

Attorney or Party Name, Address, Telephone & FAX Nos., State Bar No. & Email Address           <input type="checkbox"/> Debtor(s) appearing without attorney <input type="checkbox"/> Attorney for Debtor	FOR COURT USE ONLY
<b>UNITED STATES BANKRUPTCY COURT CENTRAL DISTRICT OF CALIFORNIA - **SELECT DIVISION**</b>	
In re:	CASE NO.: CHAPTER: **Select Chapter**
Debtor(s).	<b>VERIFICATION OF MASTER MAILING LIST OF CREDITORS [LBR 1007-1(d)]</b>

Pursuant to LBR 1007-1(d), the Debtor, or the Debtor's attorney if applicable, certifies under penalty of perjury that the master mailing list of creditors filed in this bankruptcy case, consisting of \_\_\_ sheet(s) is complete, correct, and consistent with the Debtor's schedules and I/we assume all responsibility for errors and omissions.

Date: \_\_\_\_\_

\_\_\_\_\_  
Debtor's signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Joint Debtor's signature (if applicable)

Date: \_\_\_\_\_

\_\_\_\_\_  
Attorney's signature (if applicable)

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This form is optional. It has been approved for use in the United States Bankruptcy Court for the Central District of California

Attorney or Party Name, Address, Telephone & FAX Nos., State Bar No. & Email Address           <input type="checkbox"/> <i>Individual appearing without attorney</i> <input type="checkbox"/> <i>Attorney for:</i>	FOR COURT USE ONLY
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**UNITED STATES BANKRUPTCY COURT  
CENTRAL DISTRICT OF CALIFORNIA - \*\*Select Division\*\***

In re:           <div style="text-align: right;">Debtor(s)</div> <hr style="border-top: 1px dashed black;"/> In re:           <div style="text-align: right;">Debtor(s)</div>	LEAD CASE NO.: CHAPTER: **Select Chapter**  JOINTLY ADMINISTERED WITH: CASE NO.: CASE NO.: CASE NO.: CASE NO.: CASE NO.: <input type="checkbox"/> See attached for additional Case Numbers
<input type="checkbox"/> Affects All Debtors  <input type="checkbox"/> Affects  <input type="checkbox"/> Affects  <input type="checkbox"/> Affects  <input type="checkbox"/> Affects  <input type="checkbox"/> See attached for additional Debtors    <div style="text-align: right;">Debtor(s)</div>	<p><b>NOTICE OF JOINT ADMINISTRATION OF CASES AND REQUIREMENTS FOR FILING DOCUMENTS</b></p> <p><b>[LBR 1015-1]</b></p>
	<p>[No Hearing Required]</p>

TO: THE U.S. TRUSTEE AND ALL PARTIES IN THESE JOINTLY ADMINISTERED CASES: An order was entered on (date) \_\_\_\_\_ granting a motion to approve joint administration of cases pursuant to FRBP 1015 and LBR 1015-1, under the lead case indicated in the caption of this notice.

1. **Required Caption on Documents** – All documents filed must contain a caption in substantially the same format and content as the caption of this notice.
2. **Debtors Affected by a Filed Document** – All documents filed must indicate, by checking appropriate boxes, the debtor or debtors affected by the filed document.

3. **Filing Documents on Main Case Docket** – Unless indicated below in paragraph 4, all documents must be filed on the docket of the lead case indicated on the caption of this notice.
4. **Filing Proof of Claims on Docket of Individual Case** – Notwithstanding joint administration of these cases, creditors must file their respective proofs of claim as to the specific affected and applicable debtor using the case number and claim register for the specific affected and applicable debtor.
5. **Parties to File a Request to be Added to Courtesy NEF** – To facilitate notice and service of documents via Notice of Electronic Filing, all parties who previously electronically filed documents only in cases other than the lead case must promptly file in the lead case a Request to be Added to Courtesy Notice of Electronic Filings, using the court-approved form.
6. **Other:**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Signature

Attorney or Party Name, Address, Telephone & FAX Nos., State Bar No. & Email Address          <input type="checkbox"/> <i>Individual appearing without attorney</i> <input type="checkbox"/> <i>Attorney for:</i>	FOR COURT USE ONLY
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**UNITED STATES BANKRUPTCY COURT  
CENTRAL DISTRICT OF CALIFORNIA - \*\*Select Division\*\***

In re: _____ <div style="text-align: right;">Debtor(s)</div> <hr style="border-top: 1px dashed black;"/> In re: _____ <div style="text-align: right;">Debtor(s)</div> <hr/> <input type="checkbox"/> Affects All Debtors <input type="checkbox"/> Affects <input type="checkbox"/> Affects <input type="checkbox"/> Affects <input type="checkbox"/> Affects <input type="checkbox"/> Affects <input type="checkbox"/> See attached for additional Debtors <div style="text-align: right;">Debtor(s)</div>	LEAD CASE NO.: _____ CHAPTER: **Select Chapter**  JOINTLY ADMINISTERED WITH: CASE NO.: _____ CASE NO.: _____ CASE NO.: _____ CASE NO.: _____ CASE NO.: _____ <input type="checkbox"/> See attached for additional Case Numbers
<b>ORDER <input type="checkbox"/> GRANTING <input type="checkbox"/> DENYING MOTION TO APPROVE JOINT ADMINISTRATION OF CASES</b>  <b>[LBR 1015-1, 9013-1(q)]</b>	
[No Hearing Required]	

On (date) \_\_\_\_\_, a motion was filed requesting approval of joint administration of cases identified in the caption above, with the lead case being In re \_\_\_\_\_ case number \_\_\_\_\_.

Having reviewed the motion, IT IS ORDERED THAT:

1. The motion is:  Granted  Denied

2. Promptly upon entry of an order granting a motion to approve joint administration:
- a) Using the mandatory court form, the movant must file a Notice of Joint Administration of Cases and Requirements for Filing Documents (Notice).
  - b) To facilitate service of the Notice by NEF to registered CM/ECF users, the Notice must be filed in each case being jointly administered.
  - c) The Notice must be served via United States mail on all creditors and interest holders in each case being jointly administered.
  - d) To facilitate notice of documents sent by the court via the Bankruptcy Noticing Center, the movant must file in the lead case an amended master mailing list that contains the name and mailing address of all creditors and interest holders from each case being jointly administered.
3. Other:

Date: \_\_\_\_\_

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

Attorney or Party Name, Address, Telephone & FAX Nos., State Bar No. & Email Address           <input type="checkbox"/> Chapter 7 trustee appearing without an attorney <input type="checkbox"/> Attorney for chapter 7 trustee	FOR COURT USE ONLY
<b>UNITED STATES BANKRUPTCY COURT CENTRAL DISTRICT OF CALIFORNIA - **SELECT DIVISION**</b>	
In re:	CASE NO.: CHAPTER: 7
Debtor(s).	<p style="text-align: center;"><b>CHAPTER 7 TRUSTEE'S MOTION TO DISMISS BANKRUPTCY CASE AND DECLARATION THAT DEBTOR(S) FAILED TO APPEAR AT TWO 341(a) MEETINGS OF CREDITORS [LBR 1017-2(b), LBR 9013-1(q)]</b></p>

I am the trustee of this chapter 7 bankruptcy case. I request that this case be dismissed because the Debtor(s) failed to appear at two or more 341(a) meetings of creditors held pursuant to 11 U.S.C. § 341(a). I provided written notice to the Debtor(s) of any continued/rescheduled meeting of creditors.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of trustee

Name: \_\_\_\_\_  
Printed name of trustee



4. The new attorney is substituted as attorney of record in place instead of the present attorney. (Specify name of present attorney):

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of party

\_\_\_\_\_  
Signature of *second* party (if applicable)

\_\_\_\_\_  
Printed name of party

\_\_\_\_\_  
Printed name of *second* party (if applicable)

\_\_\_\_\_  
Signature of *third* party (if applicable)

\_\_\_\_\_  
Signature of *fourth* party (if applicable)

\_\_\_\_\_  
Printed name of *third* party (if applicable)

\_\_\_\_\_  
Printed name of *fourth* party (if applicable)

I consent to the above substitution.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of present attorney

\_\_\_\_\_  
Printed name of present attorney

I am duly admitted to practice in this district. The above substitution is accepted.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of new attorney

\_\_\_\_\_  
Printed name of new attorney

#### IMPORTANT NOTICE

Filing of this Substitution of Attorney form does not replace the need to be employed pursuant to the Bankruptcy Code. See LBR 2014-1 regarding the requirements and procedures for making an application to employ an attorney.

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This form is optional. It has been approved for use in the United States Bankruptcy Court for the Central District of California.

## PROOF OF SERVICE OF DOCUMENT

I am over the age of 18 and not a party to this bankruptcy case or adversary proceeding. My business address is:

A true and correct copy of the foregoing document entitled: **SUBSTITUTION OF ATTORNEY** will be served or was served **(a)** on the judge in chambers in the form and manner required by LBR 5005-2(d); and **(b)** in the manner stated below:

**1. TO BE SERVED BY THE COURT VIA NOTICE OF ELECTRONIC FILING (NEF):** Pursuant to controlling General Orders and LBR, the foregoing document will be served by the court via NEF and hyperlink to the document. On *(date)* \_\_\_\_\_, I checked the CM/ECF docket for this bankruptcy case or adversary proceeding and determined that the following persons are on the Electronic Mail Notice List to receive NEF transmission at the email addresses stated below:

Service information continued on attached page

**2. SERVED BY UNITED STATES MAIL:**

On *(date)* \_\_\_\_\_, I served the following persons and/or entities at the last known addresses in this bankruptcy case or adversary proceeding by placing a true and correct copy thereof in a sealed envelope in the United States mail, first class, postage prepaid, and addressed as follows. Listing the judge here constitutes a declaration that mailing to the judge will be completed no later than 24 hours after the document is filed.

Service information continued on attached page

**3. SERVED BY PERSONAL DELIVERY, OVERNIGHT MAIL, FACSIMILE TRANSMISSION OR EMAIL** (state method for each person or entity served): Pursuant to F.R.Civ.P. 5 and/or controlling LBR, on *(date)* \_\_\_\_\_, I served the following persons and/or entities by personal delivery, overnight mail service, or (for those who consented in writing to such service method), by facsimile transmission and/or email as follows. Listing the judge here constitutes a declaration that personal delivery on, or overnight mail to, the judge will be completed no later than 24 hours after the document is filed.

Service information continued on attached page

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

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This form is optional. It has been approved for use in the United States Bankruptcy Court for the Central District of California.



7. Pursuant to 11 U.S.C. § 1126(c), only the actual ballots cast are counted to determine whether a given class has voted to accept or reject the plan. That section further provides that a class will have accepted the plan if voting creditors in such class holding at least **two-thirds in amount** and more **than one-half in number** have voted to accept the plan.

The following is a summary by creditor class of the ballots that were returned in a timely manner (an example is included on the following page):

Class	Impaired?	Number			Amount		
		Total number of claims voted by members of class (N)	Number of claims voted in favor of accepting the plan (A) and rejecting the plan (R)	Percentage accepting (A ÷ N)	Aggregate dollar amount of claims voted by members of class (Amt)	Dollar amount of claims voted in favor of accepting the plan (A) and rejecting the plan (R)	Percentage accepting (A ÷ Amt)
		(N)	(A) (R)	0.00%	(Amt)	(A) (R)	0.00%
		(N)	(A) (R)	0.00%	(Amt)	(A) (R)	0.00%
		(N)	(A) (R)	0.00%	(Amt)	(A) (R)	0.00%
		(N)	(A) (R)	0.00%	(Amt)	(A) (R)	0.00%
		(N)	(A) (R)	0.00%	(Amt)	(A) (R)	0.00%
		(N)	(A) (R)	0.00%	(Amt)	(A) (R)	0.00%
		(N)	(A) (R)	0.00%	(Amt)	(A) (R)	0.00%
		(N)	(A) (R)	0.00%	(Amt)	(A) (R)	0.00%
		(N)	(A) (R)	0.00%	(Amt)	(A) (R)	0.00%
		(N)	(A) (R)	0.00%	(Amt)	(A) (R)	0.00%

see attached continuation page

Comments:

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Debtor, or attorney for Debtor

\_\_\_\_\_  
Printed name of Debtor, or attorney for Debtor

This form is optional. It has been approved for use in the United States Bankruptcy Court for the Central District of California.

## EXAMPLE OF VOTING SUMMARY TABLE

The following is an example of a voting summary for an individual debtor's plan:

Class	Impaired?	Number			Amount		
		Total number of claims voted by members of class (N)	Number of claims voted in favor of accepting the plan (A) and rejecting the plan (R)	Percentage accepting (A ÷ N)	Aggregate dollar amount of claims voted by members of class (Amt)	Dollar amount of claims voted in favor of accepting the plan (A) and rejecting the plan (R)	Percentage accepting (A ÷ Amt)
Class 1(a)	No	(N)	(A) (R)		(Amt)	(A) (R)	
Class 1(b)	Yes	(N) 1	(A) 1 (R) 0	100%	(Amt) \$52,767.98	(A) \$52,767.98 (R) \$0.00	100%
Class 2(a)	Yes	(N) 0	(A) (R)		(Amt)	(A) (R)	
Class 2(b)	Yes	(N) 1	(A) 0 (R) 1	0%	(Amt) \$469,756.40	(A) \$0.00 (R) \$469,756.40	0%
Class 3	No	(N)	(A) (R)		(Amt)	(A) (R)	
Class 4	Yes	(N) 11	(A) 7 (R) 4	63.6%	(Amt) \$12,536.84	(A) \$7,511.10 (R) \$5,025.74	59.9%
Class 5	No	(N)	(A) (R)		(Amt)	(A) (R)	
		(N)	(A) (R)		(Amt)	(A) (R)	
		(N)	(A) (R)		(Amt)	(A) (R)	
		(N)	(A) (R)		(Amt)	(A) (R)	

Comments: XYZ's vote in Class 4 to reject the plan was not counted because it was returned untimely on 1/14/14.

## PROOF OF SERVICE OF DOCUMENT

I am over the age of 18 and not a party to this bankruptcy case or adversary proceeding. My business address is:

A true and correct copy of the foregoing document entitled: **PLAN BALLOT SUMMARY** will be served or was served (a) on the judge in chambers in the form and manner required by LBR 5005-2(d); and (b) in the manner stated below:

**1. TO BE SERVED BY THE COURT VIA NOTICE OF ELECTRONIC FILING (NEF):** Pursuant to controlling General Orders and LBR, the foregoing document will be served by the court via NEF and hyperlink to the document. On (date) \_\_\_\_\_, I checked the CM/ECF docket for this bankruptcy case or adversary proceeding and determined that the following persons are on the Electronic Mail Notice List to receive NEF transmission at the email addresses stated below:

Service information continued on attached page

**2. SERVED BY UNITED STATES MAIL:**

On (date) \_\_\_\_\_, I served the following persons and/or entities at the last known addresses in this bankruptcy case or adversary proceeding by placing a true and correct copy thereof in a sealed envelope in the United States mail, first class, postage prepaid, and addressed as follows. Listing the judge here constitutes a declaration that mailing to the judge will be completed no later than 24 hours after the document is filed.

Service information continued on attached page

**3. SERVED BY PERSONAL DELIVERY, OVERNIGHT MAIL, FACSIMILE TRANSMISSION OR EMAIL** (state method for each person or entity served): Pursuant to F.R.Civ.P. 5 and/or controlling LBR, on (date) \_\_\_\_\_, I served the following persons and/or entities by personal delivery, overnight mail service, or (for those who consented in writing to such service method), by facsimile transmission and/or email as follows. Listing the judge here constitutes a declaration that personal delivery on, or overnight mail to, the judge will be completed no later than 24 hours after the document is filed.

Service information continued on attached page

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature



- f.  The last day for discovery to be completed, including receiving responses to discovery requests, is (date): \_\_\_\_\_
- g.  A  pre-trial stipulation or  pre-trial order must be filed and lodged by (date) \_\_\_\_\_ (time) \_\_\_\_\_  
 No pre-trial stipulation or pre-trial order is required
- h.  A pre-trial conference is set for (date) \_\_\_\_\_ (time) \_\_\_\_\_  
 No pre-trial conference is required
- i.  Estimate of time for trial (specify number of hours): \_\_\_\_\_
- j.  A trial is set for (date) \_\_\_\_\_ (time) \_\_\_\_\_
- k.  The adversary proceeding is dismissed for failure to appear or prosecute  
 with prejudice  without prejudice
- l.  Notice of next status conference or pre-trial conference date is waived
- m.  Other (specify): \_\_\_\_\_

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7. This declaration supports the following (*check all that apply*):

- Debtor's Motion to Modify or Suspend Plan Payments under LBR 3015-1(n) and (w)
- Debtor's Motion for Authority to Refinance Real Property under LBR 3015-1(p)
- Debtor's Motion for Authority to Sell Real Property under LBR 3015-1(p)
- Debtor's Motion for Authority to Incur Debt [Personal Property]
- Debtor's Notice of Conversion from Chapter 13 to Chapter 7 under 11 U.S.C. § 1307(a)
- Debtor's Certification of Employment Income
- Response to Trustee's Motion to Convert or Dismiss Case
- Response to Motion for Relief from the Automatic Stay
- Other:

8. (*Check one*):

- There are no differences between the information provided in original Schedules I and J and the information provided in supplemental Schedules I and J.
- Stated below are the reasons for the differences in information provided in original Schedules I and J and in supplemental Schedules I and J:

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Debtor

\_\_\_\_\_  
Signature of Debtor

## PROOF OF SERVICE OF DOCUMENT

I am over the age of 18 and not a party to this bankruptcy case or adversary proceeding. My business address is:

A true and correct copy of the foregoing document entitled: **DEBTOR'S DECLARATION RE POSTPETITION INCOME AND EXPENSES AS OF THE FOLLOWING DATE:** \_\_\_\_\_ will be served or was served **(a)** on the judge in chambers in the form and manner required by LBR 5005-2(d); and **(b)** in the manner stated below:

**1. TO BE SERVED BY THE COURT VIA NOTICE OF ELECTRONIC FILING (NEF):** Pursuant to controlling General Orders and LBR, the foregoing document will be served by the court via NEF and hyperlink to the document. On *(date)* \_\_\_\_\_, I checked the CM/ECF docket for this bankruptcy case or adversary proceeding and determined that the following persons are on the Electronic Mail Notice List to receive NEF transmission at the email addresses stated below:

The case trustee and U.S. Trustee will be automatically served by the Court at their email address.

**See NEF for confirmation of electronic transmission to the U.S. Trustee and any trustee in this case, and to any attorneys who receive service by NEF.**

Service information continued on attached page

**2. SERVED BY UNITED STATES MAIL:**

On *(date)* \_\_\_\_\_, I served the following persons and/or entities at the last known addresses in this bankruptcy case or adversary proceeding by placing a true and correct copy thereof in a sealed envelope in the United States mail, first class, postage prepaid, and addressed as follows. Listing the judge here constitutes a declaration that mailing to the judge will be completed no later than 24 hours after the document is filed.

Service information continued on attached page

**3. SERVED BY PERSONAL DELIVERY, OVERNIGHT MAIL, FACSIMILE TRANSMISSION OR EMAIL** *(state method for each person or entity served)*: Pursuant to F.R.Civ.P. 5 and/or controlling LBR, on *(date)* \_\_\_\_\_, I served the following persons and/or entities by personal delivery, overnight mail service, or (for those who consented in writing to such service method), by facsimile transmission and/or email as follows. Listing the judge here constitutes a declaration that personal delivery on, or overnight mail to, the judge will be completed no later than 24 hours after the document is filed.

Service information continued on attached page

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

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This form is optional. It has been approved for use in the United States Bankruptcy Court for the Central District of California.

Attorney or Party Name, Address, Telephone & FAX Nos., State Bar No. & Email Address           <input type="checkbox"/> Individual appearing without an attorney <input type="checkbox"/> Attorney for:	FOR COURT USE ONLY
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**UNITED STATES BANKRUPTCY COURT  
CENTRAL DISTRICT OF CALIFORNIA - \*\*SELECT DIVISION\*\***

In re:	CASE NO.:  CHAPTER: SELECT CHAPTER  ADVERSARY NO.:
Debtor(s).	<b>NOTICE OF STATUS CONFERENCE RE REMOVAL OF ACTION</b>  <b>[LBR 9027-1]</b>
vs.	
Plaintiff(s),   Defendant.	

TO: ALL PARTIES IN REMOVED ACTION, ANY TRUSTEE APPOINTED IN THE BANKRUPTCY CASE, AND THE U.S. TRUSTEE: A Notice of Removal of Action (Removal Notice) was filed under 28 U.S.C. §1452(a), FRBP 9027 and LBR 9027-1(a). A copy of the Removal Notice accompanies this Notice of Status Conference (Status Conference Notice).

Removing Party:
Date of Filing of Removal Notice:
Court/division from which action is removed:
Case No. of Removed Action:

1) **Status Conference** – A status conference on the Removal Notice has been set for:

Hearing date:	Address:
Time:	<input type="checkbox"/> 255 East Temple Street, Los Angeles, CA 90012
Courtroom:	<input type="checkbox"/> 3420 Twelfth Street, Riverside, CA 92501
	<input type="checkbox"/> 411 West Fourth Street, Santa Ana, CA 92701
	<input type="checkbox"/> 1415 State Street, Santa Barbara, CA 93101
	<input type="checkbox"/> 21041 Burbank Boulevard, Woodland Hills, CA 91367

This form is mandatory. It has been approved for use by the United States Bankruptcy Court for the Central District of California

- 2) **Service of Status Conference Notice** – Pursuant to LBR 9027-1(b)(3), no later than 14 days after the Status Conference Notice is issued and filed, the party who filed the Removal Notice must serve the Status Conference Notice on all parties to the removed action, any trustee appointed in the bankruptcy case, the United States trustee, and a judge’s copy as provided in the Court Manual.
  
- 3) **Preserving Right to Jury Trial** – Pursuant to LBR 9027-1(e), no later than 14 days after service of the Removal Notice (plus an additional 3 days if you were served by mail, electronically or pursuant to F.R. Civ. P. 5(b)(2)(D),(E) or (F)), a party to the removed action must comply with LBR 9015-2 to preserve any right to trial by jury.
  
- 4) **FRBP 9027(e)(3) Statement** – Pursuant to FRBP 9027(e)(3), no later than 14 days after the filing of the Removal Notice (plus an additional 3 days if you were served by mail, electronically or pursuant to F.R. Civ. P. 5(b)(2)(D),(E) or (F)), a party to the removed action (other than the party who filed the Removal Notice) must file with the clerk the statement required under FRBP 9027(e)(3) and serve the statement upon all other parties to the removed action.
  
- 5) **Litigation Documents** – Pursuant to FRBP 9027(a)(1) and 9027(e)(2), and LBR 9027-1(d), subject to LBR 9027-1(d)(2)(B), no later than 30 days after the filing of the Removal Notice, the party who filed the Removal Notice must file with the clerk, all of the following items pertaining to the action being removed:
  - (a) A copy of the docket from the court where the removed litigation was pending; and
  - (b) A copy of every document reflected on the docket, whether the document was filed by a party or entered by the court. These copies must be provided in chronological order according to the date the document was filed.
  
- 6) **Joint Status Report** - Pursuant to LBR 7016-1(a)(2), no later than **14 days prior to the Status Conference**, all parties to this adversary proceeding must participate in filing a joint status report (JSR) and deliver a judge’s copy as required in the Court Manual. The JSR must be prepared according to the instructions set forth on the court’s website at [www.cacb.uscourts.gov](http://www.cacb.uscourts.gov).

KATHLEEN J. CAMPBELL, CLERK OF COURT

Date:

By: \_\_\_\_\_  
Deputy Clerk

**UNITED STATES BANKRUPTCY COURT  
CENTRAL DISTRICT OF CALIFORNIA**

In re:

CASE NO.:

Debtor(s).

**DEBTOR'S REQUEST TO ACTIVATE  
ELECTRONIC NOTICING (DeBN)**

Debtor Electronic Bankruptcy Noticing (DeBN) is a voluntary program that enables a debtor to receive by email the orders and court-generated notices normally sent by U.S. mail to a mailing address. **A debtor must complete and file this form with the court to activate a DeBN account. Joint debtors must each complete and file a separate form.**

**ACTIVATION REQUEST**

- Pursuant to Federal Rule of Bankruptcy Procedure 9036, I request that the court deliver orders and court-generated notices to my email address rather than by U.S. mail to my mailing address.

**DEBTOR'S NAME AND EMAIL ADDRESS**

**My name is:**

**My email address is:**  
(CAPITAL letters only)

**Confirm email address:**  
(CAPITAL letters only)

Select one:

- I am the Debtor in this bankruptcy case
- The Debtor in this bankruptcy case is a corporation, partnership, or other legal entity, and I am the authorized representative

**DEBTOR'S SIGNATURE**

1. I understand that **my request is limited** to the email delivery of only orders and court-generated notices that are filed by the U.S. Bankruptcy Court. Documents filed by a bankruptcy trustee, creditors, and other parties that require service upon me must continue to be served by U.S. mail or in person as required by court rules.
2. I understand that by requesting email notification, the court may establish my DeBN account and deliver to me, by email, documents filed by the court in **any current or future case** from any bankruptcy court in which I am listed with the same name and mailing address, including cases in which I am a creditor, plaintiff or defendant.
3. I understand that I will be assigned a DeBN account number, and **my DeBN account will be activated only after I:**
  - a. Complete, sign, and file this "Debtor's Request to Activate Electronic Noticing (DeBN)" form; and
  - b. Verify that I received the confirmation email sent to my email address.
4. I understand that my DeBN account will be deactivated by the court if an email is returned undelivered or "bounced-back", and the court will instead deliver orders and court-generated notices by U.S. mail to my mailing address.

*I have read and understand the requirements set forth above and I agree to the terms and conditions of the Debtor Electronic Bankruptcy Noticing (DeBN) program. I request delivery of orders and court-generated notices to my email address indicated above rather than to my mailing address.*

Date:

Signature:

**UNITED STATES BANKRUPTCY COURT  
CENTRAL DISTRICT OF CALIFORNIA**

In re:

CASE NO.:

Debtor(s).

**DEBTOR'S REQUEST TO DEACTIVATE  
ELECTRONIC NOTICING (DeBN)**

Debtor Electronic Bankruptcy Noticing (DeBN) is a voluntary program that enables a debtor to receive by email the orders and court-generated notices normally sent by U.S. mail to a mailing address. **To deactivate electronic noticing, a debtor who has an active DeBN account must complete and file this form with the court.**

**DEACTIVATION REQUEST**

I request deactivation of my electronic noticing (DeBN) account.

**DEBTOR'S NAME AND EMAIL ADDRESS**

**My name is:**

**My email address is:**

(CAPITAL letters only)

**Confirm email address:**

(CAPITAL letters only)

**My DeBN account number is** (located in the subject line of all DeBN emails):

Select one:

I am the Debtor in this bankruptcy case

The Debtor in this bankruptcy case is a corporation, partnership, or other legal entity, and I am the authorized representative

**DEBTOR'S SIGNATURE**

1. I understand that the court will continue to deliver notices to my email address until my account is deactivated.
2. I understand that after my account is deactivated, the court will deliver orders and court-generated notices to my mailing address that is on file with the court instead of to my email address.

*I have read and understand the information set forth above and I agree to the terms and conditions of deactivation of Debtor Electronic Bankruptcy Noticing (DeBN) account. **I no longer request delivery of orders and court-generated notices to my email address.***

Date:

Signature:

