

## **Rule 9004-1 CAPTIONS OF PLEADINGS AND ORDERS**

Except as specified herein, any document filed in the general case or miscellaneous docket of a bankruptcy proceeding, including, but not limited to, any proposed order, pleading, notice, declaration, motion, application, response, or reply, shall contain a caption substantially conforming to Official Form 16D (Caption for Use in Adversary Proceeding), governing adversary captions except that the party seeking relief shall be designated as “Movant,” and the party against whom relief is sought shall be designated as “Respondent.” When there is no entity to be named as a respondent, the words “No Respondent(s)” shall be stated. In the caption of each motion and any response thereto, the case number shall be entered as well as the Chapter number. “Document No.” shall be stated instead of “Adversary Proceeding No.” A certificate of service, proposed order, or any subsequent pleading to a motion, objection, or other request for relief shall include in the caption the hearing date and time, the objection date, and the document number of the document to which it pertains. The foregoing requirement as to captions shall not apply as to a bankruptcy petition and other related preliminary filings in a bankruptcy case (Official Forms 1 through 15, 18, 19, 21, 22, 23, 25, and 26, or any Supplement or Attachment thereto); Directors Procedural Forms 13S through 231A-B, 253; Local Bankruptcy Forms 1A-1B, 10, and 13; a Chapter 11 plan of reorganization; a plan of reorganization in a small business case; a Chapter 12 plan; and a Chapter 13 plan and related disclosure statements.