

Local Bankruptcy Rules Amendments



United States Bankruptcy Court for the Western District of Pennsylvania

Posted for Public Comment on April 10, 2026

The period for submitting comments commences on April 10 and concludes on May 15, 2026.

Comments may be submitted at: <https://www.pawb.uscourts.gov/cgi-bin/comments.cgi>

PAWB Local Rules Amendments
April 2026
Table of Contents

Changes to Local Rules	PDF Page Number
W.PA.LBR 1007-4 Proof of Income	
Redline of Changes with an Explanation	Page 1
Resulting Clean Version	Page 2
W.PA.LBR 1020-1 Change of Designation to or from Subchapter V of Chapter 11 Cases	
Redline of New Rule with an Explanation	Page 3
Resulting Clean Version	Page 4
W.PA.LBR 2016-1 Professional Fees and Expenses	
Redline of Changes with an Explanation	Page 5
Resulting Clean Version	Page 11
W.PA.LBR 3002-1 Filing Claims	
Redline of Changes with an Explanation	Page 17
Resulting Clean Version	Page 18
W.PA.LBR 3011-1 Unclaimed Funds	
Redline of Changes with an Explanation	Page 19
Resulting Clean Version	Page 21
W.PA.LBR 3015-2 Wage Orders in Chapter 13 Cases	
Redline of Changes with an Explanation	Page 22
Resulting Clean Version	Page 24
W.PA.LBR 5005-6 Signatures	
Redline of Changes with an Explanation	Page 26
Resulting Clean Version	Page 28
W.PA.LBR 5005-7 Declaration of Electronic Filing	
Redline of Changes with an Explanation	Page 30
Resulting Clean Version	Page 31
W.PA.LBR 5005-15 Paper Retention Requirements	
Redline of Changes with an Explanation	Page 32
W.PA.LBR 5005-20 Documents Filed Under Seal	
Redline of Changes with an Explanation	Page 33
Resulting Clean Version	Page 35

W.PA.LBR 5005-22 Facsimile Documents and E-Mailed Documents Redline of Changes with an Explanation	Page 36
W.PA.LBR 8007-2 Transmission of the Record on Appeal Redline of Changes with an Explanation	Page 37
Resulting Clean Version	Page 38
W.PA.LBR 9016-1 Subpoenas by Self-Represented Parties Redline of New Rule with an Explanation	Page 39
Resulting Clean Version	Page 41
W.PA.LBR 9020-7 Loss Mitigation Program Fees, Costs, & Charges Redline of Changes with an Explanation	Page 43
Resulting Clean Version	Page 44

New Local Forms

PAWB Local Form 33 Application for Payment of Unclaimed Funds with Instructions	Page 45
PAWB Local Form 34 Order Granting Application for Payment of UCFs	Page 53
PAWB Local Form 59 Request for Subpoena by a Self-Represented Party	Page 54
PAWB Local Form 60 Information Re: Subpoenas Signed by the Clerk of Court	Page 55

EXPLANATION: The proposed amendment to Local Rule 1007-4 is intended to align the Local Rules of the Western District of Pennsylvania with Fed. R. Bankr. P. 1007(b)(5) that became effective on December 8, 2022. The amendment exempts individual debtors filing under Subchapter V from the requirement to file payment advices as described in 11 U.S.C. § 521(a)(1)(B)(iv) and to provide the trustee with other proof of income.

Rule 1007-4 PROOF OF INCOME

(a) The individual debtor, except those debtors filing under Subchapter V of Chapter 11, shall file with the Clerk copies of the payment advices described in 11 U.S.C. § 521(a)(1)(B)(iv). Debtors shall file payment advices in accordance with Fed. R. Bankr. P. 9037, Privacy Protection for Filings Made with the Court, which instructs parties to redact personal information such as the first five (5) numbers of a debtor's Social Security number and personal identifying numbers such as employee identification numbers. If the debtor does not have the required payment advices, then the debtor shall file a certification with the Clerk explaining the reason payment advices are not available.

(b) Each individual debtor, except those debtors filing under Subchapter V of Chapter 11, shall also report to the trustee not later than fourteen (14) days before the date first set for the first meeting of creditors any other source of income not listed on debtor's payment advices.

(c) Chapter 13 debtors that are self-employed (including debtors acting as landlords) shall submit a completed Local Bankruptcy Form 5 (Chapter 13 Business Case Questionnaire) to the trustee at least fourteen (14) days prior to the first scheduled meeting of creditors.

Rule 1007-4 PROOF OF INCOME

(a) The individual debtor, except those debtors filing under Subchapter V of Chapter 11, shall file with the Clerk copies of the payment advices described in 11 U.S.C. § 521(a)(1)(B)(iv). Debtors shall file payment advices in accordance with Fed. R. Bankr. P. 9037, Privacy Protection for Filings Made with the Court, which instructs parties to redact personal information such as the first five (5) numbers of a debtor's Social Security number and personal identifying numbers such as employee identification numbers. If the debtor does not have the required payment advices, then the debtor shall file a certification with the Clerk explaining the reason payment advices are not available.

(b) Each individual debtor, except those debtors filing under Subchapter V of Chapter 11, shall also report to the trustee not later than fourteen (14) days before the date first set for the first meeting of creditors any other source of income not listed on debtor's payment advices.

(c) Chapter 13 debtors that are self-employed (including debtors acting as landlords) shall submit a completed Local Bankruptcy Form 5 (Chapter 13 Business Case Questionnaire) to the trustee at least fourteen (14) days prior to the first scheduled meeting of creditors.

EXPLANATION: The proposed New Rule 1020-1 clarifies that a change of designation to or from Subchapter V of Chapter 11 is accomplished by way of a motion rather than an amended petition. This resolves a concern presented by the Standing Local Rules Committee and establishes uniformity benefiting the United States trustee, parties and the Court.

Rule 1020-1 CHANGE OF DESIGNATION TO OR FROM SUBCHAPTER V OF CHAPTER 11 CASES

A debtor electing to change the designation of a Chapter 11 case to or from one administered under Subchapter V shall request such relief by filing a motion.

Rule 1020-1 CHANGE OF DESIGNATION TO OR FROM SUBCHAPTER V OF CHAPTER 11 CASES

A debtor electing to change the designation of a Chapter 11 case to or from one administered under Subchapter V shall request such relief by filing a motion.

EXPLANATION: Pursuant to W.PA.LBR 1001-4(c), subpart (f) of W.PA.LBR 2016-1 is amended to incorporate Standing Order 20-222 which increased the Chapter 13 no-look fee (“NLF”) from \$4,000 to \$5,000. The increase was based on a thorough review of the NLF in effect in other districts, including courts with comparable filing levels.

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. The Court is receptive to motions seeking approval of interim compensation procedures as appropriate on a case-by-case basis.

(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 bankruptcy 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;

- (A) 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; 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.P.A.LBR 9020-7(c).
 - (5) 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;
 - (6) 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;
 - (7) a history of the case in narrative form;
 - (8) 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 refiling;
 - (9) a proposed order of Court;
 - (10) 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
 - (11) 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
- (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~~ \$5,000.00 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 2016-1 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. The Court is receptive to motions seeking approval of interim compensation procedures as appropriate on a case-by-case basis.

(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 bankruptcy 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;

- (A) 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; 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).
- (5) 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;
 - (6) 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;
 - (7) a history of the case in narrative form;
 - (8) 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 refiling;
 - (9) a proposed order of Court;
 - (10) 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
 - (11) 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
- (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 \$5,000.00 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.

EXPLANATION: Pursuant to W.PA.LBR 1001-4(c), subpart (f) of W.PA.LBR 3002-1 is revised to incorporate Standing Order 20-208 which mandated the electronic filing of claims via CM/ECF or the Court's electronic proof of claim ("ePOC") system. The use of ePOC saves time and money for creditors and the Court by eliminating the need for postage, scanning and manual data reentry that is otherwise required with paper claims.

Rule 3002-1 FILING CLAIMS

(a) If the amendment adding creditor(s) to schedules is filed after the claims bar date has expired, or will expire within thirty (30) days of the amendment, the affected creditor(s) shall file a proof of claim within thirty (30) days of the date notice of the amendment is sent.

(b) A wage claimant who files a proof of claim listing the redacted Social Security number shall provide the full Social Security number to the trustee upon the trustee's written request. The trustee shall inform the wage claimant that the full Social Security number shall not be filed with the Court.

(c) The Clerk shall notify parties in interest of the bar date when proofs of claims are required to be filed in the case.

(d) The Clerk shall set a bar date for governmental entities to file proofs of claim in each bankruptcy case filed in the Western District of Pennsylvania. The bar date shall be included on the docket of the case. The bar date for governmental entities shall not be modified when a case is converted to a different chapter of the Bankruptcy Code. Governmental entities shall file proofs of claim within the greater of one hundred eighty (180) days from the date the order for relief was first entered in the case, or the bar date set for other creditors after conversion.

(e) The bar date for governmental entities shall not be modified when the Chapter 7 trustee files a Notice of Assets and the Clerk notifies parties to file claims. Governmental entities shall file proofs of claim within the greater of one hundred eighty (180) days from the date the order for relief was first entered in the case, or the proof of claim deadline date set for other creditors by the Clerk.

~~(f) Any entity filing more than ten (10) claims in a calendar year shall file claims electronically in the CM/ECF System.~~

(f) All claims shall be filed electronically in the CM/ECF System or by using the electronic proof of claim ("ePOC") system available on the Court's website at <http://www.pawb.uscourts.gov/filing-proof-claim>. A self-represented creditor without access to a computer may file a paper claim with the Clerk's Office.

Rule 3002-1 FILING CLAIMS

(a) If the amendment adding creditor(s) to schedules is filed after the claims bar date has expired, or will expire within thirty (30) days of the amendment, the affected creditor(s) shall file a proof of claim within thirty (30) days of the date notice of the amendment is sent.

(b) A wage claimant who files a proof of claim listing the redacted Social Security number shall provide the full Social Security number to the trustee upon the trustee's written request. The trustee shall inform the wage claimant that the full Social Security number shall not be filed with the Court.

(c) The Clerk shall notify parties in interest of the bar date when proofs of claims are required to be filed in the case.

(d) The Clerk shall set a bar date for governmental entities to file proofs of claim in each bankruptcy case filed in the Western District of Pennsylvania. The bar date shall be included on the docket of the case. The bar date for governmental entities shall not be modified when a case is converted to a different chapter of the Bankruptcy Code. Governmental entities shall file proofs of claim within the greater of one hundred eighty (180) days from the date the order for relief was first entered in the case, or the bar date set for other creditors after conversion.

(e) The bar date for governmental entities shall not be modified when the Chapter 7 trustee files a Notice of Assets and the Clerk notifies parties to file claims. Governmental entities shall file proofs of claim within the greater of one hundred eighty (180) days from the date the order for relief was first entered in the case, or the proof of claim deadline date set for other creditors by the Clerk.

(f) All claims shall be filed electronically in the CM/ECF System or by using the electronic proof of claim ("ePOC") system available on the Court's website at <http://www.pawb.uscourts.gov/filing-proof-claim>. A self-represented creditor without access to a computer may file a paper claim with the Clerk's Office.

EXPLANATION: Local Rule 3011-1 is amended to incorporate the recommendation by the Administrative Office of the U.S. Courts (AOUSC) to adopt an application processes for parties to request disbursements of unclaimed funds. The amended Rule incorporates a new Local Form 33 (Application for Payment of Unclaimed Funds) that was modeled after the template developed by the Unclaimed Funds Expert Panel of the AOUSC Financial Managers Working Group. Detailed instructions accompany Form 33, reflecting the advice and recommendations of the Expert Panel. The amended Rule also provides instructions regarding what documents must be filed outside of the CM/ECF system. The amended Rule incorporates a new Local Form 34 (Proposed Order) applicable to unclaimed funds disbursements.

Rule 3011-1 UNCLAIMED FUNDS

(a) Requests for disbursement of unclaimed funds shall be made pursuant to 28 U.S.C. § 2042 by filing ~~a motion and serving a copy of the motion on all interested parties, including the debtor, United States attorney, United States trustee, and former and/or current case trustee(s).~~ Local Bankruptcy Form 33 (Application for Payment of Unclaimed Funds with Instructions) and submitting all supporting documentation.

(b) A motion to reopen is not required for consideration of an Application if the case is closed. ~~Payment of a reopening fee is not due and shall not be made at the time of filing the motion to reopen. Based on a review of the circumstances, the Presiding Judge may subsequently order payment of the applicable reopening fee as set forth in the Fee Schedule issued in accordance with 28 U.S.C. § 1930.~~

(c) As set forth in the Form 33 Instructions:

- (1) Applicants shall serve a copy of the Application and supporting documentation on the United States attorney.
- (2) Applicants shall serve the Application (without the supporting documentation) on all interested parties, including the debtor(s), debtor's attorney, previous owners of the claim, United States trustee, and former and/or current case trustee(s).
- (3) An Applicant who is a CM/ECF Filing User shall file the Application, a proposed order using Local Form 34, and a certificate of service, electronically using CM/ECF. Supporting documentation and tax identification information shall be submitted through the Court's electronic document submission system ("EDSS") on the Court's website (<http://www.pawb.uscourts.gov/electronic-document-submission-system>).

(4) An Applicant who is not a CM/ECF Filing User shall submit the Application, supporting documentation, tax identification information, a proposed order using Local Form 34, and a certificate of service through EDSS. An Applicant who does not have access to a computer may submit the aforementioned documentation by hand delivery, mail, or courier service.

(d) Objections to an Application shall be filed within 21 days after service of the Application. The objecting party shall immediately serve the objection on the Applicant and those parties on whom the Application was served. If no objection is filed with the Court within 21 days after service of the Application, the Application may be considered by the Court without a hearing.

Rule 3011-1 UNCLAIMED FUNDS

(a) Requests for disbursement of unclaimed funds shall be made pursuant to 28 U.S.C. § 2042 by filing Local Bankruptcy Form 33 (Application for Payment of Unclaimed Funds with Instructions) and submitting all supporting documentation.

(b) A motion to reopen is not required for consideration of an Application if the case is closed.

(c) As set forth in the Form 33 Instructions:

(1) Applicants shall serve a copy of the Application and supporting documentation on the United States attorney.

(2) Applicants shall serve the Application (without the supporting documentation) on all interested parties, including the debtor(s), debtor's attorney, previous owners of the claim, United States trustee, and former and/or current case trustee(s).

(3) An Applicant who is a CM/ECF Filing User shall file the Application, a proposed order using Local Form 34, and a certificate of service, electronically using CM/ECF. Supporting documentation and tax identification information shall be submitted through the Court's electronic document submission system ("EDSS") on the Court's website (<http://www.pawb.uscourts.gov/electronic-document-submission-system>).

(4) An Applicant who is not a CM/ECF Filing User shall submit the Application, supporting documentation, tax identification information, a proposed order using Local Form 34, and a certificate of service through EDSS. An Applicant who does not have access to a computer may submit the aforementioned documentation by hand delivery, mail, or courier service.

(d) Objections to an Application shall be filed within 21 days after service of the Application. The objecting party shall immediately serve the objection on the Applicant and those parties on whom the Application was served. If no objection is filed with the Court within 21 days after service of the Application, the Application may be considered by the Court without a hearing.

EXPLANATION: In recent years, Chapter 13 debtors in this district have been afforded the opportunity to make electronic plan payments through TFS bill-pay, in addition to utilizing ACH withdrawals from their account. Accordingly, W.PA.LBR 3015-2 is amended by adding subpart (i), which recognizes TFS as an approved alternative to a standard wage attachment and requires the debtor to give notice to the Court that this is the designated source for plan payments.

Rule 3015-2 WAGE ORDERS IN CHAPTER 13 CASES

(a) The plan filed by a Chapter 13 debtor with attachable income shall be accompanied by a motion for a wage attachment(s) and order(s) in an amount(s) sufficient to cover plan payments-, unless payments are to be made by ACH or TFS pursuant to Paragraphs (h) and (i), below. The motion and order shall substantially comply with Local Bankruptcy Form 11 (Ex Parte Motion for Order to Pay Trustee Pursuant to Wage Attachment and Order to Pay Trustee Pursuant to Wage Attachment).

(b) When a bankruptcy case is filed by one (1) debtor, “Doc. No. WO-1” shall be included in the caption of the motion for wage attachment and the proposed order. Any motion to amend shall include “Doc. No. WO-1” in the caption.

(c) When a joint case is filed, the name of the debtor whose wages are to be attached shall be stated in the caption of the motion and in the proposed order. “Doc. No. WO-1” shall be included in the caption of the first joint debtor requesting a wage attachment. “Doc. No. WO-2” shall be included in the caption of a subsequent motion requesting a wage attachment filed by the other joint debtor.

(d) Any motion to amend a wage attachment shall be filed at the original motion number for the first or second joint debtor (WO-1 or WO-2) and shall be marked “Amended Motion for Wage Attachment” in the caption.

(e) Any motion to amend the amount of the wage deduction shall request only the exact amount to be attached.

(f) If a debtor has more than one (1) employer, separate wage attachment motions and proposed orders granting the requested relief shall be filed for each employer from whom wages are to be attached. A motion naming more than one (1) employer as a respondent will be dismissed without prejudice for failure to comply with this Local Bankruptcy Rule.

(g) The debtor shall state the pay frequency when providing the statement of the payment amount, e.g., \$535.00 biweekly, or \$267.50 weekly, in addition to providing the

calculation of the monthly amount. If the payroll period is unknown, a monthly basis shall be used. If the payroll period is known, the payment amount shall be calculated as follows:

Payment Frequency	Calculation of Monthly Amount
Weekly (52 pays/year)	amount to be attached multiplied by 12; then divided by 52 and rounded upwards
Biweekly (every 2 weeks = 26 pays/year)	amount to be attached multiplied by 12; then divided by 26 and rounded upwards
Semimonthly (twice each month = 24 pays/year)	amount to be attached divided by 2; then rounded upwards

(h) Automated Clearing House (ACH) payments are made by entering into a contract with the Chapter 13 trustee ([see https://ch13pitt.com/forms/](https://ch13pitt.com/forms/)) and not by motion and order. Therefore, no motion shall be filed to commence or terminate ACH payments.

(i) TFS Bill Pay (TFS) payments are made by opting into TFS at <https://www.tfsbillpay.com/signup>. If the debtor elects to make payments using TFS, upon completion of the TFS registration, the debtor shall file a “Notice of Plan Payment via TFS” which shall certify that the debtor has taken all necessary steps to initiate the plan payments to the trustee through TFS.

~~(i)~~(j) The debtor shall serve a copy of the signed order granting the wage attachment on the entity or entities required to remit payment to the Chapter 13 trustee. The order shall be accompanied by a notification of debtor’s complete, nine-digit Social Security number substantially conforming to Local Bankruptcy Form 12 (Notification of Debtor’s Social Security Number). Debtor shall file a certificate of service regarding service of the order and notification, but the Social Security number shall not be included on the certificate.

Rule 3015-2 WAGE ORDERS IN CHAPTER 13 CASES

(a) The plan filed by a Chapter 13 debtor with attachable income shall be accompanied by a motion for a wage attachment(s) and order(s) in an amount(s) sufficient to cover plan payments, unless payments are to be made by ACH or TFS pursuant to Paragraphs (h) and (i), below. The motion and order shall substantially comply with Local Bankruptcy Form 11 (Ex Parte Motion for Order to Pay Trustee Pursuant to Wage Attachment and Order to Pay Trustee Pursuant to Wage Attachment).

(b) When a bankruptcy case is filed by one (1) debtor, “Doc. No. WO-1” shall be included in the caption of the motion for wage attachment and the proposed order. Any motion to amend shall include “Doc. No. WO-1” in the caption.

(c) When a joint case is filed, the name of the debtor whose wages are to be attached shall be stated in the caption of the motion and in the proposed order. “Doc. No. WO-1” shall be included in the caption of the first joint debtor requesting a wage attachment. “Doc. No. WO-2” shall be included in the caption of a subsequent motion requesting a wage attachment filed by the other joint debtor.

(d) Any motion to amend a wage attachment shall be filed at the original motion number for the first or second joint debtor (WO-1 or WO-2) and shall be marked “Amended Motion for Wage Attachment” in the caption.

(e) Any motion to amend the amount of the wage deduction shall request only the exact amount to be attached.

(f) If a debtor has more than one (1) employer, separate wage attachment motions and proposed orders granting the requested relief shall be filed for each employer from whom wages are to be attached. A motion naming more than one (1) employer as a respondent will be dismissed without prejudice for failure to comply with this Local Bankruptcy Rule.

(g) The debtor shall state the pay frequency when providing the statement of the payment amount, e.g., \$535.00 biweekly, or \$267.50 weekly, in addition to providing the calculation of the monthly amount. If the payroll period is unknown, a monthly basis shall be used. If the payroll period is known, the payment amount shall be calculated as follows:

Payment Frequency	Calculation of Monthly Amount
Weekly (52 pays/year)	amount to be attached multiplied by 12; then divided by 52 and rounded upwards
Biweekly (every 2 weeks = 26 pays/year)	amount to be attached multiplied by 12; then divided by 26 and rounded upwards
Semimonthly (twice each month = 24 pays/year)	amount to be attached divided by 2; then rounded upwards

(h) Automated Clearing House (ACH) payments are made by entering into a contract with the Chapter 13 trustee (see <https://ch13pitt.com/forms/>) and not by motion and order. Therefore, no motion shall be filed to commence or terminate ACH payments.

(i) TFS Bill Pay (TFS) payments are made by opting into TFS at <https://www.tfsbillpay.com/signup>. If the debtor elects to make payments using TFS, upon completion of the TFS registration, the debtor shall file a “Notice of Plan Payment via TFS” which shall certify that the debtor has taken all necessary steps to initiate the plan payments to the trustee through TFS.

(j) The debtor shall serve a copy of the signed order granting the wage attachment on the entity or entities required to remit payment to the Chapter 13 trustee. The order shall be accompanied by a notification of debtor’s complete, nine-digit Social Security number substantially conforming to Local Bankruptcy Form 12 (Notification of Debtor’s Social Security Number). Debtor shall file a certificate of service regarding service of the order and notification, but the Social Security number shall not be included on the certificate.

EXPLANATION: Pursuant to W.PA.LBR 1001-4(c), subparts (b) and (c) are added to W.PA.LBR 5005-6 to incorporate Standing Order 20-209 which establishes alternative methods for satisfying the debtor's original signature requirement and establishes that counsel is certifying that: the debtor had the opportunity to review the entire document; the debtor expressly consented to counsel filing the document; and counsel believes in good faith that the adopted signature method establishes the debtor's identity. Additionally, the title of W.PA.LBR 5005-6 is revised and subparts (f), (g) and (h) are added to include the original document retention requirements that were previously set forth in W.PA.LBR 5005-15.

Rule 5005-6 SIGNATURES AND PAPER COPY RETENTION REQUIREMENTS

(a) A Filing User's CM/ECF System log-in and password serve as the Filing User's signature on all electronic documents filed with the Court for purposes of the Federal Rules of Bankruptcy Procedure, the Local Bankruptcy Rules of this Court, and any other purpose for which a signature is required in connection with proceedings before the Court.

~~(a)~~(b) The debtor's original, physical signature requirement may be satisfied in any of the following ways:

- (1) Counsel secures and maintains the debtor's original, physical signature before filing the document, as presently required;
- (2) Counsel secures the debtor's digital signature via any commercially available digital signature software and maintains a copy of the digitally signed document in the case file;
- (3) Counsel obtains express written permission (including via text message or electronic mail) from the debtor to affix the debtor's /s/ signature to the document and maintains a copy thereof in the case file; or
- ~~(1)~~ (4) Counsel obtains an image of the specified signature page showing debtor's original signature thereon via email, text message, or facsimile transmission and maintains a copy of the image and its transmission media in the case file.

(c) Filing under any of the methods identified above in subpart (b) constitutes counsel's certification to the Court that the debtor was given an opportunity to review the entire document before signing it, counsel has received the express authorization from the debtor to file the complete document with the Court, and counsel believes in good faith that the signature method adopted establishes the identity of the debtor.

~~(b)~~(d) Electronically filed documents shall comply with Fed. R. Bankr. P. 9011 and set forth the Filing User's name, address, telephone number, e-mail address, and state Bar registration number, if applicable. In addition, the name of the Filing User under whose log-in and password the document is submitted shall be preceded by an "/s/" and typed in the space where the signature would otherwise appear.

~~(e)~~(e) When a settlement agreement or similar document requiring multiple signatures is filed electronically, the filing party shall comply with instructions set forth by the Judge assigned to the case on the Court's website. If the Judge does not have specific instructions, then the document bearing all the necessary signatures shall be electronically filed either by:

- (1) submitting a scanned document containing all necessary signatures, with Local Bankruptcy Form 26 (Settlement and Certification of Counsel) attached;
- (2) representing the consent of the parties on the document; or
- (3) in any other manner approved by the Court.

~~(f)~~ Documents that are electronically filed and require original signatures other than that of the Filing User, such as the debtor, corporate officers, etc., shall be maintained in paper form by the Filing User for six (6) years from the date of case closing.

~~(g)~~ On request of the Court, the Filing User shall provide original documents for review.

~~(d)~~(h) Failure to maintain documents for the specified period shall subject the Filing User to sanctions, including, without limitation, disgorgement of fees.

Rule 5005-6 SIGNATURES AND PAPER COPY RETENTION REQUIREMENTS

(a) A Filing User's CM/ECF System log-in and password serve as the Filing User's signature on all electronic documents filed with the Court for purposes of the Federal Rules of Bankruptcy Procedure, the Local Bankruptcy Rules of this Court, and any other purpose for which a signature is required in connection with proceedings before the Court.

(b) The debtor's original, physical signature requirement may be satisfied in any of the following ways:

- (1) Counsel secures and maintains the debtor's original, physical signature before filing the document, as presently required;
- (2) Counsel secures the debtor's digital signature via any commercially available digital signature software and maintains a copy of the digitally signed document in the case file;
- (3) Counsel obtains express written permission (including via text message or electronic mail) from the debtor to affix the debtor's /s/ signature to the document and maintains a copy thereof in the case file; or
- (4) Counsel obtains an image of the specified signature page showing debtor's original signature thereon via email, text message, or facsimile transmission and maintains a copy of the image and its transmission media in the case file.

(c) Filing under any of the methods identified above in subpart (b) constitutes counsel's certification to the Court that the debtor was given an opportunity to review the entire document before signing it, counsel has received the express authorization from the debtor to file the complete document with the Court, and counsel believes in good faith that the signature method adopted establishes the identity of the debtor.

(d) Electronically filed documents shall comply with Fed. R. Bankr. P. 9011 and set forth the Filing User's name, address, telephone number, e-mail address, and state Bar registration number, if applicable. In addition, the name of the Filing User under whose log-in and password the document is submitted shall be preceded by an "/s/" and typed in the space where the signature would otherwise appear.

(e) When a settlement agreement or similar document requiring multiple signatures is filed electronically, the filing party shall comply with instructions set forth by the Judge assigned to the case on the Court's website. If the Judge does not have specific instructions, then the document bearing all the necessary signatures shall be electronically filed either by:

- (1) submitting a scanned document containing all necessary signatures, with Local Bankruptcy Form 26 (Settlement and Certification of Counsel) attached;
- (2) representing the consent of the parties on the document; or
- (3) in any other manner approved by the Court.

(f) Documents that are electronically filed and require original signatures other than that of the Filing User, such as the debtor, corporate officers, etc., shall be maintained in paper form by the Filing User for six (6) years from the date of case closing.

(g) On request of the Court, the Filing User shall provide original documents for review.

(h) Failure to maintain documents for the specified period shall subject the Filing User to sanctions, including, without limitation, disgorgement of fees.

EXPLANATION: Pursuant to W.PA.LBR 1001-4(c), W.PA.LBR 5005-7 is rewritten to incorporate Standing Order 20-207 which requires Declarations of Electronic Filing to be filed electronically using the Court's electronic document submission system ("EDSS").

Rule 5005-7 DECLARATION OF ELECTRONIC FILING

(a) Using Local Form 1A (or Local Form 1B if the debtor is a self-represented party), the original signature of the debtor(s) shall be applied to a "Declaration" authorizing the electronic filing of the bankruptcy case shall be delivered to the Clerk on an executed paper version of Local Bankruptcy Form 1A (Declaration Re: Electronic Filing), or Local Bankruptcy Form 1B if the debtor is not represented by counsel, within fourteen (14) days of the electronic filing of the petition. Both debtors shall sign the authorization Declaration when a joint petition is filed. Parties

(a)(b) For debtor(s) represented by counsel, a PDF version of the fully executed Local Form 1A shall be filed using the electronic document submission system ("EDSS") available on the Court's website at: <http://www.pawb.uscourts.gov/electronic-document-submission-system>. Counsel shall not file these declarations electronically Declarations through the Court's CM/ECF-System, nor shall counsel deliver Declarations in person or by mail to the Court.

(c) For self-represented debtor(s), a PDF version of the fully executed Local Form 1B shall be filed using EDSS unless the debtor(s) lack access to a computer, in which case the debtor(s) shall deliver the Declaration in person or by mail to the Court.

(b)(d) The case shall be dismissed without prejudice when the Court is notified that the debtor has failed to sign the declaration or if the declaration Declaration is not filed within fourteen (14) days of the date the petition is filed.

(e) The debtor, or counsel for the debtor, shall retain the original copy of each fully executed Declaration pursuant to W.PA.LBR 5005-6.

Rule 5005-7 DECLARATION OF ELECTRONIC FILING

(a) Using Local Form 1A (or Local Form 1B if the debtor is a self-represented party), the original signature of the debtor(s) shall be applied to a “Declaration” authorizing the electronic filing of the bankruptcy petition. Both debtors shall sign the Declaration when a joint petition is filed.

(b) For debtor(s) represented by counsel, a PDF version of the fully executed Local Form 1A shall be filed using the electronic document submission system (“EDSS”) available on the Court’s website at: <http://www.pawb.uscourts.gov/electronic-document-submission-system>. Counsel shall not file Declarations through the Court’s CM/ECF System, nor shall counsel deliver Declarations in person or by mail to the Court.

(c) For self-represented debtor(s) , a PDF version of the fully executed Local Form 1B shall be filed using EDSS unless the debtor(s) lack access to a computer, in which case the debtor(s) shall deliver the Declaration in person or by mail to the Court.

(d) The case shall be dismissed without prejudice if the Declaration is not filed within fourteen (14) days of the date the petition is filed.

(e) The debtor, or counsel for the debtor, shall retain the original copy of each fully executed Declaration pursuant to W.PA.LBR 5005-6.

EXPLANATION: W.P.A.LBR 5005-15 is deleted since it is incorporated in its entirety in revised W.P.A.LBR 5005-6.

~~Rule 5005-15 PAPER RETENTION REQUIREMENTS~~

~~(a) — Documents that are electronically filed and require original signatures other than that of the Filing User, such as the debtor, corporate officers, etc., shall be maintained in paper form by the Filing User for six (6) years from the date of case closing.~~

~~(b) — On request of the Court, the Filing User shall provide original documents for review.~~

~~(c) — Failure to maintain documents for the specified period shall subject the Filing User to sanctions, including, without limitation, disgorgement of fees.~~

EXPLANATION: Pursuant to W.P.A.LBR 1001-4(c), W.P.A.LBR 5005-20 is amended in part to incorporate Standing Order 21-201 which reflects a security-driven decision to maintain sealed documents off-line and outside of the CM/ECF System. Additionally, W.P.A.LBR 5005-20 is revised to clarify the protocol for requesting documents to be filed under seal.

Rule 5005-20 DOCUMENTS FILED UNDER SEAL

~~Filing Users shall electronically file a motion to file (a) A party seeking to have documents under seal, accompanied by filed under seal shall file a Motion to File Document under Seal (substantially in the form of Local Form 27) and attach both a proposed order. The Filing User shall attach a and copy of the documents document to be filed under seal that have has been redacted in good faith to conceal confidential, scandalous, or defamatory matter. Upon filing the motion to seal, the moving party must hand deliver (a copy of the motion to seal and the unredacted documents sought to be sealed in “Redacted Copy”).~~

~~(a) (1) A party who is a secured envelope Filing User shall use CM/ECF to file the Motion to File Document under Seal with the Redacted Copy attached. Within two (2) business days of the motion being filed, the Filing User shall deliver to the Clerk’s Office. The envelope containing the documents shall be conspicuously marked “FILED UNDER PENDING MOTION TO SEAL” and stating the complete case number. by hand or overnight courier an unredacted copy of the document to be sealed (the “Unredacted Copy”). Failure to timely deliver the Unredacted Copy may result in dismissal of the Motion to File Document under Seal.~~

~~(b) A party who is not a Filing User shall file on paper a motion to file documents under seal. Accompanying the motion shall be a proposed order, an unredacted copy of the documents to be filed under seal, and a copy of the documents to be filed under seal that have been redacted in good faith to conceal confidential, scandalous, or defamatory matter. The motion, proposed order, unredacted copy of the documents, and a redacted copy of the documents shall be hand delivered in a single secured envelope to the Clerk’s Office. The envelope containing the documents shall be conspicuously marked “FILED UNDER PENDING MOTION TO SEAL” and stating the complete case number.~~

~~(c) A motion to file documents under seal, and the redacted version of the documents to be filed under seal, shall be available for public review on the docket.~~

~~(d) If a motion to file under seal is denied, the filer shall promptly contact the Clerk’s Office and arrange to retrieve the unredacted version of the documents.~~

~~(e) If a motion to file under seal is granted, the Judge shall determine who shall scan~~

~~the documents into the electronic filing system, as well as the parties that can view the sealed documents. Paper copies of documents submitted to the Court shall be destroyed after they are entered into the electronic filing system.~~

~~The~~(2) A party who is not a Filing User shall deliver to the Clerk's Office by hand or mail the Motion to File Document under Seal, a Redacted Copy, and an Unredacted Copy.

(b) If the Motion to File Document under Seal is granted, any document filed under seal shall be kept in a secure location within the Clerk's Office. The Clerk's Office shall destroy any document filed under seal unless it is retrieved by the submitting party within one (1) year after the closing of the case or proceeding in which it was filed.

(c) If a Motion to File Document under Seal is denied, the Clerk's Office shall destroy the Unredacted Copy if not retrieved by the filer within fourteen (14) days of the order denying the motion.

~~(d)~~ (d) Regardless of whether the Motion to File Document under Seal is withdrawn, dismissed, granted, or denied, the filing party shall keep the original documentsUnredacted Copy for a period of six (6) years from the date of submissionthat the proceeding is closed.

Rule 5005-20 DOCUMENTS FILED UNDER SEAL

(a) A party seeking to have documents filed under seal shall file a Motion to File Document under Seal (substantially in the form of Local Form 27) and attach both a proposed order and copy of the document to be filed under seal that has been redacted in good faith to conceal confidential, scandalous, or defamatory matter (a “Redacted Copy”).

(1) A party who is a Filing User shall use CM/ECF to file the Motion to File Document under Seal with the Redacted Copy attached. Within two (2) business days of the motion being filed, the Filing User shall deliver to the Clerk’s Office by hand or overnight courier an unredacted copy of the document to be sealed (the “Unredacted Copy”). Failure to timely deliver the Unredacted Copy may result in dismissal of the Motion to File Document under Seal.

(2) A party who is not a Filing User shall deliver to the Clerk’s Office by hand or mail the Motion to File Document under Seal, a Redacted Copy, and an Unredacted Copy.

(b) If the Motion to File Document under Seal is granted, any document filed under seal shall be kept in a secure location within the Clerk’s Office. The Clerk’s Office shall destroy any document filed under seal unless it is retrieved by the submitting party within one (1) year after the closing of the case or proceeding in which it was filed.

(c) If a Motion to File Document under Seal is denied, the Clerk’s Office shall destroy the Unredacted Copy if not retrieved by the filer within fourteen (14) days of the order denying the motion.

(d) Regardless of whether the Motion to File Document under Seal is withdrawn, dismissed, granted, or denied, the filing party shall keep the original Unredacted Copy for a period of six (6) years from the date that the proceeding is closed.

EXPLANATION: W.PA.LBR 5005-22 is deleted since it is incorporated in its entirety in revised W.PA.LBR 5005-1.

~~Rule 5005-22 FACSIMILE DOCUMENTS AND E-MAILED DOCUMENTS~~

- ~~(a) 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 unless expressly 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.~~
- ~~(b) All documents must be filed electronically through the CM/ECF System with the following exceptions:~~
- ~~(1) Declarations of Electronic Filing must be filed using the Court's electronic document submission system ("EDSS") pursuant to W.PA.LBR 5005-7.~~
- ~~(2) All claims must be filed either through the CM/ECF System or through the Court's electronic proof of claim system (the "ePOC System") pursuant to W.PA.LBR 3002-1.~~
- ~~(3) Pro se parties may file documents other than claims through EDSS.~~
- ~~(4) Unredacted copies of documents to be filed under seal must be hand delivered pursuant to W.PA.LBR 5005-20.~~

EXPLANATION: Pursuant to W.PA.LBR 1001-4(c), W.PA.LBR 8007-2 has been modified to reflect that there is no longer a Miscellaneous Order No. 12-284 in effect at the District Court.

Rule 8007-2 TRANSMISSION OF THE RECORD ON APPEAL

~~In accordance with Miscellaneous Order # 12-284 of the District Court, the~~ The Clerk shall not transmit to the District Court paper copies of documents listed on designations of record on appeal. The Bankruptcy Court Clerk shall transmit the record on appeal by way of an e-mail to the District Court Clerk, identifying the corresponding Bankruptcy Court docket entry number of each document designated by the parties to the appeal and attaching electronic copies of the respective designations of the record. The District Court shall access the designated documents by way of the CM/ECF and PACER systems.

Rule 8007-2 TRANSMISSION OF THE RECORD ON APPEAL

The Clerk shall not transmit to the District Court paper copies of documents listed on designations of record on appeal. The Bankruptcy Court Clerk shall transmit the record on appeal by way of an e-mail to the District Court Clerk, identifying the corresponding Bankruptcy Court docket entry number of each document designated by the parties to the appeal and attaching electronic copies of the respective designations of the record. The District Court shall access the designated documents by way of the CM/ECF and PACER systems.

EXPLANATION: New Rule 9016-1 is intended to establish a uniform process by which a self-represented party may obtain and issue a subpoena consistent with Fed. R. Civ. P. 45. The incorporation of Local Form 60 clarifies that the Clerk of Court's signature is not an endorsement of the legal sufficiency or merits of the subpoena.

Rule 9016-1 SUBPOENAS BY SELF-REPRESENTED PARTIES

(a) A self-represented party to a case in this Court seeking to obtain a subpoena signed by the Clerk of Court shall complete PAWB Local Form 59 (Request for Subpoena by A Self-Represented Party).

(b) A completed Local Form 59 is required for each individual subpoena requested.

(c) A completed Local Form 59 shall be filed with the Court by hand delivery, mail, or courier service.

(d) The Court may, at its discretion, schedule a hearing to address a subpoena request by a self-represented party prior to the Clerk of Court providing a signed subpoena.

(e) A subpoena signed by the Clerk of Court and subsequently served by a self-represented party must be accompanied by a fully executed copy of PAWB Local Form 59 along with Local Form 60 (Information Regarding Subpoenas Signed by the Clerk of Court) when served upon the recipient.

(f) A self-represented party serving a subpoena must promptly file by hand delivery, mail, or courier service:

(1) A copy of the fully executed subpoena as served;

(2) A copy of the fully executed PAWB Local Form 60; and

(3) A signed Certificate of Service setting forth under penalty of perjury the following:

(A) The full name and address of the recipient of the subpoena;

(B) The date that the subpoena was served on the recipient identified in subpart (A), above;

(C) The method of service on the recipient identified in subpart (A), above;

(D) The full name and address of each additional party who was served a copy of the subpoena;

(E) The date that the subpoena was served on each additional party identified in subpart (D), above; and

(F) The method of service on each additional party identified in subpart (D), above.

(g) A subpoena signed by the Clerk of Court but not subsequently served by a self-represented party must be returned to the Court within fourteen (14) days.

Rule 9016-1 SUBPOENAS BY SELF-REPRESENTED PARTIES

(a) A self-represented party to a case in this Court seeking to obtain a subpoena signed by the Clerk of Court shall complete PAWB Local Form 59 (Request for Subpoena by A Self-Represented Party).

(b) A completed Local Form 59 is required for each individual subpoena requested.

(c) A completed Local Form 59 shall be filed with the Court by hand delivery, mail, or courier service.

(d) The Court may, at its discretion, schedule a hearing to address a subpoena request by a self-represented party prior to the Clerk of Court providing a signed subpoena.

(e) A subpoena signed by the Clerk of Court and subsequently served by a self-represented party must be accompanied by a fully executed copy of PAWB Local Form 59 along with Local Form 60 (Information Regarding Subpoenas Signed by the Clerk of Court) when served upon the recipient.

(f) A self-represented party serving a subpoena must promptly file by hand delivery, mail, or courier service:

(1) A copy of the fully executed subpoena as served;

(2) A copy of the fully executed PAWB Local Form 60; and

(3) A signed Certificate of Service setting forth under penalty of perjury the following:

(A) The full name and address of the recipient of the subpoena;

(B) The date that the subpoena was served on the recipient identified in subpart (A), above;

(C) The method of service on the recipient identified in subpart (A), above;

- (D) The full name and address of each additional party who was served a copy of the subpoena;
- (E) The date that the subpoena was served on each additional party identified in subpart (D), above; and
- (F) The method of service on each additional party identified in subpart (D), above.

(g) A subpoena signed by the Clerk of Court but not subsequently served by a self-represented party must be returned to the Court within fourteen (14) days.

EXPLANATION: Pursuant to W.PA.LBR 1001-4(c), subparts (a) and (c) of W.PA.LBR 9020-7 are amended to incorporate Standing Order 21-204 which increased the Loss Mitigation Program Document Preparation Fee from \$40 to \$60 and the Loss Mitigation Program Portal Fee from \$40 to \$60. The increase was made to align with the increased costs of the two respective commercial services.

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~~ \$60.00 to the provider of the Document Preparation Software. Use of the Portal requires the debtor to pay a fee of up to ~~\$40.00~~ \$60.00 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 with the Creditor in another manner.

(b) If a proposed LMP resolution provides for a Creditor 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 United States trustee, and to the Court prior to approval of the resolution. Counsel for the Creditor may be entitled to receive a reasonable fee for all work involved with the 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 a reasonable amount 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 ~~\$40.00~~ \$60.00 and the Portal fee of up to ~~\$40.00~~ \$60.00 as 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 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 \$60.00 to the provider of the Document Preparation Software. Use of the Portal requires the debtor to pay a fee of up to \$60.00 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 with the Creditor in another manner.

(b) If a proposed LMP resolution provides for a Creditor 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 United States trustee, and to the Court prior to approval of the resolution. Counsel for the Creditor may be entitled to receive a reasonable fee for all work involved with the 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 a reasonable amount 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 \$60.00 and the Portal fee of up to \$60.00 as 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).

PART 1: Case Information:

1.a. Debtor 1 _____
 First Name Middle Name Last Name

1.b. Debtor 2 _____
 (Spouse, for First Name Middle Name Last Name
 joint cases)

1.c. Case Number: _____

**APPLICATION FOR
 PAYMENT OF
 UNCLAIMED FUNDS**

Part 2: Claim Information

For the benefit of the Claimant(s) named below, application is made for the payment of unclaimed funds on deposit with the Court. I have no knowledge that any other party may be entitled to these funds, and I am not aware of any dispute regarding these funds.

Note: If there are joint Claimants, complete the fields below for both Claimants.

2.a. Amount:	2.b. Owner(s) of Record:
2.c. Claimant's Name:	2.e. Joint Claimant's Name (if applicable):
2.d. Claimant's Current Mailing Address:	2.f. Joint Claimant's Current Mailing Address (if applicable):

Part 3: Applicant Information

Applicant represents that (*check each statement that applies*):

- 3.a. Applicant is the Claimant.
- 3.b. Applicant is representing the Claimant as: _____.
- 3.c. Applicant is a representative of the deceased Claimant's estate.

Part 4: Supporting Documentation

- Applicant has read the Instructions for Completing an Application for Payment of Unclaimed Funds ([Link](#)) and is providing the Court with the required supporting documentation corresponding to this Application.

Part 5: Notice to United States Attorney and All Interested Parties

5.a. Applicant will immediately send a copy of this Application and supporting documentation to the United States Attorney, pursuant to 28 U.S.C. § 2042, to the following address:

Office of the United States Attorney
Western District of Pennsylvania
Joseph F. Weis, Jr. United States Courthouse
700 Grant Street, Suite 4000
Pittsburgh, PA 15219

5.b. Applicant will immediately send a copy of this Application to the debtor(s), debtor's attorney, previous owners of the claim, United States Trustee, and former and/or current case Trustee(s). Applicant has attached a certificate of service to this Application listing the names, addresses and methods of service.

Part 6: Applicant Declaration

6.a. Applicant Declaration:

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date: _____

Signature of Applicant

Printed Name of Applicant

Address: _____

Telephone Number: _____

Email Address: _____

6.b. Co-Applicant Declaration (if applicable):

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Date: _____

Signature of Co-Applicant

Printed Name of Co-Applicant

Address: _____

Telephone Number: _____

Email Address: _____

Part 7. Notarization

(required for all applicants)

STATE OF _____

COUNTY OF _____

This Application for Unclaimed Funds, dated _____, was subscribed and sworn to before me this ____ day of _____, 20__ by _____, who signed above and is (are) personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is (are) subscribed to the within instrument. WITNESS my hand and official seal.

(SEAL) Notary Public _____

My commission expires:

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR PAYMENT OF UNCLAIMED FUNDS (PAWB Local Form 33)

The United States Bankruptcy Court for the Western District of Pennsylvania (the “Court”) is the custodian of unclaimed funds for an individual or entity who is entitled to the money but who has failed to claim ownership of it in a bankruptcy case filed in the Western District of Pennsylvania. The United States Judiciary has set forth procedures and policies for holding, safeguarding, and accounting for unclaimed funds. The Court has set forth procedures and policies for requesting payment of unclaimed funds held by the Court, by way of W.PA.LBR 3011-1 and PAWB Local Forms 33 and 34. These instructions correspond to the Application for Payment of Unclaimed Funds (PAWB Local Form 33). Compliance with these Instructions is mandatory. Pursuant to 18 U.S.C. § 3057, any indication of fraud in the Application or supplemental documentation will be forwarded promptly to the United States Attorney for further analysis.

Searching Unclaimed Funds

Any party wishing to determine what specific unclaimed funds the Court is in custody of before filing an Application is directed to the United States Judiciary’s [Unclaimed Funds Locator website](https://ucf.uscourts.gov/) at <https://ucf.uscourts.gov/>. To search unclaimed funds for the Court, select “PAWB – Pennsylvania Western Bankruptcy Court” from the dropdown list and enter any applicable search criteria. Anyone needing access to a computer to perform the search may use the Court’s public computer terminals located at 5414 U.S. Steel Tower, 600 Grant Street, Pittsburgh, PA 15219 or U.S. Courthouse, Room B160, 17 South Park Row, Erie, PA 16501. Please be aware that, for unclaimed funds appearing on the Unclaimed Funds Locator website, requests for funds must be filed in the court where they are held. For unclaimed funds held by another court, please consult the rules and procedures for that specific court and file the request in the appropriate venue.

Completing the Application for Payment of Unclaimed Funds (PAWB Local Form 33)

Any party who seeks the payment of unclaimed funds must file an Application for Payment of Unclaimed Funds (PAWB Local Form 33). The “Applicant” referenced in these instructions is the party completing and filing the Application.

Part 1: Case Information

- 1.a.** Enter the full name of the Debtor in the bankruptcy case, as it appears on the case docket.
- 1.b.** If the case is a joint bankruptcy case (spouses filing together), enter the full name of the second debtor/spouse as it appears on the case docket.
- 1.c.** Enter the bankruptcy case number as it appears on the case docket, including the initials of the Presiding Judge assigned to the case. For example, Case Number 00-01234-ABC.

Part 2: Claim Information

- 2.a.** Enter the amount of the funds claimed in the Application.
- 2.b.** Enter the name of the Owner(s) of Record. The Owner(s) of Record is the original payee(s) of the funds.
- 2.c.** Enter the name of the Claimant, the party entitled to the funds and to whom the funds will be paid if this Application is granted. The Owner(s) of Record and the Claimant may be the same.
- 2.d.** Enter the current mailing address of the Claimant.
- 2.e.** If there is more than one Claimant (e.g., a married couple are the Claimants), enter the name of the joint Claimant.
- 2.f.** Enter the current mailing address of the joint Claimant, if applicable.

Part 3: Applicant Information

- 3.a.** If the Applicant is the same as the Claimant, check this box.
- 3.b.** If the Applicant is representing the Claimant in some role or capacity (e.g., attorney for the Claimant, representative of a corporate Claimant), check this box and enter the role.
- 3.c.** If the Applicant is a representative of the deceased Claimant's estate, check this box.

Part 4: Supporting Documentation

The Applicant must determine what supporting documentation is required based on which claimant category the Claimant falls under as described below. Requirements for additional supporting documentation vary depending on the type of Claimant and whether the Claimant is represented.

Sufficient documentation must be provided to the Court to establish the Claimant's identity and entitlement to the funds. Proof of identity must be provided in unredacted form with a current address. If there are joint Claimants, then supporting documentation must be provided for both Claimants.

A. Owner of Record

The Owner of Record is the original payee entitled to the funds appearing in the records of the Court. If the Claimant is the Owner of Record, the following additional documentation is required:

1. Owner of Record - Individual

- a. Proof of identity of the Owner of Record (e.g., unredacted copy of driver's license, other state-issued identification card, or U.S. passport that includes current address).

2. Owner of Record - Business or Government Entity

- a. An Application for Payment of Unclaimed Funds (PAWB Local Form

- 33) signed by an authorized representative for and on behalf of the business or government entity;
- b. A notarized statement of the signing representative's authority;
- c. Proof of identity of the signing representative (e.g., unredacted copy of driver's license, other state-issued identification card, or U.S. passport that includes current address).

If the Owner of Record's name has changed since the funds have been deposited with the Court, then proof of the name change must be provided.

B. Successor Claimant

A successor Claimant may be entitled to the unclaimed funds as a result of transfer, assignment, purchase, merger, acquisition, or succession by other means. If the Claimant is a successor to the original Owner of Record, the following documentation is required:

1. Successor Claimant – Individual

- a. Proof of identity of the successor Claimant (e.g., unredacted copy of driver's license, other state-issued identification card, or U.S. passport that includes current address); and
- b. Documentation sufficient to establish chain of ownership or the transfer of claim from the original Owner of Record.

2. Successor Claimant – Business or Government Entity

- a. An Application for Payment of Unclaimed Funds (PAWB Local Form 33) signed by an authorized representative for and on behalf of the successor entity;
- b. A notarized statement of the signing representative's authority;
- c. A notarized power of attorney signed by an authorized representative of the successor entity;
- d. Proof of identity of the signing representative (e.g., unredacted copy of driver's license, other state-issued identification card, or U.S. passport that includes current address); and
- e. Documentation sufficient to establish chain of ownership or the transfer of claim from the original Owner of Record.

3. Deceased Claimant's Estate

- a. Proof of identity of the estate representative (e.g., unredacted copy of driver's license, other state-issued identification card, or U.S. passport that includes current address);
- b. Certified copies of probate documents or other documents authorizing the representative to act on behalf of the decedent or

decedent's estate in accordance with applicable state law (e.g., small estate affidavit); and

- c. Documentation sufficient to establish the deceased Claimant's identity and entitlement to the funds.

C. Claimant Representative

If the Applicant is Claimant's attorney or other representative, the following documentation is required:

1. Proof of identity of the representative (e.g., unredacted copy of driver's license, other state-issued identification card, or U.S. passport that includes current address);
2. A notarized power of attorney signed by the Claimant (or Claimant's authorized representative) on whose behalf the representative is acting; and
3. Documentation sufficient to establish the Claimant's entitlement to the funds, as set forth in paragraphs A and B above.

Check this box to attest that these instructions have been read and that the proper supporting documentation has been included with the Application.

If the Applicant wishes to provide the Court with any additional, explanatory information (e.g., background of the claim, clarification on the ownership of the funds), such information may be included with the supporting documentation.

Part 5: Notice to United States Attorney and All Interested Parties

5.a. Pursuant to 28 U.S.C. § 2042 and PAWB Local Bankruptcy Rule 3011-1, the United States Attorney for the Western District of Pennsylvania must be served with the Application and supporting documentation. Check this box to attest that the United States Attorney will immediately be served with the Application and supporting documentation.

5.b. Pursuant to PAWB Local Bankruptcy Rule 3011-1, the Application (but not the supporting documentation) must be served on all interested parties, including the debtor, debtor's attorney (if applicable), all previous owners of the claim, the United States Trustee, and case trustees. Check this box to attest that these parties will immediately be served with the Application.

The Applicant must attest to the service of these parties by completing and attaching to the Application a certificate of service substantially conforming to PAWB Local Form 7 listing the names, addresses and methods of service on the parties.

If the previous owner(s) of a claim cannot be served, the Applicant must include a statement addressing why that is not possible.

Part 6: Applicant Declaration

6.a. The Applicant must attest to the truthfulness of the information provided in the Application by signing and dating it in this section. The Applicant also enters his/her address, telephone number and email address.

6.b. If the Application is filed with a second Applicant, the Co-Applicant completes this section.

Part 7. Notarization

The Applicant must have the Application notarized by a notary public who attests to the identity of the Applicant signing the Application. If a Co-Applicant signs the Application, the notary must attest to the identity of both Applicants. If necessary, the notary may include additional acknowledgement forms with the Application.

Tax Identification Information

The funds will be payable to the Claimant. In conjunction with the Application, the Applicant must include a form signed by the Claimant (with an original, “wet” signature rather than an electronic signature) that certifies the Claimant’s tax identification number (TIN).

For a Claimant who is a U.S. person¹, this certification form should be either one of the judiciary vendor forms ([AO 213 “Vendor Information and Taxpayer Identification Number \(TIN\) Certification”](#) or [AO 213P “Payee Information and TIN Certification”](#)) or the Internal Revenue Service’s Form W-9 “Request for Taxpayer Identification Number and Certification” (accessible by searching on the Internal Revenue Service (IRS) website at <https://www.irs.gov>). If a Claimant wishes to be paid via Electronic Funds Transfer (EFT), then the [AO 213](#) form or [AO 213P](#) form must be used.

For a Claimant who is not a U.S. person, the certification form should be an appropriate form from the IRS W-8 series (accessible by searching on the IRS website at <https://www.irs.gov>) accompanied by the judiciary form [AO-215](#) (“Request to Determine Foreign Vendor Tax Payments”).

The Claimant’s name or “doing business as” name on the certification form should match the Claimant payee name on the Proposed Order submitted with the Application (see Proposed Order (PAWB Local Form 34) section below).

Proposed Order (PAWB Local Form 34)

Each Application for Payment of Unclaimed Funds (PAWB Local Form 33) filed with the Court must be accompanied by a proposed order in substantial conformance with the Court’s

¹ “U.S. person” includes an individual who is a U.S. citizen or U.S. resident alien; a partnership, corporation, company or association created or organized in the U.S. or under the laws of the U.S.; an estate (other than a foreign estate); or a domestic trust (as defined in 26 C.F.R. 301.7701-7).

standard Order Granting Application for Payment of Unclaimed Funds (PAWB Local Form 34). The payee on the proposed order should match the Claimant in the Application and the individual or entity listed on the tax identification number certification form submitted with the Application (see the previous section “Tax Identification Information”).

Filing the Application for Payment of Unclaimed Funds (PAWB Local Form 33)

An Applicant who is a CM/ECF Filing User shall file the Application electronically using the “Pay Unclaimed Funds” event under the Motions/Applications menu in CM/ECF, with the proposed order (Form 34) and certificate of service filed as attachments to the Application. Supporting documentation and tax identification information must not be submitted using CMECF; instead, it must be submitted through the Court’s electronic document submission system (“EDSS”) on the Court’s website (<http://www.pawb.uscourts.gov/electronic-document-submission-system>).

An Applicant who is not a CM/ECF Filing User shall submit the Application, the proposed order (Form 34), a certificate of service, supporting documentation, and tax identification information electronically using the Court’s EDSS on the Court’s website (<http://www.pawb.uscourts.gov/electronic-document-submission-system>). An Applicant who does not have access to a computer may submit the aforementioned documentation by hand delivery, mail, or courier service.

Assistance

The Clerk’s Office cannot provide legal advice. Applicants may contact the Clerk’s Office at 412-316-1655 with questions about the Application, related documentation, or filing procedures.

REQUEST FOR SUBPOENA BY A SELF-REPRESENTED PARTY

1. I, [First name] _____ [Last Name] _____, am a self-represented party to the following proceeding(s) in the U.S. Bankruptcy Court for the Western District of Pennsylvania:

Bankruptcy Case Number: _____ [and, if applicable]

Adversary Case Number: _____.

2. For my use in the proceeding(s) identified above, I hereby request that the Clerk of Court provide me with a signed but otherwise blank [check only 1 type of subpoena per request]:

Form B 2540 – Subpoena for Rule 2004 Examination

Form B 2550 – Subpoena to Appear and Testify at a Hearing or Trial in a Bankruptcy Case (or Adversary Proceeding)

Form B 2560 – Subpoena to Testify at a Deposition in a Bankruptcy Case (or Adversary Proceeding)

Form B 2570 – Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Bankruptcy Case (or Adversary Proceeding)

3. By applying my signature below, I attest to the following:

I am responsible for understanding and complying with the requirements imposed by the Federal Rules of Civil Procedure, the Federal Rules of Bankruptcy Procedure, and the Local Rules of this Court regarding subpoenas.

Date

By: _____
Signature of Applicant

Typed or Clearly Printed Name

Address

Phone No.

INFORMATION REGARDING SUBPOENAS SIGNED BY THE CLERK OF COURT

1. Rule 45(a)(3) of the Federal Rules of Civil Procedure requires the Clerk of Court to issue a subpoena, signed but otherwise in blank, to a party who requests it.
2. The Clerk’s signature appears on the accompanying subpoena only because it was required by Rule 45(a)(3).
3. The Clerk’s signature should not be interpreted as an endorsement of the legal sufficiency or merits of the subpoena.
4. The recipient of the accompanying subpoena remains free to pursue any and all appropriate responses to the subpoena.
5. The Clerk of Court cannot provide legal advice. A recipient of a subpoena is encouraged to address any concerns by seeking guidance from a legal professional.

ATTESTATION BY SELF-REPRESENTED PARTY

I, [First name] _____ [Last Name] _____, am a self-represented party. and I hereby attest that I have complied with PAWB Local Rule 9016-1(e) by including this Local Form 60 with the subpoena that I served on [Full Name of Recipient] _____.

Date: _____

By: _____
Signature

Typed or Clearly Printed Name

Address

Phone No.