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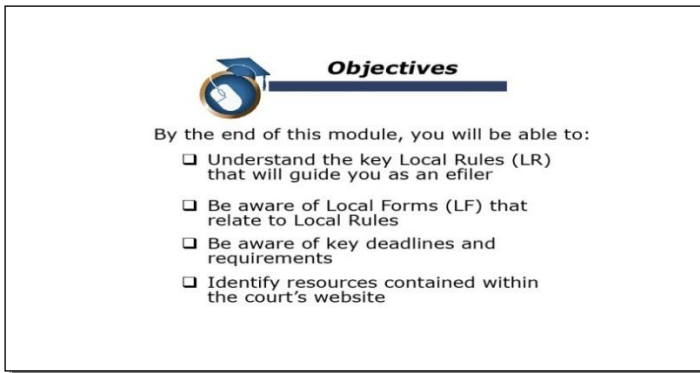
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Notes: Welcome to the training module on Local Rules. This module walks you through key local rules and any new or amended local rules that will serve as a guide for those electronically filing documents using the court's CM/ECF system.



Slide 2

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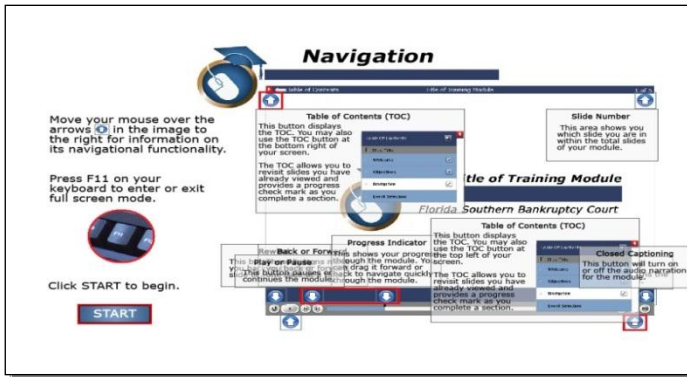
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Notes: By the end of this module you will be able to understand the key Local Rules that will guide you as an efiler, be aware of Local Forms that relate to Local Rules as well as key deadlines and requirements, and identify resources contained within the court's website. The review of these local rules is intended to supplement our training modules and is not a comprehensive list of applicable rules. It will benefit you to become familiar with all our local rules, as well as local forms, guidelines and clerk's instructional package available on the court's website free of charge.



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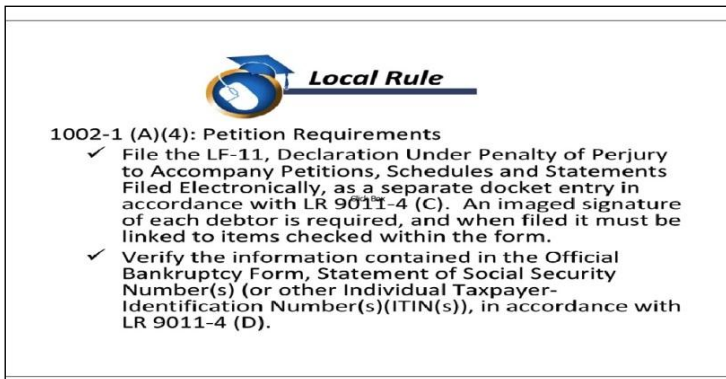
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Notes: Take a moment to review the navigation instructions on this screen. Use the Table of Contents to review a lesson or quickly access the Knowledge Check if you are already familiar with the content. Additionally, enable the Closed Captioning to view the text for the slide. Please note that the Local Rules will not have narration on the next slides. Advance the slides at your own pace. When you are ready to begin, click START.



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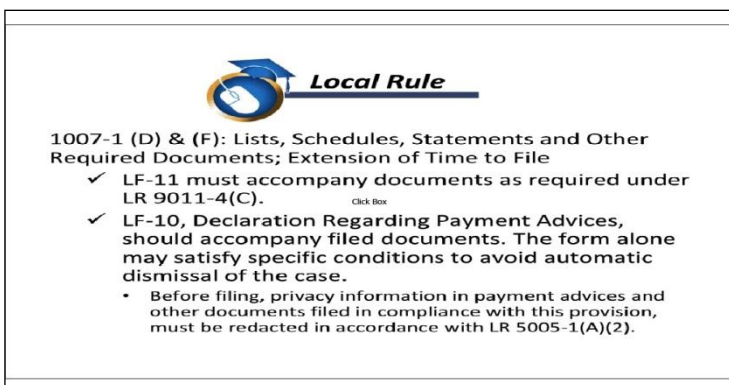
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Notes:



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Notes:

Slide 6



1007-2 (A) & (B): Mailing – List or Matrix

- ✓ A creditor service matrix is a minimum initial filing requirement and **MUST** be uploaded at the time of filing. Format requirements are specified in the “Clerk’s Instructions for Preparing, Submitting and Obtaining Service Matrices.”
- ✓ Amendments to the initial creditor service matrix must comply with Bankruptcy Rule 1009 and LR 1009-1. **IMPORTANT NOTE:** File LF-4 and LF-11 as required.

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Notes:

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1009-1 (A)(2), (D)(1) & (2): Amendments of Petitions, Lists, Schedules, and Statements

- ✓ Amendments shall be signed by each debtor. File LF-4 and LF-11 with accompanying documents as required.
- ✓ In lieu of filing LF-4 and related schedule(s) for creditor address corrections, a completed “Bypass Notice” may be filed.
- ✓ Amended schedules and lists have notice and service requirements that are specified in LF-4.

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Notes:

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1017-2 (A): Dismissal of a Case

- ✓ The court may dismiss cases, without notice or hearing, for failure to file required document(s).
- ✓ Deficiency notices provide warnings that a case is subject to dismissal upon expiration of deadlines.
- ✓ Any failure to timely request an extension of any deadline may result in dismissal of a case.

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Notes:



**Local Rule**

2002-1 (F) & (G): Notices

- ✓ A "Certificate of Service" substantially conforming to LF-46, Certificate of Service, is required within two business days after service.
- ✓ The email receipt "Notice of Electronic Filing" (NEF) is NOT a substitute for filing a required Certificate of Service.
- ✓ Do not attach copies of any served document to a Certificate of Service. *Instead, reference the title and docket entry number of each document served.*

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Notes:



**Local Rule**

2090-1 (C) & (D): Attorneys

- ✓ An attorney appearing on behalf of a debtor must attend all hearings unless the court grants a motion to withdraw pursuant to LR2091-1.
- ✓ Unless an appearance is withdrawn, an attorney filing a petition must advise the debtor of, and assist with, compliance with all duties of a debtor under 11 U.S.C. §521.

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Notes:



**Local Rule**

2091-1: Attorneys – Withdrawals and Substitutions

- ✓ Unless specified in the rule, no appearance may be withdrawn except by leave of court. Service requirements apply to ALL notices and motions, see rule for details.
- ✓ Only an individual may file a notice to withdraw his or her own appearance.
- ✓ Joint motions seeking substitution require the consent and signature of the client and new counsel.
- ✓ A motion is required for any unspecified condition.

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Notes:



**Local Rule**

3022-1 (A) & (B): Final Decree in Chapter 11 Cases

- ✓ Unless specified in a confirmation order, LF-35 "Final Report and Motion for Entry of Final Decree" is required for all cases, <sup>OR</sup> if applicable, an individual debtor may file a motion for discharge prior to completion of plan payments.
- ✓ In addition to the above, individual debtors may be required to file LF-1, "Notice of Deadline to Object to Debtor's Statement Re: 11 U.S.C. §522(q)(1) Applicability, ...." Service requirements apply.

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Notes:



**Local Rule**

4004-3 (A): Discharge in General

- ✓ The local rule specifies eligibility requirements for individual debtors to receive a discharge.
- ✓ Each individual debtor must file a <sup>Click Box</sup> Certification of Completion of Personal Financial Management.
- ✓ Regarding Chapter 13 cases, a debtor must file and serve, as needed, either LF-97A or LF-97B and be otherwise eligible for a discharge.

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Notes:



**Local Rule**

4008-1 (D): Reaffirmation

- ✓ Unless an attorney withdraws from a case, the attorney who files a petition on behalf of the debtor must represent that client during the negotiation and filing of any reaffirmation agreement, and appear at any hearing.

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Notes:

 **Local Rule**

5005-1 (A)(3): Filing and Transmittal of Papers

- ✓ If personal identifiers erroneously appear on a public document, a movant must a) file an *ex parte* motion requesting that the clerk restrict public access to the image, b) upload a proposed order granting the motion, and c) immediately re-file a complete and redacted replacement of the document(s).
- ✓ If the case was closed, the *ex parte* motion must also include a request to reopen the case and the movant must pay the required filing fee.

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Notes:

 **Local Rule**

5005-1 (G)(1)(a-c): Filing and Transmittal of Papers; Submittal of Proposed Orders

- ✓ ALL orders must comply with the court's "Guidelines for Preparing, Submitting and Serving Orders."
- ✓ Upload proposed orders for *ex parte* matters immediately after a motion is efiled.
- ✓ After a hearing or trial, the prevailing or court-designated party must submit a proposed order no later than 4:30 p.m. on the seventh day following the hearing or trial.

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Notes:

 **Local Rule**

5081-1 (A) & (B): Fees – Form of Payment

- ✓ Electronic payment is mandatory for efiled documents.
- ✓ Efiled documents must be paid by 3:00 a.m. on the morning following submission or the login account will be suspended (locked out).
- ✓ The efiler will receive email notification of any transaction fees that remain unpaid.
- ✓ Documents with unpaid fees may be subject to being stricken, dismissed or denied.

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Notes"

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9010-1 (A): Notice of Appearance

- ✓ For initial appearances, the CM/ECF system will prompt an filer to create an association between a specific party and their attorney (e.g. linkage between a creditor and the attorney's login account).
- ✓ An appearance in a main case does not constitute an appearance in an adversary proceeding, and vice versa.
- ✓ Effective March 1, 2013, filing agents replace "secondary" login accounts. Filing agents must follow all CM/ECF association prompts. A failure to create any client/attorney linkage may result in the attorney's failure to receive electronic notifications (NEFs).

Notes:

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9011-4 (A - C): Signatures

- ✓ Attorney signature blocks bearing a complete name, state bar number, address and phone number must appear on all documents. The name must match the login account.
- ✓ Individual attorneys may not share their assigned login account with other attorneys; see also LR9036-1(A)(1).
- ✓ The LF-11 Declaration must be filed as required, and bear each debtor's imaged signature.

Notes:

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9013-3: Certificate of Service

- ✓ Service of motions is governed by this rule, LR2002-1(A) and 9076-1, and BRs 7004, 9013 and 9014.
- ✓ Service of motions shall be reflected by the filing of a certificate of service, filed pursuant to LR2002-1(F).
- ✓ The identity of a served document should include the title and docket entry number. Reference LF-46, Certificate of Service for form requirements.

Notes:

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**Local Rule**

9072-1: Orders - Proposed

- ✓ Reference the “Guidelines for Preparing, Submitting and Serving Orders” for procedural and content requirements.
- ✓ All attorneys will upload proposed orders into the E-Orders program of CM/ECF. Any conventionally signed order will be converted to electronic format and entered on the docket by the clerk.

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Notes:

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**Local Rule**

9073-1 (A - D): Hearings

- ✓ Notices of Hearing will be prepared by the CM/ECF self-calendar program or by the clerk.
- ✓ The movant must serve the Notice of Hearing upon the same parties served with the motion, and file within two business days after service a certificate of service that substantially conforms to LF-46, Certificate of Service (reference LR2002-1(F)).

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Notes:

Slide 23



**Local Rule**

9076-1 (A - D): Electronic Service

- ✓ Registered users consent to receive service and notice electronically via the NEF – Notice of Electronic Filing (this local rule specifies exceptions). Accordingly, attorneys must ensure that their email is accessible.
- ✓ An electronic appearance constitutes consent for any document that is efiled that produces an NEF (not applicable to Proofs of Claim or ballots).

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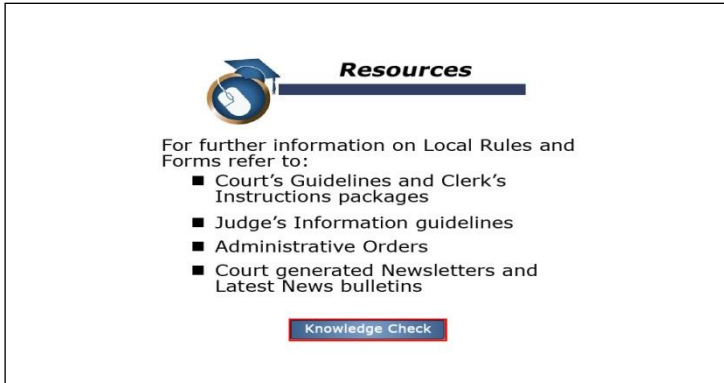
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Notes:





**Resources**

For further information on Local Rules and Forms refer to:

- Court's Guidelines and Clerk's Instructions packages
- Judge's Information guidelines
- Administrative Orders
- Court generated Newsletters and Latest News bulletins

[Knowledge Check](#)

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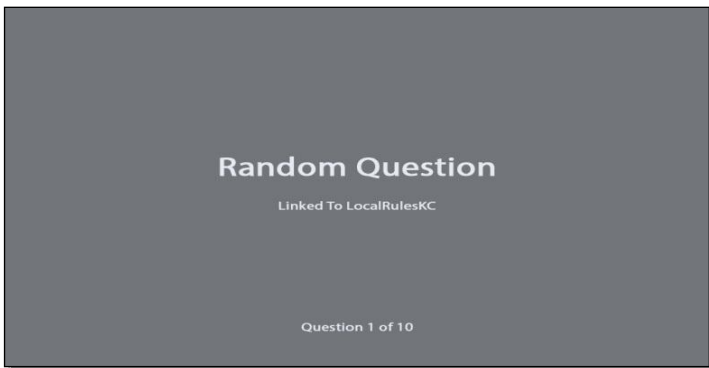
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Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Knowledge Check to continue.



**Random Question**

Linked To LocalRulesKC

Question 1 of 10

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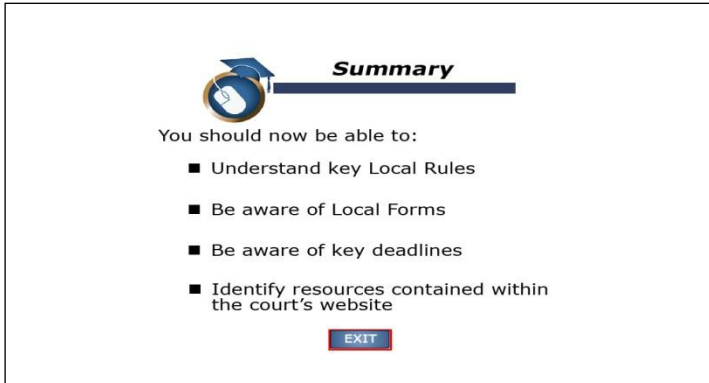
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Notes: Knowledge Check



**Summary**

You should now be able to:

- Understand key Local Rules
- Be aware of Local Forms
- Be aware of key deadlines
- Identify resources contained within the court's website

[EXIT](#)

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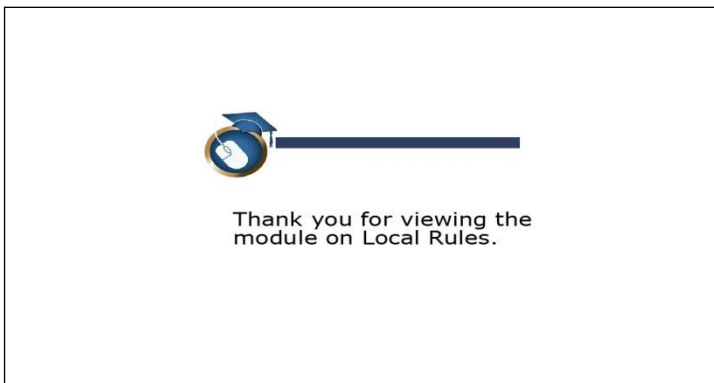
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Notes: Now that you have reviewed this learning module, you should now be able to understand key Local Rules that will guide you as an efiler, be aware of Local Forms and key deadlines you are responsible for. The review of these local rules was intended to supplement our training modules and is not a comprehensive list of applicable rules. Become familiar with website resources for all of our local rules and instructional packages available free of charge. Click Exit when you are finished.



Thank you for viewing the module on Local Rules.

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Notes:

 Knowledge Check	Question 1 of 9
<p><b>A "Certificate of Service" substantially conforming to LF-46, Certificate of Service, is required within _____ business days after service.</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) two</li><li><input type="radio"/> B) fourteen</li><li><input type="radio"/> C) thirty</li><li><input type="radio"/> D) A Certificate of Service does not need to be filed with the court.</li></ul>	

Question 1

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Notes:

 Knowledge Check	Question 2 of 9
<p><b>Regarding submittal of proposed orders after a hearing a trial, the prevailing or court-designed party must submit a proposed order no later than 4:30 p.m. on the <u>seventh</u> day following the hearing or trial.</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) True</li><li><input type="radio"/> B) False</li></ul>	

Question 2

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Notes:

 Knowledge Check	Question 3 of 9
<p><b>Filing fees:</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) must be paid within a week after filing a corresponding document.</li><li><input type="radio"/> B) for a Voluntary Petition may be paid by using a debtor's credit card.</li><li><input type="radio"/> C) which are NOT paid may result in a document being stricken, dismissed or denied.</li><li><input type="radio"/> D) may be paid by contacting the clerk's office to charge an account over the phone.</li></ul>	

Question 3

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Notes:

Question 4

 Knowledge Check Question 4 of 9

**A law firm or another attorney may file a Notice to Withdraw Appearance to remove an attorney’s appearance if an attorney leaves that firm.**

- A) True
- B) False

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Notes:

Question 5

 Knowledge Check Question 5 of 9

**The LF-11, Declaration Under Penalty of Perjury to Accompany Petitions, Schedules and Statements Filed Electronically:**

- A) is an exhibit to the Voluntary Petition and appears only in docket entry #1.
- B) is filed as a separate entry, must contain each debtor’s imaged signature, and must be linked to items checked within the form.
- C) may have an attorney’s signature appear in lieu of the debtor’s signature.
- D) is never required for an Amended Voluntary Petition.

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Notes:

Question 6

 Knowledge Check Question 6 of 9

**A CM/ECF login code represents an attorney’s signature. A typed signature block on every document MUST match the name of the login account. Attorneys may not share their login account with other attorneys for the purpose of having documents filed in CM/ECF.**

- A) True
- B) False

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Notes

 Knowledge Check	Question 7 of 9
<b>Regarding a creditor service list:</b>	
<ul style="list-style-type: none"><li><input type="radio"/> A) It is a minimum filing requirement and must accompany a Voluntary Petition.</li><li><input type="radio"/> B) New or added creditors must be uploaded by the efiler at the time of filing a Voluntary Petition or post-petition schedule/amendment.</li><li><input type="radio"/> C) Amendments which add new creditors may require an additional filing fee and service of documents upon affected parties as specified in LF-4 AND LR 1009-1.</li><li><input type="radio"/> D) If an Amended Schedule, Declaration Regarding Schedules, and Summary of Schedules are filed with a list of added creditors, a LF-11 may also be required.</li><li><input type="radio"/> E) All of the above.</li></ul>	

Question 7

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Notes:

 Knowledge Check	Question 8 of 9
<b>Regarding proposed orders:</b>	
<ul style="list-style-type: none"><li><input type="radio"/> A) Attorneys will upload proposed orders into the CM/ECF system.</li><li><input type="radio"/> B) The court does not have guidelines posted on its website which specify format, content, and service requirements.</li><li><input type="radio"/> C) The format of an order uploaded into CM/ECF does not have to be in PDF format; it may be in Word, WordPerfect, or any other format.</li><li><input type="radio"/> D) Any order brought to a hearing and conventionally signed by the judge will be returned to the attorney so that he or she may upload it into the CM/ECF system.</li></ul>	

Question 8

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Notes

 Knowledge Check	Question 9 of 9
<b>Which of the following is important to remember about a Certificate of Service?</b>	
<ul style="list-style-type: none"><li><input type="radio"/> A) It must substantially conform to LF-46, Certificate of Service.</li><li><input type="radio"/> B) The CM/ECF filing receipt "Notice of Electronic Filing" (NEF) is NOT a substitute for filing a required Certificate of Service.</li><li><input type="radio"/> C) Reference the title and docket entry number of each served document.</li><li><input type="radio"/> D) Do not attach copies of any served document.</li><li><input type="radio"/> E) All of the above.</li></ul>	

Question 9

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Notes: