

**LOCAL BANKRUPTCY RULES
WESTERN DISTRICT OF WASHINGTON**

Effective Date: December 1, 2011

[Includes Local Bankruptcy Rules 7012-1 and 9015-1 as adopted
By General Order 2013-3, effective May 1, 2013]

RULE 1006-1. FILING FEE: WAIVER OR INSTALLMENTS

(a) **Waiver of Filing Fee.** An application by an individual chapter 7 debtor for waiver of the chapter 7 filing fee shall be made by filing Official Form B3B with the voluntary petition. Local Rule W.D. Wash. CR 3(b) shall not apply in bankruptcy cases.

(b) **Payment by Installments.** If the debtor is unable to pay the filing fee except in installments, the debtor must file an Application to Pay Filing Fees in Installments (Official Form 3A) at the time of the filing of the petition.

RULE 1007-1. LISTS, SCHEDULES, STATEMENTS

(a) Extension of Time to File Schedules and Statements.

(1) A motion for extension of time to file schedules, statements, and documents required by Fed. R. Bankr. P. 1007(b)(1)(A), (B), (C), (D), (F), (b)(4), (b)(5) and (b)(6) shall be filed prior to the expiration of the deadline for filing. Such a motion shall be made on 7 days' notice to those specified in Fed. R. Bankr. P. 1007(c), and to entities requesting notice pursuant to Fed. R. Bankr. P. 2002(i). If no objection is timely filed, an order may be presented *ex parte*. The motion shall contain:

- (A) the date the petition was filed;
- (B) the date the schedules and statements are due;
- (C) the date set for the 11 U.S.C. § 341 meeting of creditors; and
- (D) the reason for the delay.

(2) The court shall not extend the date for filing schedules, statements, and documents to a date within 7 days of the 11 U.S.C. § 341 meeting of creditors, unless the debtor has arranged with either the trustee or the United States trustee for a continuance of the meeting and mails to all creditors notice of the continuance of the meeting and the extension of time to file schedules and statements.

(3) Debtors on active military duty must so indicate on Schedule I, and those going on active duty or being deployed for a period of 14 days or more after the filing of the petition must file notice setting forth the beginning and end dates of the active duty or deployment, and any new or additional address, attaching a copy of the orders to or official documentation of the active duty or deployment with social security numbers redacted to show only the last four digits, and the names (other than the issuing official) and social security numbers of any non-debtors completely redacted.

(b) **Schedules Required in Converted Cases.** Where a chapter 7, chapter 13, chapter 12, or individual chapter 11 case is converted to another chapter, the debtor shall be required to file amended schedules, statements, and documents required by Fed. R. Bankr. P. 1007(b)(1), (4), (5), and (6), or a declaration under penalty of perjury that there has been no change in the schedules, statements, and documents; *provided*, however, that a statement of current monthly income (means testing form) is not

required if the time for filing a motion under 11 U.S.C. § 707(b) or (c), or any extension thereof, expired while the case was pending under chapter 7.

RULE 1009-1. AMENDMENTS TO PETITION, LISTS, SCHEDULES AND STATEMENTS

(a) **Case Name and Number; Verification.** The debtor's name and the case number shall appear on the first page of any amended petition, schedule, statement, or list. Any amendment shall be verified in the same manner as required for the original document.

(b) **Amendment of Petition to Add Party or to Change a Debtor's Name.** The name of an original debtor, as stated in the case caption, may be amended by *ex parte* motion. A petition may not be amended after filing to add a spouse as a joint debtor or to substitute a party for a debtor unless so ordered after a motion, on notice and hearing.

(c) **Addition of Creditors.**

(1) *Duty to Supplement Master Mailing List.* A supplemental mailing list shall be filed with any schedule that contains additions to a prior list or schedule of creditors or other interested parties.

(2) *Notice of Amendment.* If the debtor amends the schedules of creditors after the 11 U.S.C. § 341 meeting notice has been mailed, but before the 11 U.S.C. § 341 meeting occurs, the debtor shall serve on any creditors added by the amendment a notice of the amendment, together with a copy of the 11 U.S.C. § 341 meeting notice. The notice of amendment shall inform the creditor that, on motion by the creditor made before the expiration of any applicable deadlines set forth in the 11 U.S.C. § 341 meeting notice, the court may for cause extend the time for filing (A) proofs of claim, (B) objections to the debtor's exemptions, (C) complaints objecting to discharge, and (D) complaints to determine the dischargeability of a debt. The debtor shall file proof that service has been effected on all non-ECF participants.

(3) *Fee for Amending Schedules.* Every amendment to a debtor's schedules of creditors or equity security holders shall be accompanied by the fee prescribed by the Judicial Conference of the United States.

(d) **Amendment to Exemptions.** If the debtor amends the claim of exemptions listed on Schedule C, the debtor shall serve a copy of the amendment on the trustee and on any entity affected thereby. The debtor shall file proof that service has been effected on all non-ECF participants.

RULE 1017-1. DISMISSAL OR SUSPENSION - CASE OR PROCEEDINGS

(a) **Dismissal for Failure to Meet Minimum Filing Requirements.** If a debtor in a voluntary case fails to file a Voluntary Petition on Official Form 1, signed by the debtor or debtor's principal as applicable, or to file with the petition the items listed below, the court may dismiss the case, provided that the docket shows that the debtor was given 7 days' notice of this provision.

- (1) Filing fee, application to pay filing fee in installments, or application to waive chapter 7 filing fee (Fed. R. Bankr. P. 1006);
- (2) Statement of Social Security Number or Individual Taxpayer-Identification Number (Official Form 21);
- (3) List (mailing matrix) containing the names and addresses of each entity included or to be included on Schedules D, E, F, G, and H (Fed. R. Bankr. P. 1007(a));
- (4) In individual cases, Exhibit D to Petition – Individual Debtor’s Statement of Compliance with Credit Counseling Requirement, Certificate of Completion of Credit Counseling, Application for Extension of Time to Complete Credit Counseling, or Motion for Waiver of Credit Counseling Briefing and Financial Management Course;
- (5) In small business cases, as defined in 11 U.S.C. § 101(51C), a small business balance sheet, statement of operations, cash flow statement, and federal tax return, or a statement pursuant to § 1116(1) that no such statements have been prepared or tax return has been filed; and
- (6) In chapter 11 cases, Form 4 – List of Creditors Holding 20 Largest Unsecured Claims.

(b) Dismissal for Failure to File Schedules, Statements, and Lists, or for Failure to Attend 11 U.S.C. § 341 Meeting of Creditors. If a debtor in a voluntary case fails timely to file the schedules, statements, and other documents required by Fed. R. Bankr. P. 1007(b)(1) [except for (b)(1)(E)], (4), (5), and (6), or fails to appear at the 11 U.S.C. § 341 meeting of creditors, the United States trustee, or in chapter 13 cases, the chapter 13 trustee by designation by the United States trustee, may apply for an order of dismissal; *provided* that the docket shows that the debtor was notified of this provision, as well as the deadline for filing the documents and/or the date and time of the meeting, and the debtor has not filed a motion seeking an extension of time pursuant to Local Bankruptcy Rule 1007-1(a). If, in a joint case, only one spouse appears at the 11 U.S.C. § 341 meeting, the United States trustee, or chapter 13 trustee by designation by the United States trustee, may apply for an order dismissing the case as to the nonappearing spouse.

(c) Small Business Debtors. If a small business debtor fails to comply with its obligations under 11 U.S.C. § 1116(1), the court may dismiss the case, provided that the docket contains proof that the debtor was given 7 days' notice of this provision.

(d) Motions to Vacate--Notice Requirement. A motion to vacate an order of dismissal entered pursuant to this rule shall be noted for hearing pursuant to Local Bankruptcy Rule 9013-1 and shall be served on any trustee appointed in the case and all additional parties in interest.

(e) Applicability of Rule. This rule shall not apply in cases converted from one chapter to another.

RULE 1072-1. PLACES OF HOLDING COURT

(a) Case Filings. All cases in which the debtor resides, or has its principal place of business or principal assets, in the counties of Clark, Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Pierce, Skamania, Thurston and Wahkiakum, shall be filed at Tacoma. All other cases shall be filed at Seattle.

(b) **Filing of Papers.** All pleadings and papers shall be filed where the case is filed.

(c) **Calendaring.** Unless otherwise ordered by the court, motions shall be noted for hearing as follows:

Debtor's County of Residence/ Principal Place of Business or Assets	Calendar
1. Chapter 7 Cases	
Island, San Juan, Skagit, Snohomish, Whatcom	Marysville
Clallam, Jefferson, Kitsap	Port Orchard
King	Seattle
Grays Harbor, Lewis, Mason, Pierce, Thurston	Tacoma
Clark, Cowlitz, Pacific, Skamania, Wahkiakum	Vancouver
2. Chapter 9, Chapter 11, Chapter 12 and Chapter 15 Cases	
Clallam, Island, Jefferson, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	Seattle
Grays Harbor, Lewis, Mason, Pierce, Thurston	Tacoma
Clark, Cowlitz, Pacific, Skamania, Wahkiakum	Vancouver
3. Chapter 13 Cases	
King	Seattle
Island, San Juan, Skagit, Snohomish, Whatcom	Marysville
Clallam, Jefferson, Kitsap	Port Orchard
Mason, Grays Harbor, Lewis, Pierce, Thurston,	Tacoma
Clark, Cowlitz, Pacific, Skamania, Wahkiakum	Vancouver

(d) **Change of Hearing Location.** The place of hearing may be changed for a case or adversary proceeding on notice and hearing, with notice to all creditors or all parties in an adversary proceeding. The place of hearing may also be changed by the court in the event that the case is reassigned to another judge.

(e) **Telephone Hearings.** Local Bankruptcy Rule 9074-1 applies.

RULE 1073-1. ASSIGNMENT OF CASES

(a) **Case Assignment.** All cases shall be assigned by the clerk of court to the respective judges of the court. Assignments shall be made on a random basis, including reassignments where necessitated by the recusal or absence of the assigned judge, except in cases filed under chapter 13 and cases assigned according to geographic locale. Related cases may be assigned to the same judge on motion of a party in interest made in accordance with Local Bankruptcy Rule 9013-1, or at the discretion of the court; *provided*, however, that a debtor or petitioning creditor may bring such a motion *ex parte*, if notice of the bankruptcy has not yet been sent to creditors. Adversary proceedings shall be assigned to the judge to whom the case has been administratively assigned.

(b) **Case Coverage.** If immediate action is necessary in any case or proceeding assigned to a particular judge and that judge is unavailable for any reason, any other judge may hear and dispose of the matter requiring immediate attention, but such action shall not constitute a reassignment of the case or proceeding.

RULE 2002-1. NOTICE TO CREDITORS & OTHER INTERESTED PARTIES

(a) **Entities Responsible for Giving Notice.** Unless otherwise ordered by the court, all notices shall be given by the party requesting relief, except that the clerk of court shall be responsible for providing the following notices:

(1) notice of the 11 U.S.C. § 341 meeting of creditors, pursuant to Fed. R. Bankr. P. 2002(a)(1), and those notices described in Fed. R. Bankr. P. 2002(f), except that the debtor or movant in a chapter 11 shall give notice of the deadline for filing claims and the time fixed for accepting or rejecting a plan, and

(2) notice pursuant to Fed. R. Bankr. P. 2002(q)(2) of the court's intention to communicate with a foreign court or foreign representative as prescribed by Fed. R. Bankr. P. 5012.

(b) **Delivery of Clerk of Court's Notices.** The clerk of court may give notice through the electronic filing system ("ECF") or through the Bankruptcy Noticing Center or similar service.

(c) **Large Cases.** When a case involves an unusually large number of creditors such that giving notice will unduly burden the clerk of court's office, the clerk of court may require the party initiating the case to provide assistance in preparing and mailing notices.

(d) **Use of Master Mailing List for Noticing.** Parties may obtain copies of a master mailing list, as well as a list containing the names and addresses of each entity requesting special notice pursuant to Fed. R. Bankr. P. 2002(i), updated in accordance with Fed. R. Bankr. P. 2002(g), from ECF, or through the court's public information access service ("PACER"). Alternatively, parties may obtain a master mailing list from the clerk of court for a fee in an amount prescribed by the Judicial Conference of the United States. Notice is presumed to be adequate if mailed to all entries on the master mailing list, *provided* that the list is current to within 21 days of mailing as evidenced by (1) the notation on the list showing the date it was extracted from ECF or PACER, (2) counsel's verification in the affidavit of service, or (3) clerk of court's certification.

(e) **Notices to Creditors Whose Claims are Filed.** In a chapter 7 case, after expiration of the deadline for filing claims and entry of an order allowing or disallowing claims, all notices required to be given to creditors pursuant to Fed. R. Bankr. P. 2002(a)(2), (3), and (6), and 2002(f)(8), may be

limited to creditors whose claims have been filed and creditors who are still permitted to file claims by reason of an extension granted by the court.

- (f) **Notice of Motion.** Local Bankruptcy Rule 9013-1(c) applies.
- (g) **Special Notice to Taxing Agencies.** Local Bankruptcy Rule 4001-3(b) applies.
- (h) **Preferred Address under 11 U.S.C. § 342.**

(1) An entity and a notice provider may agree that when the notice provider is directed by the court to give a notice to that entity, the notice provider shall give the notice to the entity in the manner agreed to and at the address or addresses the entity supplies to the notice provider. That address is conclusively presumed to be a proper address for the notice. The notice provider's failure to use the supplied address does not invalidate any notice that is otherwise effective under applicable law. The filing of a notice of preferred address pursuant to 11 U.S.C. § 342(f) by a creditor directly with the agency or agencies that provide noticing services to the bankruptcy court will constitute the filing of such a notice with the court. Registration with the National Creditor Registration Service must be accomplished through the agency that provides noticing services for the bankruptcy court. Forms and registration information are available at www.ncrsuscourts.com.

(2) A local form for use by creditors in filing a notice of preferred address under 11 U.S.C. § 342(e) is available on the court's website at www.wawb.uscourts.gov (see Creditor Preferred Address Registration). The form may be filed electronically using the proper electronic filing event for § 342(e) notices, or delivered in paper form to the clerk of court and served on the debtor.

(i) **Electronic Notice.** Notice given electronically shall comply with Local Bankruptcy Rule 5005-1 and the court's Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means, as each is amended from time to time.

RULE 2003-1. MEETING OF CREDITORS AND EQUITY SECURITY HOLDERS

Individual debtors must provide an acceptable form of picture identification ("ID") and proof of social security number to the trustee at the meeting of creditors. Acceptable forms of ID include:

- (a) driver's license;
- (b) government ID;
- (c) state picture ID;
- (d) student ID;
- (e) U.S. Passport;
- (f) military ID;
- (g) resident alien card; and
- (h) consulate card.

Acceptable forms of proof of social security number include:

- (a) social security card;
- (b) medical insurance card;
- (c) pay stub;
- (d) W-2 form;
- (e) Internal Revenue Service Form 1099; and
- (f) Social Security Administration report.

Committee Comment

Parties wishing to continue an 11 U.S.C. § 341 meeting or appear by telephone or by other alternative means should consult the United States Trustee guidelines and procedures. The guidelines may be found at www.justice.gov/ust/r18/seattle/general_info.htm.

RULE 2014-1. EMPLOYMENT OF PROFESSIONALS

(a) **Requirements.** Applications for the appointment of professionals shall disclose whether the professional is a pre-petition creditor of the debtor, and if so, the nature of services rendered, amount owed, whether counsel claims a security interest in property of the estate to secure fees, and identify the collateral subject to the security interest, if any. The application shall also state whether any retainer has been paid or promised, and the anticipated method of compensation, and sources thereof, including third parties and guarantors. Copies of any fee agreements and security interests shall be attached as exhibits. Retainers may not be drawn from trust or compensation paid by any source absent an order approving compensation and/or reimbursement and authorizing application of the retainer. Each application for employment shall contain a certification that the applicant has read Local Bankruptcy Rule 2016-1.

(b) **Ex Parte Applications.** Professionals seeking appointment on an *ex parte* basis shall, prior to filing the application for approval to the court through the electronic case filing system or by filing an document, (1) obtain the written endorsement of the United States trustee's Office of the application, or (2) certify that at least 7 days have passed since the application was served upon and received by the United States trustee's Office, and no objection has been made by the United States trustee's Office to the application. For purposes of this rule, the United States trustee's Office will accept service by facsimile or electronically at USTPRegion18.SE.ECF@usdoj.gov. *Ex parte* orders authorizing the appointment of professionals do not constitute approval of the terms of any fee agreement or arrangement.

(c) **Chapter 13 Cases.** Local Bankruptcy Rule 2014-1(a) and (b) shall not apply to general counsel for the debtor in a chapter 13 case. The rule shall apply to applications for employment of professionals submitted by the chapter 13 trustee. All other *ex parte* applications for employment in a chapter 13 case shall comply with these provisions, except that the applications shall be submitted to the chapter 13 trustee's office rather than the United States trustee's office.

RULE 2015-1. DEBTOR IN POSSESSION DUTIES

(a) **Chapter 11 Monthly Financial Reports.** A chapter 11 debtor in possession or trustee shall file with the court and serve a monthly financial report on counsel for any committees elected or appointed pursuant to the Bankruptcy Code, or if a committee has no counsel, on each member of the committee. Each report shall be due by the 14th day of the subsequent month and, except as otherwise ordered by the court, shall include the following:

- (1) balance sheet;

- (2) income statement or profit and loss statement;
- (3) statement of cash receipts and disbursements;
- (4) statement of accrued receivables, including disclosure of amounts considered to be uncollectible;
- (5) statement of post-petition accrued payables, including professional fees, United States trustee quarterly fees, and listing the name of each creditor and the amounts owing and remaining unpaid for over 30 days;
- (6) tax disclosure statement listing post-petition taxes due or tax deposits required, the name of the taxing agency, the amount due, the date due, and an explanation for any failure to make such payments or deposits;
- (7) compensation statement disclosing the amount of compensation paid to all insiders, as defined in 11 U.S.C. § 101(31);
- (8) monthly bank statements for any debtor in possession bank accounts, as received;
- (9) statement of all transactions between the debtor and an affiliate, as defined in 11 U.S.C. § 101(2).

(b) Other Reporting Requirements. The chapter 11 debtor in possession or chapter 11 trustee shall serve copies of the following on the United States trustee and any committee:

- (1) the debtor's federal income tax returns. The debtor shall provide the most recently filed return within 14 days after the entry of the order for relief, and its returns for each subsequent year whenever such returns are submitted to the Internal Revenue Service;
- (2) proof of insurance covering estate assets and liability, if applicable. The debtor in possession shall provide initial proof of insurance within 7 days after entry of the order for relief and proof of insurance renewals thereafter as obtained; and
- (3) monthly bank statements for any debtor in possession bank accounts, as received.

(c) Insurance. If the debtor in possession fails timely to provide the United States trustee with proof of insurance or insurance renewal, the United States trustee may move to convert or dismiss the case on 7 days' notice to the debtor, parties who have requested notice, and any committee, unless the court allows a shorter period on a showing of exigent circumstances.

(d) Chapter 11 Post-Confirmation Reports. If an application for a final decree has not been filed within 3 months after confirmation of a chapter 11 plan, then the party designated in the plan as the responsible party, such as the reorganized debtor, liquidating trustee, plan proponent, or plan administrator, shall file a post-confirmation report within 3 months after entry of the order confirming the plan of reorganization, and every 3 months thereafter until a final decree has been entered. The post-confirmation report shall disclose progress of the plan toward consummation and shall include the following:

- (1) a summary, by class, of amounts distributed or property transferred to each recipient under the plan, and an explanation of the failure to make any distributions or transfers of property under the plan;
- (2) the plan proponent's projections as to the debtor in possession's continuing ability to comply with the terms of the plan;
- (3) a report of any pending or anticipated litigation, including the nature of each matter, the parties involved, and an estimated date when the matter will be resolved;
- (4) a description of any other factors that may materially affect the debtor in possession's ability to consummate the plan; and
- (5) an estimated date when an application for final decree will be filed with the court.

RULE 2016-1. COMPENSATION OF PROFESSIONALS

(a) General. Unless otherwise ordered by the court, all applications for compensation for services and for reimbursement of necessary expenses incurred in providing those services shall be served on the debtor, trustee, and, when required by Fed. R. Bankr. P. 2002(a)(6), on all parties in interest, and shall be accompanied by an affidavit or declaration containing the following:

- (1) the date of entry of the order approving the applicant's employment;
- (2) a statement, by date, of the amounts of compensation and reimbursement of expenses previously allowed and amounts paid;
- (3) the source of payment for requested compensation and reimbursement of expenses;
- (4) the amount of unencumbered funds in the estate;
- (5) a narrative summary of the services provided, results obtained and benefit to the estate;
- (6) an itemized time record of services for which an award of compensation is sought, including:
 - (A) the date the service was rendered;
 - (B) the identity of the person who performed the service and the hourly rate of such individual;
 - (C) a detailed description of the service rendered and the time spent performing the service;
 - (D) the total number of hours spent and the total amount of compensation requested; and

(7) a statement of expenses, by category, for which reimbursement is sought. For extraordinary expenses, state:

- (A) the date the expense was incurred;
- (B) a description of the expense;
- (C) the amount of the expense requested; and
- (D) the necessity of the expense.

(b) Counsel for Trustees and Debtors in Possession. Where compensation is sought by general counsel for a trustee or debtor in possession, the application shall include the following additional information:

(1) a list of names and functions of all other professionals whose employment has been authorized in the case;

(2) the financial condition of the estate with respect to payment of post-petition expenses, including taxes and the United States trustee's quarterly fees, and any other anticipated expenses that could impact the estate's ability to meet post-petition expenses;

(3) the status of the case, and the progress of the case toward closing or proposal of a plan of reorganization, identifying any significant impediments to closing or confirmation that are expected. If a plan has been filed, the statement shall include a projected date for confirmation. If a plan has been confirmed, the statement shall describe what progress has been made toward consummation of the plan and what remains to be done to close the case.

(c) Requests for Interim Compensation. In any case in which interim compensation is sought, the application shall also include a description of the tasks remaining to be done and a projection of the applicant's future expenses and fees and the anticipated source of their payment.

(d) Applications of \$15,000 or More. Where the cumulative applications for an applicant are projected to equal or exceed \$15,000, the narrative summary required by subsection (a)(5) and itemized time entries required by subsection (a)(6) shall be divided into categories according to the nature of the tasks performed, with the total hours, fees, and expenses broken down for each category. Categories include but are not limited to: time spent prior to the filing for which the applicant was not paid; general administration; claims analysis and objections to claims; financing and cash collateral; sales of assets; disclosure statement and plan, including drafting and confirmation; and adversary proceedings.

(e) Pre-confirmation Fees in Chapter 13 Cases.

(1) *Presumptive Fee.* Attorneys representing debtors in chapter 13 cases may be awarded fees of up to \$3,500 (or such other amount as may be set by general order) (the "presumptive fee") without having first filed a written application. The fee shall be compensation for all services rendered to the debtor(s) through entry of the order confirming plan and shall include, without limitation: the filing of a chapter 13 plan in the form required by Local Bankruptcy Rule 3015-1; filing with the chapter 13 trustee the Chapter 13 Information Sheet together with the documents required by Fed. R. Bankr. P. 1007; appearing at the 11 U.S.C. § 341 meeting of creditors; responding to objections to confirmation and motions for relief from stay that are resolvable without argument before the court; negotiating and presenting unopposed or agreed orders assuming or rejecting leases; resolving disputes regarding the valuation of collateral or providing for pre-confirmation adequate protection payments to creditors; amending the initial plan as necessary to obtain an order confirming the plan; adding creditors

to the schedules and plan; negotiations with the Department of Licensing; and review of the chapter 13 trustee's statement of filed claims.

(2) *Fees in Excess of Presumptive Fee.* Pre-confirmation attorneys' fees in excess of the presumptive fee may be requested by motion filed with the court not more than 21 days after the entry of the order of confirmation on the court's docket, provided the fee request is accompanied by an itemized breakdown of time and is filed in the form and manner required by Local Bankruptcy Rule 2016-1(f).

(f) **Chapter 13 Fee Applications.** In chapter 13 cases, all applications for compensation for services and for reimbursement of necessary expenses in excess of \$1,000 shall be served on the debtor, the chapter 13 trustee, all creditors holding allowed claims and all parties requesting notice pursuant to Fed. R. Bankr. P. 2002(i), and shall include the following:

(1) a statement, by date, of the amounts of compensation and reimbursement of expenses previously allowed and amounts paid;

(2) a narrative summary of the services provided;

(3) an itemized time record of services for which an award of compensation is sought, including:

(A) the date the service was rendered;

(B) the identity of the person who performed the service and the hourly rate of such individual;

(C) a detailed description of the service rendered and the time spent performing the service;

(D) the total number of hours spent and the total amount of compensation requested;

(4) an explanation of the effect the additional compensation will have on the plan and plan disbursements to creditors; and

(5) an itemized time record for all services provided since the date the case was originally filed.

(g) **Ex Parte Fee Applications in Chapter 13 Cases.** In chapter 13 cases, an application for compensation and reimbursement of expenses for \$1,000 or less shall be served on the chapter 13 trustee, the debtor, and all parties requesting notice pursuant to Fed. R. Bankr. P. 2002(i). In addition to including the information set forth in paragraph (f) above, such application shall include all services rendered and expenses incurred up to a specified date not more than 14 days before the date of the application, and in the case of a post-confirmation application, shall include a certification that no pre-confirmation services are included in the application and that the fee set forth in paragraph (e) above has been earned. The application shall be served at least 21 days before an *ex parte* order approving the sum requested is filed through the chapter 13 trustee. Only one *ex parte* application may be made per case for services rendered post-confirmation.

(h) **Provision of Rights & Responsibilities Disclosure.** Attorneys representing debtors in chapter 13 cases shall provide debtors with a copy of Local Bankruptcy Form 13-5 entitled "Rights and Responsibilities of Chapter 13 Debtors and Their Attorney." The Rights and Responsibilities Form

shall be signed by each debtor, certifying receipt, and by the attorney. Failure to provide a copy of the Rights & Responsibilities Disclosure may result in denial or disgorgement of attorney fees.

(i) **Pre-confirmation Fee Estimate in the Form Plan.** If the attorney and debtor(s) enter into a contract for payment of attorney fees on an hourly basis, an estimate of total pre-confirmation fees shall be set forth in Section IV(A)(3) of the Form Plan, and an application for fees and costs, including an itemized breakdown of time shall be filed with the court in the form and manner required by Local Bankruptcy Rule 2016-1(f), not more than 21 days after entry of the order of confirmation on the court's docket, if the estimate on the Form Plan exceeds the presumptive fee set forth in paragraph (e)(1) above. The estimate of pre-confirmation fees may be amended at any time prior to confirmation by complying with paragraph (e)(2) above or by filing an amended Form Plan with the court and providing a copy of the amended Form Plan to all parties in interest. If the pre-confirmation attorney fees ordered by the court following confirmation and application by the attorney are less than the estimate set forth on the Form Plan, the attorney shall immediately disgorge to the chapter 13 trustee any fees paid to the attorney prior to the final order on pre-confirmation attorney fees in excess of those allowed by the court.

Committee Comment

The categories listed in LBR 2016-1(b) and used in the fee application should be tailored to the services performed in a given case. For a list of additional suggested project categories, see the United States trustee's "Guidelines for Reviewing Applications for Compensation & Reimbursement of Expenses filed under 11 U.S.C. § 330, Exhibit A – Project Categories," published in 28 C.F.R. Part 58, Appendix, found at www.justice.gov/ust/eo/rules_regulations/guidelines/docs/feeguide.htm.

RULE 2083-1. CHAPTER 13 PROOFS OF CLAIM

All proofs of claim shall be filed with the clerk of court. The chapter 13 trustee shall promptly forward to the clerk of court any original proofs of claim received by the chapter 13 trustee; provided that the chapter 13 trustee shall not be responsible for the timeliness of the filing of a proof of claim where the filer has failed to timely file the original with the clerk of court.

RULE 2090-1. LEGAL INTERNS

GR 2, subsection (i) of the Local Rules W.D. Wash., as modified by this rule, applies:

(a) **Application.** An application to appear as a legal intern in the bankruptcy court for the Western District of Washington shall be submitted to a bankruptcy court judge for approval or disapproval.

(b) **Scope of Practice.** In addition to those proceedings identified in GR 2(i)(3)(D), a legal intern may participate in 11 U.S.C. § 341 meetings and examinations under Fed. R. Bankr. P. 2004 provided that the supervising lawyer or another lawyer from the same office shall be present while the legal intern is participating in those proceedings.

(c) **Supervising Lawyer.** In addition to the requirements of GR 2(i)(4), the supervising lawyer shall have been actively involved in the practice of bankruptcy law for at least 3 years at the time the application is filed.

(d) **Rule 9 Interns.** Notwithstanding anything in this Rule 2090-1, any individual who has been granted a limited license to practice law in Washington State pursuant to Rule 9 of the Washington State Admission to Practice Rules (“Rule 9 Intern”), may appear in the United States Bankruptcy Court for the Western District of Washington in the manner provided in Rule 9 as if such court were specifically identified in Subsection (c)(4) of Rule 9. A Rule 9 Intern appearing in this court shall comply with and be bound by all of the provisions of Rule 9.

RULE 3001-1. CLAIMS AND EQUITY SECURITY INTERESTS - BAR DATE

Except in small business cases, prior to the first date set for hearing on a disclosure statement, a chapter 11 plan proponent shall apply for an order fixing a deadline by which proofs of claim or interest must be filed. The plan proponent in a small business case shall apply for said order no later than upon application for conditional approval of the disclosure statement. Upon entry of the order, the plan proponent shall transmit to each creditor and equity security holder a copy of the order or notice containing such deadline. Notice of the deadline shall be a separate document.

RULE 3007-1. CLAIMS - OBJECTIONS

(a) **Chapter 11 Cases.** Unless otherwise ordered by the court, objections to claims in chapter 11 cases must be filed and served no later than 60 days after the entry of the order confirming a plan.

(b) **Chapter 13 Cases.** Objections to claims in chapter 13 cases must be filed and served no later than 270 days from the petition date, unless good cause is shown.

RULE 3015-1. CHAPTER 12 AND CHAPTER 13 PLANS

(a) **Chapter 13 Plan.** All chapter 13 plans (original and amended) shall conform to Local Bankruptcy Form 13-4. All appropriate blanks on the form shall be completed including any additional provisions which shall be set forth where indicated in the form plan. The last four digits of the debtor’s social security number shall be provided where indicated and, if the plan provides for or affects traffic or criminal fines, forfeitures, or sanctions, the debtor’s date of birth. The debtor and the debtor’s attorney (if represented by counsel) shall sign and date where indicated.

(b) **Other Chapter 13 Plan Provisions.** Any additional case-specific provisions included in Section XII of the form plan (Local Bankruptcy Form 13-4) which modify any of the provisions contained in Sections I through XI shall begin by specifically referencing the section(s) modified, such as "Section IV.A.3 is modified as follows... ."

(c) **Notice of the Plan.**

(1) Upon filing of a petition and a master mailing list as required by Fed. R. Bankr. P. 1007(a), the clerk of court shall mail notice of the 11 U.S.C. § 341 meeting of creditors.

(2) If the plan is filed at the same time as the petition, the clerk of court shall also mail a copy of the plan to all creditors.

(3) If the plan is filed after the petition, the debtor shall serve copies of the plan to all creditors not less than 14 days prior to the originally scheduled meeting of creditors. Nothing in this subsection excuses compliance with Fed. R. Bankr. P. 3015(b).

(d) **Objections to Confirmation.** The debtor's proposed chapter 13 plan is treated as a motion; an objection to confirmation is treated as a response. If an objection to confirmation is filed and served on the debtor's counsel, the debtor, the trustee, and any other party requesting notice at least 14 days prior to the hearing on plan confirmation the following provisions shall apply.

(1) *Mandatory Reply.* The debtor shall file a reply to the objection to confirmation no later than 7 days prior to the hearing on plan confirmation. (Note: LBR 9013-1(d)(6) governs the timing of a reply, if any, in all chapter 13 proceedings except plan confirmation). The filing of an amended plan shall not be considered a reply.

(2) *Default.* If the debtor does not file and serve a reply to the objection to confirmation in accordance with section (d)(1) above, the court may enter an order sustaining the objection to confirmation and denying confirmation of the proposed chapter 13 plan prior to the time set for the confirmation hearing, upon the objecting party's uploading of an *ex parte* order consistent with the terms of section (d)(3) below, accompanied by proof of service and a declaration of no reply stating the date of service of the objection to confirmation and that no reply was timely received.

(3) *Order Denying Confirmation.* Unless otherwise ordered by the court, the proposed order sustaining an objection to and denying confirmation of a proposed chapter 13 plan shall:

(A) Require that a feasible amended plan be filed no later than 14 days from the date of entry of the order and that the debtor note said amended plan for hearing, with the requisite notice as required by Fed. R. Bankr. P. 2002(b) on the next available chapter 13 motion calendar.

(B) Include the following statement:

NOTICE: The failure to file a feasible, amended, chapter 13 plan and notice it for hearing in accordance with the terms of this Order may result in the trustee or objecting party submitting an order dismissing this chapter 13 proceeding without further notice.

and,

(C) Provide that the court's order denying confirmation and setting the above deadlines be served on the debtor's counsel, the debtor, the trustee, and any other party requesting notice.

(e) **Plan Confirmation Status Report.** In the event the debtor has not confirmed a plan within the 210 days after the date of the originally scheduled 11 U.S.C. § 341 meeting, the debtor's counsel (or the debtor if unrepresented), shall, on or before such date, file a status report setting forth the reasons why a plan has not been confirmed. The status report shall be served on the trustee and other parties requesting notice and noted for hearing on the court's next available calendar. The hearing on the status report must be confirmed in accordance with LBR 9013-1(b)(5). If the debtor fails to timely file the status report or fails to appear at the hearing on the status report, the chapter 13 trustee may submit an ex-parte order dismissing the case on 14 days' notice to debtor's counsel (or the debtor if unrepresented).

(f) **Chapter 13 Information Sheet.** At the time the petition is filed the debtor shall submit to the trustee a complete Chapter 13 Information Sheet (Local Bankruptcy Form 13-2, amended).

(g) **Domestic Support Obligations.** The trustee shall commence payment on filed claims for current domestic support obligations as soon as unencumbered funds become available, unless otherwise directed by the terms of the proposed plan.

(h) **Domestic Support Certification.** Within 30 days of completion of all plan payments, debtors must file certifications stating either (1) that they are not liable for any domestic support obligation; or (2) that all domestic support obligations payable by them that became due on or before the date of the certification (including amounts due before the petition was filed, but only to the extent provided for by the plan) under any judicial or administrative order, or by statute, have been paid. Failure to file the certification will result in the case being closed without a discharge.

(i) **Plan Modification.** A debtor seeking post-confirmation plan modification shall file an amended plan conforming to Local Bankruptcy Form 13-4, and a motion requesting approval of the modified plan, together with a declaration of the debtor explaining the need for the modification. Contemporaneously with filing the motion and declaration, the debtor shall file amended Schedules I and J and provide the chapter 13 trustee copies of all payment advices or other evidence of proof of income received within the last 30 days. A copy of a proposed order approving the modified plan shall be attached as an exhibit to the motion as a separate document and the order shall substantially comply with Local Bankruptcy Form 13-6.

(j) **Direct Plan Payments.** Unless the court orders otherwise after the debtor justifies an exception, all payments to creditors shall be disbursed by the trustee, provided, however, that the debtor may make direct payments on the following obligations: domestic support obligation payments made by an assignment from a debtor's wages, leases of real and personal property, and deeds of trust/mortgages that are in a current status as of the date of the petition for relief.

RULE 3015-2. REQUEST TO INCUR POST-CONFIRMATION DEBT TO FINANCE A MOTOR VEHICLE IN A CHAPTER 13 CASE

In a chapter 13 case, a debtor may make a written request directly to the chapter 13 trustee for authority to incur post-confirmation debt for the purpose of financing the purchase of a motor vehicle. A debtor receiving the chapter 13 trustee's approval to incur post-confirmation debt under this section does not need to also obtain a court order authorizing the debt. If the chapter 13 trustee denies the debtor's request to incur post-confirmation debt under this section, the debtor is not precluded from submitting the request to the court pursuant to, and in the manner provided by, Fed. R. Bankr. P. 4001(c), including noting the motion for hearing pursuant to LBR 9013-1(d)(2)(E).

RULE 3017-1. DISCLOSURE STATEMENT - APPROVAL

(a) **Objection to Disclosure Statement.** Unless otherwise ordered by the court, objections to a disclosure statement in a chapter 11 case shall be filed and served not later than 7 days before the hearing on the disclosure statement. The objection shall identify those portions of the disclosure statement that the objecting party asserts are incomplete, misleading, or erroneous, and the basis for such assertions.

(b) **Conference of Attorneys.** Not later than 5 days before the hearing on the disclosure statement, there shall be a conference of attorneys. It shall be the duty of counsel for the proponent of the disclosure statement ("proponent") to arrange for the conference. The attorney for each objecting party shall attend the conference, either in person or telephonically. At the conference, counsel shall attempt to reach agreement on changes to the disclosure statement.

(c) **Summary of Objections to Disclosure Statement.** Unless otherwise ordered by the court, the plan proponent's counsel shall file a summary of those objections to the disclosure statement that have not been resolved at the conference of attorneys. The summary shall be filed and served on the objecting parties at least 3 days prior to the hearing on such statement. If the disclosure statement hearing is continued, an amended summary of objections shall likewise be filed and served at least 3 days prior to the continued hearing.

(d) **Notice of Hearing on Disclosure Statement.** The proponent's notice of hearing on the disclosure statement shall include the time within which objections must be served under subsection (a) of this rule, and the date, time and place of the conference of attorneys required by subsection (b) of this rule.

(e) **Hearing on Disclosure Statement.** Failure by an objecting party or proponent to comply with the provisions of this rule may be deemed by the court to be an admission that the objection, or the opposition thereto, is without merit.

(f) **Small Business Cases.** Local Bankruptcy Rule 3017-2 applies.

RULE 3017-2. DISCLOSURE STATEMENT - SMALL BUSINESS CASES

In a small business case, and upon application for conditional approval of the disclosure statement, the plan proponent shall obtain from the court and provide notice to all creditors on the master mailing matrix of the deadlines for filing objections to the disclosure statement, the deadline for the pre-confirmation report under Local Bankruptcy Rule 3020-1(a), and the deadline for filing and serving objections to confirmation of the plan under Local Bankruptcy Rule 3020-1(b).

RULE 3018-1. BALLOTS - VOTING ON PLANS

At least 5 days prior to the confirmation hearing, the plan proponent shall file a written summary of the ballots cast, and shall serve a copy of the summary on any party that has filed an objection pursuant to Local Bankruptcy Rule 3020-1. The summary shall contain a separate listing of acceptances and rejections and shall include the following information:

- (a) the name of each creditor, whether said creditor has accepted or rejected the plan, the dollar amount of the creditor's claim, and whether the debtor has objected to the claim;
- (b) the total dollar amount and number of all allowed claims voted;
- (c) the percentage dollar amount of acceptances; and
- (d) the percentage number of acceptances.

The original ballots shall not be filed with the court, but shall be retained by the attorney for the plan proponent for a period of not less than 5 years. Upon request, the original ballots must be provided to other parties or the court for review.

RULE 3020-1. CHAPTER 11 - CONFIRMATION

(a) **Pre-confirmation Report.** The plan proponent shall, not less than 3 days prior to the confirmation hearing, file a memorandum containing the proponent's response to any objections, and a statement as to how each requirement of 11 U.S.C. § 1129 is satisfied. The memorandum shall be served on the debtor, any committee appointed pursuant to the Bankruptcy Code or their authorized agents, and any party that has filed an objection to confirmation. If the confirmation hearing is continued, a revised pre-confirmation report shall likewise be filed and served not less than 3 days prior to the continued hearing.

(b) **Objections to Confirmation.** Unless otherwise ordered by the court, objections to confirmation of a plan shall be filed and served at least 7 days before the hearing on confirmation of the plan.

RULE 4001-1. AUTOMATIC STAY

(a) **Comfort Orders.** Any party seeking an order confirming the automatic termination of the stay pursuant to any applicable provision of the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 must file a motion pursuant to Local Bankruptcy Rule 9013-1.

(b) **Rent Deposits Under § 362(l).** Any deposit of rent pursuant to 11 U.S.C. § 362(l)(1)(B), made by or on behalf of a debtor whose case was filed on or after October 17, 2005, must be in the form of a cashier's check or a money order payable to the order of the lessor, and delivered to the clerk of court upon filing of the petition and certification made under § 362(l)(1). The

debtor must at the same time file a copy of the judgment of possession or eviction and proof of service of the certification under § 362(l)(1) upon the lessor. Upon receipt of the cashier's check or money order, the clerk of court will promptly transmit the check/money order to the lessor by certified mail/return receipt requested, at the address of the lessor as stated in the certification filed by the debtor under § 362(l)(1), unless the clerk of court is instructed in writing by the debtor or landlord to use a different address.

(c) **Motions For Relief From Stay.** Motions for relief from stay shall be filed pursuant to Local Bankruptcy Rule 9013-1 and must contain a statement of the factual basis for relief and the status of any pending foreclosure or action or matter for which relief from stay is sought. Where equity in real property is an issue, the motion and notice of motion shall contain a legal description and a common address.

(d) **Notice of Motions.** The moving party shall schedule the matter for hearing not less than 21 or more than 30 days after the date such motion is filed. If the moving party schedules a hearing for or agrees to continue a hearing to a date more than 30 days after the date the motion was filed, the party shall be deemed to have waived the automatic termination provisions of 11 U.S.C. § 362(e)(1). In addition to those parties listed in Fed. R. Bankr. P. 4001, notice shall be given to the debtor, attorney for the debtor, trustee, and to any persons requesting special notice under Fed. R. Bankr. P. 2002(i). In addition, any motion for relief from the codebtor stay pursuant to 11 U.S.C. § 1201 or 11 U.S.C. § 1301 shall be served upon the codebtors.

(e) **Procedure for Motions Timely Controverted.** If the motion is timely and properly controverted, the originally scheduled hearing will be a final hearing with argument on the documents filed, unless an evidentiary hearing is required. In that event, the initial hearing may be a preliminary hearing at which the court may set a date for final hearing and enter such other orders as may be appropriate.

RULE 4001-2. VOLUNTARY MODIFICATION OF DEBT SECURED BY DEBTOR'S RESIDENCE

(a) **Definition of Mortgage Creditor.** For purposes of this rule, the term "mortgage creditor" includes any creditor secured by a mortgage, deed of trust, or land sale contract on real property that was used as the debtor's principal residence at the time the petition was filed.

(b) **Negotiation Does Not Violate Stay.** A mortgage creditor is authorized to negotiate with the debtor for a modification of the secured obligation at any time during the pendency of the debtor's case. Any such modification is voluntary on the part of the mortgage creditor and the debtor. If the debtor is represented by counsel, that counsel may consent to allow the mortgage creditor to communicate directly with the debtor. A mortgage creditor's contact with the debtor and/or the debtor's counsel for the purpose of negotiating a loan modification shall not be considered a violation of the automatic stay imposed by 11 U.S.C § 362. If a debtor consents in writing (through counsel if the debtor is represented), participation by a secured creditor in a mediation, either pursuant to state law or by agreement of the parties, shall not constitute a violation of the automatic stay imposed by 11 U.S.C § 362.

(c) **Court Approval.** The terms of any agreement reached under this section are subject to approval by the court.

RULE 4001-3. CASH COLLATERAL

(a) **Financing Guidelines.** The Guidelines for Cash Collateral and Financing Stipulations (Appendix A to these Rules, as may be modified from time to time and posted on the court's website) apply to all motions for approval of such stipulations, interim and final, and all motions for approval thereof must contain the certification of counsel required by the Guidelines.

(b) **Special Notice to Taxing Agencies.** Notice of all motions seeking approval of use of cash collateral or financing orders must be served on the United States Attorney's Office, Attn: Bankruptcy Assistant, 700 Stewart Street, Room 5220, Seattle, Washington 98101, and the Attorney General for the State of Washington, Bankruptcy and Collections Unit at 800 Fifth Avenue, 20th floor, Seattle, Washington 98104. The notice required by this rule is in addition to any other applicable notice and service requirements.

(c) **Scheduling Emergency Hearings.** Local Bankruptcy Rule 9013-1(d)(2)(E) applies.

(d) **Motion Practice.** Local Bankruptcy Rule 9013-1 applies.

RULE 4002-1. DUTIES OF DEBTOR

(a) **Delivery of Documents to Trustee.**

(1) *Timing of Production and Declaration.* Unless otherwise ordered, all documents required to be provided to the trustee by the debtor pursuant to 11 U.S.C. §§ 521(a)(1)(B)(iv) and(e)(2)(A)(i) and Fed. R. Bankr. P. 4002(b)(2) and (3) shall be submitted at least 7 days prior to the date first set for the 11 U.S.C. § 341 meeting of creditors. These documents are not to be filed with the court but instead these documents shall be delivered to the trustee in the manner described in subsection (2) below. The documents shall be attached to the debtor's declaration, signed under penalty of perjury, stating that the documents are true copies of the originals.

(2) *Method of Production.* Unless otherwise instructed by the trustee, and except as provided in subsection (3) below, the declaration and documents described in subsection (1) shall be transmitted to the trustee as a PDF attachment to an email directed to the trustee at the email address referenced in the docket. The email shall reference the case number and the debtor's last name. The debtor's attorney shall retain the original, signed declaration pursuant to the rules governing pleadings filed electronically.

(3) *Exceptions to Production by Electronic Means.* Copies of the declaration and documents may be delivered to the trustee in conventional form by *pro se* debtors and where production of the documents electronically would be unduly burdensome.

(b) **Tax Returns.** Tax information filed with the court, whether pursuant to 11 U.S.C. § 521 or for any other reason, shall be subject to the procedures for safeguarding confidentiality established by the Director of the Administrative Office of the United States Courts, established pursuant to Fed. R.

Bankr. P. 4002(b)(5), and as may be amended from time to time. Any proposed order granting access to a debtor's tax information must contain the following language:

Movant is hereby advised that the tax information obtained is confidential and may not be disseminated except as appropriate under the circumstances of the case. Movant is further advised that substantial monetary sanctions (up to \$10,000 per disclosure without further notice) and other sanctions may be imposed by the Court for an improper use, disclosure, or dissemination of the tax information.

Requests for tax information filed with the court should be accompanied by a self-addressed, stamped envelope bearing sufficient postage.

Committee Comment

For reference purposes only, the debtor's duties to produce documents are summarized in the chart below:

Type of Document	Definition/Reference	Deadline for Production to Trustee
Payment Advices/Pay Stubs	11 U.S.C. §521(a)(1)(iv), Fed. R. Bankr. P. 1007(b)(1)(E), 1007(c) , and 4002(b)(2)(A)	<ul style="list-style-type: none"> •<u>Chapter 7 Cases</u>: no later than 7 days prior to the 11 U.S.C. § 341 meeting of creditors •<u>Chapter 13 Cases</u>: no later than 14 days after the filing of the petition
Bank and Investment Account Statements	Fed. R. Bankr. P. 4002(b)(2)(B)	No later than 7 days prior to the 11 U.S.C. § 341 meeting of creditors
Federal Tax Returns	11 U.S.C. § 521(e)(2)(A), Fed. R. Bankr. P. 4002(b)(3)	No later than 7 days prior to the 11 U.S.C. § 341 meeting of creditors

RULE 4004-1 MOTIONS FOR HARDSHIP DISCHARGE

(a) Content of Motion. Motions for discharge under 11 U.S.C. § 1328(b) shall be filed with the court and served on the trustee, United States trustee, all parties requesting special notice and all creditors at least 21 days preceding the date fixed for hearing. The motion shall set forth the basis for the discharge and provide evidence (including a sworn declaration from the debtor) in support of the motion. A copy of a proposed order shall be attached as an exhibit to the motion as a separate document and the order shall conform with Local Bankruptcy Form 13-7.

(b) Notice to Creditors. Within 7 days of entry of the hardship discharge order, debtor or debtor's counsel shall serve both the entered order and a notice on all creditors in the manner provided in Fed. R. Bankr. P. 2002 and shall file a certificate of service that service has been effected. The notice shall clearly state that creditors shall have 30 days from the date of service of the entered order and notice to file a complaint to determine the dischargeability of any debt under 11 U.S.C. § 523(a)(6). The notice shall substantially comply with Local Bankruptcy Form 13-8 (Notice of Deadline to File Complaint Under 11 U.S.C. § 523(a)(6)).

RULE 4008-1. REAFFIRMATION

(a) **Time of Filing.** All reaffirmation agreements must be filed with the court prior to the date set in the notice of commencement of the case as the deadline for filing complaints to determine dischargeability or to deny discharge.

(b) **Form of Agreement, Cover Sheet.** The Administrative Office of the United States Courts has issued Director's Reaffirmation Agreement forms (available on the court's website) which must be completed for all reaffirmation agreements, and shall be filed with the Reaffirmation Agreement Cover Sheet, Official Form 27.

(c) **Documentation.** Copies of any agreements which the debtor has agreed to continue to perform or pay, together with any modifications of those agreements, shall be attached to the reaffirmation agreement together with documentation of any security interest and the perfection of such security interest or a memorandum setting forth why perfection is unnecessary and supporting declaration(s) establishing any required facts. If the reaffirmation is of a debt claimed to be nondischargeable, the creditor shall file a memorandum setting forth the basis for the nondischargeability, together with a declaration(s) establishing a prima facie case.

RULE 5001-1. DEPOSIT OF FUNDS IN THE REGISTRY OF THE BANKRUPTCY COURT

(a) **Order for Deposit into Court Registry.** Except for deposits required by law or court order, a party desiring to deposit funds into the registry of the court must file an application, which shall include a detailed explanation of the facts and circumstances necessitating the deposit of estate funds into the registry. The application and a proposed order shall be delivered to the financial deputy clerk of court, who will review the proposed order for compliance with this rule prior to filing the proposed order with the court.

(b) **Proposed Orders Directing Deposit of Funds by Clerk of Court.** A proposed order directing the clerk of court to deposit funds into the registry of the court must include the following:

- (1) the amount to be deposited;
- (2) a direction to the clerk of court to deposit registry funds of \$25,000 or more in accordance with 31 C.F.R. Part 202;
- (3) a direction to the clerk of court to deposit funds of less than \$25,000 into a non-interest bearing account with the U.S. Treasury; and
- (4) language directing the clerk of court to deduct from the income earned on the deposit a fee as prescribed by the Judicial Conference of the United States, without further order of the court.

RULE 5003-1. CLERK OF COURT - GENERAL/AUTHORITY

(a) Delegation of Ministerial Orders. The clerk of court and such deputies as the clerk of court may designate are authorized to sign and enter without further direction the following orders, which are deemed to be of a ministerial nature:

- (1) orders on motions and applications of the type described in Fed. R. Civ. P. 77, except that the clerk of court is not authorized to grant orders or judgments for default;
- (2) orders permitting the payment of filing fees in installments and fixing the number, amount, and dates of payment;
- (3) orders discharging a trustee and closing a case after such case has been fully administered;
- (4) orders reopening cases that have been closed due to administrative error;
- (5) orders authorizing the trustee to pay expenses of administration of \$500.00 or less in chapter 7 cases; and
- (6) orders requiring debtors to file amended schedules in converted cases.

(b) Text Only Docket Orders. The clerk of court may use Text Only Docket Orders for any of the ministerial orders authorized above. A Text Only Docket Order entered by the clerk of court is an order or judgment electronically entered on the case docket without an attached document and is as official and binding as if the clerk of court had signed a document containing the text. A Text Only Docket Order signed and entered by the clerk of court will so state in the text of said docket entry. A Text Only Docket Order, together with the Notice of Electronic Filing, shall constitute the evidence of an order.

(c) Administrative Regulations. The clerk of court is authorized to promulgate regulations governing administrative matters, including the submission of forms, content and format of creditor mailing lists, mode of payment of filing fees, and disposition of records. Such regulations shall be available for public reference, and shall be published in such publications and at such intervals as the clerk of court deems appropriate.

(d) Custody and Disposition of Exhibits and Depositions. Local Rules W.D. Wash.CR 79(g) controls the custody of exhibits and depositions.

RULE 5005-1 ELECTRONIC CASE FILING

(a) Mandatory Registration. All attorneys, panel and standing trustees and examiners appearing before the United States Bankruptcy Court for the Western District of Washington shall register in the ECF system for the purpose of filing papers electronically.

(b) Electronic Filing. Unless otherwise ordered by the court, electronic filing is mandatory for all attorneys, trustees and examiners in all cases consistent with technical standards, if any, established by the Judicial Conference of the United States. The clerk of court may accept documents

for filing, establish electronic service requirements, issue notices, serve orders and otherwise specify practices and procedures in electronic case management consistent with the Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means ("Electronic Filing Procedures"), as approved by the court from time to time through general orders.

(1) The electronic filing of a pleading or other paper in accordance with the Electronic Filing Procedures is entry of that pleading or other paper on the docket kept by the clerk of court under Fed. R. Bankr. P. 5003.

(2) All orders, decrees, judgments, and proceedings of the court shall be entered in accordance with the Electronic Filing Procedures which shall constitute entry of the order, decree, judgment, or proceeding on the docket kept by the clerk of court under Fed. R. Bankr. P. 5003.

(c) Service of Documents.

(1) Whenever a pleading or other paper is filed electronically in accordance with the Electronic Filing Procedures, the filing party will be automatically sent a Notice of Electronic Filing by electronic means at the time of docketing. All other parties in the case who are ECF participants will be sent the Notice of Electronic Filing by electronic means either at the time of filing or on a daily basis. Pursuant to Fed. R. Civ. P. 5(b)(2)(E), receipt of the Notice of Electronic Filing generated by the court's electronic case filing system is the equivalent of service of the pleading identified in the notice on persons who have consented to electronic service.

(2) Unless otherwise ordered, the request for and receipt of a password from the court for use of the ECF System is a request for, and consent to, electronic service pursuant to Fed. R. Bankr. P. 9036, 7005, and Fed. R. Civ. P. 5(b)(2)(E); provided that, notwithstanding Fed. R. Bankr. P. 9036, in accordance with Fed. R. Civ. P. 5(b)(2)(E) and Fed. R. Civ. P. 5(b)(3), service by electronic means is complete on transmission unless the party making service learns that the attempted service did not reach the person to be served. A party may make service pursuant to Fed. R. Civ. P. 5(b) through the court's transmission facilities.

(3) The filing party shall serve the pleading or other paper upon all non-ECF participants entitled to notice or service in accordance with the applicable rules. Proof of service shall be filed with respect to service on all non-ECF participants entitled to notice; however, the proof of service may be filed electronically in accordance with the Electronic Filing Procedures with the representation, by the filer, that evidence of service is being maintained at the office of the filer.

(4) Notwithstanding the foregoing provisions of this section, conventional service of documents in hard copy is required in accordance with Fed. R. Civ. P. 4, Fed. R. Civ. P. 45, Fed. R. Bankr. P. 7004, Fed. R. Bankr. P. 9014(b), and Fed. R. Bankr. P. 9016, any order for conventional service issued by the court, or where otherwise specifically required by the Federal Rules of Civil Procedure or the Federal Rules of Bankruptcy Procedure.

(d) Electronic Signature; Affidavits.

(1) The electronic filing of a petition, pleading, motion or other paper in the ECF system by the participant or an authorized employee of the participant's office shall constitute the signature of that participant under Fed. R. Bankr. P. 9011 and shall bind the party or parties represented by that participant.

(2) Pleadings, affidavits, and other documents that must contain original signatures or that require verification under Fed. R. Bankr. P. 1008 or an unsworn declaration as provided in 28 U.S.C. § 1746, shall be filed electronically. The original signed document, in hard copy or electronic form, shall be maintained by the attorney of record or the party originating the document for

a period not less than 5 years. Upon request, the original document must be provided to other parties or the court for review. The pleading or other document electronically filed shall indicate a signature; e.g., "/s/."

(3) A stipulation or other document requiring the signature of more than one party shall be electronically filed as follows: (A) the filer shall confirm that the content of the document is acceptable to all persons required to sign and shall obtain actual signatures of all parties to the document; (B) the filer shall file the document electronically, indicating the signatories, e.g., "/s/"; (C) the filer shall retain documentation, in hard copy or electronic form, evidencing the authority to affix the signatures of all other parties as set forth in Paragraph (d)(2), above. Fed. R. Bankr. P. 9011 shall apply to all signatories, not just the filing participant. In addition, the filing party, by filing the document in accordance with this provision, represents that all signatories indicated have approved the form of the document.

(e) Orders.

(1) Proposed orders filed in accordance with Local Bankruptcy Rules 9013-1(d)(1) and 9013-1(i) shall be filed electronically as an attachment to the motion.

(2) Original orders that are ready for the judge's signature, including orders filed pursuant to Local Bankruptcy Rules 9013-1(f)(2) and 9013-1(g)(2), shall be filed electronically by uploading the order through the court's electronic case filing system.

(3) Orders uploaded in accordance with this rule shall include the words "*ex parte*" in the title of the pleading and in the docket entry if they are being filed without notice in accordance with Local Bankruptcy Rule 9013-1(g).

(f) Documents Filed Conventionally.

The following documents shall be filed conventionally and not electronically unless specifically authorized by the court:

(1) *Documents to be Filed under Seal.* A motion to file document(s) under seal shall be filed electronically; however, the actual document(s) to be filed under seal shall be filed conventionally, with a paper copy of the order attached.

(2) *Trial Exhibits.* Exhibits for trials and evidentiary hearings shall be submitted in accordance with existing rules or as ordered by the court.

RULE 5005-2. CONVENTIONAL FILING

(a) Return Copies of Documents Filed. A person seeking the return by mail of a conventionally filed claim or voluntary petition shall submit an additional copy of the document requested, together with a self-addressed, stamped envelope. Copies of all other documents, including copies of orders, must be printed from the ECF system or through the court's public access service, PACER.

(b) **Facsimile Filing Not Allowed.** No documents may be transmitted directly to the court or the clerk of the court by facsimile for filing on the court's docket. Any documents so transmitted shall be rejected and not filed.

(1) *Definition.* A facsimile transmission is the transmission of a copy of a document by a system that encodes a document into electronic signals, transmits these electronic signals over a telephone line, and reconstructs the signals to print a duplicate of the original document at the receiving end.

(c) **Filing papers - Pages exceeding 50 in Number.** When documents that exceed 50 pages, including exhibits, are filed in paper form, the filer shall provide an electronic PDF version of the document on a 3.5 inch disk or CD-Rom disk at the time of filing. If the PDF file is more than two megabytes in size, it must be separated into two-megabyte segments. Each PDF file shall be clearly labeled to identify the sequence of documents to be filed.

(1) *Service.* Pleadings or other documents that are filed conventionally or on a 3.5 inch disk or on a CD-Rom disk rather than electronically shall be served in the manner provided for in, and on those parties entitled to notice in accordance with, the Federal Rules of Bankruptcy Procedure and the Local Bankruptcy Rules for the Western District of Washington except as otherwise provided by order of the court.

RULE 5010-1. REOPENING CASES

(a) **Motions to Reopen.** A motion to reopen a case shall state the purpose for the reopening and shall be noted for hearing in accordance with Local Bankruptcy Rule 9013-1, with notice to the case trustee and any affected parties. The notice shall state whether assets were administered in the case, whether a deadline was established for filing proofs of claim, and whether a trustee needs to be appointed.

(b) **Trustee's Motion to Reopen.** A motion to reopen a case to administer assets may be brought by the United States trustee on an *ex parte* basis.

(c) **Filing Fee.** Except as otherwise ordered by the court, any filing fees prescribed by 28 U.S.C. § 1930(b) and the Judicial Conference of the United States are due at the time the motion is filed.

(d) **Reopening by Clerk of Court.** Local Bankruptcy Rule 5003-1(a)(4) applies.

(e) **Reclosing.** Cases reopened for any purpose other than to administer assets may be reclosed by the clerk of court 60 days after reopening unless matters are then pending.

Committee Comment

The last sentence to (a) is to ensure that a trustee is appointed in reopened cases where there may be assets to administer.

RULE 5011-1. WITHDRAWAL OF REFERENCE

(a) **Caption.** A motion for withdrawal of reference shall be designated: "Motion for Withdrawal of Reference."

(b) **Filing and Service of Papers.** The motion, response and reply documents, including memoranda and supporting materials as required by Local Rules W.D. Wash. CR 7(b) shall be filed with the clerk of court of the bankruptcy court. Any motion for withdrawal of reference shall be filed and served promptly after service of any pleading or document in which the basis for the motion first arises. Response documents shall be filed and served no later than 14 days after service of the motion for withdrawal. Reply documents, if any, shall be filed and served no later than 7 days after service of any response.

(c) **Transmittal of Documents to District Court.** Within 7 days after expiration of the time for filing documents as provided in subsection (b) of this rule, the clerk of court of the bankruptcy court shall transmit all motion documents that have been filed with the bankruptcy court to the district court. All further documents pertaining to the motion for withdrawal shall be filed with the clerk of court of the district court. Except as otherwise ordered by the bankruptcy court or district court pursuant to a stay entered in accordance with Fed. R. Bankr. P. 5011(c), parties shall continue to file with the clerk of court of the bankruptcy court all documents relating to other matters in the bankruptcy case or proceeding.

(d) **Proceedings in District Court.** A motion for withdrawal of reference shall be assigned to a district court judge in accordance with the district court's usual system for assigning civil cases. The clerk of court of the bankruptcy court shall note the matter on the district court judge's motion docket for the Friday immediately following electronic transmittal of all documents from the bankruptcy court. Unless otherwise ordered by the district court, a motion to withdraw the reference will be decided by the court without a hearing. A party desiring oral argument should so indicate by typing "ORAL ARGUMENT REQUESTED" in the caption of its motion or responsive memorandum. The district court may in its discretion grant or deny the motion in whole or in part, and may make such orders as it deems appropriate for the orderly disposition of the case or proceeding. Upon entry of a dispositive order by the district court, the clerk of court of the district court shall forward a copy of the order to the parties and notify the clerk of court of the bankruptcy court.

RULE 7004-1. SERVICE OF PROCESS

The plaintiff shall file a certificate of service within 14 days after service of a summons and complaint has been effected.

RULE 7004-2. SUMMONS

The clerk of court will issue to the plaintiff a completed summons for service upon each defendant. This paragraph does not excuse compliance with Fed. R. Bankr. P. 7004 or Local Bankruptcy Rule 7004-1.

RULE 7012-1. NOTICE REGARDING FINAL ADJUDICATION AND CONSENT TO ENTRY OF FINAL ORDERS OR JUDGMENTS BY BANKRUPTCY JUDGE IN ADVERSARY PROCEEDING

(a) **Notice Regarding Final Adjudication and Consent.** In an adversary proceeding before a bankruptcy judge, in addition to the statements in the pleadings required by Fed. R. Bankr. P. 7008(a) and 7012(b), each party shall file a separate document with its initial pleading (the complaint, counterclaim, cross-claim, third party complaint, answer or other responsive pleading) to be entitled Notice Regarding Final Adjudication and Consent. The Notice Regarding Final Adjudication and Consent shall include a repetition of the statements required by Fed. R. Bankr. P. 7008(a) and 7012(b) and shall include whether:

- (1) the matter is core or non-core,
- (2) if core, the matter requires consent by the parties to entry of final orders or judgments by the bankruptcy judge, and,
- (3) if consent is necessary, the party consents.

(b) **Removed Actions.** A party filing a notice of removal pursuant to Fed. R. Bankr. P. 9027, shall file with the notice of removal a separate document entitled Notice Regarding Final Adjudication and Consent containing the information set forth in (a) above. Not later than 14 days after the filing of the notice of removal and the Notice Regarding Final Adjudication and Consent, any party who has filed a pleading in connection with the removed claim or cause of action, other than the party filing the notice of removal, shall file, in addition to the statements required by Fed. R. Bankr. P. 9027 (e)(3), a separate document entitled Notice Regarding Final Adjudication and Consent containing the information set forth in (a) above.

(c) **Deemed Consent.** Failure by a party to file a Notice Regarding Final Adjudication and Consent as required by this rule or by a date certain fixed by court order shall constitute that party's consent to entry of final orders or judgments by the bankruptcy judge.

(d) **Hearing.** The bankruptcy judge may set a hearing at any time prior to trial regarding the ability of the bankruptcy judge to enter final orders or judgments.

Comment

Rule 7012-1(a)(2) refers to matters which, although core under 28 U.S.C. § 157, require the consent of the parties to the bankruptcy court's entry of a final order or judgment. See e.g., Stern v. Marshall, 131 S. Ct. 2594, 2610 (2011). Adopted by General Order 2013-3 (effective May 1, 2013).

RULE 7016-1. PRE-TRIAL PROCEDURES

(a) **Pretrial Conferences.** Unless excused by the court, counsel and any unrepresented parties shall attend a pretrial conference at the date and time set forth on the summons. The purpose of the pretrial conference shall be to review the nature of the case, the prospects for settlement or alternative dispute resolution, to set a trial date and deadlines for discovery, dispositive motions, pretrial orders, and trial briefs, and to resolve any other matters appropriate to the circumstances of the case.

(b) Pretrial Orders. If the court requires a pretrial order, Local Rules W.D. Wash. CR 16(h) through (m) and CR 16.1 shall apply, with the exception that the following deadlines shall be observed unless otherwise ordered by the court:

(1) *Plaintiff's Pretrial Statement.* The plaintiff's pretrial statement shall be filed no later than 21 days prior to the filing of the proposed pretrial order.

(2) *Defendant's Pretrial Statement.* The defendant's pretrial statement shall be filed not later than 14 days prior to the filing of the proposed pretrial order.

(3) *Conference of Attorneys.* The conference of attorneys shall be held not later than 7 days prior to the filing of the proposed pretrial order.

(4) *Date for Proposed Pretrial Order.* The proposed pretrial order, signed by all parties or their counsel, shall be filed no later than 7 days prior to the scheduled trial date.

RULE 7026-1. DISCOVERY - GENERAL

Local Rules W.D. Wash. CR 26 through CR 37 apply to adversary proceedings and contested matters, except to the extent they are inconsistent with Fed. R. Bankr. P. 9014(c), and unless otherwise ordered.

RULE 8006-1. DESIGNATION OF RECORD - APPEAL

In appeals to the district court, parties shall file the designations of record, statements of issues, and written requests for transcripts pursuant to Fed. R. Bankr. P. 8006, and shall serve and file excerpts of the record with the district court clerk as appendices to their briefs. The appendix furnished by the appellant must include:

- (a) the items listed in Fed. R. Bankr. P. 8009(b)(1) through (8);
- (b) the transcript or portion thereof as necessary for adequate review in light of the standard of review; and
- (c) any additional items designated by the appellant.

The appendix furnished by the appellee shall include any required material that has been omitted by the appellant, plus any additional items designated by the appellee.

RULE 9003-1. STATUS CONFERENCES IN CHAPTER 11 CASES

If a party in interest believes that a conference with the parties and the court would be beneficial in a chapter 11 case, that party may file a request for a status conference pursuant to 11 U.S.C. § 105(d), stating the reasons for the request. No further action is necessary unless ordered by the court.

RULE 9004-1. CAPTION AND FORM OF PAPERS

All petitions, pleadings and other papers filed with the court shall meet the following requirements of form:

(a) **Size and Font.** All pleadings shall be in 8-1/2 x 11 inches document format, using a standard embedded font, 11 or 12 point, and shall be double spaced.

(b) **Format.** Orders shall be formatted as set forth in LBR 9021-1. All other pleadings shall conform to the following format:

(1) *Numbered Paper.* Except for Official Bankruptcy Forms or other forms provided by the clerk of court, each pleading shall bear line numbers in the left margin.

(2) *Top Notation.* The right side of the top of the front page of all pleadings shall contain the name of the judge assigned to the case. Motions and Notices of Hearings shall contain the additional notations required under Local Bankruptcy Rule 9013-1(d).

(3) *Caption and Title.* Each pleading shall be captioned "United States Bankruptcy Court, Western District of Washington" on the first page and shall identify the debtor's name and case number, as well as the title of the pleading indicating the purpose of the paper and the party presenting it.

(4) *Bottom Notation.* The left side of the bottom of each page of all papers shall contain an abbreviated title of the paper, followed by the page number. The right side of the bottom of each pleading or other paper shall contain the name and current mailing address and telephone number of the attorney, firm, or pro se party preparing the paper.

(c) **Linking.** Every pleading filed in response to or in connection with a motion or other initial pleading must be electronically linked to the initial pleading.

(d) **Exhibits and Attachments to Papers.** Exhibits, other than trial exhibits, are to be filed electronically with each exhibit linked to the pleading to which it relates. All attachments and exhibits shall be 8-1/2 x 11 inches, photo-reduced if necessary. An exhibit smaller than 8-1/2 x 11 inches shall be attached to or photocopied onto an 8-1/2 x 11 sheet of paper. All exhibits must be sequentially numbered or lettered and each page must be numbered sequentially from the first page of the first exhibit to the last page of the last exhibit, unless otherwise ordered by the court. For example, if exhibit A is 3 pages and Exhibit B is 2 pages, the exhibit pages shall be numbered A-1, A-2, A-3, B-4, B-5 .

(1) *Trial Exhibits.* Trial exhibits should be filed conventionally, in accordance with Local Bankruptcy Rule 1007-1(d), unless otherwise ordered by the court.

Committee Comment

Orders are to be formatted in accordance with LBR 9021-1 and are not governed by the formatting provisions set forth above. Accordingly, an order will not include the name of the judge assigned to the case in the upper right side of the top of the front page.

RULE 9009-1. FORMS

The form of all petitions, schedules, and statements shall substantially comply with the Official Bankruptcy Forms, pursuant to Fed. R. Bankr. P. 9009.

RULE 9011-1. NOTICE OF CHANGE OF ADDRESS, TELEPHONE NUMBER OR EMAIL ADDRESS

(a) **Written Notice of Change of Address, Phone, Email Address.** Notices of changes of address, telephone number, and email address must be filed in writing within 14 days of the effective date and served on the trustee, parties requesting special notice, and all parties to any adversary proceeding.

(b) **Conclusive Address.** The address, telephone number, and email address of a party or his or her attorney, as noted on the first pleading filed by that party or attorney or as changed in accordance with subparagraph (a), shall be conclusively presumed to be the last known address, telephone number and email address of said party or attorney.

RULE 9013-1. MOTION PRACTICE

(a) **Applicability.** As used herein, the term "motion" includes any motion, application, objection, or other request for an order or determination of the court, except one required to be commenced by complaint pursuant to Fed. R. Bankr. P. 7001. The provisions of this rule apply to all motions filed in cases, contested matters, and adversary proceedings, except as otherwise provided by law or by order of the court. In addition to the procedures set forth herein, practitioners should review General Orders addressing issues of electronic filing practice, as well as the court's website, for practices and procedures for individual judges.

(b) Placing a Motion on the Court's Calendar.

(1) *Hearing Judge.* Motions shall be set on the calendar of the judge to whom the case or adversary proceeding has been administratively assigned, unless counsel is specifically directed otherwise by the judge's chambers.

(2) *Motion Calendars.* Motion calendars shall be held regularly in Seattle and Tacoma, and elsewhere as determined by the judges of the court (See Local Bankruptcy Rule 1072-1). Each judge will maintain a regular motion calendar. A schedule of the motion dates, times, and places for each judge's calendar shall be posted at the office of the clerk of court and on the court's website, and shall be published in such publications and at such intervals as the clerk of court deems appropriate.

(3) *Special Settings.* A party desiring an evidentiary hearing with live testimony shall obtain a special setting from the judge's secretary or scheduling clerk.

(4) *Party Responsible for Obtaining Hearing Date.* The moving party shall be responsible for obtaining a hearing date.

(5) *Confirmation of Hearings.* If oral argument on a motion is desired, counsel for any party shall docket a notice to court of intent to argue prior to the scheduled hearing date in accordance with the deadlines set forth in subsection (d)(8) below. Failure to confirm a hearing may result in the motion being stricken, unless an agreed order is filed, or a default order has been signed pursuant to subsection (f)(2) of this rule.

(6) *Settlement.* Parties shall docket a notice to the court of settlement or withdrawal of a motion as soon as practicable. This provision does not excuse compliance with Fed. R. Bankr. P. 2002(a)(3) or Fed. R. Bankr. P. 7041.

(7) *Continuance.* A party who docket a Notice to Court Requesting Continuance of Hearing on Motion is affirmatively representing to the court that consent to the continuance has been obtained from all parties who have filed a responsive pleading.

(8) *Striking or Withdrawing a Motion.* The moving party shall not strike or withdraw a motion after a responsive pleading has been filed without first obtaining the consent of the responding party.

(c) Notice of Motion.

(1) *By Whom Given.* Except as otherwise provided in Local Bankruptcy Rule 2002-1(a) or other applicable rules, notice of a motion shall be given by the moving party.

(2) *To Whom Given.* The types of notices specified in Fed. R. Bankr. P. 2002(a), must be given to the debtor, the debtor's attorney, the trustee, all creditors, all indenture trustees, and any persons requesting special notice under Fed. R. Bankr. P. 2002(i). As to notices not specified in Fed. R. Bankr. P. 2002(a), notice of motions shall be given to all parties in interest. Motions for relief from stay, use of cash collateral and financing shall also comply with Local Bankruptcy Rules 4001-1 and 4001-3, respectively.

(3) *Contents of Notice.* Every motion shall be set for hearing, and the moving party shall give notice of the motion and the hearing.

(A) The notice may be combined with the motion, provided that (i) the caption so indicates, (ii) the notice is the first part of the text of the pleading, and (iii) the parts are separately headed.

(B) The notice shall clearly state (i) the date, time and place of hearing, (ii) the nature of relief requested and the grounds therefor, unless the notice and motion are combined, (iii) that any party opposing the motion must file and serve a written response by the response date, which shall be set out, and (iv) that if no response is filed by the response date, the court may in its discretion grant the motion prior to the hearing, without further notice. The notice shall substantially comply with Local Bankruptcy Form 1 (Notice of Motion and Hearing).

(d) Motions - Requirements.

(1) *Form of Motions, Briefs, or Memoranda*

(A) *Required Pleadings.* The moving party shall include in or with its motion (i) a statement of all reasons in support thereof, together with a memorandum of points and authorities as is necessary to support such motion, and (ii) all affidavits, declarations and photographic or documentary evidence to be presented in support of the motion.

(B) Notation of Judge, Chapter, Location, Date, Time of Hearing, and Response Date. The name of the assigned judge, the chapter under which the case is pending, and the location, date and time of hearing, and the response date shall be noted on the top right-hand corner of all papers filed in connection with and in response to the motion.

(C) Length of Memoranda. Without prior court approval, opening and responsive memoranda relating to motions for summary judgment or other dispositive motions shall not exceed 24 pages, and opening and responsive memoranda for all other motions shall not exceed 12 pages. A reply brief shall not exceed ½ the permitted length of the opening brief without prior approval of the court.

(D) Proposed Orders. A copy of a proposed order, including one requested *ex parte* or by stipulation, shall be attached as an exhibit to the motion as a separate document. Opponents may propose alternative orders in the same fashion. Orders and judgments shall be formatted in accordance with Local Bankruptcy Rule 9021-1. Original orders should not be filed in advance of the hearing nor electronically uploaded in the court's electronic case filing system, except as permitted in Local Bankruptcy Rule 9013-1(f)(2).

(2) *Filing and Service - Time.*

(A) Service of Motion and Supporting Papers. In adversary proceedings and contested matters, the motion, and all supporting memoranda of law, briefs, and other documentation shall be filed and served with the motion upon all parties in interest.

(B) Filing of Proof of Service. Proof of any conventional (non-ECF) service of the notice and the motion shall be filed by the response date.

(C) Claims Objections. Objections to claims shall be filed and served at least 30 days preceding the date fixed for hearing. Objections to claims shall also comply with Local Bankruptcy Rule 3007-1.

(D) Motions for Summary Judgment and Lien Avoidance. Motions for summary judgment and lien avoidance shall be filed and served at least 28 days preceding the date fixed for hearing.

(E) Cash Collateral Motions. Emergency motions for authorization to use cash collateral or to obtain credit shall be scheduled for hearing with such notice as the court shall prescribe, in accordance with 11 U.S.C. § 363(c)(3) and Fed. R. Bankr. P. 4001(b) and (c).

(F) All Other Motions. All other motions and/or notice thereof shall be filed and served upon the appropriate parties at least 21 days preceding the date fixed for hearing unless a longer period of notice is ordered by the court or prescribed by the Federal Rules of Bankruptcy Procedure or these Local Bankruptcy Rules.

(G) Notice of Dismissal of Chapter 13 filed by debtor. A debtor's notice and motion to dismiss a chapter 13 case shall be filed with the court and served on all parties having filed claims in the case, the chapter 13 trustee, the United States trustee and parties requesting special notice. The notice shall provide that an *ex parte* order will be submitted to the court after 7 days of filing the motion *provided* no objections have been filed. The notice shall also provide a hearing date for the motion if objections to the motion to dismiss are timely filed.

(3) *Motions to shorten time.*

(A) **Grounds.** Motions to shorten time are disfavored and will be granted only upon a showing of exigent or exceptional circumstances.

(B) **Notice Required.** The motion requesting an order shortening time, along with the underlying motion papers and a proposed form of order shortening time, shall be filed and served on all parties entitled to notice of the underlying motion unless otherwise ordered by the court.

(C) **Ex Parte Applications.** A motion requesting an order shortening time may be granted *ex parte* in the court's discretion. In the absence of a stipulation signed by counsel for all parties having an interest in the motion including the trustee, the applicant's attorney shall certify in writing the efforts that have been made to give notice to those parties and the reasons why further notice should not be required.

(D) **Hearing on the Motion to Shorten Time.** Hearing on the motion to shorten time may be scheduled at the court's discretion.

(4) **Copies to be Served on Chambers.** Copies of the original motion, response, and reply, including affidavits or certificates of service, whether said originals are filed conventionally or by electronic means, do not need to be provided to the chambers of the judge before whom the motion will be heard or delivered to the clerk of court's office unless the papers, together with supporting documents, in total exceed 25 pages in length, or as otherwise ordered by the court. In the event the papers and supporting documents exceed 25 pages, and unless otherwise ordered, two copies shall be timely served on the chambers of the judge before whom the motion will be heard, or delivered to the appropriate box in the office of the clerk of court. Copies shall be clearly identified with the word "COPY" appearing conspicuously on the first page.

(5) **Response Required.** Each party opposing a motion shall file and serve responsive papers not later than 7 days prior to the date set for hearing. See subsection (d)(8) below.

(6) **Reply Permitted.** The moving party may file and serve papers in strict reply to any response. The deadline for filing a reply is set forth in section (d)(8) below. No additional replies will be considered by the court, unless otherwise ordered.

(7) **Noncompliance.** Failure of a party to file and/or serve the papers as required by this rule may be deemed by the court to be an admission that the motion, or opposition to the motion, as the case may be, is without merit.

(8) **Briefing Schedule on Motions.** Unless otherwise ordered by the court, responsive papers, replies, and confirmation of hearings shall be filed as set forth below:

Hearing Date	Response*	Confirmation*	Reply*
Friday	Friday	noon Monday	Tuesday
Thursday	Thursday	noon Friday	Monday
Wednesday	Wednesday	noon Thursday	Friday
Tuesday	Tuesday	noon Wednesday	Thursday

Monday	Monday	noon Wednesday	Wednesday
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* All references in these columns are to days of the week preceding the hearing date. In the event any of the days falls upon a legal holiday, then the deadline for the event shall be determined by counting backward until a day that is not a Saturday, Sunday or legal holiday.

(e) Hearings.

(1) *Appearance at Hearings Required.* Except as provided in subsection (f)(2) of this rule, appearance is required at all scheduled hearings. Failure to appear at the date and time appointed for hearing may be deemed by the court to be an admission that the motion, or the opposition to the motion, as the case may be, is without merit.

(2) *Motion Calendars Shall Not Include Oral Testimony.* The court will not hear oral testimony on the regularly-scheduled motion calendars unless approved in advance by the court. Parties desiring to submit oral testimony must seek a special setting as set forth in subsection (b)(3) herein.

(f) Default. If no opposition to a motion has been timely filed and served, in accordance with Local Bankruptcy Rule 9013-1(d)(5), the court in its discretion may:

- (1) grant the motion by default at the hearing, or
- (2) grant the motion prior to the time set for hearing, upon the moving party's uploading of an *ex parte* order, accompanied by proof of the service and a declaration of no objection stating the date of service of the motion and that no objections were timely received.

(g) Ex Parte Motions.

(1) *Contents of Motion.* Every *ex parte* motion, except those for routine administrative orders, shall (A) allege specific facts forming the basis of the request, (B) cite the statute or rule authorizing the court to act, and (C) state specific reasons why the court should proceed without notice or a hearing. If the motion arises in an adversary proceeding or a contested matter as defined in Fed. R. Bankr. P. 9014, the moving party shall, in addition, describe (D) what immediate and irreparable injury, loss or damage will result to the movant before the adverse party or his attorney can be heard in opposition; and (E) the efforts, if any, which have been made to give notice to the adverse party and his attorney.

(2) *Ex Parte Orders.* A proposed *ex parte* order shall contain the words "*ex parte*" in its title.

(3) *Appointment of Professionals.* *Ex parte* motions for the appointment of professionals must also comply with Local Bankruptcy Rule 2014-1.

(h) Motions for Reconsideration. Local Rules W.D. Wash. CR 7(h) governs motions for reconsideration, except that such motions shall be filed and served within 14 days after entry of the judgment or order, and shall not be noted for hearing unless oral argument is requested by the court. The opposing party shall not respond to a motion for reconsideration unless requested to do so by the court.

(i) Presentation of Orders. A party presenting a proposed order at a time after the hearing on a motion shall serve copies on parties that were present at the hearing and, unless agreement is

reached as to the form of the order, shall give at least 7 days' notice of the time, date and place of presentation of the proposed order.

(j) **Motions for Post-Confirmation Plan Modification.** Motions for post-confirmation plan modification in chapter 13 cases shall comply with Local Bankruptcy Rule 3015-1(i).

RULE 9015-1. JURY TRIAL

(a) **Applicability of Certain Federal Rules of Civil Procedure and District Court Local Rules.** Fed. R. Civ. P. 38, 39, 47-51, and 81(c) (insofar as applicable to jury trials) and Local Rules W.D. Wash. LCR 38, 47, 51, apply in cases and proceedings.

(b) **Demand for Jury Trial.** Where a jury trial is demanded as permitted by Fed.R.Civ.P.38, said demand shall be made, whether or not also made in a pleading, in a separate document entitled "Demand for Jury Trial" and be filed

(1) with the notice of removal; or

(2) with a party's first pleading, or within 30 days of the filing of a notice of removal (pursuant to Fed. R. Bankr. P. 9027 and Local Bankruptcy Rule 9027-1), whichever is earlier.

(c) **Consent to Have Trial Conducted by Bankruptcy Judge.**

(1) If there is a right to jury trial and a demand under Fed. R. Civ. P. 38(b) is timely filed, the parties shall consent or not (28 U.S.C. § 157(e)) to have the trial conducted by the bankruptcy judge by filing a statement of consent or withholding of consent by the later of the time for answer or reply, if the demand is made in a complaint or cross- or counter-claim, or 21 days after the demand is made.

(2) In any proceeding in which a demand for a jury trial is filed, the bankruptcy judge shall determine whether the party has a right to a jury trial and whether the demand was properly filed. If so, the bankruptcy judge shall preside at the jury trial if all parties consent. If there is no consent, the bankruptcy judge may designate a party to file a motion in accordance with LBR 5011-1 for withdrawal of the reference.

(d) **No Right Created.** This rule does not expand or create any right to jury trial where the right does not otherwise exist.

Comment

Adopted by General Order 2013-3 (effective May 1, 2013).

RULE 9021-1. JUDGMENTS & ORDERS - FORM AND ENTRY OF

Unless the court directs otherwise,

(a) **Findings of Fact/Conclusions of Law.** All orders, findings of fact and conclusions of law, and judgments shall be prepared by the prevailing party and submitted electronically.

(b) **Order as Separate Document.** A proposed form order or judgment, including one requested *ex parte* or by stipulation, must be filed on a document separate from its attendant motion or stipulation.

(c) **Orders Signed Electronically.** The judges of the court sign orders, findings of fact and conclusions of law, judgments, and other pleadings requiring their signatures by electronic means, and such electronic signatures shall have the same effect as a handwritten signature. Any pleading signed by a judge that is not dated shall be deemed to be dated as of the date the pleading is entered on the docket.

(d) **Formatting Specifications.**

(1) *Top 4 Inches for Court Use Only.* For all orders, the first page of the order must have a 4 inch top margin that is left blank for court use only.

(2) *General Formatting Requirements.* Orders shall be in 8-1/2 x 11 inch document format, using a standard embedded font, 11 or 12 point, and shall be double spaced. Each order shall bear line numbers in the left margins.

(3) *“End of Order” Designation, No Date or Signature Line.* The designation “///End of Order///” shall be placed after the final line of text on the order. No date or signature line is to be provided for the judge. The attorney(s) presenting the order shall so indicate in the lower left hand corner of the last page of the order by stating “Presented by” with their name, bar identification number and signature line.

(4) *Text.* Orders and judgments shall contain at least two lines of text on each page.

(e) **Text Only Docket Orders.** The court reserves the right to enter a Text Only Docket Order in any instance. A Text Only Docket Order is an order or judgment of the court that is electronically entered on the case docket without an attached document and is as official and binding as if the judge had signed a document containing the text. A Text Only Docket Order shall include the name of the judge authorizing the entry of said order and shall be deemed to be dated as of the date it is entered on the docket. A Text Only Docket Order, together with the Notice of Electronic Filing, shall constitute the evidence of an order.

(1) *Service of Text Only Docket Order.* If a party is required to serve notice of a Text Only Docket Order to parties who are not ECF participants, the party shall send a copy of the Notice of Electronic Filing to such recipients. Only those pages of the Notice of Electronic Filing that contain the filing information, the docket entry and the document descriptions need to be served.

Committee Comment

A sample form of order reflecting the above formatting requirements is posted on the court’s website, www.wawb.uscourts.gov.

RULE 9027-1. REMOVAL/REMAND

(a) **Notice of Removal.** A notice of removal required to be filed in the Western District of Washington pursuant to Fed. R. Bankr. P. 9027 shall be filed with the clerk of court of the Bankruptcy Court, and shall be accompanied by a filing fee as required for adversary proceedings.

(b) **Motions to Remand; Further Pleadings.** Any motion to remand shall be served and filed within 14 days of the notice of removal, and noted for hearing in accordance with Local Bankruptcy Rule 9013-1. Unless a motion for remand is filed, those parties who have not answered shall do so within 21 days of the notice of removal and all parties shall promptly reply to any cross- or counter-claims.

(c) **Report of Proceedings.** The removing party shall, within 21 days of the notice of removal, or, if a motion to remand is filed prior to the expiration of such 21-day period, 14 days after the entry of an order denying the motion to remand, file a report of the proceedings in the court from which the action was removed. The report shall list the operative pleadings, including the complaint, answer, and any other pleadings framing the issues to be decided (complaints, answers, etc., superseded by amended pleadings shall not be listed), any summary judgment or other orders which dispose of all or part of the action, and any pending unresolved motions which the parties intend to present to this court (and supporting and opposing pleadings). The following documents are to be attached to the report as separate exhibits (Local Bankruptcy Rule 9004-1(d) applies):

- (1) a copy of the docket of the removed action;
- (2) each identified pleading; and
- (3) the certification required by Local Rule W.D. Wash. CR 101(b).

(d) **Supplementing the Report.** Other parties may supplement the removing party's report in the same format within 14 days of its filing. At any time during the pendency of the removed action, the court may require the parties to file additional pleadings from the proceedings in the court from which the action was removed.

RULE 9029-1. LOCAL RULES - GENERAL

These Local Rules of Bankruptcy Procedure (herein "Local Bankruptcy Rules") govern practice and procedure in the United States Bankruptcy Court for the Western District of Washington. To comply with the uniform numbering system prescribed by the Judicial Conference of the United States, the numbering sequence generally coincides with that of the Federal Rules of Bankruptcy Procedure. These rules supersede all previous local rules and general rules of the United States Bankruptcy Court for the Western District of Washington. Except to the extent inconsistent with these rules, general orders, administrative orders, and administrative regulations are not superseded and remain in effect.

RULE 9029-2. LOCAL RULES - DISTRICT COURT

The Local Rules of the United States District Court for the Western District of Washington (herein "Local Rules W.D. Wash.") are rules of the United States Bankruptcy Court for the Western District of Washington, except as they may be inconsistent with Title 11, United States Code (herein "Bankruptcy Code"), the Federal Rules of Bankruptcy Procedure, or these Local Bankruptcy Rules.

RULE 9029-3. FEDERAL RULES OF BANKRUPTCY PROCEDURE

The Federal Rules of Bankruptcy Procedure, inclusive of any Interim Federal Rules of Bankruptcy Procedure (herein "Fed. R. Bankr. P." and "Interim Fed. R. Bankr. P.", respectively) are rules of the United States Bankruptcy Court and govern procedure in cases under Title 11, United States Code. On adoption of Federal Rules of Bankruptcy Procedure superseding the Interim Federal Rules of Bankruptcy Procedure, all references in these Local Bankruptcy Rules to the Interim Federal Rules of Bankruptcy Procedure will be deemed to refer to the Federal Rules of Bankruptcy Procedure.

RULE 9037-1. PRIVACY PROTECTION

(a) **Privacy for Electronic Filings.** To protect privacy and security concerns relating to the electronic filing of documents and the public availability of documents filed electronically, Fed. R. Bankr. P. 9037 limits the information that may be disclosed in a filing and requires redaction of certain information by the filing party.

(b) **Filings Under Seal.** Documents ordered to be filed under seal as required by Fed. R. Bankr. P. 9037-1 shall be filed in accordance with the provisions in Local Bankruptcy Rule 5005-1(f)(1).

(c) **Procedure to Remove Protected Private Information from the Docket.** If a document is filed which discloses protected private information, a party seeking to protect the private information from the publicly-accessed electronic docket may file a motion (See Local Bankruptcy Rule 9013-1) seeking to have the document redacted. Upon receipt of such a motion, the clerk shall temporarily block public access to the document at issue pending the court's determination of the motion. If the motion is granted, then within 7 days of the entry of the order granting the motion, the party who filed the original unredacted document will be responsible for filing a redacted document in accordance with Fed. R. Bankr. P. 9037-1 or as otherwise provided by the court. When the new redacted document is filed, the clerk shall remove the original unredacted document from the electronic docket and retain a hard copy, under seal, for 30 days or until the disposition of any appeal challenging the removal.

RULE 9040-1. HONORABLE THOMAS T. GLOVER MEDIATION PROGRAM

Local Bankruptcy Rules 9040-1 through 9050-1 govern the Honorable Thomas T. Glover Mediation Program (the “Program”) in the United States Bankruptcy Court for the Western District of Washington.

RULE 9040-2. PURPOSE AND SCOPE

(a) **Purpose.** The court recognizes that formal litigation of disputes in bankruptcy cases and adversary proceedings frequently imposes significant economic burdens on parties and often delays resolution of those disputes. The procedures established by these Local Bankruptcy Rules are intended primarily to provide litigants with the means to resolve their disputes more quickly, at less cost, and often without the stress and pressure of litigation.

The court also notes that the volume of cases, contested matters and adversary proceedings filed in the Western District of Washington has placed substantial burdens upon counsel, litigants and the court, all of which contribute to the delay in the resolution of disputed matters. A court authorized mediation program, in which litigants and counsel meet with a Mediator, offers an opportunity to parties to settle legal disputes promptly and less expensively, to their mutual satisfaction.

(b) **Scope.** Local Bankruptcy Rules 9040-1 through 9050-1 apply to all matters referred to the Program. All of the other Local Bankruptcy Rules apply, except to the extent that they are inconsistent with these Local Bankruptcy Rules 9040-1 through 9050-1.

RULE 9040-3. CERTIFICATION

Unless otherwise ordered, no later than 28 days after an answer or other response to the complaint is filed in an adversary proceeding and whenever ordered by the court in other matters, counsel and client shall sign, serve and file a Mediation Certification certifying that they have considered mediation to resolve their dispute. The certification shall be filed on a form established for that purpose by the court and in conformity with the instructions approved by the court. Counsel and client shall certify that both have:

(a) Read the information sheet entitled Honorable Thomas T. Glover Mediation Program Instructions for Parties;

(b) Discussed the available dispute resolution options provided by the court and private entities; and

(c) Considered whether their case might benefit from mediation.

RULE 9041-1. ELIGIBLE CASES

Unless otherwise ordered by the judge handling the particular matter, all controversies arising in an adversary proceeding, contested matter, or other dispute in a bankruptcy case, will be eligible for referral to the Program.

RULE 9042-1. PANEL OF MEDIATORS

(a) **Panel Maintained by the Court.** The court shall establish and maintain a panel of qualified professionals (the “Panel”) who have volunteered and have been chosen to serve as Mediators for the possible resolution of matters referred to the Program. A list of Mediators will be maintained on the court’s website.

(b) **Two Year Term.** Mediators shall serve as members of the Panel for an initial two year term. Mediators may, at their election, and subject to approval by the Executive Committee (as described in Local Bankruptcy Rule 9043-2), be reappointed to additional two year term

(c) **Application Process.** Applications to serve as a member of the Panel, and for reappointment to the Panel, shall be submitted to the Program Administrator by the deadlines established by the Court each year, shall set forth the qualifications described below, and should conform to forms promulgated by the court.

RULE 9042-2. QUALIFICATIONS OF MEDIATOR

(a) **Attorneys.** In order to qualify for service as a Mediator, each attorney applicant shall certify to the court that the applicant:

(1) Is, and has been, a member in good standing of the bar of any state or of the District of Columbia for at least 5 years;

(2) Is a member in good standing of the federal courts for the Western District of Washington;

(3) Has served as the principal attorney of record in a combination of at least 10 bankruptcy cases or adversary proceedings from commencement to conclusion; and

(4) Is willing to:

(A) serve as a Mediator for at least a two year term of appointment;

(B) undertake to evaluate, mediate, and facilitate settlement of Matters no fewer than once each quarter of that term, subject only to unavailability due to conflicts, personal or professional commitments, or other matters which would make such service inappropriate; and

(C) participate as a Mediator in not less than two Matters per year on a pro bono basis, as described in Local Bankruptcy Rule 9051-1(1).

(5) Attorneys who do not have the bankruptcy experience required in Local Bankruptcy Rule 9042-2(a)(3), but who have adequate mediation training and experience to otherwise qualify for appointment as Mediators, may submit an application for appointment provided they satisfy the requirements of Local Bankruptcy Rule 9042-2(a)(1), (2), and (4).

(b) **Non-attorney Mediators.** Each non-attorney applicant shall submit a statement of professional qualifications, experience, training and other information demonstrating, in the applicant’s opinion, why the applicant should be appointed to the Panel. In addition, such applicants shall also

make the same certification required of attorney applicants as set forth in Local Bankruptcy Rule 9042-2(a)(4).

RULE 9042-3. ANNUAL SELECTION OF MEDIATORS

Each year the Executive Committee will select the Panel from the applications submitted, giving due regard to mediation training and experience and such matters as professional experience and location so as to make the Panel appropriately representative of the public being served by the Program. Appointments will be limited to keep the Panel at an appropriate size and to ensure that the Panel is comprised of individuals who have broad-based experience, superior skills and qualifications from a variety of legal specialties and other professions. Accordingly, during its annual review, the Executive Committee may add new mediators, replace mediators whose terms have expired without renewal, and/or renew the terms of existing mediators.

RULE 9042-4. GEOGRAPHIC AREAS OF SERVICE

The Mediators on the Panel will indicate to the court the city or cities within the Western District of Washington in which they are willing to act or serve.

RULE 9042-5. TRAINING

Before first serving as a Mediator on any assigned Matters, each person selected pursuant to Local Bankruptcy Rule 9042-3 shall have completed requisite mediation training provided by the court or approved by the Program Administrator.

RULE 9043-1. ADMINISTRATION OF THE PROGRAM

A staff member of the court will be appointed by the Chief Bankruptcy Judge to serve as the Program Administrator. The Program Administrator will be aided by an Executive Committee, as well as other staff members of the court, who will maintain and collect applications, maintain the roster of the Panel, track and compile results of the Program, and handle such other administrative duties as are necessary.

RULE 9043-2. THE PROGRAM EXECUTIVE COMMITTEE

A committee (the "Executive Committee") of no less than three and no more than five licensed attorneys shall be selected by the Chief Bankruptcy Judge to assist and advise the Program Administrator, and shall be responsible for the selection and maintenance of the Panel. Each member of the Executive Committee shall be selected to a term of at least 2 but not more than 3 years at the discretion of the Chief Bankruptcy Judge.

RULE 9044-1. ASSIGNMENT TO THE PROGRAM

(a) **By the Judge.** Participation in the Program is voluntary, except when ordered by the court. A contested matter in a case, adversary proceeding, or other dispute (hereinafter collectively referred to as “Matter” or “Matters”) may be assigned to the Program by order of the judge at a status conference or other hearing. If a Matter is to be assigned to the Program by the judge, the judge will enter an order assigning the Matter to the Program. The parties will normally be given the opportunity to confer and designate a mutually acceptable Mediator as well as an alternate Mediator, and upon agreement, should follow the procedure set forth in subparagraph (b). If the parties cannot agree, or if the judge deems selection by the Program Administrator, or its designee, to be appropriate and necessary, the Program Administrator will select a Mediator. Nothing contained in these Local Bankruptcy Rules is intended to preclude other forms of dispute resolution with the consent of the parties and, where required, approval of the court. The court will enter an order on the Program Administrator’s selection of the Mediator.

(b) **By Stipulation.** Parties to a dispute may stipulate to the submission of a Matter to the Program by filing a Stipulation Appointing Mediator and Assignment to the Program (“Stipulation”). If the parties have already selected a Mediator who has indicated a willingness to serve, they may file the Stipulation and electronically upload an order appointing the proposed Mediator. Upon entry of the Order Appointing Mediator, the party who uploaded the order shall mail a copy of the order to the Mediator. If the parties have not contacted a Mediator in advance, they may file the Stipulation identifying a Mediator and an alternate from the Panel and upload an order appointing both the Mediator and alternate. Upon entry of the Order Appointing Mediator, the party who uploaded the order shall mail a copy of the order to the Mediator and the alternate. Assignment to the Program shall not alter or affect any time limits, deadlines, scheduling matters or orders in any adversary proceeding, contested matter or other proceeding, unless specifically ordered by the court.

RULE 9044-2. SERVICE OF MEDIATOR

No Mediator may serve in any Matter in violation of the standards set forth in 28 U.S.C. § 455. An attorney Mediator shall also promptly determine all conflicts or potential conflicts in the same manner as an attorney would under the Washington Rules of Professional Conduct if any party to the dispute were a client. A non-attorney Mediator shall promptly determine all conflicts or potential conflicts in the same manner as under the applicable rules pertaining to the Mediator's profession. If the Mediator's firm has represented one or more of the parties, the Mediator shall promptly disclose that circumstance to all parties in writing. A party who believes that the assigned Mediator has a conflict of interest shall promptly bring the matter to the attention of the Mediator. If the Mediator does not withdraw from the assignment, the matter shall be brought to the attention of the court by the Mediator or any of the parties.

RULE 9045-1. DISPUTE RESOLUTION PROCEDURES

(a) **Availability of Mediator.** Promptly after appointment, a Mediator not available to serve in the Matter shall notify the parties, the alternate Mediator, and the Program Administrator of that unavailability. The alternate Mediator shall thereafter serve as the Mediator.

(b) **Initial Telephonic Conference.** As soon as practicable after notification of appointment, the Mediator shall conduct a telephonic conference with pro se parties and/or counsel for the parties to provide preliminary information to the Mediator concerning the nature of the Matter, the expectations of the parties, and anything else which will facilitate the process (the "Initial Conference").

(c) **Mediation Conference Scheduling.** Within 7 days of the Initial Conference, the Mediator shall give notice to the parties of the time and place for the mediation conference (the "Mediation Conference"), which shall commence not later than 28 days following the date of appointment of the Mediator, and which shall be held in a suitable neutral setting, such as the office of the Mediator, at a location convenient to the parties. Upon written stipulation between the Mediator and the parties, the Mediation Conference may be continued for a period not to exceed an additional 28 days.

(d) **Mediation Statements.** Unless modified by the Mediator, no later than 14 days after the date of the order assigning the Matter to the Program, each party shall submit directly to the Mediator, and shall serve on all other parties, a written mediation statement ("Mediation Statement"). Such statements shall not exceed 10 pages (exclusive of exhibits and attachments). While such statements may include any information that would be useful, they must:

- (1) Identify the person(s), in addition to counsel, who will attend the session as representative of the party with decision making authority;
- (2) Describe briefly the substance of the dispute;
- (3) Address whether there are legal or factual issues whose early resolution might appreciably reduce the scope of the dispute or contribute significantly to settlement;
- (4) Identify the discovery that could contribute most to equipping the parties for meaningful discussions;
- (5) Set forth the history of past settlement discussions, including all prior and presently outstanding offers and demands;

(6) Make an estimate of the cost and time to be expended for further discovery, pretrial motions, expert witnesses and trial;

(7) Indicate presently scheduled key dates related to the dispute, including discovery deadlines, status conferences, pretrial conferences, and trial; and

(8) Provide the terms of an acceptable settlement that would conclude the matter and end further litigation expenses.

(e) **Statements Not To Be Filed.** The Mediation Statements shall not be filed with the court and the court shall not have access to them.

(f) **Identification of Participants.** Parties may identify in the Mediation Statements any persons connected to a party opponent (including a representative of a party opponent's insurance carrier) whose presence at the Mediation Conference would improve substantially the prospects for making the session productive; the fact that a person has been so identified, shall not, by itself, result in an order compelling that person to attend the Mediation Conference.

(g) **Documents.** Parties shall attach to their Mediation Statements copies of documents out of which the dispute has arisen, e.g., contracts, or those whose availability would materially advance the purposes of the Mediation Conference.

RULE 9045-2. ATTENDANCE AT MEDIATION CONFERENCE

(a) **Counsel.** Counsel for each party who is primarily responsible for the Matter shall personally attend the Mediation Conference and any adjourned sessions of that Mediation Conference. Counsel for each party shall come prepared to discuss all liability issues, all damage issues, and the position of the party relative to settlement, in detail and in good faith.

(b) **Parties.** All individual parties, and representatives with authority to negotiate and to settle the Matter on behalf of parties other than individuals, shall personally attend the Mediation Conference unless excused by the Mediator for cause.

RULE 9045-3. FAILURE TO ATTEND THE MEDIATION CONFERENCE

If any party willfully fails to attend the Mediation Conference or willfully violates Local Bankruptcy Rules 9040-1 through 9050-1, the Mediator shall report such violation to the court by filing a statement regarding the violation. Any shall violation may result in the imposition of sanctions by the court.

RULE 9046-1. CONDUCT OF THE MEDIATION CONFERENCE

The Mediation Conference shall proceed informally. Rules of evidence shall not apply. There shall be no formal examination or cross-examination of witnesses. Where necessary, the Mediator may conduct continued Mediation Conferences after the initial session. As appropriate, the Mediator may:

- (a) Permit each party, through counsel or otherwise, to make an oral presentation of its position;
- (b) Help the parties identify areas of agreement and, where feasible, formulate stipulations;
- (c) Assess the relative strengths and weaknesses of the parties' contentions and evidence, and explain as carefully as possible the reasoning of the Mediator that supports these assessments;
- (d) Assist the parties in settling the dispute;
- (e) Estimate, where feasible, the likelihood of liability and the dollar range of damages;
- (f) Help the parties devise a plan for sharing the important information and/or conducting the key discovery that will equip them as expeditiously as possible to participate in meaningful settlement discussions or to posture the case for disposition by other means; and
- (g) Determine whether some form of follow-up to the conference would contribute to the case development process or to settlement.

RULE 9047-1. CONFIDENTIALITY

(a) **Written and Oral Communications.** All written and oral communications made in connection with or during any Mediation Conference, including the Mediation Statement referred to in Local Bankruptcy Rule 9045-1(d), shall be subject to all the protections afforded by Fed. R. Evid. 408 and by Fed. R. Bankr. P. 7068. The Mediator may ask the parties to sign a confidentiality agreement. Any confidentiality agreement shall be retained by the Mediator and not filed with the court.

(b) **Limitations on Disclosure.** No written or oral communication made by any party, attorney, Mediator or other participant in connection with or during any Mediation Conference may be disclosed to anyone not involved in the Matter. Nor may such communication be used in any pending or future proceeding in court to prove liability for or invalidity of a claim or its amount. Such communication may be disclosed, however, if all participants in the Program, including the Mediator, so agree. Notwithstanding the foregoing, this Local Bankruptcy Rule 9047-1 does not require the exclusion of any evidence:

- (1) Otherwise discoverable merely because it is presented in the course of a Mediation Conference; or
- (2) Offered for another purpose, such as proving bias or prejudice of a witness, negating a contention of undue delay, or proving an effort to obstruct a criminal investigation or prosecution.

(c) **Evaluations and Written Agreements.** Nothing in this Local Bankruptcy Rule 9047-1 shall be construed to prevent parties, counsel or Mediators from responding in absolute confidentiality, to inquiries or surveys by persons authorized by this court to evaluate the Program. Nor shall anything in this section be construed to prohibit parties from entering into written agreements resolving some or all of the Matter or entering or filing procedural or factual stipulations based on suggestions or agreements made in connection with a Mediation Conference.

RULE 9048-1. SUGGESTIONS AND RECOMMENDATIONS OF MEDIATOR

If the Mediator makes any oral or written suggestions to a party's attorney as to the advisability of a change in that party's position with respect to settlement, the attorney for that party shall promptly transmit that suggestion to the party. The Mediator shall have no obligation to make any written comments or recommendations, but may, as a matter of discretion, provide the parties with a written settlement recommendation memorandum. No copy of any such memorandum shall be filed with the clerk of court or made available in whole or in part, directly or indirectly, to the court.

RULE 9049-1. PROCEDURES UPON COMPLETION OF MEDIATION CONFERENCE

Upon the conclusion of the Mediation Conference, the following procedure shall be followed:

(a) **Agreement Reached.** If the parties have reached an agreement regarding the disposition of the Matter, the parties shall determine who shall prepare the writing to dispose of the Matter, and they may continue the Mediation Conference to a date convenient to all parties and the Mediator if necessary. The court will reasonably accommodate parties who desire to place any resolution of a Matter on the record during or following the Mediation Conference. Where required, the parties shall promptly submit the fully executed stipulation to the court for approval.

(b) **Certificate of Compliance.** Within 14 days of the conclusion of the Mediation Conference, the Mediator shall file with the court a Report of Mediation Conference in the form provided by the court. Regardless of the outcome of the Mediation Conference, the Mediator will not provide the court with any details of the substance of the Mediation Conference.

(c) **Report to Program Administrator.** In order to assist the Program Administrator in compiling useful data to evaluate the Program, and to aid the Executive Committee in assessing the efforts of the members of the Panel, the Mediator shall provide the Program Administrator with statistical information, including an estimate of the number of hours spent in the Mediation Conference, the amount charged by the Mediator, an attendance form showing the participants in the mediation, and any other statistical and evaluative information as required by the court.

RULE 9050-1. PRO BONO MATTERS AND FEES FOR SERVICES OF MEDIATORS

(a) **Pro Bono Matters.** During each year of every two-year term, each Mediator shall undertake not less than two mediations where a party, whether represented by counsel or not, is permitted to participate without charge (“Pro Bono Matters”). The Mediator shall have discretion to determine whether a particular party is entitled to participate in a Matter without charge because of their financial circumstances. Other parties participating in a Pro Bono Matter who have the ability to pay the fee and who are not, in the discretion of the Mediator entitled to participate without charge, shall pay the fee described in subsection (b) below. After rendering 6 hours of Program related services as provided in subsection (b) below, and subject to the consent of the parties, the Mediator may continue to provide additional services at the hourly rate described in subsection (b) below only if the party participating without charge agrees to pay an equal share of the additional fees or the Mediator agrees to continue the Mediation without charge to such pro bono party and the other parties sharing the Mediator's additional fees are not charged for the pro bono participant's share. Each Mediation in which at least one party participates without charge shall count towards the satisfaction of the Mediator's annual requirement to conduct not less than two Pro Bono Matters.

(b) **Other Matters and Fees for Mediator Services.** For all Matters other than Pro Bono Matters, Mediators are authorized to charge each party to the Mediation, whether or not represented by counsel, \$500 for up to 6 hours of Program related services rendered, exclusive of the Initial Conference, and with a minimum of 4 hours spent in the Mediation Conference. For any services rendered in excess of the initial 6 hours, with the consent of the parties, a Mediator may charge the parties a rate not to exceed a total of \$300 per hour for services rendered, to be split evenly among the parties, except as provided in subsection (a) above.

RULE 9074-1. TELEPHONE OR VIDEO CONFERENCES

When an issue is deemed by the court to be capable of resolution through telephonic or video hearing, the court may, upon request of counsel, or on its own motion, conduct a telephonic or video hearing in the interests of judicial economy.

Appendix A to Local Bankruptcy Rules
UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF WASHINGTON
Effective July 1, 2008

GUIDELINES FOR CASH COLLATERAL
AND FINANCING STIPULATIONS

The judges of this district are often requested to rule on requests by debtors (or chapter 11 trustees) for authority to enter into cash collateral and financing stipulations and agreements with secured creditors (e.g., under §§ 363(c)(2) or 364(c) (all section references are to the Bankruptcy Code, 11 U.S.C.)). These stipulations and agreements frequently contain provisions that the judges will not normally approve. In an effort to provide guidance to debtors and secured creditors in these circumstances, the judges have adopted the following guidelines.

Except as set forth below, these guidelines apply both to interim and to final requests for use of cash collateral or for authority to enter into a financing arrangement.

A. The following **will not normally be approved in an interim order**, and must be identified and justified in final requests (see C, below):

1. Cross-collateralization clauses, i.e., clauses that secure prepetition debt with postpetition assets in which the secured party would not otherwise have a security interest by virtue of its prepetition security agreement.
2. Provisions or findings of fact that bind the estate (or all parties in interest, or parties not stipulating) with respect to the validity, perfection or amount of the secured party's lien or debt.
3. Provisions or findings of fact that bind the estate (or all parties in interest, or parties not stipulating) with respect to the relative priorities of the secured party's lien and liens held by persons who are not party to the stipulation. This would include, for example, an order approving a stipulation providing that the secured party's lien is a "first-priority" lien.
4. Provisions in an **interim order** that permit the secured party's lien to (i) attach to unsecured property of the estate, or (ii) have priority over other existing secured creditors in property of the estate that is already subject to a secured creditor's lien. *See* § 364(c)(2) and (3).
5. Waivers of § 506(c).
6. Provisions that operate expressly or as a practical matter to divest the debtor, or any other party in interest, of discretion in the formulation of a plan or administration of the estate, or limit access to the court to seek any relief under applicable provisions of law.
7. Releases of liability by the debtor of any claim or cause of action against the secured creditor, including without limitation (i) for the creditor's alleged prepetition torts, breaches of contract, or lender liability, (ii) releases of prepetition or postpetition defenses and/or counterclaims, and (iii) releases of any avoidance actions arising under the Bankruptcy Code.
8. Automatic relief from the stay of § 362(a) upon the debtor's default under the cash collateral or financing agreement or stipulation, conversion to chapter 7, or the appointment of a trustee.

9. Adequate protection provisions that create liens on claims for relief arising under the Bankruptcy Code, including without limitation, claims arising under §§ 506(c), 544, 545, 547, 548, and 549.

10. Waivers, effective on default or expiration of the term of the agreement or stipulation, of the debtor's right to move for a court order pursuant to § 363(c)(2)(B) authorizing the use of cash collateral in the absence of the secured party's consent.

11. Carve outs for administrative expenses that do not treat all professionals equally or on a pro rata basis.

12. Provisions that create an unreasonably short limitation period for the debtor or any other party in interest (including a successor trustee) to bring claims or causes of action against the secured creditor.

13. A finding without supportive evidence to the effect that in consenting to the use of cash collateral or postpetition financing, the secured creditor is acting in good faith.

14. Provisions applicable in the event of dispute or default under the agreement that place venue in any other court.

15. Provisions applicable in the event of a dispute or default under the agreement wherein the debtor waives service of process, the doctrine of forum non conveniens, notice and hearing, or the right to a jury trial.

(p) Provisions applicable in the event of a dispute or default authorizing the financing party or anyone else to sue in the name of the debtor.

B. The following provisions will normally be approved:

1. Withdrawal of consent to use cash collateral or termination of further financing, upon occurrence of a default, appointment of a trustee, or conversion to another chapter .

2. Securing any new advances or postpetition diminution in the value of the secured party's collateral with a lien on postpetition collateral of the same type as the secured party had prepetition, if such lien is subordinated to the compensation and expense reimbursement allowed to any trustee thereafter appointed in the case.

3. In connection with an order entered at a final hearing, securing new advances or value diminution with a lien on other assets of the estate, but only if the lien is subordinated to all the expenses of administration of a superseding chapter 7 case.

4. Reservation of rights under § 507(b), unless the stipulation calls for modification of the Bankruptcy Code's priorities in the event of conversion to chapter 7. *See* § 726(b).

5. Reasonable reporting requirements.

6. Reasonable budgets and use restrictions.

7. An expiration date for the term of financing or use of cash collateral under the agreement or stipulation.

(c) **In all applications** for court approval of a cash collateral or financing agreement or stipulation, **counsel for the debtor (or trustee) must certify** whether the agreement contains any provision listed in part A, identify any such provision, and explain its justification.

