If the dollar amount listed is incorrect, press the back button and make changes, then resubmit.



At the end of your transaction, you will receive a list of all documents where fees remain unpaid. If you have more cases or pleadings requiring fees to file, select **Continue Filing**.

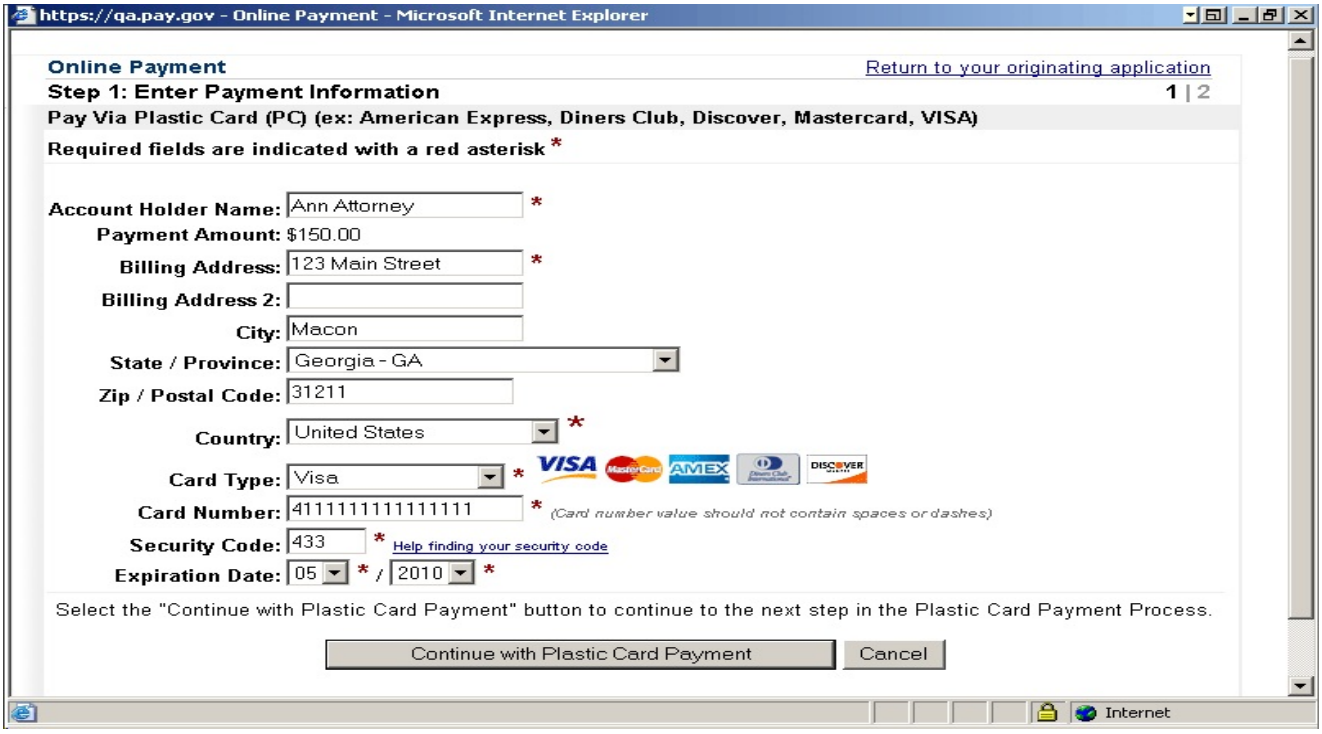


IF YOU CONTINUE FILING, you will receive an opportunity to Pay Now after each transaction or you may pay at the end of the day (11:00 P.M.) using the Utilities Menu option, Internet Payments Due. If you are ready to pay outstanding fees now, select Pay Now.

NOTE: IF YOU DETECT AN ERROR on the summary of current charges screen, **DO NOT** select the Pay Now option. Contact the court so the error can be corrected before an incorrect charge is made to your credit card. [Contact the Financial Deputy Clerk at 478-749-6844 or Chief Deputy Clerk at 478-749-6842]

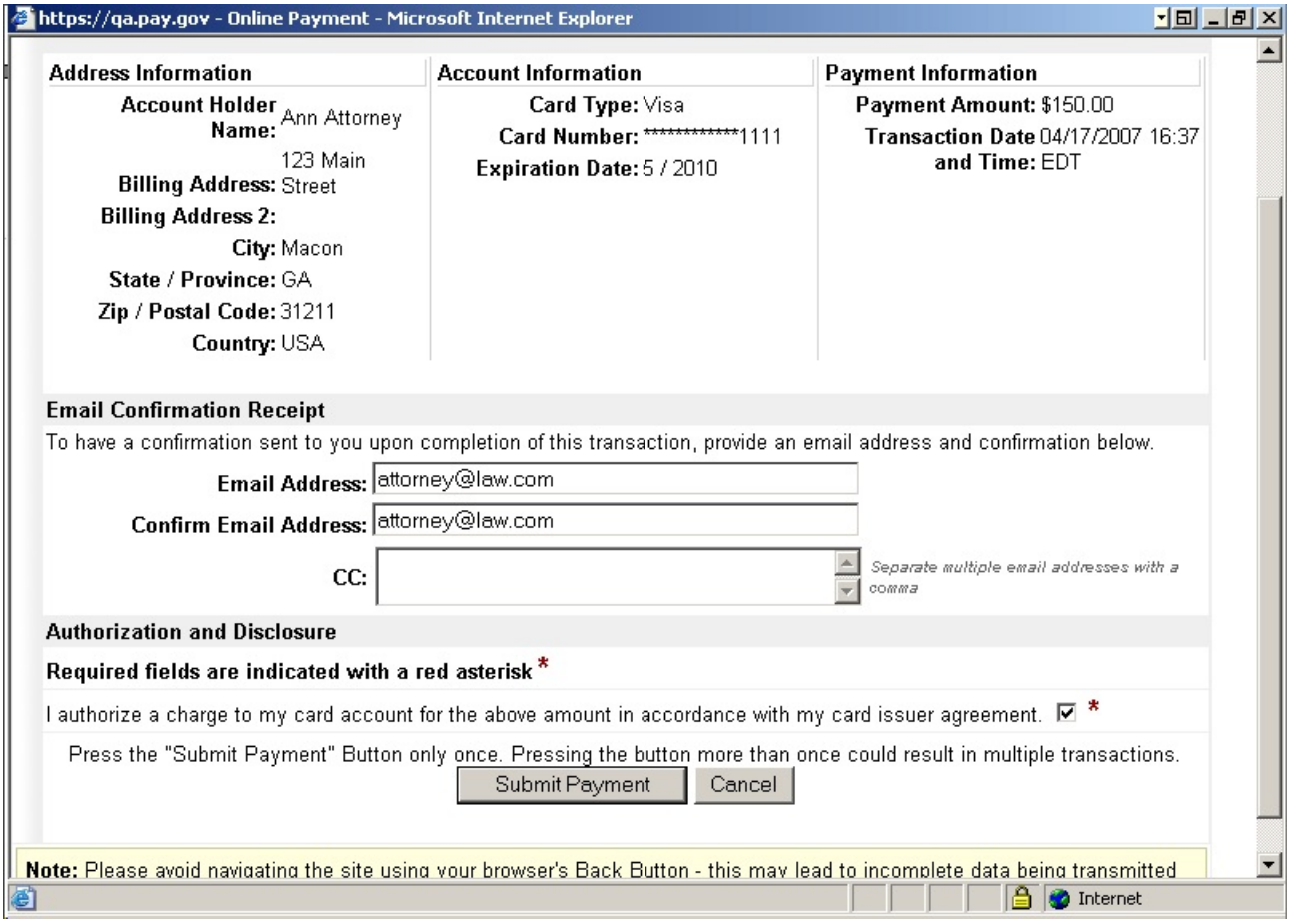
DO NOT USE THE BROWSER "BACK" BUTTON DURING THE PAYMENT PROCESS.

When the Pay Now option is chosen, you will be electronically connected to the U.S. Treasury site. You will be prompted for a card type, card number and expiration date as shown below. **Note: Address Information** - will be displayed on the screen. This information will be filled with the address information currently on file in the court for CM/ECF. Changes made to the credit card payment screen will not affect the CM/ECF data at the court. Enter all information as indicated by the red star.



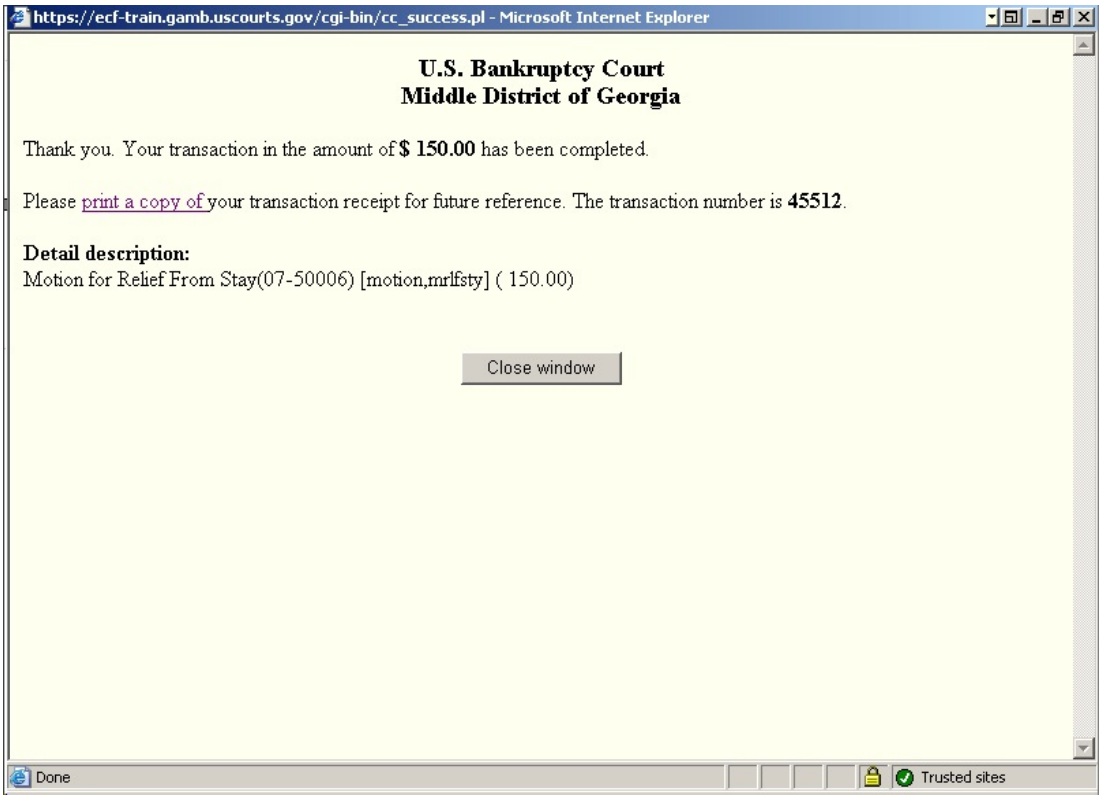
If you enter an invalid credit card number the following message will appear: “The card number you have entered is invalid. Please try again.” Make corrections. Then click “Continue with Plastic Card Payment.”

The next screen requires you to authorize the transaction. **E-Mail Confirmation** - is another convenient way to receive confirmation of payment. On the authorization screen you have the option of entering an e-mail address to receive confirmation of the payment using Pay.gov. E-mail addresses added on this screen will not affect the e-mail address on file in CM/ECF with the court.



The system will display a checkbox next to a red star that **must** be selected to authorize the payment. Click the [Submit Payment] button.

When the credit card transactions is approved, a receipt will be posted to the case(s) that have been paid, and the following message will appear:



Receipt Printing - is available. Once the payment is made and a receipt is generated, you will have the option to print the receipt. Click on the "print a copy of" in the second sentence.

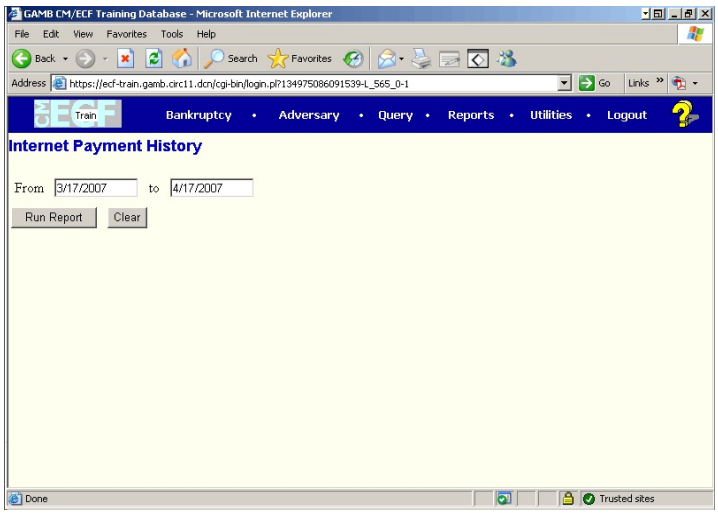
FEE PAYMENT WITH MOTIONS REQUIRING FEES

The CM/ECF credit card module works similarly for motions and pleadings that require fees, except that the full filing fee is required. From the main Bankruptcy menu select the type of motion you wish to file and follow your filing instructions as for any other document. If a fee is required, you will be given the opportunity to "Pay Now" or "Continue Filing." Make your choice and follow the instructions given above in PAYING YOUR FILING FEES.

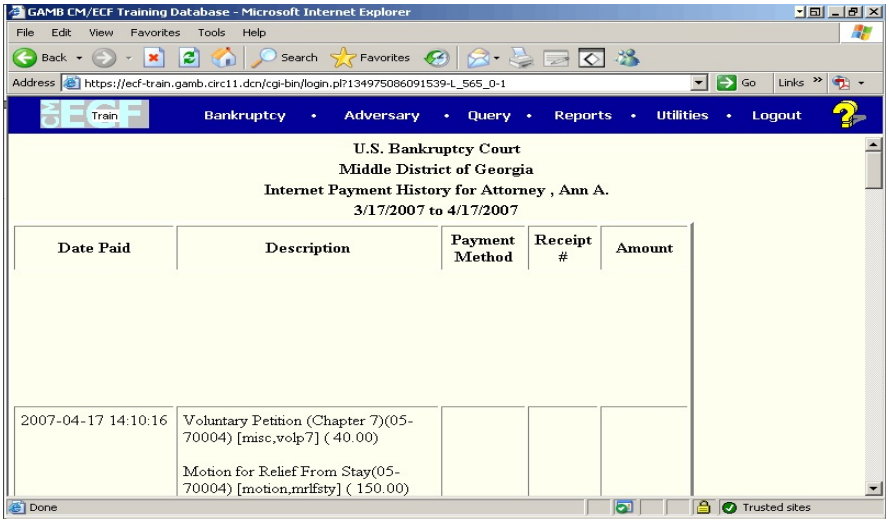
REPORTS RELATED TO INTERNET PAYMENTS

The options shown below are available to attorneys and trustees, and can be located by clicking on the Utilities menu option in CM/ECF. Internet Payment History and Internet Payments Due are described below for you

INTERNET PAYMENT HISTORY - This report allows attorneys and trustees who have U.S. Treasury Internet payment privileges to review completed credit card payments over any specified time period. The report allows users to display fee payments over a date range specified. The default for this report is set for the previous 30 days. You may change the date range and "Run Report."



The following illustration shows what the resulting report may resemble.



INTERNET PAYMENTS DUE - The Internet Payments Due report allows an attorney with internet credit card payment privileges to immediately pay all outstanding fees without docketing another pleading or opening a case. There are no selection screens or sort options offered. The report displays each outstanding fee. A pop-up credit card payment window will appear on the screen. This screen will contain a summary of all current charges which remain unpaid. Once the user has accessed this screen, they will follow the instructions outlined previously in this document. Pick Internet Payments Due from the Utilities menu.

********** IMPORTANT NOTICE **********
Do **NOT** use the browser 'Back' button during the payment process.
****

Summary of current charges:

Date Incurred	Description	Amount
2007-04-17 15:54:52	Motion for Relief From Stay(07-50004) [motion,mrlfsty] (150.00)	$ 150.00
2007-04-17 15:56:44	Motion for Relief From Stay(07-50004) [motion,mrlfsty] (150.00)	$ 150.00
		Total: $ 300.00

Pay Now Continue Filing

NOTE: ALL FEES INCURRED DURING EACH DAY MUST BE PAID BY 11:00 P.M. OF THAT DAY. IF THE FEES ARE NOT PAID, YOU WILL RECEIVE A CALL FROM A DEPUTY CLERK FOR IMMEDIATE PAYMENT. IF THE FEE STILL IS NOT PAID, YOU WILL BE CONTACTED BY THE CLERK OF COURT.

This screen shows all internet payments that are currently due. Click Pay Now and complete the payment process as previously instructed.

THE UNITED STATES BANKRUPTCY COURT FOR THE
_____MIDDLE DISTRICT OF GEORGIA _____
_____DIVISION

IN RE:	:	BANKRUPTCY COURT
	:	CASE NO. _____
DEBTOR.	:	
_____		
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?
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?

/s/ Attorney's Name

Attorney for Movant