

## **APPENDIX 2016-1**

### **PROJECT CATEGORIES**

**ASSET ANALYSIS AND RECOVERY:** Identification and review of potential assets including causes of action and non-litigation recoveries.

**ASSET DISPOSITION:** Sales, leases (§365 matters), abandonment and related transaction work.

**BUSINESS OPERATIONS:** Issues related to debtor-in-possession operating in chapter 11 such as employee, vendor, tenant issues and other similar problems.

**CASE ADMINISTRATION:** Coordination and compliance activities, including preparation of statement of financial affairs; schedules; list of contracts; United States Trustee interim statements and operating reports; contacts with the United States Trustee; general creditor inquiries.

**CLAIMS ADMINISTRATION AND OBJECTIONS:** Specific claim inquiries; bar date motions; analyses, objections and allowances of claims.

**EMPLOYEE BENEFITS/PENSIONS:** Review issues such as severance, retention, 401K coverage and continuance of pension plan.

**FEE/EMPLOYMENT APPLICATIONS:** Preparations of employment and fee applications for self or others; motions to establish interim procedures.

**FEE/EMPLOYMENT OBJECTIONS:** Review of and objections to the employment and fee applications of others.

**FINANCING:** Matters under §§361, 363 and 364 including cash collateral and secured claims; loan document analysis.

**LITIGATION:** There should be a separate category established for each matter (e.g. XYZ Litigation).

**MEETINGS OF CREDITORS:** Preparing for and attending the conference of creditors, the §341(a) meeting and other creditors' committee meetings.

**PLAN AND DISCLOSURE STATEMENT:** Formulation, presentation and confirmation; compliance with the plan confirmation order, related orders and rules; disbursement and case closing activities, except those related to the allowance and objections to allowance of claims.

**RELIEF FROM STAY PROCEEDINGS:** Matters relating to termination or continuation of automatic stay under §362.

**The following categories are generally more applicable to accountants and financial advisors, but may be used by all professionals as appropriate.**

**ACCOUNTING/AUDITING:** Activities related to maintaining and auditing books of account, preparation of financial statements and account analysis.

**BUSINESS ANALYSIS:** Preparation and review of company business plan; development and review of strategies; preparation and review of cash flow forecasts and feasibility studies.

**CORPORATE FINANCE:** Review financial aspects of potential mergers, acquisitions and disposition of company or subsidiaries.

**DATA ANALYSIS:** Management information systems review, installation and analysis, construction, maintenance and reporting of significant case financial data, lease rejection, claims, etc.

**LITIGATION CONSULTING:** Providing consulting and expert witness services relating to various bankruptcy matters such as insolvency, feasibility, avoiding actions; forensic accounting, etc.

**RECONSTRUCTION ACCOUNTING:** Reconstructing books and records from past transactions and bringing accounting current.

**TAX ISSUES:** Analysis of tax issues and preparation of state and federal tax returns.

**VALUATION:** Appraise or review appraisals of assets.

**LOCAL BANKRUPTCY FORM 1017-2**

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA**

IN RE:

	:	CHAPTER ____
	:	
Debtor(s)	:	CASE NO. __-__-_____
	:	
UNITED STATES TRUSTEE	:	
Movant	:	
	:	
vs.	:	
	:	
Respondent	:	

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**NOTICE TO PARTIES IN INTEREST**

**NOTICE IS HEREBY GIVEN THAT:**

The United States Trustee has filed a Motion to Dismiss the above-referenced case for failure to file schedules and statements.

Objections to the Motion must be filed with the Clerk, United States Bankruptcy Court for the Middle District of Pennsylvania, {insert divisional office address} \_\_\_\_\_, Pennsylvania, on or before \_\_\_\_\_.

A hearing on timely objections will be held \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ o'clock \_\_.M., in {insert divisional courtroom address} \_\_\_\_\_, Pennsylvania.

If no objections are filed, an Order may be entered by the Court without further notice.

Dated: \_\_\_\_\_

Office of the United States Trustee  
P.O. Box 969  
Harrisburg, PA 17108

**LOCAL BANKRUPTCY FORM 2016-1**

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

IN RE: \_\_\_\_\_ : CHAPTER \_\_\_\_\_

:  
:

Debtor(s) : CASE NO. \_\_-\_\_-\_\_\_\_\_

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**SUMMARY COVER SHEET  
FEES AND EXPENSES APPLICATION**

- a. Your applicant was appointed on \_\_\_\_\_,  
based on an application filed \_\_\_\_\_.
- b. Your applicant represents \_\_\_\_\_.
- c. This application is a \_\_\_\_\_  
(state whether interim or final application).
- d. The total amount of compensation for which reimbursement is sought is \_\_\_\_\_ and is  
for the period from \_\_\_\_\_ to \_\_\_\_\_.
- e. The total amount of expenses for which reimbursement is sought is \_\_\_\_\_ and is for  
the period from \_\_\_\_\_ to \_\_\_\_\_.
- f. The dates and amounts of any retainer received are \_\_\_\_\_.
- g. The dates and amounts of withdrawals from the retainer by the Applicant are  
\_\_\_\_\_.
- h. The dates and amounts of previous compensation allowed are:  
\_\_\_\_\_.
- i. The dates and amounts of previous compensation paid are:  
\_\_\_\_\_.
- j. There are/are no objections to prior fee applications of Applicant that have not been ruled  
upon by the Court in this bankruptcy case.

Applicant's Signature

DATED: \_\_\_\_\_

\_\_\_\_\_

LOCAL BANKRUPTCY FORM 3007-1

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

IN RE:

Debtor(s) : CHAPTER \_\_\_\_
:
: CASE NO. \_\_ - \_\_ - \_\_\_\_
:
:
Objectant :
:
:
vs. :
:
:
Claimant :

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TO: \_\_\_\_\_ ("Claimant")

NOTICE TO CLAIMANT OF OBJECTION TO CLAIM

Attached to this notice is an objection to your proof of claim.

Your claim may be reduced, modified, or eliminated. You should read this notice and the objection carefully and discuss them with your attorney, if you have one.

The purpose of this notice is to advise you of the following rights:

(a) Within thirty (30) days after the date of this notice you are required to file one of the following with the Clerk of the Bankruptcy Court:

- (1) an amended proof of claim;
(2) a response to the objection; or
(3) a request for a hearing.

(b) If you send your amended proof of claim, response or request for a hearing by mail or by delivery service, you must send it so that the Clerk of the Bankruptcy Court receives it by the deadline at the following address:

Clerk, United States Bankruptcy Court
Middle District of Pennsylvania
Third and Walnut Streets
P.O. Box 908
Harrisburg, PA 17108

or

Clerk, United States Bankruptcy Court  
Middle District of Pennsylvania  
274 Max Rosenn U.S. Courthouse  
197 S. Main Street  
Wilkes Barre, PA 18701

You are required concurrently to serve a copy of the amended proof of claim, response or request for a hearing upon counsel for the objecting party at the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you do not file an amended proof of claim, a response to the objection or a request for a hearing within thirty (30) days after the date of this notice, the Court may grant the relief requested in the objection and disallow or modify your claim without further notice or hearing.

- (c) You are entitled to a hearing on the objection if you file either a written response to the objection or a written request for a hearing with the Court within thirty (30) days after the date of this notice.
- (d) You may request that the hearing on the objection be conducted by telephone. A request that the hearing be conducted by telephone must be made at least five (5) days before the date on which the hearing is scheduled to take place. The court, in its discretion, may allow you to participate in the hearing by telephone.
- (e) You may have other rights not referred to in this Notice.

This notice is not intended to advise you of all your rights regarding your claim and is not intended to provide legal advice. If you decline to obtain counsel regarding the attached objection, you do so at your own risk.

**IF YOU FAIL TO RESPOND IN ACCORDANCE WITH THIS NOTICE, THE COURT MAY GRANT THE RELIEF REQUESTED BY THE OBJECTION WITHOUT FURTHER NOTICE OR HEARING.**

This Notice was mailed to you by: \_\_\_\_\_

Date of Notice and Date of Mailing: \_\_\_\_\_, 20\_\_

**LOCAL BANKRUPTCY FORM 3017-1**

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

IN RE:

Debtor(s) : CHAPTER \_\_\_\_  
: :  
: CASE NO. \_\_-\_\_-\_\_\_\_\_  
:

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**CERTIFICATION REGARDING**  
**AMENDED DISCLOSURE STATEMENT**

The undersigned counsel for the plan proponent in the above-captioned case, hereby certifies that the Amended Disclosure Statement, filed \_\_\_\_\_, contains changes to the Disclosure Statement, filed \_\_\_\_\_, of such nature and degree that:

1. \_\_\_\_\_ notice must be circulated as if an original Disclosure Statement;
2. \_\_\_\_\_ notice need be sent only to the objectors to the last filed Disclosure Statement;
3. \_\_\_\_\_ no further notice is required and the Amended Disclosure Statement can be approved as submitted.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Counsel for Plan Proponent

**LOCAL BANKRUPTCY FORM 3018-1**

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

IN RE:

: CHAPTER \_\_\_\_  
:  
: CASE NO. \_\_-\_\_-\_\_\_\_\_  
:  
Debtor(s) :

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**SECTION 1126 BALLOT REPORT FORM**

	# BALLOTS CAST	# ACCEPTING	# REJECTING	\$ ACCEPTING	\$ REJECTING	CLASS ACCEPTING	CLASS REJECTING
CLASS I	<input type="text"/>						
CLASS II	<input type="text"/>						
CLASS III	<input type="text"/>						
CLASS IV	<input type="text"/>						

<b>PLAN ACCEPTED</b>	<b>YES</b>	<b>NO</b>
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The foregoing Report is accurate and complete.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Counsel for Plan Proponent

**LOCAL BANKRUPTCY FORM 3019-1**

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

IN RE:

Debtor(s) : CHAPTER \_\_\_\_  
: :  
: CASE NO. \_\_-\_\_-\_\_\_\_\_  
:

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**CERTIFICATION REGARDING**  
**AMENDED PLAN OF REORGANIZATION**

The undersigned counsel for the plan proponent in the above-captioned case, hereby certifies that the Amended Plan of Reorganization, filed \_\_\_\_\_, contains changes to the Plan of Reorganization, filed \_\_\_\_\_, of such nature and degree that:

1. \_\_\_\_\_ notice must be circulated as if an original Plan of Reorganization;
2. \_\_\_\_\_ notice need be sent only to the objectors to the last filed Plan of Reorganization;
3. \_\_\_\_\_ no further notice is required and the Amended Plan of Reorganization can be confirmed as submitted. All pending objections to confirmation of the Plan of Reorganization have been resolved or settled by the modifications included in the Amended Plan of Reorganization, and the Amended Plan of Reorganization complies with the requirements of 11 U.S.C. § 1123 and § 1129.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Counsel for Plan Proponent

**LOCAL BANKRUPTCY FORM 4001-1**

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA**

IN RE: : CHAPTER \_\_\_\_  
: :  
Debtor(s) : CASE NO. \_\_-\_\_-\_\_\_\_\_  
: :  
Movant :  
: :  
vs. :  
: :  
Respondent :

**POST-PETITION PAYMENT HISTORY  
NOTE AND MORTGAGE DATED \_\_\_\_\_**

Recorded on \_\_\_\_\_, in \_\_\_\_\_ County, in Book \_\_\_\_\_, at Page \_\_\_\_\_.

Property Address:

\_\_\_\_\_

Mortgage Servicer:

\_\_\_\_\_

Post-petition mailing address for Debtor(s) to send payment:

\_\_\_\_\_

Mortgagor(s)/Debtor(s):

\_\_\_\_\_

Payments are contractually due:

Monthly\_\_\_\_ Semi-monthly\_\_\_\_ Bi-weekly\_\_\_\_ Other \_\_\_\_\_

Each Monthly Payment is comprised of:

Principal and Interest.... \$ \_\_\_\_\_

R.E. Taxes..... \_\_\_\_\_

Insurance..... \_\_\_\_\_

Late Charge..... \_\_\_\_\_

Other..... (Specify: \_\_\_\_\_)

**TOTAL**..... \_\_\_\_\_



**LOCAL BANKRUPTCY FORM 4008-1**

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA**

IN RE:

Debtor(s) : CHAPTER \_\_\_\_  
: :  
: CASE NO. \_\_ - \_\_ - \_\_\_\_\_  
:

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**REAFFIRMATION AGREEMENT**

- Instructions: 1) Attach a copy of all court judgments, security agreements, and evidence of their perfection.  
2) File all the documents by mailing them or delivering them to the Clerk of the Bankruptcy Court.

**NOTICE TO DEBTOR:**

This agreement gives up the protection of your bankruptcy discharge for this debt.

As a result of this agreement, the creditor may be able to take your property or wages if you do not pay the agreed amounts. The creditor may also act to collect the debt in other ways.

You may rescind (cancel) this agreement at any time before the bankruptcy court enters a discharge order or within 60 days after this agreement is filed with the court, whichever is later, by notifying the creditor that the agreement is canceled.

You are not required to enter into this agreement by any law. It is not required by the Bankruptcy Code, by any other law, or by any contract (except another reaffirmation agreement made in accordance with Bankruptcy Code § 524(c)).

You are allowed to pay this debt without signing this agreement. However, if you do not sign this agreement and are later unwilling or unable to pay the full amount, the creditor will not be able to collect it from you. The creditor also will not be allowed to take your property to pay the debt unless the creditor has a lien on that property.

If the creditor has a lien on your personal property, you may have a right to redeem the property and eliminate the lien by making a single payment to the creditor equal to the current value of the property, as agreed by the parties or determined by the court.

This agreement is not valid or binding unless it is filed with clerk of the bankruptcy court. If you were not represented by an attorney during the negotiation of this reaffirmation agreement, the agreement cannot be enforced by the creditor unless (1) you have attended a reaffirmation hearing in the bankruptcy court, and (2) the agreement has been approved by the bankruptcy court. (Court approval is not required if this is a consumer debt secured by a mortgage or other lien on your real estate.)



**CREDITOR'S STATEMENT CONCERNING AGREEMENT AND  
SECURITY/COLLATERAL  
(IF ANY)**

Description of Collateral. If applicable, list manufacturer, year and model.

\_\_\_\_\_

\_\_\_\_\_

Value \$ \_\_\_\_\_

Basis or Source for Valuation \_\_\_\_\_

Current Location and Use of Collateral \_\_\_\_\_

Expected Future Use of Collateral \_\_\_\_\_

Check Applicable Boxes:

- Any lien described herein is valid and perfected.
- This agreement is part of a settlement of a dispute regarding the dischargeability of this debt under section 523 of the Bankruptcy Code (11 U.S.C. § 523) or any other dispute. The nature of dispute is \_\_\_\_\_.

**DEBTOR'S STATEMENT OF  
EFFECT OF AGREEMENT ON DEBTOR'S FINANCES**

My Monthly Income (take home pay plus any other income received) is \$ \_\_\_\_\_.

My current monthly expenses total \$ \_\_\_\_\_, not including any payment due under this agreement or any debt to be discharged in this bankruptcy case.

I believe this agreement [will] [will not] impose an undue hardship on me or my dependents.

**DEBTOR'S STATEMENT CONCERNING DECISION TO REAFFIRM**

I agreed to reaffirm this debt because

\_\_\_\_\_

\_\_\_\_\_

I believe this agreement is in my best interest because

\_\_\_\_\_

\_\_\_\_\_

I [considered] [did not consider] redeeming the collateral under section 722 of the Bankruptcy Code (11 U.S.C. § 722). I chose not to redeem because

\_\_\_\_\_

\_\_\_\_\_

I [was][was not] represented by an attorney during negotiations on this agreement.

**CERTIFICATION OF ATTACHMENTS**

Any documents which created and perfected the security interest or lien [are][are not] attached.  
[If documents are not attached: The documents which created and perfected the security interest or lien  
are not attached because

\_\_\_\_\_  
\_\_\_\_\_.]

**SIGNATURES**

Date \_\_\_\_\_  
\_\_\_\_\_  
(Signature of Debtor)

Date \_\_\_\_\_  
\_\_\_\_\_  
(Signature of Joint Debtor)

Date \_\_\_\_\_  
\_\_\_\_\_  
Name of Creditor

\_\_\_\_\_  
(Signature of Creditor Representative)

**CERTIFICATION BY DEBTOR'S ATTORNEY (IF ANY)**

I hereby certify that (1) this agreement represents a fully informed and voluntary agreement by the debtor(s); (2) this agreement does not impose a hardship on the debtor or any dependent of the debtor; and (3) I have fully advised the debtor of the legal effect and consequences of this agreement and any default under this agreement.

Date \_\_\_\_\_  
\_\_\_\_\_  
(Signature of Debtor's Attorney)

**LOCAL BANKRUPTCY FORM 7016-1**

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

IN RE:

Debtor(s) : CHAPTER \_\_\_\_\_  
: :  
: CASE NO. \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
: :  
: :  
: :

.....

Plaintiff(s) :  
: :  
vs. : {Nature of Proceeding: \_\_\_\_\_}  
: :  
: :  
Defendant(s) : ADVERSARY NO. \_\_\_\_-\_\_\_\_-\_\_\_\_\_

**SCHEDULING ORDER**

AND NOW, the Plaintiff(s) having filed an adversary proceeding and the Defendant(s) having filed a responsive pleading,

**IT IS HEREBY ORDERED THAT:**

1. All discovery shall be completed on or before ninety (90) days from the date of this Order.

2. Any request for a pretrial conference shall be filed on or before ten (10) days after the close of discovery.

3. Dispositive motions shall be filed on or before one hundred twenty (120) days from the date of this Order.

4. On or before seventy (70) days from the date of this Order, the parties shall submit a joint statement whether they would consent to participate in the court-annexed mediation program.

5. Trial is scheduled for \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ o'clock, \_\_\_\_M. in the United States Bankruptcy Court for the Middle District of Pennsylvania, \_\_\_\_\_  
*{insert divisional courtroom address}*  
\_\_\_\_\_, Pennsylvania.

BY THE COURT

Dated: \_\_\_\_\_

\_\_\_\_\_  
United States Bankruptcy Judge

**LOCAL BANKRUPTCY FORM 9004-2(a)**

**Contested Matter Caption**

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

IN RE:

	:	CHAPTER ____
JOHN DOE	:	
	:	CASE NO. __ - __ - _____
Debtor	:	
	:	
	:	
XYZ MORTGAGE CO.	:	
Movant	:	
	:	
vs.	:	
	:	
JOHN DOE	:	
Respondent	:	

MOTION OF XYZ MORTGAGE CO. FOR RELIEF FROM THE STAY

**LOCAL BANKRUPTCY FORM 9004-2(b)**

**Adversary Proceeding Caption**

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

IN RE:

JOHN DOE : CHAPTER \_\_\_\_\_  
: :  
: : CASE NO. \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Debtor : :  
: :

.....

XYZ MORTGAGE CO. :  
Plaintiff :  
: : COMPLAINT TO DETERMINE  
vs. : DISCHARGEABILITY OF DEBT  
: :  
JOHN DOE :  
Defendant : ADVERSARY NO. \_\_\_\_-\_\_\_\_-\_\_\_\_\_

MOTION OF XYZ MORTGAGE CO. FOR SUMMARY JUDGMENT

**LOCAL BANKRUPTCY FORM 9019-1**

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA**

IN RE:

	:	CHAPTER _____
	:	
	:	BANKRUPTCY NO. __-__-_____
	:	
Debtor(s)	:	
	:	
	:	ADVERSARY NO. __-__-_____ A
	:	<b>(if applicable)</b>
	:	
Plaintiff(s)/Movant(s)	:	
vs.	:	Nature of Proceeding: _____
	:	
	:	_____
	:	
Defendant(s)/Respondent(s)	:	_____

**PRAECIPE TO REMOVE FROM THE HEARING/TRIAL LIST\***

**CHECK ONE:**

The undersigned hereby certifies compliance with an Order to Show Cause by filing of the requisite documents on or before the time of the hearing. It is understood that if all the said documents are not in fact filed, the Court may forthwith dismiss the case and/or issue sanctions against the Debtor, the principal of the Debtor, or counsel without further notice and/or hearing.

The undersigned counsel certifies as follows:

- (1) A settlement has been reached which will be reduced to writing, executed and filed within thirty (30) days.
- (2) The proceeding should be continued pending the filing of this settlement.
- (3) If a stipulation is not filed or a hearing requested within thirty (30) days, it is understood that this proceeding will be dismissed without prejudice.
- (4) This is the first such request for a continuance pending settlement.
- (5) Contemporaneous with the filing of this Praecipe, the undersigned has served a copy of this Praecipe upon all counsel participating in this proceeding.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Attorney for \_\_\_\_\_

\*This document may be filed by facsimile mail. However, no alterations or interlineations of this document are permitted.