

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA**

LORI VOSEJPKA
Clerk of Bankruptcy Court

301 U.S. Courthouse
Minneapolis, Mn 55415
612-664-5200

204 Edward J. Devitt United States Courthouse
and Federal Building
Fergus Falls, MN 56537
218-739-4671

www.mnb.uscourts.gov

200 Warren E. Burger Federal Building and
United States Courthouse
St. Paul, MN 55101
651-848-1000

404 Gerald W. Heaney Federal Building and
United States Courthouse and Customhouse
Duluth, MN 55802
218-529-36001

From the Minneapolis Office

07/15/2015

Prospective Document Conversion Vendors:

The United States Bankruptcy Court is soliciting quotations for document conversion services.

Attached please find the Request For Quotation (RFQ). The deadline to submit quotations is Wednesday, July 29, @ 11:00 a.m. C.S.T.

Should you have questions regarding this project please contact the Bankruptcy Court's Contracting Officer: Dave Conn @ 612-664-5233 or by email @ dave_conn@mnb.uscourts.gov.

**Request for Quotations (Services)
Document Conversion Project
Open Market
Lowest Price, Technically Acceptable**

Request for Quotation

RFQ Number: _USBC RFQ1_____

Request Date: __07/15/2015_____

To: Prospective Vendor

Special Notes:

This is a request for **Open Market Pricing**.

Quotes may be e-mailed to the below listed address by **07/29/2015 @ 11:00 a.m. CST**. Hand carried quotes must be delivered by the same time at U.S. Bankruptcy Court, 301 U.S. Courthouse, 300 South Fourth Street, Minneapolis, MN 55415 to (*Attention: David Conn*). Submit a technical proposal describing your approach and project management in accordance with the attached statement of work. Use the attached quote sheet for a price quotation broken down into the line items listed.

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.

Quotes and questions concerning this RFQ should be addressed to Dave Conn at U.S. Bankruptcy Court, 301 U.S. Courthouse, 300 South Fourth Street, Minneapolis, MN 55415. Email: dave_conn@mn.uscourts.gov, Phone: 6126645233.

Services are to be performed at: 301 U.S. Courthouse, 300 South Fourth Street, Minneapolis, MN 55415 and 200 U.S. Courthouse, 316 North Robert Street, St. Paul, MN 55101.

It is anticipated that the documents will be shipped to the awarded vendor's facility for processing.

Sincerely,

David R. Conn
Contracting Officer

Attachment

STATEMENT OF WORK (SOW)

1.1 INTRODUCTION:

The court requires a vendor to Convert paper documents to PDF digital format with specific metadata on each docket OCR (Optical Character Recognition) so that the data is searchable using the Adobe Search/Find feature.

1.2 OBJECTIVES:

- **Convert paper documents to PDF digital format.**
- **Reduce equipment costs. We intend to remove existing reader/printer equipment from service.**
- **Allow easier access to Court records.**
- **Beneficiaries to the conversion include the public and staff.**
- **Overview of documents to be converted: Court Dockets in paper format dated 1932-1992.**

1.3 SCOPE:

Conversion of paper documents to Adobe PDF digital format per the requirements outlined below. Approximately 500,000 images.

1.4 SPECIAL REQUIREMENTS/INFORMATION:

2 REQUIREMENTS

Conversion of paper documents to Adobe PDF digital format per the requirements outlined below.

Documents located at the Minneapolis Courthouse:

- 1) (352) Open Back Magazine Files containing Minneapolis Court Dockets dated 1968-1991. (Original document size 8.5" x 11". Some documents contain attachments).
- 2) (47) Ring Binders containing Duluth Court Dockets dated 1963 -1991. (Original document size 8.5" x 11". Some documents contain attachments.)
- 3) (21) Ring Binders containing Fergus Falls Court Dockets dated 1986-1992. (Original document size 8.5" x 11". Some documents contain attachments.)
- 4) (13) Ring Binders containing Minneapolis Court Dockets dated 1932- 1945. (**For Optional Pricing**) (Original document size 8.5" x 14".)

Documents located at the St. Paul Courthouse:

- 1) (250) Open Back Magazine Files containing St. Paul Court Dockets dated 1968-1991.

Estimated total number of images: 500,000

SEE ATTACHED SAMPLES

This is a onetime conversion.

The conversion/scanning of the "Court Dockets" will be done at the vendor's facility. Vendors to provide shipping costs to ship documents to and from the facility as a part of the quotation.

The Court Dockets are primarily 8.5" x 11" two sided paper documents. Dockets may contain attachments of odd size paper including 9.25" x 11" and 8.5" x 5.5".

Some documentation preparation will need to be performed by vendor including: removing staples or paper clips prior to scanning.

The vendor may use a copier to replicate materials where the condition of the original document is not suitable for digital scanning.

The metadata portion of the court docket (example provided) must be OCR'd so that the information is searchable via the Adobe Search feature.

Prospective vendors must describe their protocol/methodology that they will use to ensure court documents (especially personal identifying information) will be secure throughout the process (transportation to/from, scanning, storage during off hours, etc),

Prospective vendors must describe their protocol/methodology for controls and quality assurance.

Prospective vendors must provide references and experience for past projects with particular emphasis on Court projects.

3 DELIVERABLES

- 1) Naming convention for PDF files will be determined by file size, the label containing the original documents, city filed, and case numbers contained in the PDF file. Vendors to provide recommended file size for optimal viewing.**
- 2) Documents will be shipped to the vendor after successful award in installments and size agreed to by the Court and the Vendor.**
- 3) Partial payment will be made upon successful completion of each installment.**
- 4) The Court can discontinue this agreement, after each installment has been completed, and before work begins on the next installment.**
- 5) The Court retains the right to accept or reject PDF files based on image quality.**
- 6) The Vendor must correct PDF files with missing or partial images before they will be accepted by the Court.**
- 7) The Vendor must return the original documents upon acceptance of the PDF files in the original condition.**
- 8) The Vendor must provide a portable hard drive or drives to submit the records to the court.**
- 9) PDF's provided by the vendor must not contain any scanner equipment used metadata.**

3.1 SCHEDULE FOR PERFORMANCE AND DELIVERY/MILESTONE SCHEDULES

To be determined at contract award. PDF files must be delivered to the Court for review four weeks (estimated) after receipt of the original paper documents by the Vendor.

3.2 REVIEW PERIOD FOR DELIVERABLE(S)

The Court will require approximately two weeks to review submitted PDF files for acceptance.

3.3 ACCEPTANCE CRITERIA FOR DELIVERABLE(S)

The PDF images must not be of significantly worse quality than the original paper documents. Optimal PDF image quality would be a minimum of 300dpi.

APPLICABLE JUDICIARY TERMS AND CONDITIONS

1. Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>

(end)

2. The following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference:

- Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
- Clause 3-175 Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts) (JUN 2012)
- Clause 6-20 Insurance – Work on or Within a Judiciary Facility (APR 2011)
- Clause 7-55 Contractor Use of Judiciary Networks (JUN 2014)
- Clause 7-65 Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)
- Clause 7-115 Availability of Funds (JAN 2003)

3. The following full text clauses are incorporated if the Contracting Officer has marked them as applicable (X):

- Clause 2-90C Option to Extend Services (APR 2013)

The judiciary may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The contracting officer may exercise the option by written notice to the contractor no later than _____ calendar days prior to the contract's current expiration date *[insert the period of time within which the contracting officer may exercise the option]*.

(end)

- Clause 2-90D Option to Extend the Term of the Contract (APR 2013)

(a) The judiciary may extend the term of this contract by written notice to the contractor no later than _____ calendar days prior to the contract's current expiration date *[insert the period of time within which the contracting officer may exercise the option]*; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least _____ calendar days [60 days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed _____ (months) (years).

(end)

4. Incorporation of Department of Labor Wage Rate Determination

(If the estimated cost is over \$2,500, attach the current applicable Department of Labor wage rate determination.)

SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

1. The following judiciary provisions, that the Contracting Officer has indicated are applicable, are incorporated in this solicitation:

Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

Solicitation Provisions Incorporated by Reference

Provision 2-70 Site Visit (JAN 2003)

Provision 2-85A Evaluation Inclusive of Options (JAN 2003)

Provision 3-135 Single or Multiple Awards (JAN 2003)

Additional Solicitation Provisions

Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award a open market type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types should be discussed with the contracting officer.

(end)

Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) *Definitions.*

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

(d) *Taxpayer Identification Number (TIN):* _____

- TIN has been applied for.
- TIN is not required, because:
 - Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
 - Offeror is an agency or instrumentality of a foreign government;
 - Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

- sole proprietorship;
- partnership;
- corporate entity (not tax-exempt);
- corporate entity (tax-exempt);
- government entity (federal, state or local);
- foreign government;
- international organization per 26 CFR 1.6049-4;
- other _____.

(f) *Contractor representations.*

The offeror represents as part of its offer that it is , is not, 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- Women Owned Business
- Minority Owned Business (if selected, then one sub-type is required)
 - Black American
 - Hispanic American
 - Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
 - Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
 - Individual/concern, other than one of the preceding.

(end)

____ Provision 3-195 Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror does does not certify that –

- (1) the items of equipment to be serviced under this contract are used regularly for other than government purposes, and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontractor) in substantial quantities to the general public in the course of normal business operations;

(2) the services will be furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, or repair of equipment.

(i) An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public.

(ii) An "established market price" is a current price, established in the usual course of trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or contractor; and

(3) the compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision –

(1) [Clause 3-215, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Requirements](#), will not be included in any resultant contract awarded to this offeror; and

(2) the offeror shall notify the contracting officer as soon as possible, if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the contracting officer as required in paragraph (c) of this provision.

(end)

____ Provision 3-220 Exemption from Application of the Service Contract Act to Contracts for Certain Services – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror [] does [] does not certify that –

(1) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(2) The contract services are furnished at prices that are, or are based on, established catalog or market prices. An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public. An "established market price" is a current price, established in the usual course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or offeror;

(3) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(4) The offeror uses the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the offeror uses for these employees and for equivalent employees servicing commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), as amended, will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision—

(1) [Clause 3-225, Exemption from Application of the Service Contract Act to Contracts for Certain Services – Requirements](#), will not be included in any resultant contract to this offeror; and

(2) The offeror shall notify the contracting officer as soon as possible if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the Contracting Officer as required in paragraph (c) of this provision.

(end)

(The contracting officer may incorporate additional clauses or provisions – by reference or in full text – in the appropriate places of the above template. Refer to the Guide to Judiciary Policy, Vol 14, Chapter 1, [Appx 1B](#), to determine if the provision or clause is authorized to be incorporated by reference(IBR) or must be included in full text. If any provisions are incorporated by reference, Provision B-1 also must be marked as applicable. Use of certain clauses/provisions may require a one-time delegation of procurement authority.)

REFEREE OWENS

NAME OF BANKRUPT/DEBTOR THOMAS TERRY NEWELL				DIST. NO. 864	DIV. NO. 4	DOCKET NO. 4-68-Bky-7 (0)
Last: 1/23/68 7/23/68 First: Middle:				CHAPTER OR SECTION 1 - 7		CHECK IF: <input checked="" type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary
<p style="color: red; font-size: 1.2em; font-weight: bold;">Sample A</p> <p style="color: red; font-size: 1.2em; font-weight: bold;">Original Size 8.5" x 11"</p>				DATE PETITION FILED Jan. 3, 1968		Fee paid in installments Corporation
				DATE CLOSED Sept. 9, 1970		OCCL. PATION <input checked="" type="checkbox"/> Farmer <input type="checkbox"/> Employee
ADDRESS OF BANKRUPT/DEBTOR (Number and Street) Rt. 2 - Box 88				DATE DISCHARGED JULY 24, 1968		(Check one) <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Other (Non-business) <input type="checkbox"/> Merchant <input type="checkbox"/> Manufacturer <input type="checkbox"/> Other (Business)
CITY: Mound ZONE: COUNTY: Hennepin STATE: Minn.				PETITION DISMISSED? <input type="checkbox"/> YES		CHAPTER UNDER WHICH CASE WAS PENDING WHEN DISMISSED
NO ASSET CASES ONLY CLAIMS AS SCHEDULED				TOTAL \$	PRIORITY \$	SECURED \$ UNSECURED \$
ATTORNEY FOR BANKRUPT OR DEBTOR	NAMES AND ADDRESSES William R. Koenig - 2301 Commerce Blvd., Mound, Minn. 55364					
ATTORNEY FOR PETITIONING CREDITORS						
RECEIVER						
ATTORNEY FOR RECEIVER						
TRUSTEE	J. J. Mickelson - 300 Thorpe Bldg., Mpls., Minn. 55402					
ATTORNEY FOR TRUSTEE						
CHANGES OF PRINCIPALS						
DATE	PROCEEDINGS					
Jan. 3, 1968	Filed triplicate voluntary petition and schedules and referred to referees					
Jan. 3	Following papers filed: (1) Order, with affidavit of service, requiring bankrupt to furnish future mailing addresses and to appear for examination and, (2) Order calling first meeting on January 23, 1968, at 10:30 A. M., fixing time for filing objections to discharge, expiring July 23, 1968, with certificate of service of said order on creditors and all other known parties in interest.					

DATE	PROCEEDINGS
1968	
Jan. 23	First meeting of creditors duly held. Bankrupt and bankrupt's attorney appeared. One creditor appeared. No claims filed. J. J. Mickelson appointed trustee and bond set at \$50. Bankrupt sworn and examined by the referee. Ordered on the minutes that said meeting be and it hereby is adjourned sine die.
Jan. 26	Filed application for and made and filed order authorizing abandonment of one 1963 Olds. and 1959 Chev., one inoperative graphic 35mm camera.
Jan. 25	Made and filed order appointing trustee. Filed bond and made and filed order approving said bond. Also filed Trustee's Report of Exempt Property.
Feb. 7	Made and filed Order Approving Trustee's Report of Exemptions.
July 17	Filed Trustee's Final Report, Accounting, and Petition for Allowance.
July 24	No objections filed, discharge ordered. Made and filed order discharging bankrupt. Mailed copy of order to bankrupt's attorney.
Sept. 30	Made and filed Notice of Final Meeting of Creditors, with Affidavit of Mailing attached thereto. Final meeting set for October 28, 1968 at 10 A.M.
Oct. 28	Final meeting of creditors duly held this day. No adverse appearances. Business of said meeting duly transacted. Order made pursuant to said meeting.
Oct. 31	Filed Trustee's Final Report of Receipts & Disbursements.
Oct. 31	Made and filed Order for Payment of Dividends at 57%
970----- ay 28	Made and filed order for payment of dividends.
Sept. 9	Made and filed order approving account, discharging trustee and closing estate.

NAME OF BANKRUPT/DEBTOR		DOCKET NO.	
TERRY NEWELL THOMAS		4 68 BKY 7	
CLAIM NO.	NAME AND ADDRESS OF CLAIMANT (and name and address of attorney, if any)	AMOUNT OF CLAIMS FILED AND ALLOWED	REMARKS
1	DATE FILED: 1/22/68 James R. Patterson, M.D. 3535 South Lafayette Arapahoe, Colorado	FILED ✓ \$ 73.00 ALLOWED	
2	DATE FILED: 2-8-68 The Mountain States Tel. & Telgr. Co., 1416 Curtis Street Denver, Colorado	FILED ✓ \$ 53.74 ALLOWED	
3	DATE FILED: 3/28/68 Federal Housing Administration Washington, D. C. 20412 <i>Attn: Agent Cashier</i>	FILED 848.48 \$ 13.39 Int. ALLOWED 861.87 ✓	
4	DATE FILED: 7-5-68 Liberty Loan Corporation of Lakeside, 2932 West 38th Ave. Denver, Colo.	FILED ✓ \$ 173.67 ALLOWED	
	DATE FILED:	FILED \$ _____ ALLOWED	
	DATE FILED:	FILED \$ _____ ALLOWED	
	DATE FILED:	FILED \$ _____ ALLOWED	
	DATE FILED:	FILED \$ _____ ALLOWED	
	DATE FILED:	FILED \$ _____ ALLOWED	

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6-23-75

NAME OF BANKRUPT/DEBTOR				DIST. NO.	DIV. NO.	DOCKET NO.
SNEE THOMAS M.				864	4th	BKY 4-75-1 (10)
Last First Middle				CHAPTER OR SECTION		CHECK IF
1/21/75 7/21/75				1-7		<input checked="" type="checkbox"/> Voluntary
<p style="color: red; font-size: 1.2em;">SAMPLE B Original Size 8.5"x11"</p>				DATE PETITION FILED		<input type="checkbox"/> Involuntary
				Jan. 2, 1975		<input type="checkbox"/> Fee paid in installments
				DATE CLOSED		<input type="checkbox"/> Corporation
				Jan. 6, 1976		OCCUPATION
				DISCHARGE		<input checked="" type="checkbox"/> Farmer
				<input checked="" type="checkbox"/> Granted		<input checked="" type="checkbox"/> Employee
				<input type="checkbox"/> Denied		<input type="checkbox"/> Professional
				<input type="checkbox"/> Waived		<input type="checkbox"/> Other (Non-business)
ADDRESS OF BANKRUPT/DEBTOR (Number and Street)				DATE DISCHARGED		<input type="checkbox"/> Merchant
4352 Snelling Ave.				June 23, 1975		<input type="checkbox"/> Manufacturer
				PETITION DISMISSED?		CHAPTER UNDER WHICH CASE WAS PENDING WHEN DISMISSED
				<input type="checkbox"/> YES		
				NAME OF DISTRICT JUDGE		
CITY	ZONE	COUNTY	STATE	NAME OF BANKRUPTCY JUDGE		
Mpls.		Henn	Minn	Referred to Mpls. Referees		

ATTORNEY FOR BANKRUPT OR DEBTOR	NAMES AND ADDRESSES
	Allan Salita, 5740 Brooklyn Blvd., Suite 203, Mpls. Minn. 55429
ATTORNEY FOR PETITIONING CREDITORS	
RECEIVER	
ATTORNEY FOR RECEIVER	
TRUSTEE	Thomas G. Lovett, Jr. 1660 N. W. Bank Bldg., Mpls., Mn. 55402
ATTORNEY FOR TRUSTEE	

CHANGES OF PRINCIPALS

DATE	PROCEEDINGS
1-2-75	Filed triplicate voluntary petitions and schedules together with duplicate Attorney's statement, and referred to Referees.
Jan. 10	<p>Filed with affidavit:</p> <p>(1) Order to bankrupt;</p> <p>(2) Order for first meeting, etc.</p> <p>First meeting: Jan. 21, 1975 at 10:00 a.m.</p> <p>Time for objection: March 25, 1975.</p>

DATE	PROCEEDINGS
1975	
Jan. 21	First meeting held. Bankrupt and bankrupt's attorney and one creditor appeared. No claims filed. Thomas G. Lovett Jr. appointed trustee under blanket bond. Bankrupt was sworn and examined. Adjourned sine die.
Jan. 23	Made and filed order appointing trustee, etc. Filed trustee's report of exempt property.
Feb. 12	Filed Application for and made and filed order authorizing abandonment of 1970 Pontiac station wagon.
April 15	Filed Trustee's Application for and made and filed order directing bankrupt to turn over the sum of \$21.44 at NW National Bank S.W. \$6.00 at Metropolitan State Bank, etc. to trustee forthwith. Affidavit of mailing attached.
June 5	Filed application for and made and filed order authorizing and confirming sale and related matters re one 15 year old Bolex 35mm camera, etc.
June 5	Filed application for and made and filed order authorizing abandonment of any claim to one old Jeep mail truck, etc.
June 5	Filed trustee's final report, accounting and petition for allowance.
23	No objections filed. Discharge ordered. Made and filed order discharging bankrupt. Mailed copies to bankrupt, bankrupt's attorney, trustee, and to all creditors. Affidavit of Mailing attached thereto.
October 2	Made and filed notice of final meeting of creditors with affidavit of mailing attached thereto. Final meeting set for October 14, 1975, at 10:00 A. M.
Oct. 14	Final meeting of creditors duly held this day. No adverse appearances. Business of said meeting duly transacted. Order made pursuant to said meeting.
1976	
Jan. 6	Made and filed order approving account, discharging trustee, and closing estate.

B 1

NAME OF BANKRUPT/DEBTOR		THOMAS M. SNEE		DOCKET NO.	4 75 BKY 1(O)
CLAIM NO.	NAME AND ADDRESS OF CLAIMANT (and name and address of attorney, if any)	AMOUNT OF CLAIMS FILED AND ALLOWED	REMARKS		
vk 1	DATE FILED: 1-16-75 DHEW, U. S. Office of Education Chicago, Illinois	FILED \$ 1,953.73 ALLOWED			
gc 2	DATE FILED: 1-15-75 First Minnehaha National Bank 2716 E. Lake St. Mpls, MN 55406	FILED \$ 346.41 ALLOWED			
cj 3	DATE FILED: 1-23-75 First Nat'l Bank of Mpls Mpls., MN	FILED \$ 765.72 ALLOWED			
vk 4	DATE FILED: 3-4-75 N. W. Bell 224 South 5 Street Minneapolis, MN	FILED \$ 283.02 ALLOWED			
SW 5	DATE FILED: 4-4-75 E.R. Carpenter Co. 2400 Jeff Davis Hwy. Richmond Virginia	FILED \$ 125.30 ALLOWED			
rl 6	DATE FILED: 5-27-75 Internal Revenue Service P.O. Box 3450 St. Paul, MN 55165	FILED 2,098.22 ALLOWED	Priority-taxes		
cj 7	DATE FILED: 7-21-75 Small Business Administration 12 South Sixth St. MPLs., MN	FILED \$ 15,770.66 ALLOWED plus int. of \$532.70	Priority		
	DATE FILED:	FILED \$ ALLOWED			
	DATE FILED:	FILED \$ ALLOWED			

NAME OF BANKRUPT/DEBTOR		DOCKET NO.	
CLAIM NO.	NAME AND ADDRESS OF CLAIMANT (and name and address of attorney, if any)	AMOUNT OF CLAIMS FILED AND ALLOWED	REMARKS
	DATE FILED:	FILED \$ _____ ALLOWED \$	
	DATE FILED:	FILED \$ _____ ALLOWED \$	
	DATE FILED:	FILED \$ _____ ALLOWED \$	
	DATE FILED:	FILED \$ _____ ALLOWED \$	
	DATE FILED:	FILED \$ _____ ALLOWED \$	
	DATE FILED:	FILED \$ _____ ALLOWED \$	
	DATE FILED:	FILED \$ _____ ALLOWED \$	
	DATE FILED:	FILED \$ _____ ALLOWED \$	
	DATE FILED:	FILED \$ _____ ALLOWED \$	
	DATE FILED:	FILED \$ _____ ALLOWED \$	
	DATE FILED:	FILED \$ _____ ALLOWED \$	
	DATE FILED:	FILED \$ _____ ALLOWED \$	

Sample C

Original Size 8.5" x 11"

341 MEETING 01/30/92 10:30 A.M. 95		CLAIM DEADLINE / /	DIST. NO. 0864	OFF. NO. 4	YR-DOCKET NO-JUDGE 91-08751-NCD
PAGES IN SCHEDULES A: 3 B: 5		523/727 COMPLNT 03/30/92	DATE FILED 12/24/91		JOINT PETITION? F T=True F=False ^
NAME OF DEBTOR JONES, JOELLEN BETH			NAME OF JOINT DEBTOR		
AKA/DBA/ASF			AKA/DBA/ASF		
SSAN OR TAX ID 469-78-4142			SSAN OR TAX ID		
ADDRESS OF DEBTOR 12611 SUNSET TRL PLYMOUTH MN 55441			ADDRESS OF JOINT DEBTOR		
NAME OF COUNTY HENNEPIN MN		COUNTY CODE 27053	JUDGE NAME DREHER, NANCY C.	CODE A412	TRUSTEE MORATZKA, TD
TYPE OF PETITION Voluntary	COMMENCED UNDER Ch. 7		NATURE OF DEBTOR Wage Earner		
ORG FORM N/A		TYPE OF BUS N/A			
EST. NUMBER OF CREDITORS 1 to 15		EST. ASSETS (IN 000'S) Under 50		EST. LIABILITIES (IN 000'S) Under 50	
NUMBER OF EMPLOYEES N/A		NUMBER OF EQUITY SECURITY HOLDERS N/A			RECEIPT 03343
ATTORNEY FOR DEBTOR JONES, BARBARA L. 732-W-66TH ST. RICHFIELD, MN 55423 3866 612-861-4556			TRUSTEE MORATZKA, TIMOTHY D. 1600 TCF TOWER MPLS., MN 55402 612-333-1341		
ATTORNEY FOR PETITIONING CREDITORS			ATTORNEY FOR TRUSTEE		
Date	Doc No.	Case Record Entry	Date	Doc No.	Case Record Entry
12/24/91	/	Stmt of Affrs & Sch or Ch. 12/13 Stmt			Claims Bar Date: / /
		Amended Schedule B1 Amended Schedule B2 Amended Schedule B3 Amended Schedule B4	/ /		Notice of Confrm Hrg Hrng Date: / / Hrng Time: Hrng Locn:
12/30/91	(12)	Notice of =341 Mtng & Certif of Mailing =341 Date:01/30/92 =341 Time:10:30 A.M. =341 Location: 95	MAR 31 1992		Case Dismissed
JAN 07 1992			APR 01 1992	(9)	Discharge entered
		Last dt for disch/ dischblty complnts: 03/30/92	FEB 21 1992		Notice of Discharge/ Certif of Mailing
MAY 01 1992		Order Closing Case & Discharging Trustee			Trustee Final Report ■{No Asset {Assets
					Certificate of Final Audit - U.S. Trustee

DATE

BANKRUPTCY CASE RECORD

FEB 03 1992

REAFFIRMATION AGREEMENT filed, with
declaration by attorney for debtor,
dated 1-30-92, creditor ITI Financial

FEB 04 1992

NOTICE OF DISCHARGE REAFFIRMATION
HEARING filed. Certificate of
mailing attached. Hearing set for 4-9-92 at 4:30 P.M.

FEB 25 1992

REAFFIRMATION AGREEMENT filed, with
declaration by attorney for debtor,
dated 1-30-92, creditor Chenore
Financial Ltd.

2/25/92

DISCHARGE REAFFIRMATION hearing set for earlier agreement.
Notice thereof sent to creditors.

APR 09 1992

DISCHARGE REAFFIRMATION HEARING HELD,
X Dtr. _____ W appears in
person, statement made by court to
debtor(s), filed copy of statement
dated and signed by debtor(s).

Sample D

BANKRUPTCY
CASES DATED

No. 10601

UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA
FOURTH DIVISION

1932-1945

Original Size
8.5" x 14"

1932

In the Matter of

Nettie May Hoyt,

Bankrupt. IN BANKRUPTCY.

June 28

Filed petition, schedules, order of reference and adjudication. Ferdinand A. Kranz attorney for the bankrupt.

July 5

Made and filed notice of first meeting of creditors. First meeting set for July 15, 1932, 10 a.m. Mailed notice of first meeting to all creditors whose names appear upon the schedules of the bankrupt to their respective addresses as the same appear upon the said schedules.

15

Filed proof of publication of notice of first meeting. First meeting of creditors held. Bankrupt and attorney present. Certain claims filed and allowed as shown by the claim register. All creditors whose claims had been filed and allowed and were present or duly represented and voting voted for W Rex Pickworth as trustee and he was declared elected and his bond fixed at \$100.

22

Continued to June 22, 1932, 10 a.m. Made and filed order appointing trustee and made order approving bond of trustee. Bankrupt sworn and examined by Mr. Mouer.

Sept. 1

Filed triplicate petition to amend schedule B, filed consent ~~xxxxxx~~ by trustee, and made and filed order amending schedules.

Dec. 5

Filed trustee's final account and report of exemptions.

13

Made and filed notice of final meeting of creditors. Final meeting set for Dec. 23, 1932, 10 a.m. Mailed notice of final meeting to all creditors whose names appear upon the schedules of the bankrupt to their respective addresses as the same appear upon the said schedules.

23

Continued to Feb. 1, 1933, 10 a.m.

29

Filed petition and made and filed order restraining Metropolitan Life Bldg Safety Vaults Co from granting access to Box 175 to the above named bankrupt. Filed petition and made and filed order for bankrupt to appear for examination, on Dec. 29, 1932, 2p.m.

1933

Jan. 9

Bankrupt sworn and examined by Mr. Mouer. Filed trustee's amended final account, bill of attorney for trustee.

Filed petition and made and filed order appointing T B Mouer attorney for trustee.

Filed petition and made and filed order authorizing trustee to release all right, title and interest to personal property.

Feb. 1

Final meeting continued held. No creditors present. Final account of trustee examined and allowed. Made and filed order allowing final account and discharging trustee. Made and filed order setting aside exemptions as claimed.

Referee's fees \$15.00 deposit with clerk.
.25 filing claims.
\$15.25 total.

I hereby certify that the foregoing is a true and correct record of the proceedings in the above entitled matter had before me.
Feb. 1, 1933.

Suzanne McCune
Referee.



