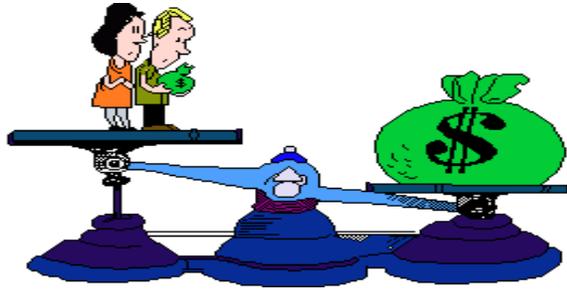


Filing Fees are Going up June 1



Filing Fees Effective June 1, 2014

- ☞ Chapter 7 \$ 335
- ☞ Chapter 9 \$1717
- ☞ Chapter 11 \$1717
- ☞ Chapter 12 \$ 275
- ☞ Chapter 13 \$ 310
- ☞ Chapter 15 \$1717

Joint Cases will still have only 1 Filing Fee



But if they Sever or Bifurcate you have to pay another filing fee



**But if they Sever or Bifurcate
you have to pay another filing fee
and a second administrative fee of \$75**



**Adversary Proceeding
Filing Fees
Effective June 1, 2014**

\$350

*Same as the Filing Fee for Civil Cases
in United States District Court*

OPINIONRESEARCH

- ★ All Opinions from this District for the last 10 years are available and searchable through our Web Page



OPINIONRESEARCH

- ★ We are moving this function to the G.P.O. Web Site (Government Printing Office).



OPINION RESEARCH

★ Advantages of the G.P.O. Web Site:

- Still able to access through our web site.
- We will run both systems for the next several months.
- You will eventually be able to research opinions for every Bankruptcy Court in the country.



All those little things we wish you just wouldn't do.



➤ When opening a new case or when inputting any data please use proper case.

➤ Please file the Petition in proper order:

- ★ Voluntary Petition
- ★ Schedules A-J
- ★ Statement of Affairs
- ★ Other Pleadings
- ★ Then by separate docket entry:
 - Social Security Form (B21)
 - Certificate of Credit Counseling

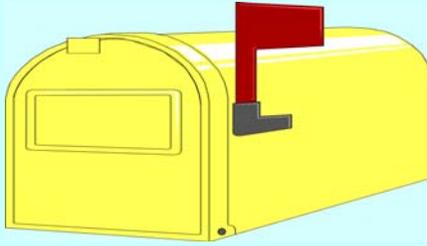
➤ In BKOpen in CM/ECF

- ★ All data input **MUST** match what is on the Petition
 - Chapter
 - Debtor(s) Name(s)
 - Alias(es)
 - Debtor(s) Address(es)
 - County Code
 - Asset Designation
 - Statistical Information



Debtor's Mailing Address

- ★ Remember to put the debtor's mailing address in CM/ECF if it is different from the street address



Beware 6:00 PM

- ★ All cases for that day are sent to the Noticing Center
- ★ If creditors are loaded after six they may not get notice
- ★ Cases filed after six will not have any orders processed until the second day because of the delay in Judge assignment



So you inadvertently filed a duplicate petition.



Contact the Clerk's Office Immediately!



Petition must be signed by BOTH the
Debtor(s) and Counsel



When filing for a business don't forget
to choose the nature & type of business



**Please Verify All
Attachments**



**Always
Proofread**

You might have something out!



When Filing a Motion you must also either:

- ★ Submit a Proposed Order properly endorsed by all necessary parties

OR

- ★ Notice it for Hearing



When filing an Amended Petition

- ★ Please tell us what you are amending



Don't forget to upload the Creditors

- ★ Failure will cause you to have to amend and pay \$30
- ★ Filing an Amendment: remember to add to mailing matrix
- ★ Must be signed by Debtor(s) and Counsel



When Filing a Notice to Amend to Add a Creditor(s)

- ★ Use the Amendment Form
- ★ Make sure it is signed by the Debtor(s)
- ★ The fee is paid (\$30)
- ★ The Creditor is added to the Electronic Mailing Matrix



When filing a Notice of Appearance or Request for Notice:

- ★ The event can be found in CM/ECF under:
Bankruptcy >Other >Notice of Appearance and Request for Notice
- ★ Full Access Users will be prompted for noticing information
Use the “Creditor Maintenance” function to add to creditor list
- ★ Limited Access Users are added by us



When Filing an Adversary Proceeding

➤ In Open AP Case in CM/ECF

- ★ All data input **MUST** match what is on the Pleading
 - Plaintiff(s) Names
 - Defendant(s) Name(s)
 - Nature of Suit
 - Demand Amount *enter amount in rounded thousands*
- ★ Be sure to choose “Adversary” as the association type

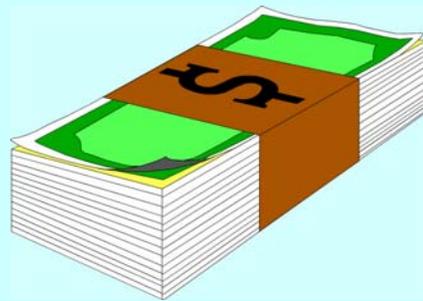


FILE FINANCIAL MANAGEMENT CERTIFICATES TIMELY

Failure will cause the case to be closed without the issuance of a **Discharge**

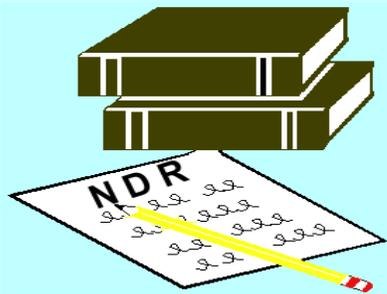


PLEASE pay your filing fee at the time of filing



TRUSTEES:

**PLEASE FILE YOUR REPORTS
OF NO DISTRIBUTION TIMELY**



SUBMIT ORDERS TIMELY

★ LR 9072-1 requires filing with the Court within **10 days**



Filing Orders

**PROPOSED ORDERS SHOULD
NEVER BE ATTACHED TO AND
DOCKETED WITH A PLEADING**



Filing Orders

- ★ Tendered by email to: cmorders@vawb.uscourts.gov
- ★ Must be in “**Word Perfect**” or “**Word**” format
- ★ Only 1 order per email
- ★ Make sure all signatures are included 
- ★ Subject line for **Cases**:
 - case number-office (ROA, LYN, HAR) ex.70225-ROA
- ★ Subject line for **AP's**:
 - case number-office, ap number ex.70225-ROA, AP 05-07002



If you Change your Email Address
or any important personal information

Name, Physical Address, etc.



PLEASE TELL US!

Check the Court Web Page Periodically

- ★ Changes to the Local Rules
- ★ Changes to the Fee Schedule
- ★ Changes to the Court Schedule
- ★ Special Announcements

www.vawb.uscourts.gov



Still having
problems
figuring it all
out?



Call Us

Roanoke: 540-857-2391

Lynchburg: 434-845-0317

Harrisonburg: 540-434-8327





**Contact our Training Coordinator
Vickie Southall
540-857-2391 Ext.132**

DON'T IGNORE OUR CALLS OR EMAILS

★ We may be with the Government but
We really do want to help you

