

The Central Guide Supplement to LBR 5075-1

Mega Case Procedures

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(a) **Mega Case Procedures Checklist**

- (1) The *Mega Case Procedures Checklist* was developed by the Clerk's Office to streamline the approval process for administrative orders in large bankruptcy cases. LBR 5075-1 requires that all motions for administrative orders approving employment of persons or entities to perform certain duties of the Clerk's Office include the *Mega Case Procedures Checklist* form (along with completed LBR form F 5075-1.1, *Declaration to be Filed with Motion Establishing Administrative Procedures RE 28 U.S.C. § 156(c)*). These duties include:
 - (A) Processing proofs of claim and maintaining the claims register;
 - (B) Serving notices;
 - (C) Scanning documents; and
 - (D) Providing photocopies of documents filed in the case.
- (2) A judge's copy of the motion, including the declaration and *Mega Case Procedures Checklist*, is to be provided to the Clerk's Office at the time the motion is filed. Movant's counsel must consult with the Clerk's Office in order to complete the checklist to the satisfaction of the Clerk's Office. The most recent version of the *Mega Case Procedures Checklist* is available on the court's web site, www.cacb.uscourts.gov/forms/mega-case-procedures-checklist