

# UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF MISSOURI



## APPENDIX TO THE LOCAL RULES OF PRACTICE

Updated September 2024

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UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF MISSOURI  
EN BANC

ORDER REGARDING  
REFERENCE OF BANKRUPTCY MATTERS  
TO UNITED STATES BANKRUPTCY JUDGES

Pursuant to the authority granted to this United States District Court in Title I, section 104(a) of the Bankruptcy Amendments and Federal Judgeship Act of 1984 effective July 10, 1984, all cases under Title 11 and all proceedings arising under Title 11 or arising in or related to cases under Title 11 are referred to the bankruptcy judges of this district.

All papers in cases or proceedings arising under or related to Title 11 shall be filed with the bankruptcy court for this district.

The reference of such cases to United States Magistrates by Order of July 10, 1984 is hereby revoked.

So ORDERED this 15<sup>th</sup> day of August, 1984.

/s/ Russell G. Clark  
Russell G. Clark, Chief District Judge

/s/ Scott O. Wright  
Scott O. Wright, U.S. District Judge

/s/ Howard F. Sachs  
Howard F. Sachs, U.S. District Judge

/s/ Joseph E. Stevens, Jr.  
Joseph E. Stevens, Jr., U.S. District Judge

/s/ D. Brook Bartlett  
D. Brook Bartlett, U.S. District Judge

/s/ Ross T. Roberts  
Ross T. Roberts, U.S. District Judge

(This is an electronic reproduction of a paper original)

IN THE UNITED STATES DISTRICT COURT FOR THE  
WESTERN DISTRICT OF MISSOURI

GENERAL ORDER

Pursuant to Rule 83 of the Federal rules of Civil Procedure and Rule 9029 of the Federal rules of Bankruptcy Procedure, the United States Bankruptcy Court for the Western District of Missouri is authorized to promulgate and amend rules of practice and procedure which are not inconsistent with the Federal Rules of Bankruptcy Procedure, and which do not prohibit or limit use of the Official Forms.

This General Order shall remain in effect until further order of this Court.

/s/ Joseph E. Stevens, Jr.  
Joseph e. Stevens, Jr., Chief Judge

/s/ D. Brook Bartlett  
D. Brook Bartlett, District Judge

/s/ Dean Whipple  
Dean Whipple, District Judge

/s/ Fernando J. Gaitan  
Fernando J. Gaitan, Jr., District Judge

Kansas City, Missouri

Dated: December 20, 1993

(This is an electronic reproduction of a paper original)

**UNITED STATE BANKRUPTCY COURT  
WESTERN DISTRICT OF MISSOURI**

**INFORMATION SOURCES AND WEB LINKS**

**Western District of Missouri home page:**

[www.mow.uscourts.gov](http://www.mow.uscourts.gov)

**Bankruptcy Electronic Filing System:**

<http://ecf.mowb.uscourts.gov>      Live

**Bankruptcy Case Information:**

PACER (Public Access to Court Electronic Records) allows electronic access to case files for a fee. For more information and to register on-line, go to [www.pacer.gov](http://www.pacer.gov) or call 1-800-676-6856. In the Western District of Missouri, documents filed on or after March 1, 2001 are available electronically.

VCIS (Voice Case Information System) allows telephone access to basic information about a bankruptcy case. Call toll-free 1-866-222-8029. In the Western District of Missouri, cases closed prior to October 1995 are not available. You must contact the court at 816-512-1800 for information.

**Bankruptcy Fee Schedule:** <http://www.mow.uscourts.gov/bankruptcy/rules>

**Bankruptcy Forms:**

Official Forms: <http://www.uscourts.gov/forms/bankruptcy-forms>

Director's Procedural Forms: <http://www.uscourts.gov/forms/bankruptcy-forms>

Local Forms: Forms page at: <http://www.mow.uscourts.gov/forms/bankruptcy>

**Credit Counseling and Personal Financial Management Instructional Course (Approved Vendors):**

[www.justice.gov/ust/eo/bapcpa/ccde/index.htm](http://www.justice.gov/ust/eo/bapcpa/ccde/index.htm)

**Manuals:**

ECF Administrative Procedures Manual and User's Manuals are available on-line at:

[www.mow.uscourts.gov](http://www.mow.uscourts.gov)

Means Testing Information (IRS guidelines, Census Bureau Data):

[www.justice.gov/ust/eo/bapcpa/meanstesting.htm](http://www.justice.gov/ust/eo/bapcpa/meanstesting.htm)

UNITED STATES BANKRUPTCY COURT

Charles Evans Whittaker Courthouse

Room 1510

400 East 9<sup>th</sup> Street

Kansas City, MO 64106

[www.mow.uscourts.gov](http://www.mow.uscourts.gov)

<https://ecf.mowb.uscourts.gov>

NUMBERS - AREA CODE 816

E-MAIL ADDRESSES/TELEPHONE

Main Line / Filing requirements	512-1800
Automated Case Information (24 hours)	1-866-222-8029
FAX	512-1832
Chief of Operations – Laura Bax	512-5015 <a href="mailto:Laura_Bax@mow.uscourts.gov">Laura_Bax@mow.uscourts.gov</a>
Operations Manager – Mindy Smith	512-1818 <a href="mailto:Mindy_Smith@mow.uscourts.gov">Mindy_Smith@mow.uscourts.gov</a>

JUDGES

**Division 1 - Chief Judge Brian T. Fenimore,  
Room 6552** 512-1910

Law Clerk – Hannah Schoeb 512-1914  
Law Clerk -Michael Morris 512-1913  
Courtroom Deputy– Dawn Meador 512-1924  
[dawn\\_meador@mow.uscourts.gov](mailto:dawn_meador@mow.uscourts.gov)

KC Chapter 13 Courtroom Deputy - Christy Wilkinson 512-1894  
[kc13orders@mow.uscourts.gov](mailto:kc13orders@mow.uscourts.gov)

**Division 3 - Judge Cynthia A. Norton, Room 6462** 512-1895

Law Clerk – Arielle Jacobs 512-1898  
Law Clerk – Dee Arrington (Oct 2024) 512-1896  
Courtroom Deputy – Beth Graham 512-1852  
[beth\\_graham@mow.uscourts.gov](mailto:beth_graham@mow.uscourts.gov)

KC Chapter 13 Courtroom Deputy - Kristina Richardson 512-1816  
[kc13orders@mow.uscourts.gov](mailto:kc13orders@mow.uscourts.gov)

## WESTERN DISTRICT OF MISSOURI PANEL TRUSTEES

<u>Name and E-Mail Address</u>	<u>Street Address</u>	<u>Phone/Fax/Assistant</u>
<b><u>Chapter 7</u></b>		
Eric L. Johnson <a href="mailto:ejohnsontrustee@spencerfane.com">ejohnsontrustee@spencerfane.com</a>	Spencer Fane LLP 1000 Walnut, Suite 1400 Kansas City, MO 64106	816-474-8100 816-474-3216 FAX Felicia Morris
John C. Reed <a href="mailto:jreedlaw@aol.com">jreedlaw@aol.com</a>	Reed Law PC PO Box 1048 Jefferson City, MO 65102	573-635-8500 573-634-3079 FAX
Norman E. Rouse <a href="mailto:twelch@cwrcave.com">twelch@cwrcave.com</a>	Collins Webster & Rouse PC 5957 East 20th Street Joplin, MO 64801	417-782-2222 417-782-1003 FAX Tabitha Welch
Janice E. Stanton <a href="mailto:janice.stanton@sbcglobal.net">janice.stanton@sbcglobal.net</a>	Stanton & Redlingshafer LLC 104 W. 9th St., Ste. 303 Kansas City, MO 64105	816-421-7770 816-421-7773 FAX Julie Marcus
Bruce E. Strauss <a href="mailto:trustee@merrickbakerstrauss.com">trustee@merrickbakerstrauss.com</a>	Merrick Baker & Strauss PC 1044 Main St., Suite 500 Kansas City, MO 64105	816-221-8855 816-221-7886 FAX Lana Hensley
Victor F. Weber <a href="mailto:vfitrustee@merrickbakerstrauss.com">vfitrustee@merrickbakerstrauss.com</a>	Merrick Baker & Strauss PC 1044 Main St., Suite 500 Kansas City, MO 64105	816-221-8855 816-221-7886 FAX Lana Hensley
<b><u>Chapter 12</u></b>		
Richard V. Fink	2345 Grand Blvd, Ste. 1200 Kansas City, MO 64108	816-842-1031 David Boehnke
<b><u>Chapter 13</u></b>		
Richard V. Fink	2345 Grand Blvd., Ste. 1200 Kansas City, MO 64108	816-842-1031 David Boehnke

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF MISSOURI**

**CHAPTER 7**

Filing requirements for new Petitions (cases) and amendments thereto for Individuals.

**\$338.00 Total Fee (\$245.00 Filing Fee + \$78.00 Administrative Fee + \$15.00 Trustee Surcharge)**

The following documents are required for a Chapter 7 case and should be in your **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
<p><b>File in one pdf document, if possible:</b></p> <p>1. Petition (Including signature page)</p> <p>2. A Summary of Your Assets and Certain Statistical Information (Individual Debtors ONLY)</p> <p>3. Schedules:</p> <p style="padding-left: 20px;">Schedule A/B Property (Individual)</p> <p style="padding-left: 20px;">Schedule C Exempt Property (Individual)</p> <p style="padding-left: 20px;">Schedule D Secured Claims</p> <p style="padding-left: 20px;">Schedule E/F Unsecured Claims (Individual)</p> <p style="padding-left: 20px;">Schedule G Executory Contracts/ Unexpired Leases</p> <p style="padding-left: 20px;">Schedule H Your Codebtors (Individual)</p> <p style="padding-left: 20px;">Schedule I Your Income (Individual)</p> <p style="padding-left: 20px;">Schedule J Your Expenses (Individual)</p> <p style="padding-left: 20px;">Schedules J-2: Expenses for Separate Household for Debtor 2 (Individual)</p> <p>4. Declaration About an Individual Debtor's Schedules</p> <p>5. Your Statement of Financial Affairs for Individuals</p> <p>6. Statement of Intention signed by Debtor (Individual)</p> <p>7. Chapter 7 Statement of Your Current Monthly Income</p> <p>8. Chapter 7 Means Test Calculation</p> <p>9. Disclosure of Attorney Compensation</p> <p><b>10. List of Creditors / Matrix - This Mailing Matrix must also be prepared as a separate text (.txt or .scn) file.</b></p> <p>11. Verification of Matrix</p> <p><b>If pro se petition preparer used, also file:</b></p> <p>1. Notice to Debtor by Non Attorney Bankruptcy Petition Preparer</p> <p>2. Disclosure of Compensation by Non Attorney Bankruptcy Petition Preparer</p> <p>3. Statement of Social Security Number</p> <p><b>Missing Documents:</b> If not included, a master mailing matrix must be filed within 2 days, Form B121 within 7 days, and any other missing documents are due within 14 days from date of filing or the case may be dismissed.</p>	<p>B 101</p> <p>B 106-Sum</p> <p>B 106A/B</p> <p>B 106C</p> <p>B 106D</p> <p>B 106E/F</p> <p>B 106G</p> <p>B 106H</p> <p>B 106I</p> <p>B 106J</p> <p>B 106 J-2</p> <p>B 106 Dec</p> <p>B 107</p> <p>B 108</p> <p>B 122A-1</p> <p>B 122A-2</p> <p>B 2030</p> <p>Local</p> <p>Local</p> <p>B 119</p> <p>B 2800</p> <p>B 121</p>	<p><b>Separate Documents:</b></p> <p>Initial Statement About an Eviction Judgment Against You (Individual)(if applicable)</p> <p style="padding-left: 20px;">- Statement about Payment of an Eviction Judgement Against You</p> <p>Application to pay filing fee in installments (Individual debtor only)</p> <p>Application to Waive Chapter 7 filing fee</p> <p>Certificate of Credit Counseling</p> <p style="text-align: center;">Or</p> <p>Motion to Waive Credit Counseling re: Exigent Circumstances</p> <p style="text-align: center;">Or</p> <p>Motion to Waive Credit Counseling<sup>1</sup></p> <p>Debtor's Evidence of Employer Payments received (60 days)</p> <p style="text-align: center;">Or</p> <p>Debtor's Evidence of NO Employer Payments</p> <p>Declaration re: Electronic Filing (not prose)</p> <p>Certification of Intent to Cure Residential Default and 30 day Rent Deposit<sup>2</sup></p> <p>Motion Rebutting Presumption of Abuse Due to Special Circumstances</p> <p>Motion to Extend Automatic Stay (362)(c)(3)</p> <p>Motion to Impose Automatic Stay (362)(c)(4)</p> <p><b><sup>1</sup> One of these three documents must be filed</b></p> <p><b><sup>2</sup> Document filed only if required by statement on petition.</b></p>	<p>B 101 A</p> <p>B 101 B</p> <p>B 103A</p> <p>B 103B</p> <p>Self prepare</p> <p>Local</p> <p>Local</p> <p>Self prepare</p> <p>Self prepare</p> <p>Self prepare</p> <p>Self prepare</p> <p>Self prepare</p>



**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF MISSOURI**

**CHAPTER 11 Individual Debtor(s)**

Filing requirements for new Petitions (cases) and amendments thereto for Individuals.

**\$1,738.00 Total Fee (\$1,167.00 Filing Fee + \$571.00 Administrative Fee)**

The following documents are required for a Chapter 11 individual case and should be in **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
<b>File in one pdf document, if possible:</b>		<b>Separate Documents (con't):</b>	
1. Petition (Including signature page)	B 101	Application to pay filing fee in installments	B 103A
2. A Summary of Your Assets and Liabilities	B 106-Sum		
3. Schedules:		Certificate of Credit Counseling	Agency cert
Schedule A/B Property	B 106A/B	<i>or</i>	
Schedule C Exempt Property (Individual)	B 106C	Motion to Waive Credit Counseling re: Exigent Circumstances	Self prepare
Schedule D Secured Claims	B 106D	<i>or</i>	
Schedule E/F Priority Claims	B 106E/F	Motion to Waive Credit Counseling <sup>1</sup> (any of the above)	Self prepare
Schedule G Executory Contracts/ Unexpired Leases	B 106G		
Schedule H Your Codebtors	B 106H	Debtor's Evidence of Employer Payments received (60 days)	Self prepare
Schedule I Your Income (Individual)	B 106I	<i>and/or</i>	
Schedule J Your Expenses (Individual)	B 106J	Debtor's Evidence of NO Employer Payments received <sup>1</sup> (any of the above)	Local
4. Declaration of Schedules	B 106- Dec		
5. Statement of Financial Affairs	B 107	Motion to Extend Automatic Stay (362)(c)(3)	Self prepare
6. Statement of Current Monthly Income	B 122B		
7. *PDF Matrix - <b>This Mailing Matrix must also be prepared as a separate text (.txt or .scn) file.</b>	Self-prepare	Motion to Impose Automatic Stay (362)(c)(4)	Self prepare
8. Verification of Creditor Matrix	Local		
9. Disclosure of Attorney Compensation	B 2030		
10. List of 20 Largest Unsecured Creditors	B 104		
<b>Separate Documents:</b>		<sup>1</sup> One of these documents must be filed	
**Required Documents for Small Business Under 11 USC 1116(1)	Self-prepare	<b>Missing Documents:</b>	
**Federal Tax Returns for Chapter 11 Small Business (File in ECF under Bankruptcy Events / Other Filings / Other / Federal Tax Returns)	None	*If not included, a master mailing matrix must be filed within 2 days.	
Local Rule 2015-2A and B Statements	Local	**11 USC 1116(1) documents and Federal Tax Returns are due within 7 days from the date of filing.	
Declaration re: Electronic Filing <i>or</i>	Local	Any other missing documents are due within 14 days from date of filing or the case may be dismissed.	
Statement of Social Security Number <sup>1</sup> (Pro Se Filers ONLY)	B 121		

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF MISSOURI**

**CHAPTER 11 Business Debtor(s)**

Filing requirements for new Petitions (cases) and amendments thereto for Individuals.

**\$1,738.00 Total Fee (\$1,167.00 Filing Fee + \$571.00 Administrative Fee)**

The following documents are required for a Chapter 11 business case and should be in **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
<p><b>File in one pdf document, if possible:</b></p> <p>1. Petition (Including signature page)            2. A Summary of Your Assets and Liabilities            3. Schedules:                Schedule A/B Property                Schedule D Secured Claims                Schedule E/F Priority Claims                Schedule G Executory Contracts/ Unexpired Leases                Schedule H Your Codebtors            4. Declaration of Schedules            5. Statement of Financial Affairs            6. * PDF Matrix - <b>This Mailing Matrix must also be prepared as a separate text (.txt or .scn) file.</b>            7. Verification of Creditor Matrix            8. Disclosure of Attorney Compensation            9. List of 20 Largest Unsecured Creditors            10. Corporate Ownership Statement (corporate debtors-includes LLC)</p> <p><b>Separate Documents:</b></p> <p>**Required Documents for Small Business Under 11 USC 1116(1)</p> <p>**Federal Tax Returns for Chapter 11 Small Business (File in ECF under Bankruptcy Events / Other Filings / Other / Federal Tax Returns)</p> <p>Local Rule 2015-2A and B Statements</p> <p>Declaration re: Electronic Filing</p>	<p>B 201 B 206</p> <p>B 206A/B B 206D B 206E/F B 206G</p> <p>B 206H B 202 B 207 Self-prepare</p> <p>Local B 2030 B 204 Local</p> <p>Self-prepare</p> <p>None</p> <p>Local</p> <p>Local</p>	<p><b>Separate Documents (con't):</b></p> <p>Motion to Extend Automatic Stay (362)(c)(3)</p> <p>Motion to Impose Automatic Stay (362)(c)(4)</p> <p><b>Missing Documents:</b>            *If not included, a master mailing matrix must be filed within 2 days.            **11 USC 1116(1) documents and Federal Tax Returns are due within 7 days from the date of filing.            Any other missing documents are due within 14 days from date of filing or the case may be dismissed.</p>	<p>Self prepare</p> <p>Self prepare</p>

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF MISSOURI**

**CHAPTER 12 Individual Debtor(s)**

Filing requirements for new Petitions (cases) and amendments thereto.

- \$278.00 Total Fee (\$200.00 Filing Fee + \$78.00 Administrative Fee)**  
 The following documents are required for a Chapter 12 case and should be in your **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
<p><b>File in one pdf document, if possible:</b></p> <p>1. Petition (Including signature page)</p> <p>2. A Summary of Your Assets and Liabilities (28 USC § 159)</p> <p>3. Schedules:</p> <p style="padding-left: 20px;">Schedule A/B Property</p> <p style="padding-left: 20px;">Schedule C Exempt Property</p> <p style="padding-left: 20px;">Schedule D Secured Claims</p> <p style="padding-left: 20px;">Schedule E/F Priority/ Unsecured Claims</p> <p style="padding-left: 20px;">Schedule G Executory Contracts/ Unexpired Leases</p> <p style="padding-left: 20px;">Schedule H Codebtors</p> <p style="padding-left: 20px;">Schedule I Current Income</p> <p style="padding-left: 20px;">Schedule J Current Expenditures</p> <p>4. Declaration of Schedules</p> <p>5. Statement of Financial Affairs</p> <p>6. Disclosure of Attorney Compensation</p> <p>7. List of Creditors / Matrix - <b>This Mailing Matrix must also be prepared as a separate text (.txt) file.</b></p> <p>8. Verification of Matrix</p> <p>9. Local Rule 2015-2A and B Statements (if debtor operates a business)</p> <p><b><u>Missing Documents:</u></b></p> <p>If not included, a master mailing matrix must be filed within 2 days. Unless otherwise indicated, other missing documents are due within 14 days from date of filing or the case may be dismissed.</p>	<p>B 101</p> <p>B 106-Sum</p> <p>B 106A/B</p> <p>B 106C</p> <p>B 106D</p> <p>B 106E/F</p> <p>B 106G</p> <p>B 106H</p> <p>B 106I</p> <p>B 106J</p> <p>B 106- Dec</p> <p>B 107</p> <p>B 2030</p> <p>Local</p> <p>Local</p> <p>Atty prepare</p>	<p><b>Separate Documents:</b></p> <p>Application to pay filing fee in installments</p> <p>Certificate of Credit Counseling <i>or</i> Motion to Waive Credit Counseling re: Exigent Circumstances <i>or</i> Motion to Waive Credit Counseling<sup>1</sup> (any of the above)</p> <p>Debtor's Evidence of Employer Payments received (60 days) <i>and/or</i> Debtor's Evidence of NO Employer Payments received<sup>1</sup> (any of the above)</p> <p>Declaration re: Electronic Filing <i>or</i> Statement of Social Security Number.<sup>1</sup> (Pro Se Filers ONLY)</p> <p>Motion to Extend Automatic Stay (362) (c)(3) (if applicable)</p> <p>Motion to Impose the Automatic Stay (362)(c)(4) (if applicable)</p> <p><b><sup>1</sup> One of these three documents must be filed</b></p>	<p>B 103A</p> <p>Cert. from agency Self Prepare</p> <p>Self Prepare</p> <p>Self Prepare</p> <p>Local</p> <p>Local</p> <p>B 121</p> <p>Self Prepare</p> <p>Self Prepare</p>

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF MISSOURI**

**CHAPTER 12 Business Debtor(s)**

Filing requirements for new Petitions (cases) and amendments thereto.

- \$278.00 Total Fee (\$200.00 Filing Fee + \$78.00 Administrative Fee)**  
 The following documents are required for a Chapter 12 case and should be in **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
<p><b>File in one pdf document, if possible:</b></p> <p>1. Petition (Including signature page)</p> <p>2. A Summary of Your Assets and Liabilities (28 USC § 159)</p> <p>3. Schedules:  Schedule A/B Property  Schedule D Secured Claims  Schedule E/F Priority Claims  Schedule G Executory Contracts/  Unexpired Leases  Schedule H Codebtors</p> <p>4. Declaration of Schedules</p> <p>5. Statement of Financial Affairs – Non Individual</p> <p>6. Disclosure of Attorney Compensation</p> <p>7. List of Creditors / Matrix - <b>This Mailing Matrix must also be prepared as a separate text (.txt) file.</b></p> <p>8. Verification of Matrix</p> <p>9. Local Rule 2015-2A and B Statements (if debtor operates a business)</p> <p><b><u>Missing Documents:</u></b></p> <p>If not included, a master mailing matrix must be filed within 2 days. Unless otherwise indicated, other missing documents are due within 14 days from date of filing or the case may be dismissed.</p>	<p>B 201</p> <p>B 206-Sum</p> <p>B 206A/B</p> <p>B 206D</p> <p>B 206E/F</p> <p>B 206G</p> <p>B 206H</p> <p>B 206- Dec</p> <p>B 207</p> <p>B 2030</p> <p>Self-prepare</p> <p>Local</p> <p>Atty prepare</p>	<p><b>Separate Documents:</b></p> <p>Declaration re: Electronic Filing</p> <p>Motion to Extend Automatic Stay (362)(c)(3) (if applicable)</p> <p>Motion to Impose the Automatic Stay (362)(c)(4) (if applicable)</p> <p>Corporate Ownership Statement (corporate debtors)</p>	<p>Local</p> <p>Atty Prepare</p> <p>Atty Prepare</p> <p>Local</p>

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF MISSOURI**

**CHAPTER 13**

Filing requirements for new Petitions (cases) and amendments thereto.

**\$313.00 Total Fee (\$235.00 Filing Fee + \$78.00 Administrative Fee per 28 USC §1930(b)(8))**

The following documents are required for a Chapter 13 case and should be in your **pdf (portable document format)** electronic file in the following order:

NAME OF DOCUMENT	FORM	NAME OF DOCUMENT	FORM
<p><b>File in one pdf document, if possible:</b></p> <p>1. Petition (Including signature page)</p> <p>2. A Summary of Your Assets and Liabilities (28 USC § 159) (Individual Debtors ONLY)</p> <p>3. Schedules:</p> <p style="padding-left: 20px;">Schedule A/B Property</p> <p style="padding-left: 20px;">Schedule C Exempt Property (Individual)</p> <p style="padding-left: 20px;">Schedule D Secured Claims</p> <p style="padding-left: 20px;">Schedule E/F Priority Claims</p> <p style="padding-left: 20px;">Schedule G Executory Contracts/ Unexpired Leases</p> <p style="padding-left: 20px;">Schedule H Codebtors</p> <p style="padding-left: 20px;">Schedule I Current Income (Individual)</p> <p style="padding-left: 20px;">Schedule J Current Expenditures (Individual)</p> <p>4. Declaration of Schedules</p> <p>5. Statement of Your Current Monthly Income and Calculation of Commitment Period - also file Chapter 13 Calculation of Your Disposable Income if applicable</p> <p>6. Statement of Financial Affairs</p> <p>7. Disclosure of Attorney Compensation</p> <p><b>8. List of Creditors / Matrix - This Mailing Matrix must also be prepared as a separate text (.txt or .scn) file.</b></p> <p>9. Verification of Matrix</p> <p><b>If pro se petitioner preparer used, also file:</b></p> <p>1. Notice to Debtor by Non Attorney Bankruptcy Petitioner Preparer</p> <p>2. Disclosure of Compensation by Non Attorney Bankruptcy Petitioner Preparer</p> <p>3. Statement of Social Security Number</p> <p><b>Missing Documents:</b> If not included, a master mailing matrix must be filed within 2 days, Form B121 within 7 days, and any other missing documents are due within 14 days from date of filing or the case may be dismissed.</p>	<p>B 106</p> <p>B 106-Sum</p> <p>B 106A/B</p> <p>B 106C</p> <p>B 106D</p> <p>B 106E/F</p> <p>B 106G</p> <p>B 106H</p> <p>B 106I</p> <p>B 106J</p> <p>B106-Dec</p> <p>B 122C-1</p> <p>B 122C-2</p> <p>B 107</p> <p>B 2030</p> <p>None</p> <p>Local</p> <p>B 119</p> <p>B 2800</p> <p>B 121</p>	<p><b>Separate Documents:</b></p> <p>Application to pay filing fee in installments</p> <p>Chapter 13 Plan/Plan Summary</p> <p>Certificate of Credit Counseling or Motion to Waive Credit Counseling re: Exigent Circumstances or Motion to Waive Credit Counseling<sup>1</sup></p> <p>Debtor's Evidence of Employer Payments received (60 days) or Debtor's Evidence of NO Employer Payments</p> <p>Declaration re: Electronic Filing (non pro se)</p> <p>Certification of Intent to Cure Residential Default and 30 day Rent Deposit <sup>2</sup></p> <p>Motion to Extend Automatic Stay (362)(c)(3)</p> <p>Motion to Impose Automatic Stay (362)(c)(4)</p> <p><sup>1</sup> One of these three documents must be filed <sup>2</sup> Document filed only if required by statement on petition.</p>	<p>B 103A</p> <p>Local</p> <p>Cert.</p> <p>Atty prepare</p> <p>Atty prepare</p> <p>Atty prepare</p> <p>Local</p> <p>Local</p> <p>Atty prepare</p> <p>Atty prepare</p> <p>Atty prepare</p>

# **HOW TO CREATE A MATRIX TEXT FILE FOR ELECTRONIC FILING**

Talk to your software vender first.

If your software will not convert the matrix to a text file, then take the following steps:

1. Use a 1" left margin to create your matrix in Word or Notepad format.
2. Type your creditors in a single column down the left-hand margin as follows:

John Doe Creditor  
1214 Anywhere Street  
City, State and Zip

Mary Doe Creditor  
1012 American Way  
City, State and Zip

3. Single space each creditor and double-space between each creditor; the city, state and zip must be together on the last line. **IF YOU MUST INCLUDE ACCOUNT NUMBERS, DO NOT PUT THEM ON THE LAST LINE. DO NOT USE HARD PAGE BREAKS BETWEEN PAGES. IF CREDITORS BECOME SEPARATED BETWEEN PAGES, SIMPLY INSERT ADDITIONAL LINES.**

4. Click [File] and then [Save As...]
5. Name your file and change your drive (if necessary)
6. Beside the selection "File type:" click the down arrow button [▼]
7. Select one of the following options depending on your software:

Word - choose "Plain Text (\*.txt)"

Notepad – should automatically default to a Plain Text (\*.txt) file automatically

8. Click [Save]
9. Your matrix is now in text format.

## **HOW TO CREATE A MATRIX** **FOR PRO SE DEBTOR PAPER FILING**

1. Prepare a typed list of all your creditors (mailing matrix).
2. The matrix must include the name of the creditor, full mailing address, city, state and zip code. **NOTE:** Do NOT include account numbers, telephone numbers, social security numbers, email addresses, or any other account information.
3. A verification of matrix must be completed and turned in along with the matrix.
4. The list should be in a single column format with a 1 inch left margin.
5. Double-space between creditors but do not separate a creditor from the address. The full name and address of a creditor should be on one page.
6. The city, state and zip must be all on the same line.
7. Use an ordinary font such as Times New Roman or Arial.

Here is an example:

ABC Corporation  
1200 Main Street  
Anywhere, MO 60000

Mr. and Mrs. XYZ  
2100 Maple Drive  
Anywhere, MO 60000

H&M Business Supply  
1010 Elm Boulevard  
Anywhere, MO 60000

## **CREDITOR ADDRESSES**

Fed. R. Bankr. P. 5003 (e) requires the Clerk to maintain a registry of mailing addresses for Federal, State and local governmental units responsible for the collection of taxes. The Clerk is also required to "...include information that would enable a user of the register to determine the circumstances when each address is applicable, and mailing notice to only one applicable address is sufficient to provide effective notice." To see the list of addresses submitted by governmental units, go to the **Government Address Registry** on our website.

## **AGENCIES ADDED TO ALL BANKRUPTCY MATRICES BY COURT**

Missouri Department of Revenue  
P.O. Box 475  
Jefferson City, MO 65105-0475

## **FEDERAL AGENCIES TO BE ADDED TO MATRIX BY DEBTOR, IF APPLICABLE**

### **Also, for service of Adversary complaints by mail:**

U.S. Attorney, Western District of Missouri  
Attn: Bankruptcy Processing  
Charles Evans Whittaker Courthouse  
400 East 9<sup>th</sup> Street, Room 5510  
Kansas City, MO 64106

For service of petition by e-mail: [ecfbankruptcy@usdoj.gov](mailto:ecfbankruptcy@usdoj.gov)

Attorney General, Main Justice Building  
950 Pennsylvania Avenue NW  
Washington, DC 20530-0001

**Per Local Rule 1002-1, debtor must add the U.S. Attorney to the matrix filed with the court if the federal government is a creditor. Also, if the debtor knows that a loan is guaranteed by the federal government, please add the U.S. Attorney and the government agency to the matrix.**

## **SERVICES FOR U.S. DEPARTMENT OF EDUCATION**

MOHELA  
633 Spirit Drive  
Chesterfield, MO 63005

DMCS Default Portfolio  
US Department of Education  
PO Box 5609  
Greenville, TX 75403

FedLoan Servicing / DDB  
PO Box 69184  
Harrisburg, PA 17106-9184

Department of ED / Navient  
PO Box 9635  
Madison, WI 53708-8973

Oklahoma Student Loan Authority  
PO Box 18475  
Oklahoma City, OK 73154-0475

HESC / EdFinancial  
120 N. Seven Oaks Drive  
Knoxville, TN 37922

Great Lakes Student Loans  
Claims Filing Unit  
PO Box 8973  
Madison, WI 53708-8973

CornerStone Education Loan Services on behalf of  
Department of Education  
PO Box 145123  
Salt Lake City, UT 84114-5123



Nelnet  
PO Box 82505  
Lincoln, NE 68501

Nelnet  
121 S. 13<sup>th</sup> Street, Suite 201  
Lincoln, NE 68508

Granite State Management & Resources  
PO Box 3420  
Concord, NH 03302-3420

ECSI Federal Perkins Loan Servicer  
PO Box 1079  
Wexford, PA 15090

### **OTHER POSSIBLE STUDENT LOAN CREDITORS**

Dept. of Education, Office of General Counsel  
Div. of Post-Secondary Education  
400 Maryland Ave., SW, Room 6E353  
Washington, D.C. 20202-2110

Dept. of Education, Office of Post-Secondary Education  
Region IX, Litigation Support Branch  
50 Beal Street, Suite 8629  
San Francisco, CA 94105

American Education Services  
1200 N. 7<sup>th</sup> Street  
Harrisburg, PA 17102

Citibank National Association  
701 East 60<sup>th</sup> Street North  
Sioux Falls, SD 57104

Coordinating Board of Higher Education  
Student Loan Program  
205 Jefferson Street  
Jefferson City, MO 65102-1469

Discover Student Loans  
Discover Bank  
502 E. Market Street  
Greenwood, DE 19950

Education Credit Management Corporation  
111 S. Washington Avenue  
Suite 1400  
Minneapolis, MN 55401

ECMC Registered Agent:  
CT Corporation System  
120 S. Central Avenue  
Clayton, MO 63105

Great Lakes Higher Education Guaranty Corp  
2401 International Lane  
Madison, WI 53704

GLHEGC Registered Agent:  
Business Filings International, Inc.  
120 S. Central Avenue, Suite 400  
Clayton, MO 63105

Navient Solutions, Inc.  
2001 Edmund Halley Drive  
Reston, VA 20191-3436

Navient Registered Agent:  
CSC-Lawyers Incorporating Service Co.  
221 Bolivar Street  
Jefferson City, MO 65101

Missouri Attorney General's Office  
Supreme Court Building  
207 W. High Street  
Jefferson City, MO 65102

### **OTHER POSSIBLE FEDERAL CREDITORS**

Dept. of Agriculture  
Commodity Credit Corporation  
Parkade Center #235  
601 Business Loop 70 West  
Columbia, MO 65203

Dept. of Agriculture  
Rural Housing Service/Rural Development  
PO Box 6687  
St. Louis, MO 63166

Dept of Health and Human Services  
Public Health Div., Parklawn Bldg.  
5600 Fishers Lane, Room 4A-53  
Rockville, MD 20857

Dept. of Agriculture, Office of General Counsel  
PO Box 419205  
Kansas City, MO 64141-0205

Dept. of Housing and Urban Development  
Office of General Counsel, Gateway Tower II  
400 State Ave., Room 200  
Kansas City, KS 66101-2406

Dept. of Veterans Affairs  
Office of District Counsel  
1 Jefferson Barracks Drive  
St. Louis, MO 63125-4185

Pension Benefit Guaranty Corporation  
Office of the General Counsel  
1200 "K" Street, N.W., Suite 340  
Washington, DC 20005-4026

Internal Revenue Service  
PO Box 7346  
Philadelphia, PA 19101-7346

Social Security Administration  
Office of the General Counsel  
Office of Program Litigation  
Attn: Bankruptcy  
6401 Security Boulevard  
Baltimore, MD 21235

Small Business Administration  
1000 Walnut Street, Suite 500  
Kansas City, MO 64106-2156

Securities and Exchange Commission  
Midwest Regional Office  
175 W. Jackson, Suite 900  
Chicago, IL 60604

IN THE UNITED STATES DISTRICT COURT FOR THE  
WESTERN DISTRICT OF MISSOURI  
EN BANC

ORDER AUTHORIZING THE BANKRUPTCY APPELLATE PANEL SERVICE  
TO HEAR AND DETERMINE BANKRUPTCY APPEALS  
ORIGINATING IN THE WESTERN DISTRICT OF MISSOURI

WHEREAS, Congress, by adoption of 28 U.S.C. § 158(b)(1), has directed the establishment of a Bankruptcy Appellate Panel by the Judicial Council of each circuit, absent specific findings, and,

WHEREAS, the Eighth Circuit Judicial Council has approved the establishment of a Bankruptcy Appellate Panel in the Eighth Circuit, to be implemented only upon Administrative Office funding, and

WHEREAS, Section 158(b)(6) requires a district court to authorize bankruptcy appeals to be heard by the Bankruptcy Appellate Panel, it is

ORDERED that the district judges of the Western District of Missouri, by majority vote, direct that all bankruptcy appeals go to the Bankruptcy Appellate Panel for the Eighth Circuit when funded and operational.

/s/ D. Brook Bartlett

D. Brook Bartlett, Chief U.S. District Judge

/s/ Dean Whipple

Dean Whipple, U.S. District Judge

/s/ Fernando J. Gaitan

Fernando J. Gaitan, Jr., U.S. District Judge

/s/ Ortrie D. Smith

Ortrie D. Smith, U.S. District Judge

Dated: December 1, 1995

Kansas City, Missouri

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