

United States Bankruptcy Court  
Middle District of Pennsylvania

Changes to Bankruptcy Rules & Procedures Training

**SAMPLE  
NOTICES**

**Hearing Required Notice**

**Passive Notice**

**Semi-Passive Notice**

nthrgreq(09/11)

**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF PENNSYLVANIA**

In re: Debtor(s) (name(s) used by the debtor(s) in the last 8 years, including married, maiden, and trade):

**Debtor Name**  
**Joint Debtor Name (if applicable)**  
**Debtor(s)'''**  
**Enter Movant Here**  
 Movant(s)  
 vs.  
**Enter Respondents Here**  
**Tgur qpf gpv(s)''''**

Chapter: **XX**  
 Case number: **X:XX-BKorAP-XXXXX**  
 Document Number: **XX**  
 Matter: **Motion XXXXXXXXXX**

**Notice**

Notice is hereby given that:

The debtor(s) filed a Chapter 13 Bankruptcy Petition on **Enter Date Petition was filed.**

A hearing on the above referenced matter has been scheduled for:

<p><b>United States Bankruptcy Court</b>  <b>''J gct lpi 'Nqecvlp'Cf f tgu''''</b>                  .....                  .....                  .....</p>	<p><b>Date: J gct lpi 'F cvg''''</b>   <b>Time: J gct lpi 'Vlo g'CO IRO</b></p>
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Initial requests for a continuance of hearing (*L.B.F. 9013-4, Request to Continue Hearing/Trial with Concurrence*) shall be filed with the Court. Requests received by the Court within twenty-four (24) hours of the hearing will not be considered except in emergency situations. Additional requests for continuance must be filed as a Motion.

Requests to participate in a hearing telephonically shall be made in accordance with L.B.R. 9074-1(a).

Electronic equipment, including cell phones, pagers, laptops, etc., will be inspected upon entering the Courthouse. These devices may be used in common areas and should be turned to silent operation upon entering the Courtroom and Chambers.

Photo identification is required upon entering the Courthouse.

**Address of the Bankruptcy Clerk's Office:**  
 U.S. Bankruptcy Court  
**Harrisburg/Wilkes-Barre or Williamsport**  
**Address and Phone Number**

**For the Court:**  
 Clerk of the Bankruptcy Court:  
 Terrence S. Miller

Hours Open: Monday – Friday 9:00 AM – 4:00 PM

Date: **Date of Notice**

This is an example of a Passive Notice - for language purposes only

**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF PENNSYLVANIA**

In re: Debtor(s) (name(s) used by the debtor(s) in the last 8 years, including married, maiden, and trade):

**Debtor Name**  
**Joint Debtor Name (if applicable)**

Chapter: **XX**

Case number: **X:XX-bk-XXXX**

**Debtor(s)**

Document Number: **XX**

Matter: **Motion XXXXXXXXX**

**Notice**

NOTICE OF OPPORTUNITY TO OBJECT AND HEARING: Pursuant to Local Rule 2002-1(a), the Court will consider this **Motion XXXXXXXXX** without further notice or hearing unless a party in interest files an objection/response on or before **Month xx, 20XX**. If you object to the relief requested, you must file your objection/response with the Clerk of Court and serve a copy on the movant and movant's attorney, if one is designated.

If you file and serve an objection/response within the time permitted, the Court may schedule a hearing and you will be notified. If you do not file an objection within the time permitted the Court will deem the motion unopposed and proceed to consider the motion without further notice or hearing, and may grant the relief requested.

**Address of the Bankruptcy Clerk's Office:**  
**U.S. Bankruptcy Court**  
**Harrisburg/Wilkes-Barre or Williamsport Address**  
**and Phone Number**

**For the Court:**  
Clerk of the Bankruptcy Court:  
Terrence S. Miller

Hours Open: Monday – Friday 9:00 AM – 4:00 PM

Date: **Date of Notice**

ntsempas(07/11)

**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF PENNSYLVANIA**

In re: Debtor(s) (name(s) used by the debtor(s) in the last 8 years, including married, maiden, and trade):

**Debtor Name**  
**Joint Debtor Name (if applicable)**

**Debtor(s)**

**Enter Movants Here**  
**Movant(s)**

vs.

**Enter Respondents Here**  
**Respondent(s)**

Chapter: **XX**  
Case number: **X:XX-BKorAP-XXXX**  
Document Number: **XX**  
Matter: **Motion XXXXXXXXX**

**Notice**

Notice is hereby given that:

The debtor(s) filed a Chapter 13 Bankruptcy Petition on **Enter Date Petition was filed.**

A hearing on the above referenced matter has been scheduled for:

<p><b>United States Bankruptcy Court</b> <b>Hearing Location Address</b></p>	<p><b>Date: Hearing Date</b> <b>Time: Hearing Time AM/PM</b></p>
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Any objection/response to the above referenced matter must be filed and served on or before **Response Date**

If service was properly made and Respondent(s) fail to file an objection/response by the above specified date, the Court **may** determine after review of the Motion that no hearing is required and grant the relief requested.

If a default order has not been signed and entered, the parties or their counsel are required to appear in Court at the hearing on the above date and time.

Initial requests for a continuance of hearing (*L.B.F. 9013-4, Request to Continue Hearing/Trial with Concurrence*) shall be filed with the Court. Requests received by the Court within twenty-four (24) hours of the hearing will not be considered except in emergency situations. Additional requests for continuance must be filed as a Motion.

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