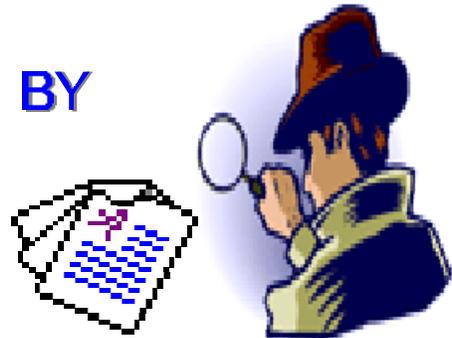


# UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF FLORIDA

## NOTICE OF IMPLEMENTATION BY CLERK'S OFFICE OF AO 01-5 DEFICIENCY REVIEW



Administrative Order 01-5 “Order Authorizing Clerk to Prepare and Serve Deficiency Notices” requires clerk’s office staff to review papers at intake and, if applicable, issue and serve deficiency notices which, if the deficiency is not corrected within the established deadline, will result in dismissal of your case without further notice.

Please review your papers before filing to ensure they conform to the court’s filing requirements, including:

**U** Petitions, schedules, statements, and other papers must conform substantially to the most current version of the Official Form or local form;

**U** The individual debtor (and spouse, if joint petition) must affix an original signature to all required papers;

**U** The List of Creditors Holding 20 Largest Unsecured Claims must be filed at the time of filing a chapter 11 petition;

**U** All required information on the petition and other required papers must be provided, including debtor(s) social security number and employer’s tax identification number;

**U** Voluntary petitions filed in the name of a corporation, partnership, trust or other business entity must reflect the name of the attorney for the debtor.

Local rules, administrative orders, forms, guidelines, and clerk’s instructions setting forth court requirements are available at the intake sections of each clerk’s office location and on the court’s website [www.flsb.uscourts.gov](http://www.flsb.uscourts.gov) which also provides a link to the most current versions of the Official Bankruptcy Forms.