

Local Bankruptcy Forms of the United States Bankruptcy Court



for the Western District of Pennsylvania

Adopted June 10, 2013

The Honorable Thomas P. Agresti, Chief Judge

The Honorable Jeffery A. Deller

The Honorable Carlota M. Böhm

The Honorable Gregory L. Taddonio

John J. Horner, Clerk

**LOCAL BANKRUPTCY FORMS OF THE
U.S. BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

TABLE OF CONTENTS

Local Bankruptcy Form 1A	DECLARATION RE: ELECTRONIC FILING OF PETITION, SCHEDULES & STATEMENTS
Local Bankruptcy Form 1B	DECLARATION RE: ELECTRONIC FILING OF PETITION, SCHEDULES & STATEMENTS FOR INDIVIDUAL DEBTOR NOT REPRESENTED BY COUNSEL
Local Bankruptcy Form 2	EX PARTE MOTION FOR DESIGNATION AS COMPLEX CHAPTER 11
Local Bankruptcy Form 3	INITIAL ORDER FOR COMPLEX CHAPTER 11
Local Bankruptcy Form 4A	RESERVED
Local Bankruptcy Form 4B	RESERVED
Local Bankruptcy Form 4C	NOTICE OF TERMINATION OF CM/ECF PRIVILEGES
Local Bankruptcy Form 5	CHAPTER 13 BUSINESS CASE QUESTIONNAIRE
Local Bankruptcy Form 6	AMENDMENT COVER SHEET
Local Bankruptcy Form 7	CERTIFICATE OF SERVICE
Local Bankruptcy Form 8	SUMMARY COVER SHEET AND NOTICE OF HEARING ON PROFESSIONAL FEES IN CHAPTERS 7, 12 AND 13
Local Bankruptcy Form 9	SUMMARY COVER SHEET FOR FEE APPLICATIONS IN CHAPTER 11 AND CHAPTER 15
Local Bankruptcy Form 10	CHAPTER 13 PLAN
Local Bankruptcy Form 11	EX PARTE MOTION FOR ORDER TO PAY TRUSTEE PURSUANT TO WAGE ATTACHMENT
Local Bankruptcy Form 12	NOTIFICATION OF DEBTOR'S SOCIAL SECURITY NUMBER

Local Bankruptcy Form 13	DISCLOSURE STATEMENT TO ACCOMPANY PLAN
Local Bankruptcy Form 14	REPORT FOR BANKRUPTCY JUDGES IN CASES TO BE CLOSED IN CHAPTER 11 CASES
Local Bankruptcy Form 15	OMNIBUS DECLARATION OF PLAN SUFFICIENCY FOR MORTGAGE PAYMENT CHANGES
Local Bankruptcy Form 16	CERTIFICATION THAT BRIEFING COMPLETED
Local Bankruptcy Form 17	MOTION FOR WITHDRAWAL OF APPEARANCE AND TERMINATION OF CM/ECF RECORD
Local Bankruptcy Form 18	MOTION FOR <i>PRO HAC VICE</i> ADMISSION
Local Bankruptcy Form 19	APPEARANCE OF CHILD SUPPORT CREDITOR OR REPRESENTATIVE
Local Bankruptcy Form 20	NOTICE AND ORDER SETTING HEARING ON AN EXPEDITED BASIS
Local Bankruptcy Form 21	DOMESTIC SUPPORT OBLIGATION CERTIFICATION
Local Bankruptcy Form 22	DOMESTIC SUPPORT OBLIGATION CLAIM HOLDER REPORT
Local Bankruptcy Form 23	RESERVED
Local Bankruptcy Form 24	DEBTOR'S CERTIFICATION OF DISCHARGE ELIGIBILITY
Local Bankruptcy Form 25	CERTIFICATION OF NO OBJECTION
Local Bankruptcy Form 26	SETTLEMENT AND CERTIFICATION OF COUNSEL
Local Bankruptcy Form 27	RESERVED
Local Bankruptcy Form 28	DOCUMENT AND LOAN HISTORY ABSTRACT
Local Bankruptcy Form 29	NOTICE REGARDING FILING OF MAILING MATRIX
Local Bankruptcy Form 30	NOTICE REGARDING MODIFICATION TO MAILING MATRIX
Local Bankruptcy Form 31	APPLICATION FOR ADMISSION TO BANKRUPTCY MEDIATION PROGRAM REGISTER

Local Bankruptcy Form 32	MEDIATOR’S CERTIFICATE OF COMPLETION OF MEDIATION CONFERENCE
Local Bankruptcy Form 33	RESERVED
Local Bankruptcy Form 34	RESERVED
Local Bankruptcy Form 35	NOTICE OF INTENT TO REQUEST REDACTION
Local Bankruptcy Form 36	REDACTION REQUEST
Local Bankruptcy Form 37	REQUEST TO RESTRICT PUBLIC ACCESS TO CLAIM
Local Bankruptcy Form 38	REQUEST TO RESTRICT PUBLIC ACCESS TO DOCUMENT
Local Bankruptcy Form 39	MOTION FOR LOSS MITIGATION
Local Bankruptcy Form 40	CERTIFICATION OF LMP ELIGIBILITY AND READINESS
Local Bankruptcy Form 41	LOSS MITIGATION ORDER
Local Bankruptcy Form 42	MOTION TO EXTEND THE LOSS MITIGATION PERIOD
Local Bankruptcy Form 43	PROPOSED ORDER EXTENDING THE LOSS MITIGATION PERIOD
Local Bankruptcy Form 44	MOTION TO TERMINATE THE LOSS MITIGATION PROGRAM
Local Bankruptcy Form 45	PROPOSED ORDER TERMINATING THE LOSS MITIGATION PROGRAM
Local Bankruptcy Form 46	ORDER SUBSTITUTING LMP SERVICER
Local Bankruptcy Form 47	INTERIM MORTGAGE MODIFICATION ORDER
Local Bankruptcy Form 48	LOAN MODIFICATON SUMMARY

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

In Re: _____ : Bankruptcy No.
 Debtor _____ :

DECLARATION RE: ELECTRONIC FILING OF PETITION, SCHEDULES & STATEMENTS

PART I – DECLARATION OF PETITIONER

I, _____, and I, _____, the undersigned debtor, certify that the information I give to my attorney for the preparation of the petition, statements, schedules and mailing matrix is true and correct. I consent to my attorney sending my petition, this declaration, statements and schedules to the United States Bankruptcy Court. I understand that this DECLARATION RE: ELECTRONIC FILING is to be submitted to the Clerk once all schedules have been electronically docketed but, in any event, no later than fourteen (14) days following the date the petition was electronically filed unless the time is extended by order of court. I understand that failure to timely submit the signed original of this DECLARATION will result in dismissal of my case pursuant to 11 U.S.C. § 707(a)(3) without further notice.

[If petitioner is an individual] I declare under penalty of perjury that the information provided in this petition and the Social Security number(s) listed below are true and correct:

 Name of Debtor Debtor has a Social Security number and it is: _____
 Check here if Debtor does not have a Social Security number: _____

 Name of Joint Debtor Joint Debtor has a Social Security number and it is: _____
 Check here if Joint Debtor does not have a Social Security number: _____

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

Dated: _____ Signed: _____ (Type Debtor name here) (Joint Debtor, if applicable, type name)
 Title: _____ EIN: _____
 (Corporate or Partnership Filing)

 Phone Number of Signer Address of Signer

PART II – DECLARATION OF ATTORNEY

I further declare that before filing any document I will have examined the debtor’s petition and that the information is complete and correct to the best of my knowledge, information and belief. The debtor will have signed this form before I submit the petition, schedules, statements and mailing matrix. I will give the debtor a copy of all forms and information to be filed with the United States Bankruptcy Court, and have followed all other requirements for electronic case filing. I further declare that I have examined the above debtor’s petition, schedules, and statements and, to the best of my knowledge, information and belief, they are true, correct, and complete. If debtor is an individual, I further declare that I have informed the petitioner that [he or she] may proceed under chapter 7, 11, 12 or 13 of Title 11, United States Code, and have explained the relief available under each such chapter. This declaration is based on all information of which I have knowledge.

Check box if debtor is a servicemember as defined by the Servicemembers Civil Relief Act of 2003. If debtor becomes entitled to protections of the Act during the bankruptcy case, he shall file an affidavit advising the Court within fourteen (14) days of the date of his change in status.

Dated: _____

 Attorney for Debtor (Signature)

 Typed Name

 Address

 Phone No.

 List Bar I.D. and State of Admission

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

In Re: _____ : Bankruptcy No.
 _____ :
 _____ :
 Debtor _____ :

**DECLARATION RE: ELECTRONIC FILING OF PETITION, SCHEDULES & STATEMENTS
FOR INDIVIDUAL DEBTOR NOT REPRESENTED BY COUNSEL**

I, _____, and I, _____, the undersigned debtor, certify that the Bankruptcy petition, statements, schedules and mailing matrix presented to the Clerk for filing is true and correct. I understand that this DECLARATION RE: ELECTRONIC FILING is to be submitted to the Clerk once all schedules have been filed but, in any event, no later than fourteen (14) days following the date the petition was filed unless the time is extended by order of court. I understand that failure to timely submit the signed original of this DECLARATION will result in dismissal of my case pursuant to 11 U.S.C. § 707(a)(3) without further notice.

Check box if debtor is a servicemember as defined by the Servicemembers Civil Relief Act of 2003. If debtor becomes entitled to protections of the Act during the bankruptcy case, he shall file an affidavit advising the Court within fourteen (14) days of the date of his change in status.

I declare under penalty of perjury that the information provided in this petition and the Social Security number(s) listed below are true and correct:

Signature of Debtor Debtor has a Social Security number and it is: _____
Check here if Debtor does not have a Social Security number: _____

Signature of Joint Debtor Joint Debtor has a Social Security number and it is: _____
Check here if Joint Debtor does not have a Social Security number: _____

Dated: _____
Address _____

Phone No. _____

RESERVED

RESERVED

IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA

NOTICE OF TERMINATION OF CM/ECF PRIVILEGES

I, _____, the undersigned, hereby certify that I am not an attorney of record on any pending case before the Bankruptcy Court for the Western District of Pennsylvania (the "Court").

I am instructing the Clerk of Court to terminate my status as a registered Filing User in the Court's CM/ECF System, pursuant to W.PA.LBR 5005-4.

I understand that I will no longer be able to file documents electronically or receive Notices of Electronic Filing when entries are made on cases.

I shall mail this signed **Notice of Termination of CM/ECF Privileges** to the Clerk of Court by certified U.S. mail.

EXECUTED ON [date]:

By: _____
Signature

Typed Name

Address

Phone No.

Bar I.D. and State of Admission

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

In Re: _____ : Bankruptcy No.
_____ :
Debtor _____ :
_____ : Chapter 11
_____ :
Movant _____ :
_____ : Related to Document No.
v. _____ :
_____ :
Respondent (if none, then "No Respondent") _____ :

CHAPTER 13 BUSINESS CASE QUESTIONNAIRE

Local Bankruptcy Rule 1007-4 requires chapter 13 debtors that are self-employed (including debtors acting as landlords), to complete and submit this Questionnaire to the Trustee along with all documents set forth in the Checklist which follows the signature page of the Questionnaire. You must answer all items in the Questionnaire. Use a separate page if additional room is needed, but be sure to reference the additional page next to the item you are answering. All information must be complete and organized. Failure to provide detailed and accurate information may result in the Trustee filing a motion to dismiss your case.

- You must send this completed Questionnaire along with all required attachments to Ronda J. Winnecour, Trustee, U.S. Steel Tower, Suite 3250, 600 Grant Street, Pittsburgh, PA 15219 so that it reaches the Trustee at least fourteen (14) days prior to your first scheduled meeting of creditors. If you fail to do so, the Trustee may require your appearance at an additional meeting or file a motion to dismiss your case.
- Do not file this Questionnaire with the Clerk of the Bankruptcy Court.
- The Questionnaire must be dated.
- The Questionnaire must contain the original signature of all debtors in the case.
- A copy of the Questionnaire should be kept by the debtor for future reference.
- If you have questions concerning this Questionnaire, please contact your attorney.

Debtor (s)' Name(s) _____

Chapter 13 Case No. _____

Name of Business _____

List all past names used by Business _____

Location where business is operated _____

Description of Business Activities/Type of Business _____

What circumstances led you to file this bankruptcy? _____

How do you expect these circumstances to change so that you will be able to fund a Chapter 13 Plan? _____

1. Type of Business Organization, circle one:

Corporation Sole Proprietorship Partnership Other
Has business ever been incorporated? _____ Yes _____ No
Date business began _____
Federal ID number (if applicable) _____ State ID number _____

2. If your business is a Partnership, please answer (a) to (c) below:

(a) Names of Partners _____

(b) Percentage of your ownership: Debtor _____ % Joint Debtor _____ %

(c) Is there a written partnership agreement? _____ Yes _____ No

If yes, please include a copy of the agreement with this Questionnaire when you return it to the Trustee.

3. If your business is a Corporation, please answer (a) to (g) below:

(a) Who are the shareholders? _____

(b) How many shares have been issued and are outstanding? _____

(c) What is your percentage ownership? Debtor _____ % Joint Debtor _____ %

(d) State of incorporation _____

(e) Is the corporation in good standing with the Secretary of State? _____ Yes _____ No

If no, why not? _____

(f) Fair Market Value of Corporate Assets, including going concern value \$ _____

Basis of value _____

(g) Amount of Corporate Debts \$ _____

4. Is the business cyclical? _____ Yes _____ No

If yes, when is the busy season? _____

If yes, when is the slow season? _____

5. Do you have an accountant or bookkeeper? _____ Yes _____ No
If yes, please provide the name, address and phone number of this individual _____

Do you understand that you are required to file monthly operating reports with the Court and serve the Trustee with a copy by the 15th of each month that you are in bankruptcy? _____ Yes _____ No

6. Are all tax returns which should have been filed to this point in time filed? _____ Yes _____ No

If no, list years that are delinquent, type of return owed, and entity to which return is owed:

Year	Entity(s) and Type of Return Due
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Do you understand that while you are in Chapter 13, you are individually responsible for keeping current with all of your post-petition business as well as personal tax obligations? _____ Yes _____ No

Do you understand that the Court in this District has entered a General Order which requires all delinquent tax returns to be filed within sixty (60) days from the date that you filed your bankruptcy case?

_____ Yes _____ No

7. Have you filed estimated quarterly income tax returns with the IRS? _____ Yes _____ No

If yes, please provide copies of the last three (3) estimated returns filed, with proof of payment.

If no, explain why not _____

8. Does the business have employees? _____ Yes _____ No

If yes, how many? _____ Are any of these persons related to you? _____ Yes _____ No

Does the business withhold from their wages? _____ Yes _____ No

If yes, where do you deposit the withholdings and how often?

i. _____

ii. _____

Please provide copies of proof of payment of employee withholding taxes for the three (3) months prior to the month that your case was filed.

Do you understand that you must keep the withholding funds separate from your general operating funds?
_____ Yes _____ No

If you do not withhold, how are the employees compensated? _____

Do you have subcontractors? _____ Yes _____ No

Are 1099s issued? _____ Yes _____ No

9. Is your business required to collect sales tax? _____ Yes _____ No

If yes, has your business collected and remitted sales taxes on a regular basis? _____ Yes _____ No

If no, explain why _____

Do you understand that you must keep the sales tax funds separate from your general operating funds?

_____ Yes _____ No

Please provide copies of proof of payment of sales taxes for three (3) months prior to the month your case was filed.

10. Are you leasing office space? _____ Yes _____ No

If yes, answer (a) to (e) below:

(a) Address of Property _____

(b) Landlord's Name and Address _____

(c) Monthly Rental Payment \$ _____

(d) Term of lease _____

(e) Do you wish to continue the lease? _____ Yes _____ No

11. Does the business lease business equipment or autos? _____ Yes _____ No

If yes, answer (a) to (e) below:

(a) Description of leased/rented items? _____

(b) Person or entity's name and address from which items are rented or leased _____

(c) Payment terms _____

(d) Term of lease _____

(e) Do you wish to continue the lease? _____ Yes _____ No

12. Does the business have any outstanding contracts? _____ Yes _____ No

If yes, please describe _____

13. If you rent real property owned by you to others, please complete the following:

Address of Tenant	Date Lease Began	Date Lease Ends	Amount of Monthly Rent
-------------------	------------------	-----------------	------------------------

14. Is the business required to have any business licenses or permits? _____ Yes _____ No

If yes, please list: _____

If yes, are licenses/permits current? _____ Yes _____ No

15. Does the business carry the following insurance policies?

Commercial Liability? _____ Yes _____ No Policy No. _____ Exp. Date _____

Workmans Compensation? _____ Yes _____ No Policy No. _____ Exp. Date _____

Fire Building? _____ Yes _____ No Policy No. _____ Exp. Date _____

Fire Contents? _____ Yes _____ No Policy No. _____ Exp. Date _____

Automobile Coverage? _____ Yes _____ No Policy No. _____ Exp. Date _____

Liquor liability? _____ Yes _____ No Policy No. _____ Exp. Date _____

List Others _____

Are all policies current? _____ Yes _____ No

List insurance agency(s) _____

Do you know that in order to continue the operation of your business, it is your responsibility to obtain and maintain comprehensive liability insurance for the operation for your business?

_____ Yes _____ No

16. Does the business keep inventory on hand? _____ Yes _____ No

If yes, what would you estimate the market value of your inventory to be? \$_____

When was the last physical count of your inventory? _____

What was the value of the inventory at that time? \$_____

Please provide a list of your inventory.

17. What is the balance of the business accounts receivable? \$_____

What amount of the receivables is reasonably collectible? \$_____

Please provide a copy of your accounts receivable ledger.

Have you pledged your receivables, rents, profits, or other cash as collateral for any loans?

_____ Yes _____ No

If yes, please identify _____

Do you understand that if you have borrowed money from any creditor and as security or collateral for the loan you have pledged accounts receivables, rents, or other cash, you may not use the accounts receivables, rents or cash without express written consent from the Creditor, or an order from the Bankruptcy Court allowing the use? _____ Yes _____ No

18. If you were to buy your business today, how much would you pay for it? \$_____

I/We declare under penalty of perjury that the foregoing statement of information is true and correct to the best of my/our knowledge, information, and belief.

Dated: _____

Debtor's signature

Joint Debtor's signature

**CHECKLIST OF DOCUMENTS
THAT MUST BE RETURNED WITH YOUR QUESTIONNAIRE**

You must send copies of the following documents to Ronda J. Winnecour, the Trustee, along with your completed Questionnaire within fifteen (15) days before the first scheduled § 341 meeting date. Failure to do so may cause the Trustee to require your attendance at an additional meeting or file a motion to dismiss your case.

- _____ Operating statements showing income and expenses for the business for the twelve (12) months prior to the time of filing your bankruptcy case.
- _____ Bank statements for all accounts for the twelve (12) months prior to the time of filing your bankruptcy case.
- _____ Federal income tax returns with all accompanying schedules for the two (2) years prior to filing your bankruptcy case.
- _____ State income tax returns with all accompanying schedules for the two (2) years prior to filing your bankruptcy case.
- _____ Appraisals or other third party valuations of real estate, equipment, inventories and other business property listed in your bankruptcy schedules.
- _____ Financial statements furnished to third parties such as banks and trade creditors within the two (2) years prior to filing your bankruptcy case, including but not limited to the balance sheet, income statement and cash flow statement.
- _____ Current schedule of accounts receivable and accounts payable.
- _____ Current insurance policies that cover the assets listed in your bankruptcy schedules.
- _____ The business's check register for the three (3) months prior to filing your bankruptcy case.
- _____ If your business has employees, proof of payment of employee withholding taxes for the three (3) months prior to the month your case was filed.
- _____ If your business is required to collect and remit sales taxes, proof of payment of sales taxes for the three (3) months prior to the month your case was filed.
- _____ The last three (3) federal quarterly income tax returns with proof of payment.
- _____ Any partnership agreement that exists.
- _____ List of your inventory and equipment.

MONTHLY OPERATING REPORT FOR CHAPTER 13 CASES

Debtor's name _____

Case No. _____

Month _____

Year _____

Gross receipts for month:

(If more than one source, list each)

TOTAL GROSS RECEIPTS: \$ _____

Business expenses paid:

Description

Amount

Description	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL EXPENSES: \$ _____

NET PROFIT OR (LOSS) FOR MONTH: \$ _____

Reports for each month are due by the 15th day of the following month and should be mailed to:
Chapter 13 Trustee, U.S. Steel Tower, Suite 3250, 600 Grant Street, Pittsburgh, PA 15219

USE ADDITIONAL SHEETS IF NEEDED

BANKRUPTCY RULE 2015 AND SECTION 1304(c)
DUTY OF CHAPTER 13 DEBTORS ENGAGED IN A BUSINESS
TO KEEP RECORDS, MAKE REPORTS AND GIVE NOTICE OF CASE

Bankruptcy Rule 2015 and Section 1304(c) of the Bankruptcy Code requires debtors engaged in business that file a Chapter 13 bankruptcy petition to:

- Keep a record of receipts and the disposition of money and property received.
- File with the Court, the Trustee, and with any governmental unit charged with responsibility for collection or determination of any tax arising out of such operation, periodic reports and summaries of the operation of the business, including a statement of receipts and disbursements, which shall include a statement, if payments are made to employees, or the amounts of deductions for all taxes required to be withheld or paid for on behalf of employees and the place where these amounts are deposited.
- As soon as possible after the commencement of the case, give notice of the case to every entity known to be holding money or property subject to withdrawal, including every bank, savings or building and loan association, public utility company, and the landlord with whom the debtor has a deposit, and to every insurance company which has issued a policy having a cash surrender value payable to the debtor, except that notice need not be given to any entity who has knowledge or has previously been notified of the case.

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

In Re: _____ : Bankruptcy No.
: _____
Debtor _____ :
: Chapter
Movant _____ :
: Related to Document No.
v. _____ :
: _____
Respondent (if none, then "No Respondent") _____ :

AMENDMENT COVER SHEET

Amendment(s) to the following petition, list(s), schedule(s), or statement(s) are transmitted herewith:

_____ Voluntary Petition - *Specify reason for amendment:*

Official Form 6 Schedules (Itemization of Changes Must Be Specified)

_____ Summary of Schedules

_____ Schedule A - Real Property

_____ Schedule B - Personal Property

_____ Schedule C - Property Claimed as Exempt

_____ Schedule D - Creditors holding Secured Claims

Check one:

_____ Creditor(s) added

_____ NO creditor(s) added

_____ Creditor(s) deleted

_____ Schedule E - Creditors Holding Unsecured Priority Claims

Check one:

_____ Creditor(s) added

_____ NO creditor(s) added

_____ Creditor(s) deleted

_____ Schedule F - Creditors Holding Unsecured Nonpriority Claims

Check one:

_____ Creditor(s) added

_____ NO creditor(s) added

_____ Creditor(s) deleted

_____ Schedule G - Executory Contracts and Unexpired Leases

Check one:

_____ Creditor(s) added

_____ NO creditor(s) added

_____ Creditor(s) deleted

_____ Schedule H - Codebtors

_____ Schedule I - Current Income of Individual Debtor(s)

_____ Schedule J - Current Expenditures of Individual Debtor(s)

_____ Statement of Financial Affairs

_____ Chapter 7 Individual Debtor's Statement of Intention

_____ Chapter 11 List of Equity Security Holders

_____ Chapter 11 List of Creditors Holding 20 Largest Unsecured Claims

_____ Disclosure of Compensation of Attorney for Debtor

_____ Other: _____

NOTICE OF AMENDMENT(S) TO AFFECTED PARTIES

Pursuant to Fed.R.Bankr.P. 1009(a) and Local Bankruptcy Rule 1009-1, I certify that notice of the filing of the amendment(s) checked above has been given this date to the U.S. Trustee, the trustee in this case, and to entities affected by the amendment as follows:

Date: _____

Attorney for Debtor(s) [or *pro se* Debtor(s)]

(Typed Name)

(Address)

(Phone No.)

List Bar I.D. and State of Admission

Note: An amended matrix of creditors added by the amendment must be submitted on disk with the amendment. Attorneys filing electronically on the Case Management/Electronic Case Filing System may add creditors to the case electronically.

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

In Re:	:	Bankruptcy No.
	:	Chapter
Debtor	:	
	:	
	:	Related to Document No.
Movant	:	
	:	
v.	:	Hearing Date and Time:
	:	
	:	
Respondent (if none, then "No Respondent")	:	

CERTIFICATE OF SERVICE OF (Specify Document Served)

I certify under penalty of perjury that I served the above captioned pleading on the parties at the addresses specified below or on the attached list on (date) _____.

The type(s) of service made on the parties (first-class mail, electronic notification, hand delivery, or another type of service) was: _____.

If more than one method of service was employed, this certificate of service groups the parties by the type of service. For example, the full name, email address, and where applicable the full name of the person or entity represented, for each party served by electronic transmission is listed under the heading "Service by NEF," and the full name and complete postal address for each party served by mail, is listed under the heading "Service by First-Class Mail."

EXECUTED ON: _____

By: _____
Signature

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA

In Re: : Bankruptcy No.
: :
Debtor : :
: Chapter
: :
Movant : :
: Related to Document No.
v. : :
: :
: Hearing Date and Time
Respondent (if none, then "No Respondent") :

**SUMMARY COVER SHEET AND NOTICE OF HEARING ON PROFESSIONAL FEES
IN CHAPTERS 7, 12 AND 13 ON BEHALF OF**

To All Creditors and Parties in Interest:

1. Applicant represents _____
2. This is (check one)
_____ a final application
_____ an interim application
for the period _____ to _____
3. Previous retainer paid to Applicant: \$ _____
4. Previous interim compensation allowed to Applicant: \$ _____
5. Applicant requests additional:
Compensation of \$ _____
Reimbursement of Expenses of \$ _____
6. A hearing on the Application will be held in Courtroom _____, _____, at _____m., on _____, _____.
7. Any written objections must be filed with the court and served on the Applicant on or before _____, _____, (fourteen (14) days from the date of this notice plus an additional three (3) days if served by mail). Copies of the application are available from the applicant.

Date of service:

Signature of Applicant or Attorney for Applicant

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

(Note: 1. Scheduling dates in this Notice shall comply with Local Rules. 2. The full application need be served only upon Debtor, counsel for Debtor, the U.S. Trustee, and the trustee and counsel for the trustee. 3. Applicant shall serve this Notice on all creditors and parties in interest including any person who has filed a request for notices. 4. A certificate of service shall be filed with this Notice and the application.)

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

In Re: : Bankruptcy No.
: :
Debtor : :
: Chapter
: :
Movant : :
: Related to Document No.
v. : :
: :
: Hearing Date and Time:
Respondent (if none, then "No Respondent") :

**SUMMARY COVER SHEET
FOR FEE APPLICATIONS IN CHAPTER 11 AND CHAPTER 15**

1. Your applicant was appointed on _____.
(Attach a copy of the order approving appointment.)
2. Your applicant represents _____.
3. The total amount of the compensation requested is \$ _____ for the period from _____ to _____.
4. The compensation is _____.
(State whether interim or final compensation.)
5. A retainer of \$ _____ was paid on _____.
6. The amount of compensation previously requested is \$ _____.
7. The amount of compensation previously approved is \$ _____.
8. The amount of compensation previously paid is \$ _____.
9. The total amount of expenses for which reimbursement is sought is \$ _____ and is for the period from _____ to _____.
10. The amount of expenses previously requested is \$ _____.
11. The amount of expenses previously approved is \$ _____.
12. The amount of expenses previously paid is \$ _____.
13. The blended hourly rate for this application is \$ _____.

14. Other factors bearing on fee application:

DATE: _____

By: _____
Signature

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

APPENDIX
EXAMPLE OF CATEGORY LISTING OF TIME AND SERVICES
PURSUANT TO W.PA.LBR 2016-1(c)(5)(A)

IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA

In Re:	:	Bankruptcy No.	
	:		
	:	Debtor	
	:		
	:	Chapter	
	:		
Movant	:		
	:	Related to Document No.	
	:		
	:		
	:	Hearing Date and Time:	
Respondent (if none, then "No Respondent")	:		

PART "A"

Category Listing of time and services or tasks by category on behalf of Acme Shoe Company, Debtor, during the period from May 1, 1985 to the closing of the case.

CATEGORY 1. - Sale of real estate at 320 Grant Avenue, Pittsburgh, PA to Jones Company for \$_____ including negotiations with purchaser, drafting Agreement of Sale, lien search, preparation and filing of Motion and Order for sale, hearing on sale and closing on sale and preparation and filing of report of sale. After payment of all liens and expenses of sale the estate netted \$_____.

<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>
5/1/85	RB	Conference with Jones Company representatives re: potential purchase of 320 Grant Avenue	
5/3/85	RB	Preparation of Agreement of Sale for 320 Grant Avenue	

TOTAL IN CATEGORY 1:

CATEGORY 2. - Distribution to Creditors per Order of August 14, 2002, including preparation and filing of Motion, obtaining Order of Court and making the distribution of \$_____ to priority creditors and \$_____ as a _____% distribution to Class 4 general creditors.

<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>
9/17/85	JS	Review & Sign Distribution Checks	
9/18/85	JS	Covering letters to all creditors, Anderson, Wagner, Bernstein & Debtor re the distribution	

TOTAL IN CATEGORY 2:

CATEGORY 3. - Tax returns and tax refund including arranging for filing of final returns, numerous calls and letters to Pennsylvania Department of Revenue resulting in tax refund of \$12,435.04.

5/02/85	JS	Telephone Call: Virginia Vatz of Pa. Dept. of Revenue re tax refund
5/04/85	JS	Letter: PA Dept. of Revenue re status of tax returns

TOTAL IN CATEGORY 3:

TOTAL TIME IN ALL CATEGORIES:

DISBURSEMENTS

6/24/85	JS	Copy Expense
8/23/85	JS	Copy Expense and postage on distribution

TOTAL DISBURSEMENTS:

BILLING SUMMARY

JS	Hrs.	Min.	\$135.00	\$
RB	Hrs.	Min.	\$125.00	-
CLIENT TOTAL		-		\$
CURRENT BILLING:				\$
CURRENT EXPENSES:				
TOTAL AMOUNT DUE:				\$

**EXAMPLE OF CHRONOLOGICAL SUMMARY OF TIME AND SERVICES
PURSUANT TO W.PA.LBR 2016-1(c)(5)(B)**

IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA

In Re:	:	Bankruptcy No.
	:	
Debtor	:	
	:	Chapter
	:	
Movant	:	
	:	Related to Document No.
v.	:	
	:	
Respondent (if none, then "No Respondent")	:	

PART A

CHRONOLOGICAL SUMMARY OF TIME AND SERVICES
RENDERED ON BEHALF OF DEBTOR DURING PERIOD
FROM MAY 1, 1985 TO CONCLUSION OF CASE

<u>DATE</u>	<u>ATTY</u>	<u>DESCRIPTION OF SERVICE</u>	<u>HOURS</u>
5/1/85	RB	Conference with Jones Co. representative re: potential purchase of 320 Grant Avenue	
5/2/85	JS	Telephone call: Virginia Vatz and Pa. Dept. of Revenue Re: tax refund	
5/3/85	RB	Preparation of Agreement of Sale for 320 Grant Avenue	
5/4/85	JS	Letter: Pa. Dept. of Revenue re: status of tax claim	
9/17/85	JS	Review & Sign: Distribution checks	
9/18/85	JS	Covering letters to all creditors, Anderson, Wagner, Bernstein & Debtor re: the distributions	
TOTAL HOURS			
			<u>DISBURSEMENTS</u>
6/24/85	JS	Copy Expense	\$
8/23/85	JS	Copy Expense and postage on distribution	\$
TOTAL DISBURSEMENTS			\$

BILLING SUMMARY

JS	2 Hrs. 0 Min.	\$135.00	\$
RB	2 Hrs. 0 Min.	\$125.00	\$
CLIENT TOTAL:			\$
CURRENT BILLING:			\$
CURRENT EXPENSES:			\$
TOTAL AMOUNT DUE:			\$

IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA

In Re:	:	Bankruptcy No.
	:	
Debtor	:	Chapter
	:	
Movant	:	Related to Document No.
v.	:	
	:	Hearing Date and Time:
Respondent (if none, then "No Respondent")	:	

PART "B"

CATEGORY LISTING OF TIME AND SERVICES
ON BEHALF OF ACME SHOE COMPANY, DEBTOR, DURING THE PERIOD
FROM MAY 1, 1985 TO THE CLOSING OF THE CASE.

- | | | | |
|-------|--|------|------|
| I. | <u>Category 1.</u> - Sale of real estate at 320 Grant Avenue, Pittsburgh, PA to Jones Company for \$30,000.00 including negotiations with purchaser, drafting Agreement of Sale, lien search, preparation and filing of Motion and Order for sale, hearing on sale and closing on sale and preparation and filing of report of sale. After payment of all liens and expenses of sale the estate netted \$24,500.00 | hrs. | min. |
| II. | <u>Category 2.</u> - Distribution to Creditors per Order of August 14, 1985, including preparation and filing of Motion, obtaining Order of Court and making the distribution of \$36,533.61 to priority creditors and \$21,794.45 as a 4% distribution to Class 4 general creditors | hrs. | min. |
| III. | <u>Category 3.</u> - Tax returns and tax refund including arranging for filing of final returns, numerous calls and letters to Pennsylvania Department of Revenue resulting in tax refund of \$12,435.04 | hrs. | min. |
| TOTAL | | hrs. | |

Fill in this information to identify your case:

Debtor 1 _____
First Name Middle Name Last Name

Debtor 2 _____
(Spouse, if filing) First Name Middle Name Last Name

United States Bankruptcy Court for the Western District of Pennsylvania

Case number _____
(if known)

Check if this is an amended plan, and list below the sections of the plan that have been changed.

Western District of Pennsylvania

Chapter 13 Plan Dated: _____

Part 1: Notices

To Debtors: This form sets out options that may be appropriate in some cases, but the presence of an option on the form does not indicate that the option is appropriate in your circumstances. Plans that do not comply with local rules and judicial rulings may not be confirmable. The terms of this plan control unless otherwise ordered by the court.

In the following notice to creditors, you must check each box that applies.

To Creditors: ***YOUR RIGHTS MAY BE AFFECTED BY THIS PLAN. YOUR CLAIM MAY BE REDUCED, MODIFIED, OR ELIMINATED.***

You should read this plan carefully and discuss it with your attorney if you have one in this bankruptcy case. If you do not have an attorney, you may wish to consult one.

IF YOU OPPOSE THIS PLAN'S TREATMENT OF YOUR CLAIM OR ANY PROVISION OF THIS PLAN, YOU OR YOUR ATTORNEY MUST FILE AN OBJECTION TO CONFIRMATION AT LEAST SEVEN (7) DAYS BEFORE THE DATE SET FOR THE CONFIRMATION HEARING, UNLESS OTHERWISE ORDERED BY THE COURT. THE COURT MAY CONFIRM THIS PLAN WITHOUT FURTHER NOTICE IF NO OBJECTION TO CONFIRMATION IS FILED. SEE BANKRUPTCY RULE 3015. IN ADDITION, YOU MAY NEED TO FILE A TIMELY PROOF OF CLAIM IN ORDER TO BE PAID UNDER ANY PLAN.

The following matters may be of particular importance. ***Debtor(s) must check one box on each line to state whether the plan includes each of the following items. If the "Included" box is unchecked or both boxes are checked on each line, the provision will be ineffective if set out later in the plan.***

1.1	A limit on the amount of any claim or arrearages set out in Part 3, which may result in a partial payment or no payment to the secured creditor (a separate action will be required to effectuate such limit)	<input type="checkbox"/> Included	<input type="checkbox"/> Not Included
1.2	Avoidance of a judicial lien or nonpossessory, nonpurchase-money security interest, set out in Section 3.4 (a separate action will be required to effectuate such limit)	<input type="checkbox"/> Included	<input type="checkbox"/> Not Included
1.3	Nonstandard provisions, set out in Part 9	<input type="checkbox"/> Included	<input type="checkbox"/> Not Included

Part 2: Plan Payments and Length of Plan

2.1 Debtor(s) will make regular payments to the trustee:

Total amount of \$ _____ per month for a remaining plan term of _____ months shall be paid to the trustee from future earnings as follows:

Payments	By Income Attachment	Directly by Debtor	By Automated Bank Transfer
D#1	\$ _____	\$ _____	\$ _____
D#2	\$ _____	\$ _____	\$ _____

(Income attachments must be used by debtors having attachable income) (SSA direct deposit recipients only)

2.2 Additional payments:

Unpaid Filing Fees. The balance of \$ _____ shall be fully paid by the Trustee to the Clerk of the Bankruptcy Court from the first available funds.

Check one.

None. If "None" is checked, the rest of Section 2.2 need not be completed or reproduced.

The debtor(s) will make additional payment(s) to the trustee from other sources, as specified below. Describe the source, estimated amount, and date of each anticipated payment.

2.3 The total amount to be paid into the plan (plan base) shall be computed by the trustee based on the total amount of plan payments plus any additional sources of plan funding described above.

Part 3: Treatment of Secured Claims

3.1 Maintenance of payments and cure of default, if any, on Long-Term Continuing Debts.

Check one.

None. If "None" is checked, the rest of Section 3.1 need not be completed or reproduced.

The debtor(s) will maintain the current contractual installment payments on the secured claims listed below, with any changes required by the applicable contract and noticed in conformity with any applicable rules. These payments will be disbursed by the trustee. Any existing arrearage on a listed claim will be paid in full through disbursements by the trustee, without interest. If relief from the automatic stay is ordered as to any item of collateral listed in this paragraph, then, unless otherwise ordered by the court, all payments under this paragraph as to that collateral will cease, and all secured claims based on that collateral will no longer be treated by the plan.

Name of creditor	Collateral	Current installment payment (including escrow)	Amount of arrearage (if any)	Start date (MM/YYYY)
		\$	\$	

Insert additional claims as needed.

3.2 Request for valuation of security, payment of fully secured claims, and modification of undersecured claims.

Check one.

None. If "None" is checked, the rest of Section 3.2 need not be completed or reproduced.

The remainder of this paragraph will be effective only if the applicable box in Part 1 of this plan is checked.

The debtor(s) will request, **by filing a separate adversary proceeding**, that the court determine the value of the secured claims listed below.

For each secured claim listed below, the debtor(s) state that the value of the secured claims should be as set out in the column headed *Amount of secured claim*. For each listed claim, the value of the secured claim will be paid in full with interest at the rate stated below.

The portion of any allowed claim that exceeds the amount of the secured claim will be treated as an unsecured claim under Part 5. If the amount of a creditor's secured claim is listed below as having no value, the creditor's allowed claim will be treated in its entirety as an unsecured claim under Part 5 (provided that an appropriate order of court is obtained through an adversary proceeding).

Name of creditor	Estimated amount of creditor's total claim (See Para. 8.7 below)	Collateral	Value of collateral	Amount of claims senior to creditor's claim	Amount of secured claim	Interest rate	Monthly payment to creditor
	\$		\$	\$	\$	%	\$

Insert additional claims as needed.

3.3 Secured claims excluded from 11 U.S.C. § 506.

Check one.

None. If "None" is checked, the rest of Section 3.3 need not be completed or reproduced.

The claims listed below were either:

- (1) Incurred within 910 days before the petition date and secured by a purchase money security interest in a motor vehicle acquired for personal use of the debtor(s), or
- (2) Incurred within one (1) year of the petition date and secured by a purchase money security interest in any other thing of value.

These claims will be paid in full under the plan with interest at the rate stated below. These payments will be disbursed by the trustee.

Name of creditor	Collateral	Amount of claim	Interest rate	Monthly payment to creditor
		\$	%	\$

Insert additional claims as needed.

3.4 Lien Avoidance.

Check one.

None. If "None" is checked, the rest of Section 3.4 need not be completed or reproduced. *The remainder of this paragraph will be effective only if the applicable box in Part 1 of this plan is checked.*

The judicial liens or nonpossessory, nonpurchase-money security interests securing the claims listed below impair exemptions to which the debtor(s) would have been entitled under 11 U.S.C. § 522(b). The debtor(s) will request, **by filing a separate motion**, that the court order the avoidance of a judicial lien or security interest securing a claim listed below to the extent that it impairs such exemptions. The amount of any judicial lien or security interest that is avoided will be treated as an unsecured claim in Part 5 to the extent allowed. The amount, if any, of the judicial lien or security interest that is not avoided will be paid in full as a secured claim under the plan. See 11 U.S.C. § 522(f) and Bankruptcy Rule 4003(d). If more than one lien is to be avoided, provide the information separately for each lien.

Name of creditor	Collateral	Modified principal balance*	Interest rate	Monthly payment or pro rata
		\$	%	\$

Insert additional claims as needed.

*If the lien will be wholly avoided, insert \$0 for Modified principal balance.

3.5 Surrender of Collateral.

Check one.

None. If "None" is checked, the rest of Section 3.5 need not be completed or reproduced.

The debtor(s) elect to surrender to each creditor listed below the collateral that secures the creditor's claim. The debtor(s) request that upon confirmation of this plan the stay under 11 U.S.C. § 362(a) be terminated as to the collateral only and that the stay under 11 U.S.C. § 1301 be terminated in all respects. Any allowed unsecured claim resulting from the disposition of the collateral will be treated in Part 5.

Name of creditor	Collateral

Insert additional claims as needed.

3.6 Secured tax claims.

Name of taxing authority	Total amount of claim	Type of tax	Interest rate*	Identifying number(s) if collateral is real estate	Tax periods
	\$		%		

Insert additional claims as needed.

* The secured tax claims of the Internal Revenue Service, Commonwealth of Pennsylvania, and any other tax claimants shall bear interest at the statutory rate in effect as of the date of confirmation.

Part 4: Treatment of Fees and Priority Claims

4.1 General.

Trustee's fees and all allowed priority claims, including Domestic Support Obligations other than those treated in Section 4.5, will be paid in full without postpetition interest.

4.2 Trustee's fees.

Trustee's fees are governed by statute and may change during the course of the case. The trustee shall compute the trustee's percentage fees and publish the prevailing rates on the court's website for the prior five years. It is incumbent upon the debtor(s)' attorney or debtor (if *pro se*) and the trustee to monitor any change in the percentage fees to insure that the plan is adequately funded.

4.3 Attorney's fees.

Attorney's fees are payable to _____. In addition to a retainer of \$_____ (of which \$_____ was a payment to reimburse costs advanced and/or a no-look costs deposit) already paid by or on behalf of the debtor, the amount of \$_____ is to be paid at the rate of \$_____ per month. Including any retainer paid, a total of \$_____ in fees and costs reimbursement has been approved by the court to date, based on a combination of the no-look fee and costs deposit and previously approved application(s) for compensation above the no-look fee. An additional \$_____ will be sought through a fee application to be filed and approved before any additional amount will be paid through the plan, and this plan contains sufficient funding to pay that additional amount, without diminishing the amounts required to be paid under this plan to holders of allowed unsecured claims.

Check here if a no-look fee in the amount provided for in Local Bankruptcy Rule 9020-7(c) is being requested for services rendered to the debtor(s) through participation in the bankruptcy court's Loss Mitigation Program (do not include the no-look fee in the total amount of compensation requested, above).

4.4 Priority claims not treated elsewhere in Part 4.

None. If "None" is checked, the rest of Section 4.4 need not be completed or reproduced.

Name of creditor	Total amount of claim	Interest rate (0% if blank)	Statute providing priority status
	\$	%	

Insert additional claims as needed.

4.5 Priority Domestic Support Obligations not assigned or owed to a governmental unit.

If the debtor(s) is/are currently paying Domestic Support Obligations through existing state court order(s) and leaves this section blank, the debtor(s) expressly agrees to continue paying and remain current on all Domestic Support Obligations through existing state court orders.

Check here if this payment is for prepetition arrearages only.

Name of creditor (specify the actual payee, e.g. PA SCU) SCDU)	Description	Claim	Monthly payment or pro rata
		\$	\$

Insert additional claims as needed.

4.6 Domestic Support Obligations assigned or owed to a governmental unit and paid less than full amount.

Check one.

None. If "None" is checked, the rest of Section 4.6 need not be completed or reproduced.

The allowed priority claims listed below are based on a Domestic Support Obligation that has been assigned to or is owed to a governmental unit and will be paid less than the full amount of the claim under 11 U.S.C. § 1322(a)(4). This provision requires that payments in Section 2.1 be for a term of 60 months. See 11 U.S.C. § 1322(a)(4).

Name of creditor	Amount of claim to be paid
	\$

Insert additional claims as needed.

4.7 Priority unsecured tax claims paid in full.

Name of taxing authority	Total amount of claim	Type of tax	Interest rate (0% if blank)	Tax periods
	\$			%

Insert additional claims as needed.

Part 5: Treatment of Nonpriority Unsecured Claims

5.1 Nonpriority unsecured claims not separately classified.

Debtor(s) **ESTIMATE(S)** that a total of \$_____ will be available for distribution to nonpriority unsecured creditors.

Debtor(s) **ACKNOWLEDGE(S)** that a **MINIMUM** of \$_____ shall be paid to nonpriority unsecured creditors to comply with the liquidation alternative test for confirmation set forth in 11 U.S.C. § 1325(a)(4).

The total pool of funds estimated above is **NOT** the **MAXIMUM** amount payable to this class of creditors. Instead, the actual pool of funds available for payment to these creditors under the plan base will be determined only after audit of the plan at time of completion. The estimated percentage of payment to general unsecured creditors is _____%. The percentage of payment may change, based upon the total amount of allowed claims. Late-filed claims will not be paid unless all timely filed claims have been paid in full. Thereafter, all late-filed claims will be paid pro-rata unless an objection has been filed within thirty (30) days of filing the claim. Creditors not specifically identified elsewhere in this plan are included in this class.

5.2 Maintenance of payments and cure of any default on nonpriority unsecured claims.

Check one.

None. If "None" is checked, the rest of Section 5.2 need not be completed or reproduced.

The debtor(s) will maintain the contractual installment payments and cure any default in payments on the unsecured claims listed below on which the last payment is due after the final plan payment. These payments will be disbursed by the trustee. The claim for the arrearage amount will be paid in full as specified below and disbursed by the trustee.

Name of creditor	Current installment payment	Amount of arrearage to be paid on the claim	Estimated total payments by trustee	Payment beginning date (MM/YYYY)
	\$	\$	\$	

Insert additional claims as needed.

5.3 Postpetition utility monthly payments.

The provisions of Section 5.3 are available only if the utility provider has agreed to this treatment. These payments comprise a single monthly combined payment for postpetition utility services, any postpetition delinquencies, and unpaid security deposits. The claim payment will not change for the life of the plan. Should the utility obtain a court order authorizing a payment change, the debtor(s) will be required to file an amended plan. These payments may not resolve all of the postpetition claims of the utility. The utility may require additional funds from the debtor(s) after discharge.

Name of creditor	Monthly payment	Postpetition account number
	\$	

Insert additional claims as needed.

5.4 Other separately classified nonpriority unsecured claims.

Check one.

None. If "None" is checked, the rest of Section 5.4 need not be completed or reproduced.

The allowed nonpriority unsecured claims listed below are separately classified and will be treated as follows:

Name of creditor	Basis for separate classification and treatment	Amount of arrearage to be paid	Interest rate	Estimated total payments by trustee
		\$	%	\$

Insert additional claims as needed.

Part 6: Executory Contracts and Unexpired Leases

6.1 The executory contracts and unexpired leases listed below are assumed and will be treated as specified. All other executory contracts and unexpired leases are rejected.

Check one.

None. If "None" is checked, the rest of Section 6.1 need not be completed or reproduced.

Assumed items. Current installment payments will be disbursed by the trustee. Arrearage payments will be disbursed by the trustee.

Name of creditor	Description of leased property or executory contract	Current installment payment	Amount of arrearage to be paid	Estimated total payments by trustee	Payment beginning date (MM/YYYY)
		\$	\$	\$	

Insert additional claims as needed.

Part 7: Vesting of Property of the Estate

7.1 Property of the estate shall not re-vest in the debtor(s) until the debtor(s) have completed all payments under the confirmed plan.

Part 8: General Principles Applicable to All Chapter 13 Plans

8.1 This is the voluntary chapter 13 reorganization plan of the debtor(s). The debtor(s) understand and agree(s) that the chapter 13 plan may be extended as necessary by the trustee (up to any period permitted by applicable law) to insure that the goals of the plan have been achieved. Notwithstanding any statement by the trustee's office concerning amounts needed to fund a plan, the adequacy of plan funding in order to meet the plan goals remains the sole responsibility of debtor(s) and debtor(s)' attorney. It shall be the responsibility of the debtor(s) and debtor(s)' attorney to monitor the plan to ensure that the plan remains adequately funded during its entire term.

8.2 Prior to the meeting of creditors, the debtor(s) shall comply with the tax return filing requirements of 11 U.S.C § 1308 and provide the trustee with documentation of such compliance by the time of the meeting. Debtor(s)' attorney or debtor(s) (if *pro se*) shall provide the trustee with the information needed for the trustee to comply with the requirements of 11 U.S.C. § 1302 as to the notification to be given to Domestic Support Obligation creditors, and debtor(s)' attorney or debtor(s) (if *pro se*) shall provide the trustee with the calculations relied upon to determine the debtor(s)' current monthly income and disposable income.

8.3 The debtor(s) shall have a duty to inform the trustee of any assets acquired while the chapter 13 case is pending, such as insurance proceeds, recovery on any lawsuit or claims for personal injury or property damage, lottery winnings, or inheritances. The debtor(s) must obtain prior court approval before entering into any postpetition financing or borrowing of any kind, and before selling any assets.

- 8.4 Unless otherwise stated in this plan or permitted by a court order, all claims or debts provided for by the plan to receive a distribution shall be paid by and through the trustee.
- 8.5 Percentage fees to the trustee are paid on receipts of plan payments at the rate fixed by the United States Trustee. The trustee has the discretion to adjust, interpret, and implement the distribution schedule to carry out the plan, provided that, to the extent the trustee seeks a material modification of this plan or its contemplated distribution schedule, the trustee must seek and obtain prior authorization of the court. The trustee shall follow this standard plan form sequence unless otherwise ordered by the court:
- Level One: Unpaid filing fees.
 - Level Two: Secured claims and lease payments entitled to 11 U.S.C. § 1326(a)(1)(C) pre-confirmation adequate protection payments.
 - Level Three: Monthly ongoing mortgage payments, ongoing vehicle and lease payments, installments on professional fees, and postpetition utility claims.
 - Level Four: Priority Domestic Support Obligations.
 - Level Five: Mortgage arrears, secured taxes, rental arrears, vehicle payment arrears.
 - Level Six: All remaining secured, priority and specially classified claims, and miscellaneous secured arrears.
 - Level Seven: Allowed nonpriority unsecured claims.
 - Level Eight: Untimely filed nonpriority unsecured claims for which an objection has not been filed.
- 8.6 As a condition to the debtor(s)' eligibility to receive a discharge upon successful completion of the plan, debtor(s)' attorney or debtor(s) (if *pro se*) shall file Local Bankruptcy Form 24 (Debtor's Certification of Discharge Eligibility) with the court within forty-five (45) days after making the final plan payment.
- 8.7 The provisions for payment to secured, priority, and specially classified unsecured creditors in this plan shall constitute claims in accordance with Bankruptcy Rule 3004. Proofs of claim by the trustee will not be required. In the absence of a contrary timely filed proof of claim, the amounts stated in the plan for each claim are controlling. The clerk shall be entitled to rely on the accuracy of the information contained in this plan with regard to each claim. Unless otherwise ordered by the court, if a secured, priority, or specially classified creditor timely files its own claim, then the creditor's claim shall govern, provided the debtor(s) and debtor(s)' attorney have been given notice and an opportunity to object. The trustee is authorized, without prior notice, to pay claims exceeding the amount provided in the plan by not more than \$250.
- 8.8 Any creditor whose secured claim is not modified by this plan and subsequent order of court shall retain its lien.
- 8.9 Any creditor whose secured claim is modified or whose lien is reduced by the plan shall retain its lien until the underlying debt is discharged under 11 U.S.C. § 1328 or until it has been paid the full amount to which it is entitled under applicable nonbankruptcy law, whichever occurs earlier. Upon payment in accordance with these terms and entry of a discharge order, the modified lien will terminate and be released. The creditor shall promptly cause all mortgages, liens, and security interests encumbering the collateral to be satisfied, discharged, and released.
- 8.10 The provisions of Sections 8.8 and 8.9 will also apply to allowed secured, priority, and specially classified unsecured claims filed after the bar date. **LATE-FILED CLAIMS NOT PROPERLY SERVED ON THE TRUSTEE AND THE DEBTOR(S)' ATTORNEY OR DEBTOR(S) (IF PRO SE) WILL NOT BE PAID.** The responsibility for reviewing the claims and objecting where appropriate is placed upon the debtor(s).

Part 9: Nonstandard Plan Provisions

9.1 Check "None" or List Nonstandard Plan Provisions.

None. If "None" is checked, the rest of part 9 need not be completed or reproduced.

Under Bankruptcy Rule 3015(c), nonstandard provisions must be set forth below. A nonstandard provision is a provision not otherwise included in the Local Form or deviating from it. Nonstandard provisions set out elsewhere in this plan are ineffective.

The following plan provisions will be effective only if the applicable box in Part 1 is checked. Any provision set forth herein is subject to court approval after notice and a hearing upon the filing of an appropriate motion.

Part 10: Signatures

10.1 Signatures of Debtor(s) and Debtor(s)' Attorney.

If the debtor(s) do not have an attorney, the debtor(s) must sign below; otherwise the debtor(s)' signatures are optional. The attorney for the debtor(s), if any, must sign below.

By signing this plan the undersigned, as debtor(s)' attorney or the debtor(s) (if pro se), certify(ies) that I/we have reviewed any prior confirmed plan(s), order(s) confirming prior plan(s), proofs of claim filed with the court by creditors, and any orders of court affecting the amount(s) or treatment of any creditor claims, and except as modified herein, this proposed plan conforms to and is consistent with all such prior plans, orders, and claims. False certifications shall subject the signatories to sanctions under Bankruptcy Rule 9011.

By filing this document, debtor(s)' attorney or debtor(s) (if pro se), also certify(ies) that the wording and order of the provisions in this chapter 13 plan are identical to those contained in the standard chapter 13 plan form adopted for use by the United States Bankruptcy Court for the Western District of Pennsylvania, other than any nonstandard provisions included in Part 9. It is further acknowledged that any deviation from the standard plan form shall not become operative unless it is specifically identified as a "nonstandard" term and is approved by the court in a separate order.

<p>X _____ Signature of Debtor 1</p>	<p>X _____ Signature of Debtor 2</p>
---	---

<p>Executed on _____ MM/DD/YYYY</p>	<p>Executed on _____ MM/DD/YYYY</p>
---	---

<p>X _____ Signature of debtor(s)' attorney</p>	<p>Date _____ MM/DD/YYYY</p>
--	--------------------------------------

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

In Re: : Bankruptcy No.
: :
Debtor(s) : :
: Chapter 13
Trustee, or Debtors(s), Movant : :
: Motion No. WO-1
v. : Motion No. WO-2
: :
Respondents :

EX PARTE MOTION FOR ORDER TO PAY TRUSTEE PURSUANT TO WAGE ATTACHMENT

The undersigned respectfully represents as follows:

1. A Chapter 13 case was filed.
2. It appears that the Debtor receives regular income which may be attached under 11 U.S.C. §1326 to fund the Chapter 13 Plan.
3. The likelihood of success in the case will be much greater if the Debtor's income is attached to fund the plan.

WHEREFORE, the Chapter 13 Trustee and/or the Debtor respectfully request that this Court enter an Order to Pay Trustee in the form attached.

Signature of Chapter 13 Trustee or Attorney for Debtor(s)

Typed Name of Chapter 13 Trustee or Attorney for Debtor(s)

Address of Chapter 13 Trustee or Attorney for Debtor(s)

Phone No. and Pa. I.D. No. of Chapter 13 Trustee or
Attorney for Debtor(s)

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

In Re:	:	Bankruptcy No.
	:	
Debtor	:	Chapter 13
	:	
Standing Chapter 13 Trustee or Debtor(s)	:	
Movant	:	
	:	Related to Document No.
v.	:	
	:	
Respondent(s)	:	

ORDER TO PAY TRUSTEE PURSUANT TO WAGE ATTACHMENT

The above-named Debtor(s) having filed a Chapter 13 petition and Debtor(s) or Trustee having moved to attach wages to fund the Chapter 13 Plan:

IT IS, THEREFORE, ORDERED that until further order of this Court, the entity from which the Debtor receives income:

shall deduct from that income the sum of \$_____, beginning on the next pay day following receipt of this order and shall deduct a similar amount each pay period thereafter, including any period for which the Debtor receives a periodic or lump sum payment as a result of vacation, termination, or other benefit arising out of present or past employment, or from any other benefits payable to the Debtor, and shall remit the deducted sums ON AT LEAST A MONTHLY BASIS to:

RONDA J. WINNECOUR
CHAPTER 13 TRUSTEE, W.D.PA.
P.O. BOX 84051
CHICAGO, IL 60689-4002

IT IS FURTHER ORDERED that the above-named entity shall notify the Chapter 13 Trustee if the Debtor's income is terminated and the reason therefor.

IT IS FURTHER ORDERED that the Debtors shall serve this order and a copy of the Notification of Debtor's Social Security Number, Local Bankruptcy Form 12, that includes the debtor's full Social Security number on the above-named entity. Debtor shall file a certificate of service regarding service of the order and local form, but the Social Security number shall not be included on the certificate.

IT IS FURTHER ORDERED that all remaining income of the Debtor, except the amounts required to be withheld for taxes, Social Security, insurance, pension, or union dues shall be paid to the Debtor in accordance with usual payment procedures.

IT IS FURTHER ORDERED THAT NO OTHER DEDUCTIONS FOR GARNISHMENT, WAGE ASSIGNMENT, CREDIT UNION, OR OTHER PURPOSE SHALL BE MADE FROM THE INCOME OF DEBTOR WITH THE SOLE EXCEPTION OF ANY SUPPORT PAYMENTS.

IT IS FURTHER ORDERED that this order supersedes previous orders made to the above-named entity in this case.

IT IS FURTHER ORDERED that the above-named entity shall not charge any fee to the Debtor for the administration of this attachment order, except as may be allowed upon application to and order of this Court.

DATED this _____ day of _____, _____.

United States Bankruptcy Judge

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

In Re:

Bankruptcy No.

**DISCLOSURE STATEMENT
TO ACCOMPANY PLAN DATED _____**

Chapter 11 Small Business (Check box only if debtor has elected to be considered a small business under 11 U.S.C. §1121(e))

Debtor furnishes this disclosure statement to creditors in the above-captioned matter pursuant to Bankruptcy Code §1125 to assist them in evaluating debtor's proposed Chapter 11 plan, a copy of which is attached hereto. Creditors may vote for or against the plan of reorganization. Creditors who wish to vote must complete their ballots and return them to the following address before the deadline noted in the order approving the disclosure statement and fixing time. The Court will schedule a hearing on the plan pursuant to 11 U.S.C. §1129.

Address for return of ballots:

I. Background

1. Name of Debtor

2. Type of Debtor (individual, partnership, corporation)

3. Debtor's Business or Employment

4. Date of Chapter 11 Petition

5. Events that Caused the Filing:

6. Anticipated Future of the Company & Source of this Information and Opinion

7. Summarize all Significant Features of the Plan Including When and How Each Class of Creditor Will Be Paid and What, If Any, Liens Will Be Retained By Secured Creditors or Granted to Any Creditor Under the Plan

8. Are All Monthly Operating Statements Current and on File With The Clerk of Court?
Yes _____ No _____

If Not, Explain:

9. Does the plan provided for releases of nondebtor parties? Specify which parties and terms of release.

10. Identify all executory contracts that are to be assumed or assumed and assigned.

11. Has a bar date been set? Yes _____ No _____
(If not, a motion to set the bar date has been filed simultaneously with the filing of this disclosure statement.)

12. Has an election under 11 U.S.C. §1121(e) been filed with the Court to be treated as a small business?
Yes _____ No _____

13. Specify property that will be transferred subject to 11 U.S.C. §1146(c).

II. Creditors

A. Secured Claims

SECURED CLAIMS

Creditor	Total Amount Owed	Arrearages	Type of Collateral Priority of Lien (1, 2, 3)	Disputed (D) Liquidated (L) Unliquidated (U)	Will Liens Be Retained Under the Plan? (Y) or (N)
TOTAL	\$	\$			

B. Priority Claims

PRIORITY CLAIMS

Creditor	Total Amount Owed	Type of Collateral	(D) (L) (U) *
TOTAL	\$		

* Disputed (D), Liquidated (L), or Unliquidated (U)

C. Unsecured Claims

1.	Amount Debtor Scheduled (Disputed and Undisputed)	\$
2.	Amount of Unscheduled Unsecured Claims ¹	\$
3.	Total Claims Scheduled or Filed	\$
4.	Amount Debtor Disputes	\$
5.	Estimated Allowable Unsecured Claims	\$

D. Other Classes of Creditors

1.	Amount Debtor Scheduled (Disputed and Undisputed)	\$
2.	Amount of Unscheduled Claims ¹	\$
3.	Total Claims Scheduled or Filed	\$
4.	Amount Debtor Disputes	\$
5.	Estimated Allowable Claims	\$

E. Other Classes of Interest Holders

1.	Amount Debtor Scheduled (Disputed and Undisputed)	\$
2.	Amount of Unscheduled Claims ¹	\$
3.	Total Claims Scheduled or Filed	\$
4.	Amount Debtor Disputes	\$
5.	Estimated Allowable Claims	\$

¹ Includes (a.) unsecured claims filed by unscheduled creditors; (b.) that portion of any unsecured claim filed by a scheduled creditor that exceeds the amount debtor scheduled; and (c.) any unsecured portion of any secured debt not previously scheduled.

III. Assets

ASSETS

Assets	Value	Basis for Value Priority of Lien	Name of Lien Holder (if any) (Fair Market Value/ Book Value)	Amount of Debtor's Equity (Value Minus Liens)
\$ TOTAL				\$ TOTAL

1. Are any assets which appear on Schedule A or B of the bankruptcy petition not listed above?

If so, identify asset and explain why asset is not in estate:

2. Are any assets listed above claimed as exempt? If so attach a copy of Schedule C and any amendments.

IV. SUMMARY OF PLAN

1. Effective Date of Plan:
2. Will cramdown be sought? ___ Yes ___ No
If Yes, state bar date: _____
3. Treatment of Secured **Non-Tax** Claims

SECURED NON-TAX CLAIMS

Name of Creditor	Class	Amount Owed	Summary of Proposed Treatment
TOTAL		\$	

4. Treatment of Secured Tax Claims

SECURED TAX CLAIMS

Name of Creditor	Class	Amount Owed	Summary of Proposed Treatment
TOTAL		\$	

5. Treatment of Administrative **Non-Tax** Claims²

ADMINISTRATIVE NON-TAX CLAIMS

Name of Creditor*	Amount Owed	Type of Debt**	Summary of Proposed Treatment and Date of First Payment

6. Treatment of Administrative Tax Claims

ADMINISTRATIVE TAX CLAIMS

Name of Creditor*	Amount Owed	Type of Debt**	Summary of Proposed Treatment and Date of First Payment

* Identify and Use Separate Line for Each Professional and Estimated Amount of Payment

** Type of Debt (P=Professional, TD=Trade, TX=Taxes)

² Include all §503(b) administrative claims.

7. Treatment of Priority Non-Tax Claims

PRIORITY NON-TAX CLAIMS

Name of Creditor	Class	Amount Owed	Date of Assessment	Summary of Proposed Treatment

8. Treatment of Priority Tax Claims³

PRIORITY TAX CLAIMS

Name of Creditor	Class	Amount Owed	Date of Assessment	Summary of Proposed Treatment

³ Include dates when any §507(a)(7) taxes were assessed.
PAWB Local Form 13 (07/13)

9. Treatment of General Unsecured Non-Tax Claims

GENERAL UNSECURED NON-TAX CLAIMS

Creditor	Class	Total Amount Owed	Percent of Dividend
TOTAL		\$	

10. Treatment of General Unsecured Tax Claims

GENERAL UNSECURED TAX CLAIMS

Creditor	Class	Total Amount Owed	Percent of Dividend
TOTAL		\$	

11. Will periodic payments be made to unsecured creditors?

Yes _____ No _____ First payment to begin _____

If so:

Amount of each payment (aggregate to all unsecured claimants)

Estimated date of first payment:

Time period between payments:

Estimated date of last payment:

Contingencies, if any:

State source of funds for planned payments, including funds necessary for capital replacement, repairs, or improvements:

Other significant features of the plan:

Include any other information necessary to explain this plan:

V. Comparison of Plan with Chapter 7 Liquidation

If debtor's proposed plan is not confirmed, the potential alternatives would include proposal of a different plan, dismissal of the case or conversion of the case to Chapter 7. If this case is converted to Chapter 7, a trustee will be appointed to liquidate the debtor's non-exempt assets. In this event, all secured claims and priority claims, including all expenses of administration, must be paid in full before any distribution is made to unsecured claimants.

Total value of Chapter 7 estate (See Section III)	\$
1. Less secured claims (See Section II A)	\$
2. Less administrative claims (See Section IV-5-6 and include approximate Chapter 7 expenses)	\$
3. Less other priority claims (See Section II B)	\$
Total Amount Available for Distribution to Unsecured Creditors	\$
Divided by total allowable unsecured claims of (See Section II C)	\$

Percentage of Dividend to Unsecured Creditors:

%

Will the creditors fare better under the plan than they would in a Chapter 7 liquidation?

Yes _____ No _____

Explain:

VI. Feasibility

- A. Attach Income Statement for Prior 12 Months.
- B. Attach Cash Flow Statement for Prior 12 Months.
- C. Attach Cash Flow Projections for Next 12 Months.

Estimated amount to be paid on effective date of plan, including administrative expenses.

\$ _____

Show how this amount was calculated.

\$	Administrative Class
\$	Taxes
\$	Unsecured Creditors
\$ _____	UST Fees
\$ _____	TOTAL

What assumptions are made to justify the increase in cash available for the funding of the plan?

Will funds be available in the full amount for administrative expenses on the effective date of the plan? From what source? If not available, why not and when will payments be made?

Cash on hand \$_____ (Current). Attach current bank statement.

Cash on hand \$_____ (Estimated amount available on date of confirmation)

If this amount is less than the amount necessary at confirmation, how will debtor make up the shortfall?

VII. Management Salaries

MANAGEMENT SALARIES

Position/Name of Person Holding Position	Salary at Time of Filing	Proposed Salary (Post-Confirmation)

VIII. Identify the Effect on Plan Payments and Specify Each of the Following:

1. What, if any, litigation is pending?

2. What, if any, litigation is proposed or contemplated?

IX. Additional Information and Comments

X. Certification

The undersigned hereby certifies that the information herein is true and correct to the best of my knowledge and belief formed after reasonable inquiry.

If Debtor is a corporation, attach a copy of corporate resolution authorizing the filing of this Disclosure Statement and Plan.

If Debtor is a general partnership, attach a copy of the consent agreement of all general partners to the filing of the bankruptcy.

Signature of Debtor
or Authorized Representative

Date

Signature of Debtor
or Authorized Representative

Date

Debtor's Counsel

Date

OPTIONAL TABLE

6. Treatment of Other Claims

N/A

OTHER CLASSES OF CREDITORS

Creditor	Class	Total Amount Owed	Percent of Dividend

A. Will periodic payments be made?

Yes ____ No ____

If so:

Amount of each payment (aggregate to all claimants) \$ _____

Estimated date of first payment _____

Time period between payments _____

Estimated date of last payment _____

Contingencies, if any:

OPTIONAL TABLE

7. Treatment of Interest Holders (Other Than Equity Holders)

OTHER CLASSES OF INTEREST HOLDERS

Creditor	Class	Total Amount Owed	Percent of Dividend

8. Treatment of Equity Holders (Specify how the market test of *Bank of America National Trust and Savings Association v. 203 North LaSalle Street Partnership*, 526 U.S. 434, 110 S.Ct. 1411 (1999), is met)

EQUITY HOLDERS

Creditor	Class	Total Amount Owed	Percent of Dividend

A. Will periodic payments be made?

Yes ____ No ____

If so:

Amount of each payment (aggregate to all claimants) \$ _____

Estimated date of first payment _____

Time period between payments _____

Estimated date of last payment _____

Contingencies, if any:

1994

HISTORIC SUMMARY

POST PETITION PERIODS	MONTH ONE	MONTH TWO	MONTH THREE	MONTH FOUR	MONTH FIVE	MONTH SIX	MONTH SEVEN	MONTH EIGHT	MONTH NINE	MONTH TEN	MONTH ELEVEN	MONTH TWELVE
1. TOTAL CASH FLOW FROM OPERATIONS:	\$10,000	\$12,000	\$14,000	\$9,000	\$15,000	\$18,000	\$14,000	\$22,000	\$35,000	\$30,000	\$38,000	\$36,000
2. LESS TOTAL DISBURSEMENTS EXCLUDING PAYMENTS TO CREDITORS IN A PLAN:	\$10,000	\$14,000	\$12,000	\$10,000	\$12,000	\$15,000	\$12,500	\$16,000	\$30,000	\$23,000	\$30,000	\$30,000
3. TOTAL NET CASH FLOW:	0	(2,000)	2,000	(1,000)	3,000	3,000	1,500	6,000	5,000	7,000	8,000	6,000

DEFINITIONS

TOTAL CASH FLOW FROM OPERATIONS:

THE TOTAL AMOUNT OF FUNDS COLLECTED IN A SPECIFIC PERIOD FROM CASH SALES, COLLECTION OF ACCOUNTS RECEIVABLE, AND OTHER INCOME, EXCLUDING LOANS PROCEEDS, CASH CONTRIBUTIONS FROM INSIDERS, AND SALES TAXES COLLECTED.

TOTAL DISBURSEMENTS EXCLUDING PAYMENTS TO CREDITORS IN A PLAN:

THE TOTAL DISBURSEMENTS IN A SPECIFIC PERIOD FOR PRODUCTION COSTS, GENERAL AND ADMINISTRATIVE COSTS, EXCLUDING PAYMENTS TO CREDITORS TO BE PAID UNDER THE TERMS OF THE PLAN.

PROJECTED SUMMARY

POST PETITION PERIODS	MONTH ONE	MONTH TWO	MONTH THREE	MONTH FOUR	MONTH FIVE	MONTH SIX	MONTH SEVEN	MONTH EIGHT	MONTH NINE	MONTH TEN	MONTH ELEVEN	MONTH TWELVE
4. TOTAL PROJECTED CASH FLOW FROM OPERATIONS:	\$38,000	\$40,000	\$41,000	\$43,000	\$45,000	\$45,000	\$46,000	\$47,000	\$48,000	\$48,000	\$48,000	\$50,000
5. LESS TOTAL PROJECTED DISBURSEMENTS EXCLUDING PMTS TO CREDITORS IN A PLAN:	\$30,000	\$32,000	\$32,000	\$32,000	\$33,000	\$33,000	\$35,000	\$35,000	\$38,000	\$38,000	\$38,000	\$39,000
6. ANTICIPATED CASH FLOW AVAILABLE FOR PLAN:	8,000	8,000	9,000	11,000	12,000	12,000	11,000	12,000	10,000	10,000	10,000	11,000
DEFINITIONS												
TOTAL PROJECTED CASH FLOW FROM OPERATIONS:	TOTAL AMOUNT OF PROJECTED FUNDS COLLECTED IN A SPECIFIC PERIOD FROM CASH SALES, COLLECTION OF ACCOUNTS RECEIVABLE, AND OTHER INCOME, EXCLUDING LOANS PROCEEDS, CASH CONTRIBUTIONS FROM INSIDERS, AND SALES TAXES COLLECTED.											
TOTAL DISBURSEMENTS EXCLUDING PAYMENTS TO CREDITORS IN A PLAN:	TOTAL PROJECTED DISBURSEMENTS IN A SPECIFIC PERIOD FOR PRODUCTION COSTS, GENERAL AND ADMINISTRATIVE COSTS, EXCLUDING PAYMENTS TO CREDITORS TO BE PAID UNDER THE TERMS OF THE PROPOSED PLAN.											

PLAN FEASIBILITY

POST PETITION PERIODS	MONTH ONE	MONTH TWO	MONTH THREE	MONTH FOUR	MONTH FIVE	MONTH SIX	MONTH SEVEN	MONTH EIGHT	MONTH NINE	MONTH TEN	MONTH ELEVEN	MONTH TWELVE
ANTICIPATED RECEIPTS AVAILABLE FOR PLAN (SEE LINE 6, ABOVE):	\$8,000	\$8,000	\$9,000	\$11,000	\$12,000	\$12,000	\$11,000	\$12,000	\$10,000	\$10,000	\$10,000	\$11,000
LESS PROPOSED PLAN PAYMENTS (SEE SECTION IV):	\$5,000	\$5,000	\$5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
OVERAGE/(SHORTAGE)OF CASH FLOW AVAILABLE TO FUND PLAN:	3,000	3,000	4,000	6,000	7,000	7,000	5,500	7,000	5,000	5,000	5,000	6,000

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

In Re: _____ : Case No. _____
: _____
Debtor(s). _____ : _____
: Chapter 13
: _____
Movant(s), _____ : _____
Debtor(s), _____ : _____
v. _____ : _____
: _____
Respondent (if none, then "No Respondent"). _____ : _____

OMNIBUS DECLARATION OF PLAN
SUFFICIENCY FOR MORTGAGE PAYMENT CHANGES

1. The mortgage loan held by the creditor named below is subject to payment fluctuations occurring more than twice per year. The debtor(s)' Chapter 13 Plan accommodates those payment fluctuations by providing for the payment of a set monthly amount to the creditor, designed to be at least, but not more than \$50 above, the average range of payment fluctuation over the preceding twelve (12) month period.
2. The debtor(s) hereby invokes excusal from the requirement to file amended plans and/or declarations as to the payment changes occurring during the plan term, as permitted by W.PA.LBR 3002-4(d).
3. The amount of the set monthly payment, and if applicable, the effective beginning date for that payment amount, is stated in the Chapter 13 Plan.
4. The amount of the set monthly payment has been calculated in the manner required by W.PA.LBR 3002-4(d)(1), and the calculation will be reviewed annually by the debtor pursuant to W.PA.LBR 3002-4(d)(2).
5. Contemporaneously with the filing of this declaration, the Chapter 13 Trustee and the affected creditor have been served with a copy of this declaration.

Name of creditor: _____

Court claim number: _____ or (____) No claim filed.

Name: _____

Address: _____

Telephone: _____

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

In Re: : Bankruptcy No.
: :
Debtor(s) : :
: Chapter
: :
Movant (s) : :
: :
: Related to Document No.
v. : :
: :
: :
Respondent(s) :

**MOTION FOR WITHDRAWAL OF APPEARANCE
AND TERMINATION OF CM/ECF RECORD**

AND NOW comes [attorney's name], counsel to [client's name] in the above-captioned case, and certifies to this Honorable Court that [he/she] (a) has satisfied the interest of [his/her] client [client's name] in the above-captioned case, and (b) has informed and received the consent of [client's name] to withdraw [his/her] appearance in the above-captioned case. Having so certified, and pursuant to W.PA.LBR 9010-2(b), [attorney's name] requests that this Honorable Court grant [his/her] request for leave for withdrawal of [his/her] appearance and termination of [his/her] CM/ECF record in this case.

Date: [date] Movant/Attorney: _____

[attorney's address]
[attorney's telephone number]
[attorney's Bar ID No.]

ORDER

Based on the foregoing Motion for Withdrawal of Appearance, and pursuant to W.PA.LBR 9010-2(b), it is hereby ORDERED that [attorney's name] is GRANTED leave to withdraw from the above-captioned case, and the Clerk shall terminate the corresponding CM/ECF attorney record in this case.

Date: [date] _____
United States Bankruptcy Judge

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

In Re: _____ : Bankruptcy No.
_____ : Chapter
Debtor _____ :
Movant _____ :
_____ : Related to Document No.
v. _____ :
_____ :
Respondent (if applicable) _____ : Hearing Date and Time:

MOTION FOR *PRO HAC VICE* ADMISSION

1. This motion for admission *pro hac vice* is being filed on behalf of: (Applicant's name, firm name, address, phone number, email address, Bar I.D. Number and State of Admission) by (Movant's name as identified in Paragraph 4 below).
2. Applicant represents (Name and address of client). Accompanying this Motion is the required \$70 filing fee paid using the Movant's CM/ECF account at the time of filing.
3. Applicant is a member in good standing of the Bar of _____, is not the subject of any pending disciplinary matters, is personally familiar with the *Local Bankruptcy Rules* of the United States Bankruptcy Court for the Western District of Pennsylvania and shall abide by those *Local Bankruptcy Rules*.
4. Applicant will be associated with the following attorney acting in this matter as local counsel, who is a member of the Bar of the Bankruptcy Court for the Western District of Pennsylvania: (Movant's name, firm name, address, phone number, email address, Bar I.D. Number and State of Admission).
5. Applicant and Movant have read and shall comply with Local Bankruptcy Rules 9010-1(b), 9010-1(c) and 9010-1(d).
6. Applicant has previously received *Pro Hac Vice* admission to this Court by Orders dated _____ in the following matters: (Applicant must identify each prior admission).

Date

By: _____
Signature of Movant

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA

In Re:	:	Bankruptcy No.
	:	
Debtor	:	Chapter
	:	
Movant	:	
	:	Related to Document No.
v.	:	
	:	
Respondent(s)	:	Hearing Date and Time:

**APPEARANCE OF CHILD SUPPORT CREDITOR*
OR REPRESENTATIVE**

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

Name:
Organization:
Address:

Telephone Number:

_____ X _____
Date Child Support Creditor* or Authorized Representative

Summary of Child Support Obligation

Amount of 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

* Child support creditor includes both 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 to the Federal Government or to any State or political subdivision of a State.

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

IN RE:

<i>Debtor(s)</i>	:	Case No.
	:	Chapter
	:	
<i>Plaintiff(s)/Movant(s)</i>	:	Related to Doc No.
	:	Adversary No.
	:	
v.	:	
	:	
	:	Hearing:
<i>Defendant(s)/Respondent(s)</i>	:	

NOTICE AND ORDER SETTING HEARING ON AN EXPEDITED BASIS

AND NOW, this _____ day of _____, 20____, **NOTICE IS HEREBY GIVEN THAT** a **Request for an Expedited Hearing on Motion to** _____
_____ (“Motion”) has been filed in the above-referenced case by _____
, Counsel for _____.

On _____, 20____ **at** _____ **M.** a hearing has been scheduled in _____.

On or before _____, **Responses** to the *Motion* shall be filed with the Clerk of the Bankruptcy Court and served on the parties in interest.

Movant shall serve a copy of this completed Scheduling Order and the Motion by U.S. Mail **and**, (1) hand delivery **or** (2) facsimile **or** (3) email (separate from CM/ECF) on the Respondent(s), Trustee, Debtor, Debtor’s Counsel, all secured creditors whose interests may be affected by the relief requested, U.S. Trustee and counsel for any committee. In the absence of a committee, the Movant shall serve the 20 largest unsecured creditors. Movant shall immediately file a certificate of service indicating such service.

United States Bankruptcy Judge

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

In Re: _____ : Bankruptcy No. _____
: _____
Debtor _____ : _____
: Chapter 13 _____
: _____
Movant _____ : _____
: Related to Document No. _____
v. _____ : _____
: _____
Respondent(s) _____ : _____

**DOMESTIC SUPPORT OBLIGATION
CLAIM HOLDER REPORT**

Debtor Daytime Phone: _____ Evening: _____

Attorney Name: _____

Name of Claim Holder: _____

Address of Claim Holder:

Mailing Address City/State ZIP Code

Support Type:
Spousal Support _____ Child Support _____
Both _____

The following information must be completed for each support obligation:

Name of Applicable State Agency Where Claim Holder Resides:

Payment Address:

Mailing Address City/State ZIP Code

Account #: _____ Agency Phone #: _____
Monthly Payment Amount: \$ _____ Monthly Due Date: _____
Date Payment Late: _____ Years Remaining: _____

Are ongoing payments being made to the claim holder by Wage Orders? Yes _____ No _____

Is the Debtor currently employed? Yes _____ No _____

If yes, Employer Information:

Mailing Address City/State ZIP Code

RESERVED

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

In Re: : Bankruptcy No.
: :
Debtor(s) :
: Chapter 13
Trustee, or Debtors(s), Movant :
: :
v. :
: :
Respondents :

DEBTOR’S CERTIFICATION OF DISCHARGE ELIGIBILITY

1. The Debtor has made all payments required by the Chapter 13 Plan.
2. Include whichever one of the two following statements applies:
[The Debtor is not required to pay any Domestic Support Obligations] OR [The Debtor is required to pay Domestic Support Obligations and the Debtor has paid any amounts payable under a Court Order or Statute that were due on or before the date of this Certification (including amounts due before the petition was filed, but only to the extent provided for in the Plan).]
3. The Debtor is entitled to a discharge under the terms of Section 1328 of the Bankruptcy Code. The Debtor has not received a prior discharge in a bankruptcy case within the time frames specified in Section 1328(f)(1) of the Bankruptcy Code. Section 1328(h) of the Bankruptcy Code does not render the Debtor ineligible for a discharge.
4. On [date], at docket number [number], Debtor complied with Federal Rule of Bankruptcy Procedure 1007(c) by filing a *Certification of Completion of Postpetition Instructional Course in Personal Financial Management*, with the *Certificate of Completion* attached to the form.

This Certification is being signed under penalty of perjury by (include whichever one of the two following statements applies): [Debtor(s) carefully examined and understand each of the Bankruptcy Code sections referenced in this Certification.] OR [Undersigned Counsel duly questioned Debtor(s) about the statements in this Certification and verified the answers in support of this Certification.]

Dated: _____

By: _____
Signature

Name of Filer - Typed

Address of Filer

Email Address of Filer

Phone Number of Filer

Bar I.D. and State of Admission

IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA

In Re:	:	
	:	Bankruptcy No.
Debtor	:	Chapter
	:	Document No.
Movant	:	Hearing Date & Time:
	:	
v.	:	
	:	
Respondent(s)	:	

**CERTIFICATION OF NO OBJECTION REGARDING
(Insert Pleading Title and Document Number)**

The undersigned hereby certifies that, as of the date hereof, no answer, objection or other responsive pleading to the [Application/Motion] filed on _____ has been received. The undersigned further certifies that the Court's docket in this case has been reviewed and no answer, objection or other responsive pleading to the [Application/Motion] appears thereon. Pursuant to the Notice of Hearing, objections to the [Application/Motion] were to be filed and served no later than _____.

It is hereby respectfully requested that the Order attached to the [Application/Motion] be entered by the Court.

Dated: _____

By: _____
Signature

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA

In Re: _____ :
 :
 Debtor _____ : Bankruptcy No.
 : Chapter
 : Document No.
 Movant _____ : Hearing Date & Time:
 :
 v. _____ :
 :
 Respondent(s) _____ :

SETTLEMENT AND CERTIFICATION OF COUNSEL REGARDING
(Insert Pleading Title)

The undersigned hereby certifies that agreement has been reached with the respondent(s) regarding the [Application/Motion] filed on _____. (State "None" if no prior Motion or Application.)

The signature requirements of W.P.A.LBR 5005-6 have been followed in obtaining the agreement of all parties and is reflected in the attached document.

The undersigned further certifies that:

- An agreed order and a redline version showing the changes made to the order originally filed with the court as an attachment to the motion is attached to this Certificate of Counsel. Deletions are signified by a line in the middle of the original text (strikeout) and additions are signified by text in italics. It is respectfully requested that the attached order be entered by the Court.
- No other order has been filed pertaining to the subject matter of this agreement.
- The attached document does not require a proposed order.

Dated: _____

By: _____

Signature

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

RESERVED

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

In Re: : Bankruptcy No.
: :
Debtor : :
: Chapter
: :
Movant : :
: :
v. : Related to Document No.
: :
: :
Respondent (if none, then "No Respondent") :

NOTICE REGARDING FILING OF MAILING MATRIX

In accordance with Local Bankruptcy Rule 1007-1(e) I, _____,
counsel for the debtor(s) in the above-captioned case, hereby certify that the following list of creditors'
names and addresses was uploaded through the creditor maintenance option in CM/ECF to the above-
captioned case.

By: _____
Signature

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

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

In Re: : Bankruptcy No.
: :
Debtor : :
: Chapter
: :
Movant : :
: :
v. : Related to Document No.
: :
: :
Respondent (if none, then "No Respondent") :

NOTICE REGARDING MODIFICATION TO MAILING MATRIX

In accordance with Local Bankruptcy Rule 1007-1(f) I, _____,
counsel for the debtor(s) in the above-captioned case, hereby certify that the following list of creditors'
names and addresses was uploaded through the creditor maintenance option in CM/ECF to the above-
captioned case regarding the filing of an amendment to the schedules.

By: _____
Signature

Typed Name

Address

Phone No.

List Bar I.D. and State of Admission

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

**APPLICATION FOR ADMISSION TO
BANKRUPTCY MEDIATION PROGRAM REGISTER**

General Instructions

- (1) Each applicant shall read Local Bankruptcy Rules 9019-2 through 9019-7.
- (2) If additional space is needed to respond fully to any item on this application, the response(s) shall be set forth in an attached, signed separate page with an identification of the question number to which it responds.
- (3) Attorney applicants shall complete Parts I, II and IV of this Application.
- (4) Non-attorney applicants shall complete Parts I, III and IV of this Application.

Part I. ALL APPLICANTS.

Name: _____

Firm: _____

Office Address: _____

Street

City

State

Zip Code

Office Phone: _____

Office Fax: _____

E-Mail: _____

Pa. I.D. or other Professional Association I.D. _____

Part II. ATTORNEY APPLICANTS

1. List each state and federal court in which you currently are licensed to practice law:

Court	Date of Admission
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. If you have bankruptcy experience, list the three most recent adversary proceedings or contested matters in which you have served as attorney of record for a party-in-interest from commencement through conclusion (i.e., judgment, order, or stipulation).

Case Title	Case Number	Dates	Representation
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____

3. If you have bankruptcy experience, list the most recent three bankruptcy cases in which you have served as the principal attorney of record (without regard to the party represented) from commencement to conclusion.

Case Title	Case Number	Dates	Representation
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____

4. If you have participated in mediation or other ADR processes (either as a neutral or in another role), list the three most recent of those matters below.

	Case Title	Case Number	Dates	Representation
a.	_____			

b.	_____			

c.	_____			

Part III. NON-ATTORNEY APPLICANTS

1. If you have participated in mediation or other ADR processes (either as a neutral or in another role), list no more than three of those matters below.

	Case Title	Case Number	Dates	Representation
a.	_____			

b.	_____			

c.	_____			

Part IV. ALL APPLICANTS

1. List any professional licenses you hold (other than bar admission) and include the number of years you have practiced in each profession listed (e.g., accountant, real estate broker, appraiser, engineer).

Profession	Accrediting Organization	Years of Practice

2. List any professional organizations of which you are or were an active member, the length of your membership, and any positions held and/or projects completed.

Organization	No. of Years	Active/Retired	Positions/Projects

3. List any relevant bankruptcy or mediation experience not included in any response above.

4. List any mediation or other alternative dispute resolution training that you have completed and that has qualified for continuing professional education credit or has been approved by a court of competent jurisdiction within the past three years.

Course Title	Trainer/School	Court/Sponsor	CLE Credit Hours	Dates

5. List speaking engagements, panel/seminar participation teaching experience, etc., within the past three years.

6. List any other relevant experience, training, skills, honors, publications, or other information which you would like considered in connection with this application.

7. Have you been removed from any professional organization, or have you resigned from any professional organization while an investigation into allegations of professional misconduct was pending?

Yes _____ No _____

If so, please explain the circumstances of such removal or resignation.

8. Check the city(ies) in which you are willing to conduct mediation conferences:

_____ Pittsburgh

_____ Johnstown

_____ Erie

_____ Other (specify): _____

I hereby certify that I have read Local Bankruptcy Rules 9019-2 through 9019-7, that I meet the qualifications set forth therein for admission to this Court's Register of mediators, and that I will fully comply with the relevant provisions of this Court's General Orders, Local Rules, Local Forms, and any modifications thereto relating to mediation. I will immediately contact the Mediation Program Administrator, and any parties for whom I have accepted appointment as a mediator, upon learning I am no longer qualified to serve pursuant to the provisions of Local Bankruptcy Rule 9019-3.

If I am applying for appointment as an attorney mediator, I certify that I am a member in good standing of the state and federal bar(s) listed above. If I am applying for appointment as a non-attorney mediator, I certify that I am a member in good standing of my profession.

I consent to disclosure of the information contained in this Application to Court personnel and to the parties and their representatives whose matters have been referred to the Bankruptcy Mediation Program of this Court.

I declare under penalty of perjury that the information contained in this Application is true and correct.

Executed on _____, _____ at _____, _____.
(date) (year) (city) (state)

By typing my name in the box below, it is my intent to affix my signature to this application as though it were my handwritten signature. I understand and accept that this digital signature shall have the full force and effect of a handwritten signature.

RESERVED

RESERVED

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

In Re: _____ : Bankruptcy No.
_____ : Adversary Proceeding No.
Debtor _____ :
_____ : Chapter
_____ :
Movant _____ :
_____ : Related to Document No.
v. _____ :
_____ :
Respondent (if none, then "No Respondent") _____ :

NOTICE OF INTENT TO REQUEST REDACTION

WHEREAS, on [INSERT DATE] a transcript was filed in the above-captioned case at Document No. [INSERT DOCUMENT NUMBER],

NOTICE IS HEREBY GIVEN THAT:

Pursuant to W.PA.LBR 5007-1 and Rule 9037 of the *Federal Rules of Bankruptcy Procedure*, I have reviewed the above-referenced transcript and intend to serve upon the transcriber, [INSERT NAME OF TRANSCRIBER], and all parties in interest, within twenty-one (21) days after [INSERT THE ABOVE-REFERENCED DATE OF FILING], a detailed request to redact information from that transcript.

I understand that the above-referenced transcriber has until thirty-one (31) days after [INSERT THE ABOVE-REFERENCED DATE OF FILING] to deliver a redacted version of the transcript to the Court.

I HEREBY CERTIFY THAT:

On [INSERT DATE] I filed a copy of this *Notice* with the Court and served a copy on: [INSERT RECIPIENTS OF ELECTRONIC SERVICE] electronically using the CM/ECF system and [INSERT RECIPIENTS (INCLUDING TRANSCRIBER) OF REGULAR MAIL SERVICE] using the United States Postal Service.

Date: _____

Signed: _____

Name of Filer - Typed

Address

Phone No.

Bar I.D. and State of Admission

Name of Party Represented

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

In Re:	:	Bankruptcy No.
	:	Adversary Proceeding No.
Debtor	:	Chapter
	:	
Movant	:	
	:	Related to Document No.
v.	:	
	:	
Respondent (if none, then "No Respondent")	:	

REDACTION REQUEST

To: [INSERT COURT REPORTER/TRANSCRIBER]

From: [INSERT NAME OF PERSON MAKING THE REQUEST]
Address:

Telephone:

On behalf of: [INSERT NAME OF PARTY REPRESENTED or "SELF"]

RE: Western District of Pennsylvania Bankruptcy Case Number _____
Document Number _____
Hearing Dated _____

Request Date: _____

Pursuant to W.PA.LBR 5007-1 and understanding that the redaction of any information other than the identifiers specifically enumerated in Rule 9037 of the *Federal Rules of Bankruptcy Procedure* requires a separate motion and Court approval, the undersigned hereby requests the following redaction of personal identifiers in the above-referenced transcript.

Page(s)	Line(s)	Identifier as is	Identifier as redacted

Page(s)	Line(s)	Identifier as is	Identifier as redacted

Date: _____

Signed: _____

Name of Filer - Typed

Address

Phone No.

Bar I.D. and State of Admission

Name of Party Represented

This form must be served on the transcriber identified above and all parties in interest; it should not be filed with the Court.

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

In Re: _____ : Bankruptcy No.
_____ : Adversary Proceeding No.
Debtor _____ : Chapter
_____ :
Movant _____ :
_____ : Related to Claim No.
v. _____ :
_____ :
Respondent (if none, then "No Respondent") _____ :

REQUEST TO RESTRICT PUBLIC ACCESS TO CLAIM

Pursuant to W.PA.LBR 9037-1 and understanding that the redaction of any information other than the identifiers specifically enumerated in Fed. R. Bankr. P. 9037 requires a separate motion and Court approval, under penalty of perjury, the **UNDERSIGNED HEREBY CERTIFIES** that:

1. [creditor's name] filed a proof of claim, Claim No. [specify the number of the unredacted claim] in the above-captioned case on [date of filing original claim] which contains one or more of the identifiers enumerated in Fed. R. Bankr. P. 9037.
2. On [date of filing the redacted claim], [creditor's name] filed an amended claim on the claims register in compliance with W.PA.LBR 3002-2(a), a copy of which is attached hereto, and the only change made to the original claim is the redaction of personal identifiers.
3. I am requesting that the Court take whatever steps are necessary to restrict public access to the unredacted claim.

Date: _____

Signed: _____

On behalf of: _____
Name of Creditor

Name of Filer - Typed

Address of Filer

Email Address of Filer

Phone Number of Filer

Bar I.D. and State of Admission

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

In Re: _____ : Bankruptcy No.
_____ : Adversary Proceeding No.
Debtor _____ :
_____ : Chapter
_____ :
Movant _____ :
_____ : Related to Document No.
v. _____ :
_____ :
Respondent (if none, then "No Respondent") _____ :

REQUEST TO RESTRICT PUBLIC ACCESS TO [specify document]

Pursuant to W.PA.LBR 9037-1 and understanding that the redaction of any information other than the identifiers specifically enumerated in Fed. R. Bankr. P. 9037 requires a separate motion and Court approval, under penalty of perjury, the **UNDERSIGNED HEREBY CERTIFIES** that:

1. A [specify the document to be redacted] was filed in the above-captioned case on [date of filing original document] at document # [state the docket entry number] which contains one or more of the identifiers enumerated in Fed. R. Bankr. P. 9037.
2. Attached hereto is an amended version of the [specify the document], and the only change made to the original document is the redaction of personal identifiers.
3. I am requesting that the Court accept the attached [specify the document] in substitution for the unredacted version, and to take whatever steps are necessary to restrict public access to the unredacted version.

Date: _____

Signed: _____

Name of Filer - Typed

Address

Email Address

Phone No.

Bar I.D. and State of Admission

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

In Re: _____ : Bankruptcy No.
: Chapter
Debtor _____ :
:
:
Movant _____ :
:
:
v. _____ :
:
:
Respondent (if none, then "No Respondent") :

CERTIFICATION OF LMP ELIGIBILITY AND READINESS

I. CERTIFICATION OF THE DEBTOR(S)

[I _____ am / We _____ and _____ are] the [debtor / debtors] in this case and hereby certify that:

1. [I / We] will participate in the Court's *Loss Mitigation Program (LMP)* as set forth in *W.PA.LBR 9020-1 through 9020-7* [in full cooperation with my / our undersigned counsel (if represented by an attorney)] in good faith.
2. [I / We] understand and agree to the ongoing obligation to promptly provide information and documentation that may be reasonably requested by the Creditor during the LMP process.
3. [I / We] will make (or cause to be made) adequate protection payments to [FULL NAME OF CREDITOR] in the amount of \$ _____ each month during the LMP period, pursuant to *W.PA.LBR 9020-3(f)*, unless and until otherwise ordered by the Court.
4. [I / We] understand that commencing the LMP is voluntary, and that [I am / we are] not required to enter into any agreement or settlement with any other party, and no other party is required to enter into any agreement or settlement with [me / us] as part of the LMP.
5. [I / We] understand that [I am / we are] not required to request dismissal of this case as part of any resolution or settlement that is offered or agreed to during the LMP.
6. [I / We] understand that if [I / we] do not fully comply with the requirements of the LMP, our participation in the LMP may be terminated.

Date: _____
Debtor

Date: _____
Joint Debtor (if any)

II. CERTIFICATION OF COUNSEL TO DEBTOR(S)

I, [ATTORNEY NAME] represent [NAME(S) OF DEBTOR(S)] (my “Client(s)”) in this case and hereby certify that:

1. I have discussed the details of the Court’s *Loss Mitigation Program* (LMP) set forth in *W.PA.LBR 9020-1 through 9020-7* with my Client(s).

2. I performed adequate due diligence to determine my Client’s eligibility for the LMP. As part of this process, I obtained and reviewed all loan documentation from my Client and confirmed all pertinent details of the Eligible Loan, including but not limited to, the following: (i) the complete loan number; (ii) the original loan amount, origination date and maturity date; (iii) the principal balance and interest rate; (iv) monthly principal, interest and escrow payments; (v) the specific amount of any arrears; (vi) any applicable balloon payments or other conditions of repayment; and (vii) the details of any previous activities related to modification of the loan. I also confirmed that the debtor is named on the applicable loan documentation and I identified the complete name of the Creditor as registered on the Portal (to the extent the Creditor is registered on the Portal).

3. In light of my due diligence, I [am aware of no reasons why the commencement of the LMP in this case would be futile or otherwise contrary to reasonable expectations of a successful outcome.] OR [I have a colorable argument for LMP notwithstanding the following fact(s) which might hinder the pursuit of a successful outcome: [IF KNOWN, COUNSEL MUST SPECIFY THESE FACT(S), for example, the debt-to-income ratio is outside of the standard range for loan modification, the loan was recently denied for modification, the loan is currently under a modification, and any similarly problematic facts]. I am moving for the commencement of the LMP because [FOR EACH OF THE AFOREMENTIONED FACTS, PROVIDE SPECIFIC REASONS WHY LMP IS SOUGHT IN GOOD FAITH].

4. I have fully complied with the requirements set forth in *W.PA.LBR 9020-2(b)(1), (2), and (3)* and I am prepared to upload the required documents to the Portal upon entry of the Loss Mitigation Order.

Date: _____

Signed: _____

Name of Attorney - Typed

Postal Address of Attorney

Email Address of Attorney

Phone Number of Attorney

Attorney’s Bar I.D. and State of Admission

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

In Re:	:	Bankruptcy No.
	:	Chapter
Debtor	:	
	:	
Movant	:	Related to Document No.
	:	
v.	:	Hearing Date and Time:
	:	
	:	
Respondent (if none, then "No Respondent"):	:	

LOSS MITIGATION ORDER

A *Motion for Loss Mitigation* was filed by _____ on _____. The Parties have had notice and an opportunity to object and the Court has reviewed any objections filed thereto.

AND NOW, this _____ day of _____, 20____, it is hereby **ORDERED** that:

(1) The following parties are directed to participate in the Court’s *Loss Mitigation Program (LMP)* as set forth in *W.PA.LBR 9020-1* through *9020-7*.

Debtor: _____

Creditor: _____

(2) **During the Loss Mitigation Period**, the Debtor shall make (or cause to be made) adequate protection payments in the amount of \$ _____ per month to the Creditor or the Creditor’s designee pursuant to *W.PA.LBR 9020-3(g)*.

(3) **Within fourteen (14) days from the entry of this Order**, the Creditor shall register and post its entire Core LMP Package on the Portal (if not previously registered) pursuant to *W.PA.LBR 9020-4(b)*.

(4) **Within seven (7) days from the entry of this Order** or Creditor’s registration on the Portal, whichever is later, the Debtor shall upload a completed Core LMP Package through the Portal pursuant to *W.PA.LBR 9020-4(c)*.

(5) **Within fourteen (14) days of the debtor’s submission of the Core LMP Package**, the Creditor shall acknowledge receipt and designate a single point of contact for Debtor’s review, pursuant to *W.PA.LBR 9020-4(d)*.

(6) **Within sixty (60) days from the entry of this Order**, the Debtor shall file and serve upon all interested parties an LMP Status Report, pursuant to *W.PA.LBR 9020-4(e)*.

(7) ***One hundred twenty (120) days from the entry of this Order***, the LMP Period shall terminate unless extended pursuant to *W.PA.LBR 9020-5(b)*.

(8) ***Within seven (7) days of the termination of the Loss Mitigation Period***, the Debtor shall submit an LMP Final Report pursuant to *W.PA.LBR 9020-4(f)*.

(9) Debtor shall ***immediately*** serve a copy of this Order on Creditor and file a certificate of service evidencing same.

United States Bankruptcy Judge

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

In Re:	:	Bankruptcy No.
	:	Chapter
Debtor	:	
	:	
	:	[Related to Document No.]
Movant	:	
	:	
v.	:	[Hearing Date and Time:]
	:	
	:	
Respondent (if none, then "No Respondent")	:	

MOTION TO EXTEND THE LOSS MITIGATION PERIOD

[FULL NAME OF MOVANT] hereby requests an extension of the Loss Mitigation Period in this case, pursuant to *W.PA.LBR 9020-5(b)*, and in support for said request attests as follows:

Part 1: LMP Background

[In separately numbered paragraphs, and in chronological order, identify each docket event related to the LMP in this case; for example "1. On October 11, 2013, Debtor filed a *Motion For Loss Mitigation* at Docket N0. 23." Include in the chronology an account of each hearing and conference related to the LMP in this case; for example "13. On December 15, 2013 a status conference was held before the Honorable Thomas P. Agresti, resulting in the entry of an Order on December 16, 2013 at Docket No. 25. Said Order required Debtor to submit IRS Form 4506T to the creditor via the Portal on or before January 3, 2014."]

Part 2: LMP Progress

[In separately numbered paragraphs, and in chronological order, identify each of the specific steps taken by the debtor and creditor towards arriving at a consensual resolution as of the date of this Motion]

Part 3: Reasons Supporting an Extension of the LMP Period

[In separately numbered paragraphs, set forth the specific reasons why the creditor and debtor are unable to reach a consensual resolution on or before the present LMP termination date as ordered by the Court, and set forth the specific reasons why an extension of the LMP Period should be granted by the Court.]

A proposed order (substantially in the form of Local Bankruptcy Form 43) and a complete and current printout of the entire account history from the Portal are attached hereto pursuant to *W.P.A.LBR 9020-5(b)*.

Date: _____

Signed: _____

On behalf of: _____
Name of Debtor(s)

Name of Attorney - Typed

Postal Address of Attorney

Email Address of Attorney

Phone Number of Attorney

Attorney's Bar I.D. and State of Admission

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

In Re:	:	Bankruptcy No.
	:	Chapter
Debtor	:	
	:	
Movant	:	Related to Document No.
	:	
v.	:	Hearing Date and Time:
	:	
Respondent	:	
(if none, then "No Respondent"):	:	

ORDER

A *Loss Mitigation Order* dated _____, was entered in the above matter at Document No. _____. On _____ [date] _____, a *Motion to Extend the Loss Mitigation Period* was filed by [movant] _____ at Document No. _____.

AND NOW, this _____ day of _____, 20____, it is hereby **ORDERED, ADJUDGED AND DECREED** that the loss mitigation period is *extended up to and including* _____, **20** _____.

United States Bankruptcy Judge

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

In Re:	:	Bankruptcy No.
	:	Chapter
Debtor	:	
	:	
	:	[Related to Document No.]
Movant	:	
	:	
v.	:	[Hearing Date and Time:]
	:	
	:	
Respondent (if none, then "No Respondent")	:	

MOTION TO TERMINATE THE LOSS MITIGATION PROGRAM

[FULL NAME OF MOVANT] hereby requests the termination of the Loss Mitigation Program in this case, pursuant to *W.PA.LBR 9020-5(c)*, and in support for said request attests as follows:

Part 1: LMP Background

[In separately numbered paragraphs, and in chronological order, identify each docket event related to the LMP in this case; for example "1. On October 11, 2013, Debtor filed a *Motion For Loss Mitigation* at Docket NO. 23." Include in the chronology an account of each hearing and conference related to the LMP in this case; for example "13. On December 15, 2013 a status conference was held before the Honorable Thomas P. Agresti, resulting in the entry of an Order on December 16, 2013 at Docket No. 25. Said Order required Debtor to submit IRS Form 4506T to the creditor via the Portal on or before January 3, 2014."]

Part 2: LMP Progress

[In separately numbered paragraphs, and in chronological order, identify each of the specific steps taken by the debtor and creditor towards arriving at a consensual resolution as of the date of this Motion]

Part 3: Reasons Supporting a Termination of the LMP Period

[In separately numbered paragraphs, set forth the specific reasons why the creditor and debtor are unable to reach a consensual resolution, and/or set forth the specific reasons why the Court should terminate the Loss Mitigation Program in this case.]

A proposed order substantially in the form of Local Bankruptcy Form 45, and a complete and current printout of the entire account history from the Portal, are attached hereto pursuant to *W.PA.LBR 9020-5(c)*

Date: _____

Signed: _____

On behalf of: _____
Name of Debtor(s)

Name of Attorney - Typed

Postal Address of Attorney

Email Address of Attorney

Phone Number of Attorney

Attorney's Bar I.D. and State of Admission

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

In Re:	:	Bankruptcy No.
	:	Chapter
Debtor	:	
	:	
	:	Related to Document No.
Movant	:	
	:	
v.	:	Hearing Date and Time:
	:	
	:	
Respondent	:	
(if none, then "No Respondent")	:	

ORDER

A *Loss Mitigation Order* dated _____, was entered in the above matter at Document No. _____. On ___[date]_____, a *Motion to Terminate the Loss Mitigation Program* was filed by ___[movant]_____ at Document No. _____.

AND NOW, this _____ day of _____, 20____, it is hereby **ORDERED, ADJUDGED AND DECREED** that the loss mitigation program in this case is *terminated, effective* _____, **20** _____, and the Final Report is due seven (7) days thereafter pursuant to W.PA.LBR 9020-4(f).

United States Bankruptcy Judge

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

In Re:	:	Bankruptcy No.
	:	Chapter
Debtor	:	
	:	
	:	Related to Document No.
Movant	:	
	:	
v.	:	Hearing Date and Time:
	:	
	:	
Respondent	:	
(if none, then "No Respondent")	:	

ORDER SUBSTITUTING LMP SERVICER

On [DATE OF NOTICE OF REQUEST FOR LMP] the above named Debtor(s) filed a *Motion for Loss Mitigation* upon which the Court entered a *Loss Mitigation Order* dated [DATE OF DOCKETING], at Document No. ___, naming [FORMER SERVICER] ("Former Servicer") as the Party responsible for representing the creditor in the LMP and setting forth certain deadlines for the then named Respondent.

Subsequent to entry of the above-referenced Order, the Debtor(s) was notified that the Former Servicer changed and that the current Servicer/Lender is _____ [FULL AND COMPLETE NAME OF CURRENT SERVICER] with an address of [FULL AND COMPLETE ADDRESS OF CURRENT SERVICER] ("Current Servicer"). On ___[DATE], the Debtor complied with all its obligations to properly designate the Current Servicer on the LMP Portal and now it is incumbent on the Court to relieve the Former Servicer from any further responsibilities under the current *Loss Mitigation Order* and formally transfer those duties, responsibilities and obligations to the Current Servicer.

AND NOW, this [DAY] of [MONTH, 20__], for the foregoing reasons it is hereby **ORDERED, ADJUDGED and DECREED** that:

(1) [FORMER SERVICER] is relieved from any further responsibility pursuant to the *Loss Mitigation Order* referred to above and that *Order* is **VACATED** as to it.

(2) [CURRENT SERVICER] is now designated as the Current Servicer responsible for completion of all LMP duties, responsibilities and obligations previously imposed on the Former Servicer referred to in Paragraph 1, above. The Current Servicer is now fully responsible for compliance with all LMP requirements as if originally designated in the *Loss Mitigation Order* in the first instance.

(3) Within three (3) days of entry of this *Order*, the party filing this proposed order shall upload this signed *Order* on the LMP Portal and serve this *Order* electronically on the Chapter 13 Trustee at the following email address: **LMP@chapter13trusteedpa.com**. The Debtor shall not be entitled to rely on CM/ECF or United States Mail for service of this *Order* on the Chapter 13 Trustee. The Debtor(s) Certificate of Service shall reflect service upon the above identified email address.

(4) The Chapter 13 Trustee is authorized and directed to make payments to the [CURRENT SERVICER], beginning with the next distribution date that is not less than ten (10) days from service of this *Order* upon the Chapter 13 Trustee.

UNITED STATES BANKRUPTCY JUDGE

Case administrator to serve:

Debtor(s)
Counsel for Debtor(s)
Ronda J. Winnecour, Esq. Ch 13 Trustee
[Counsel for Creditor]

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

In Re:	:	Bankruptcy No.
	:	Chapter
Debtor	:	
	:	
	:	Related to Document No.
Movant	:	
	:	
v.	:	Hearing Date and Time:
	:	
	:	
Respondent	:	
(if none, then "No Respondent")	:	

INTERIM MORTGAGE MODIFICATION ORDER

On [DATE OF TRIAL MODIFICATION AGREEMENT] the above named Debtor(s) and Respondent [NAME OF LENDER/SERVICER] ("Creditor") entered into a trial modification (the "Trial Modification"), through the Court's *Loss Mitigation Program* (LMP), with respect to the [FIRST/SECOND/THIRD] mortgage on the Debtor's residence. The terms of the Trial Modification require monthly payments in the amount of [\$ AMOUNT] ("Trial Payments") to begin on [DUE DATE OF FIRST TRIAL PAYMENT] and to continue in that amount until [DUE DATE OF LAST TRIAL PAYMENT] (the "Trial Modification Period"). In light of the need for an immediate change in the distribution to the Creditor, the Debtor(s) request the Court to enter this *Interim Mortgage Modification Order* until a final, permanent modification can be presented to the Court for approval.

AND NOW, this ____ day of _____, 20__, for the foregoing reasons it is hereby **ORDERED, ADJUDGED and DECREED** that:

(1) The Chapter 13 Trustee is authorized and directed to modify the distributions to the above-named Creditor for the Trial Modification Period. Each Trial Payment shall be made in the

Amount of [\$AMOUNT] for the following months: [Month 1], [Month 2], [Month 3]. Following the Trial Modification Period, the Chapter 13 Trustee shall continue to make distributions in the same amount as the Trial Payments until further Order of Court.

(2) In the event that a Permanent Modification is reached between the Parties, the Debtor *immediately* shall file a *Motion to Authorize the Loan Modification* in compliance with *W.PA.LBR 9020-6(d)*.

(3) The LMP Period is extended until fourteen (14) days after the expiration of the Trial Modification Period. If the Debtor has not filed a *Motion to Authorize the Loan Modification* within fourteen (14) days after the expiration of the Trial Modification Period, then the Debtor shall *immediately* file and serve either a *Motion to Extend the Loss Modification Period* pursuant to *W.PA.LBR 9020-5(b)* or a *Motion to Terminate the Loss Modification Program* pursuant to *W.PA.LBR 9020-5(c)* that sets forth the specific reasons why an agreement was not reached.

(4) Any Party may seek a further hearing regarding the amendment or termination of this *Order* at any time during the Trial Modification Period by filing an appropriate Motion.

(5) Within three (3) days of entry of this *Order*, Debtor shall serve this *Order* electronically on the Chapter 13 Trustee at the following email address: **LMP@chapter13trusteedpa.com** and Debtor shall not be entitled to rely on CM/ECF or United States Mail for service of this *Order* on the Chapter 13 Trustee. The Debtor(s) Certificate of Service shall reflect service upon the above identified email address.

UNITED STATES BANKRUPTCY JUDGE

Case administrator to serve:
Debtor(s)
Counsel for Debtor(s)
[Counsel for Creditor]
Ronda J. Winnecour, Esq. Ch 13 Trustee

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

In Re:	:	Bankruptcy No.
	:	Chapter
Debtor	:	
	:	
	:	Related to Document No.
Movant	:	
	:	
v.	:	Hearing Date and Time:
	:	
	:	
Respondent (if none, then "No Respondent")	:	

LOAN MODIFICATION SUMMARY

Property Valuation: \$ _____	Source: _____
Original Loan Amount: \$ _____	Origination Date: _____
Prepetition Arrears: \$ _____	

As of Petition Date		Under Proposed Modification
	Principal Balance	
	Interest Rate	
	Maturity Date	
	P&I Payment	
	Escrow Payment	
	Total Payment	
	Balloon Payment	
	Cumulative Interest	
	LTV	
	Ch. 13 Payment	
	Ch. 13 Pmt. (Arrears)	

Any other term(s) in which there is a substantive difference between the original loan and the proposed modified loan: