



# United States Bankruptcy Court District of New Jersey

**Honorable Kathryn C. Ferguson, Chief Judge**  
**James J. Waldron, Clerk**

The purpose of this notice is to advise New Jersey Bankruptcy CM/ECF participants of new system and operational developments and to highlight issues that require immediate attention.

## TENTATIVE SELECTION OF JUDGE

Stacey L. Meisel has been tentatively selected to fill a judicial vacancy in the Newark vicinage.

## Office Locations

### Newark

Martin Luther King, Jr. Federal Building  
50 Walnut Street  
Newark, NJ 07102  
Phone (973) 645-4764

### Trenton

Clarkson S. Fisher US Courthouse  
402 East State Street  
Trenton, NJ 08608  
Phone (609) 858-9333

### Camden

US Post Office and Courthouse  
401 Market Street  
Camden, NJ 08101  
Phone (856) 361-2300

## Requests for Redaction

Pursuant to D.N.J. LBR 9037-1. *Privacy Protection for Filings Made with the Court*, parties seeking to redact personal information from a previously filed document (excluding transcripts) must file the court's local forms, *Application Requesting Redaction of Personal Information* and proposed *Order Directing Redaction of Personal Information*.

For more information on this new process, see:

- [D.N.J. LBR 9037-1. Privacy Protection for Filings Made With the Court](#)
- [Flow chart](#) depicting the process to request redaction
- New local form, [Application Requesting Redaction of Personal Information](#)
- New local form, [Order Directing Redaction of Personal Information](#)

## PROCEDURE FOR FILING A DOCUMENT UNDER SEAL

Pursuant to D.N.J. LBR 9018-1 *Motion to File Document Under Seal*, parties seeking to file a document under seal may do so electronically by following the procedures set forth in the Court's *CM/ECF User's Guide*. The following are links to the information contained in the *Guide*.

[Click here](#) to view a flow chart depicting the sealed document process.

[Click here](#) to access the Court's *Order Concerning Request to Seal Documents*.

## LOCAL RULE REVISION

Efilers are advised that after an extensive three year review and analysis of this court's Local Rules by members of the bench, bar and the Board of Judges of the United States Bankruptcy Court for the District of New Jersey, the court's Local Rules as approved by the District Court for the District of New Jersey became effective **August 1, 2015**.

The Local Rules of the Bankruptcy Court for the District of New Jersey, as published, supersede all previously entered General Orders concerning court policy governed by Local Rule. For ease of reference, the following link may be accessed to review the [Local Rules](#).

As part of the analysis, the court has also undertaken a review of the Local Forms included in the Rules. **Under D.N.J. LBR 9009-1, the use of Local Forms contained in the Rules is required.** The list on the following page contains the affected new and revised Local Forms in the order in which they appear in the Rules. In an effort to provide greater flexibility when using the Court's Local Forms, beginning with this list of revised and new forms, the Court will publish all Local Forms in both MS Word and PDF format.

**The Court encourages all efilers to review the new Local Rules and revised Local Forms to determine how the changes may affect their practice.**

## NEW AND REVISED LOCAL FORMS

FORM	RULE	COMMENT
Amendment to Schedule D, E, F, G, H or List of Creditors	1009-1	Rule 1007 indicates that the List of Creditors MUST be updated whenever an amendment to Schedule D, E, F, G or H is filed. Accordingly, an amendment fee will be charged for all amendments to Schedules D, E, F, G, H and the List of Creditors will be updated.
Order Respecting Amendment to Schedule D, E, F, G, H or List of Creditors	1009-1	
Certification of Service	2002-1	
Change of Address	2002-1	
Application for Retention of Professional	2014-1	
Certification of Professional in Support of Application for Retention of Professional	2014-1	
Order Authorizing Retention	2014-1	
Fee Application Cover Sheet	2016-1	
Notice of Proposed Auctioneer Compensation	2016-2	
Certification of No Objection (Chapter 11)	2016-3	
Certification of Partial Objection (Chapter 11)	2016-3	This form is new.
Certification of Debtor's Counsel Supporting Supplemental Chapter 13 Fee	2016-5	This form may be used only when the debtor's attorney seeks less than \$2,000 in supplemental fees.
Order Granting Supplemental Chapter 13 Fee	2016-5	
Request for Payment of Administrative Expense	3001-1	
Notice Depositing Unclaimed Funds Pursuant to D.N.J. LBR 3011-1	3011-1	
Order Directing Payment of Unclaimed Funds	3011-1	This form is new.
Chapter 13 Plan and Motions	3015-1	
Notice of Chapter 13 Plan Transmittal	3015-1	Formerly <i>Chapter 13 Plan Transmittal Letter</i> .
Certification of Balloting	3018-1	This form is new.
Report of Distributions Under Chapter 11 Plan	3021-1	
Chapter 11 Individual Debtor's Certification of Completion of Plan Payments	3021-1	

## NEW AND REVISED LOCAL FORMS (continued)

FORM	RULE	COMMENT
Certification Regarding Calculation of Amount Due (Note and Mortgage)	4001-1	
Certification of Creditor Regarding Post Petition Payment History (Note and Mortgage)	4001-1	
Certification of Creditor Regarding Post Petition Payment History (Vehicle Loan/Lease)	4001-1	
Chapter 13 Debtor's Certification in Opposition	4001-1	Formerly <i>Chapter 13 Debtor's Certification in Opposition to Creditor's Motion of Certification of Default, or Trustee's Motion of Certification of Default.</i>
Creditor's Certification of Default	4001-1	
Chapter 13 Trustee's Certification of Default	4001-1	
Adjournment Request	5071-1	This form is new.
Adjournment Request for Chapter 13	5071-1	This form is new.
Notice of Proposed Private Sale	6004-1	This form and the related process have been substantially revised.
Notice of Proposed Public Sale	6004-1	This form and the related process have been substantially revised.
Order Authorizing Sale of Real Property		This form is not cited in the Rules, but is affected by changes to 2016-1 and 6004-5.
Notice of Proposed Abandonment	6007-1	This form and the related process have been substantially revised.
Joint Order Scheduling Pretrial Proceedings and Trial	7016-1	
Entry of Default	7055-1	
Default Judgment for a Sum Certain	7055-1	
Order Template – Adversary	7058-1	
Order for Admission Pro Hac Vice	9010-1	
Notice of Appearance	9010-1	This form is new.
Notice of Substitution of Attorney	9010-2	This form is new.
Application for Order Shortening Time	9013-2	
Order Shortening Time Period for Notice, Setting Hearing and Limiting Notice	9013-2	

## NEW AND REVISED LOCAL FORMS (continued)

FORM	RULE	COMMENT
Status Change Form	9013-3	
Order Template – BK	9013-4	
Application for Expedited Consideration of First Day Matters	9013-5	
Order Regarding Application for Consideration of First Day Matters	9013-5	
Order Concerning Request to Seal Document	9018-1	

## ADJOURNMENTS

Under Local Rule 5071-1. *Adjournment*, a party seeking an adjournment of a hearing in a chapter 7 or 11 case must submit Local Form, *Adjournment Request* to the judge's chambers email box not later than 3 days before the hearing date.

A party seeking an adjournment in a chapter 13 case must submit Local Form, *Adjournment Request for Chapter 13* to the chapter 13 trustee.

If cause exists for the court or trustee to grant an adjournment less than 3 days before a hearing, the resulting date will be a peremptory date, with no further adjournment of that hearing permitted.

## “NOTICES OF INFORMATION”

The following forms have been substantially revised, as has their processing. **The new forms and process became effective Monday, August 31, 2015.**

- [Notice of Proposed Abandonment](#)
- [Notice of Proposed Private Sale](#)
- [Notice of Proposed Public Sale](#)
- [Notice of Proposed Compromise or Settlement of Controversy](#)

In addition to revising the form, we are also implementing a new procedure for processing the notices. Specifically, we will be sending out an exact copy of the Notice submitted by the filer. As a result, it will be very important that all information contained in the form is accurate, particularly the hearing date, time and location. The clerk's office has been instructed to stop processing of the notice and to enter a correction notice when any of the hearing information is incorrect. If a filer receives a correction notice they should revise the information in the notice and refile it.

The following **new events** are available for use when filing the new Notices. The events are located in the Misc. Events (or Trustee Events) category.

- Notice of Proposed Abandonment
- Notice of Proposed Private Sale
- Notice of Proposed Public Sale
- Notice of Proposed Compromise or Settlement of Controversy

### Other important things to know about the filing of the Notices:

- To allow enough time for processing and receipt of the notice, the hearing dates must be at least 28 from the date of the filing of the notice.
- The deadline to file objections to the Notice will automatically be set for 7 days prior to the hearing date in the event.
- A Notice of Proposed Public Sale or Private Sale must be filled in conjunction with a Motion to Sell unless the motion is being heard on shortened time. The motion must have the same hearing date as the Notice.
- When a movant does not simultaneously file a Notice of Proposed Private or Public Sale and a Motion to Sell in accordance with D.N.J. LBR 6004-1, the document filed will not be processed. The clerk's office will enter a correction notice indicating that the Motion and Notice of Proposed Public or Private Sale must be filed simultaneously.
- If you create the Notice in MS Word, it must be converted to PDF format prior to filing.

## NEW or MODIFIED CM/ECF EVENTS

**Motion for Administrative Fee Order** – This new event should be used by chapter 11 debtors when seeking authorization for allowance of compensation of professional persons on a monthly basis.

**Status Change Form** – This new event should be used by efilers when filing local form, *Status Change Form* to report the settlement or withdrawal of a motion.

**Chapter 11 Combined Plan and Disclosure Statement** – Formerly the *Ch 11 Combined Small Business Plan and Disclosure Statement* event. It may now be used by attorneys for individual AND small business debtors when filing a combined plan and disclosure statement.

**Notice of Proposed Abandonment** – See above.

**Notice of Proposed Public Sale** – See above.

**Notice of Proposed Private Sale** – See above.

**Notice of Proposed Compromise of Settlement of Controversy** – See above.

## SIGN UP FOR EMAIL ALERTS

Attorneys **and their support staff** can sign up to receive email alerts, including this newsletter, from the court. To do so click on the link on the court's web site, which is shown below.

### Quick Links

[CM/ECF Attorney Online Training](#)

[CM/ECF Training Database](#)


[CM/ECF Helpdesk Information](#)

[Loss Mitigation Program and Procedures](#)

[New Jersey Foreclosure Mediation](#)

[Reaffirmation Agreement Package](#)

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## SOCIAL MEDIA

Please be advised that the Court is now using Facebook and Twitter to update the public with important news and announcements.

Follow us on Twitter @USBCNJ, and on Facebook

## HELP DESK INFORMATION

By telephone:

Camden: 856-361-2301

Newark: 973-645-3366

Trenton: 609-858-9401

By email:

[cmecf\\_help\\_desk@nj.uscourts.gov](mailto:cmecf_help_desk@nj.uscourts.gov)