FILED ENTERED
LODGED RECEIVED

JUN 16 1995

AT SEATTLE
CLERK U.S. DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON
BY DEPUTY

UNITED STATES DISTRICT COURT
308 United States Courthouse
1010 Fifth Ave.
Seattle, WA 98104

UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF WASHINGTON

IN RE: LOCAL RULES OF BANKRUPTCY PROCEDURE	ORDER ADOPTING LOCAL RULES OF BANKRUPTCY PROCEDURE

PURSUANT TO Rule 9029, Fed.R.Bankr.P., and Rule 83, F.R.Civ.P., it is hereby

ORDERED that the attached Local Rules of Bankruptcy Procedure for the Western District of Washington are adopted by the undersigned and are applicable to all bankruptcy cases and proceedings as of the date hereof.

DATED at Seattle, Washington, this 16th day of June, 1995.

CAROLYN R. DIMMICK
CHIEF UNITED STATES DISTRICT JUDGE

BARBARA J. ROTHSTEIN
UNITED STATES DISTRICT JUDGE

JOHN C. COUGHENOUR
UNITED STATES DISTRICT JUDGE

ROBERT J. BRYAN
UNITED STATES DISTRICT JUDGE

WILLIAM L. DWYER
UNITED STATES DISTRICT JUDGE

THOMAS S. ZILLY
UNITED STATES DISTRICT JUDGE

FRANKLIN D. BURGESS
UNITED STATES DISTRICT JUDGE

LOCAL RULES OF BANKRUPTCY PROCEDURE

FOR THE

WESTERN DISTRICT OF WASHINGTON

LOCAL RULES OF BANKRUPTCY PROCEDURE
FOR THE
WESTERN DISTRICT OF WASHINGTON

GR 1 Assignment of Cases
GR 2 Places of Filing and Calendaring
1001 Scope of Rules; Short Title; Relationship to Rules of District Court
1006 Filing Fee
1007 Lists, Schedules, and Statements
1009 Amendments of Petitions, Lists, Schedules, and Statements
1017 Dismissal of Case
2002 Notices
2003 Examination at Meeting of Creditors
2014 Employment of Professional Persons
2015 Duty of Trustee or Debtor in Possession to Keep Records and Make Reports
2016 Compensation and Reimbursement of Professionals
3003 Deadline for Filing Proof of Claim or Equity Security Interest in Chapter 11 Cases
3007 Objections to Claims in Chapter 11 and Chapter 13 Cases
3010 Preconfirmation Payment of Current Child Support Obligations in Chapter 13 Cases
3017 Court Consideration of Chapter 11 Disclosure Statement
3018 Voting on Chapter 11 Plan
3020 Confirmation of Chapter 11 Plan
3023 Small Business Election
4001 Relief from Automatic Stay; Cash Collateral and Financing Orders
4008 Reaffirmation Agreements
5003 Responsibilities of the Clerk
5005 Filing Claims in Chapter 13 Cases
5010 Motions to Reopen
5011 Withdrawal of Reference
7004 Service of Summons and Complaint
7016 Pretrial Procedures
7038 Jury Trials
8006 Record and Issues on Appeal to District Court
9006 Shortening Time
9009 Requirements of Form
9011 Signing and Verification of Papers--Motions for Sanctions
9013 Motions and Orders--Form and Service
9021 Entry of Judgment and Orders
9027 Cases Removed from Other Courts

General Rule 1--ASSIGNMENT OF CASES

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

In the absence of the assigned judge for any reason, a party in interest seeking emergency relief must obtain any temporary reassignment from the office of the clerk, who shall make such temporary reassignment. Temporary reassignment applications shall be available from the office of the clerk.

General Rule 2--PLACES OF FILING AND CALENDARING

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

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

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

Debtor's County of Residence/ Principal Place of Business or Assets	Calendar
San Juan, Skagit, Whatcom Island, Snohomish (Except Chapter 11 and 13)	Everett
Clallam, Jefferson, Kitsap (Except Chapter 11 and 13)	Bremerton
King (and Chapter 11 and 13 from above-listed counties)	Seattle
Grays Harbor (Except Chapter 13), Mason, Pierce, Thurston	Tacoma

Cowlitz, Grays Harbor (Chapter 13), Lewis, Pacific, Wahkiakum	Kalama
Clark, Klickitat, Skamania	Vancouver

The place of hearing may be changed for a case or adversary proceeding on notice and hearing, with notice to all creditors and the U.S. Trustee.

Motions in a Chapter 11 or Chapter 13 case may be noted in Everett or Bremerton if the judge to whom the case is assigned hears that calendar.

Rule 1001--SCOPE OF RULES; SHORT TITLE; RELATIONSHIP TO RULES OF DISTRICT COURT

(a) Scope; Effective Date. These Local Rules of Bankruptcy Procedure (hereinafter "Local Bankruptcy Rules" or "LBR") govern practice and procedure in the United States Bankruptcy Court for the Western District of Washington. These rules supersede all previous local rules and general orders of the Bankruptcy Court for the Western District of Washington and shall apply to all cases and proceedings pending in this court on and after July 1, 1995.

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

Rule 1006--FILING FEE

A discharge shall not be granted to any debtor otherwise entitled to a discharge pursuant to Rule 4004(c), Fed.R.Bankr.P., unless the filing fee has been paid in full.

Rule 1007--LISTS, SCHEDULES, AND STATEMENTS

(a) Copies of Petitions, Schedules, Statements, and Lists. In addition to the original signed petition, schedules, statements, and lists (including the master mailing list described in subsection (b) of this rule) required by the Federal Rules of Bankruptcy Procedure, the debtor shall file:

(1) three copies in cases filed under chapters 7 and 12;

(2) two copies in cases filed under chapter 13; and

(3) four copies in cases filed under chapters 9 and 11.

(b) Master Mailing List to be Filed with Petition.

(1) Contents of List. Every bankruptcy petition shall be accompanied by a master mailing list containing the names and addresses of all creditors and the United States trustee. In chapter 11 cases, the list shall also include the taxing authority for any county in which the debtor holds an interest in real estate, whether or not taxes are owed on the property.

(2) Format of List. The master mailing list shall be submitted in the format designated by administrative regulation of the clerk. (See Local Amended Administrative Regulation 1.) [Will be attached to published rules.]

(3) Amendment of List. A supplemental mailing list shall be filed with any schedule or amended schedule which contains additions to the original list. The supplemental list shall conform to the format designated by the clerk pursuant to administrative regulation.

(4) Accuracy of Master Mailing List. The filing of the list shall be deemed to be a verification by the debtor that the list is a complete and accurate listing of all creditors, with the last known mailing address of each party listed. The clerk's office shall not be required to compare the names and addresses shown on the master mailing list with those on the schedules or amendments thereto; provided, however, that the clerk shall add to the list any creditors or parties in interest who have filed proofs of claim or written requests for notice, unless the trustee files a Report of No Distributions. The debtor shall notify the clerk promptly of any corrections or changes to the master mailing list.

(c) Chapter 13 Plan Summary. In Chapter 13 cases the Chapter 13 debtor shall file concurrently with the original plan, and with any modified plan, a Chapter 13 plan summary substantially in the form of Local Bankruptcy Form 1. If the plan summary is not so filed with the original plan, then the debtor must provide a copy to all creditors at least ten (10) days prior to the section 341 first meeting of creditors. The plan summary shall be included with the debtor's notice of any proposed plan modification.

(d) Return Copies of Documents Filed. A person seeking the return by mail of a copy of any document filed shall submit an additional copy of the document requested, together with a self-addressed, stamped envelope.

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

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

(A) the date the petition was filed;

(B) the date the schedules and statements are due;

(C) the date set for the section 341 meeting of creditors; and

(D) the reason for the delay.

(2) The court shall not extend the date for filing schedules and statements to a date within five days of the section 341 meeting of creditors, unless the debtor has arranged with either the trustee or the United States trustee for a continuance of the meeting. In such event, the debtor shall mail to all creditors notice of the continuance of the meeting and the extension of time to file schedules and statements.

(f) Amendment to Schedules. Any amendment to a debtor's schedules of property and/or liabilities shall be accompanied by a completed Amendment Cover Sheet in the form of Local Bankruptcy Form 2.

Rule 1009--AMENDMENT OF PETITIONS, LISTS, SCHEDULES AND STATEMENTS

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

(b) Number of Copies. Amended petitions, lists, schedules, and statements shall be filed in the same numbers as prescribed by Local Bankruptcy Rule 1007(a), and shall be served on any trustee.

(c) Amendment of Petition to Add Party. A petition may not be amended to add a spouse as a joint debtor after the order for relief has been entered.

(d) Addition of Creditors.

(1) Duty to Supplement Master Mailing List. A supplemental mailing list shall be filed with any schedule that contains additions to a prior list or schedule of creditors or other interested parties. The supplemental list shall be submitted in a format designated by the clerk pursuant to administrative regulation.

(2) Notice of Amendment. If the debtor amends its schedules of creditors after the section 341 meeting notice has been mailed, the debtor shall mail to the trustee and any creditors added by the amendment a notice of the amendment, together with a copy of the section 341 meeting notice. The notice of amendment shall inform the creditor that, on motion by the creditor made before the expiration of any applicable deadlines set forth in the section 341 meeting notice, the court may for cause extend the time for filing 1) proofs of claim, 2) objections to the debtor's exemptions, 3) complaints objecting to discharge, and 4) complaints to determine the dischargeability of a debt.

(3) Fee for Amending Schedules. Except in chapter 13 cases, every amendment to a debtor's schedules of creditors or equity security holders, after notice to creditors, shall be accompanied by a fee prescribed by the Judicial Conference of the United States.

Rule 1017--DISMISSAL OF CASE

(a) Dismissal for Failure to File Schedules, Statements, and Lists, or for Failure to Attend Section 341 Meeting of Creditors. If a debtor in a voluntary case fails to timely file the required schedules, statements, or lists, or fails to appear at the section 341 meeting of creditors, the United States trustee may apply for an order of dismissal on five days' notice to the debtor, debtor's counsel, any trustee, and those entities requesting special notice pursuant to Rule 2002(i), Fed.R.Bankr.P.; provided that the file contains proof that the debtor was notified of this provision, as well as the deadline for filing the documents or the date and time of the meeting, as the case may be. Upon receipt of a written objection prior to presentation of an order of dismissal, the United States trustee may note the matter for hearing on no less than ten days' notice. If, in a joint case, only one spouse appears at the section 341 meeting, the United States trustee may apply for an order dismissing the case as to the nonappearing spouse.

(b) Motions to Vacate--Notice Requirement. A motion to vacate an order of dismissal entered pursuant to this rule shall be noted for hearing pursuant to Local Bankruptcy Rule 9013 and shall be served on the United States trustee, any trustee appointed in the case, those entities requesting special notice pursuant to Rule 2002(i), Fed.R.Bankr.P., and any additional parties in interest as the court directs.

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

Rule 2002--NOTICES

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

(1) notice of the section 341 meeting of creditors, pursuant to Rule 2002(a)(1), Fed.R.Bankr.P.; provided, however, in Chapter 13 cases the Chapter 13 Trustee shall be responsible for sending notice of the section 341 meeting of creditors, and said notice shall include the following:

(A) the date of the section 341 meeting;

(B) the date of the confirmation hearing;

(C) a statement that objections to confirmation of the proposed plan shall be filed not less than four (4) days before the confirmation hearing, or on the court day preceding the day so computed in the event that it falls on a Saturday, Sunday, or legal holiday;

(D) a statement that the plan may be confirmed without further hearing if no timely objection is filed;

(E) a copy of the plan summary, provided it is concurrently filed with the original plan. (See Local Bankruptcy Rule 1007(c)).

(2) notice of the time allowed for filing claims pursuant to Rule 3002, Fed.R.Bankr.P., in accordance with Rule 2002(f)(3), Fed.R.Bankr.P.; provided, however, that a plan proponent shall give such notice in a chapter 11 case;

(3) notice of the time fixed for filing a complaint objecting to the debtor's discharge pursuant to section 727 of the Bankruptcy Code as provided in Rule 4004, pursuant to Rule 2002(f)(4), Fed.R.Bankr.P.; provided, however, that a plan proponent shall give such notice in a chapter 11 case;

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

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

(d) Notices to Creditors Whose Claims Are Filed. In a chapter 7 case, after expiration of the deadline for filing claims and entry of an order allowing or disallowing claims, all notices required to be given to creditors pursuant to Rule 2002(a)(2), (3), and (7), and 2002(f)(8), Fed.R.Bankr.P., may be limited to creditors whose claims have been filed and creditors who are still permitted to file claims by reason of an extension granted under Rule 3002(c)(6), Fed.R.Bankr.P.

Rule 2003--EXAMINATION AT MEETING OF CREDITORS

The debtor shall have available for reference at the section 341 meeting of creditors the financial statements and tax returns of the debtor for the two years preceding the filing of the bankruptcy petition.

Rule 2014--EMPLOYMENT OF PROFESSIONAL PERSONS

(a) Requirements. Applications for the appointment of professionals shall disclose whether the professional is a pre-petition creditor of the debtor, and if so, the nature of services rendered, amount owed, and security received, if any. The Application shall also state whether any retainer has been paid or promised, and the anticipated method of compensation, and sources thereof, including third parties and guarantors. Copies of any fee agreements shall be attached as exhibits. Retainers may not be drawn from trust or compensation paid by any source absent an order approving compensation and/or reimbursement and authorizing application of the

retainer. Each application for employment shall contain a certification that the applicant has read Local Bankruptcy Rule 2016.

(b) *Ex Parte* Applications. Professionals seeking appointment on an *ex parte* basis shall, prior to submitting the application for approval to the Court, (1) obtain the written endorsement of the United States trustee's office of the application, or (2) certify that at least two days have passed since the application was served upon and received by the United States trustee's office, and no objection has been made by the United State's trustee's office to the application. For purposes of this rule only, the United States trustee's office will accept service by facsimile. Ex parte orders authorizing the appointment of professionals do not constitute approval of the terms of any fee agreement or arrangement.

Rule 2015–DUTY OF TRUSTEE OR DEBTOR IN POSSESSION TO KEEP RECORDS AND MAKE REPORTS

(a) Chapter 11 Monthly Financial Reports. A chapter 11 debtor in possession or trustee shall file with the court and serve on the United States trustee and each member of any committees elected or appointed pursuant to the Bankruptcy Code and to their authorized agents, a monthly financial report. Each report shall be due by the fifteenth day of the subsequent month and, except as otherwise ordered by the court, shall include the following:

(1) balance sheet;

(2) income statement;

(3) statement of cash receipts and disbursements;

(4) statement of accrued receivables. The statement shall disclose amounts considered to be uncollectible;

(5) statement of post-petition accrued payables, including professional fees. The statement shall list the name of each creditor and the amounts owing and remaining unpaid for over thirty days;

(6) tax disclosure statement. The statement shall list post-petition taxes due or tax deposits required, the name of the taxing agency, the amount due, the date due, and an explanation for any failure to make such payments or deposits;

(7) compensation statement. The statement shall disclose the amount of compensation paid to all insiders, as defined in section 101(30) of the Bankruptcy Code.

(b) Chapter 11 Tax Returns. The debtor in possession or chapter 11 trustee shall file, and serve on the United States trustee, a copy of the debtor's most recent federal income tax return within thirty days after entry of the order for relief, and shall file and serve its returns for each subsequent year whenever such returns are submitted to the Internal Revenue Service.

(c) Chapter 11 Post-Confirmation Reports. If an application for a final decree has not been filed within six months after confirmation of a chapter 11 plan, then a chapter 11 plan proponent shall file and mail to the United States trustee a post-confirmation report within six months after entry of the order confirming the plan of reorganization, and every six months

(8) in a Chapter 13 case, an explanation of the effect the additional compensation will have on the plan,

(b) Counsel for Trustees and Debtors in Possession. Where compensation is sought by counsel for a trustee or debtor in possession, the application shall include a list of names and functions of all other professionals whose employment has been authorized in the case.

(c) Requests for Interim Compensation. In any case in which interim compensation is sought, the application shall include the following additional information:

(1) the financial condition of the estate with respect to payment of post-petition expenses, significant impediments to plan confirmation, and general prospects for reorganization;

(2) a projection of the applicant's future expenses and fees and the anticipated source of their payment;

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

(d) Applications of $30,000 or More. In applications for compensation involving $30,000 or more, the narrative summary required by subsection (a)(5) shall be divided into general categories according to the nature of the tasks performed, with the total hours, fees, and expenses broken down for each category, including but not limited to general administration, objections to claims, plan confirmation, and major adversary proceedings.

(e) *Ex Parte* Applications in Chapter 13 Cases. In Chapter 13 cases, applications for compensation and reimbursement of expenses for $500 or less shall be served on the Chapter 13 Trustee, the debtor, the United States Trustee and all parties requesting notice pursuant to Bankruptcy Rule 2002. Such applications shall include all services rendered and expenses incurred up to a specified date not more than fifteen (15) days before the date of the application. The application shall be served at least twenty (20) days before an *ex parte* order approving the sum requested is submitted through the Chapter 13 Trustee. The notice period herein set forth is exclusive of the time required for mailing pursuant to Local Bankruptcy Rule 9006.

Upon receipt of an objection, the Chapter 13 Trustee shall provide the applicant with a copy and the applicant shall note the matter for hearing.

Rule 3003--DEADLINE FOR FILING PROOF OF CLAIM OR EQUITY SECURITY INTEREST IN CHAPTER 11 CASES

Prior to the first date set for hearing on a disclosure statement, a chapter 11 plan proponent shall apply for an order fixing a deadline by which proofs of claim or interest must be filed. Upon entry of the order, the plan proponent shall transmit to each creditor and equity security holder a copy of the order or notice containing such deadline. Notice of the deadline shall be a separate document.

In the event of an election under Rule 3023, the plan proponent shall apply for said order upon application for conditional approval of the disclosure statement.

Rule 3007--OBJECTIONS TO CLAIMS IN CHAPTER 11 AND CHAPTER 13 CASES

Unless otherwise ordered by the court, objections to claims in chapter 11 cases shall be filed and served no later than sixty days after the entry of the order confirming a plan.

Objections to claims in Chapter 13 cases shall be filed and served no later than ninety (90) days after the date the order allowing claims is entered, unless otherwise ordered by the court upon a showing of good cause.

In Chapter 13 cases, except as provided in 11 U.S.C. § 502(b)(9), proofs of claim filed after the claims bar date shall be deemed disallowed, without need for formal objection or a hearing, if the Chapter 13 Trustee sends a notice to the late filing creditor substantially in the form of Local Bankruptcy Form 3. Failure to file a motion to allow the late filed claim within twenty (20) days of being served with said notice shall be deemed an admission that the subject claim is disallowed.

Rule 3010--PRECONFIRMATION PAYMENT OF CURRENT CHILD SUPPORT OBLIGATIONS IN CHAPTER 13 CASES

The Chapter 13 Trustee shall commence payment on filed claims for current child support obligations as soon as unencumbered funds become available, unless otherwise directed by the terms of the proposed plan.

Rule 3017--COURT CONSIDERATION OF CHAPTER 11 DISCLOSURE STATEMENT

(a) Objection to Disclosure Statement. Unless otherwise ordered by the court, any party wishing to object to a disclosure statement in a chapter 11 case shall file and serve an objection to disclosure statement not later than five days before the hearing on the disclosure statement. The objection shall identify those portions of the disclosure statement which the objecting party asserts are incomplete, misleading or erroneous, and the basis for such assertions.

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

(c) Summary of Objections to Disclosure Statement. Unless otherwise ordered by the court, the plan proponent's counsel shall file a summary of those objections to the disclosure statement that have not been resolved at the conference of attorneys. The summary shall be filed and served on the objecting parties, the United States trustee, and the judge's chambers at least two days prior to the hearing on such statement.

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

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

(f) Notice of Deadlines. In the event of an election under Local Bankruptcy Rule 3023, and upon application for conditional approval of the disclosure statement, the plan proponent shall obtain from the court and provide notice to the mailing matrix the deadlines for filing objections to the disclosure statement, applicability and deadline for the conference of attorneys under subparagraph (b) above, the deadline for the pre-confirmation report under Local Bankruptcy Rule 3020(a) and the deadline for filing and serving objections to confirmation of the plan under Local Bankruptcy Rule 3020(b).

Rule 3018--VOTING ON CHAPTER 11 PLAN

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

(a) the name of each creditor filing an acceptance or rejection, the dollar amount of each claim, and whether the debtor has objected to the claim;

(b) the total dollar amount and number of all allowed claims voted;

(c) the percentage dollar amount of acceptances; and

(d) the percentage number of acceptances.

Rule 3020--CONFIRMATION OF CHAPTER 11 PLAN

(a) Preconfirmation Report. The plan proponent shall, not less than three days prior to the confirmation hearing, file a memorandum containing the proponent's response to any objections, and a statement as to how each requirement of Section 1129 of the Bankruptcy Code is satisfied. The memorandum shall be served on the debtor, the United States trustee, any committee appointed pursuant to the Bankruptcy Code or their authorized agents, and any party that has filed an objection to confirmation.

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

Rule 3023--SMALL BUSINESS ELECTION

In a Chapter 11 bankruptcy proceeding in which the debtor elects under 11 U.S.C. § 1121(e) to be considered a small business, such election shall be clearly stated in a separate pleading entitled, "Notice of Small Business Election Under Section 1121(e)" and filed with the Court. Within three days of the filing of the Notice, the debtor shall serve copies of the Notice on all creditors or parties in interest and the United States trustee's office. Upon election, all pleadings filed with the Court shall contain the designation "Chapter 11 FAST TRACK" in the top notation (See Local Bankruptcy Rule 9013(d)(1)(B)).

Rule 4001--RELIEF FROM AUTOMATIC STAY; CASH COLLATERAL AND FINANCING ORDERS

(a) Applicability of Local Bankruptcy Rule 9013. Except as otherwise provided herein, Local Bankruptcy Rule 9013 applies to motions for relief from stay, use of cash collateral, and financing orders.

(b) Motions for Relief from Stay

(1) Motion Documents Under Section 362 of the Bankruptcy Code. Motions for relief from stay shall contain a statement of the factual basis for relief and the status of any pending foreclosure. Where equity in real property is an issue, the motion and notice of motion shall contain a legal description and a common address.

(2) Notice of Motion. The moving party shall schedule the matter for hearing not less than twenty-two nor more than thirty days after the date such motion is filed. If the moving party schedules a hearing for or agrees to continue a hearing to a date more than thirty days after the date the motion was filed, the party shall be deemed to have waived the automatic termination provisions of 11 U.S.C. 362(e). In addition to those parties listed in Rule 4001 Fed.R.Bankr.P., notice shall be given to the debtor, attorney for the debtor, trustee, the United States trustee, and

to any persons requesting special notice under Rule 2002(i), Fed.R.Bankr.P. In addition, any motion for relief from the codebtor stay pursuant to section 1201 or 1301 of the Bankruptcy Code shall be served upon the codebtor, if any.

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

(c) Special Notice to Taxing Agencies. Notice of all motions seeking approval of use of cash collateral or financing orders must be served on the United States Attorney's Office, Attn: Bankruptcy Assistant at 3600 Seafirst Fifth Avenue, 800 Fifth Avenue, Seattle, Washington 98104, and the Attorney General for the State of Washington, Bankruptcy and Collections Unit at 900 Fourth Avenue, Suite 2000, Seattle, Washington 98164. This rule does not supersede other applicable notice and service requirements.

Rule 4008--REAFFIRMATION AGREEMENTS

Reaffirmation Agreements submitted for court approval must be accompanied by Form B240 (see Appendix 1), with Parts A and C completed and signed. The written agreement, together with copies of any other documents that are incorporated by reference, must be attached.

Rule 5003--RESPONSIBILITIES OF THE CLERK

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

(1) orders on motions and applications of the type described in Rule 77, Fed.R.Civ.P., except that the clerk is not authorized to grant orders or judgments for default;

(2) orders permitting the payment of filing fees in installments and fixing the number, amount, and dates of payment;

(3) orders discharging a trustee and closing a case after such case has been fully administered;

(4) orders reopening cases that have been closed due to administrative error; and

(5) orders authorizing the trustee to pay expenses of administration of $500.00 or less in chapter 7 cases.

(b) Administrative Regulations. The clerk is authorized to promulgate regulations governing administrative matters, including the submission of forms, content and format of creditor mailing lists, mode of payment of filing fees, and disposition of records. Such

regulations shall be available for public reference, and shall be published in such publications and at such intervals as the clerk deems appropriate.

(c) Custody and Disposition of Exhibits and Depositions. CR 79(g), Local Rules W.D. Wash., shall control the custody of exhibits and depositions.

(d) Deposit of Funds in the Registry of the Bankruptcy Court.

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

(2) Proposed Orders Directing Deposit of Funds by Clerk. A proposed order directing the clerk to deposit funds in an interest-bearing account or instrument shall include the following:

(A) the amount to be deposited;

(B) the name of the depository approved by the Treasurer of the United States;

(C) a designation of the type of account or instrument in which the funds are to be deposited;

(D) language directing the clerk to deduct from the income earned on the deposit a fee as prescribed by the Judicial Conference of the United States, without further order of the court.

Rule 5005--FILING CLAIMS IN CHAPTER 13 CASES

Proofs of claim in Chapter 13 cases may be filed with the office of the Chapter 13 Trustee. Proofs of claim so filed shall be deemed filed with the clerk of the bankruptcy court pursuant to Rule 5005(a), Fed.R.Bankr.P., as of the date received by the Chapter 13 Trustee.

Rule 5010--MOTIONS TO REOPEN

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

b) Filing Fee. Any filing fees prescribed by 28 U.S.C. section 1930(b) and the Judicial Conference of the United States shall be paid prior to the entry of any order reopening a case.

Rule 5011--WITHDRAWAL OF REFERENCE

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

(b) Filing and Service of Papers. The motion, response and reply documents, including memoranda and supporting materials as required by CR 7(b), Local Rules W.D. Wash., shall be filed with the Clerk of the Bankruptcy Court. Any motion for withdrawal of reference shall be filed and served promptly after service of any pleading or document in which the basis for the motion first arises. Response documents shall be filed and served no later than fourteen days after service of the motion for withdrawal. Reply documents, if any, shall be filed and served no later than five days after service of any response. Bankruptcy Court records may be brought before the District Court by filing copies of such records and proceedings, together with a verification of the party or its counsel that the copies are true and correct copies of papers contained in the bankruptcy file. Such copies shall be clearly identified and shall be filed with the Clerk of the Bankruptcy Court no later than five days after the filing of the related motion, response, or reply. The copies need not be certified or exemplified by the Bankruptcy Court, and the added cost of certification or exemplification will not be allowed as a cost item under 28 U.S.C. Section 1920(4), unless certification is required after an opposing party challenges the accuracy of the copies.

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

(d) Proceedings in District Court. A motion for withdrawal of reference shall be assigned to a District Court Judge in accordance with the District Court's usual system for assigning civil cases. The District Court Clerk shall note the matter on the Judge's motion docket for the Friday immediately following receipt of all documents from the Bankruptcy Court. Unless otherwise ordered by the District Court, a motion to withdraw will be decided by the court without a hearing. A party desiring oral argument should so indicate by typing "ORAL ARGUMENT REQUESTED" in the caption of its motion or responsive memorandum.

The District Court may in its discretion grant or deny the motion in whole or in part, and may make such orders as it deems appropriate for the orderly disposition of the case or proceeding. Upon entry of a dispositive order by the District Court, the Clerk of the District Court shall forward a copy of the order to the parties and to the Clerk of the Bankruptcy Court.

Rule 7004--SERVICE OF SUMMONS AND COMPLAINT

(a) Summons and Cover Sheet. Upon filing an adversary complaint, the plaintiff shall furnish the clerk with a summons and cover sheet which substantially comply with the forms available from the office of the clerk. The clerk shall issue to the plaintiff a completed summons for each defendant. (Examples of approved forms are in the Appendix.) [Will be attached to published rules]

(b) Proof of Service. The plaintiff shall file a certificate of service within fourteen days after service has been effected.

Rule 7016--PRETRIAL PROCEDURES

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

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

(1) Lodging Date for Proposed Pretrial Order. The proposed pretrial order, along with two copies, shall be lodged ("lodging date") with the judge's chambers no later than five days prior to the scheduled trial date, unless otherwise ordered by the court.

(2) Plaintiff's Pretrial Statement. The plaintiff's pretrial statement shall be served not later than twenty days prior to the lodging date.

(3) Defendant's Pretrial Statement. The defendant's pretrial statement shall be served not later than fifteen days prior to the lodging date.

(4) Conference of Attorneys. The conference of attorneys shall be held not later than five days prior to the lodging date.

Rule 7038--JURY TRIALS

(a) Applicability of Certain Federal Rules of Civil Procedure. Rules 38, 39, 47-51, and 81(c) (insofar as applicable to jury trials) Fed.R.Civ.P. apply in cases and proceedings. The caption of any pleading containing a jury demand shall so state.

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

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

Rule 8006--RECORD AND ISSUES ON APPEAL TO DISTRICT COURT

In appeals to the District Court, parties shall file the designations of record, statements of issues, and written requests for a transcript, pursuant to Rule 8006, F.R.Bankr.P. However, in lieu of providing the clerk with copies of the items designated to be included in the record, each party shall serve and file excerpts of the record as an appendix to its brief. The appendix furnished by the appellant shall include the following:

(a) the items listed in Rule 8009(b)(1) through (8), Fed.R.Bankr.P.;

(b) the transcript or portion thereof as necessary for adequate review in light of the standard of review to be applied to the issues before the District Court; and

(c) any additional items designated by the appellant.

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

Rule 9006--SHORTENING TIME

Orders to shorten time shall be the exceptions to the rule, and will be granted only upon a showing of exigent or exceptional circumstances. An order shortening time may be granted *ex parte* at the court's discretion. The applicant's attorney shall certify in writing the efforts, if any, that have been made to give notice and the reasons that further notice should not be required.

An order shortening time shall be served immediately, along with the underlying motion papers, on all parties entitled to notice of the underlying motion.

Rule 9009--REQUIREMENTS OF FORM

All petitions, pleadings and other papers offered for filing shall meet the following requirements of form:

(a) Official Forms. The form of all petitions, schedules, and statements shall be in substantial compliance with the Official Bankruptcy Forms, pursuant to Bankruptcy Rule 9009.

(b) Paper; Legibility. All papers shall be on 8-1/2 x 11 inch white paper of good quality, and shall be plainly typewritten, printed or clearly reproduced, and double-spaced, except for official forms and quoted material. Papers should be pre-punched with two holes centered 2-3/4 inches apart, 1/2 to 5/8 inches from the top of the document.

(c) Space for Service and Filing Stamps. Ample space should be left at the top of the first page for the clerk's filing stamp, and space at the left half for acknowledging the receipt of copies. For pleadings, the caption should begin on or below the eighth line (approximately 3-1/2 inches from the top of the page).

(d) Caption. Each paper shall contain the words "United States Bankruptcy Court, Western District of Washington", and shall be properly identified by name, case number, and title indicating the purpose of the paper and the party presenting it.

(e) Top Notation. The right side of the top of the front page of all pleadings shall contain the name of the judge assigned to the case. Motions and Notices of Hearings shall contain the additional notations required under Local Bankruptcy Rule 3023 and 9013(d).

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

(g) Typed Names and Dates. All papers shall be dated and signed as provided by Bankruptcy Rule 9011. Names shall be typed under all signature lines.

(h) Numbered Paper. Except for Official Bankruptcy Forms or other forms provided by the clerk, each paper shall bear line numbers in the left margin.

(i) Date and Signature Line for Court. Any document requiring the signature of the Court shall provide lines for the date and signature of the Court. The notation "United States Bankruptcy Judge" shall be typed under the Court's signature line.

(j) Exhibits and Attachments to Papers. Unless the physical nature of the exhibit makes it impracticable, an exhibit should be securely fastened to the paper to which it relates. Attachments and exhibits should be 8-1/2 x 11 inches in size, photo-reduced if necessary. If reduction would impair legibility, larger exhibits should be folded in such a manner as not to exceed 8-1/2 x 11 inches. An exhibit smaller than 8-1/2 x 11 inches shall be attached to or photocopied onto an 8-1/2 x 11 inch sheet of paper.

(k) Name, Address, and Telephone Number of Parties and Attorneys. Any attorney representing any party or any party not represented by an attorney must notify the Court in writing of any change in address or telephone number. Such notice must be received by the Clerk's office within ten days of the change, and given to the trustee, the United States Trustee, all persons that have requested special notice, and all parties to any adversary action in which the attorney is involved. All subsequent pleadings shall reflect the new address and telephone number. The address and telephone number of the party or his attorney, noted on the first pleadings or as changed by subsequent notification, shall be conclusively taken as the last known address and

telephone number of said party or attorney. Any pro se party without a telephone shall provide the name and telephone number of a person through whom that party may be contacted.

Rule 9011–SIGNING AND VERIFICATION OF PAPERS--MOTIONS FOR SANCTIONS

The procedures of Rule 11(c), Fed.R.Civ.P., shall apply to any requests for sanctions under Rule 9011, Fed.R.Bankr.P.

Rule 9013–MOTIONS AND ORDERS--FORM AND SERVICE

(a) Applicability. As used herein, the term "motion" includes any motion, application, objection, or other request for an order or determination of the court, except one required to be commenced by complaint pursuant to Rule 7001, Fed.R.Bankr.P. The provisions of this rule apply to all motions filed in cases, contested matters and adversary proceedings, except as otherwise provided by law or by order of the court.

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

(1) Hearing Judge. Motions shall be set on the calendar of the judge to whom the case or adversary proceeding has been administratively assigned, except as permitted in General Rule No. 1.

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

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

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

(5) Confirmation of Hearings. In the event a motion is to be argued, counsel shall notify the chambers of the judge before whom the motion will be heard by noon two days prior to the hearing. Failure to confirm a hearing may result in the motion being stricken, unless an agreed order is to be entered and the court is so advised by the time for confirmation, or a default order has been signed pursuant to subsection (f)(2) of this rule.

(6) Settlement. Parties shall notify the court as soon as practicable if a matter has been settled or motion withdrawn prior to hearing. This provision does not excuse compliance with Rule 2002(a)(3) or 7041, Fed.R.Bankr.P.

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

(c) Notice of Motion.

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

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

(3) Contents of Notice. Every motion shall be set for hearing, and the moving party shall give notice of the motion and the hearing. The notice may be combined with the motion, provided that (A) the caption so indicates, (B) the notice is the first part of the text of the pleading, and (C) the parts are separately headed.

The notice shall clearly (A) state the date, time and place of hearing, (B) the nature of relief requested and the grounds therefor, unless the notice and motion are combined, (C) that any party opposing the motion must file and serve a written response by the response date, which shall be set out, and (D) that if no response is filed by the response date, the court may in its discretion grant the motion prior to the hearing, without further notice. The notice shall substantially comply with Local Bankruptcy Form 4.

(d) Motions - Requirements.

(1) Form of Motions.

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

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

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

(D) Proposed Order. A copy of a proposed order shall be attached as an exhibit to the motion. Opponents may propose alternative orders in the same fashion. Original orders should not be submitted in advance of the hearing, except as permitted in Local Bankruptcy Rules 4001(d) and 9013(e)(3).

(2) Filing and Service - Time.

(A) In adversary proceedings and contested matters, the motion, all supporting memoranda and other documentation shall be filed and served with the motion upon all parties in interest.

(B) Proof of Service of notice and the motion shall be filed by the response date.

(C) Motions for summary judgment, relief from stay, and lien avoidance shall be filed and served at least twenty-two days preceding the date fixed for hearing, exclusive of the time required for mailing pursuant to Rule 9006. Motions for Relief From Stay shall also comply with Local Bankruptcy Rule 4001.

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

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

(3) Copies to be Served on Chambers. The original motion, responsive, and reply documents, including affidavits or certificates of service, must bear proof that two copies have been timely served on the chambers of the judge before whom the motion will be heard, or delivered to the appropriate box in the office of the clerk. Copies shall be clearly identified with the word "COPY" appearing conspicuously on the first page. Failure to provide such copies may result in the papers not being considered.

(4) Response Required. Each party opposing a motion shall file and serve responsive papers not later than the response date, which shall not be later than four days prior to the hearing, or the court day preceding the day so computed in the event that it falls on a Saturday, Sunday, or legal holiday. If the notice given exceeds that required by subparagraph (2) of this rule, the moving party may designate an earlier response date, so long as the time for the filing of responses is not impaired.

(5) Reply Permitted. Not later than two days preceding the date set for hearing, or on the court day preceding the day so computed in the event that it falls on a Saturday, Sunday, or legal holiday, the moving party may file and serve papers in strict reply to any response. No additional replies will be considered by the court, unless otherwise ordered.

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

(e) Hearings.

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

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

(f) Default. If no opposition to a motion has been timely filed and served, and provided the period allowed for responses after service of the notice equals or exceeds the minimum notice period required by statute or rule, the court in its discretion may:

(1) grant the motion by default at the hearing, or

(2) grant the motion prior to the time set for hearing, upon the moving party's *ex parte* presentation of a proposed order, accompanied by proof of service and a declaration or statement in the proposed order that no objections were timely received. The proposed order shall contain the date and time for which the hearing was scheduled.

(g) *Ex Parte* Motions.

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

(2) *Ex Parte* Orders. A proposed *ex parte* order shall contain the words "*ex parte*" in its title. A party desiring a conformed copy of the order shall provide to the Court an extra copy of the proposed order and a pre-addressed, stamped envelope.

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

(h) Motions for Reconsideration. CR 7(e), Local Rules W.D. Wash. shall govern motions for reconsideration. Such motions shall be filed and served within ten days after entry of a judgment or order, and shall not be noted for hearing unless oral argument is requested by the court.

(i) Orders.

(1) Form. A proposed order or judgment, including one requested *ex parte* or by stipulation, must be submitted on a document separate from its attendant motion or stipulation. Orders and judgments shall contain at least one line of text on the same page as the date and signature lines. Orders and judgments shall indicate the date and time the matter was heard or scheduled to be heard.

(2) Presentation. A party presenting a proposed order at a time subsequent to hearing on a motion shall serve copies of the proposed order on parties that were present at the hearing and, unless agreement is reached as to the form of the order, shall give at least five days' notice of the time, date and place of presentation of the proposed order.

Rule 9021--ENTRY OF JUDGMENT AND ORDERS

Unless the court directs otherwise, all orders, findings of fact and conclusions of law, and judgments shall be prepared by the prevailing party.

Rule 9027—CASES REMOVED FROM OTHER COURTS

A notice of removal required to be filed in the Western District of Washington pursuant to Rule 9027, Fed.R.Bankr.P., shall be filed with the Clerk of the Bankruptcy Court, and shall be accompanied by a filing fee as required for adversary proceedings. CR 101(b), Local Rules W.D. Wash., shall apply in cases removed to the Bankruptcy Court.

SUMMARY OF CHAPTE 13 PLAN FOR _____ _____

This is only a summary and will be part of the creditor's notice. *Debtor's name(s)/Chapter 13 #*
You may review the original in the Clerk's office.

1. *Employer addresses & phone numbers. Issue wage deduction on debtor # (please check one).*

[ ] Debtor (1) _____	[ ] Debtor (2) _____
Emp Name _____	Emp Name _____
Address _____	Address _____
Address _____	Address _____
Phone _____	Phone _____

2. Plan payments for D1 are $_____/pay period which are: (please check one)
   Debtor 1: weekly____ biweekly____ monthly____ semimonthly____ other_____
   Plan payments for D2 are $_____/pay period which are: (please check one)
   Debtor 2: weekly____ biweekly____ monthly____ semimonthly____ other_____

3. Type of Plan:
   A. % of repayment to unsecureds 100%____ 70%____ Other%____
   or B. Term: 60 mo____ 48 mo____ 36 mo____ other____ approx % to general unsecureds_____

4. Original attorney fees are $_____ of which $_____ paid; $_____ unpaid
   Fees are to be paid (please check one)
   ____Prior to all creditors
   ____After all secureds
   ____After current child support/spousal maintenance & current mortgage
   ____At the Trustee's discretion but a minimum of $_____monthly
   ____$ _____monthly

5. Plan proposes to pay the monthly payment to creditors in this order (rank in order to be paid)

			Debtor's Valuation	Interest Rate
____Current child support	$_____monthly			
____Current 1st mortgage	$_____monthly			
____Current 2nd mortgage	$_____monthly			
____1st mortgage arrears	$_____monthly			
____2nd mortgage arrears	$_____monthly			
____$_____/mo to	_____		$_____	_____
____$_____/mo to	_____		$_____	_____
____$_____/mo to	_____		$_____	_____
____$_____/mo to	_____		$_____	_____

   or ____All other secured creditors to be paid pro rata
   or Other (be specific) _____
   _____

6. $_____monthly to be accumulated for payment of future real property taxes through the plan

7. ____Pay unsecured priority in full prior to unsecured creditors

8. Classes of unsecured creditors & justification for separate classes (assign a class number if necessary)
   (Class 1 to be paid in full prior to class 2, 2 before 3, etc.)

	Creditor Name/Type	Reason for Classification	% To be Paid
____	_____	_____	%_____
____	_____	_____	%_____
____	_____	_____	%_____
____	_____	_____	%_____

9. Other plan provisions_____
   _____
   _____

_____ _____
Date Debtor's Attorney

[L.B. Form 1 W.D. Wash.]
[Original - Yellow]

UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF WASHINGTON

AMENDMENT COVER SHEET

DEBTOR LAST NAME _____

CASE NUMBER _____ CHAPTER _____

ATTORNEY FOR DEBTOR _____ PHONE _____

PLEASE CHECK WHAT IS BEING AMENDED

PLEASE INIDCATE WHICH SCHEDULE IS BEING AMENDED.
SUBMIT ORIGINAL AND 2 COPIES (Chapter 11, submit original and 4 copies).

1. **PETITION**

2. **MATRIX:** Adding (Requires $20 Fee) Deleting/correcting

When submitting amended matrix, send matrix with **ONLY** the amended creditors.

3. **SCHEDULES:**

D, E, F (Requires $20 fee)

A, B, C, G, H, I, J. (No fee required)

No Fee required for Chapter 13 cases

4. **CHAPTER 13 STATEMENTS**

5. **AMENDING AMOUNTS/TOTALS OF SCHEDULES**

6. **STATEMENT OF AFFAIRS**

It is the responsibility of the debtor to notify additional creditors by sending a section 341 meeting of creditors notice and/or Discharge Order to the individuals or companies added to the schedules/matrix. A certificate of mailing in regard to this notification filed with the Clerk's office is appropriate. In addition, if the case is presently closed, the amendment will be returned unless a Motion and Proposed Order to Reopen, a filing fee, and the amendment fee, when required, accompanies the amendment.

PLEASE INDICATE WHETHER THE FOLLOWING HAS BEEN ACCOMPLISHED.

U.S. Trustee's Office and Trustee in the case supplied copies: ____ Yes ____ No
(If extra copies supplied Clerk's Office, Clerk's Office will forward.)

_____
Signature of Debtor

Rev 4/10/95
[L.B. Form 2 W.D. Wash.]
[Original - Pink]

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF WASHINGTON

In Re	)	Case No.
	)	
	)	
	)	
	)	
Debtor(s).	)	

NOTICE OF LATE FILED CLAIM

TO: _____

The Chapter 13 Trustee provides this notice pursuant to Local Bankruptcy Rule 3007 that the Proof of Claim you filed in the above-entitled case was filed late, after the expiration of the bar date for filing claims fixed by the Court in the "Notice of Meeting of Creditors" previously sent to all creditors and other parties in interest in this case.

Bar Date Fixed By Court: _____

Date Proof of Claim Filed: _____

Because your Proof of Claim was filed late, LBR 3007 provides that such claim shall be deemed disallowed, without formal objection or hearing, unless within twenty (20) days of being served with this notice you file and serve with the Court, the Chapter 13 Trustee, the debtor and his/her counsel, a Motion to allow your claim. Your failure to so respond to this notice within such twenty (20) day period shall be deemed an admission your claim is disallowed.

DATED this _____ day of _____, 19___.

By: _____
for Chapter 13 Trustee

CERTIFICATE OF MAILING

The undersigned hereby certifies under penalty of perjury that a copy of the within and foregoing Notice of Late Filed Claim was mailed on the _____ day of _____, 19___, at _____, and directed to the following:

Late Filing Creditor:

Debtor(s):

Debtor's Counsel:

[L.B. Form 3 W.D. Wash.]

Judge: _____
Chapter: _____
Hearing Location: _____
Hearing Date: _____
Hearing Time: _____
Response Date: _____

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF WASHINGTON

In re Debtor.	CAUSE NO. _____ **NOTICE OF MOTION AND HEARING ON** _____

PLEASE TAKE NOTICE that _____'s motion for _____, seeking

[Short description of relief requested and grounds therefor]

IS SET FOR HEARING as follows:

JUDGE: _____ TIME: _____

PLACE: _____ DATE: _____

IF YOU OPPOSE the Motion, you must file your written response with the court clerk, serve two copies of the Judge's chambers and deliver copies on the undersigned and _____ NOT LATER THAN the RESPONSE DATE, which is _____.

IF NO RESPONSE IS TIMELY FILED AND SERVED, the Court may, in its discretion, GRANT THE MOTION PRIOR TO THE HEARING, WITHOUT FURTHER NOTICE, and strike the hearing.

Dated: _____

Moving Party,

_____
Name (Incl. WSBA #)
Attorney for _____

[FILE WITH OR ATTACH PROOF OF SERVICE]

[L.B. Form 4 W.D.Wash.]

UNITED STATES BANKRUPTCY COURT
Western District of Washington

Appendix A

B 240
(1/88)

REAFFIRMATION AGREEMENT

Debtor's Name	Bankruptcy Case No.

INSTRUCTIONS:

1) Write debtor's name and bankruptcy case number above.
2) Part A — Must be signed by both the debtor and the creditor.
3) Part B — Must be signed by the attorney who represents the debtor in this bankruptcy case.
4) Part C — Must be completed by the debtor if the debtor is not represented by an attorney in this bankruptcy case.
5) File the completed form by mailing or delivering to the Bankruptcy Clerk.
6) Attach written agreement, if any.

COURT USE ONLY

PART A — AGREEMENT

Creditor's Name and Address	Summary of Terms of the New Agreement
	a) Principal Amount $ _____ Interest Rate (APR) _____ Monthly Payments $ _____ b) Description of Security: _____ _____ Present Market Value $ _____
Date Set for Discharge Hearing (if any)	

The parties understand that this agreement is purely voluntary and that the debtor may rescind the agreement at any time prior to discharge or within 60 days after such agreement is filed with the court, whichever occurs later, by giving notice of recission to the creditor.

_____ _____
Date *Signature of Debtor*

_____ _____
Signature of Creditor *Signature of Joint Debtor*

PART B — ATTORNEY'S DECLARATION

This agreement represents a fully informed and voluntary agreement that does not impose an undue hardship on the debtor or any dependent of the debtor.

_____ _____
Date *Signature of Debtor's Attorney*

PART C — MOTION FOR COURT APPROVAL OF AGREEMENT — Complete only where debtor is not represented by an attorney.

I (we), the debtor, affirm the following to be true and correct:

1) I am not represented by an attorney in connection with this bankruptcy case.
2) My current monthly net income is $ _____
3) My current monthly expenses total $ _____, including any payment due under this agreement.
4) I believe that this agreement is in my best interest because _____

_____

_____

Therefore, I ask the court for an order approving this reaffirmation agreement.

_____ _____
Date *Signature of Debtor*

_____
Signature of Joint Debtor

PART D — COURT ORDER

The court grants the debtor's motion and approves the voluntary agreement upon the terms specified above.

_____ _____
Date *Bankruptcy Judge*

B 104
(Rev. 8/87)

ADVERSARY PROCEEDING COVER SHEET

(Instructions on Reverse)

ADVERSARY PROCEEDING NUMBER
(Court Use Only)

PLAINTIFFS	DEFENDANTS

ATTORNEYS (Firm Name, Address, and Telephone No.)	ATTORNEYS (If Known)

PARTY (Check one box only) ☐ 1 U.S. PLAINTIFF ☐ 2 U.S. DEFENDANT ☐ 3 U.S. NOT A PARTY

CAUSE OF ACTION (WRITE A BRIEF STATEMENT OF CAUSE OF ACTION, INCLUDING ALL U.S. STATUTES INVOLVED)

NATURE OF SUIT
(Check the one most appropriate box only.)

☐ 454 To Recover Money or Property
☐ 435 To Determine Validity, Priority, or Extent of a Lien or Other Interest in Property
☐ 458 To obtain approval for the sale of both the interest of the estate and of a co-owner in property
☐ 424 To object or to revoke a discharge 11 U.S.C. §727
☐ 455 To revoke an order of confirmation of a Chap. 11 or Chap. 13 Plan
☐ 426 To determine the dischargeability of a debt 11 U.S.C. §523
☐ 434 To obtain an injunction or other equitable relief
☐ 457 To subordinate any allowed claim or interest except where such subordination is provided in a plan
☐ 456 To obtain a declaratory judgment relating to any of foregoing causes of action
☐ 459 To determine a claim or cause of action removed to a bankruptcy court
☐ 498 Other (specify)

ORIGIN OF PROCEEDINGS (Check one box only.) ☐ 1 Original Proceeding ☐ 2 Removed Proceeding ☐ 4 Reinstated or Reopened ☐ 5 Transferred from Another Bankruptcy Court

☐ CHECK IF THIS IS A CLASS ACTION UNDER F.R.C.P. 23

DEMAND	NEAREST THOUSAND $	OTHER RELIEF SOUGHT	☐ JURY DEMAND

BANKRUPTCY CASE IN WHICH THIS ADVERSARY PROCEEDING ARISES

NAME OF DEBTOR	BANKRUPTCY CASE NO.

DISTRICT IN WHICH CASE IS PENDING	DIVISIONAL OFFICE	NAME OF JUDGE

RELATED ADVERSARY PROCEEDING (IF ANY)

PLAINTIFF	DEFENDANT	ADVERSARY PROCEEDING NO.

DISTRICT	DIVISIONAL OFFICE	NAME OF JUDGE

FILING FEE (Check one box only.) ☐ FEE ATTACHED ☐ FEE NOT REQUIRED ☐ FEE IS DEFERRED

DATE	PRINT NAME	SIGNATURE OF ATTORNEY (OR PLAINTIFF)

ADVERSARY PROCEEDING COVER SHEET (Reverse Side)

This cover sheet must be completed by the plaintiff's attorney (or by the plaintiff if the plaintiff is not represented by an attorney) and submitted to the Clerk of the Court upon the filing of a complaint initiating an adversary proceeding.

The cover sheet and the information contained on it *do not* replace or supplement the filing and service of pleadings or other papers as required by law, the Bankruptcy Rules, or the local rules of court. This form is required for the use of the Clerk of the Court to initiate the docket sheet and to prepare necessary indices and statistical records. A separate cover sheet must be submitted to the Clerk of the Court for each complaint filed. The form is largely self explanatory.

Parties. The names of the parties to the adversary proceeding *exactly* as they appear on the complaint. Give the names and addresses of the attorneys if known. Following the heading "Party," check the appropriate box indicating whether the United States is a party named in the complaint.

Cause of Action. Give a brief description of the cause of action including all federal statutes involved. For example, "Complaint seeking damages for failure to disclose information, Consumer Credit Protection Act, 15 U.S.C. §1601 et seq.," or "Complaint by trustee to avoid a transfer of property by the debtor, 11 U.S.C. §544."

Nature of Suit. Place an "X" in the appropriate box. Only one box should be checked. If the cause fits more than one category of suit, select the most definitive.

Origin of Proceedings. Check the appropriate box to indicate the origin of the case:

1. Original Proceeding.
2. Removed from a State or District Court.
4. Reinstated or Reopened.
5. Transferred from Another Bankruptcy Court

Demand. On the next line, state the dollar amount demanded in the complaint in thousands of dollars. For $1,000 enter "1," for $10,000 enter "10", for $100,000 enter "100", if $1,000,000, enter "1000." If $10,000,000 or more, enter "9999." If the amount is less than $1,000, enter "0001." If no monetary demand is made, enter "XXXX." If the plaintiff is seeking non-monetary relief, state the relief sought, such as injunction or foreclosure of a mortgage.

Bankruptcy Case In Which This Adversary Proceeding Arises. Enter the name of the debtor and the docket number of the bankruptcy case from which the proceeding now being filed arose. Beneath, enter the district and divisional office where the case was filed, and the name of the presiding judge.

Related Adversary Proceedings. State the names of the parties and the six digit adversary proceeding number from any adversary proceeding concerning the same two parties or the same property currently pending in any bankruptcy court. On the next line, enter the district where the related case is pending, and the name of the presiding judge.

Filing Fee. Check one box. The fee must be paid upon filing unless the plaintiff meets one of the following exceptions. The fee is not required if the plaintiff is the United States government or the debtor. If the plaintiff is the trustee or a debtor in possession, and there are no liquid funds in the estate, the filing fee may be deferred until there are funds in the estate. (In the event no funds are ever recovered for the estate, there will be no fee). There is no fee for adding a party after the adversary proceeding has been commenced.

Signature. This cover sheet must be signed by the attorney of record in the box on the right of the last line of the form. If the plaintiff is represented by a law firm, a member of the firm must sign. If the plaintiff is *pro se* that is, not represented by an attorney, the plaintiff must sign.

The name of the signatory must be printed in the box to the left of the signature. The date of the signing must be indicated in the box on the far left of the last line.

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF WASHINGTON

In re Debtor	BANKRUPTCY CASE NO.
v. Plaintiff Defendant.	ADVERSARY NO.

ALL DOCUMENTS REGARDING THIS MATTER MUST BE IDENTIFIED BY BOTH ADVERSARY AND BANKRUPTCY CASE NUMBERS

SUMMONS AND NOTICE OF PRETRIAL CONFERENCE IN AN ADVERSARY PROCEEDING

YOU ARE SUMMONED and required to file a motion or answer to the complaint which is attached to this summons to the clerk of the bankruptcy court within 30 days after the date of issuance of this summons, except that the United States and its offices and agencies shall file a motion or answer to the complaint within 35 days.

Address of Clerk

At the same time, you must serve a copy of the motion or answer upon the plaintiff's attorney.

Name and Address of Plaintiff's Attorney

If you make a motion, your time to answer is governed by Fed. Rule of Bankruptcy Procedure 7012.

YOU ARE NOTIFIED that a pretrial conference of the proceeding commenced by the filing of the complaint will be held at the following time and place.

Address	Room
	Date & Time

IF YOU FAIL TO RESPOND TO THIS SUMMONS, YOUR FAILURE WILL BE DEEMED TO BE YOUR CONSENT TO ENTRY OF A JUDGMENT BY THE BANKRUPTCY COURT AND JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE COMPLAINT.

MARK L. HATCHER
Clerk of the Bankruptcy Court

Date of Issuance

By: _____
Deputy Clerk

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF WASHINGTON

SUBJECT: CONTENT AND FORMAT OF CREDITOR MAILING LISTS	AMENDED ADMINISTRATIVE REGULATION NO. 1

This Administrative Regulation is issued pursuant to Local Bankruptcy Rule 5003(b) and supersedes Administrative Regulation No. 1, dated January 27, 1992.

This amendment incorporates and reflects the technological improvements in the Clerk's office which eliminate some restrictions previously required. For example all master mailing lists may now be submitted on diskette. A diskette is preferred when the list contains more than 50 creditors.

This Administrative Regulation implements an improved method by which notices shall be served by the Clerk's office utilizing the Bankruptcy Noticing Center (BNC).

A. Master Mailing List. Pursuant to Local Bankruptcy Rule 1007(b), every bankruptcy petition shall be accompanied by a master mailing list that is prepared for electronic character recognition.

1. Paper Listing:

a. The list shall be typed in black, on blank, unlined, standard white 8 1/2 x 11 inch paper. Because the creditor list will be subject to optical character reading (OCR) input, the print must be letter-quality. Typefaces or print styles such as proportionally spaced fonts, dot matrix printing, or exotic typefaces such as italics or script are electronically unreadable and shall not be used.

b. The list shall contain no handwriting, stray marks, correction fluid or tape.

c. The list shall be typed in a properly-aligned, single column or double column with a minimum of one inch between the two columns. Top, bottom and side margins shall be a minimum of one inch. (See examples attached.)

d. Each name and address block shall contain no more than five lines with no blank lines in the block. Each line shall not exceed 30 characters. Each name and address block shall be separated by a minimum of two lines.

e. The creditor list shall be alphabetized by the first letter of the company or the creditor's first name.

f. Last line of the address block shall only contain the city, state, zip code or foreign country, if applicable. The two-letter abbreviations for all state names must be used.

g. Account numbers, social security numbers or ATTN: lines, if any, shall be included on the second line of the creditor name and address block.

h. The inclusion of debtor(s), debtor(s) attorney and the United States Trustee is not required. These parties will automatically be included for noticing.

i. Do NOT include any header or footer information, i.e., case name, case number, page numbers, or certification.

j. Creditors shall be listed only once, even if there are multiple accounts.

k. The debtor shall provide a complete and accurate listing of creditors. Any creditor whose address is unknown should be listed c/o the debtor or debtor's attorney. The BNC does not produce notices for addresses without a valid zip code, or those missing the city or state, or foreign addresses that are missing the city or country.

2. Creditor Listing on Diskette. A diskette is preferred in cases with more than 50 creditors. A diskette shall be **required** when the number of creditors exceeds 200. A "hard copy" printed version of the Master Mailing List must also be filed following the format requirements listed in Item 1 above.

a. The creditor listing must be submitted on a new MS-DOS or PC-DOS formatted 3.5 inch or 5.25 inch diskette with a filename of FILE.TXT.

b. Data must be provided in simple ASCII format, using a single column format. No special codes or characters are allowed.

1) Do not use the percent (%) symbol. Use "C/O" as the substitute.

2) Do not use a lower case L for the number one (1).

3) Do not use the upper case O for the number zero (0).

4) Do not use an asterisk (*) symbol anywhere in the file.

c. Each creditor name and address block shall be no more than five lines with no blank lines in the block. Each line shall not exceed 30 characters. Each name and address block shall be separated by a minimum of two lines. Account numbers, ATTN: lines or Social Security Numbers should appear on the second line. The city, state and zip code must be on the last line. Nine digit zip codes should be typed with a hyphen separating the two groups of digits.

d. To ensure readability, formatting the diskettes and copying data to the diskettes, should be done on the same personal computer. If the court finds that the data on the diskette is not readable, resubmission of the diskettes **will** be required.

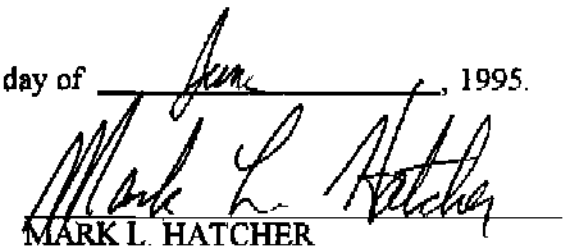
e. The diskette should be clearly labelled with the debtor(s) name, the attorney's name and telephone number, and the total number of creditors on the diskette.

B. Addition of Creditors to Master Mailing List. Pursuant to Local Bankruptcy Rule 1007(a)(3) and Local Bankruptcy Rule 1009(d)(1) a supplemental mailing list shall be filed with any schedule that contains additions to a prior list or schedule of creditors or other interested parties.

1. The list shall conform to the instructions for submitting a master mailing list on paper or on diskette.

2. Only the names and addresses of the additional creditors shall be submitted.

DATED this 9 day of June, 1995.



MARK L. HATCHER
Clerk of the Bankruptcy Court

EXAMPLE-CREDITOR MAILING LIST

AL GORDON & ASSOC
ACCT: 1193416 16
PO BOX 45
EVERETT WA 98206

ALLIED CREDIT CO
ACCT: 54362
955 TACOMA AVE S #202
PO BOX 2053
TACOMA WA 98402

BOEING EMPLOYEES
CREDIT UNION
PO BOX 97050
SEATTLE WA 98123

BOEING VOLUNTARY
INVESTMENT PLAN
PO BOX 3707
SEATTLE WA 98124-2207

CHECK RITE
ACCT: CHECK #2254
PO BOX 520610
SALT LAKE CITY UT 84152

COLUMBIA HOUSE
ACCT: 500939354183
PO BOX 220630
GREAT NECK NY 11021-0650

CREDIT INT'L CORP
PO BOX 1618
BOTHELL WA 98041-1618

DISCOVER CARD SERVICES INC
ATTN: D GREEN
PO BOX 28546
COLUMBUS OH 43228

SEARS
PO BOX 5
BOISE ID 83707

EXAMPLE - DOUBLE COLUMN MATRIX

BON MARCHE
PO BOX 8080
MASON OH 45040-8080

CELLULAR ONE
617 EASTLAKE AVE
SEATTLE WA 98109

COLUMBIA HOUSE
1400 N FRUITRIDGE AVE
TERRE HAUTE IN 47811-1121

FREDERICK & NELSON
C/O INT'L MERCANTILE
1016 E PIKE ST
SEATTLE WA 98122

BANKRUPTCY ADMINISTRATION
GTE TRAINING CENTER
404 BROCK DRIVE
BLOOMINGTON IL 61701

HOUSEHOLD FINANCE
PO BOX 1880
POMONA CA 91769

I.S. INC
PO BOX 667
BOTHELL WA 98041-0667

LAMONTS
4653 E MAIN ST
COLUMBUS OH 43251-0499

WA DEPT OF REVENUE
ATTN: GARY WITZEL
2101 4TH AVE #1400
SEATTLE WA 98121-2317

WA DEPT OF L & I
COLLECTIONS/BANKRUPTCY
PO BOX 44170
OLYMPIA WA 98504-4170

WA EMPLOYMENT SEC DEPT
ATTN: UI TAX ADMIN
ELLEN MOE
PO BOX 9046
OLYMPIA WA 98507-9046

LANE BRYANT
PO BOX 182121
COLUMBUS OH 43218

LERNER'S
PO BOX 182127
COLUMBUS OH 43218

NORDSTROMS
PO BOX 147
SEATTLE WA 98111

NW AUDIT & ADJUSTMENT
PO BOX 91068
SEATTLE WA 98111-9168

PUGET POWER
CASH DEPT GEN02W
BELLEVUE WA 98009-9312

ROAMAN'S
PO BOX 192121
COLUMBUS OH 43218

SEATTLE CITY TREASURER
600 4TH AVE RM 103
SEATTLE WA 98104-1891

SEARS
PO BOX 5
BOISE ID 83707

BANKRUPTCY & COLLECT DIV
OFFICE OF ATTY GENERAL
900 4TH AVE #2860
SEATTLE WA 98164

IRS
SPECIAL PROCEDURES
PO BOX 1729 M/S 244
SEATTLE WA 98111

US TRUSTEE
1200 6TH AVE #600
SEATTLE WA 98101