



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

***APPENDIX¹
to the
LOCAL RULES***

This document is maintained by the Clerk's Office of the United States Bankruptcy Court for the Eastern District of Wisconsin. It is intended to be used as an appendix to the court's local rules, or as a stand-alone document. In either case its purpose is to provide information to assist practitioners, parties and the public in this district.

We welcome feedback regarding the contents, design and usefulness of this document. Please contact a member of the Clerk's staff at 414 297-3291, or webteam_wieb@wieb.uscourts.gov.

Christopher L. Austin
Clerk of Court

¹ Revised April 1, 2004

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SECTION ONE

FILING REQUIREMENTS AND FEES

REQUIREMENTS FOR FILING PETITIONS AND OTHER DOCUMENTS²

1. **Chapter 7 - Liquidation**

- a. ✓ Required Fee:
 - i. \$209.00 (the Clerk's Office cannot accept a debtor's check); **or**,
 - ii. An Application to Pay Filing Fee in Installments.
- b. ✓ Mailing Matrix (*).
- c. ✓ Statement of Social Security Number(s)
- d. Petition.
 - i. ✓ Voluntary Petition pages.
 - ii. Summary of Schedules.
 - iii. Schedules A through J.
 - iv. Declaration Concerning Debtor's Schedules.
 - v. Statement of Financial Affairs.
 - vi. Declaration of any person (including attorney) regarding fees relative to the bankruptcy.
 - vii. Chapter 7 Individual Debtor's Statement of Intention.

2. **Chapter 11 - Reorganization**

- a. ✓ Required Fee:
 - i. \$839.00 (the Clerk's Office cannot accept a debtor's check); **or**,
 - ii. An Application to Pay Filing Fee in Installments.
- b. ✓ Mailing Matrix (*).
- c. ✓ Statement of Social Security Number(s)
- d. Petition.
 - i. ✓ Voluntary Petition pages.
 - ii. Exhibit A (if required).
 - iii. ✓ Form 4 - List of Creditors Holding 20 Largest Unsecured Claims.
 - iv. ✓ Declaration of Resolution on behalf of a Corporation or Partnership.
 - v. Summary of Schedules.
 - vi. Schedules A through J.
 - vii. Declaration Concerning Debtor's Schedules.
 - viii. Statement of Financial Affairs.
 - ix. Declaration of any person (including attorney) regarding fees relative to the bankruptcy.

² If you want a file-stamped copy returned to you, provide the return copy along with a self-addressed, stamped return envelope.

✓ Indicates minimum filing requirements.
(*). Schedules D, E, and F can serve as the minimum filing requirement in place of the Mailing Matrix, however the Matrix must be filed.

3. **Chapter 12³ - Family Farmer with Regular Income**
 - a. ✓ Required Fee:
 - i. \$239.00 (the Clerk's Office cannot accept a debtor's check); **or**,
 - ii. An Application to Pay Filing Fee in Installments.
 - b. ✓ Mailing Matrix (*).
 - c. ✓ Statement of Social Security Number(s)
 - d. Petition.
 - i. ✓ Voluntary Petition pages.
 - ii. Summary of Schedules.
 - iii. Schedules A through J.
 - iv. Declaration Concerning Debtor's Schedules.
 - v. Statement of Financial Affairs.
 - vi. Declaration of any person (including attorney) regarding fees relative to the bankruptcy.

4. **Chapter 13 - Adjustment of Debts of an Individual with Regular Income**
 - a. ✓ Required Fee:
 - i. \$194.00 (the Clerk's Office cannot accept a debtor's check); **or**,
 - ii. An Application to Pay Filing Fee in Installments.
 - b. ✓ Mailing Matrix (*).
 - c. ✓ Statement of Social Security Number(s)
 - d. Petition.
 - i. ✓ Voluntary Petition pages.
 - ii. Summary of Schedules.
 - iii. Schedules A through J.
 - iv. Declaration Concerning Debtor's Schedules.
 - v. Statement of Financial Affairs.
 - vi. Declaration of any person (including attorney) regarding fees relative to the bankruptcy.

5. **Appeals**
 - a. Notice of Appeal - original plus one copy for each party named in the Notice of Appeal.
 - b. Items to be Included in the Record on Appeal- The designating party shall provide a copy of the items.

6. **Other Documents** - Only the original is required for the documents listed in 1 through 4 above, as well as for motions, stipulations, affidavits, etc. Additional copies are only needed if file-stamped copies are requested by the filer.

³ Expired January 1, 2004.

✓ Indicates minimum filing requirements.
 (*) Schedules D, E, and F can serve as the minimum filing requirement in place of the Mailing Matrix, however the Matrix must be filed.

REQUIREMENTS FOR FILING A MASTER LIST (MATRIX)

In order to process matrices more efficiently, the Clerk requests that debtors file creditor matrices by e-mail. It is not necessary to file a verification of the creditor matrix in this district.

1. **E-Mail Guidelines**
 - a. The e-mail address is `wieb_matrices@wieb.uscourts.gov`
 - b. The subject line must contain the debtor's name.
 - i. If the matrix is amended or submitted to satisfy a deficiency, add the case number to the subject line.
 - c. Only one matrix is to appear in each e-mail.

2. **File Attachment**
 - a. The file must be named: **matrix** and saved in an ASCII format.

3. **Information Contained in the File**
 - a. Each name/address block must consist of no more than five lines, with one blank line between each name/address block.
 - b. Each line must consist of no more than 40 characters.
 - c. City, state and zip code must be on the last line.
 - d. A nine-digit zip code, if used, must include a hyphen separating the two groups.
 - e. Account numbers, if used, must not appear on the first or the last line in a name/address block.
 - f. **Do not include** the following names in the file:
 - i. Debtor/Joint Debtor,
 - ii. Attorney for the Debtor, or the
 - iii. Office of the United States Trustee, for the Eastern District of Wisconsin.
 - g. Use upper and lower case type, first letter capitalization of proper names, etc.
 - h. Do not use bold type or a font size smaller than 10.
 - i. Use a single column format with left margin justification. Do not center the name/address block.

4. **Disk Guidelines⁴**
 - a. Submit a 3 ½ inch or CD-Rom disk.
 - b. Label the exterior of the disk with the debtor's last name and creditor count.
 - c. Adhere to the guidelines listed above for **File Attachment** and the **Information Contained in the File**.

5. **Paper Format** - accepted only in extenuating circumstances.
 - a. Paper matrices **must be typed** and must adhere to the guidelines listed above for the **Information Contained in the File** and;
 - b. Number the reverse side of each page (1 or 2; 2 of 2).
 - c. List the debtor's name on the reverse side of each page.
 - d. Do not use:
 - i. Non-standard paper such as onion skin or colored paper,

⁴ Disks will not be returned unless a self addressed, stamped return envelope is provided.

- ii. Paper size other than 8 ½ X 11,
- iii. Unreadable type or print styles such as proportionally spaced fonts or exotic fonts,
- iv. Dot matrix printing, or
- v. Extra marks on the front of the page, such as a letterhead, dates, debtor's names, stains or handwritten marks.

6. **Example of a Matrix**

Name of Creditor Number One
Attention: Office Manager
123 South Your Street
Milwaukee, WI 53202

Name of Creditor Two
C/O Attorney Smith
456 West Street
Milwaukee, WI 53202-4581

Name of Creditor Three
P.O. Box 789
Milwaukee, WI 53202-0789

Name of Creditor Four
1011 East Lake Avenue
Milwaukee, WI 53202

MISCELLANEOUS FEE SCHEDULE⁵

1. Motion to **Abandon Property** of the estate under Fed. R. Bankr. P. 6007. \$150.00
2. **Amendment⁶** to the debtor's schedule of creditors (D-E-F), lists of creditors, matrix or mailing lists, for each amendment. \$ 26.00
3. Filing an **ancillary petition**, under 11 USC §304. \$839.00
4. Filing of any separate or joint **notice of appeal** or application for appeal or upon the receipt of any order allowing, or notice of the allowance of an appeal or a writ of certiorari, \$5.00 shall be paid to the clerk of the court by the appellant or petitioner in a bankruptcy code case. \$ 5.00
5. **Appeal: Docketing** a proceeding on appeal or review from a final judgement of a bankruptcy judge pursuant to 28 USC §158(a) & (b), the fee shall be the same amount as the fee for docketing a case on appeal or review to the appellate court as required by Item 1 of the Courts of Appeals Miscellaneous Fee Schedule. A separate fee shall be paid by each party filing a notice of appeal in the bankruptcy court, but parties filing a joint notice of appeal in the bankruptcy court are required to pay only one fee. \$250.00
6. **Appeal: Docketing a cross appeal** from a bankruptcy court determination, the fee shall be the same amount as the fee for docketing a case on appeal or review to the appellate court. \$250.00
7. Motion to terminate, annul or modify the **Automatic Stay⁷** under 11 USC §362(a). \$150.00

⁵ This is an excerpt of the Bankruptcy Court's Miscellaneous Fee Schedule, issued in accordance with 28 USC §1930(b).

⁶ The fee does not apply when changing the address of a listed creditor, or adding the name and address of an attorney for a listed creditor.

⁷ No fee is to be charged if a motion for relief from the automatic stay is filed by a child support creditor or representative of such creditor who files AO Form B281.

8.	Certification of any document or paper whether the certification is made directly on the document or by separate instrument.	\$ 9.00
9.	Complaint ⁸ : To file a complaint/adversary proceeding.	\$150.00
10.	Upon filing a motion or notice to Convert a case from:	
	a. Chapter 7 to chapter 11	\$645.00
	b. Chapter 7 to chapter 12 ⁹	\$ 15.00
	c. Chapter 7 to chapter 13	\$ 0.00
	d. Chapter 11 to chapter 7	\$ 15.00
	e. Chapter 12 to chapter 7	\$ 15.00
	f. Chapter 13 to chapter 7, if one joint debtor has been dismissed under chapter 13	\$ 15.00
	g. Chapter 13 to chapter 11	\$645.00
	h. Split a joint chapter 13 case and convert the split portion to chapter 7 (including the \$15.00 conversion fee).	\$170.00
11.	Copy of any record or paper (per page).	\$.50
12.	Copy of any record or document accessed electronically at a public terminal ¹⁰ (per page).	\$.10
13.	Exemplification of any document or paper, twice the amount of the fee for certification.	\$ 18.00
14.	Filing or indexing any document not in a case or proceeding for which a filing fee has been paid.	\$ 39.00
15.	Motion to:	
	a. Abandon property : of the estate under Fed. R. Bankr. P. 6007.	\$150.00

⁸ If a child support creditor or its representative is the plaintiff, and if such plaintiff files AO Form B281, no fee is required.

⁹ Expired January 1, 2004.

¹⁰ Excerpt from the Electronic Public Access Miscellaneous Fee Schedule (EPA Fee Schedule).

b.	Motion to terminate, annul or modify the Automatic Stay ¹¹ under 11 USC §362.	\$150.00
c.	Withdraw reference under 28 USC §157(d).	\$150.00
d.	Reopen a Bankruptcy Case ¹² : a fee shall be collected in the same amount as the filing fee prescribed by 28 USC §1930(a) For commencing a new case on the date of the reopening.	
	i. Chapter 7	\$155.00
	ii. Chapter 11	\$800.00
	iii. Chapter 12 ¹³	\$200.00
	iv. Chapter 13	\$155.00
16.	Notice Fee : if incurred prior to January 1, 1998 (per page).	\$.50
17.	Record : Retrieve a record from the Federal Records Center.	\$ 45.00
18.	Reproduction of recordings of proceedings, regardless of medium.	\$ 26.00
19.	Returned check.	\$ 45.00
20.	Search : Of the records (per name or item searched). This fee shall apply to service rendered on behalf of the United States if the information requested is available through electronic access.	\$ 26.00
21.	Split Cases : To split a joint case into two separate cases. Equal to the current filing fee.	
	a. Chapter 7	\$155.00
	b. Chapter 11	\$800.00
	c. Chapter 12	\$200.00
	d. Chapter 13	\$155.00
	e. Split a joint chapter 13 case and convert the split portion to chapter 7 (including the \$15.00 conversion fee).	\$170.00
22.	Motion to Withdraw reference under 28 USC §157(d).	\$150.00

¹¹ No fee is to be charged if a motion for relief from the automatic stay is filed by a child support creditor or representative of such creditor who files AO Form B281.

¹² No fee is collected if the case is reopened for actions related to the debtor's discharge or for the purpose of filing a complaint to obtain a determination under Fed. R. Bankr. P. 4007(b).

¹³ Expired January 1, 2004.

REQUIREMENTS FOR FILING AN ADVERSARY COMPLAINT¹⁴

1. File an original complaint.
2. \$150.00 filing fee. The fee is not required:
 - a. In an action commenced by the debtor in a chapter 7 or 13 case, or;
 - b. If a child support creditor or its representative is the plaintiff, and files an original Appearance of Child Support Creditor or Representative (Form B281).
3. Prepare and file an original Adversary Proceeding Cover Sheet (Form B104).
4. Prepare and file the Summons and Notice of Pretrial Conference (Form B250B).
 - a. You may type the Clerk's name on the signature line (the Clerk's signature is not required):
Christopher L. Austin
 - b. Complete the summons down to the line: "If you make a motion..."
 - c. The summons will be returned to you for service.
5. File the original of both the summons and the certificate of service within two business days after service.

¹⁴ If you want a file-stamped copy returned to you, provide the return copy along with a self-addressed, stamped return envelope.

SECTION TWO

FORMS

Bankruptcy Forms Manual

Official Bankruptcy Forms and Director's Procedural Forms

The Administrative Office of the United States Courts publishes a Bankruptcy Forms Manual as a service to the public and the courts. It contains the Official Bankruptcy Forms prescribed by the Judicial Conference of the United States under authority granted in Federal Rule of Bankruptcy Procedure 9009. It also contains procedural forms issued by the Director of the Administrative Office under authority granted in Bankruptcy Rule 9009.

The Bankruptcy Forms Manual can be located at <http://www.uscourts.gov/bkforms/>. It contains references to and explanations of the law and rules that govern the use of each form and instructions for completing each form.

Local Forms

Several of the Official Bankruptcy Forms have been modified for use in the Eastern District of Wisconsin. The Eastern District also has a number of local forms that supplement the Official and Director's forms. Modified forms and locally developed forms are published in this appendix.

UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF WISCONSIN

In re

Bankruptcy Case Number:

APPLICATION TO PAY FILING FEE IN INSTALLMENTS

- 1. In accordance with Fed. R. Bankr. P. 1006, I apply for permission to pay the Filing Fee amounting to \$ _____ in installments.
2. I certify that I am unable to pay the Filing Fee except in installments.
3. I further certify that I have not paid any money or transferred any property to an attorney for services in connection with this case and that I will neither make any payment nor transfer any property for services in connection with this case until the filing fee is paid in full.
4. I propose the following terms for the payment of the fee*.
\$ _____ Check one: [] with the filing of the petition, or [] on or before:
\$ _____ on or before _____
* The number of installments proposed shall not exceed four, and the final installment shall be payable not later than 120 days after the filing petition. For cause shown, the court may extend the time of any installment, provided the last installment is paid not later than 180 days after filing the petition. Fed. R. Bankr. P. 1006(b)(2).
5. I understand that if I fail to pay any installment when due my bankruptcy case may be dismissed and I may not receive a discharge of my debts.

Signature of Attorney Date Signature of Debtor Date
(in a joint case, both spouses must sign.)

Name of Attorney Signature of Joint Debtor (if any) Date

CERTIFICATION AND SIGNATURE OF NON-ATTORNEY BANKRUPTCY PREPARER (see 11 USC §110)

I certify that I am a bankruptcy petition preparer as defined in 11 USC §110, that I prepared this document for compensation, and that I have provided the debtor with a copy of this document. I also certify that I will not accept money or any other property from the debtor before the filing fee is paid in full.

Printed or typed name of Bankruptcy Petition Preparer Social Security No.

Address

Names and Social Security numbers of all other individuals who prepared or assisted in preparing this document:

If more than one person prepared this document, attach additional signed sheets conforming to the appropriate Official Form for each person.

Signature of Bankruptcy Petition Preparer Date

A bankruptcy petition preparer's failure to comply with the provisions of Title 11 and the Federal Rules of Bankruptcy Procedure may result in fines or imprisonment or both. 11 USC §110, 18 USC §156.

UNITED STATES BANKRUPTCY COURT _____ DISTRICT OF _____		PROOF OF CLAIM
Name of Debtor _____		Case Number _____
NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.		
Name of Creditor (The person or other entity to whom the debtor owes money or property): _____		<input type="checkbox"/> Check box if you are aware that anyone else has filed a proof of claim relating to your claim. Attach copy of statement giving particulars. <input type="checkbox"/> Check box if you have never received any notices from the bankruptcy court in this case. <input type="checkbox"/> Check box if the address differs from the address on the envelope sent to you by the court.
Name and address where notices should be sent: _____		
Telephone number: _____		
Account or other number by which creditor identifies debtor: _____		THIS SPACE IS FOR COURT USE ONLY
		Check here <input type="checkbox"/> replaces if this claim <input type="checkbox"/> amends a previously filed claim, dated: _____
1. Basis for Claim <input type="checkbox"/> Goods sold <input type="checkbox"/> Services performed <input type="checkbox"/> Money loaned <input type="checkbox"/> Personal injury/wrongful death <input type="checkbox"/> Taxes <input type="checkbox"/> Other _____		
<input type="checkbox"/> Retiree benefits as defined in 11 U.S.C. § 1114(a) <input type="checkbox"/> Wages, salaries, and compensation (fill out below) Last four digits of SS #: _____ Unpaid compensation for services performed from _____ to _____ (date) (date)		
2. Date debt was incurred: _____		3. If court judgment, date obtained: _____
4. Total Amount of Claim at Time Case Filed: \$ _____ (unsecured) _____ (secured) _____ (priority) _____ (Total) If all or part of your claim is secured or entitled to priority, also complete Item 5 or 7 below. <input type="checkbox"/> Check this box if claim includes interest or other charges in addition to the principal amount of the claim. Attach itemized statement of all interest or additional charges.		
5. Secured Claim. <input type="checkbox"/> Check this box if your claim is secured by collateral (including a right of setoff). Brief Description of Collateral: <input type="checkbox"/> Real Estate <input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Other _____ Value of Collateral: \$ _____ Amount of arrearage and other charges <u>at time case filed</u> included in secured claim, if any: \$ _____		7. Unsecured Priority Claim. <input type="checkbox"/> Check this box if you have an unsecured priority claim Amount entitled to priority \$ _____ Specify the priority of the claim: <input type="checkbox"/> Wages, salaries, or commissions (up to \$4,925)* earned within 90 days before filing of the bankruptcy petition or cessation of the debtor's business, whichever is earlier - 11 U.S.C. § 507(a)(3). <input type="checkbox"/> Contributions to an employee benefit plan - 11 U.S.C. § 507(a)(4). <input type="checkbox"/> Up to \$2,225* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use - 11 U.S.C. § 507(a)(6). <input type="checkbox"/> Alimony, maintenance, or support owed to a spouse, former spouse, or child - 11 U.S.C. § 507(a)(7). <input type="checkbox"/> Taxes or penalties owed to governmental units-11 U.S.C. § 507(a)(8). <input type="checkbox"/> Other - Specify applicable paragraph of 11 U.S.C. § 507(a)(____). <small>*Amounts are subject to adjustment on 4/1/07 and every 3 years thereafter with respect to cases commenced on or after the date of adjustment.</small>
6. Unsecured Nonpriority Claim \$ _____ <input type="checkbox"/> Check this box if: a) there is no collateral or lien securing your claim, or b) your claim exceeds the value of the property securing it, or if c) none or only part of your claim is entitled to priority.		
8. Credits: The amount of all payments on this claim has been credited and deducted for the purpose of making this proof of claim.		THIS SPACE IS FOR COURT USE ONLY
9. Supporting Documents: Attach copies of supporting documents, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, court judgments, mortgages, security agreements, and evidence of perfection of lien. DO NOT SEND ORIGINAL DOCUMENTS. If the documents are not available, explain. If the documents are voluminous, attach a summary.		
10. Date-Stamped Copy: To receive an acknowledgment of the filing of your claim, enclose a stamped, self-addressed envelope and copy of this proof of claim		
Date _____	Sign and print the name and title, if any, of the creditor or other person authorized to file this claim (attach copy of power of attorney, if any): _____	

INSTRUCTIONS FOR PROOF OF CLAIM FORM

The instructions and definitions below are general explanations of the law. In particular types of cases or circumstances, such as bankruptcy cases that are not filed voluntarily by a debtor, there may be exceptions to these general rules.

— DEFINITIONS —

Debtor

The person, corporation, or other entity that has filed a bankruptcy case is called the debtor.

Creditor

A creditor is any person, corporation, or other entity to whom the debtor owed a debt on the date that the bankruptcy case was filed.

Proof of Claim

A form telling the bankruptcy court how much the debtor owed a creditor at the time the bankruptcy case was filed (the amount of the creditor's claim). This form must be filed with the clerk of the bankruptcy court where the bankruptcy case was filed.

Secured Claim

A claim is a secured claim to the extent that the creditor has a lien on property of the debtor (collateral) that gives the creditor the right to be paid from that property before creditors who do not have liens on the property.

Examples of liens are a mortgage on real estate and a security interest in a car, truck, boat, television set, or other item of property. A lien may have been obtained through a court proceeding before the bankruptcy case began; in some states a court judgment is a lien. In addition, to the extent a creditor also owes money to the debtor (has a right of setoff), the creditor's claim may be a secured claim. (See also *Unsecured Claim*.)

Unsecured Claim

If a claim is not a secured claim it is an unsecured claim. A claim may be partly secured and partly unsecured if the property on which a creditor has a lien is not worth enough to pay the creditor in full.

Unsecured Priority Claim

Certain types of unsecured claims are given priority, so they are to be paid in bankruptcy cases before most other unsecured claims (if there is sufficient money or property available to pay these claims). The most common types of priority claims are listed on the proof of claim form. Unsecured claims that are not specifically given priority status by the bankruptcy laws are classified as *Unsecured Nonpriority Claims*.

Items to be completed in Proof of Claim form (if not already filled in)

Court, Name of Debtor, and Case Number:

Fill in the name of the federal judicial district where the bankruptcy case was filed (for example, Central District of California), the name of the debtor in the bankruptcy case, and the bankruptcy case number. If you received a notice of the case from the court, all of this information is near the top of the notice.

Information about Creditor:

Complete the section giving the name, address, and telephone number of the creditor to whom the debtor owes money or property, and the debtor's account number, if any. If anyone else has already filed a proof of claim relating to this debt, if you never received notices from the bankruptcy court about this case, if your address differs from that to which the court sent notice, or if this proof of claim replaces or changes a proof of claim that was already filed, check the appropriate box on the form.

1. Basis for Claim:

Check the type of debt for which the proof of claim is being filed. If the type of debt is not listed, check "Other" and briefly describe the type of debt. If you were an employee of the debtor, fill in the last four digits of your social security number and the dates of work for which you were not paid.

2. Date Debt Incurred:

Fill in the date when the debt first was owed by the debtor.

3. Court Judgments:

If you have a court judgment for this debt, state the date the court entered the judgment.

4. Total Amount of Claim at Time Case Filed:

Fill in the applicable amounts, including the total amount of the entire claim. If interest or other charges in addition to the principal amount of the claim are included, check the appropriate place on the form and attach an itemization of the interest and charges.

5. Secured Claim:

Check the appropriate place if the claim is a secured claim. You must state the type and value of property that is collateral for the claim, attach copies of the documentation of your lien, and state the amount past due on the claim as of the date the bankruptcy case was filed. A claim may be partly secured and partly unsecured. (See DEFINITIONS, above).

6. Unsecured Nonpriority Claim:

Check the appropriate place if you have an unsecured nonpriority claim, sometimes referred to as a "general unsecured claim". (See DEFINITIONS, above.) If your claim is partly secured and partly unsecured, state here the amount that is unsecured. If part of your claim is entitled to priority, state here the amount **not** entitled to priority.

7. Unsecured Priority Claim:

Check the appropriate place if you have an unsecured priority claim, and state the amount entitled to priority. (See DEFINITIONS, above). A claim may be partly priority and partly nonpriority if, for example, the claim is for more than the amount given priority by the law. Check the appropriate place to specify the type of priority claim.

8. Credits:

By signing this proof of claim, you are stating under oath that in calculating the amount of your claim you have given the debtor credit for all payments received from the debtor.

9. Supporting Documents:

You must attach to this proof of claim form copies of documents that show the debtor owes the debt claimed or, if the documents are too lengthy, a summary of those documents. If documents are not available, you must attach an explanation of why they are not available.



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

NOTIFICATION OF CREDITOR'S CHANGE OF ADDRESS

Debtor's Name(s): _____ Case Number: _____
_____ Chapter: _____

Creditor's Name: _____

Old Address: _____
Street Address

_____ City, State and Zip Code

New Address: _____
Street Address

_____ City, State and Zip Code

Change Requested By: _____
Print or Type Name

_____ Signature



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

NOTIFICATION OF DEBTOR'S CHANGE OF ADDRESS

Debtor's Name(s): _____ Case Number: _____

_____ Chapter: _____

New Address:

Street Address _____

City, State and Zip Code _____

Change
Requested By:

Print or Type Name _____

Signature _____

Printed Name of Submitting Law Firm or Attorney _____



United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk

CREDIT CARD AUTHORIZATION FORM

I hereby authorize the United States Bankruptcy Court of the Eastern District of Wisconsin to charge the credit card listed below for payment of fees, costs, fines and expenses which are incurred by the authorized users listed below. I certify that I am authorized to sign this form on behalf of my law firm.

Cardholder Name: _____

Signature: _____ **Date:** _____

Names of individuals authorized to use account number listed below (include cardholder name, if authorized user):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Law Firm/Sole Practitioner Name: _____

Address: _____

Telephone Number: _____

Receipts should be mailed to: _____
(Name of individual)

Mastercard Visa American Express Discover Diners Club

Account Number: _____ **Exp. Date:** _____

Mail the original of the form to: Clerk, U.S. Bankruptcy Court, Personal and Confidential: Financial Specialist, 517 East Wisconsin Avenue, Room 126, U.S. Courthouse, Milwaukee, WI 53202-4581. The original of this form will be maintained in a secured location.

This form will be kept on file and remain in effect until specifically revoked in writing. It is the responsibility of the law firm named above, to submit a new form and notify the Clerk, in writing, of any changes to authorized users, new expiration date when the card has been renewed, change of information (e.g. card has been revoked, canceled or stolen), or a change in address or phone number.

**United States Bankruptcy Court
Eastern District of Wisconsin**

In re	Bankruptcy Case No.
Debtor	<i>ALL DOCUMENTS REGARDING THIS MATTER MUST BE IDENTIFIED BY BOTH ADVERSARY AND BANKRUPTCY CASE NUMBERS.</i>
Plaintiff	Adversary Proceeding No.
Defendant	

**SUMMONS AND NOTICE OF PRETRIAL CONFERENCE
IN AN ADVERSARY PROCEEDING**

YOU ARE SUMMONED and required to file a motion or answer to the complaint which is attached to this summons with the clerk of the bankruptcy court within 30 days after the date of issuance of this summons, except that the United States and its offices and agencies shall file a motion or answer to the complaint within 35 days.

Address of Clerk	Clerk, U.S. Bankruptcy Court U.S. Courthouse, Room 126 517 East Wisconsin Avenue Milwaukee, WI 53202
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At the same time, you must also serve a copy of the motion or answer upon the plaintiff's attorney.

Name and Address of Plaintiff's Attorney
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If you make a motion, your time to answer is governed by Fed. R. Bankr. P. 7012.

YOU ARE NOTIFIED that a pretrial conference of the proceeding commenced by the filing of the complaint will be held at the following time and place.

Address	Room, Date and Time
---------	---------------------

IF YOU FAIL TO RESPOND TO THIS SUMMONS, YOUR FAILURE WILL BE DEEMED TO BE YOUR CONSENT TO ENTRY OF A JUDGEMENT BY THE BANKRUPTCY COURT AND JUDGEMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE COMPLAINT.

Christopher L. Austin
Clerk of the Bankruptcy Court

Date

By: _____
Deputy Clerk

CERTIFICATE OF SERVICE

I, _____, certify that I am, and at all times during the service
(Name)
of process was, not less than 18 years of age and not a party to the matter concerning which service of process
was made. I further certify that the service of this summons and a copy of the complaint was made

_____ by: _____
(Date)

- Mail Service: Regular, first class United States Mail, postage fully pre-paid, addressed to:
- Personal Service: By leaving the process with defendant or with an officer or agent of defendant at:
- Residence Service: By leaving the process with the following adult at:
- Certified Mail Service on an Insured Depository Institution: By sending the process by certified mail addressed to the following officer of the defendant at:
- Publication: The defendant was served as follows: [Describe briefly]
- State Law: The defendant was served pursuant to the laws of the State of _____ as follows:[Describe Briefly] (Name of State)

Under penalty of perjury, I declare that the foregoing is true and correct.

_____ Date

_____ Signature

Print Name		

Business Address		

City	State	Zip

**UNITED STATES BANKRUPTCY COURT
Eastern District of Wisconsin**

APPLICATION FOR SEARCH OF BANKRUPTCY RECORDS

Name of individual or business that is the subject of the search:	Social Security No. or Employer Tax I.D. No. of Subject:
Please search your records for the following information regarding the individual or business named above: <input type="checkbox"/> pending or closed bankruptcy cases in this district; <input type="checkbox"/> pending or closed adversary proceedings; <input type="checkbox"/> judgements/evidence of satisfaction or judgements; and <input type="checkbox"/> other [describe briefly]	
Please search for the period from _____ to _____ A fee of \$26.00 is charged for each name or item searched. Payment by check or money order must be enclosed. Please do not send cash.	
Name, address, and phone number of the person requesting the search:	

CERTIFICATE OF SEARCH

The undersigned clerk hereby certifies the following results of a diligent search of the records of the court:
 [Check only the items for which a search was requested and a fee paid]

1. Bankruptcy Cases:

a. None found.

b. Case filed on _____ (date)

Voluntary Involuntary
 Pending Closed on _____ (date)

Discharge Granted on _____ (date)

c. The subject of the search closely matches the following:
 Name _____ Number _____
 Filed on _____

2. Adversary Proceeding:

a. None found.

b. Subject is a party to the following proceeding:
 _____ v. _____
 (Plaintiff) (Defendant)

Adversary Proceeding Number _____, filed on _____ (date)

Pending Closed on _____ (date)

Disposition: Dismissed on _____ (date)

Final Judgement entered on _____ (date)

Case Number of Related Bankruptcy Case _____

Christopher L. Austin, Clerk
United States Bankruptcy Court

Date

By: _____
Deputy Clerk

**UNITED STATES BANKRUPTCY COURT
Eastern District of Wisconsin**

In re

Bankruptcy Case No.: _____
(Including Judge's Initials)

Debtor

Chapter: _____

APPEARANCE OF CHILD SUPPORT CREDITOR¹
OR REPRESENTATIVE

I certify under penalty of perjury that I am a child support creditor¹ of the above-named debtor, or the authorized representative of such child support creditor, with respect to the child support obligation which is set out below.

Name:
Organization:
Address:

Telephone Number:

Date _____ Child Support Creditor¹ or Authorized Representative _____

Summary of Child Support Obligation	
Amount in arrears: \$ _____ Amount currently due per week or per month on a continuing basis: \$ _____ (per week)(per month)	If Child Support has been assigned: Amount of Support which is owed under assignments: \$ _____ Amount owed primary child support creditor (balance not assigned): \$ _____
Attach an itemized statement of account	

¹ Child support creditor indicates both a creditor to whom the debtor has a primary obligation to pay child support, as well as any entity to whom such support has been assigned, if pursuant to Section 402 (a)(26) of the Social Security Act or if such debt has been assigned to the Federal Government or to any State or political subdivision of a State.

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WISCONSIN**

In re: Chapter 13
Debtor(s). Case No.

ORIGINAL CHAPTER 13 PLAN
 MODIFIED CHAPTER 13 PLAN DATED
(Modified Plan Terms in Italics or Otherwise Highlighted)

A check in this box indicates that the plan contains special provisions set out in Section H below.

Section A: Payments to Trustee: The debtor(s) will pay to the trustee \$ _____ monthly for _____ months for a total payment of \$ _____.
Payments to the plan shall be made as follows:

- Directly by the debtor(s) by money order or cashier's check.
- Through order for payroll deductions from debtor's employer whose name and payroll department address is as follows:

Employer Name:
Employer Street Address:

Employer City, State, Zip:

Payment Amount: \$ _____ (monthly, semi-monthly, bi-weekly, weekly) (choose one)

- Through order for payroll deductions from joint debtor's employer whose name and payroll department address is as follows:

Employer Name:
Employer Street Address:

Employer City, State, Zip:

Payment Amount: \$ _____ (monthly, semi-monthly, bi-weekly, weekly) (choose one)

The debtor(s) or counsel for the debtor(s) shall provide to the Standing Chapter 13 Trustee written notice of any change of employer information for either the debtor or the joint debtor.

Name and Address of Non-Filing Spouse:

Debtors in any plan that exceeds 36 months or pays in 36 months less than 100% to creditors with allowed unsecured claims shall provide copies of income tax returns to the Trustee each year by April 30th of the year in which the return is due. Debtors shall further pay into the plan one-half of the net tax refund received from state and federal income tax returns as an additional source of income for the benefit of creditors with allowed unsecured claims.

If the amount paid by the debtor to the trustee during the initial term does not permit payment of general unsecured claims as specified below, then the debtor shall make monthly payments during the maximum plan term allowed by law, sufficient to permit the specified payments. The plan will conclude before the end of the initial term of the plan if all allowed claims are paid in full with any interest required by the plan.

Section B: General Provisions

1. The debtor shall provide copies of any relevant documents requested by the Trustee within 14 days of the request for production and shall provide other documents as required by the Local Rules.
2. The debtor shall provide copies of tax returns filed during the pendency of this case to the Trustee within 15 days of the date the return is due or the date the return is filed, whichever is earlier.
3. The holder of any claim secured by property of the estate, other than a mortgage treated in Section E, shall retain the lien:
 - until receipt of all payments provided for by this plan on account of the claim, including payments on account of any unsecured portion of the claim; *or*
 - until receipt of all payments provided for by this plan on account of the portion of the claim that is a secured claim under 11 U.S.C. §506(a).Thereafter, the lien shall be satisfied and released.

Section C: Unexpired Leases and Executory Contracts: The debtor rejects all unexpired leases and executory contracts identified in the debtor's Schedule G, except the debtor assumes the following unexpired leases and executory contracts:

Section D: Direct Payment of Claims by Debtor

- The debtor will make no direct payment to creditors holding pre-petition claims. *Or*
- The debtor will make current monthly payments to the creditors listed in Section C and to creditors holding claims secured by a mortgage on debtor's real property:

Mortgagee:
Mortgagee:
Mortgagee:

- If this box is checked, additional mortgage creditors are listed on an overflow page.

Section E: Disbursements by Trustee

Upon confirmation of this plan, the Trustee shall disburse payments received from the debtor under this plan as follows:

- 1. **Trustee Fees:** Payable on disbursements as made by the Trustee at the rate set periodically by the United States Trustee, estimated at % of the plan payments (not to exceed 10%).
- 2. **Priority Claims of Debtor's Attorney:** \$ payable in allowed amounts.
- 3. **Mortgage Arrears:** Payable in allowed amounts on a pro-rata basis with an estimated total payment over the term of the plan of \$.

Mortgagee:	Arrearage:	\$	Interest %
Mortgagee:	Arrearage:	\$	Interest %
Mortgagee:	Arrearage:	\$	Interest %
Mortgagee:	Arrearage:	\$	Interest %

If this box is checked, additional mortgage claims are listed on an overflow page.

- 4. **Other Secured Claims:** All other secured claims, listed below, are to be paid in full during the plan term with interest on a pro-rata basis. The total of all payments on these claims, including interest, is estimated to be \$.

Creditor:
Collateral:
Replacement Value of Collateral: \$
Interest Rate: %

Creditor:
Collateral:
Replacement Value of Collateral: \$
Interest Rate: %

If this box is checked, additional secured claims are listed on an overflow page.

NOTE: All claims listed in Schedule D, other than mortgages treated above, must be listed in this paragraph.

- 5. **Allowed Priority Claims Other Than Those of Debtor's Attorney:** Payable in full, without interest, on a pro-rata basis. The total payments on all non-attorney priority claims under this plan is estimated to be \$.

Priority Claimant:
Priority Claimant:
Priority Claimant:

6. **Specially classified unsecured claim:** A special class consisting of the following non-priority unsecured claim shall be paid at % of the allowed amount with the total of all payments to this special class estimated to be \$.

Special Class:
Reason for Classification
Creditors in Class:

7. **General Unsecured Claims:** All allowed non-priority unsecured claims not specially classified, including unsecured deficiency claims under 11 U.S. C. §506(a), shall be paid on a pro-rata basis not less than % of their allowed amount or on a pro-rata basis from the funds remaining after payment in full of allowed secured, priority and specially classified unsecured claims set forth above with an estimated dividend of %.

Interest shall not be paid on unsecured claims. *Or*

Interest shall be paid on unsecured claims, including priority and specially classified claims, at an annual rate of %.

Section F: Avoidance or Limitation of Liens

The debtor proposes to avoid or limit the liens of the following creditors:

Creditor:
Creditor:
Creditor:

Liens will not be avoided until the appropriate motion has been filed and order has been entered by the court or the appropriate adversary proceeding has been filed and judgment has been entered by the court.

Section G: Vesting of Property of Estate

Property of the estate shall revert in the Debtor:

Upon confirmation Upon discharge Other:

Section H: Special Provisions

Notwithstanding anything to the contrary set forth above, this Plan shall include the provisions set forth below. **The provisions will not be effective unless there is a check in the notice box preceding Section A of this plan.**

Special provisions continue to overflow page.

Signatures:

Debtor: _____ **Date** _____

Debtor: _____ **Date** _____

Debtor(s)' Attorney _____ **Date** _____

Attorney Contact Information:

