

**Rule 1001-4 STANDING ORDERS**

- (a) The Court may issue Standing Orders that supplement and/or amend these Rules.
- (b) Standing Orders shall be filed on the Miscellaneous Docket and posted on the Court’s website, addressing but not limited to the following:
- (1) temporary measures inappropriate for inclusion in these Rules (e.g., the closure of the Court during a holiday, inclement weather or emergency).
  - (2) matters requiring prompt action (e.g., accommodating changes to the Bankruptcy Code or federal rules), and/or addressing matters where the Court determines that there is an immediate need to revise or enact a rule.
  - (3) the assignment or reassignment of cases.
  - (4) the adoption and implementation of the latest version of these Local Rules and corresponding Local Forms.
- (c) Standing Orders issued under subpart (b)(2) of this Rule shall be incorporated into and superseded by these Rules during the ensuing, annual, formal revision process, including review and comment by the Standing Local Rules Committee, a public comment period and approval by both the District Court for the Western District of Pennsylvania and the Judicial Council for the Third Circuit Court of Appeals.

**Rule 1007-1 MAILING MATRICES**

(a) For purposes of this Local Bankruptcy Rule, the term “Mailing Matrix” is an alphabetical listing by name and address, including ZIP Code, of counsel of record for the debtor, each scheduled creditor and equity security holder of the debtor, and nondebtor parties to executory contracts or unexpired leases in which a debtor is a party.

- (1) If the debtor is a corporation, the Mailing Matrix shall include the names and addresses, including ZIP Codes, of all current officers and directors.
- (2) If a debtor is a partnership, the Mailing Matrix shall include the names and addresses, including ZIP Codes, of all general and limited partners.
- (3) If a debtor is a limited liability company, the Mailing Matrix shall include the names and addresses, including ZIP Codes, of all members and managers.

(b) When the debtor lists any federal agency, other than the Office of the United States Trustee, on a Mailing Matrix, the debtor shall also list the name of the agency, c/o The United States Attorney’s Office for the Western District of Pennsylvania, at the address listed in the Address Appendix located in the Local Bankruptcy Rules section of the Court’s website. When the Internal Revenue Service is a party, the debtor shall include the name and address of the IRS Insolvency Unit at the address listed in the Address Appendix located in the Local Bankruptcy Rules section of the Court’s website.

(c) Mailing Matrices shall be filed electronically, unless a party is not represented by an attorney (pro se) or has been granted by order of Court permission to file the Mailing Matrix on paper.

(d) In all voluntary cases, the Mailing Matrix is due when the petition is filed. If the Mailing Matrix is not timely filed, the case will be dismissed automatically by the Court. An order extending the time to file the bankruptcy schedules or other documents needed to complete the bankruptcy petition shall not constitute an extension of time to file the Mailing Matrix unless so stated in the order.

(e) At the time of filing the petition, the debtor shall file on the Case Management/Electronic Case Files System (“CM/ECF System”) Local Bankruptcy Form 29 (Notice Regarding Filing of Mailing Matrix) with the Mailing Matrix as an attachment. After docketing Local Bankruptcy Form 29, the debtor immediately shall upload the Mailing Matrix into the CM/ECF System as a text file (with a .txt extension). Mailing Matrices shall be stricken if not filed in a text (.txt) format.

(f) If one (1) or more creditors is added to the creditor maintenance system in CM/ECF, the debtor shall file Local Bankruptcy Form 30 (Notice Regarding Modification to

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Mailing Matrix) on the CM/ECF System. After docketing Local Bankruptcy Form 30, the debtor shall upload into the CM/ECF System a supplemental Mailing Matrix as a text file containing only the names and addresses of the added creditors.

(g) The debtor is to assure that the Mailing Matrix is kept current and accurate at all times.

**Rule 2016-1 PROFESSIONAL FEES AND EXPENSES**

(a) Fee applications are required in all cases, except those originally filed Chapter 7 cases where counsel for the debtor is compensated via a lump sum payment prior to filing, and in those Chapter 13 cases when counsel opts for compensation pursuant to the “no-look fee” provisions of this Local Bankruptcy Rule.

(b) No compensation or expenses will be allowed, or paid by the estate or any third-party source, to any professional for services rendered in any case unless:

- (1) a motion to approve employment has been filed; and
- (2) an order granting the motion has been entered, except that counsel for debtors in Chapter 13 cases are not required to file such a motion or obtain such an order.

(c) An application for fees and expenses filed pursuant to W.PA.LBR 2016-1(b) shall include the following:

- (1) the date of the order appointing the professional, with a copy thereof attached as an exhibit;
- (2) a statement indicating whether the application is for final or interim compensation and expenses, the total amounts thereof, and the period covered by the application;
- (3) the dates and amounts of previous compensation requested and the amounts approved, if any, including any retainers paid, with copies of the orders approving the prior payments, the retention agreement, an itemization of fees and expenses paid from any source other than the debtor’s estate, a copy of the attorney disclosure statement previously filed pursuant to Fed. R. Bankr. P. 2016, attached as exhibits;
- (4) a list of all timekeepers included in the application, including, but not limited to: the attorneys, paraprofessionals, or other professionals contributing services, number of years in practice, their billing rates, total hours, total dollars, and the blended hourly rate;
- (5) a chronological listing of time and services performed (“Chronological Listing”) or a listing of time and services by category of service arranged

chronologically (“Category Listing”), attached to the Application. Regardless of the approach utilized, both a Chronological Listing and a Category Listing shall include the date, the professional or other timekeeper, a description of the service, and the time involved;

(A) If a Category Listing is provided, each category shall be preceded by a heading generally describing the services within that category and a brief statement detailing the result to the estate. A separate category shall be included for preparation of the fee application and another for all administrative services such as file maintenance, docket review, typing, filing and service of documents, etc.

(B) If a Chronological Listing is provided, a separate summary of time and service by category shall be attached, and each category shall be given an identifying number. This identifying number shall be placed beside each chronological entry to identify the category number into which it falls. A separate category shall be included in the summary for preparation of the fee application and another for all administrative services such as file maintenance, docket review, typing, filing and service of documents, etc.

(C) In Chapter 13 cases, if the professional or other timekeeper has performed services in connection with the debtor’s participation in the Loss Mitigation Program, described in W.PA.LBR 9020-1, the application for fees and expenses shall:

(i) separately itemize any fees for services rendered and expenses incurred in connection with the debtor’s participation in the Loss Mitigation Program; and,

(ii) otherwise comply with the requirements of W.PA.LBR 9020-7(c).

(6) an itemization of the expenses for which reimbursement is requested:

(A) Expenses shall be billed and allowed only at actual cost without overhead or add-ons; and

(B) If compensation for travel time is requested, unless appropriate,

special circumstances are set forth, typically only fifty percent (50%) of the applicable hourly rate of the professional will be allowed for travel;

- (7) a statement that the professional or other timekeeper is a disinterested person and does not represent or hold an interest adverse to the interest of the estate on the matter on which he was employed;
  - (8) a history of the case in narrative form;
  - (9) a summary cover sheet substantially conforming to Local Bankruptcy Form 9 (Summary Cover Sheet). A fee application filed without a completed cover sheet shall be dismissed without prejudice to refileing;
  - (10) a proposed order of Court;
  - (11) in complex Chapter 11 cases, a spreadsheet which reflects all fees that are requested pursuant to the application and a cumulative total for professional by category; and
  - (12) if the Court enters an administrative fee order in a particular case, the terms of the order shall govern;
- (d) All entries in a fee application shall:
- (1) list each service or task separately and state in increments not exceeding one-tenth (1/10) of an hour the amount of time expended in its performance;
  - (2) identify the subject matter of any correspondence or phone call and the party with whom the professional or other timekeeper has communicated if the service involves telephone and/or written correspondence;
  - (3) identify where appropriate, and in the interest of clarity, the subject matter of any hearing or trial with specificity, including the case or adversary number, if the service involved attendance at a hearing or trial;
  - (4) identify any document with specificity if the service involves preparation of that document; and

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- (5) include all other information necessary to a full understanding of the services performed and the person and time involved.

(e) Unless leave to seek interim compensation has been allowed by order of the Court, all fee applications filed in Chapter 7 cases will be considered only after:

- (1) the trustee in the case has filed a final account;
- (2) there has been a proposed order of final distribution submitted for the Court's consideration in which the allowed fees are included; and
- (3) notice has been given to all parties in interest of:
  - (A) the last date to file objections thereto; and
  - (B) the hearing date and time, if any.

(f) The Chapter 13 "no look attorney fee" shall be limited to a maximum of \$4,000.00 and the Chapter 13 "no-look expense charge" shall be limited to a maximum in the amount of \$500 (allowable expenses charged include the petition filing fee, postage, copying, certifications and other costs incurred in the administration of the case.) When the fee and expenses charged by counsel is less than or equal to either or both of the no-look fee and expense charge, no fee application is required. The no-look attorney fee and expense charge:

- (1) shall include any retainer received;
- (2) shall be reduced on a dollar-for-dollar basis for anything paid directly by the client, for instance if the client pays the petition filing fee directly, the no-look expense charge shall be equal to \$500 less the filing fee; and,
- (3) does not preclude the award of additional fees and/or expenses by the Court upon the filing of a fee application consistent with these Local Bankruptcy Rules requiring in such case a detailed statement and accounting of fees and expenses charged; *provided however*, in order to "opt out" of the no-look fee provisions of this Local Bankruptcy Rule:
  - (A) counsel shall have entered into a written fee agreement at the commencement of the representation providing the alternative

of opting out of the no-look fee compensation option and for payment of additional fees in the event of unforeseen, future case complications; and

(B) to the extent counsel seeks such additional compensation, counsel is required to file a cumulative fee application subject to the other provisions of this Local Bankruptcy Rule.

(g) If counsel opts to be paid via the no-look fee, counsel shall nevertheless advise and represent the debtor(s) in a manner consistent with applicable professional standards and be required to perform all matters necessary to properly and timely complete the bankruptcy case, including the following services:

- (1) the debtor(s) will be interviewed by counsel and appropriately briefed on the Chapter 13 process;
- (2) accurate and complete schedules, statements of financial affairs, and related documents will be prepared by counsel;
- (3) all documents will be explained;
- (4) counsel will file a Chapter 13 plan that meets with the requirements of Local Bankruptcy Form 10 (Chapter 13 Plan) and is capable of confirmation;
- (5) in addition to the first meeting of creditors, counsel will attend all hearings and will remain counsel of record until the case is either completed or dismissed, unless the Court has issued an order discharging the attorney as counsel of record;
- (6) counsel will file all motions and objections contemplated in the confirmed plan in a timely fashion; and
- (7) counsel will complete representation without additional charge to the debtor(s) for the duration of the Chapter 13 case.

(h) Counsel fees paid through the Chapter 13 plan shall be at the monthly rate and level set forth in the plan.

(i) Additional fees may be paid through the Chapter 13 plan if either:



- (1) the confirmed Chapter 13 plan contemplated such fees without decreasing the percentage or amount originally to be paid to other creditors through the plan, and proper application for allowance and payment is filed and approved; or
- (2) in instances where the additional fees are not contemplated in the plan, assuming the plan is amended within fourteen (14) days after the application for fees is allowed and such fees are paid from plan resources without decreasing the percentage or amount to be paid to other creditors through the plan.

(j) Notwithstanding W.PA.LBR 2016-1(i), the Court recognizes that additional services provided by debtor's counsel may provide a benefit to the estate. Upon counsel's request, the Court may determine that the benefit to the estate warrants a diminution in the dividend paid to unsecured creditors and an amendment to the plan is not necessary. In such cases, any fee application filed shall specify:

- (1) in detail, the benefit received by the estate; and
- (2) whether and to what extent the unsecured creditors would receive a lower dividend under the existing plan if the fee application were granted and the fees were paid by the trustee from debtor's plan payments.

**Rule 2016-2 Bank Service Fees on Chapter 7 Estate Accounts**

(a) Chapter 7 trustees are authorized to incur and pay any actual, necessary expense as contemplated by 11 U.S.C. §330, for bank fees and charges directly related to the administration of estate accounts.

(b) The Court retains authority to review and approve such expenses during the administration of the case.

**Rule 3002-4 ~~RESERVED~~ Notice of Mortgage Payment Change**

(a) Notification of any post-petition changes to on-going (continuing) mortgage payments (“Notice of Mortgage Payment Change”) for which the Chapter 13 Trustee is acting as disbursing agent on behalf of the debtors(s), filed with the Court pursuant to Fed.R.Bankr.P. 3002.1(b), shall be simultaneously served on the Debtor(s), Debtor(s) Counsel and the Chapter 13 Trustee.

(b) The Notice of Mortgage Payment Change shall contain sufficient identification of the Creditor filing the Notice of Mortgage Payment Change, including full name, address, facsimile information, telephone number and email address, where available. The identity of the individual signing the Notice on behalf of the Creditor shall contain similar information and be legibly set forth on the Notice.

(c) If the Creditor is not currently a Creditor “of record,” a copy of any applicable lien assignments(s) evidencing the Creditor’s alleged right to payment shall be attached to the Notice of Mortgage Payment Change along with, on a separate page, a narrative summary of the chain of title evidencing the Creditor’s authority to act and be paid. A copy of the original assignment(s) or other appropriate evidence of the Creditor’s authority to act and right to payment shall be contemporaneously filed with the Court along with the filing of the Notice.

(d) The required “analysis” accompanying the Notice of Mortgage Payment Change shall contain:

- (1) a complete and accurate loan payment history;
- (2) a computation of the payment change in a format which is readily understandable by the Court and the Parties-in-interest; and,
- (3) a declaration under penalty of perjury by a competent official of the Creditor substantiating the veracity and accuracy of the requested “Notice of Mortgage Payment Change.”

(e) Failure of the Creditor to timely file the Notice of Mortgage Payment Change in proper form with the Court will not trigger a payment change for purposes of the Chapter 13 case and precludes the Creditor from collecting additional charges including interest. Any creditor failing to comply with this rule may not assess or collect additional charges until the 21st calendar day after the appropriate notice is filed.

(f) Following the filing of a Notice of Mortgage Payment Change, the Court will direct the Debtor to file one of the following within twenty-one (21) days from the date of docketing the Notice of Mortgage Payment Change:

- (1) an amended Chapter 13 plan;

(2) a Declaration certifying that the existing Chapter 13 Plan is sufficient to fund the Plan with the modified debt, and identifying the amounts of the former and new monthly mortgage payments, along with the effective date thereof; or

(3) an Objection to the Notice of Mortgage Payment Change.

(g) Upon the filing of a Declaration by the Debtor(s), the Chapter 13 Trustee shall commence disbursement of the modified mortgage payment amount set forth in the Notice of Mortgage Payment Change without the necessity of an Amended plan being filed.

(h) In the event the Debtor(s) files an Objection to the Notice of Mortgage Payment Change, the Chapter 13 Trustee shall limit disbursements of the mortgage obligation to the then-current authorized monthly mortgage payment until the Objection is finally disposed of by the Court. To the extent the Trustee has funds available to do so, until further order of Court, the Chapter 13 Trustee shall reserve payment on the increase portion of the modified mortgage payment in an amount set forth in the Notice of Mortgage Payment Change. The foregoing applies notwithstanding any Plan provision to the contrary.

(i) If a Notice of Mortgage Payment Change is filed and the Debtor fails to file an Amended Plan, Declaration or an Objection, the Chapter 13 Trustee is not obligated to disburse monthly mortgage payments to the Creditor in an amount other than as specified in the then-current Plan.

(j) Any Notice of Mortgage Payment Change filed and served pursuant to this notice procedure shall not be construed as a violation of the Automatic Stay provisions of the Bankruptcy Code.

**Rule 3002-5 NOTICE OF POSTPETITION FEES, EXPENSES, AND CHARGES**

(a) A holder of a claim: (i) for rent for debtor’s residence or (ii) secured by a security interest in the debtor’s assets asserting recovery against the debtor and/or against the debtor’s assets for fees, expenses, or charges, incurred in connection with the claim after the bankruptcy case was filed, shall file a separate “Notice of Postpetition Fees, Expenses, and Charges,” which:

- (1) shall be filed as a supplement to the holder’s proof of claim;
- (2) shall be served no later than one hundred eighty (180) days after the date when the fees, expenses, or charges are incurred;
- (3) shall not be subject to Fed. R. Bank. P. 3001(f);
- (4) shall be served on the debtor(s), counsel to the debtor(s), and the Chapter 13 trustee;
- (5) need not be filed if fees, expenses, and charges were included in a previously filed “Notice of Mortgage Payment Change”; and
- (6) if not timely filed, shall result in the disallowance of any additional sums claimed by the creditor for the period in question.

(b) After a Notice of Postpetition Fees, Expenses, and Charges is docketed, the Court will issue an order requiring the debtor(s) within twenty-one (21) days to file:

- (1) an amended Chapter 13 plan;
- (2) a declaration certifying that the existing Chapter 13 plan is sufficient to pay the modified debt; or
- (3) an objection to the Notice of Postpetition Fees, Expenses, and Charges.

(c) If a Notice of Postpetition Fees, Expenses, and Charges is timely filed in the proper form and the debtor fails to timely file an objection, ~~the payment change postpetition fees, expenses, and/or charges~~ shall be allowed without further order, notice, or hearing. However, no such ~~payment change postpetition fees, expenses, and/or charges~~ shall be ~~implemented~~ paid by the chapter 13 trustee until such time as the debtor or debtor’s counsel files an amended chapter 13 plan or a declaration certifying that the existing chapter 13 plan is sufficient to pay the modified debt.

**Rule 3015-3 PLAN CONFIRMATION HEARINGS & CONCILIATION**

~~Initial plan confirmation hearings shall be scheduled by the “Notice of Chapter 13 Bankruptcy Case, Meeting of Creditors, & Deadlines” and conciliated by the Chapter 13 trustee. Continuances of plan confirmation hearings may refer the parties to another conciliation conference or to a confirmation hearing before the Presiding Judge.~~

~~(a) Objections to the debtor(s)’ Chapter 13 plan shall be filed at least 14 days prior to the first date set for the meeting of creditors as scheduled by the *Notice of Chapter 13 Bankruptcy Case, Meeting of Creditors & Deadlines* (the “341 Notice”).~~

~~(b) The 341 Notice shall schedule a plan confirmation hearing (the “Initial Confirmation Hearing”) to be held immediately following the meeting of creditors, as authorized by 11 U.S.C. § 1324(b). Initial Confirmation Hearings shall be conciliated by the Chapter 13 Trustee or her designee.~~

~~(c) Objections to holding the Initial Confirmation Hearing immediately following the meeting of creditors (“Hearing Objections”) shall be filed at least 14 days prior to the first date set for the meeting of creditors as scheduled by the 341 Notice. A party filing a Hearing Objection that is not withdrawn prior to the first date set for the meeting of creditors shall attend the Initial Confirmation Hearing.~~

~~(d) In the absence of a pending Hearing Objection, the Court shall deem the Initial Confirmation Hearing as a Final Confirmation Hearing. If there is a timely filed Hearing Objection as of the date of the first meeting of creditors, then the Court shall deem the Initial Confirmation Hearing as an “Interim Confirmation Hearing” and schedule a Final Confirmation Hearing not earlier than 20 days, and not later than 45 days, after the date of the first meeting of creditors.~~

~~(e) Promptly after the conclusion of each conciliated confirmation hearing, the Chapter 13 Trustee shall submit to the Court a recommendation that the Chapter 13 Trustee deems appropriate under the circumstances, including but not limited to: continuation of the conciliation, confirmation of the plan and/or dismissal or conversion of the case.~~

**Rule 3021-1 DISTRIBUTION UNDER CHAPTER 9, 11, AND 13 PLANS**

(a) Each creditor shall assure that its current address is on file with the Clerk. Distribution by the disbursing agent shall be to the most recent address on file with the Clerk. The distribution of any proceeds pursuant to a confirmed plan shall be mailed to the address of the creditor as designated pursuant to Fed. R. Bankr. P. 2002(g), if one has been filed.

(b) Within ninety (90) days of confirmation of a Chapter 9 or Chapter 11 plan and each ninety (90) days thereafter until the case is closed, the disbursing agent shall file with the Clerk a brief and accurate accounting of all sums received, all sums disbursed to date, the sums remaining with the disbursing agent, and the proposed disposition thereof.

(c) Following confirmation of a plan, the Chapter 13 trustee shall make distribution to secured and priority creditors in accordance with the terms of the plan. Claims identified in the plan or proofs of claim filed shall be treated for distribution purposes as follows:

- (1) after the filing of a plan and prior to confirmation of such plan, the Chapter 13 trustee is authorized to make distribution of the designated monthly payments as provided in the plan on secured nontax claims, attorney's fees, and utility accounts;
- (2) the debtor or debtor's attorney, if represented, shall review the proofs of claim filed and shall file objections to any disputed claims within ninety (90) days after the claims bar date or, for late filed or amended claims, within ninety (90) days after they are filed and served. Absent an objection, the proof of claim will govern as to the classification and amount of the claim. Objections filed after the ninety (90) days specified herein shall be deemed untimely.

(d) In Chapter 13 cases, failure of an unsecured creditor to file a claim shall inure to the benefit of the other unsecured creditors in the same class. The Chapter 13 trustee shall increase the percentage to be paid accordingly, provided that payments shall not exceed one hundred percent (100%) of the total amount of the allowed unsecured claims (including interest if provided in the plan for such claims). Distributions to unsecured creditors shall be made on a pro rata basis as calculated by the Chapter 13 trustee and not on a per capita basis.

(e) If a secured creditor obtains relief from the automatic stay, the Chapter 13 trustee shall suspend distributions to all creditors with claims secured by the collateral released from the automatic stay, following the Chapter 13 trustee's receipt of notice of the grant of relief. However, the Chapter 13 trustee shall continue to make distribution to other creditors in accordance with the terms of the plan.

~~(f) In the event of conversion or dismissal following the confirmation of a Chapter 13 plan, then the Chapter 13 trustee shall distribute all funds received prior to the effective date of~~

~~the conversion or dismissal, in accordance with the terms of the confirmed plan.~~

(g f) In the event that a Chapter 13 plan is not confirmed, then the trustee shall refund all payments to the debtor if the case is dismissed, or to the Chapter 7 trustee if the case is converted.



**Rule 4002-2 PROOF OF INSURANCE**

All Chapter 13 debtors shall submit to the Chapter 13 Trustee proof of insurance for all of the debtors' motor vehicles, motor homes, and improved real estate, within 14 days after their initial Chapter 13 Plan is filed.

**Rule 5001-2 CLERK'S OFFICE HOURS**

The Clerk's Office shall maintain public office hours from 9:00 a.m. until 4:30 p.m. on weekdays, except for legal holidays or as otherwise ordered by the Chief Bankruptcy Judge.

**Rule 5005-2 REGISTRATION AS A FILING USER**

(a) A “Filing User” is anyone having a Court-issued CM/ECF System log-in and password. Any attorney appearing before the Court shall be registered as a Filing User. Pursuant to W.PA.LBR 9010-1 and Local Bankruptcy Form 18 (Motion for *Pro Hac Vice* Admission), *pro hac vice* admission requires association with a local registered Filing User.

(b) Any attorney admitted to the Bar of the Western District of Pennsylvania (including those admitted *pro hac vice*) ~~and/or who has attended CM/ECF System training provided by the Clerk~~, United States trustees and their assistants, private trustees, and others as the Court deems appropriate may apply for registration as a Filing User after attending CM/ECF System training provided by the Clerk.

(c) The Court may grant a *pro se* party to a pending action permission to apply for registration as a Filing User, subject to attending CM/ECF System training provided by the Clerk. If granted, the *pro se* party’s Filing User status is limited solely to the specific pending action. If, during the course of the action, an attorney appears on the party’s behalf, that attorney shall immediately advise the Clerk to terminate the *pro se* party’s registration as a Filing User.

(d) Applications for registration as a **Limited** Filing User ~~shall be made using Local Bankruptcy Form 4B ((Limited Filing User Form and Agreement)~~ submitted through the Court’s website.

**Rule 5005-3 REGISTRATION AS A LIMITED FILING USER**

(a) An individual who is registered as a CM/ECF System participant in another district and/or who has attended CM/ECF System training provided by the Clerk may apply for registration as a Limited Filing User. A Limited Filing User's CM/ECF System account is limited to filing proofs of claim, notice requests, withdrawals of claims, transfers of claims, objections to transfer of claim, reaffirmation agreements, notices of mortgage payment change, and notices of postpetition fees, expenses, and charges.

(b) A Limited Filing User will not receive electronic notification of documents or docket activity.

(c) Applications for registration as a Limited Filing User shall be ~~made using Local Bankruptcy Form 4B (CM/ECF Limited Filing User Registration)~~ submitted through the Court's website.

**Rule 5005-22 Facsimile Documents and E-Mailed Documents**

Documents may not be transmitted to the Clerk’s Office for filing by facsimile, e-mail, text message, or any other electronic means other than CM/ECF, except as authorized by the Court. Any documents transmitted by facsimile or e-mail to the Clerk’s Office without prior Court authorization shall be discarded without review.

**Rule 7008-2 REVIEW OF PROPOSED FINDINGS OF FACT AND CONCLUSIONS OF LAW ~~IN NON-CORE PROCEEDINGS~~**

(a) This Local Rule applies to non-core proceedings and any core proceeding in which a final order or judgment must be entered by a United States District Judge.

~~(b)~~ (a) A party objecting to the Bankruptcy Judge's proposed findings of fact and conclusions of law shall arrange for the transcription of the record or such portions of it as all parties may agree upon and file a Notice of Transcript Order within fourteen (14) days of the date the objection is filed.

~~(c)~~ (b) A party objecting to the Bankruptcy Judge's proposed findings or conclusions must file a motion to determine the portion of the record to be transcribed within fourteen (14) days of the date the objection is filed when the parties cannot agree. The objecting party shall arrange for the transcription of the record as determined by the Court and file a Notice of Transcript Order within seven (7) days of the date an order is entered on the motion.

~~(d)~~ (c) The Notice of Transcript Order shall comply with the caption requirements of W.PA.LBR. 9004-1, reference the date that the proposed findings of fact and conclusions of law were issued, provide the date and time of the hearing that will be transcribed, and provide the date that the transcript was ordered.

~~(e)~~ (d) A party objecting to the Bankruptcy Judge's proposed findings of fact and conclusions of law shall file all of the exhibits admitted into evidence as a single document prior to filing the objection. The objection shall identify all of the exhibits and the docket number at which the exhibits were filed.

~~(f)~~ (e) The Clerk shall transmit the proposed findings of fact and conclusions of law, the Clerk's notice to the parties, objections, and responses to the District Court without a transcript when the Notice of Transcript Order is not timely filed.

**Rule 9010-2 ENTRY, WITHDRAWAL AND/OR SUBSTITUTION OF APPEARANCE**

(a) A separate Notice of Appearance need not be filed by an attorney for an original party to an action or for an intervenor. The endorsement of names of attorneys appearing on the first pleading or motion filed by a party shall constitute the entry of appearance for such attorneys and their law firms. Thereafter, pursuant to W.PA.LBR 5005-8, service and notice to the attorney(s) appearing on the first pleading or motion will be provided by way of electronic Notice of Electronic Filing (“NEF”) only to the Filing User unless an attorney enters a separate Notice of Appearance.

(b) All parties filing any document, including pleadings, shall appear in person or through counsel for the scheduled hearing on that matter unless such appearance has been excused by the Court.

(c) Only natural persons may appear in Court without counsel.

(d) Child support creditors need not appear by counsel; provided, however, that they shall first complete and file Local Bankruptcy Form 19 (*Appearance of Child Support Creditor or Representative*).

(e) An attorney may withdraw an entry of appearance and/or substitute appearance only with leave of Court, upon filing a written motion stating the reasons for withdrawal ~~and after reasonable notice to the client~~ and/or substitution and certifying that each affected client has expressly consented to the withdrawal and/or substitution.

(f) In the event that the consent of an affected client cannot be obtained, movant shall file a motion pursuant to subpart (e), above, which shall include “IN THE ABSENCE OF CLIENT CONSENT” in the title of the motion, and the Court shall schedule a hearing on the motion.

(g) An attorney intending to file a motion pursuant to subpart (e) or (f), above, in more than twenty (20) cases may contact the Clerk of Court to request the opening of a Miscellaneous Proceeding for the filing of an omnibus motion for the withdrawal and/or substitution of appearance in all cases. If the Chief Bankruptcy Judge determines that omnibus relief is appropriate, the Clerk shall open a Miscellaneous Proceeding and the movant shall file an omnibus motion for withdrawal and/or substitution of appearance with a list of all affected cases attached as an exhibit to the motion. For each case listed in the exhibit, the movant shall provide the case number, Presiding Judge, debtor(s)’ full name(s), and the full name of the movant’s client. The movant is responsible for the preparation and accuracy of the information set forth in the exhibit. The movant shall file a certificate of service demonstrating that the

omnibus motion was timely served on each of the movant's clients identified in the exhibit. The movant shall pay any applicable fee as set forth in the Fee Schedule available on the Court's website.



**Rule 9019-6 POSTMEDIATION PROCEDURES**

(a) The mediator is not required to prepare written comments or recommendations to the parties. Mediators may present a written settlement recommendation memorandum to attorneys or *pro se* litigants, but not to the Court.

(b) If a settlement is reached at a mediation, a party designated by the mediator shall submit a fully executed stipulation and proposed order to the Court within twenty-one (21) calendar days after the end of the mediation. If the party fails to prepare the stipulation and order, the Court may impose appropriate sanctions.

(c) Promptly after the mediation conference, the mediator shall file with the Court, and serve on the parties and the Mediation Program Administrator, Local Bankruptcy Form 32 (Mediator's Certificate of Completion of Mediation Conference) showing compliance or noncompliance with the mediation conference requirements of this Local Bankruptcy Rule and whether or not a settlement has been reached. Regardless of the outcome of the mediation conference, the mediator shall not provide the Court with any details of the substance of the conference.

(d) ~~Whether or not the mediation conference results in settlement, the mediator shall provide the Mediation Program Administrator with an estimate of the number of hours spent in the mediation conference and other statistical and evaluative information using Local Bankruptcy Form 33 (Report of Mediation program Conference) and Local Bankruptcy Form 34 (Mediator's Survey).~~ Whether or not the mediation conference results in a settlement, within seven (7) days of the conclusion of the mediation the mediator shall file on the docket of the case the Mediator's Certificate of Completion of Mediation Conference (Local Bankruptcy Form 32) and submit to the Mediation Administrator the Report of Mediation Conference & Mediator Survey through the Court's website at: <http://www.pawb.uscourts.gov/bankruptcy-mediators-upload>.

## Rule 9020-1 LOSS MITIGATION PROGRAM

(a) The Loss Mitigation Program (“LMP”) is a structured ~~forum for debtors and creditors to reach~~ process to facilitate consensual resolutions when residential property is at risk of foreclosure.

(b) For purposes of the LMP, the following definitions apply in W.P.A.LBR 9020-1 through 9020-7:

- (~~6~~ 1) “Core LMP Package” refers collectively to all of the forms and supporting documentation that the eCreditor requires ~~in order~~ to initiate the assessment of loss mitigation options.
- (~~5~~ 2) “eCreditor” refers to any mortgage holder, assignee, servicer or trustee of an eEligible Hloan.
- (~~2~~ 3) “debtor” means any individual debtor in a case filed under Chapter 7, 11, 12 or 13 of the Bankruptcy Code, including joint debtors.
- (4) “Document Preparation Software” refers to a secure online program that facilitates the preparation of the Core LMP Package by populating the Primary LMP Documents and generating a customized checklist. A list of approved Document Preparation Software providers and related information shall be posted on the Court’s website.
- (4 5) “Eligible Hloan” means any mortgage, lien or extension of money or credit secured by Eligible Property, regardless of whether the loan is considered to be subprime or non-traditional, was in foreclosure prior to the bankruptcy filing, is the first or junior mortgage or lien on the Eligible Property, and/or has been pooled, securitized or assigned to a creditor or trustee.
- (~~3~~ 6) “Eligible property” means any real property used as ~~a~~ the debtor’s principal residence in which ~~an eligible~~ the debtor holds an interest.
- (7) “LMP Period” is the time during which the LMP is in effect prior to its expiration or termination by Court order.
- (~~4~~ 8) “loss mitigation” includes the full range of solutions that may prevent either the loss of a debtor’s Eligible property to foreclosure, increased costs to the lender, or both, including but not limited to, loan modification, loan refinance, forbearance, short sale, or surrender of the Eligible property in full satisfaction of obligations arising under an Eligible Loan.

- ~~(8) “Loss Mitigation Order” refers to an order of Court commencing the LMP and setting certain deadlines applicable to the participants, substantially in the form of Local Bankruptcy Form 41.~~
- (7 9) “Portal” refers to a secure online service that allows LMP documents to be submitted, retrieved and tracked. A list of approved Portals and related information shall be posted on the Court’s website.
- (10) “Primary LMP Documents” refers collectively to the documentation that is generated by the Document Preparation Software.

(c) Unless otherwise ordered by the Court, the Local Bankruptcy Rules apply to the LMP, including but not limited to the caption requirements set forth in W.PA.LBR 9004-1, the certificate of service requirements set forth in W.PA.LBR 2002-1 and the notice requirements set forth in W.PA.LBR 5005-8.

~~(d) The confidentiality provisions of mediation set forth in W.PA.LBR 9019-5 shall apply to the LMP process.~~

**Rule 9020-2 LOSS MITIGATION PROGRAM COMMENCEMENT**

(a) At any time after the commencement of the case until three (3) days before the first date scheduled for the First Meeting of Creditors, ~~the a~~ debtor with Eligible Property secured by an Eligible Loan may request the commencement of the LMP by filing a ~~m~~Motion for Loss Mitigation (substantially in the form of Local Bankruptcy Form 39), ~~or the creditor may request the commencement of the LMP by filing a motion substantially in the form of Local Bankruptcy Form 40.~~ The Motion for Loss Mitigation shall be served on the Creditor and all other creditors whose claims are secured by liens against the Eligible Property.

(b) Prior to filing a Motion for Loss Mitigation, the debtor's counsel (or the debtor if not represented by counsel) shall:

- (1) perform adequate due diligence concerning the debtor's eligibility for loss mitigation by reviewing all of the loan documentation in the debtor's possession and confirming all information necessary to make the certifications required on the Certification of LMP Eligibility and Readiness (Local Bankruptcy Form 40);
- (2) fully and completely prepare the Primary LMP Documents using Court-approved Document Preparation Software; and
- (3) if the Creditor is registered on the Portal, download the Core LMP Package from the Portal and fully prepare all documentation that may be required and posted by the Creditor in addition to the Primary LMP Documents.

~~(b) A proposed Loss Mitigation Order substantially in the form of Local Bankruptcy Form 41 shall be attached to any motion to commence the LMP.~~

(c) A Certification of LMP Eligibility and Readiness (substantially in the form of Local Bankruptcy Form 40) and a proposed Loss Mitigation Order (substantially in the form of Local Bankruptcy Form 41) shall be attached to any Motion for Loss Mitigation.

~~(e d)~~ The deadline for filing an objection to a ~~motion to commence the LMP~~ Motion for Loss Mitigation is fourteen (14) days from the filing service of the motion. Objections shall identify with specificity the grounds for the objection. If no objection is filed, the Court may enter a Loss Mitigation Order without further notice or hearing.

### **Rule 9020-3 LOSS MITIGATION PROGRAM PARTICIPATION & DUTIES**

(a) The debtor and eCreditor are the primary LMP participants. Any interested party may request by motion, or the Court may on its own direct, that a co-~~debtor~~obligor, additional creditors or other third parties participate in the LMP in furtherance of pursuing a global resolution.

(b) The Chapter 13 Trustee may participate in the LMP to the extent that such participation would be consistent with the Chapter 13 Trustee's duties under the Bankruptcy Code.

(e c) LMP participants shall negotiate act in good faith. A party failing to participate in good faith may be subject to sanctions after notice and a hearing.

~~(e d) LMP sessions may be conducted in person, telephonically, online via the Portal, or by videoconference. Prior to the conclusion of each LMP session, the participants shall determine whether additional sessions are necessary. If additional sessions are necessary, the participants shall schedule the next session and establish a precise schedule for exchanging all required information and documentation. During the LMP all material communications between the debtor and Creditor shall be conducted exclusively through the Portal.~~

~~(d e) The debtor and creditor shall have a person with full settlement authority present during each LMP session. During a status conference or settlement conference with the Court, a person with full settlement authority shall attend the conferences. On behalf of each participating party, a person with complete knowledge of the file so as to be reasonably capable of answering questions posed by the Court related to the LMP shall attend all LMP-related hearings and conferences before the Court. Attendance at all hearings and conferences related to the LMP shall be in person unless participation by telephone or videoconference is expressly authorized by the Court.~~

(f) A debtor who files a ~~motion to commence the LMP (Local Bankruptcy Form 39), Motion for Loss Mitigation shall~~ immediately shall make (or cause to be made) adequate protection payments to the eCreditor in an amount that is at least sixty percent (60%) of the monthly principal and interest payment that is contractually due, plus one hundred percent (100%) of any required monthly escrow payment. If the eCreditor objects to the amount of the adequate protection payment ~~proposed by the debtor, then~~ after adequate notice, the Court shall hold a hearing to consider the objection.

(g) If the debtor is required to direct adequate protection payments to a different address than the debtor utilized prior to the filing of the bankruptcy case, the eCreditor shall promptly advise the debtor of the correct address and any other requirements to ensure the proper posting and processing of the payments. In Chapter 13 cases, the debtor immediately shall file a motion and proposed order requesting the Court to authorize the Chapter 13 Trustee to make

payments to the specified payee at the specified address.

(h) In the event that the Eligible Loan is transferred or the service rights are assigned to a new servicer, then immediately on notice of the same the debtor shall file a proposed Order Substituting LMP Servicer (substantially in the form of Local Bankruptcy Form 46) and initiate the change of Creditor in the Portal.

(h i) If a relief from stay motion pursuant to section 362(d) is pending when a Loss Mitigation Order is entered or if such a motion is filed during the LMP period, the Court may condition the stay upon ~~compliance by the debtor with the~~ fulfillment of the debtor's obligations under the Loss Mitigation Order. If the debtor fails to comply with the debtor's LMP process duties or the Loss Mitigation Order, the eCreditor may apply to terminate the Loss Mitigation Order LMP pursuant to W.PA.LBR 9020-5. Additionally, unless the Creditor specifically objects in writing, it is deemed to consent to a waiver of the deadlines set forth in section 362(e) of the Bankruptcy Code until thirty (30) days after the conclusion of the LMP.

(i) In a Chapter 13 case, the Chapter 13 Trustee may recommend entry of an Interim Confirmation Order substantially in the form of Local Bankruptcy Form 43 pending the resolution of the LMP process. Under the terms of the Interim Confirmation Order, distribution to administrative, priority, and secured creditors, including the payment of arrearages, if any, and adequate protection, may be set forth, and a date for a Confirmation Hearing, consistent with the terms of the Loss Mitigation Order, shall be fixed.

#### **Rule 9020-4 LOSS MITIGATION PROGRAM DEADLINES**

(a) The LMP commences upon the entry of a Loss Mitigation Order. The Court, at its discretion, may alter any of the deadlines set forth in ~~this section~~ these Local Rules. Where there is a conflict between the Loss Mitigation Order and these Local Rules, the Order governs.

(b) If not previously registered, Wwithin fourteen (14) days after the entry of the Loss Mitigation Order, the eCreditor shall ~~ensure that it has~~ registered and posted its entire Core LMP Package on the Portal.

(c) Within ~~thirty five~~ seven (~~35~~ 7) days after ~~the~~ entry of the Loss Mitigation Order or the Creditor's registration on the Portal, whichever occurs later, the debtor shall upload and submit a through the Portal debtor's completed Core LMP Package ~~via the Portal~~.

(d) Within ~~ten~~ fourteen (~~10~~ 14) business days after the debtor's submission of the Core LMP Package, the eCreditor shall designate, via the Portal, a specific individual who, on behalf of the eCreditor, is the single point of contact for the LMP and is responsible for communicating with the debtor ~~about the Core LMP Package in order to arrive at a Package that the creditor deems complete~~. The eCreditor shall provide the designee's name, title, email address and either a direct telephone number or direct extension. At the same time, Creditor shall acknowledge, via the Portal, receipt of debtor's Core LMP Package and advise debtor of any additional or missing information required for Creditor to proceed with its review. The eCreditor shall immediately notify the debtor if there is a substituted designee and/or any change in the designee's contact information.

(e) Within sixty (60) days after the entry of the Loss Mitigation Order, the debtor, on notice to ~~and in cooperation with~~ the eCreditor, shall ~~submit a status report substantially in the form of Local Bankruptcy Form 42 file and serve an LMP Status Report with an attached~~ If the status report includes a request for an extension of the LMP period, the debtor shall attach a proposed order substantially in the form of Local Bankruptcy Form 44. The status report shall include a printout of the current and complete account history page from the Portal. The LMP Status Report shall be completed in accordance with the instructions provided in the Portal.

(f) Within ~~fourteen~~ seven (~~14~~ 7) days after the ~~final~~ conclusion of the LMP ~~p~~Period, the debtor, on notice to ~~and in cooperation with~~ the eCreditor, shall ~~submit an online final report at <http://www.pawb.uscourts.gov/lmp-reporting>. A PDF of~~ file and serve an LMP Final Report with an attached printout of the current and complete and current Portal account history from the Portal. shall be uploaded during the completion of the online final report. The LMP Final Report shall be completed in accordance with the instructions provided in the Portal. The obligation to timely file an LMP Final Report applies in all cases where a Loss Mitigation Order was issued, regardless of whether the case was subsequently dismissed or converted.

(g) If the LMP participants agree to the terms of a loan modification on a trial/interim

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basis, the debtor shall file a proposed order to approve the interim trial loan modification (substantially in the form of Local Bankruptcy Form 47) not less than fourteen (14) days before the first modification payment is due. In Chapter 13 cases, when trial payments are included as part of the trial loan modification, the proposed order must be filed not less than fourteen (14) days prior to the Chapter 13 Trustee's distribution date preceding the month in which the first trial payment is to begin.



**Rule 9020-5 LOSS MITIGATION PROGRAM DURATION**

(a) The ~~initial~~ LMP ~~p~~Period shall be ninety (90) days unless otherwise specified in the Loss Mitigation Order.

(b) A request to extend the LMP ~~p~~Period shall ~~either be set forth in a status report pursuant to W.P.A.LBR 9020-4(e) or be requested by way of a motion setting forth all factual reasons in support of the request, with an attached proposed order substantially in the form of Local Bankruptcy Form 44.~~ be made by way of a Motion To Extend the Loss Mitigation Period (substantially in the form of Local Bankruptcy Form 42). A proposed order (substantially in the form of Local Bankruptcy Form 43) and a complete and current printout of the account history from the Portal shall be attached to the Motion.

(c) A request to terminate the LMP process shall be made by way of ~~a motion setting forth all factual reasons in support of the request, with an attached proposed order substantially in the form of Local Bankruptcy Form 45.~~ Motion To Terminate the Loss Mitigation Program (substantially in the form of Local Bankruptcy Form 44). A proposed order (substantially in the form of Local Bankruptcy Form 45) and a complete and current printout of the account history from the Portal shall be attached to the Motion.

(d) Requests to extend or terminate the LMP process shall be served on all parties in interest, including, where applicable, the trustee or Chapter 13 Trustee.

(e) The deadline for objecting to a request to extend or terminate the LMP process is ~~three~~ seven (~~3~~ 7) business days from the service of the ~~request~~ motion.

(f) Where a timely objection is filed, the Court may schedule a hearing to determine whether granting the relief requested is appropriate under the circumstances.

~~(g) Upon the entry of an order terminating the LMP process, the creditor may file a motion seeking relief from stay.~~

## **Rule 9020-6 LOSS MITIGATION PROGRAM RESOLUTION**

(a) LMP participants shall seek ~~the Court's approval of authorization to enter into~~ any agreement reached during the LMP process, including, but not limited to, a stipulation, sale, plan of reorganization, amended plan of reorganization, or loan modification, by way of a motion that complies with W.PA.LBR 9010-3 and W.PA.LBR 9019-1.

(b) Dismissal of the bankruptcy case shall not be made a requirement of an agreement reached through the LMP.

(c) Consent to the resolution shall be acknowledged in writing by an authorized representative of the ~~e~~Creditor, the debtor, and the debtor's attorney, if applicable.

(d) ~~In a Chapter 13 case in which a~~ If parties agree to a final or long-term loan modification ~~has been agreed upon,~~ the debtor shall file a ~~m~~Motion to ~~approve~~ Authorize the ~~H~~loan ~~m~~Modification, which shall be served immediately on ~~the Chapter 13 Trustee~~ any applicable trustee and all creditors whose claims are secured by liens against the ~~residence~~ Eligible Property. The motion shall contain a detailed analysis of the proposed loan modification, and shall include a Loan Modification Summary (substantially in the form of Local Bankruptcy Form 48). A copy of the loan modification agreement shall accompany the motion. In a Chapter 13 case, ~~T~~he proposed order shall ~~provide~~ include the following provisions, where applicable:

- (1) If the loan modification approved by the Court impacts on the provisions of the debtor's Chapter 13 plan, a modified plan shall be filed within ~~ten~~ fourteen (~~10~~ 14) days of the entry of the order approving the loan modification.
- (2) If the loan modification approved by the Court results in a material change in the debtor's expenses, the debtor shall file an amendment to the impacted schedules reflecting income and expenses (Schedules I and J) within ~~ten~~ fourteen (~~10~~ 14) days of the entry of the order approving the loan modification.

(e) Where a debtor is represented by counsel, a resolution may be ~~approved~~ authorized by the Court without further notice, or upon such notice as the Court directs. Where a debtor is not represented by counsel, prior to authorizing a resolution ~~shall not be approved until after~~ the Court ~~has~~ may conducted a hearing at which the debtor shall appear in person. To be authorized by the Court, a proposed resolution must be in the best interests of the debtor and the bankruptcy estate.

(f) In the event a debtor satisfies all payment obligations under a trial/interim loan modification order, the Creditor shall extend an offer to enter into a final loan modification agreement within fourteen (14) days of receipt of the last interim payment. If the debtor accepts

the offer, then the debtor immediately shall file and serve a Motion to Authorize the Loan Modification pursuant to W.PA.LBR 9020-6(d). If the debtor rejects the offer, then the debtor immediately shall 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 for rejecting the offer.

**Rule 9020-7 LOSS MITIGATION PROGRAM FEES, COSTS & CHARGES**

(a) Use of the Document Preparation Software requires the debtor to pay a fee of up to \$40.00 to the provider of the Document Preparation Software. Use of the Portal requires the debtor to pay a fee of \$25 up to \$40 to the administrator of the Portal. If use of the Document Preparation Software and/or the Portal creates an undue hardship, the debtor may file a motion specifying why the use of the Document Preparation Software and/or the Portal creates an undue hardship and requesting permission to prepare and exchange documents and communications conventionally with the eCreditor in another manner.

(b) If a proposed LMP resolution provides for a eCreditor to receive payment or reimbursement of any fee, cost or charge that arose from the LMP process, all such fees, costs and charges shall be disclosed to the debtor, the trustee, the U.S. Trustee, and to the Court prior to approval of the resolution. Counsel for the eCreditor ~~is~~ may be entitled to receive a reasonable fee for all work involved ~~in connection~~ with the ~~mortgage modification, including requesting and reviewing documents,~~ LMP and shall clearly delineate such fee in the LMP resolution or by amended proof of claim.

(c) Counsel for the debtor is entitled to receive reasonable compensation for all work involved in connection with the LMP process and shall file an application for allowance of attorney fees and costs with the Court, or alternatively accept a “no look” fee in ~~the~~ a reasonable amount ~~of not to exceed~~ \$1,000 to be paid as an administrative expense. Debtor’s counsel may also treat the Document Preparation Software fee of up to \$40 and the Portal fee of \$25 up to \$40 as ~~an~~ administrative expenses. Counsel for the debtor shall request compensation for LMP work in excess of the no look fee by way of a fee application substantially conforming to W.PA.LBR 2016-1 which shall separately itemize and designate fees and expenses arising from LMP-related services. No fees or expenses arising from LMP-related services may be paid until an LMP Final Report is filed pursuant to W.PA.LBR 9020-4(f).

**Rule 9037-1 REDACTION OF PERSONAL IDENTIFIERS**

(a) Parties to transcripts and filers of any documents on the docket or claims register are responsible for reviewing each document in advance for personal identifiers and redacting information as required by Fed. R. Bankr. P. 9037.

(b) If, despite subsection (a), personal identifiers are disclosed in a filed document, the applicable corrective steps shall be taken, including:

(1) If the document is a transcript:

(A) Within seven (7) days of the filing of the transcript, any party intending to redact any portion of the transcript shall file Local Bankruptcy Form 35 (Notice of Intent to Request Redaction of Transcript), with an attached certificate of service demonstrating that Form 35 was served upon the transcriber, all persons whose testimony was transcribed, the debtor and all persons whose personal identifiers are to be redacted.

(B) The party requesting redaction shall serve upon the transcriber, all persons whose testimony was transcribed, the debtor and all persons whose personal identifiers were redacted, Local Bankruptcy Form 36 (Transcript Redaction Request) within twenty-one (21) days after the original transcript was filed. Local Bankruptcy Form 36 shall not be filed on the docket.

(C) Upon the transcriber's receipt of Local Bankruptcy Form 36 (Transcript Redaction Request), no unredacted copies of the transcript shall be sold or otherwise made available.

(D) Transcribers shall file a redacted version of the transcript within thirty-one (31) days after the original transcript was filed.

(2) If the document is a proof of claim:

(A) Regardless of whether the case is open or closed, the creditor shall immediately file a redacted claim on the claims register as an amended claim in compliance with the requirements of W.PA.LBR 3002-2(a).

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- (B) If the case is open at the time of the amendment, the creditor shall file Local Bankruptcy Form 37 (“Request to Restrict Public Access to Claim”).
- (C) If the case is closed at the time of the amendment, the creditor shall file a motion to reopen, ~~and pay the corresponding reopening fee.~~ The creditor shall attach Local Bankruptcy Form 37 to the motion to reopen.
- (D) The creditor shall attach to Local Bankruptcy Form 37 a certificate of service demonstrating that Form 37 was served upon the debtor and all persons whose personal identifiers were redacted.

(3) Any other document filed on the docket:

- (A) If the case is open at the time of the request, the filer of the original document shall file Local Bankruptcy Form 38 (“Request to Restrict Public Access to [specify document]”).
- (B) If the case is closed at the time of the amendment, the filer of the original document shall file a motion to reopen, ~~and pay the corresponding reopening fee.~~ The movant shall attach Local Bankruptcy Form 38 to the motion to reopen.
- (C) The movant shall attach to Local Bankruptcy Form 38 a certificate of service demonstrating that Form 38 was served upon the debtor and all persons whose personal identifiers were redacted.

(c) Amendments to any filed documents made to redact personal identifiers pursuant to Fed. R. Bankr. P. 9037 shall not be combined with any other amendment to the original document.

(d) Motions requesting the Court to restrict public access to a document shall not be combined with any other motion, except for a motion to reopen pursuant to subsections (b)(2)(C) or (b)(3)(B).