Proposed Local Rule Amendments, Effective December 1, 2026

- Redline Version of Proposed Local Rule Amendments
    - Local Rule 1007-1
    - Local Rule 1007-3-1 (renumbered to Local Rule 1007-4)
    - Local Rule 2014-1
    - New Local Rule 3018-1
    - Local Rule 3020-1
    - Local Rule 9010-1
    - Local Rule 9013-1
    - Local Rule 9019-1
- Redline Version of Proposed Local Form Amendments
    - Local Form 1007-1 (renumbered to Local Form 1007-1(7))
    - New Local Form 1007-1(13) (*note: redline to current Local Form 1007-1*)
    - Local Form 1007-3-1(7) (renumbered to Local Form 1007-4(7))
    - Local Form 1007-3-1(13) (renumbered to Local Form 1007-4(13))
    - Local Form 3020-1 (renumbered to Local Form 3018-1)
- Final Version of Proposed Local Rule Amendments
    - Local Rule 1007-1
    - Local Rule 1007-4 (renumbered from Local Rule 1007-3-1)
    - Local Rule 2014-1
    - New Local Rule 3018-1
    - Local Rule 3020-1
    - Local Rule 9010-1
    - Local Rule 9013-1
    - Local Rule 9019-1
- Final Version of Proposed Local Form Amendments
    - Local Form 1007-1(7) (renumbered from Local Form 1007-1)
    - New Local Form 1007-1(13)
    - Local Form 1007-4(7) (renumbered from Local Form 1007-3-1(7))
    - Local Form 1007-4(13) (renumbered from Local Form 1007-3-1(13))
    - Local Form 3018-1 (renumbered from Local Form 3020-1)

Rule 1007-1. Lists, Schedules, and Statements

(a) STATEMENT OF COMPENSATION. The statement of compensation that a debtor's attorney must file under 11 U.S.C. § 329(a) and Federal Rule of Bankruptcy Procedure 2016(b) must conform to Local Form 1007-1(7) in chapter 7 cases and Local Form 1007-1(13) in chapter 13 cases.

(b) SCHEDULE C: REAL PROPERTY. Any real property listed on Schedule C must include a legal description of the property.

[Effective April 15, 1997. Amended effective January 1, 2002; January 9, 2006; May 1, 2014; December 1, 2015; July 17, 2023; December 1, 2026.]

2023 Advisory Committee Notes

Local Rule 1007-1(a) was restyled to refer to 11 U.S.C. § 329(a) and Fed. R. Bankr. P. 2016(b) and eliminate language that was duplicative of Fed. R. Bankr. P. 2016(b). As amended, subsection (a) requires conformance with Local Form 1007-1 instead of substantial conformance. Subsection (b) was restyled and amended to better reflect the information that is requested on Official Form 106C. Subsection (c) was removed as duplicative of and to ensure consistency with Fed. R. Bankr. P. 1007(b)(7).

2026 Advisory Committee Notes

Local Rule 1007-1(a) was amended to reflect different disclosure of compensation forms for chapter 7 and chapter 13 cases. The disclosure of compensation forms were renumbered to Local Form 1007-1(7) for chapter 7 cases and 1007-1(13) for chapter 13 cases. The chapter 7 and chapter 13 disclosure of compensation forms, Local Forms 1007-1(7) and 1007-1(13), were amended to add a header to paragraph 4 and to remove former paragraph 6 as duplicative of the Notice of Responsibilities forms, Local Forms 1007-4(7) and 1007-4(13). The chapter 7 disclosure of compensation form, Local Form 1007-1(7), was further amended to clarify that debtors' attorneys must disclose all post-petition compensation. Paragraph five was amended to remove language suggesting that there may be other fees not disclosed and paragraphs 6 and 7 were added to note any additional fees that the debtor has agreed to pay and that the attorney is aware of the requirements of Fed. R. Bankr. P. 2016, including the requirement to file a supplemental statement disclosing the payment of attorney's fees not previously disclosed.

Rule 1007-~~3-1~~4. Notice of Responsibilities of Chapter 7 and 13 Debtors and Their Attorneys

In any chapter 7 or chapter 13 case in which the debtor is represented by an attorney, the attorney must file with the petition a Notice of Responsibilities. The Notice of Responsibilities must conform to Local Form 1007-3-1(7) in chapter 7 cases and Local Form 1007-3-1(13) in chapter 13 cases.

[Effective October 15, 2010. Amended effective July 17, 2023~~.]~~; renumbered as 1007-4 on December 1, 2026.]

2023 Advisory Committee Notes

Local Rule 1007-3-1 was amended to clarify that the attorney must file with the petition a Notice of Responsibilities. The former language that directed that the Notice of Responsibilities include a scanned image of the signature page has been deleted to conform to the 2023 amendments made to Local Rule 9011-1 concerning electronic signatures.

2026 Advisory Committee Notes

Local Rule 1007-3-1 was renumbered to Local Rule 1007-4 to provide a more consistent local rule numbering scheme. The Notice of Responsibilities forms, Local Forms 1007-3-1(7) and 1007-3-1(13), were renumbered to Local Forms 1007-4(7) and 1007-4(13), respectively, to match renumbered Local Rule 1007-4. Local Form 1007-4(7) was amended to add new paragraph II.E. and Local Form 1007-4(13) was amended to add new paragraph II.G. to require the debtor's attorney to "[e]xamine the claims register and all claims filed in the case and, if as part of the claims examination, a personal identifier that must be redacted to comply with Fed. R. Bankr. P. 9037 is discovered, the debtor's attorney will notify the clerk by following the instructions on the court's website." Local Form 1007-4(7) was also amended to add new paragraph II.M. to specify that the attorney must "[f]ile a supplemental statement within 14 days after any payment or agreement to pay not previously disclosed as required under Fed. R. Bankr. P. 2016(b)(2)." In addition, both forms received stylistic updates and were changed to add the phrase "(also referred to as a debtor education course)" when referring a course on personal financial management to address how such courses are referred to in the Code, Federal Rules of Bankruptcy Procedure, and on the U.S. Trustee Program's website. Lastly, Local Form 1007-4(13) was amended to refer to the Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q) as Local Form 4004-1.

Rule 2014-1. Employing Professionals

(a) APPLICATION. An application filed under Federal Rule of Bankruptcy Procedure 2014(a) must comply with Local Rules 9013-3(a) and (c), except that:

(1) A verification is required; and

(2) Notice of the application must also be given to any committee elected under 11 U.S.C. § 705 or appointed under 11 U.S.C. § 1102, or its authorized agent.

(b) UNITED STATES TRUSTEE REPORT. Within seven days after receipt of the application, the United States trustee must file a report indicating whether the United States trustee ~~supports or~~ opposes the proposed employment. If the United States trustee opposes the proposed employment, the applicant must schedule a hearing on the application and give notice of the hearing to the entities listed in subsection (a)(2) of this rule and Local Rule 9013-3(c).

(c) EFFECTIVE DATE OF EMPLOYMENT. An order approving the employment of a professional under this rule is effective as of the date the application was filed.

[Effective April 15, 1997. Amended effective January 1, 2002; January 9, 2006; December 1, 2009; May 1, 2019; October 1, 2019; January 1, 2021; September 3, 2025; December 1, 2026.]

2025 Advisory Committee Notes

Local Rule 2014-1 was restyled and amended to avoid unnecessary duplication and inconsistency with Fed. R. Bankr. P. 2014. Subsection (a) was amended to reference Local Rule 9013-3(a) and (c), with a few additional requirements. The required verification referenced in Local Rule 2014-1(a)(1) must include the verified statement requirements listed in Fed. R. Bankr. P. 2014(a). Subsection (b) was restyled. References to amended subsection (a) of this rule and Local Rule 9013-3(c) were added; no substantive changes were intended. Amended subsection (c) includes restyled language found in former subsection (b). The language in former subsection (c) was removed as to ensure consistency with Fed. R. Bankr. P. 2014. If the employment of a professional person is not authorized under 11 U.S.C. §§ 327, 1103, or 1114, a motion for such employment is required.

2026 Advisory Committee Notes

Local Rule 2014-1(b) was amended to direct the United States trustee to file a report indicating whether it opposes an application for employment filed under subsection (a), rather than having to indicate whether it supports or opposes the application.

Rule 3018-1. Chapter 11 – Report of Ballot Tabulation

Attorneys for the plan proponent and the committee of unsecured creditors must count the ballots and file a report of the tabulation not later than 24 hours before the confirmation hearing. The report must conform substantially to Local Form 3018-1.

[Effective December 1, 2026.]

2026 Advisory Committee Notes

New Local Rule 3018-1 was implemented to address the report of ballot tabulation. This language used to be found in Local Rule 3020-1 but because Fed. R. Bankr. P. 3018 addresses accepting or rejecting the plan, the ballot tabulation guidance was moved to new Local Rule 3018-1. For the ballots themselves, chapter 11 plan proponents should use Official Form 314. In addition, Local Form 3020-1, Report of Ballot Tabulation, was renumbered as Local Form 3018-1 to be consistent with new Local Rule 3018-1.

Rule 3020-1. Chapter 11 – Objecting to Confirmation ~~of a Plan~~

~~(a) OBJECTIONS.~~ For purposes of Federal Rules of Bankruptcy Procedure 3020(b)(1) and 9014(a), any objection to confirmation of a chapter 11 plan need only comply with Local Rules 9006-1(b) and 9013-1(b) and (c).

~~(b) REPORT OF BALLOT TABULATION. Attorneys for the plan proponent and the committee of unsecured creditors must count the ballots and file a report of the tabulation not later than 24 hours before the confirmation hearing. The report must conform substantially to Local Form 3020-1.~~

[Effective April 15, 1997. Amended effective January 1, 2002; January 9, 2006; December 1, 2009; October 1, 2019; January 1, 2021; September 3, 2025; December 1, 2026.]

2025 Advisory Committee Notes

Local Rule 3020-1 was amended to reflect current practice and to ensure consistency with Fed. R. Bankr. P. 3020. Subsection (a) was amended to make clear that for purposes of Fed. R. Bankr. P. 3020(b)(1) and 9014(a), any objection to confirmation of a chapter 11 plan need only comply with Local Rules 9006-1(b) and 9013-1(b) and (c). For example, no notice of hearing and motion is required. The confirmation hearing is the relevant hearing for purposes of the objection and no separate notice of hearing is required. With that change, subsection (a)(1) was removed. However, parties must still comply with the service requirements of Fed. R. Bankr. P. 3020(b)(1), 9014(b), and 7004, as well as Local Rules 9013-2 and 9036-1. Subsection (a)(2) was also removed as unnecessary. The court enters a scheduling order that contains a deadline for objecting to confirmation of a chapter 11 plan. The changes to subsection (b) are stylistic only; no substantive changes were intended. Local Form 3020-2 was renumbered to Local Form 3020-1 and restyled. Subsection (c) was removed in its entirety as unnecessary and to ensure consistency with Fed. R. Bankr. P. 3020(b)(3). Federal Rule of Bankruptcy Procedure 3020(b)(3) allows the court to make certain determinations without receiving evidence if no objection is filed.

2026 Advisory Committee Notes

Local Rule 3020-1 was amended to just address objections to confirmation. Former subsection (b), which addressed reports of ballot tabulation, was moved to new Local Rule 3018-1. In addition, Local Form 3020-1, Report of Ballot Tabulation, was renumbered to Local Form 3018-1 to be consistent the amendments to Local Rule 3020-1.

Rule 9010-1. Attorneys

(a) ~~(a)~~ ADMISSION. The bar of this court consists of those attorneys admitted to practice before the district court who pay all admission fees that the district court prescribes. No person, unless duly admitted to practice before the district court in accordance with District Court Local Rule 83.5,~~, including a government attorney and an attorney admitted pro hac vice,~~ is permitted to appear and participate in the trial of any action or the hearing of any motion in this court, except ~~when appearing on that person's own behalf or as provided in subsection (b) of this rule.~~as follows:

(1) on his or her own behalf, if the person is a party who may represent himself or herself;

(2) an attorney admitted pro hac vice;

(3) an attorney admitted as a government attorney;

(4) as permitted by Federal Rule of Civil Procedure 45(f);

(5) by special permission of the court; or

~~(1)~~(6) an attorney filing a proof of claim on behalf of a creditor.

(b) LAW STUDENTS. A law student who represents a client in connection with a matter before this court and the law student's supervising attorney must comply with Local Rule 83.8 of the district court, except that any filing required by that rule must be made with this court's clerk.

(c) FORMER LAW CLERKS. For a period of one year after termination from service as a law clerk, an attorney who has served as a law clerk to a judge must not appear before that judge or allow that attorney's name to appear on any pleading or memorandum filed in connection with any bankruptcy case or adversary proceeding assigned to that judge.

~~(d) FORMER JUDGES. For a period of one year after termination from service as a judge, an attorney who has served as a judge of the court must not appear before the court or allow that attorney's name to appear on any pleading or memorandum~~.

(d~~e~~) SUBSTITUTION; WITHDRAWAL.

(1) Substitution in Adversary Proceeding or Chapter 7 or 13 Cases. If a party in an adversary proceeding or a debtor in a chapter 7 or 13 case seeks to substitute attorneys, the substituted attorney must file a substitution of attorney signed by the party or debtor and the substituted attorney. Notice of the substitution must be given to all parties to the adversary proceeding or the trustee in the bankruptcy case.

(2) Substitution if Employment Subject to Court Approval. If a party or debtor seeks to substitute attorneys and the party's or debtor's employment of the original attorney was subject to court approval, the substituted attorney must file an application to substitute attorneys and comply with Local Rule 2014-1.

(3) Withdrawal Only. If an attorney for a party in an adversary proceeding, an attorney for a debtor in a chapter 7 or 13 case, or an attorney in a bankruptcy case whose employment was subject to court approval seeks to withdraw without filing a substitution of attorney, that attorney must file a motion for leave to withdraw. However, if there is more than one attorney of record for the party or debtor, and at least one attorney will remain of record after the withdrawal, an attorney may withdraw by filing a notice of withdrawal and sending such notice to all parties to the adversary proceeding or the trustee in the bankruptcy case.

(4) Effect of Failure to Comply. Until the substituted attorney files a substitution of attorney or the court enters an order allowing the original attorney to withdraw if withdrawal is not otherwise allowed, the original attorney is the party's or debtor's attorney of record and the original attorney must represent the party or debtor in bringing and defending all matters or proceedings in the bankruptcy case other than adversary proceedings in which the original attorney has not yet made an appearance. Failure to receive advance payment or guarantee of attorney's fees is not grounds for failure to comply with this local rule.

[Effective April 15, 1997. Amended effective January 9, 2006; October 15, 2010; April 1, 2013; May 1, 2014; October 1, 2019; amended and renumbered as 9010-1 on July 17, 2023; amended on December 1, 2026.]

2023 Advisory Committee Note

Local Rule 9010-3 was renumbered to Local Rule 9010-1 and restyled. Subsection (a) was amended to be consistent with Local Rule 83.5 of the district court. Former subsection (b) was removed to require government attorneys to follow the same rules of admission that apply to government attorneys in district court. That change is now reflected in amended subsection (a). Former subsection (c) was removed as pro hac vice is now addressed in amended subsection (a). Former subsection (d) was renumbered to subsection (b).

Subsection (b) now refers to Local Rule 83.8 of the district court to remove language duplicative of that rule. A supervising attorney should use the bankruptcy court's Student Practice Certification Form and Notice of Appearance of Student Attorney to have a student attorney appear in a case under this rule. The form is available on the court's website at www.mnb.uscourts.gov. Former subsections (e) and (f) were renumbered to subsections (c) and (d), respectively, and include minor, stylistic changes. Former subsection (g) was renumbered to subsection (e) and restyled. Former subsection (g)(1) was divided into subsections (e)(1) and (e)(2) for readability. The last sentence in amended subsection (e)(3) was added to make clear that where a party or a debtor has multiple attorneys and only one or some of those attorneys seek to withdraw, a motion for leave to withdraw is not required, as the party or debtor will still have representation. Former subsection (g)(3) was removed because service requirements are addressed in other rules. Further, service is not always required. As in amended subsection (e)(1), there are instances where only notice is required. Former subsection (g)(4) was renumbered to (e)(4) and restyled.

2026 Advisory Committee Note

Local Rule 9010-1(a) was amended to better conform with District Court Local Rule 83.5 and its exceptions for admission to practice. Please note that under subsection (a)(1), only individual debtors may represent themselves in the bankruptcy court. *See* Local Rule 9010-2. In subsection (a)(6), an exception for attorneys only filing a proof of claim on behalf of a creditor was added. The clerk's office provides three ways for creditors to file proofs of claim without requiring an attorney to make a formal notice of appearance: (1) limited ECF filing access; (2) the electronic Proof of Claim (ePOC) system; and (3) by mail. Former subsection (d) regarding former judges was removed because the Order for Assignment of Cases was updated to provide a recusal policy for situations where a former bankruptcy judge appears as counsel.

Rule 9013-1. Motions – Form

(a) HEARING DATE. Unless otherwise directed by the court, the moving party must obtain a hearing date from the judge's courtroom deputy to file a motion.

(b) MOTION REQUIREMENTS. Except as otherwise provided, a party making a motion must file and serve:

(1) A notice of hearing and motion that substantially complies with Local Form 9013-1;

(2) A concise memorandum of facts and law;

(3) If facts are at issue, a verification of the motion or exhibits;

(4) A proposed witness list with the name, address, and substance of the proposed testimony, if applicable;

(5) A proposed order; and

(6) If required, proof of service.

(c~~b~~) RESPONSE REQUIREMENTS. A party who wishes to respond to a motion must file and serve a response. A response may include a request for an order denying the motion or a request for an order imposing costs, fees, and expenses, but must not include a request for any other relief. The response must include:

(1) A concise memorandum of facts and law;

(2) If facts are at issue, a verification of the response or exhibits;

(3) A proposed witness list with the name, address, and substance of the proposed testimony, if applicable;

(4) A proposed order; and

(5) If required, proof of service.

(~~c~~d) EXHIBITS. Filing Users must submit all exhibits or attachments in electronic form in accordance with the clerk's instructions on the court's website, unless ordered otherwise.

(~~d~~e) RELIEF WITHOUT HEARING. If no response opposing a motion is timely filed, the court may enter an order granting the motion without a hearing.

(~~e~~f) SEALED DOCUMENTS. A party seeking to file documents under seal must file a motion in accordance with this rule. The documents proposed to be filed under seal must be filed in accordance with the clerk's instructions on the court's website.

(~~f~~g) CERTAIN MOTIONS BY TRUSTEE IN CHAPTER 7 OR 13 CASES. Unless the court orders otherwise, the trustee in a chapter 7 or 13 case is not required to file a memorandum of facts and law for the following motions:

(1) To dismiss a bankruptcy case under Federal Rule of Bankruptcy Procedure 1017;

(2) For examination of an entity under Federal Rule of Bankruptcy Procedure 2004;

(3) For turnover of property;

(4) Objecting to a claim of exemption under Federal Rule of Bankruptcy Procedure 4003; or

(5) Objecting to a proof of claim under Federal Rule of Bankruptcy Procedure 3007.

[Effective April 15, 1997. Amended effective January 9, 2006; April 1, 2013; May 1, 2015; December 1, 2017; May 1, 2019; October 1, 2019; amended and renumbered as 9013-1 on July 17, 2023; amended on December 1, 2026.]

[Former Local Rule 9013-1 effective April 15, 1997. Amended effective January 1, 2002. Abrogated effective July 17, 2023.]

2023 Advisory Committee Notes

The language in former Local Rule 9013-1 was removed as duplicative of Fed. R. Bankr. P. 9013. Local Rule 9013-2 was renumbered to Local Rule 9013-1. Local Form 9013-2 was renumbered to 9013-1 and restyled to make it consistent with certain rule changes. The language in former Local Rule 9013-2 was restyled and reorganized. As stated in the 2013 Advisory Committee Notes to Fed. R. Bankr. P. 9006, "Rule 9013 governs the form of motions and the parties who must be served. Rule 9014 prescribes the procedures applicable to contested matters, including the method of serving motions commencing contested matters and subsequent papers."

Information concerning the presentation of evidence at hearings found in former Local Rule 9013-2(c)(2) was moved to Local Rule 9017-1. The information in former subsection (d) was moved to Local Rule 9001-1(g). Amended subsections (e) and (f) regarding exhibits and sealed documents now advise filers to file such documents in accordance with the clerk's instructions, which are available on the court's website at www.mnb.uscourts.gov. Former subsection (h) was removed as unnecessary. A waiver of discharge under 11 U.S.C. §§ 727(a)(10), 1141(d)(4), 1228(a), or 1328(a) requires court approval and Fed. R. Bankr. P. 9013(a) states, "A request for an order, except when an application is authorized by these rules, shall be by written motion, unless made during a hearing."

Subsection (f) was added to include the information that used to appear in now abrogated Local Rule 9013-5, except for references to a motion to approve compromise or settlement and a motion for sale of property. Reference to a motion to approve compromise or settlement was removed as it is now addressed in Local Rule 9019-1(a) for chapter 7 trustees. Reference to a motion for sale of property was removed as unnecessary. *See* Fed. R. Bankr. P. 6004(a). While a memorandum of facts and law is not required for the motions listed in subsection (f), the motion itself should provide the factual and legal basis for the relief sought.

2026 Advisory Committee Notes

Local Rule 9013-1 was amended to provide new subsection (a) to clarify that the moving party must obtain a hearing date from the judge's courtroom deputy when filing a motion. Please note that attorneys may self-calendar hearings for certain types of motions when filing the notice of hearing in CM/ECF (also known as pre-sets). Each judge determines which types of motions may be self-calendared. When self-calendaring is permitted, the attorney does not need to separately contact the judge's courtroom deputy to schedule a hearing. Debtors or parties who are self-represented, or proceeding pro se, must contact the judge's courtroom deputy to schedule a hearing for any motion that they are filing. The judge's page on the court's public website, at www.mnb.uscourts.gov, provides instructions for how to contact the judge's courtroom deputy and information about self-calendaring.

Rule 9019-1. Compromise or Settlement

(a) MOTION BY TRUSTEE IN CHAPTER 7 CASES. In a chapter 7 case, a motion made by a trustee under this rule must briefly describe the compromise or settlement and state the date by which any responses are due. A motion filed under this rule does not need to comply with the motion requirements in Local Rule 9013-1(a). ~~The filing requirements for motions under Local Rule 9013-1 do not apply.~~ If no response to the motion is filed, the court may enter an order approving the compromise or settlement without a hearing. If a response to the motion is filed, the trustee must contact the judge's courtroom deputy for a hearing date and give notice of such hearing to the ~~objecting~~ responding party.

(b) NOTICE ONLY. For any motion under Federal Rule of Bankruptcy Procedure 9019(a), the service requirements under Local Rule 9013-2(a) do not apply.

[Effective April 15, 1997. Amended effective January 1, 2002; July 17, 2023; December 1, 2026.]

2023 Advisory Committee Notes

Local Rule 9019-1 was amended to remove any reference to Local Rule 6004-1, which governs the sale of estate property. Former subsections (a) and (b) were removed to ensure consistency with and as duplicative of Fed. R. Bankr. P. 2002(a)(3), which allows the court for cause shown to direct that notice not be sent. Amended subsection (a) still provides a more efficient method for chapter 7 trustees to notice settlements. The chapter 7 trustees are permitted to use negative notice procedures and do not have to comply with Local Rule 9013-1. Under Fed. R. Bankr. P. 2002(a)(3), a trustee can request that the court limit notice in any given case. Amended subsection (b) is meant to signify that a trustee only has to comply with the notice requirements found in Fed. R. Bankr. P. 9019(a) and Local Rule 9013-2(b), as opposed to the service requirements in Local Rule 9013-2(a). This is to ensure the local rule is not significantly more burdensome than the federal rule. Former subsection (c) was removed as it is more appropriately addressed in Local Rule 7041-1. Subsection (d) was removed as unnecessary and to ensure consistency with Fed. R. Bankr. P. 9019.

2026 Advisory Committee Notes

Local Rule 9019-1(a) was amended to clarify that the motion requirements provided in Local Rule 9013-1(a) do not apply when a trustee files a motion under Fed. R. Bankr. P. 9019.

LOCAL FORM 1007-1(7)
REVISED ~~06/16~~12/26

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA

In re: Case No.

Debtor(s).

DISCLOSURE OF COMPENSATION OF ATTORNEY FOR CHAPTER 7 DEBTOR

1. Pursuant to 11 U.S.C. § 329(a) and Fed. Bankr. P. 2016(b), I certify that I am the attorney for the above-named debtor(s) and that compensation paid to me within one year before the filing of the petition in bankruptcy, or agreed to be paid to me, for services rendered or to be rendered on behalf of the debtor(s) in contemplation of or in connection with the bankruptcy case is as follows:

For legal services, I have agreed to accept: $__________________

Prior to the filing of this statement, I have received: $__________________

Balance Due $__________________

2. The source of the compensation paid to me was:

☐ Debtor ☐ Other (specify)

3. The source of the compensation to be paid to me is:

☐ Debtor ☐ Other (specify)

4. Fee Sharing Arrangements.

☐ I have not agreed to share the above-disclosed compensation with any other person unless they are members and associates of my law firm.

☐ I have agreed to share the above-disclosed compensation with another person or persons who are not members or associates of my law firm. A copy of the agreement, together with a list of the names of the people or entities sharing in the compensation, is attached.

5. In return for the above-disclosed fee~~, together with such further fee, if any,~~ as is provided in the written contract required by 11 U.S.C. §528(a)(1), I have agreed to render legal service for all aspects of the bankruptcy case, including:

   A. Analysis of the debtor's financial situation, and rendering advice to the debtor in determining whether to file a petition in bankruptcy;

   B. Preparation and filing of any petition, schedules, statements of affairs and plan which may be required;

   C. Representation of the debtor at the meeting of creditors and confirmation hearing, and any adjourned hearings thereof;

   D. Representation of the debtor in contested bankruptcy matters: and

   E. Other services reasonably necessary to represent the debtor(s).

6. The debtor has agreed to pay no additional fees, except as provided below.

7. I am aware of the requirements of Fed. R. Bankr. P. 2016, including the requirement to file a supplemental statement disclosing the payment of attorney's fees not previously disclosed.

~~6. Pursuant to Local Rules 1007-1 and 1007-3-1, I have advised the debtor of the requirements in the Statement of Financial Affairs to disclose all payments made, or property transferred, by or on behalf of the debtor to any person, including attorneys, for consultation concerning debt consolidation or reorganization, relief under bankruptcy law, or preparation of a petition in bankruptcy. I have reviewed the debtor's disclosures and they are accurate and complete to the best of my knowledge.~~

CERTIFICATION

I certify that the foregoing, together with the written contract required by 11 U.S.C. §528(a)(1), is a complete statement of any agreement or arrangement for payment to me for representation of the debtor(s) in this bankruptcy case.

Date: ________________________ ____________________________
Signature of Attorney

LOCAL FORM 1007-1(13)
REVISED ~~06/16~~12/26

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA

In re: Case No.

Debtor(s).

DISCLOSURE OF COMPENSATION OF ATTORNEY FOR CHAPTER 13 DEBTOR

1. Pursuant to 11 U.S.C. § 329(a) and Fed. Bankr. P. 2016(b), I certify that I am the attorney for the above-named debtor(s) and that compensation paid to me within one year before the filing of the petition in bankruptcy, or agreed to be paid to me, for services rendered or to be rendered on behalf of the debtor(s) in contemplation of or in connection with the bankruptcy case is as follows:

For legal services, I have agreed to accept: $__________________

Prior to the filing of this statement, I have received: $__________________

Balance Due $__________________

2. The source of the compensation paid to me was:

☐ Debtor ☐ Other (specify)

3. The source of the compensation to be paid to me is:

☐ Debtor ☐ Other (specify)

4. Fee Sharing Arrangements.

☐ I have not agreed to share the above-disclosed compensation with any other person unless they are members and associates of my law firm.

☐ I have agreed to share the above-disclosed compensation with another person or persons who are not members or associates of my law firm. A copy of the agreement, together with a list of the names of the people or entities sharing in the compensation, is attached.

LOCAL FORM 1007-1(13)
REVISED ~~06/16~~12/26

5. In return for the above-disclosed fee, together with such further fee, if any, as is provided in the written contract required by 11 U.S.C. §528(a)(1), I have agreed to render legal service for all aspects of the bankruptcy case, including:

   A. Analysis of the debtor's financial situation, and rendering advice to the debtor in determining whether to file a petition in bankruptcy;

   B. Preparation and filing of any petition, schedules, statements of affairs and plan which may be required;

   C. Representation of the debtor at the meeting of creditors and confirmation hearing, and any adjourned hearings thereof;

   D. Representation of the debtor in contested bankruptcy matters: and

   E. Other services reasonably necessary to represent the debtor(s).

~~6. Pursuant to Local Rules 1007-1 and 1007-3-1, I have advised the debtor of the requirements in the Statement of Financial Affairs to disclose all payments made, or property transferred, by or on behalf of the debtor to any person, including attorneys, for consultation concerning debt consolidation or reorganization, relief under bankruptcy law, or preparation of a petition in bankruptcy. I have reviewed the debtor's disclosures and they are accurate and complete to the best of my knowledge.~~

CERTIFICATION

I certify that the foregoing, together with the written contract required by 11 U.S.C. §528(a)(1), is a complete statement of any agreement or arrangement for payment to me for representation of the debtor(s) in this bankruptcy case.

Date: ________________________ ____________________________
Signature of Attorney

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA

In re: Case No.

Debtor(s).

NOTICE OF RESPONSIBILITIES OF
CHAPTER 7 DEBTORS AND THEIR ATTORNEYS

This Notice lists certain responsibilities of debtors and their attorneys. Nothing in this document changes, limits, or in any way alters the debtor's or the debtor's attorney's obligations under the Bankruptcy Code, the local and national rules, or any rule of professional responsibility.

UNLESS THE COURT ORDERS OTHERWISE:

I. Before the case is filed, the attorney for the chapter 7 debtor ~~shall~~must, at a minimum:

A. Meet with the debtor to review and analyze the debtor's real and personal property, debts, income, and expenses and advise the debtor on whether to file a bankruptcy petition;

B. Explain the various bankruptcy and non-bankruptcy options, the consequences of filing under chapters 7, 11 or 13 and answer the debtor's questions;

C. Explain to the debtor how the attorney's fees are paid;

D. Advise the debtor of the requirement to provide to the trustee the most recently-filed tax return(s) at least seven days prior to the scheduled meeting of creditors. In addition, advise the debtor of the requirement to attend the meeting of creditors and identify the documents the debtor must bring to the meeting;

E. Advise the debtor that providing false information in the bankruptcy schedules or false testimony at the meeting of creditors or other hearing or trial may expose the debtor to criminal prosecution and denial of discharge;

F. Advise the debtor of the necessity of maintaining liability, collision, and comprehensive insurance on vehicles securing loans or leases;

G. Timely prepare and file the debtor's petition, schedules, statements, certificates, and other documents required to commence a case, and review them for accuracy contemporaneously with the filing.

II. After the case is filed, the attorney for the chapter 7 debtor ~~shall~~must, at a minimum:

A. Ensure that the debtor is adequately represented by an attorney at the meeting of creditors;

B. Prepare, file, and serve any necessary amendments to the petition, schedules, and statements;

C. Promptly respond to the debtor's questions throughout the case;

D. Consider and advise the debtor concerning the debtor's options to buy, sell or refinance real or personal property and assume or reject executory contracts or unexpired leases;

E. Examine the claims register and all claims filed in the case and, if as part of the claims examination, a personal identifier that must be redacted to comply with Fed. R. Bankr. P. 9037 is discovered, the debtor's attorney will notify the clerk by following the instructions on the court's website;

~~E.~~F. Prepare and file a proof of claim for a creditor when appropriate to protect the debtor's interest;

~~F.~~G. Fully advise the debtor of the legal effect and consequences of proposed reaffirmation agreements and any defaults thereunder and, where appropriate, negotiate alternate terms with secured creditors, ensure that any agreement is fully and properly completed and filed, and appear at any hearing, if required;

~~G.~~H. Advise the debtor in motions for relief from the automatic stay, file objections when appropriate, and appear, when required, at any hearing;

~~H.~~I. Prepare, file, and serve responses to motions for dismissal of the case;

~~I.~~J. Advise the debtor of the requirement to complete an instructional course in personal financial management (also referred to as a debtor education course) and the consequences of not doing so and file the certificate of completion for such course;

~~J.~~K. Represent the debtor in connection with any audit request; ~~and~~

L. Represent the debtor in bringing and defending any and all other matters or proceedings in the bankruptcy case as necessary for the proper administration of the case; and

~~K.~~M. File a supplemental statement within 14 days after any payment or agreement to pay not previously disclosed as required under Fed. R. Bankr. P. 2016(b)(2).~~.~~

III. The attorney ~~shall~~must comply with Local Rule 9010-1 and represent the debtor in bringing and defending all matters in the bankruptcy case until a substitution of attorney is filed or an order is entered allowing the attorney to withdraw.

Unless otherwise agreed, the attorney has no responsibility to represent the debtor in adversary proceedings. However, if an adversary proceeding is filed against the debtor, the attorney will explain to the debtor the estimated cost of providing representation in the adversary proceeding, the risks and consequences of an adverse judgment, and the risks and consequences of proceeding without counsel, as well as the sources, if any, of possible pro bono representation.

IV. Before the case is filed, the chapter 7 debtor ~~shall~~must:

A. Fully disclose, review and analyze with the attorney the debtor's real and personal property, all debts, income, expenses and all other financial information needed to properly complete the schedules and statements;

B. Prior to and throughout the case respond promptly to all communications from the attorney;

C. Prior to and throughout the case, timely provide the attorney with full and accurate financial and other information and documentation the attorney requests, INCLUDING BUT NOT LIMITED TO:

1. A Certificate of Credit Counseling and any debt repayment plan;

2. Proof of income received from all sources in the six-month period preceding filing, including pay stubs, social security statements, workers' compensation payments, income from rental property, pensions, disability payments, child and spousal support, and income from self-employment;

3. The most recently filed federal and state income tax returns, or transcripts of returns, as well as any other returns requested by the attorney, the trustee, the court, or a party in interest;

4. A government-issued photo identification and proof of social security number, such as a social security card or W-2;

5. A record of interest, if any, in an educational individual retirement account or a qualified state tuition program;

6. The name, address, and telephone number of any person or state agency to whom the debtor owes back child or spousal support or makes current child or spousal support payments, and any and all supporting court orders, declarations of voluntary support payments, separation agreements, divorce decrees, or property settlement agreements;

7. Any insurance policies requested by the attorney;

8. Vehicle titles for all cars, trucks, motorcycles, boats, ATVs, and other vehicles titled in the debtor's name;

9. Legal descriptions for all real property, wherever located, owned by the

debtor or titled in the debtor's name, or in which the debtor has any interest whatsoever, including but not limited to, a timeshare, remainder interest, or life estate;

10. Documents relating to any inheritance to which the debtor is entitled or may be entitled;

11. Information relating to any foreclosures, repossessions, seizures, wage garnishments, liens, or levies on assets which occurred in the preceding 12 months or continues after the filing of the case;

12. Information and documents relating to any prior bankruptcies filed by the debtor(s) or any related entity;

13. Any changes in income or financial condition, such as job loss, illness, injury, inheritance, or lottery winnings before or during the case;

14. Information and documents relating to any lawsuits in which the debtor is involved before or during the case or claims the debtor has or may have against third parties;

15. Information relating to any seizure of tax refunds by the IRS or Department of Revenue;

16. All information or documentation needed to respond to any motion or objection in the bankruptcy case;

17. Any tax returns, account statements, pay stubs, or other documentation necessary to timely comply with requests made by the United States Trustee or the Chapter 7 Trustee or any audit requests.

D. Cooperate with the attorney in preparing, reviewing, and signing the petition, schedules, statements, and all other documents required for filing a bankruptcy case.

V. After the case is filed, the chapter 7 debtor ~~shall~~must:

A. Timely and promptly comply with all applicable bankruptcy rules and procedures;

B. Appear punctually at the meeting of creditors with recent proof of income, a government-issued photo identification card, proof of social security number, and copies of all financial account statements covering the date the bankruptcy petition was filed;

C. Contact the attorney before buying, refinancing, or contracting to sell real property and before entering into any loan agreement until the debtor receives a discharge;

D. Keep the court, the trustee, and the attorney informed of the debtor's current address and telephone number; and

E. Complete an approved personal financial-management course (also referred to as a debtor education course) and provide the certificate of attendance to the attorney for filing.

VI. The chapter 7 debtor's attorney ~~shall~~must, both before and after the case is filed, comply with all applicable professional and ethical rules and ~~shall~~must exercise civility in dealings with all entities with which the attorney comes in contact. The attorney ~~shall~~must also advise the chapter 7 debtor to likewise act in a civil and courteous manner, to dress in a manner appropriate for a federal proceeding and debtors ~~shall~~must do so.

Signatures. By signing this acknowledgment, the debtor and the attorney certify they have read it and understand what is required of the debtor and the attorney in this bankruptcy case.

Debtor 1	Date
Debtor 2	Date
Attorney	Date

A fully executed copy of this document must be filed with the petition commencing the bankruptcy case of the debtor(s).

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA

In re: Case No.

Debtor(s).

NOTICE OF RESPONSIBILITIES OF CHAPTER 13 DEBTORS AND THEIR ATTORNEYS

This Notice lists certain responsibilities of debtors and their attorneys. Nothing in this document changes, limits, or in any way alters the debtor's or the debtor's attorney's obligations under the Bankruptcy Code, the local and national rules, or any rule of professional responsibility.

UNLESS THE COURT ORDERS OTHERWISE:

I. Before the case is filed, the attorney for the chapter 13 debtor ~~shall~~must, at a minimum:

A. Meet with the debtor to review and analyze the debtor's real and personal property, debts, income, and expenses and advise the debtor on whether to file a bankruptcy petition;

B. Explain the various bankruptcy and non-bankruptcy options, the consequences of filing under chapters 7, 11 or 13 and answer the debtor's questions;

C. Explain to the debtor how the attorney's and trustee's fees are paid;

D. Explain what payments will be made directly by the debtor and what payments will be made through the debtor's chapter 13 plan, with particular attention to mortgage and vehicle loan payments, as well as any other claims with accrued interest;

E. Explain to the debtor how, when, and where to make the chapter 13 plan payments;

F. Explain to the debtor that the first plan payment must be made to the trustee within 30 days of filing the case;

G. Advise the debtor of the requirement to provide to the trustee the most recently-filed tax return(s) at least seven days prior to the scheduled meeting of creditors. In addition, advise the debtor of the requirement to attend the meeting of creditors and identify the documents the debtor must bring to the meeting;

H. Advise the debtor that providing false information in the bankruptcy schedules or false testimony at the meeting of creditors or other hearing or trial may expose the debtor to criminal prosecution and denial of discharge;

I. Advise the debtor of the necessity of maintaining liability, collision, and comprehensive insurance on vehicles securing loans or leases;

J. Timely prepare and file the debtor's petition, plan, schedules, statements, certificates, and other documents required to commence a case, and review them for accuracy contemporaneously with the filing.

II. After the case is filed, the attorney for the chapter 13 debtor ~~shall~~must, at a minimum:

A. Ensure that the debtor is adequately represented by an attorney at the meeting of creditors and make every effort to obtain confirmation of the plan;

B. Prepare, file, and serve any necessary amendments to the petition, schedules, and statements;

C. Respond to any objection to plan confirmation and, where necessary, prepare, file, and serve a modified plan, and appear, as required, at any hearing;

D. Prepare, file, and serve post-confirmation documents necessary to modify the plan;*

E. Promptly respond to the debtor's questions throughout the case;

F. Prepare, file, and serve necessary motions to buy, sell, or refinance real or personal property;*

G. Examine the claims register and all claims filed in the case and, if as part of the claims examination, a personal identifier that must be redacted to comply with Fed. R. Bankr. P. 9037 is discovered, the debtor's attorney will notify the clerk by following the instructions on the court's website;

~~G.~~H. Prepare and file a proof of claim for a creditor when appropriate to protect the debtor's interest;

~~H.~~I. Object to improper or invalid claims when appropriate to protect the debtor's interest;*

~~I.~~J. Advise the debtor in motions for relief from the automatic stay, file objections when appropriate, and appear, when required, at any hearing;*

~~J.~~K. Consider and advise the debtor concerning lien avoidance and, if appropriate, prepare, file, and serve necessary motions to avoid liens on real or personal property;

~~K.~~L. Prepare, file, and serve responses to motions for dismissal of the case;*

~~L.~~M. Advise the debtor of the requirement to complete an instructional course in personal financial management (also referred to as a debtor education course) and the consequences of not doing so;

~~M.~~N. Prepare, file, and serve the ~~*Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q)*~~ Local Form 4004-1 and the ~~*Certificate of Debtor Education*~~certificate of course completion for personal financial management immediately after completion of plan payments;

~~N.~~O. Represent the debtor in connection with any audit request;* and

~~O.~~P. Represent the debtor in bringing and defending any and all other matters or proceedings in the bankruptcy case as necessary for the proper administration of the case.

III. The attorney ~~shall~~must comply with Local Rule 9010-1 and represent the debtor in bringing and defending all matters in the bankruptcy case until a substitution of attorney is filed or an order is entered allowing the attorney to withdraw.

Unless otherwise agreed, the attorney has no responsibility to represent the debtor in adversary proceedings. However, if an adversary proceeding is filed against the debtor, the attorney will explain to the debtor the estimated cost of providing representation in the adversary proceeding, the risks and consequences of an adverse judgment, and the risks and consequences of proceeding without counsel, as well as the sources, if any, of possible pro bono representation.

IV. Before the case is filed, the chapter 13 debtor ~~shall~~must:

A. Fully disclose, review and analyze with the attorney the debtor's real and personal property, all debts, income, expenses and all other financial information needed to properly complete the schedules and statements;

B. Prior to and throughout the case respond promptly to all communications from the attorney:

C. Prior to and throughout the case, timely provide the attorney with full and accurate financial and other information and documentation the attorney requests, INCLUDING BUT NOT LIMITED TO:

1. A Certificate of Credit Counseling and any debt repayment plan;

2. Proof of income received from all sources in the six-month period preceding filing, including pay stubs, social security statements, workers' compensation payments, income from rental property, pensions, disability payments, child and spousal support, and income from self-employment.

3. The most recently filed federal and state income tax returns, or transcripts of returns, as well as any other returns requested by the attorney, the trustee, the court, or a party in interest;

4. A government-issued photo identification and proof of social security number, such as a social security card or W-2;

5. A record of interest, if any, in an educational individual retirement account or a qualified state tuition program;

6. The name, address, and telephone number of any person or state agency to whom the debtor owes back child or spousal support or makes current child or spousal support payments, and any and all supporting court orders, declarations of voluntary support payments, separation agreements, divorce decrees, or property settlement agreements;

7. Any insurance policies requested by the attorney;

8. Vehicle titles for all cars, trucks, motorcycles, boats, ATVs, and other vehicles titled in the debtor's name;

9. Legal descriptions for all real property, wherever located, owned by the debtor or titled in the debtor's name, or in which the debtor has any interest whatsoever, including but not limited to, a timeshare, remainder interest, or life estate;

10. Documents relating to any inheritance to which the debtor is entitled or may be entitled;

11. Information relating to any foreclosures, repossessions, seizures, wage garnishments, liens, or levies on assets which occurred in the preceding 12 months or continues after the filing of the case;

12. Information and documents relating to any prior bankruptcies filed by the debtor(s) or any related entity;

13. Any changes in income or financial condition, such as job loss, illness, injury, inheritance, or lottery winnings before or during the case;

14. Information and documents relating to any lawsuits in which the debtor is involved before or during the case or claims the debtor has or may have against third parties;

15. Information relating to any seizure of tax refunds by the IRS or Department of Revenue;

16. All information or documentation needed to respond to any motion or objection in the bankruptcy case;

17. Any tax returns, account statements, pay stubs, or other documentation necessary to timely comply with requests made by the United States Trustee or the Chapter 13 Trustee or any audit requests.

D. Cooperate with the attorney in preparing, reviewing, and signing the petition, schedules, statements, and all other documents required for filing a bankruptcy case.

V. After the case is filed, the chapter 13 debtor ~~shall~~must:

A. Timely and promptly comply with all applicable bankruptcy rules and procedures and with the terms of the chapter 13 plan;

B. Appear punctually at the meeting of creditors with recent proof of income, a government-issued photo identification card, proof of social security number, and copies of all financial account statements covering the date the bankruptcy petition was filed;

C. Make all required payments to the Chapter 13 Trustee, and to such creditors as are being paid directly, and inform the attorney if required payments cannot be made;

D. Contact the attorney before buying, refinancing, or contracting to sell real property and before entering into any loan agreement;

E. Keep the court, the trustee, and the attorney informed of the debtor's current address and telephone number;

F. Complete an approved personal financial management course (also referred to as a debtor education course) and provide the certificate of attendance to the attorney for filing;

G. Pay all required domestic support obligations;

H. Cooperate with the attorney to complete and sign the ~~*Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q)*~~*Local Form 4004-1* immediately after making the final plan payment.

VI. The chapter 13 debtor's attorney ~~shall~~must, both before and after the case is filed, comply with all applicable professional and ethical rules and ~~shall~~must exercise civility in dealings with all entities with which the attorney comes in contact. The attorney ~~shall~~must also advise the chapter 13 debtor to likewise act in a civil and courteous manner, to dress in a manner appropriate for a federal proceeding and debtors ~~shall~~must do so.

Signatures. By signing this acknowledgment, the debtor and the attorney certify they have read it and understand what is required of the debtor and the attorney in this bankruptcy case.

______________________ Debtor 1	__________ Date
______________________ Debtor 2	__________ Date
______________________ Attorney	__________ Date

A fully executed copy of this document must be filed with the petition commencing the bankruptcy case of the debtor(s).

* See Local Rule 2016-1 for additional guidance when an attorney who performs these services after confirmation of the plan may request additional attorney's fees and expenses in connection with such services.

LOCAL FORM ~~3020~~3018-1
REVISED ~~09/25~~12/26

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA

In re:	Case No. [XX-XXXXX]
[Insert Name(s)],	Chapter 11
Debtor(s).	

REPORT OF BALLOT TABULATION

Class ___________	Accepting	# _________	$________________
	Rejecting	# _________	$________________
	Percent Accepting	_______%	_______%
Class ___________	Accepting	# _________	$________________
	Rejecting	# _________	$________________
	Percent Accepting	_______%	_______%
Class ___________	Accepting	# _________	$________________
	Rejecting	# _________	$________________
	Percent Accepting	_______%	_______%
Class ___________	Accepting	# _________	$________________
	Rejecting	# _________	$________________
	Percent Accepting	_______%	_______%

We certify under penalty of perjury that we have examined the ballots in this case and the report above is an accurate summary of those ballots to the best of our knowledge, information or belief.

Executed on: ___________________________

Signed: _______________________________
Attorney for Debtor(s)

Signed: _______________________________
Attorney for Creditor's Committee

Rule 1007-1. Lists, Schedules, and Statements

(a) STATEMENT OF COMPENSATION. The statement of compensation that a debtor's attorney must file under 11 U.S.C. § 329(a) and Federal Rule of Bankruptcy Procedure 2016(b) must conform to Local Form 1007-1(7) in chapter 7 cases and Local Form 1007-1(13) in chapter 13 cases.

(b) SCHEDULE C: REAL PROPERTY. Any real property listed on Schedule C must include a legal description of the property.

[Effective April 15, 1997. Amended effective January 1, 2002; January 9, 2006; May 1, 2014; December 1, 2015; July 17, 2023; December 1, 2026.]

2023 Advisory Committee Notes

Local Rule 1007-1(a) was restyled to refer to 11 U.S.C. § 329(a) and Fed. R. Bankr. P. 2016(b) and eliminate language that was duplicative of Fed. R. Bankr. P. 2016(b). As amended, subsection (a) requires conformance with Local Form 1007-1 instead of substantial conformance. Subsection (b) was restyled and amended to better reflect the information that is requested on Official Form 106C. Subsection (c) was removed as duplicative of and to ensure consistency with Fed. R. Bankr. P. 1007(b)(7).

2026 Advisory Committee Notes

Local Rule 1007-1(a) was amended to reflect different disclosure of compensation forms for chapter 7 and chapter 13 cases. The disclosure of compensation forms were renumbered to Local Form 1007-1(7) for chapter 7 cases and 1007-1(13) for chapter 13 cases. The chapter 7 and chapter 13 disclosure of compensation forms, Local Forms 1007-1(7) and 1007-1(13), were amended to add a header to paragraph 4 and to remove former paragraph 6 as duplicative of the Notice of Responsibilities forms, Local Forms 1007-4(7) and 1007-4(13). The chapter 7 disclosure of compensation form, Local Form 1007-1(7), was further amended to clarify that debtors' attorneys must disclose all post-petition compensation. Paragraph five was amended to remove language suggesting that there may be other fees not disclosed and paragraphs 6 and 7 were added to note any additional fees that the debtor has agreed to pay and that the attorney is aware of the requirements of Fed. R. Bankr. P. 2016, including the requirement to file a supplemental statement disclosing the payment of attorney's fees not previously disclosed.

Rule 1007-4. Notice of Responsibilities of Chapter 7 and 13 Debtors and Their Attorneys

In any chapter 7 or chapter 13 case in which the debtor is represented by an attorney, the attorney must file with the petition a Notice of Responsibilities. The Notice of Responsibilities must conform to Local Form 1007-3-1(7) in chapter 7 cases and Local Form 1007-3-1(13) in chapter 13 cases.

[Effective October 15, 2010. Amended effective July 17, 2023; renumbered as 1007-4 on December 1, 2026.]

2023 Advisory Committee Notes

Local Rule 1007-3-1 was amended to clarify that the attorney must file with the petition a Notice of Responsibilities. The former language that directed that the Notice of Responsibilities include a scanned image of the signature page has been deleted to conform to the 2023 amendments made to Local Rule 9011-1 concerning electronic signatures.

2026 Advisory Committee Notes

Local Rule 1007-3-1 was renumbered to Local Rule 1007-4 to provide a more consistent local rule numbering scheme. The Notice of Responsibilities forms, Local Forms 1007-3-1(7) and 1007-3-1(13), were renumbered to Local Forms 1007-4(7) and 1007-4(13), respectively, to match renumbered Local Rule 1007-4. Local Form 1007-4(7) was amended to add new paragraph II.E. and Local Form 1007-4(13) was amended to add new paragraph II.G. to require the debtor's attorney to "[e]xamine the claims register and all claims filed in the case and, if as part of the claims examination, a personal identifier that must be redacted to comply with Fed. R. Bankr. P. 9037 is discovered, the debtor's attorney will notify the clerk by following the instructions on the court's website." Local Form 1007-4(7) was also amended to add new paragraph II.M. to specify that the attorney must "[f]ile a supplemental statement within 14 days after any payment or agreement to pay not previously disclosed as required under Fed. R. Bankr. P. 2016(b)(2)." In addition, both forms received stylistic updates and were changed to add the phrase "(also referred to as a debtor education course)" when referring a course on personal financial management to address how such courses are referred to in the Code, Federal Rules of Bankruptcy Procedure, and on the U.S. Trustee Program's website. Lastly, Local Form 1007-4(13) was amended to refer to the Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q) as Local Form 4004-1.

Rule 2014-1. Employing Professionals

(a) APPLICATION. An application filed under Federal Rule of Bankruptcy Procedure 2014(a) must comply with Local Rules 9013-3(a) and (c), except that:

(1) A verification is required; and

(2) Notice of the application must also be given to any committee elected under 11 U.S.C. § 705 or appointed under 11 U.S.C. § 1102, or its authorized agent.

(b) UNITED STATES TRUSTEE REPORT. Within seven days after receipt of the application, the United States trustee must file a report indicating whether the United States trustee opposes the proposed employment. If the United States trustee opposes the proposed employment, the applicant must schedule a hearing on the application and give notice of the hearing to the entities listed in subsection (a)(2) of this rule and Local Rule 9013-3(c).

(c) EFFECTIVE DATE OF EMPLOYMENT. An order approving the employment of a professional under this rule is effective as of the date the application was filed.

[Effective April 15, 1997. Amended effective January 1, 2002; January 9, 2006; December 1, 2009; May 1, 2019; October 1, 2019; January 1, 2021; September 3, 2025; December 1, 2026.]

2025 Advisory Committee Notes

Local Rule 2014-1 was restyled and amended to avoid unnecessary duplication and inconsistency with Fed. R. Bankr. P. 2014. Subsection (a) was amended to reference Local Rule 9013-3(a) and (c), with a few additional requirements. The required verification referenced in Local Rule 2014-1(a)(1) must include the verified statement requirements listed in Fed. R. Bankr. P. 2014(a). Subsection (b) was restyled. References to amended subsection (a) of this rule and Local Rule 9013-3(c) were added; no substantive changes were intended. Amended subsection (c) includes restyled language found in former subsection (b). The language in former subsection (c) was removed as to ensure consistency with Fed. R. Bankr. P. 2014. If the employment of a professional person is not authorized under 11 U.S.C. §§ 327, 1103, or 1114, a motion for such employment is required.

2026 Advisory Committee Notes

Local Rule 2014-1(b) was amended to direct the United States trustee to file a report indicating whether it opposes an application for employment filed under subsection (a), rather than having to indicate whether it supports or opposes the application.

Rule 3018-1. Chapter 11 – Report of Ballot Tabulation

Attorneys for the plan proponent and the committee of unsecured creditors must count the ballots and file a report of the tabulation not later than 24 hours before the confirmation hearing. The report must conform substantially to Local Form 3018-1.

[Effective December 1, 2026.]

2026 Advisory Committee Notes

New Local Rule 3018-1 was implemented to address the report of ballot tabulation. This language used to be found in Local Rule 3020-1 but because Fed. R. Bankr. P. 3018 addresses accepting or rejecting the plan, the ballot tabulation guidance was moved to new Local Rule 3018-1. For the ballots themselves, chapter 11 plan proponents should use Official Form 314. In addition, Local Form 3020-1, Report of Ballot Tabulation, was renumbered as Local Form 3018-1 to be consistent with new Local Rule 3018-1.

Rule 3020-1. Chapter 11 – Objecting to Confirmation

For purposes of Federal Rules of Bankruptcy Procedure 3020(b)(1) and 9014(a), any objection to confirmation of a chapter 11 plan need only comply with Local Rules 9006-1(b) and 9013-1(b) and (c).

[Effective April 15, 1997. Amended effective January 1, 2002; January 9, 2006; December 1, 2009; October 1, 2019; January 1, 2021; September 3, 2025; December 1, 2026.]

2025 Advisory Committee Notes

Local Rule 3020-1 was amended to reflect current practice and to ensure consistency with Fed. R. Bankr. P. 3020. Subsection (a) was amended to make clear that for purposes of Fed. R. Bankr. P. 3020(b)(1) and 9014(a), any objection to confirmation of a chapter 11 plan need only comply with Local Rules 9006-1(b) and 9013-1(b) and (c). For example, no notice of hearing and motion is required. The confirmation hearing is the relevant hearing for purposes of the objection and no separate notice of hearing is required. With that change, subsection (a)(1) was removed. However, parties must still comply with the service requirements of Fed. R. Bankr. P. 3020(b)(1), 9014(b), and 7004, as well as Local Rules 9013-2 and 9036-1. Subsection (a)(2) was also removed as unnecessary. The court enters a scheduling order that contains a deadline for objecting to confirmation of a chapter 11 plan. The changes to subsection (b) are stylistic only; no substantive changes were intended. Local Form 3020-2 was renumbered to Local Form 3020-1 and restyled. Subsection (c) was removed in its entirety as unnecessary and to ensure consistency with Fed. R. Bankr. P. 3020(b)(3). Federal Rule of Bankruptcy Procedure 3020(b)(3) allows the court to make certain determinations without receiving evidence if no objection is filed.

2026 Advisory Committee Notes

Local Rule 3020-1 was amended to just address objections to confirmation. Former subsection (b), which addressed reports of ballot tabulation, was moved to new Local Rule 3018-1. In addition, Local Form 3020-1, Report of Ballot Tabulation, was renumbered to Local Form 3018-1 to be consistent the amendments to Local Rule 3020-1.

Rule 9010-1. Attorneys

(a) ADMISSION. The bar of this court consists of those attorneys admitted to practice before the district court who pay all admission fees that the district court prescribes. No person, unless duly admitted to practice before the district court in accordance with District Court Local Rule 83.5, is permitted to appear and participate in the trial of any action or the hearing of any motion in this court, except as follows:

(1) on his or her own behalf, if the person is a party who may represent himself or herself;

(2) an attorney admitted pro hac vice;

(3) an attorney admitted as a government attorney;

(4) as permitted by Federal Rule of Civil Procedure 45(f);

(5) by special permission of the court; or

(6) an attorney filing a proof of claim on behalf of a creditor.

(b) LAW STUDENTS. A law student who represents a client in connection with a matter before this court and the law student's supervising attorney must comply with Local Rule 83.8 of the district court, except that any filing required by that rule must be made with this court's clerk.

(c) FORMER LAW CLERKS. For a period of one year after termination from service as a law clerk, an attorney who has served as a law clerk to a judge must not appear before that judge or allow that attorney's name to appear on any pleading or memorandum filed in connection with any bankruptcy case or adversary proceeding assigned to that judge.

(d) SUBSTITUTION; WITHDRAWAL.

(1) Substitution in Adversary Proceeding or Chapter 7 or 13 Cases. If a party in an adversary proceeding or a debtor in a chapter 7 or 13 case seeks to substitute attorneys, the substituted attorney must file a substitution of attorney signed by the party or debtor and the substituted attorney. Notice of the substitution must be given to all parties to the adversary proceeding or the trustee in the bankruptcy case.

(2) Substitution if Employment Subject to Court Approval. If a party or debtor seeks to substitute attorneys and the party's or debtor's employment of the original attorney was subject to court approval, the substituted attorney must file an application to substitute attorneys and comply with Local Rule 2014-1.

(3) Withdrawal Only. If an attorney for a party in an adversary proceeding, an attorney for a debtor in a chapter 7 or 13 case, or an attorney in a bankruptcy case whose employment

was subject to court approval seeks to withdraw without filing a substitution of attorney, that attorney must file a motion for leave to withdraw. However, if there is more than one attorney of record for the party or debtor, and at least one attorney will remain of record after the withdrawal, an attorney may withdraw by filing a notice of withdrawal and sending such notice to all parties to the adversary proceeding or the trustee in the bankruptcy case.

(4) Effect of Failure to Comply. Until the substituted attorney files a substitution of attorney or the court enters an order allowing the original attorney to withdraw if withdrawal is not otherwise allowed, the original attorney is the party's or debtor's attorney of record and the original attorney must represent the party or debtor in bringing and defending all matters or proceedings in the bankruptcy case other than adversary proceedings in which the original attorney has not yet made an appearance. Failure to receive advance payment or guarantee of attorney's fees is not grounds for failure to comply with this local rule.

[Effective April 15, 1997. Amended effective January 9, 2006; October 15, 2010; April 1, 2013; May 1, 2014; October 1, 2019; amended and renumbered as 9010-1 on July 17, 2023; amended on December 1, 2026.]

2023 Advisory Committee Note

Local Rule 9010-3 was renumbered to Local Rule 9010-1 and restyled. Subsection (a) was amended to be consistent with Local Rule 83.5 of the district court. Former subsection (b) was removed to require government attorneys to follow the same rules of admission that apply to government attorneys in district court. That change is now reflected in amended subsection (a). Former subsection (c) was removed as pro hac vice is now addressed in amended subsection (a). Former subsection (d) was renumbered to subsection (b).

Subsection (b) now refers to Local Rule 83.8 of the district court to remove language duplicative of that rule. A supervising attorney should use the bankruptcy court's Student Practice Certification Form and Notice of Appearance of Student Attorney to have a student attorney appear in a case under this rule. The form is available on the court's website at www.mnb.uscourts.gov. Former subsections (e) and (f) were renumbered to subsections (c) and (d), respectively, and include minor, stylistic changes. Former subsection (g) was renumbered to subsection (e) and restyled. Former subsection (g)(1) was divided into subsections (e)(1) and (e)(2) for readability. The last sentence in amended subsection (e)(3) was added to make clear that where a party or a debtor has multiple attorneys and only one or some of those attorneys seek to withdraw, a motion for leave to withdraw is not required, as the party or debtor will still have representation. Former subsection (g)(3) was removed because service requirements are addressed in other rules. Further, service is not always required. As in amended subsection (e)(1), there are instances where only notice is required. Former subsection (g)(4) was renumbered to (e)(4) and restyled.

2026 Advisory Committee Note

Local Rule 9010-1(a) was amended to better conform with District Court Local Rule 83.5 and its exceptions for admission to practice. Please note that under subsection (a)(1), only individual debtors may represent themselves in the bankruptcy court. *See* Local Rule 9010-2. In subsection (a)(6), an exception for attorneys only filing a proof of claim on behalf of a creditor was added. The clerk's office provides three ways for creditors to file proofs of claim without requiring an attorney to make a formal notice of appearance: (1) limited ECF filing access; (2) the electronic Proof of Claim (ePOC) system; and (3) by mail. Former subsection (d) regarding former judges was removed because the Order for Assignment of Cases was updated to provide a recusal policy for situations where a former bankruptcy judge appears as counsel.

Rule 9013-1. Motions – Form

(a) HEARING DATE. Unless otherwise directed by the court, the moving party must obtain a hearing date from the judge's courtroom deputy to file a motion.

(b) MOTION REQUIREMENTS. Except as otherwise provided, a party making a motion must file and serve:

(1) A notice of hearing and motion that substantially complies with Local Form 9013-1;

(2) A concise memorandum of facts and law;

(3) If facts are at issue, a verification of the motion or exhibits;

(4) A proposed witness list with the name, address, and substance of the proposed testimony, if applicable;

(5) A proposed order; and

(6) If required, proof of service.

(c) RESPONSE REQUIREMENTS. A party who wishes to respond to a motion must file and serve a response. A response may include a request for an order denying the motion or a request for an order imposing costs, fees, and expenses, but must not include a request for any other relief. The response must include:

(1) A concise memorandum of facts and law;

(2) If facts are at issue, a verification of the response or exhibits;

(3) A proposed witness list with the name, address, and substance of the proposed testimony, if applicable;

(4) A proposed order; and

(5) If required, proof of service.

(d) EXHIBITS. Filing Users must submit all exhibits or attachments in electronic form in accordance with the clerk's instructions on the court's website, unless ordered otherwise.

(e) RELIEF WITHOUT HEARING. If no response opposing a motion is timely filed, the court may enter an order granting the motion without a hearing.

(f) SEALED DOCUMENTS. A party seeking to file documents under seal must file a motion in accordance with this rule. The documents proposed to be filed under seal must be filed in accordance with the clerk's instructions on the court's website.

(g) CERTAIN MOTIONS BY TRUSTEE IN CHAPTER 7 OR 13 CASES. Unless the court orders otherwise, the trustee in a chapter 7 or 13 case is not required to file a memorandum of facts and law for the following motions:

(1) To dismiss a bankruptcy case under Federal Rule of Bankruptcy Procedure 1017;

(2) For examination of an entity under Federal Rule of Bankruptcy Procedure 2004;

(3) For turnover of property;

(4) Objecting to a claim of exemption under Federal Rule of Bankruptcy Procedure 4003; or

(5) Objecting to a proof of claim under Federal Rule of Bankruptcy Procedure 3007.

[Effective April 15, 1997. Amended effective January 9, 2006; April 1, 2013; May 1, 2015; December 1, 2017; May 1, 2019; October 1, 2019; amended and renumbered as 9013-1 on July 17, 2023; amended on December 1, 2026.]

[Former Local Rule 9013-1 effective April 15, 1997. Amended effective January 1, 2002. Abrogated effective July 17, 2023.]

2023 Advisory Committee Notes

The language in former Local Rule 9013-1 was removed as duplicative of Fed. R. Bankr. P. 9013. Local Rule 9013-2 was renumbered to Local Rule 9013-1. Local Form 9013-2 was renumbered to 9013-1 and restyled to make it consistent with certain rule changes. The language in former Local Rule 9013-2 was restyled and reorganized. As stated in the 2013 Advisory Committee Notes to Fed. R. Bankr. P. 9006, “Rule 9013 governs the form of motions and the parties who must be served. Rule 9014 prescribes the procedures applicable to contested matters, including the method of serving motions commencing contested matters and subsequent papers.”

Information concerning the presentation of evidence at hearings found in former Local Rule 9013-2(c)(2) was moved to Local Rule 9017-1. The information in former subsection (d) was moved to Local Rule 9001-1(g). Amended subsections (e) and (f) regarding exhibits and sealed documents now advise filers to file such documents in accordance with the clerk’s instructions, which are available on the court’s website at www.mnb.uscourts.gov. Former subsection (h) was removed as unnecessary. A waiver of discharge under 11 U.S.C. §§ 727(a)(10), 1141(d)(4), 1228(a), or 1328(a) requires court approval and Fed. R. Bankr. P. 9013(a) states, “A request for an order, except when an application is authorized by these rules, shall be by written motion, unless made during a hearing.”

Subsection (f) was added to include the information that used to appear in now abrogated Local Rule 9013-5, except for references to a motion to approve compromise or settlement and a motion for sale of property. Reference to a motion to approve compromise or settlement was removed as it is now addressed in Local Rule 9019-1(a) for chapter 7 trustees. Reference to a motion for sale of property was removed as unnecessary. *See* Fed. R. Bankr. P. 6004(a). While a memorandum of facts and law is not required for the motions listed in subsection (f), the motion itself should provide the factual and legal basis for the relief sought.

2026 Advisory Committee Notes

Local Rule 9013-1 was amended to provide new subsection (a) to clarify that the moving party must obtain a hearing date from the judge’s courtroom deputy when filing a motion. Please note that attorneys may self-calendar hearings for certain types of motions when filing the notice of hearing in CM/ECF (also known as pre-sets). Each judge determines which types of motions may be self-calendared. When self-calendaring is permitted, the attorney does not need to separately contact the judge's courtroom deputy to schedule a hearing. Debtors or parties who are self-represented, or proceeding pro se, must contact the judge's courtroom deputy to schedule a hearing for any motion that they are filing. The judge's page on the court's public website, at www.mnb.uscourts.gov, provides instructions for how to contact the judge's courtroom deputy and information about self-calendaring.

Rule 9019-1. Compromise or Settlement

(a) MOTION BY TRUSTEE IN CHAPTER 7 CASES. In a chapter 7 case, a motion made by a trustee under this rule must briefly describe the compromise or settlement and state the date by which any responses are due. A motion filed under this rule does not need to comply with the motion requirements in Local Rule 9013-1(a). If no response to the motion is filed, the court may enter an order approving the compromise or settlement without a hearing. If a response to the motion is filed, the trustee must contact the judge's courtroom deputy for a hearing date and give notice of such hearing to the responding party.

(b) NOTICE ONLY. For any motion under Federal Rule of Bankruptcy Procedure 9019(a), the service requirements under Local Rule 9013-2(a) do not apply.

[Effective April 15, 1997. Amended effective January 1, 2002; July 17, 2023; December 1, 2026.]

2023 Advisory Committee Notes

Local Rule 9019-1 was amended to remove any reference to Local Rule 6004-1, which governs the sale of estate property. Former subsections (a) and (b) were removed to ensure consistency with and as duplicative of Fed. R. Bankr. P. 2002(a)(3), which allows the court for cause shown to direct that notice not be sent. Amended subsection (a) still provides a more efficient method for chapter 7 trustees to notice settlements. The chapter 7 trustees are permitted to use negative notice procedures and do not have to comply with Local Rule 9013-1. Under Fed. R. Bankr. P. 2002(a)(3), a trustee can request that the court limit notice in any given case. Amended subsection (b) is meant to signify that a trustee only has to comply with the notice requirements found in Fed. R. Bankr. P. 9019(a) and Local Rule 9013-2(b), as opposed to the service requirements in Local Rule 9013-2(a). This is to ensure the local rule is not significantly more burdensome than the federal rule. Former subsection (c) was removed as it is more appropriately addressed in Local Rule 7041-1. Subsection (d) was removed as unnecessary and to ensure consistency with Fed. R. Bankr. P. 9019.

2026 Advisory Committee Notes

Local Rule 9019-1(a) was amended to clarify that the motion requirements provided in Local Rule 9013-1(a) do not apply when a trustee files a motion under Fed. R. Bankr. P. 9019.

LOCAL FORM 1007-1(7)
REVISED 12/26

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA

In re: Case No.

Debtor(s).

DISCLOSURE OF COMPENSATION OF ATTORNEY FOR CHAPTER 7 DEBTOR

1. Pursuant to 11 U.S.C. § 329(a) and Fed. Bankr. P. 2016(b), I certify that I am the attorney for the above-named debtor(s) and that compensation paid to me within one year before the filing of the petition in bankruptcy, or agreed to be paid to me, for services rendered or to be rendered on behalf of the debtor(s) in contemplation of or in connection with the bankruptcy case is as follows:

   For legal services, I have agreed to accept: $_________________

   Prior to the filing of this statement, I have received: $_________________

   Balance Due $_________________

2. The source of the compensation paid to me was:

   ☐ Debtor ☐ Other (specify)

3. The source of the compensation to be paid to me is:

   ☐ Debtor ☐ Other (specify)

4. Fee Sharing Arrangements.

☐ I have not agreed to share the above-disclosed compensation with any other person unless they are members and associates of my law firm.

☐ I have agreed to share the above-disclosed compensation with another person or persons who are not members or associates of my law firm. A copy of the agreement, together with a list of the names of the people or entities sharing in the compensation, is attached.

LOCAL FORM 1007-1(7)
REVISED 12/26

5. In return for the above-disclosed fee as is provided in the written contract required by 11 U.S.C. §528(a)(1), I have agreed to render legal service for all aspects of the bankruptcy case, including:

    A. Analysis of the debtor's financial situation, and rendering advice to the debtor in determining whether to file a petition in bankruptcy;

    B. Preparation and filing of any petition, schedules, statements of affairs and plan which may be required;

    C. Representation of the debtor at the meeting of creditors and confirmation hearing, and any adjourned hearings thereof;

    D. Representation of the debtor in contested bankruptcy matters: and

    E. Other services reasonably necessary to represent the debtor(s).

6. The debtor has agreed to pay no additional fees, except as provided below.

7. I am aware of the requirements of Fed. R. Bankr. P. 2016, including the requirement to file a supplemental statement disclosing the payment of attorney's fees not previously disclosed.

CERTIFICATION

I certify that the foregoing, together with the written contract required by 11 U.S.C. §528(a)(1), is a complete statement of any agreement or arrangement for payment to me for representation of the debtor(s) in this bankruptcy case.

Date: ________________________ ____________________________
Signature of Attorney

LOCAL FORM 1007-1(13)
REVISED 12/26

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA

In re: Case No.

Debtor(s).

DISCLOSURE OF COMPENSATION OF ATTORNEY FOR CHAPTER 13 DEBTOR

1. Pursuant to 11 U.S.C. § 329(a) and Fed. Bankr. P. 2016(b), I certify that I am the attorney for the above-named debtor(s) and that compensation paid to me within one year before the filing of the petition in bankruptcy, or agreed to be paid to me, for services rendered or to be rendered on behalf of the debtor(s) in contemplation of or in connection with the bankruptcy case is as follows:

   For legal services, I have agreed to accept: $_________________

   Prior to the filing of this statement, I have received: $_________________

   Balance Due $_________________

2. The source of the compensation paid to me was:

   ☐ Debtor ☐ Other (specify)

3. The source of the compensation to be paid to me is:

   ☐ Debtor ☐ Other (specify)

4. Fee Sharing Arrangements.

☐ I have not agreed to share the above-disclosed compensation with any other person unless they are members and associates of my law firm.

☐ I have agreed to share the above-disclosed compensation with another person or persons who are not members or associates of my law firm. A copy of the agreement, together with a list of the names of the people or entities sharing in the compensation, is attached.

5. In return for the above-disclosed fee, together with such further fee, if any, as is provided in the written contract required by 11 U.S.C. §528(a)(1), I have agreed to render legal service for all aspects of the bankruptcy case, including:

   A. Analysis of the debtor's financial situation, and rendering advice to the debtor in determining whether to file a petition in bankruptcy;

   B. Preparation and filing of any petition, schedules, statements of affairs and plan which may be required;

   C. Representation of the debtor at the meeting of creditors and confirmation hearing, and any adjourned hearings thereof;

   D. Representation of the debtor in contested bankruptcy matters: and

   E. Other services reasonably necessary to represent the debtor(s).

CERTIFICATION

I certify that the foregoing, together with the written contract required by 11 U.S.C. §528(a)(1), is a complete statement of any agreement or arrangement for payment to me for representation of the debtor(s) in this bankruptcy case.

Date: ________________________ ____________________________
Signature of Attorney

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA

In re: Case No.

Debtor(s).

NOTICE OF RESPONSIBILITIES OF
CHAPTER 7 DEBTORS AND THEIR ATTORNEYS

This Notice lists certain responsibilities of debtors and their attorneys. Nothing in this document changes, limits, or in any way alters the debtor's or the debtor's attorney's obligations under the Bankruptcy Code, the local and national rules, or any rule of professional responsibility.

UNLESS THE COURT ORDERS OTHERWISE:

I. Before the case is filed, the attorney for the chapter 7 debtor must, at a minimum:

A. Meet with the debtor to review and analyze the debtor's real and personal property, debts, income, and expenses and advise the debtor on whether to file a bankruptcy petition;

B. Explain the various bankruptcy and non-bankruptcy options, the consequences of filing under chapters 7, 11 or 13 and answer the debtor's questions;

C. Explain to the debtor how the attorney's fees are paid;

D. Advise the debtor of the requirement to provide to the trustee the most recently-filed tax return(s) at least seven days prior to the scheduled meeting of creditors. In addition, advise the debtor of the requirement to attend the meeting of creditors and identify the documents the debtor must bring to the meeting;

E. Advise the debtor that providing false information in the bankruptcy schedules or false testimony at the meeting of creditors or other hearing or trial may expose the debtor to criminal prosecution and denial of discharge;

F. Advise the debtor of the necessity of maintaining liability, collision, and comprehensive insurance on vehicles securing loans or leases;

G. Timely prepare and file the debtor's petition, schedules, statements, certificates, and other documents required to commence a case, and review them for accuracy contemporaneously with the filing.

II. After the case is filed, the attorney for the chapter 7 debtor must, at a minimum:

A. Ensure that the debtor is adequately represented by an attorney at the meeting of creditors;

B. Prepare, file, and serve any necessary amendments to the petition, schedules, and statements;

C. Promptly respond to the debtor's questions throughout the case;

D. Consider and advise the debtor concerning the debtor's options to buy, sell or refinance real or personal property and assume or reject executory contracts or unexpired leases;

E. Examine the claims register and all claims filed in the case and, if as part of the claims examination, a personal identifier that must be redacted to comply with Fed. R. Bankr. P. 9037 is discovered, the debtor's attorney will notify the clerk by following the instructions on the court's website;

F. Prepare and file a proof of claim for a creditor when appropriate to protect the debtor's interest;

G. Fully advise the debtor of the legal effect and consequences of proposed reaffirmation agreements and any defaults thereunder and, where appropriate, negotiate alternate terms with secured creditors, ensure that any agreement is fully and properly completed and filed, and appear at any hearing, if required;

H. Advise the debtor in motions for relief from the automatic stay, file objections when appropriate, and appear, when required, at any hearing;

I. Prepare, file, and serve responses to motions for dismissal of the case;

J. Advise the debtor of the requirement to complete an instructional course in personal financial management (also referred to as a debtor education course) and the consequences of not doing so and file the certificate of completion for such course;

K. Represent the debtor in connection with any audit request;

L. Represent the debtor in bringing and defending any and all other matters or proceedings in the bankruptcy case as necessary for the proper administration of the case; and

M. File a supplemental statement within 14 days after any payment or agreement to pay not previously disclosed as required under Fed. R. Bankr. P. 2016(b)(2).

III. The attorney must comply with Local Rule 9010-1 and represent the debtor in bringing and defending all matters in the bankruptcy case until a substitution of attorney is filed or an order is entered allowing the attorney to withdraw.

Unless otherwise agreed, the attorney has no responsibility to represent the debtor in adversary proceedings. However, if an adversary proceeding is filed against the debtor, the attorney will explain to the debtor the estimated cost of providing representation in the adversary proceeding, the risks and consequences of an adverse judgment, and the risks and consequences of proceeding without counsel, as well as the sources, if any, of possible pro bono representation.

IV. Before the case is filed, the chapter 7 debtor must:

A. Fully disclose, review and analyze with the attorney the debtor's real and personal property, all debts, income, expenses and all other financial information needed to properly complete the schedules and statements;

B. Prior to and throughout the case respond promptly to all communications from the attorney;

C. Prior to and throughout the case, timely provide the attorney with full and accurate financial and other information and documentation the attorney requests, INCLUDING BUT NOT LIMITED TO:

1. A Certificate of Credit Counseling and any debt repayment plan;

2. Proof of income received from <u>all sources</u> in the six-month period preceding filing, including pay stubs, social security statements, workers' compensation payments, income from rental property, pensions, disability payments, child and spousal support, and income from self-employment;

3. The most recently filed federal and state income tax returns, or transcripts of returns, as well as any other returns requested by the attorney, the trustee, the court, or a party in interest;

4. A government-issued photo identification and proof of social security number, such as a social security card or W-2;

5. A record of interest, if any, in an educational individual retirement account or a qualified state tuition program;

6. The name, address, and telephone number of any person or state agency to whom the debtor owes back child or spousal support or makes current child or spousal support payments, and any and all supporting court orders, declarations of voluntary support payments, separation agreements, divorce decrees, or property settlement agreements;

7. Any insurance policies requested by the attorney;

8. Vehicle titles for all cars, trucks, motorcycles, boats, ATVs, and other vehicles titled in the debtor's name;

9. Legal descriptions for all real property, wherever located, owned by the

debtor or titled in the debtor's name, or in which the debtor has any interest whatsoever, including but not limited to, a timeshare, remainder interest, or life estate;

10. Documents relating to any inheritance to which the debtor is entitled or may be entitled;

11. Information relating to any foreclosures, repossessions, seizures, wage garnishments, liens, or levies on assets which occurred in the preceding 12 months or continues after the filing of the case;

12. Information and documents relating to any prior bankruptcies filed by the debtor(s) or any related entity;

13. Any changes in income or financial condition, such as job loss, illness, injury, inheritance, or lottery winnings before or during the case;

14. Information and documents relating to any lawsuits in which the debtor is involved before or during the case or claims the debtor has or may have against third parties;

15. Information relating to any seizure of tax refunds by the IRS or Department of Revenue;

16. All information or documentation needed to respond to any motion or objection in the bankruptcy case;

17. Any tax returns, account statements, pay stubs, or other documentation necessary to timely comply with requests made by the United States Trustee or the Chapter 7 Trustee or any audit requests.

D. Cooperate with the attorney in preparing, reviewing, and signing the petition, schedules, statements, and all other documents required for filing a bankruptcy case.

V. After the case is filed, the chapter 7 debtor must:

A. Timely and promptly comply with all applicable bankruptcy rules and procedures;

B. Appear punctually at the meeting of creditors with recent proof of income, a government-issued photo identification card, proof of social security number, and copies of all financial account statements covering the date the bankruptcy petition was filed;

C. Contact the attorney before buying, refinancing, or contracting to sell real property and before entering into any loan agreement until the debtor receives a discharge;

D. Keep the court, the trustee, and the attorney informed of the debtor's current address and telephone number; and

E. Complete an approved personal financial-management course (also referred to as a debtor education course) and provide the certificate of attendance to the attorney for filing.

VI. The chapter 7 debtor's attorney must, both before and after the case is filed, comply with all applicable professional and ethical rules and must exercise civility in dealings with all entities with which the attorney comes in contact. The attorney must also advise the chapter 7 debtor to likewise act in a civil and courteous manner, to dress in a manner appropriate for a federal proceeding and debtors must do so.

Signatures. By signing this acknowledgment, the debtor and the attorney certify they have read it and understand what is required of the debtor and the attorney in this bankruptcy case.

______________________________	_______________
Debtor 1	Date
______________________________	_______________
Debtor 2	Date
______________________________	_______________
Attorney	Date

A fully executed copy of this document must be filed with the petition commencing the bankruptcy case of the debtor(s).

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA

In re: Case No.

Debtor(s).

NOTICE OF RESPONSIBILITIES OF
CHAPTER 13 DEBTORS AND THEIR ATTORNEYS

This Notice lists certain responsibilities of debtors and their attorneys. Nothing in this document changes, limits, or in any way alters the debtor's or the debtor's attorney's obligations under the Bankruptcy Code, the local and national rules, or any rule of professional responsibility.

UNLESS THE COURT ORDERS OTHERWISE:

I. Before the case is filed, the attorney for the chapter 13 debtor must, at a minimum:

A. Meet with the debtor to review and analyze the debtor's real and personal property, debts, income, and expenses and advise the debtor on whether to file a bankruptcy petition;

B. Explain the various bankruptcy and non-bankruptcy options, the consequences of filing under chapters 7, 11 or 13 and answer the debtor's questions;

C. Explain to the debtor how the attorney's and trustee's fees are paid;

D. Explain what payments will be made directly by the debtor and what payments will be made through the debtor's chapter 13 plan, with particular attention to mortgage and vehicle loan payments, as well as any other claims with accrued interest;

E. Explain to the debtor how, when, and where to make the chapter 13 plan payments;

F. Explain to the debtor that the first plan payment must be made to the trustee within 30 days of filing the case;

G. Advise the debtor of the requirement to provide to the trustee the most recently-filed tax return(s) at least seven days prior to the scheduled meeting of creditors. In addition, advise the debtor of the requirement to attend the meeting of creditors and identify the documents the debtor must bring to the meeting;

H. Advise the debtor that providing false information in the bankruptcy schedules or false testimony at the meeting of creditors or other hearing or trial may expose the debtor to criminal prosecution and denial of discharge;

I. Advise the debtor of the necessity of maintaining liability, collision, and comprehensive insurance on vehicles securing loans or leases;

J. Timely prepare and file the debtor’s petition, plan, schedules, statements, certificates, and other documents required to commence a case, and review them for accuracy contemporaneously with the filing.

II. After the case is filed, the attorney for the chapter 13 debtor must, at a minimum:

A. Ensure that the debtor is adequately represented by an attorney at the meeting of creditors and make every effort to obtain confirmation of the plan;

B. Prepare, file, and serve any necessary amendments to the petition, schedules, and statements;

C. Respond to any objection to plan confirmation and, where necessary, prepare, file, and serve a modified plan, and appear, as required, at any hearing;

D. Prepare, file, and serve post-confirmation documents necessary to modify the plan;*

E. Promptly respond to the debtor’s questions throughout the case;

F. Prepare, file, and serve necessary motions to buy, sell, or refinance real or personal property;*

G. Examine the claims register and all claims filed in the case and, if as part of the claims examination, a personal identifier that must be redacted to comply with Fed. R. Bankr. P. 9037 is discovered, the debtor’s attorney will notify the clerk by following the instructions on the court’s website;

H. Prepare and file a proof of claim for a creditor when appropriate to protect the debtor’s interest;

I. Object to improper or invalid claims when appropriate to protect the debtor’s interest;*

J. Advise the debtor in motions for relief from the automatic stay, file objections when appropriate, and appear, when required, at any hearing;*

K. Consider and advise the debtor concerning lien avoidance and, if appropriate, prepare, file, and serve necessary motions to avoid liens on real or personal property;

L. Prepare, file, and serve responses to motions for dismissal of the case;*

M. Advise the debtor of the requirement to complete an instructional course in personal financial management (also referred to as a debtor education course) and the consequences of not doing so;

N. Prepare, file, and serve the Local Form 4004-1 and the certificate of course completion for personal financial management immediately after completion of plan payments;

O. Represent the debtor in connection with any audit request;* and

P. Represent the debtor in bringing and defending any and all other matters or proceedings in the bankruptcy case as necessary for the proper administration of the case.

III. The attorney must comply with Local Rule 9010-1 and represent the debtor in bringing and defending all matters in the bankruptcy case until a substitution of attorney is filed or an order is entered allowing the attorney to withdraw.

Unless otherwise agreed, the attorney has no responsibility to represent the debtor in adversary proceedings. However, if an adversary proceeding is filed against the debtor, the attorney will explain to the debtor the estimated cost of providing representation in the adversary proceeding, the risks and consequences of an adverse judgment, and the risks and consequences of proceeding without counsel, as well as the sources, if any, of possible pro bono representation.

IV. Before the case is filed, the chapter 13 debtor must:

A. Fully disclose, review and analyze with the attorney the debtor's real and personal property, all debts, income, expenses and all other financial information needed to properly complete the schedules and statements;

B. Prior to and throughout the case respond promptly to all communications from the attorney:

C. Prior to and throughout the case, timely provide the attorney with full and accurate financial and other information and documentation the attorney requests, INCLUDING BUT NOT LIMITED TO:

1. A Certificate of Credit Counseling and any debt repayment plan;

2. Proof of income received from <u>all sources</u> in the six-month period preceding filing, including pay stubs, social security statements, workers' compensation payments, income from rental property, pensions, disability payments, child and spousal support, and income from self-employment.

3. The most recently filed federal and state income tax returns, or transcripts of returns, as well as any other returns requested by the attorney, the trustee, the court, or a party in interest;

4. A government-issued photo identification and proof of social security number, such as a social security card or W-2;

5. A record of interest, if any, in an educational individual retirement account or a qualified state tuition program;

6. The name, address, and telephone number of any person or state agency to whom the debtor owes back child or spousal support or makes current child or spousal support payments, and any and all supporting court orders, declarations of voluntary support payments, separation agreements, divorce decrees, or property settlement agreements;

7. Any insurance policies requested by the attorney;

8. Vehicle titles for all cars, trucks, motorcycles, boats, ATVs, and other vehicles titled in the debtor's name;

9. Legal descriptions for all real property, wherever located, owned by the debtor or titled in the debtor's name, or in which the debtor has any interest whatsoever, including but not limited to, a timeshare, remainder interest, or life estate;

10. Documents relating to any inheritance to which the debtor is entitled or may be entitled;

11. Information relating to any foreclosures, repossessions, seizures, wage garnishments, liens, or levies on assets which occurred in the preceding 12 months or continues after the filing of the case;

12. Information and documents relating to any prior bankruptcies filed by the debtor(s) or any related entity;

13. Any changes in income or financial condition, such as job loss, illness, injury, inheritance, or lottery winnings before or during the case;

14. Information and documents relating to any lawsuits in which the debtor is involved before or during the case or claims the debtor has or may have against third parties;

15. Information relating to any seizure of tax refunds by the IRS or Department of Revenue;

16. All information or documentation needed to respond to any motion or objection in the bankruptcy case;

17. Any tax returns, account statements, pay stubs, or other documentation necessary to timely comply with requests made by the United States Trustee or the Chapter 13 Trustee or any audit requests.

D. Cooperate with the attorney in preparing, reviewing, and signing the petition, schedules, statements, and all other documents required for filing a bankruptcy case.

V. After the case is filed, the chapter 13 debtor must:

A. Timely and promptly comply with all applicable bankruptcy rules and procedures and with the terms of the chapter 13 plan;

B. Appear punctually at the meeting of creditors with recent proof of income, a government-issued photo identification card, proof of social security number, and copies of all financial account statements covering the date the bankruptcy petition was filed;

C. Make all required payments to the Chapter 13 Trustee, and to such creditors as are being paid directly, and inform the attorney if required payments cannot be made;

D. Contact the attorney before buying, refinancing, or contracting to sell real property and before entering into any loan agreement;

E. Keep the court, the trustee, and the attorney informed of the debtor's current address and telephone number;

F. Complete an approved personal financial management course (also referred to as a debtor education course) and provide the certificate of attendance to the attorney for filing;

G. Pay all required domestic support obligations;

H. Cooperate with the attorney to complete and sign the *Local Form 4004-1* immediately after making the final plan payment.

VI. The chapter 13 debtor's attorney must, both before and after the case is filed, comply with all applicable professional and ethical rules and must exercise civility in dealings with all entities with which the attorney comes in contact. The attorney must also advise the chapter 13 debtor to likewise act in a civil and courteous manner, to dress in a manner appropriate for a federal proceeding and debtors must do so.

<u>Signatures</u>. By signing this acknowledgment, the debtor and the attorney certify they have read it and understand what is required of the debtor and the attorney in this bankruptcy case.

______________________________	______________
Debtor 1	Date
______________________________	______________
Debtor 2	Date
______________________________	______________
Attorney	Date

A fully executed copy of this document must be filed with the petition commencing the bankruptcy case of the debtor(s).

* See Local Rule 2016-1 for additional guidance when an attorney who performs these services after confirmation of the plan may request additional attorney's fees and expenses in connection with such services.

LOCAL FORM 3018-1
REVISED 12/26

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA

In re:	Case No. [XX-XXXXX]
[Insert Name(s)],	Chapter 11
Debtor(s).	

REPORT OF BALLOT TABULATION

Class ___________	Accepting	# _________	$________________
	Rejecting	# _________	$________________
	Percent Accepting	_______%	_______%
Class ___________	Accepting	# _________	$________________
	Rejecting	# _________	$________________
	Percent Accepting	_______%	_______%
Class ___________	Accepting	# _________	$________________
	Rejecting	# _________	$________________
	Percent Accepting	_______%	_______%
Class ___________	Accepting	# _________	$________________
	Rejecting	# _________	$________________
	Percent Accepting	_______%	_______%

We certify under penalty of perjury that we have examined the ballots in this case and the report above is an accurate summary of those ballots to the best of our knowledge, information or belief.

Executed on: __________________________

Signed: ________________________________
Attorney for Debtor(s)

Signed: ________________________________
Attorney for Creditor's Committee