

## **Rule 1006-1. Fees - Installment Payments**

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(b) INSTALLMENT PAYMENTS. If an individual applies for permission to pay such fees in installments, the individual shall pay one half of the filing fees at the time of filing the petition. If the court grants the application, the balance shall be paid within 30 days thereafter. If **one half of the filing fee is not paid at the time of filing the petition, it shall be paid within 7 days thereafter. If the initial one half of the filing fee is not paid within 7 days or** the balance is not paid within 30 days, or such later times as the court may fix by order entered prior to the expiration of the original deadline, an order dismissing the case will be entered immediately, without hearing and without further notice.

## **Rule 3012-1. Valuation of Secured Claim on Principal Residence**

...

(b) MOTION FOR RELEASE OF LIEN. If the court determines that the creditor's claim is unsecured in its entirety, the debtor may bring a motion for release of the lien after the debtor's completion of payments under the plan.

...

**(5) Timing. The motion for release of lien must be filed and served not later than 28 days before the hearing date. The court may schedule an evidentiary hearing.**

## **Rule 9013-2. Motion Documents**

(a) MOVING DOCUMENTS. Except as otherwise provided, the party making a motion shall serve and file: 1) a notice of hearing and motion; 2) if facts are at issue, an affidavit or verification of the motion; 3) a separate, concise memorandum of facts and law; 4) a proposed order; and 5) proof of service on those parties not automatically served through the court's Electronic Case Filing System, as provided in Local Rule 9006-1(a). The notice shall state the **day of the week and** date and, if appropriate, the time by which a response must be filed under these rules. The notice shall state that unless a response opposing the motion is timely filed, the court may grant the motion without a hearing. The notice of hearing and motion shall comply substantially with Local Form 9013-2.

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### Rule 9013-3. Entities Served in Bankruptcy Cases

#### (a) MOVING DOCUMENTS.

...

(2) Chapter 11 Cases. Unless on application the court for cause orders either expanded or restricted service and except as provided in Local Rules 2002-1(b), 3007-1, and 3019-2, moving documents in a chapter 11 case shall be served on: 1) the debtor; 2) the attorney for the debtor; 3) the trustee or examiner; 4) the United States Trustee; 5) all committees; 6) the ~~ten~~<sup>twenty</sup> largest unsecured creditors if no committee of creditors holding unsecured claims has been appointed; 7) each major secured creditor; 8) ~~the District Counsel of the Internal Revenue Service~~; 9) the District Director of the Internal Revenue Service; 10) ~~the Collection Division of the Minnesota Department of Revenue~~; 11) ~~the United States Attorney for the District of Minnesota~~; 12) ~~each creditor that is a governmental unit~~; 13) ~~9~~<sup>9</sup> each entity that has filed a request for notice or notice of appearance under Federal Rule of Bankruptcy Procedure 2002(l) or 9010(b); 14) ~~10~~<sup>10</sup> each entity claiming a lien or other interest in property if any property is involved; and 15) ~~11~~<sup>11</sup> each entity against whom relief is sought.

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MINNESOTA**

In re:

Case No.

Debtor(s).

**CONVERSION OF CASE BY DEBTOR**

CONVERSION OF CHAPTER \_\_\_\_ CASE TO CHAPTER \_\_\_\_ CASE

1. This bankruptcy case was commenced by petition filed by the debtor(s) under chapter \_\_\_\_ on \_\_\_\_\_. Conversion of this case by the debtor(s) to a chapter \_\_\_\_ case is allowed under § \_\_\_\_\_ of the Bankruptcy Code.
2. The debtor(s) hereby files this conversion and converts this case to a chapter \_\_\_\_ case under §§ 348 and \_\_\_\_\_ of the Bankruptcy Code.
3. (If 12 or 13 to 7 or if 7 to 12 or 13) Attached hereto and filed herewith are new exhibits, attachments, schedules, statements and lists appropriate for a chapter \_\_\_\_ case.
4. **The current address(es) for the debtor(s) is as follows:**

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WHEREFORE, the debtor(s) requests relief in accordance with chapter \_\_\_\_ of the Bankruptcy Code and declares under penalty of perjury that the information provided in this conversion is true and correct.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Attorney for Debtor(s)

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Debtor 1

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

Debtor 2 (if joint case)

Phone: \_\_\_\_\_

License Number \_\_\_\_\_

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MINNESOTA**

In re:

Debtor(s).

Case No.

**REQUEST FOR PAYMENT OF PRE-CONVERSION ADMINISTRATIVE EXPENSE**

The undersigned Claimant, pursuant to Local Rule 3002-2(c) states that:

1. The Debtor filed a petition under Chapter \_\_\_\_\_ of Title 11 of the United States Code on \_\_\_\_\_, \_\_\_\_\_.
2. The Debtor's case was converted to a case under Chapter 7 of Title 11 of the United States Code on \_\_\_\_\_, \_\_\_\_\_.
3. Prior to conversion of this case, Claimant provided goods and services which qualify as an administrative expense under 11 U.S.C. §503. These goods and services were in the nature of (describe briefly).
4. The goods and services provided by Claimant prior to conversion of this case have a reasonable value of \$ \_\_\_\_\_.
5. During the administration of this case prior to conversion, the Debtor paid claimant \$\_\_\_\_\_ for such goods and services. Accordingly, Claimant has an unpaid balance for such goods and services of \$ \_\_\_\_\_.
6. Attached are documents supporting Claimant's request for payment.
7. Claimant requests allowance of this Pre-conversion Administrative Expense in the amount of \$ \_\_\_\_\_.

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

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MINNESOTA

In re:

Case No.

Debtor(s).

**CHAPTER 12 OR 13 DEBTOR'S CERTIFICATIONS REGARDING  
DOMESTIC SUPPORT OBLIGATIONS AND SECTION 522(q)**

*Part I. Certification Regarding Domestic Support Obligations (check no more than one)*

Pursuant to 11 U.S.C. Section 1228(a) or 1328(a), I certify that:

- I owed no domestic support obligation when I filed my bankruptcy petition, and I have not been required to pay any such obligation since then.
- I am or have been required to pay a domestic support obligation. I have paid all such amounts that my chapter 12 or 13 plan required me to pay. I have also paid all such amounts that became due between the filing of my bankruptcy petition and today.

*Part II. If you checked the second box, you must provide the information below.*

My current address: \_\_\_\_\_

My current employer  
and my employer's  
address: \_\_\_\_\_

*Part III. Certification Regarding Section 522(q) (check no more than one)*

- I have not claimed an exemption pursuant to § 522(b)(3) and state or local law (1) in property that I or a dependent of mine uses as a residence, claims as a homestead, or acquired as a burial plot, as specified in § 522(p)(1), and (2) that exceeds \$160,375\* in value in the aggregate.
- I have claimed an exemption in property pursuant to § 522(b)(3) and state or local law (1) that I or a dependent of mine uses as a residence, claims as a homestead, or acquired as a burial plot, as specified in § 522(p)(1), and (2) that exceeds \$160,375\* in value in the aggregate.

*Part IV. Debtor's Signature*

I certify under penalty of perjury that the information provided in these certifications is true and correct to the best of my knowledge and belief.

Executed on: \_\_\_\_\_  
Date

\_\_\_\_\_  
Debtor

\* Amounts are subject to adjustment on 4/1/2019 and every 3 years thereafter with respect to cases commenced on or after the date of adjustment.

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MINNESOTA**

In re:

Case No.

Debtor(s).

**NOTICE OF HEARING AND MOTION**

TO: The debtor(s) and other entities specified in Local Rule 9013-3.

1. [insert movant name] moves the court for the relief requested below and gives notice of hearing.
2. The court will hold a hearing on this motion at [insert time including am. or pm.] on [insert date], in Courtroom No. [insert Courtroom number], at the United States Courthouse, at [insert street address], in [insert city], Minnesota.
3. Any response to this motion must be filed and served not later than [insert **day of the week and date**], which is five days before the time set for the hearing (including Saturdays, Sundays and holidays). **UNLESS A RESPONSE OPPOSING THE MOTION IS TIMELY FILED, THE COURT MAY GRANT THE MOTION WITHOUT A HEARING.**
4. This court has jurisdiction over this motion pursuant to 28 USC §§ 157 and 1334, FRBP 5005 and Local Rule 1070-1. This proceeding is a core proceeding. The petition commencing this chapter [insert chapter] case was filed on [insert date filed]. The case is now pending in this court.
5. This motion arises under 11 USC § [insert section] and FRBP [insert rule]. This motion is filed under FRBP 9014 and Local Rules [insert rules]. Movant requests relief with respect to [insert details of relief requested].

[Per FRBP 9013, the motion must state with particularity the grounds for the motion and must set forth the relief or order sought]

Wherefore, [insert movant name] moves the court for an order that [insert relief requested] and such other relief as may be just and equitable.

Dated:

Signed:

Attorney for:

[insert name, address, telephone and license # of attorney for movant]

Verification. I, [insert name], the moving party, OR [insert title] of the movant, OR a partner of the partnership movant named in the foregoing notice of hearing and motion, declare under penalty of perjury that the foregoing is true and correct according to the best of my knowledge, information and belief.

Executed on:

Signed:

Name and Address of Subscriber