

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF IDAHO**

<b>In the Matter of the Adoption of the</b>	)	
	)	
<b>REVISED BANKRUPTCY COURT</b>	)	<b>GENERAL ORDER 165</b>
<b>LOCAL RULES</b>	)	
	)	
<b>(Supersedes General Order No. 122)</b>	)	
_____	)	

After giving appropriate public notice and an opportunity for comment on the revised Bankruptcy Court Local Rules for the District of Idaho, and said comment period having expired,

**IT IS HEREBY ORDERED** that the attached Revised Bankruptcy Local Rules for the District of Idaho become effective on March 1, 2001.

**DATED** this 26<sup>th</sup> day of February, 2001.

\_\_\_\_\_  
Jim D. Pappas  
Chief United States Bankruptcy Judge

\_\_\_\_\_  
Terry L. Myers  
United States Bankruptcy Judge

**UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF IDAHO**

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**US FEDERAL BUILDING & COURTHOUSE  
550 W FORT ST MSC 042  
BOISE ID 83724**

**Cameron S Burke  
Court Executive/Clerk**

**ANNOUNCEMENT TO ATTORNEYS AND THE PUBLIC**

**LOCAL RULES OF BANKRUPTCY PRACTICE  
BEFORE THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF IDAHO**

**Revised and adopted March 1, 2001**

**The local rules are available for public viewing at each Federal Courthouse in Idaho (Boise, Pocatello, Coeur d'Alene and Moscow).**

**Local rules, among other documents, are available on the court's Internet web site <http://www.id.uscourts.gov> If you do not have access to the Internet, local rules can be copied on a diskette in WordPerfect 8.0 (IBM) format, free of charge. Please provide a formatted 3.5" double-sided high density diskette by bringing it to the Clerk's office in Boise at the US Courthouse and Federal Building; 550 W Fort St, Room 400. You can also send the diskette, with a return addressed and stamped mailer, to Clerk, US Bankruptcy Court; 550 W Fort St - MSC 042, Boise, ID 83724.**

**We welcome your comments and suggestions which will be forwarded to the Rules Committee.**

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF IDAHO**

**LOCAL RULES**

**LOCAL BANKRUPTCY RULES OF PROCEDURE  
FOR THE  
UNITED STATES BANKRUPTCY COURT  
IN THE DISTRICT OF IDAHO**

**Effective Date: March 1, 2001**

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**LOCAL BANKRUPTCY RULE 1001.1**  
**SCOPE, APPLICABILITY AND PROMULGATION OF LOCAL RULES**

(a) **Scope.**

These local bankruptcy rules govern practice and procedure in the United States Bankruptcy Court for the District of Idaho. These rules shall be cited as "LBR \_\_\_\_." The term "judge," as used in these rules, includes a U.S. Bankruptcy Judge, a U.S. District Judge, or any other judicial officer to which a bankruptcy case or proceeding has been referred.

(b) **Applicability.**

Unless otherwise indicated, each of these local rules applies to cases commenced under chapters 7, 9, 11, 12, and 13 of the Bankruptcy Code and in all adversary proceedings. In the event of an appeal to the district court, or a withdrawal of reference under 28 U.S.C. § 157, the District Court may in its discretion direct that the District of Idaho Local Civil Rules (D.Id.L.Civ.R.) shall replace or supplement the provisions of the local bankruptcy rules in such matters.

(c) **Promulgation.**

Promulgation of local rules shall be made by the U.S. District Court in accord with Fed. R. Bankr. P. 9029, and shall be made with the advice of the U.S. Bankruptcy Court Advisory Committee on local rules unless the U.S. District Court determines cause exists for emergency promulgation.

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**Related Authority:**  
28 U.S.C. §§ 151, 154, 157  
Fed. R. Bankr. P. 9029

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**Advisory Committee Notes:**

These local rules are subject to clarification and interpretation by the courts of this district.

These local rules were promulgated to address certain areas where the Bankruptcy Code and Federal Rules of Bankruptcy Procedure are vague or incomplete, or where experience dictated a need for further clarification or modification of practice in this district. The Local Bankruptcy Rules are based upon prior local rules, the local rules of other districts, and the efforts of the court and practitioners to improve the quality and efficiency of bankruptcy practice.

The "Advisory Committee Notes" following the rules are designated to provide explanation regarding the need for, as well as guidance regarding the anticipated operation of, the local rules. Constructions of the rules as contained in such Advisory Committee Notes, however, are not controlling, and in some instances may not reflect unanimity of belief by the members of the Advisory Committee.

Local rules, forms, guidelines, fees, and other information can be viewed at: [www.id.uscourts.gov](http://www.id.uscourts.gov)

**LOCAL BANKRUPTCY RULE 1001.2  
ESTABLISHMENT OF BUSINESS HOURS**

The standard business hours of the office of the clerk of court will be from 8:00 a.m. to 5:00 p.m. local time, all days except Saturday, Sunday, and legal holidays.

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**Related Authority:**

None

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**Advisory Committee Notes:**

A drop-box for filings is available at all courthouse locations, twenty-four hours a day, every day of the year. Each drop-box contains depository instructions.

**LOCAL BANKRUPTCY RULE 1002.1**  
**PETITIONS**

(a) **Number of Copies.**

In addition to the original, the following number of copies shall accompany each petition, schedules, and statement of affairs:

Chapter 7	2 copies
Chapter 9	2 copies
Chapter 11	4 copies
Chapter 11 (Railroad Reorganization)	6 copies
Chapter 12	2 copies
Chapter 13	2 copies

(b) **Number of Plans .**

- (1) In reorganization cases, in addition to the original (or any amended) plan, the following numbers of copies are required for filing with the clerk.

Chapter 9	1 copy
Chapter 12	1 copy
Chapter 13	1 copy

- (2) If the chapter 13 plan is not filed with the petition, the debtor shall be responsible for service, and providing proof of service thereof, as required by LBR 2002.3; however, the original and the required number of copies set forth in subdivision (b)(1) of this rule shall still be filed.

(c) **Captions of Petitions and Identity of Debtors .**

In regard to all cases filed under §§ 301 and 302 of the Code, the caption of such cases shall be in the following style:

- (1) If the debtor is an individual, not filing a joint petition with his/her spouse: "John A. Doe" or "Doe, John A."
- (2) If the debtor is an individual filing a joint petition with his/her spouse: "John A. Doe and Mary A. Doe" or "Doe, John A. and Doe, Mary A."
- (3) If the debtor is a general [or limited] partnership: "Name of entity, a general [limited] partnership."
- (4) If the debtor is a corporation: "Name of entity, a corporation" (unless the word "Inc.," "Incorporated" or "Corporation" is a part of the name).



- (5) If the debtor is a limited liability company or similar entity: “Name of entity, a Limited Liability Company,” or “L.L.C.” or similar designations.

(d) **Petition Filed by a Corporation, Partnership, or Other Entity**

Although a corporation, a general partnership, limited partnership, limited liability company or other entity may file a voluntary petition, it must be executed by an authorized corporate officer, general partner, or designated manager. Further, an attorney shall represent these entities, and such attorney shall also sign the petition.

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**Related Authority:**

11 U.S.C. §§ 101(9), 109, 301, 302  
Fed. R. Bankr. P. 1002, 1004, 1005, 1006(a), 1007 and 9011(f)

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**Advisory Committee Notes:**

This rule attempts to address the problems caused by petitions either improperly or confusingly captioned, as well as those caused by petitions improperly purporting to be "joint" petitions outside the limited authority of § 302 of the Code -- *i.e.*, an individual and a corporation.

The rule in (d) addresses the problem of so-called "*pro se*" corporate or partnership cases. Also see LBR 9010.1(e)(3) regarding appearances for such entities.

**LOCAL BANKRUPTCY RULE 1006.1**  
**FILING FEES**

Filing fees required for the initiation of a voluntary case shall be accepted by the clerk in the form of cash, cashier's check, money order, or an attorney's check. Two party checks or personal checks of the debtor(s) will not be accepted.

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**Related Authority:**

11 U.S.C. §§ 301, 302

28 U.S.C. § 1930

Fed. R. Bankr. P. 1006

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**Advisory Committee Notes:**

This rule addresses an obvious problem encountered by the clerk when debtors present petitions for filing. A fee schedule is included in the Appendix.

**LOCAL BANKRUPTCY RULE 1007.1**  
**MASTER MAILING LIST (MML)**

(a) **Filing of Master Mailing List (MML)**

At the time of filing a petition initiating a proceeding under the Bankruptcy Code, a Master Mailing List (MML) shall accompany the petition, which list shall include the name, address, and zip code of every scheduled creditor and other parties in interest. The MML shall not include the names or addresses of the debtor, joint debtor, or counsel for the debtor(s). Also, the MML shall not include the account numbers between the creditor(s) and debtor(s).

(b) **Form of Master Mailing List**

The MML shall be prepared in the form as required by the clerk of the court.

(c) **Accuracy of Master Mailing List**

The clerk and/or the Bankruptcy Noticing Center (BNC) need not check to ensure that the MML accurately reflects the names and addresses of creditors, equity security holders, and/or parties in interest listed on the debtor's schedules. For purposes of notice by the clerk; The BNC or by any party in interest, an error or omission on the MML shall be deemed an error or omission on the debtor's schedules, unless such creditor or party in interest should have been added as a result of a filed proof of claim or a written request to the court. The clerk's office or the Bankruptcy Noticing Center will forward returned mail to the debtor's attorney (or the debtor if pro se). It will be the responsibility of the attorney (or debtor if pro se) to provide the court with a current address of those creditors whose mail was undeliverable. It will also be the responsibility of the debtor's attorney (or debtor if pro se), to send a §341(a) notice to those creditors whose mail was not delivered and to provide proof to the court that notice was sent.

(d) **Amendments to Master Mailing List**

Any additions to the MML subsequent to its initial filing shall include only those names added in the MML format required by the clerk and shall be accompanied by the amendment fee. Any deletions from the MML are to be set forth in a letter to the clerk of court. A party may not delete names from the MML by submitting a new MML with the names deleted.

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**Related Authority:**

11 U.S.C. § 521  
Fed. R. Bankr. P. 1007, 2002(g)

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### **Advisory Committee Notes:**

This rule has been modified consistent with internal changes in the clerk's office. The clerk has detailed information on how to prepare an MML so that the MML can be read by the court's equipment. This information will be provided by the clerk upon request, or can be viewed at [www.id.uscourts.gov](http://www.id.uscourts.gov). See LBR 1007.3 and Miscellaneous Fee Schedule in Appendix regarding assessment of an amendment fee when creditors are added to schedules or lists.

**LOCAL BANKRUPTCY RULE 1007.2**  
**EXTENSION OF TIME**

(a) **Extension of Time**

An extension of time under Fed. R. Bankr. P. 1007 (c) for filing schedules, statement of affairs, or other required documents will not be granted beyond the date set for the meeting of creditors under § 341(a) unless a judge orders otherwise for cause shown. An extension beyond the date set for the § 341(a) meeting will not be granted unless the debtor has also arranged with the U. S. Trustee for a continuance of the § 341(a) meeting, and confirmation hearing if applicable, pursuant to LBR 2003.1 and provided appropriate notice thereof.

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**Related Authority:**

11 U.S.C. § 521  
Fed. R. Bankr. P. 1007

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**Advisory Committee Notes:**

A motion for extension of time under this rule should identify the exact length of extension requested and should also, in its text, identify the date set for the § 341(a) meeting of creditors.

It is the responsibility of the U.S. Trustee to make a request for dismissal when the filing requirements are not met. See § 707(a)(3), § 1112(e), § 1208 and § 1307(c)(9) and (10).

**LOCAL BANKRUPTCY RULE 1007.3  
AMENDMENTS OF PETITIONS, LISTS, SCHEDULES  
AND STATEMENT OF FINANCIAL AFFAIRS**

An original, and the following number of copies of the amendment, must be filed with the clerk:

Chapter 7	original and 2 copies
Chapter 11	original and 1 copy
Chapter 12	original and 1 copy
Chapter 13	original and 1 copy

The amendment shall bear, on its face, the debtor's name and case number, and the notation "amendment."

Where the amendment adds additional creditors, the debtor shall:

- (1) Send to the creditor(s) so added a copy of the notice of the § 341(a) meeting of creditors, and plan if applicable;
- (2) File a certificate of service with the clerk;
- (3) Request the clerk to add the creditor(s) to the Master Mailing List, and
- (4) Submit the applicable filing fee.

The clerk need not verify or confirm that the additional creditor(s) receive notice.

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**Related Authority:**

Fed. R. Bankr. P. 1007, 1009, 2002(g)

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**Advisory Committee Notes:**

This rule continues current practice in those situations where the debtor or debtor's counsel causes notice of the amendment to be served.

**LOCAL BANKRUPTCY RULE 1007.4  
TAX RETURNS**

This rule shall apply in chapter 12 and chapter 13 cases.

Except where the court orders otherwise for good cause shown, debtors, prior to the initial hearing on confirmation of a plan, must:

- (1) File all required tax returns with the proper taxing authority;
- (2) Provide to the trustee a photocopy of any tax returns not filed prior to the commencement of case; and
- (3) Provide to the trustee a photocopy of any tax return for the tax years subject to the *Income Tax Turnover Order*. Failure to do so may be grounds for dismissal.

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**Related Authority:**  
11 U.S.C. §§ 1322 and 1325

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**Advisory Committee Notes:**

While in chapter 13 cases filed between January 1 and April 15, a return may not be required or due under the Internal Revenue Code, such a return is necessary for the trustee to evaluate feasibility and plan compliance with §§ 1322 and 1325 to make a recommendation on confirmation.

Although chapter 11 cases are not specifically addressed in this rule, the proper and timely filing of required tax returns may still be:

- (i) a basis for dismissal of the petition, or;
- (ii) required, in whole or in part, for the approval of the Disclosure Statement, and
- (iii) an element of confirmation of a plan.

**LOCAL BANKRUPTCY RULE 1019.1  
CONVERSIONS**

**(a) Schedules of unpaid debts.**

Within fifteen (15) days following the entry of the order of conversion, a schedule of unpaid debts incurred after commencement of the superseded chapter 11, 12 or 13 case shall be filed. A Master Mailing List setting forth the name and address of each such creditor shall be filed with the court by the following parties, and served on the U.S. Trustee and successor trustee, if applicable.

- (1) The debtor in possession, or trustee if one served, in a chapter 11 case;
- (2) A chapter 13 debtor, or
- (3) A chapter 12 debtor in possession or the chapter 12 trustee if the debtor is not in possession.

**(b) List of 20 largest unsecured creditors.**

If converting to a chapter 11 proceeding, a separate list of the 20 largest unsecured creditors shall be filed with the court and served on the U.S. Trustee.

**(c) Filing of Plan.**

If converting to a chapter 13, a plan is to be filed with the notice or motion to convert or within fifteen (15) days thereafter.

**(d) Final Report and Account.**

Upon conversion, the final report and account required to be filed by the debtor or trustee shall include the following:

- (1) A schedule of property acquired by the debtor after the commencement of a chapter 11 case.
- (2) A balance sheet as of the date of conversion and a profit and loss statement for the period of the pendency of a case under chapter 11, unless such balance sheet and profit and loss statements for the period of the pendency of a case under chapter 11 have been previously filed in accordance with court order.
- (3) A statement of the money or property paid or transferred, directly or indirectly, during the pendency of a chapter 11 case, to the debtor, if the debtor is an individual; or to each partner, if the debtor is a partnership; or to each officer, stockholder, and director, if the debtor is a corporation.
- (4) A listing of all matters pending in the case and any adversary proceedings or other litigation pending in which the debtor, debtor-in-possession or trustee is a party.



- (5) Except to the extent otherwise clearly disclosed by the foregoing, amended schedules reflecting the status of assets and liabilities as of the date of conversion.

(e) **Bank Account.**

The debtor, or trustee if one served in the original chapter 11 case, shall furnish to the successor trustee originals or photocopies of all canceled checks and bank statements pertaining to the bank account(s) maintained in the chapter 11 case.

(f) **Requests for Allowance of Administrative Expenses.**

All applications for allowance of administrative expenses in the original chapter 11 case, other than those of a governmental unit, shall be filed within ninety (90) days of entry of the order of conversion, or at another time may be established by order.

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**Related Authority:**

11 U.S.C. § 1112  
Fed. R. Bankr. P. 1019

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**Advisory Committee Notes:**

Fed. R. Bankr. P. 1019 provides for the filing of lists, inventories, schedules, statements, and other reports upon conversion of any chapter 11, 12 or 13 case to a chapter 7 and establishes numerous requirements in addition to those under this rule. Additionally, if the schedule of unpaid debt is not filed within the required fifteen (15) days, the clerk will assess an amendment fee.

A suggested form of final report and account in converted chapter 11 cases is available at the clerk's office. The form can also be viewed at [www.id.uscourts.gov](http://www.id.uscourts.gov).

**LOCAL BANKRUPTCY RULE 2002.1**  
**SALE OF PROPERTY OF THE ESTATE**

(a) **Contested Matter.**

A sale pursuant to § 363(b), including a sale free and clear of any interest of an entity other than the estate, is initiated by notice and is subject to LBR 2002.2.

(b) **Notice of Sale.**

- (1) The notice of sale shall include, without limitation, the following information:
  - (A) A description of the property to be sold;
  - (B) The time and place of sale;
  - (C) The terms of sale;
  - (D) Whether the property is to be sold free and clear of liens;
  - (E) The estimated fair market value of the property and a brief statement of the basis for the estimate;
  - (F) If known, the amounts of each lien or encumbrance claimed against the property and the identity of each lienholder;
  - (G) The proposed disposition of the proceeds of sale shall include any proposed compensation to brokers, auctioneers, or other professionals to be paid from the proceeds of sale;
  - (H) The subdivision of § 363(f) which authorizes the sale, and
  - (I) The date by which objections to the sale must be filed, pursuant to Fed. R. Bankr. P. 6004(b), and the name and address of any entity to be served with the objection.
- (2) All interests in the property sold free and clear shall attach to the proceeds of the sale, except as otherwise provided in the notice.

(c) **Order.**

A party moving for an order approving or confirming an unopposed sale shall support the motion with an affidavit showing the necessity for the order.

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**Related Authority:**  
11 U.S.C. § 363(f)  
Fed. R. Bankr. P. 2002(a),  
2002(c)(1), 6004, 7001

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**Advisory Committee Notes:**

Certain controls on the sale of property of the estate, including a requirement of specificity in the notice, were deemed advisable by the committee especially in regard to sales free and clear of claims, liens and interests.

The notice, under subdivision (b)(1)(G), should note that any such compensation is subject to review of the court.

An action to determine the validity, priority, or extent of any interest of an entity other than the bankruptcy estate in property must be brought separately as an adversary proceeding. *See* Fed. R. Bankr. P. 7001(2).

**LOCAL BANKRUPTCY RULE 2002.2**  
**NOTICE AND HEARING**

(a) **Applicability.**

All contested matters under Fed. R. Bankr. P. 9014, all motions under Fed. R. Bankr. P. 9013, and all other matters requiring or with provision for a hearing under the Bankruptcy Code or Federal Rules of Bankruptcy Procedure, shall be subject to the following requirements and conditions.

(b) **Notice.**

(1) By whom given. Except for notices specified in Fed. R. Bankr. P. 2002(a)(1), (a)(7), (b)(2) chapter 13 only, (e) and (f), all notices shall be given by the party requesting an order or other relief.

(2) To whom given.

(A) "Notice," as used in this rule shall mean notice by mail to all creditors, equity security holders, trustees and indenture trustees, the debtor, the chairman of any committee appointed in the case, U.S. Trustee and any other parties in interest. A different method or less inclusive notice may be given only if allowed by the Bankruptcy Code or Federal Rules of Bankruptcy Procedure, or if authorized by a judge.

(B) The addresses of notices shall be in accordance with Fed. R. Bankr. P. 2002(g).

(i) A Master Mailing List of names and addresses, as filed with the court, and updated in accordance with said Rule 2002(g), may be obtained from the clerk upon written request and payment of the attendant fee or downloaded from the court's website at [www.id.uscourts.gov](http://www.id.uscourts.gov).

(ii) Required notice to all creditors is presumed to be appropriate if mailed to all entries on the Master Mailing List, which has been provided by the clerk.

(iii) Notices sent by the clerk, Bankruptcy Noticing Center (BNC), or some other person or entity as the court may direct, pursuant to 11 U.S.C. §§ 341(a), 342(a) and (b), and Fed. R. Bankr. P. 2002, that are determined undeliverable will be noted on the court's database in the creditor log, and no future notices will be sent to that address. Undeliverable notices will be forwarded to the debtor's attorney (or debtor if *pro se*). Any notice, other than a § 341(a) meeting of creditors, or a copy of the final order of discharge, which is returned to the court, shall be destroyed without notation or record.

- (3) Proof of Service. After giving notice, the moving party shall file within five (5) days of the notice, an affidavit of mailing with a list of the persons and their addresses to whom the notice was sent. If notice to all creditors is required, the affidavit of service must certify mailing (or other services) on all parties included on the Master Mailing List described in subdivision (b)(2)(B) of this rule.

(c) **Objection.**

If the notice provides for the filing of an objection, a party objecting to an act or the entry of an order shall file with the clerk and serve on the moving party, a written objection within the time set forth in the notice. The objection shall state, with specificity, the grounds therefore.

(d) **When hearing is not required.**

If authorized by the Bankruptcy Code or Fed. R. Bankr. P., or if allowed by the court, an actual hearing may not be required. In all such instances, the moving party shall, in the notice, so advise all parties receiving notice that an order may be entered without hearing. The moving party shall provide not less than fifteen (15) days within which any party in interest may object, unless a longer period is required by order of a judge or under applicable Federal Rule of Bankruptcy Procedure, or such period is shortened by order of a judge.

(e) **Hearing.**

- (1) By moving party. Counsel for the party who desires or is required to set a matter for hearing shall be responsible for contacting the calendar clerk and obtaining a date for such hearing. Unless the calendar clerk provides a hearing date after such contact, the matter will not be scheduled for hearing and will not be heard. Counsel obtaining a hearing date shall be responsible for providing notice to all parties as provided by this rule.
- (2) By objecting party. If a party objects to an act or the entry of an order and the matter is not previously set for hearing, counsel for the objecting party shall be responsible for contacting the calendar clerk and obtaining a hearing date, as provided in subdivision (e)(1) of this rule and notifying the moving party and all other parties as required by this rule. Failure to obtain, and serve notice of, a hearing within thirty (30) days after filing the objection may be deemed a waiver of the objection and allow entry of an order.
- (3) Any party requesting a hearing date from the calendar clerk (or in open court) shall file the notice of hearing and related pleadings at least five (5) days prior to the scheduled hearing date. Failure to do so may result in the hearing being removed from the calendar.

(f) **Vacation or continuance of hearing.**

A hearing may be vacated or continued for good cause by order of a judge entered:

- (1) On a judge's own motion;
- (2) Upon agreement of the parties and for good cause shown; or
- (3) On the request of a party after notice to all opposing parties filed and served at least three (3) days prior to the scheduled hearing, accompanied by an affidavit stating the grounds for such request, unless a judge for cause shown waives the requirements of this rule.

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**Related Authority:**

11 U.S.C. § 102(1)

Fed. R. Bankr. P. 2002, 9006, 9007, 9008, 9036

District Court of Idaho General Order No. 35

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**Advisory Committee Notes:**

Note that subdivision (b)(1) requires a party to serve notice in certain circumstances where previously the clerk provided notice.

LBR 2002.2(b)(2) applies in chapter 13 when the plan is filed with the petition. Debtor mails the notices when the plan is filed at a later time. (See LBR 2002.3(a)(2))

Subdivision (b)(2)(B)(ii) has been changed to eliminate the process of "certification" of the MML.

A copy of the MML may be obtained at no charge at [www.id.uscourts.gov](http://www.id.uscourts.gov).

Subdivision (e) reflects current practice and emphasizes the necessity of setting matters through the calendar clerk. Subdivision (e)(3) requires the filing of supporting pleadings.

Subdivision (f) is designed to cure problems presently encountered by the court where counsel vacates a hearing without advising the court and/or opposing counsel.

**LOCAL BANKRUPTCY RULE 2002.3  
MAILING OF PLANS**

(a) **Chapter 13 Cases.**

- (1) The Bankruptcy Noticing Center (BNC), or some other person or entity as the court may direct, will mail plans filed with the petition in chapter 13 cases with the § 341(a) notice to creditors. An original plan plus one (1) copy must be submitted with text only on one side so that this information can be scanned electronically. In such cases, and provided all other schedules and statements are also filed with the petition, the accelerated confirmation process of LBR 2002.5 shall apply.
- (2) In all cases where the plan and required copies are not filed with the petition, the debtor shall be responsible for mailing copies of the chapter 13 plan and notice of hearing on confirmation to all creditors and parties in interest. Such notice must comply with Fed. R. Bankr. P. 2002 and 3015. In such cases, the notice of the § 341(a) meeting issued by the BNC shall not advise creditors of the confirmation hearing date, and such cases will not be subject to the accelerated confirmation procedures of LBR 2002.5. The debtor shall immediately thereafter file proof of service by mailing with the clerk of the court.

(b) **Other Cases.**

In all chapter 11 and 12 cases, the debtor or plan proponent shall give notice of the hearing on confirmation of the plan. The debtor or plan proponent shall mail copies of the plan, with such notice, to all creditors and parties in interest prior to the hearing date set for confirmation of the plan. In chapter 11 cases, the debtor or plan proponent shall also mail copies of the order approving disclosure statement and notice of the confirmation hearing, together with a copy of the disclosure statement, plan, ballot, and any amendments or addenda to the original plan or disclosure statement.

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**Related Authority:**

11 U.S.C. §§ 1128, 1224, 1324

Fed. R. Bankr. P. 2002(a), 2002(b), 3015, 3017

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**Advisory Committee Notes:**

In reference to balloting on confirmation in chapter 11 cases under subdivision (b), ballots should be prepared directing their submission to the clerk of the court for tabulation, and any ballots returned to counsel for the debtor or a plan proponent contrary to the instructions on the ballot should be immediately forwarded to the clerk with notation of date received.

**LOCAL BANKRUPTCY RULE 2002.4**  
**FILING AND CONFIRMATION OF CHAPTER 12 PLAN**

(a) **Objections.**

Objections to confirmation of a chapter 12 plan shall be in writing and filed with the clerk and served on the debtor, the trustee, and on any other party in interest, not less than ten (10) days prior to any scheduled confirmation hearing. An objection to confirmation must set forth with specificity the grounds for objection and is governed by Fed. R. Bankr. P. 9014.

(b) **Notice.**

The debtor or plan proponent shall provide notice according to LBR 2002.3(b). Unless a judge fixes a shorter period, notice of such hearing shall be given not less than twenty-five (25) days before the hearing. A copy of the plan shall accompany the notice.

(c) **Order of Confirmation.**

The order of confirmation shall conform to the Official Forms and the clerk shall mail notice of entry promptly to the debtor, the trustee, all creditors, all equity security holders, and other parties in interest.

(d) **Retained Power.**

Notwithstanding the entry of the order of confirmation, a judge may enter all orders necessary to administer the estate.

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**Related Authority:**

11 U.S.C. §§ 1221, 1224, 1225  
Fed. R. Bankr. P. 2002, 3015

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**Advisory Committee Notes:**

Section 1221 and Fed. R. Bankr. P. 3015(a) provide that a chapter 12 debtor may file a plan with the petition. If a plan is not filed with the petition, it must be filed within ninety (90) days thereafter unless the court extends the time for filing the plan. After notice, as provided in this rule, a judge shall conduct and conclude a hearing within the time prescribed by § 1224 and rule on confirmation of the plan. If no objection is timely filed, Fed. R. Bankr. P. 3015(f) allows the judge to determine that the plan has been proposed in good faith and not by any means forbidden by law without receiving evidence on those issues.



**LOCAL BANKRUPTCY RULE 2002.5**  
**FILING AND CONFIRMATION OF CHAPTER 13 PLAN**

A judge may confirm a chapter 13 plan without hearing if a written objection to confirmation is not timely filed. This confirmation process is available only in those cases where a plan and all other schedules and statements are filed with the petition, as identified in LBR 2002.3, and is subject to the following requirements.

(a) **Notice to Creditors.**

The Bankruptcy Noticing Center (BNC) shall send to the debtor, debtor's attorney, the trustee, and all creditors and parties in interest, a notice that advises them of the provisions of this rule. This notice shall be sent at the same time as, and may be incorporated within, the notice of the §341(a) meeting of creditors.

(b) **Objections to Confirmation of the Plan.**

Any objection to the confirmation of the plan must be in writing and filed with the clerk, the trustee, debtor, and debtor's attorney prior to or on the date of the scheduled § 341(a) meeting of creditors, or within five (5) days thereafter. An objection to confirmation must set forth with specificity the grounds for objection and is governed by Fed. R. Bankr. P. 9014.

(c) **Confirmation of Plan Without Objection.**

Where no objection to confirmation of a chapter 13 plan is filed within the time limits established by this rule, then a judge, without hearing, may enter an order confirming the plan.

(d) **Amendment of Plans at the Section 341(a) Meeting of Creditors.**

The proposed plan may be amended, at either the § 341(a) meeting or anytime prior to the hearing scheduled under subdivision (e) of this rule to resolve an objection. Such amendment must be placed on the chapter 13 trustee's minutes or be included in an amended plan. Where a timely objection has been made, the plan will not be confirmed until the objecting party has withdrawn such objection or a hearing is held as provided in subdivision (e) of this rule. Where the amendment does not affect any other party in interest, a judge may confirm the plan as amended without notice or a hearing. Where the amendment would affect another party in interest, the plan as amended must be mailed to each affected party with a notice providing twenty (20) days to object to the amendment. If no objection is made within the time allowed, a judge may confirm the plan as amended without a hearing.

(e) **Objections not Resolved by Amendment of the Plan.**

Where an objection to a proposed chapter 13 plan cannot be resolved by an amendment to the proposed plan, or where the trustee does not recommend confirmation, the court shall hold a confirmation hearing to resolve the objection. The clerk shall schedule a tentative confirmation hearing date, in the event an actual hearing is required under this rule, and provide notice of the date on the notice of the § 341(a) meeting of creditors.

(f) **Standard Chapter 13 Plan and Order.**

When possible the debtor shall use the standard approved chapter 13 plan and order for this district. If the debtor provides additions, deletions, or other modifications, the debtor shall provide at the beginning of the plan or order a notice that the chapter 13 plan or order contains deviations, and the deviations shall be clearly identified.

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**Related Authority:**

11 U.S.C. §§ 1302, 1322, 1323, 1324, 1325

Fed. R. Bankr. P. 2002, 3015

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**Advisory Committee Notes:**

The process of confirmation as structured under this rule is designed to protect interests of objecting creditors, while allowing accelerated confirmation of plans and payment to creditors in the large majority of chapter 13 cases where there are no objections or where objections can be readily resolved. The notice and timing requirements under the Federal Rules of Bankruptcy Procedure make the accelerated confirmation process appropriate only in those cases where the plan is filed with the petition, and the clerk is able to issue notice. In all other cases, the debtor must file the plan within fifteen (15) days of the petition. *See* Fed. R. Bankr. P. 3015(b), and provide copies of the plan and notice of confirmation hearing to all creditors and parties in interest, in compliance with Fed. R. Bankr. P. 2002 and 3015, and these local rules.

**LOCAL BANKRUPTCY RULE 2003.1**  
**SECTION 341(a) MEETING OF CREDITORS**

(a) **Applications for Continuance.**

A continuance of the § 341(a) meeting of creditors must either be requested of the presiding officer at the time of the § 341 meeting or, not later than ten (10) days after the scheduled meeting, by written application to the U.S. Trustee accompanied by an affidavit identifying the circumstances necessitating the delay. A continuance will not be allowed except where extenuating circumstances render the debtor(s) unable to appear. A continuance will not be allowed for a conflict involving the debtor's attorney.

(b) **Notice and Service.**

If a continuance of the §341(a) meeting is granted by the presiding officer or U.S. Trustee, the debtor or debtor's attorney must mail notice of the continuation to the creditors at least seven (7) days prior to the date of the continued meeting. The notice must include the date, time, and location of the continued meeting, and, if the case is a chapter 13, the notice must also include the date, time and location of the continued confirmation hearing. Proof of service of the continuation notice must be filed with the clerk and must list each party served and their mailing address.

(c) **Dismissal.**

If the debtor fails to appear at the §341(a) meeting and, if either no continuance is requested within ten (10) days after the scheduled meeting, or no continuance is granted by the Presiding Officer or U.S. Trustee, the U.S. Trustee may apply for an order of dismissal provided that the file contains proof that a notice of the meeting was mailed to the debtors.

(d) **Notice To Other Courts.**

The debtor's attorney (or the debtor if *pro se*) shall provide a notice of the commencement of the bankruptcy case to all courts in which the debtor is known to be a party. Such notice shall reasonably identify to such court(s) the case or action affected by the debtor's bankruptcy.

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**Related Authority:**

11 U.S.C. §§ 341, 343  
Fed. R. Bankr. P. 2003, 2004, 4002

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**Advisory Committee Notes:**

This reflects the responsibilities of the U.S. Trustee in conducting § 341(a) meetings. It follows [General Order No. 61](#) effective April 1, 1990.

While not as significant a problem as in other districts, failure to appear and/or failure to advise the court of the need for a continuance are still common and require a mechanism to control abuse.

Under subdivision (c) of the rule, the U.S. Trustee may request that the case be dismissed. However, the U.S. Trustee or panel trustee may elect to have the case remain open, for example, to administer assets or oppose entry of the debtor's discharge based on the failure to appear. *See* 11 U.S.C. §§ 704, 727.

Note also that dismissal on this ground falls within the scope of the prohibition of §109(g)(1) on filing of a subsequent petition for relief.

For purposes of planning and avoiding potential conflicts, note that the court's calendar for §341(a) meeting dates is set one year in advance. Copies of this calendar are available, without charge, from the office of U.S. Trustee or at [www.id.uscourts.gov](http://www.id.uscourts.gov).

**LOCAL BANKRUPTCY RULE 2014.1**  
**APPROVAL OF EMPLOYMENT OF PROFESSIONAL PERSONS**

**(a) Applications for Approval of Employment of Professional Persons.**

In addition to including the information required by Fed. R. Bankr. P. 2014(a), an application for approval of employment of a professional person shall be signed by the trustee, debtor-in-possession or committee, and shall state the following information:

- (1) The proposed arrangement for compensation. If there is a retainer, the application shall disclose all pre-petition fees and expenses drawn down against the retainer, and any written retainer agreement shall be attached to the application; and
- (2) To the best of the applicant's knowledge, all of the person's connections with the debtor, creditors, or any other party in interest, their respective attorneys and accountants, the U.S. Trustee, or any person employed in the office of the U.S. Trustee.

**(b) Service and Proof of Service.**

- (1) Copies of the application for approval of employment, the verified statement, any accompanying documents, and the proposed order approving employment shall be transmitted to the office of the U.S. Trustee in Boise.
- (2) In a non-chapter 11 case, service shall also be made upon the debtor(s), debtor(s)' counsel, the trustee, and trustee's counsel.
- (3) In a chapter 11 case, service shall also be made upon members of any creditors' committee(s) and any attorneys appointed to represent the committee(s). In the event no committee has been appointed, service shall also be made on the 20 largest unsecured creditors. In a chapter 11 case, service shall also be made on the debtor and the attorney for the debtor if the application is made upon behalf of a party other than the debtor.
- (4) Proof of such service shall be filed with the application.

**(c) Entry of an Order of Approval of Employment.**

If neither the U.S. Trustee nor any other party in interest objects to the application for approval of employment of the professional within fourteen (14) calendar days of the date of service of the application, the court may enter the order approving the employment of the professional without a hearing. If an objection to the application is timely filed, then the applicant shall schedule a hearing on the application and serve notice of the hearing on the U.S. Trustee and all other parties in interest. Proof of such service shall be filed with the notice of hearing. Any order of approval of appointment entered by the court will relate back to the date of service of the application.

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**Related Authority:**  
11 U.S.C. §§ 327, 328  
Fed. R. Bankr. P. 2014, 9034

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**Advisory Committee Notes:**

Fed. R. Bankr. P. 2014 governs applications for employment of professional persons. This rule sets forth a minimum standard of notice. In many cases, a party may wish to set an actual hearing and/or provide notice to all parties in interest. The rule is not designed to prohibit such an approach.

**LOCAL BANKRUPTCY RULE 3003.1**  
**FILING OF PROOFS OF CLAIM IN CHAPTER 11 CASES**

(a) **Time to File.**

Pursuant to Fed. R. Bankr. P. 3003(e)(3) and except as provided in subdivision (b) of this rule, the last day to file proofs of claim in a chapter 11 case shall be ninety (90) days from the first date set for a § 341(a) meeting of creditors. A claim of a governmental unit shall be filed before one hundred eighty (180) days after the date of the order for relief, except as otherwise provided in the Federal Rules of Bankruptcy Procedure. The clerk shall notify all creditors and parties in interest of such bar date.

(b) **Extension.**

The court may, for cause shown, extend the deadline upon appropriate motion, notice, and hearing. If the § 341(a) meeting notice to creditors has already been mailed by the clerk's office, the notification to creditors of an extension of deadline to file claims will be the responsibility of the debtor in possession and its counsel.

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**Related Authority:**

11 U.S.C. §§ 501, 502, 1111(a)  
Fed. R. Bankr. P. 3003

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**Advisory Committee Notes:**

The rule does not change the operation of § 1111(a) or Fed. R. Bankr. P. 3003(b)(1) or (c)(2) as to claims scheduled by the debtor as undisputed, non-contingent, and liquidated.

**LOCAL BANKRUPTCY RULE 3011.1**  
**UNCLAIMED FUNDS**

(a) **Filing of application.**

If a party seeks disbursement of unclaimed funds from a case, an application for withdrawal of funds must be executed and filed with the clerk. The clerk shall serve a copy of the application on the U.S. Attorney.

(b) **Proof of entitlement.**

- (1) If the application is filed by a funds locator or other party, on behalf of a creditor in whose name the claim is filed, a signed limited or general power of attorney from the creditor must accompany the application (together with such other documentation required of the creditor under subdivisions (2) and (3) below).
- (2) If the application is filed by a creditor, that is a corporation, partnership, or limited liability company, the application must be executed by an authorized officer, a general partner, or the limited liability company manager and accompanied by sufficient verification of capacity, such as articles of incorporation, board meeting minutes, partnership agreement, articles of organization, operating agreement, or other appropriate documentation.
- (3) In all cases, sufficient proof of legal capacity and entitlement shall be filed with the application.

(c) **Objections.**

The U.S. Attorney may object by filing a written objection within thirty (30) days of service of the application. An order approving the disbursement will be entered if no timely objection is filed.

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**Related Authority:**

11 U.S.C. § 347; 28 U.S.C. §§ 2041, 2042  
Fed. R. Bankr. P. 3010, 3011

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**Advisory Committee Notes:**

The clerk will provide guidelines upon request. The guidelines and form of application can be viewed at [www.id.uscourts.gov](http://www.id.uscourts.gov). The ability to search the unclaimed funds database is also available at the court's website.



**LOCAL BANKRUPTCY RULE 3017.1**  
**SMALL BUSINESS CHAPTER 11**  
**REORGANIZATION CASES**

(a) **Election to be Considered a Small Business in a Chapter 11 Reorganization Case.**

In a chapter 11 reorganization case, a debtor that is a small business may elect to be considered a small business by filing a written statement of election no later than sixty (60) days after the date of the order for relief or by a later date as the court, for cause, may fix.

(b) **Approval of Disclosure Statement.**

- (1) Conditional Approval. If the debtor is a small business and has made a timely election to be considered a small business in a chapter 11 case, the court may, on application of the plan proponent, conditionally approve a disclosure statement filed in accordance with Fed. R. Bankr. P. 3016. On or before conditional approval of the disclosure statement, the court shall:
  - (A) Fix a time within which the holders of claims and interests may accept or reject the plan;
  - (B) Fix a time for filing objections to the disclosure statement;
  - (C) Fix a date for the hearing on final approval of the disclosure statement to be held if a timely objection is filed, and
  - (D) Fix a date for the hearing on confirmation.
- (2) Application of Fed. R. Bankr P 3017. If the disclosure statement is conditionally approved, Fed. R. Bankr. P. 3017(a), (b), (c), and (e) do not apply. Conditional approval of the disclosure statement is considered approval of the disclosure statement for the purpose of applying Fed. R. Bankr. P. 3017(d).
- (3) Objections and Hearing on Final Approval. Notice of the time fixed for filing objections and the hearing to consider final approval of the disclosure statement shall be given in accordance with Fed. R. Bankr. P. 2002 and may be combined with notice of the hearing on confirmation of the plan. Objections to the disclosure statement shall be filed, transmitted to the U.S. Trustee, and served on the debtor, the trustee, any committee appointed under the Bankruptcy Code, and any other entity designated by the court at any time before final approval of the disclosure statement or by an earlier date as the court may fix. If a timely objection to the disclosure statement is filed, the court shall hold a hearing to consider final approval before or combined with the hearing on confirmation of the plan.

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**Related Authority:**  
11 U.S.C. § 101(51C)  
Fed. R. Bankr. P. 3017.1

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**Advisory Committee Notes:**

This rule is designed to implement §§ 1121(e) and 1125(f) that were added to the Code by the Bankruptcy Reform Act of 1994. These amendments are applicable in cases commenced on or after October 22, 1994.

If the debtor is a small business and has elected under § 1121(e) to be considered a small business, § 1125(f) permits the court to conditionally approve a disclosure statement subject to final approval after notice and a hearing. If a disclosure statement is conditionally approved, and no timely objection to the disclosure statement is filed, it is not necessary for the court to hold a hearing on final approval.

**LOCAL BANKRUPTCY RULE 4001.1**  
**USE OF CASH COLLATERAL**

A motion for authority to use or otherwise make disposition of cash collateral shall include the following:

- (a) A statement describing with particularity the amount and source of the cash collateral sought to be used;
- (b) Financial or other information demonstrating the need for and the projected use or disposition of the cash collateral;
- (c) The identity of all entities known to the debtor or trustee, holding or claiming to hold an interest in the cash collateral and a description of such interest(s); and
- (d) A description of the nature and extent of any adequate protection to be provided to entities holding or claiming to hold an interest in said cash collateral.

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**Related Authority:**

11 U.S.C. § 363  
Fed. R. Bankr. P. 4001, 9014

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**Advisory Committee Notes:**

The information required by this rule is generally provided by movant since it is essential to the granting of relief by the court. It was, however, determined that specifying what information was necessary, and requiring its provision at a time prior to actual hearing was advisable. *See* the Advisory Committee Notes to the 1987 Amendments of Fed. R. Bankr. P. 4001(b). Issues regarding notice and service of the motion are not addressed here due, in part, to the amendments to Fed. R. Bankr. P. 4001. *See* LBR 2002.2.

**LOCAL BANKRUPTCY RULE 4001.2**  
**MOTIONS REQUESTING RELIEF FROM THE AUTOMATIC STAY**

(a) **Motions.**

A request by a party in interest for relief from the automatic stay pursuant to §§ 362(d), 1201(c), or 1301(c) shall be made by filing a written motion filed with the court, and paying the applicable fee. There is no fee for co-debtor motion for relief under §§1201 or 1301.

(b) **Requisite Information.**

The motion shall:

- (1) Identify the nature of the stay relief sought;
- (2) Provide the details of the underlying obligation or liability upon which the motion is based;
- (3) Contain an itemization of amounts claimed to be due upon the obligation;
- (4) When appropriate, state the estimated value of any collateral for the obligation and the method used to obtain the valuation;
- (5) Attach accurate and legible copies of all documents evidencing the obligation and the basis of perfection of any lien or security interest, and
- (6) Attach copies of recorded documents if any documents are recorded with the secretary of state, county recorder, or other lawfully designated recording agency.

(c) **Service.**

- (1) Co-debtor stay. If relief is sought under §§ 1201(c) or 1301(c), the motion shall be served upon the debtor, debtor's attorney, the trustee, any co-debtor affected thereby, and on any other party known to the movant claiming an interest in any property subject of the motion.
- (2) Other Motions. If relief is sought under § 362(d), the motion shall be served upon the debtor, debtor's attorney, the trustee if one has been appointed, upon any committee or its authorized agent, and on any other party known to movant claiming an interest in any property subject of the motion.

(d) **Hearings.**

- (1) Objections. Any party in interest may oppose the motion by filing and serving on the moving party a written objection thereto at least five (5) days prior to the preliminary hearing. The objection shall reasonably identify those matters contained in the motion that are to be at issue and any other basis for opposition to the motion. Absent the filing of a timely response, the court may grant the relief sought without a hearing. The written

objection need not be filed if the moving party sets the preliminary hearing for less than twenty (20) days after the filing of the motion, however, the opposing party must be prepared to present the information required by this rule at the preliminary hearing.

- (2) **Scheduling.** The moving party may schedule a preliminary hearing on any motion and shall serve notice thereof upon those parties on whom service of the motion is required above. Absent such a hearing, at the time of filing of any objection to a motion, the objecting party shall schedule a preliminary hearing and shall serve notice upon the moving party.
- (3) **Procedure.** At the preliminary hearing, the parties shall be prepared to make specific representations to the court as to the proof and evidence to be submitted at any final hearing. In particular, the parties shall advise the court with specificity as to the issues to be presented at a final hearing, the identity of any witnesses expected to testify, and a summary of the expected testimony. The court shall have the right to impose appropriate sanctions against any party who fails to prosecute or defend the motion in good faith, contrary to the representations made at the preliminary hearing.

(e) **Section 362(e) Notice.**

In any motion filed under this rule, the movant shall serve with the motion a written notice of the requirement of the filing of a response as provided in this rule. In addition, if relief is sought from the automatic stay against acts against property of the estate under § 362(d) and (e), the notice shall also advise the party against whom relief is sought of the requirements of § 362(e).

(f) **Proof of Service.**

Any motion filed under this rule shall be accompanied by an appropriate written proof of service of the motion and notice and compliance with the terms hereof.

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**Related Authority:**

11 U.S.C. § 362  
Fed. R. Bankr. P. 4001, 9013, 9014

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**Advisory Committee Notes:**

This rule specifically requires certain information to be included in a motion for relief from stay. A response must fairly meet the grounds of the motion. Both of these requirements are enhanced by the requirement of specificity in representation at the preliminary hearing. The Advisory Committee considered and rejected requiring affidavits in regard to factual issues presented. (*See, e.g.*, Fed. R. Bankr. P. 7056). However, even though the current practice of allowing representation of counsel is continued, in order to achieve the goal of productive preliminary hearings, factual detail in such representation is mandated. Failure of counsel to adhere to this standard may lead to sanction under the rule. See Fed. R. Bankr. P. 9011 (Fed. R. Civ. P. 11).

**LOCAL BANKRUPTCY RULE 4002.1**  
**PROPERTY IN NEED OF ATTENTION OR PROTECTION**

(a) **Inventory or Equipment.**

When a stock of goods or business equipment is scheduled, the debtor shall, immediately after the general description thereof, list a present inventory, append a brief explanation of its exact location, the name and address of the custodian thereof, the protection being given such property, and the amount of fire and theft insurance, if any, and state whether prompt additional attention or protection is necessary.

(b) **Need for Immediate Action.**

If a stock of goods includes perishables, or if property or the business premises otherwise requires immediate attention or protection, the debtor or the debtor's attorney, when relief is ordered under chapter 7 or 13, or a trustee is appointed under chapter 11, shall notify the trustee of the need for immediate action. Notification shall be by personal communication, telephone, or by facsimile.

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**Related Authority:**  
11 U.S.C. §§ 521(4), 704

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**Advisory Committee Notes:**

While this rule reflects current practice in many cases that fall within its scope, it is anticipated that the rule will provide the trustee with additional necessary information in a timely manner in other cases.

**LOCAL BANKRUPTCY RULE 4003.1  
EXEMPTIONS**

(a) **Claim of Exemptions .**

The Idaho Code section under which any exemption is claimed, and each item of property claimed as exempt, shall be described with specificity, without reference to other schedules.

(b) **Claim of Exemption by Joint Debtors .**

If joint debtors claim separate exemptions under § 522(m), each debtor must make and file a separate itemization in the manner prescribed by subdivision (a) of this rule.

(c) **Objections to Exemptions .**

An objection to a claimed exemption shall state the specific exemption objected to and state the grounds upon which the objection is based. The objection may be sustained and the exemption disallowed without a hearing, unless a hearing is requested and set by the debtor(s), the trustee, or a party in interest.

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**Related Authority:**

11 U.S.C. § 522

Idaho Code §§ 11-604, 11-605 and 55-1001, et seq.

Fed. R. Bankr. P. 1007, 4003

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**Advisory Committee Notes:**

This rule addresses the common problem of failure of the debtors to provide sufficient information regarding the exemptions claimed. It also reflects, in subdivision (c), the fact that hearings in many cases are not needed or demanded by debtors after review of the objection. Under Fed. R. Bankr. P. 4003(b), copies of an objection to a claim of exemption must be delivered or mailed to the trustee, the person claiming the exemption, and the attorney for such person. The debtor's right to a hearing is preserved, however. The trustee may also request and set a hearing. This may be necessary, for example, in cases where the debtor amends the claim of exemption but such amendment is itself objectionable or does not fully resolve the original objection.

**LOCAL BANKRUPTCY RULE 4003.2**  
**AVOIDANCE OF LIENS ON EXEMPT PROPERTY**

(a) **Specificity.**

All § 522(f) lien avoidance motions shall contain a specific description of the lienholder's interest to be avoided including, where applicable, the instrument number and the recording governmental unit. The motion shall also specify the statutory exemption that is impaired and the creditor's name.

Further, all attendant orders shall specifically describe the avoided lienholder's interest, the extent that the lien is avoided, and the statutory basis for the impairment. If the avoided interest is represented by a recorded document, the order shall further provide the type of recorded instrument avoided, its date of recording, the recording governmental unit, and recording instrument number.

(b) **Nature of Relief.**

The language contained in such motions to avoid lien and attendant orders should be substantially identical to the language of § 522(f).

(c) **Notice.**

Notice of such a motion to avoid a lien pursuant to § 522(f) need be given only to the trustee and to the creditor claiming the lien.

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**Related Authority:**

11 U.S.C. § 522(f)  
Fed. R. Bankr. P. 4003(d), 9014

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**Advisory Committee Notes:**

Many § 522(f) lien avoidance motions and orders are factually incomplete, vague, or ambiguous. Additionally, the court has found that many of the proposed orders granting relief improperly recite that the lien is absolutely "void," rather than avoided "to the extent that such lien impairs an exemption to which the debtor would have been entitled."

Debtor's counsel may want to consider:

(i) attaching accurate and legible copies of all documents evidencing the lienholder's interest to be avoided, and the basis of perfection of any lien or security interest;

(ii) attaching copies of recorded documents, if any documents are recorded with the county recorder, secretary of state, or other lawfully designated recording agency; and

(iii) describing specifically the property upon which the lien is claimed and to be avoided.



**LOCAL BANKRUPTCY RULE 4008.1  
REAFFIRMATIONS**

**(a) Where Debtor Is Not Represented by Counsel.**

Applications for approval of reaffirmation agreements in cases in which the debtor is not represented by counsel shall be accompanied by a copy of the reaffirmation agreement signed by both the creditor and the debtor(s) and by a proposed order approving the application. All such applications must be scheduled for a hearing before the court, and the debtor must be present at such hearing.

**(b) Where Debtor is Represented by Counsel.**

Applications for approval of reaffirmation agreements in cases in which the debtor is represented by counsel shall be accompanied by a copy of the reaffirmation agreement signed by both the creditor and the debtor(s), and by an affidavit or declaration by debtor's attorney executed pursuant to § 524(c)(3) of the Bankruptcy Code, together with a proposed order approving the application. Such applications shall either;

- (1) Be scheduled for hearing before the court, at which hearing the debtor and debtor's attorney must be present; or
- (2) Be accompanied by a written waiver of hearing signed by the creditor and the debtor(s), provided, however, the court may require a hearing on the application.

**(c) Content of Reaffirmation Agreements and Counsel's Affidavit or Declaration.**

In addition to any other appropriate provisions, all reaffirmation agreements and affidavits or declarations of counsel submitted in connection therewith must contain the information required by § 524(c) of the Bankruptcy Code, and substantially conform to or provide the information, documentation, and explanations required by Procedural Form [B240](#).

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**Related Authority:**

11 U.S.C. § 524  
Fed. R. Bankr. P. 4008

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**Advisory Committee Notes:**

This rule attempts to reflect current practice, including the lack of mandatory "discharge hearings," in this district. The rule contemplates, in subdivision (c) that a hearing will be held only upon the request of a party, and that notice of such hearing will be filed with the application and an executed agreement. Hearings, under § 524(c) and (d) are permissive except in those situations where an agreement is made after entry of discharge, or when the waiver and agreement are not provided.

Though a procedural form, not an official form, the use of Procedural Form [B240](#) is strongly recommended.

**LOCAL BANKRUPTCY RULE 5003.1**  
**SEALED DOCUMENTS AND PUBLIC ACCESS**

(a) **Motion to File Under Seal**

Parties seeking to file a document under seal shall file an ex parte motion to seal, along with supporting memorandum and proposed order, and lodge the document with the clerk of the court. Said motion must contain “MOTION TO SEAL” in bold letters in caption of pleading.

(g) **Motion to Seal Existing Documents**

Parties seeking to place a pending case or previously filed document under seal shall file an ex parte motion to seal, along with supporting memorandum and proposed order, and lodge the document with the clerk of the court. Said motion must contain “MOTION TO SEAL” in bold letters in caption of pleading. Portions of a document cannot be placed under seal. Instead, the entire document must be placed under seal in order to protect confidential information.

(h) **Public Information**

The clerk of court shall file and docket the motion to seal in the public record of the court. All lodged documents under seal will not be docketed, imaged or available for public inspection unless otherwise ordered by the court.

(i) **Format of Lodged Documents Under Seal**

Counsel lodging the material to be sealed shall submit the material in an **UNSEALED** 8½ x 11 inch manilla envelope. The envelope shall contain the title of the court, the case caption and case number.

(j) **Procedures**

The clerk of the court will forward the lodged documents to the assigned judge for consideration. The assigned judge will direct the clerk to:

- (1) File the document under seal with any further instructions; or
- (2) Return the documents to the moving party with appropriate instructions; or
- (3) File the documents or materials (unsealed) in the public record.

(k) **Return of Sealed Documents to Public Record**

Because the Federal Records Center prohibits the storage of sealed records or documents, the clerk must unseal all documents and cases prior to shipment of any record to the Federal Records Center.

Absent any other court order, the sealed document will be returned to the submitting party after the case is closed, and the appeal time has expired, or if appealed, after the conclusion of all appeals.

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**Related Authority:**

11 U.S.C. § 107

28 U.S.C. § 156 (e)

Fed. R. Bankr. P. 5003, 5005, 5007, 7005

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**LOCAL BANKRUPTCY RULE 5005.1  
HEARINGS, MEETINGS, AND FILINGS**

(a) **Hearings and Meetings.**

Bankruptcy Court hearings and § 341(a) meetings are regularly scheduled in Boise, Coeur d'Alene, Moscow, Pocatello, Twin Falls, and Jerome.

(b) **Filing of Pleadings and Papers.**

All pleadings, motions, and other pertinent papers may be filed with the office of the clerk of court in Boise, Pocatello, Moscow, and Coeur d'Alene. When a judge is sitting elsewhere in the district, such papers may be filed with the deputy clerk at such place.

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**Related Authority:**

28 U.S.C. § 156  
Fed. R. Bankr. P. 5005

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**Advisory Committee Notes:**

Hearings and § 341(a) meetings are held in various sites depending upon the county of the debtor's residence or principal place of business. The court's and U.S. Trustee's designation of counties within each area is as follows:

**Eastern Calendar** (Pocatello):

Matters before the court and § 341(a) meeting of creditors: Federal Building & U.S. Courthouse, 801 E. Sherman, Pocatello, Idaho

Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Clark, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Oneida, Power, Teton.

**South Central Idaho Calendar** (Twin Falls for routine or uncontested court hearings and Jerome for § 341(a) meetings):

Matters before the Court: Snake River Adjudication District Court, 253 3<sup>rd</sup> Ave N, Twin Falls, Idaho

Section 341(a) meeting of creditors: Jerome County Courthouse, 300 N Lincoln, 2nd Floor, Jerome, Idaho

Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls.

**Southern Calendar** (Boise):

Matters before the court: Federal Building & U.S. Courthouse, 550 W Fort St,  
5<sup>th</sup> Floor, Boise, Idaho

Section 341(a) meeting of creditors: Office of U.S. Trustee, Federal Building & U.S. Post  
Office, 8th & Bannock Sts, 3rd Floor, Rm 333, Boise, Idaho

Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, Washington (and referred  
Malheur County, Oregon cases).

**Central Calendar** (Moscow);

Matters before the court and § 341(a) meeting of creditors: Federal Building & U.S.  
Courthouse, 220 E 5th St, Moscow, Idaho

Clearwater, Idaho, Latah, Lewis, Nez Perce.

**Northern Calendar** (Coeur d'Alene):

Matters before the court and § 341(a) meeting of creditors: Federal Building & U.S.  
Courthouse, 205 N 4th St, Rm # 216, Coeur d'Alene, Idaho

Benewah, Bonner, Boundary, Kootenai, Shoshone.

This rule contemplates continuation of the current practice of not allowing the filing of any pleadings at the time of the § 341(a) meeting of creditors. It further eliminates the practice of allowing the filing of amendments to schedules, etc., at the § 341(a) meeting since the same are not time-critical and can be mailed to the court. It also reflects the fact that the U.S. Trustee and panel trustees, and not the clerk, conduct such meetings.

**LOCAL BANKRUPTCY RULE 5005.2**  
**DOCUMENTS FOR FILING OR ADMINISTERING**

(a) **Petitions**

Except as provided in Fed. R. Bankr. P. 5005(a), at the time of filing a petition the document may be reviewed for legibility; correct size of paper (8 ½ x 11); must be affixed by a fastener (i.e., paper clip,) and NOT staples, sufficient number of copies; correctness of fee or application for payment of fees in installments; Master Mailing List, attorney's Fed. R. Bankr. P. 2016(b) disclosure statement, if application for payment of fees in installments is submitted; and signatures of the debtor/joint debtor.

(b) **No Filing Fee or an Inappropriate Amount Submitted; and Facsimile Pleadings.**

The clerk has been given authority by [General Order No. 97](#) to refuse to accept or file:

- (1) Any facsimile pleadings mailed or faxed to the clerk, and;
- (2) Any petition or pleading not accompanied by the required filing fee under 28 U.S.C. §1930.

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**Related Authority:**

28 U.S.C. § 1930  
Fed. R. Bankr. P. 2016, 5005  
LBR 1002.1, 1006.1, 1006.2, 1007.1, 1007.3, 4001.2, 5007.1, 5010.1, 7003.1, 9004.1, 9004.2  
D. Id.L.Civ.R. 5.1  
District of Idaho General Order nos. 97 and 154

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**Advisory Committee Notes:**

The procedures on facsimile filing are governed by District of Idaho [General Order 154](#) . For the procedures please, call the local clerk's office.

**LOCAL BANKRUPTCY RULE 5007.1**  
**FILES, RECORDS AND EXHIBITS**

(a) **Custody and Withdrawal.**

All files and records of the court, except those sealed by order of the court, shall remain in the custody of the clerk, subject to examination by the public without charge. No record, paper, or article belonging to the files of the court shall be taken from the custody of the clerk without a special order of the court and a receipt given by the party obtaining it, describing the item and date of receipt, except as otherwise provided in this rule. Withdrawal orders will be made only in exceptional circumstances.

(b) **Exhibits Part of Files.**

Every exhibit offered in evidence, whether admitted or not, becomes a part of the files.

(c) **Substitution of Copies.**

Unless there be some special reason why original exhibits or depositions should be retained, the bankruptcy court may, on stipulation or application, order them returned to the party to whom they belong upon filing of a copy, either certified by the clerk or approved by counsel, for all parties concerned.

(d) **Disposition of Exhibits.**

(1) Delivery to Person Entitled. In all proceedings in which final judgment has been entered, and the time for filing a motion for new trial or rehearing and for appeal has passed, or in which a final order on appeal has been entered, any party or person may withdraw any exhibit or deposition originally produced by such party without court order, upon ten (10) days written notice to all parties, unless within that time another party or person files notice of claim thereto with the clerk. In the event of competing claims, the court shall determine the person entitled and order delivery accordingly. For good cause shown, the court may allow withdrawal or determine competing claims in advance of the time above specified.

(2) Unclaimed Exhibits. If exhibits or depositions are not withdrawn within thirty (30) days of the time when notice may be given under subdivision (1) of this subdivision (d), the clerk may destroy them or make other disposition as appears proper.

(e) **Retention of Electronic Recordings.**

(1) Section 341(a) Meetings. Retention and preservation of electronic sound recordings of the § 341(a) meeting of creditors is the responsibility of the U.S. Trustee. Copies of the recordings may be obtained from the U.S. Trustee.

- (2) Court Hearings and Proceedings. Electronic sound recording and/or court reporter's stenographic records of any bankruptcy court proceeding shall be retained and preserved by the clerk. Copies of the recordings may be obtained from the clerk upon payment of the duplication fee. Transcripts may be obtained upon written request. Requests for duplication or transcripts shall identify the name, address, and phone number of the requesting attorney, the case name and case number, and the date of the subject hearing or proceeding.

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**Related Authority:**

11 U.S.C. § 107

28 U.S.C. § 156(e)

Fed. R. Bankr. P. 5007 and 2003(c)

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**Advisory Committee Notes:**

Subdivision (e) reflects the current administrative requirements that control the clerks and U.S. Trustee's retention of electronic recordings of meetings and proceedings. Transcription from the duplicate tape of the § 341(a) meeting of creditors is the responsibility of counsel, while the clerk will obtain the transcript of court hearings and charge counsel therefore. The Advisory Committee determined not to address issues of "certification" or the evidentiary use of such transcriptions.



**LOCAL BANKRUPTCY RULE 5009.1**  
**CLOSING OF CASES**

(a) **Closing of Cases.**

The clerk may close any open case which is otherwise eligible for closing despite a motion pending therein if a hearing date on such motion has not been obtained from the clerk within twenty (20) days of the filing of the motion, or where an order has not been submitted by the moving party within twenty (20) days of the date when such an order could properly be executed.

(b) **Final Decree in Chapter 11 Reorganization Case.**

- (1) The debtor shall provide certain statistical information to the clerk, including:
  - (A) Percent of dividend to be paid;
  - (B) Amounts paid or to be paid for:
    - Trustee compensation
    - Attorney for trustee
    - Attorney for debtor
    - Other professionals (e.g. accountant, bookkeeper, auctioneer, etc)
    - All expenses, including trustee's;
  - (C) Total amounts for claims allowed (listed separately):
    - Secured
    - Priority
    - Unsecured
    - Equity security holders.
- (2) A final decree closing the case after the estate is fully administered does not affect the right of the court to enforce or interpret its own orders.
- (3) The clerk may close an open chapter 11 case subsequent to entry of an order confirming a plan of reorganization upon provision of not less than thirty (30) days written notice to the debtor(s), to counsel for debtor(s), and to the U.S. Trustee.

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**Related Authority:**  
11 U.S.C. § 350  
Fed. R. Bankr. P. 3022, 5009

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### **Advisory Committee Notes:**

Entry of a final decree closing a chapter 11 case should not be delayed solely because the payments required by the plan have not been completed. Fed. R. Bankr. P. 3022. Many cases otherwise eligible to be closed have pending motions never brought on for hearing and/or stipulations upon which orders have never been presented. This rule is designed to encourage the prompt noticing of matters and submission of orders. *See* LBR 5010.1.

Upon request, the clerk will furnish a chapter 11 form for the required closing statistical information. The form can be viewed at [www.id.uscourts.gov](http://www.id.uscourts.gov).

**LOCAL BANKRUPTCY RULE 5010.1**  
**REOPENING FEES AND PROCEDURES**

Any party wishing to file a pleading or other document in a closed case must submit a motion and order reopening the case and pay the attendant fee.

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**Related Authority:**  
11 U.S.C. § 350(b)  
Fed. R. Bankr. P. 5009, 5010

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**Advisory Committee Notes:**

There are only limited circumstances where the court may act without reopening a case. *See* Fed. R. Bankr. P. 9024. The "attendant fee" is the same as the filing fee for a case under such chapter in effect as of the time of the motion to reopen.

The court may waive the filing fee in the event of a clerical error in closing.

**LOCAL BANKRUPTCY RULE 7001.1**  
**DISMISSAL OF ADVERSARY PROCEEDINGS CONTESTING DISCHARGE**

An adversary proceeding objecting to entry of discharge of the debtor(s) or seeking to revoke entry of discharge of the debtor(s) shall be dismissed only upon compliance with the following conditions.

(a) **Motion.**

The plaintiff shall file a motion that sets forth with particularity the grounds upon which the request for dismissal is based.

(b) **Affidavit.**

Contemporaneously with such motion, there must be filed an affidavit of the plaintiff setting forth any consideration, monetary or otherwise, received in connection with such requested dismissal.

(c) **Service of Pleadings.**

Proof of service of the motion and affidavit provided for in subdivisions (a) and (b) of this rule, reflecting service upon the trustee and upon any committee appointed under the Code, must be filed within five (5) days of the motion.

(d) **Notice to Creditors and Hearing.**

Notice of an intended dismissal and hearing shall be issued by the moving party and served upon all creditors and parties in interest in the debtor(s)' case, and proof of such service filed with the clerk.

- (1) This requirement of notice shall not apply to dismissal of adversary proceedings brought by a trustee to deny or revoke discharge on the grounds of failure to file tax returns, failure to amend schedules, or failure to turn over property or records.

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**Related Authority:**

11 U.S.C. §§ 727, 1141, 1228, 1328

18 U.S.C. § 152

Fed. R. Bankr. P. 7001(4), 7041

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**Advisory Committee Notes:**

Fed. R. Bankr. P. 7041, and case precedent limit voluntary dismissal of complaints generally objecting to discharge of debtors (as contrasted with those actions under §523 of the Code contesting dischargeability of individual debts). This rule clarifies the requirements previously imposed by the court in most cases. Subdivision (b) is, in part, in reference to the criminal prohibition upon the giving, receiving, offering or seeking to obtain any money, property or other advantage in return for acting or forbearing to act in a case under Title 11, U.S.Code.

**LOCAL BANKRUPTCY RULE 7003.1**  
**COMMENCEMENT OF ADVERSARY PROCEEDINGS**

(a) **Cover Sheet.**

A completed “Adversary Proceeding Cover Sheet” and attendant fee shall accompany every complaint commencing an adversary proceeding under Fed. R. Bankr. P. 7003 together with a summons prepared in compliance with the Federal Rules of Civil Procedure, with sufficient copies for service. The clerk upon request will furnish blank forms for compliance with this rule.

(b) **Form.**

All pleadings in an adversary proceeding shall meet the requirements of Fed. R. Bankr. P. 7010 and the Official Forms, including identification of the debtor and the debtor's bankruptcy case number.

(c) **Adversary Number and Summons.**

Upon the filing of a complaint under Fed. R. Bankr. P. 7003, the clerk will assign the proceeding an adversary number, which number must thereafter appear on all pleadings and issue the summons which will then be returned to the plaintiff who will be responsible for service according to Fed. R. Bankr. P. 7004.

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**Related Authority:**

Fed. R. Bankr. P. 7003, 7004, 7010, 9004(b)

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**LOCAL BANKRUPTCY RULE 7005.1**  
**NON-FILING OF DISCOVERY AND LIMITATIONS ON DISCOVERY**

(a) **Adversary Proceedings.**

All discovery, including depositions upon oral examination or written questions, interrogatories, requests for production of documents, requests for admissions, and answers and responses thereto, shall be served but shall not be filed except upon order of a judge following a motion by a party in interest.

(b) **Contested Matters.**

All discovery made in a contested matter pursuant to Fed. R. Bankr. P. 9014, including depositions upon oral examination or written questions, interrogatories, requests for production of documents, requests for admissions, and answers and responses thereto, shall be served but shall not be filed with the court except upon order of a judge following a motion by a party in interest.

(c) **Limitations on Discovery.**

All discovery made in a contested matter pursuant to Fed. R. Bankr. P. 9014 is subject to the following limitations absent stipulation of the opposing party or order of a judge upon a showing of good cause waiving or modifying such limitations:

- (1) Interrogatories: No party shall serve upon any other party more than twenty-five (25) interrogatories, in which sub parts of interrogatories shall count as separate interrogatories.
- (2) Requests for Admission: No party shall serve upon any other party more than twenty-five (25) requests for admissions.

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**Related Authority:**

Fed. R. Bankr. P. 7005, 7026, 7033, 7036, 9014  
LBR 9014.1

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**Advisory Committee Notes:**

Subdivisions (a) and (b) are designed to eliminate the filing burden upon the court in the majority of cases where discovery is never utilized prior to or at trial or prior to disposition of the case, as well as eliminate any potential problems caused by the nature or admissibility of the material included in the discovery requests or responses.

The provision of the rule set forth in subdivision (c) is meant to control abuses of discovery processes in regard to motion practice under the provisions of Fed. R. Bankr. P. 9014 regarding "contested matters" while still preserving availability and usefulness of discovery in proper circumstances. Under extraordinary circumstances, the court may modify the limitations.

**LOCAL BANKRUPTCY RULE 7041.1**  
**DISMISSAL OF INACTIVE ADVERSARY PROCEEDINGS**

(a) **Dismissal.**

In the absence of a showing of good cause for retention, any adversary proceeding in which no action has been taken for a period of sixty (60) days may be dismissed, without prejudice, at any time.

(b) **Notice.**

At least twenty (20) days prior to such dismissal, the clerk shall give notice of the pending dismissal to all attorneys of record and to any party appearing on its own behalf in such adversary proceeding. The notice shall be sent to the last address of such attorneys or parties as shown in the official court adversary proceeding file.

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**Related Authority:**  
Fed. R. Bankr. P. 7041

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**Advisory Committee Notes:**

The rule does not refer to "contested matters" under Fed. R. Bankr. P. 9014 since justification for a similar rule is not present for motions within a case.

**LOCAL BANKRUPTCY RULE 7054.1**  
**TAXATION OF COSTS**

(a) Within fourteen (14) days after entry of judgment under which costs may be claimed, the prevailing party may serve and file a cost bill in the form prescribed by the court, requesting an itemized taxation of costs. The cost bill must itemize the costs claimed and be supported by a certificate of counsel that the costs are correctly stated, where necessarily incurred and are allowed by law. The court will enforce the provisions of 28 U.S.C. § 1927 in the event an attorney or other person admitted to practice in this court causes an unreasonable increase in costs. Not less than twenty (20) days after receipt of a party's cost bill, the clerk, after consideration of any objections, will tax costs and serve copies of the cost bill upon all parties of record. The cost bill should reflect the clerk's actions to each item contained therein. Within fourteen (14) days after service by any party of its cost bill, any party may file and serve specific objections to any items setting forth the grounds for the objection.

(b) Generally, the prevailing party is the one who successfully prosecutes the action or successfully defends against it, prevails on the merits of the main issue, and the one in whose favor the decision or verdict is rendered and judgment entered.

(c) Costs must be taxed in conformity with the provisions of 28 U.S.C. § 1920-1923 and other provisions of law as may be applicable and any directives as the court may issue from time to time. Taxable items include:

- (1) Clerk's Fees and Service Fees. Clerks fees (see 28 U.S.C. § 1920) and service fees as allowed by statute.
- (2) Trial Transcripts. The cost of the originals of a trial transcript, a daily transcript, or of a transcript of matters prior or subsequent to trial, furnished the court are taxable at the rate authorized by the Judicial Conference when either requested by the court or prepared pursuant to stipulation. Acceptance by the court does not constitute a request. Copies of transcripts for counsel's own use are not taxable unless approved in advance by the court.
- (3) Deposition Costs. The reasonable cost of the original deposition incurred by the noticing party and of the prevailing party's copy of all depositions used for any purpose in connection with a case is taxable (including video tape depositions). Other copies are not taxable, regardless of which party took the depositions. The prevailing party's reasonable expenses of the deposition reporter, the notary, or other official presiding at the taking of the deposition are taxable for the noticing party, including travel and subsistence. Counsel's fees and expenses for arranging the taking of a deposition are not taxable. Fees for the witness at the taking of a deposition are taxable at the same rate as attendance at a trial. The witness need not be under subpoena. A reasonable fee for a necessary interpreter at the taking of a deposition is taxable.
- (4) Witness Fees, Mileage and Subsistence. The rate for witness fees, mileage, and subsistence are fixed by statute (28 U.S.C. § 1821). Such fees are taxable even though the witness does not take the stand, provided the witness necessarily attends court. Such fees are taxable even though the witness attends voluntarily upon request and is not



under subpoena. The mileage taxation is based on the most direct route. Mileage fees for travel and subsistence are taxable only for the reasonable period during which the witness is within the district. No party shall receive witness fees for testifying on their own behalf except where a party is subpoenaed to attend court by the opposing party. Witness fees for officers of a corporation are taxable if the officers are not defendants and recovery is not sought against the officers individually. Fees for expert witnesses are not taxable in a greater amount than is statutorily allowed for ordinary witnesses. Allowance of fees for a witness on deposition must not depend on whether the deposition is admitted in evidence.

- (5) Copies of Papers and Exhibits. The cost of an exhibit necessarily attached to a document (or made part of a deposition transcript) required to be filed and served is taxable. The cost of reproducing the required number of copies of the clerk's record on appeal is allowable.
- (6) Maps, Charts, Models, Photographs, Summaries, Computations and Statistical Summaries. The reasonable cost of maps, diagrams, visual aids, and charts are taxable if they are admitted into evidence. The cost of photographs are taxable if admitted into evidence or attached to documents required to be filed and served on opposing counsel. Enlargements greater than 8"x10" are not taxable except by order of the court. The cost of models is not taxable except by order of the court. The cost of compiling summaries, computations, and statistical comparisons is not taxable.
- (7) Interpreter and Translator Fees. The reasonable fee of a competent interpreter is taxable if the fee of the witness involved is taxable. The reasonable fee of a competent translator is taxable if a document translated is necessarily filed or admitted in evidence.
- (8) Other items may be taxed with prior court approval.
- (9) Certificate of Counsel. The certificate of counsel required by 28 U.S.C. § 1924 and the rules are *prima facie* evidence of the facts recited therein. The burden is on the opposing party to establish that a claim is incorrectly stated, unnecessary, or unreasonable.

(d) A review of the decision of the clerk in the taxation of costs may be taken to the court on a motion to retax by any party, pursuant to Fed. R. Civ. P. 54(d), upon written notice thereof, served and filed with the clerk within five (5) days after the costs have been taxed in the clerk's office, but not after. The motion to retax must specify the ruling of the clerk excepted to, and no others will be considered. The motion will be considered and determined upon the same papers and evidence used by the clerk and upon such memoranda of points and authorities as the court may require. A hearing may be scheduled at the discretion of the court.

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**Related Authority:**  
28 U.S.C. § 1920  
Fed. R. Bankr. P. 7054(b)

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**Advisory Committee Notes:**

This rule is generally consistent with the District of Idaho Local Civil Rules.

**LOCAL BANKRUPTCY RULE 7067.1**  
**DEPOSITS (REGISTRY FUND)**

(a) Whenever a party seeks an order for money to be deposited by the clerk in an interest bearing account, the party shall prepare a form of order in accord with the following.

(b) The following form of standard order shall be used for the deposit of registry funds into interest bearing accounts or the investment of such funds in an interest-bearing instrument:

IT IS ORDERED that the clerk invest the amount of \$\_\_\_\_\_ in an automatically renewable (type of account or instrument, i.e., time certificate, treasury bill, passbook), in the name of the clerk, U.S. District Court, at (name of bank, savings and loan, brokerage house, etc.), said funds to remain invested pending further order of the court.

IT IS FURTHER ORDERED that the clerk shall be authorized to deduct a fee from the income earned on the investment equal to 10 percent of the income earned while the funds are held in the court's registry fund, regardless of the nature of the case underlying the investment and without further order of the court. The interest payable to the U.S. Courts shall be paid prior to any other distribution of the account. Investments having a maturity date will be assessed the fee at the time the investment instrument matures.

IT IS FURTHER ORDERED that counsel presenting this order personally serve a copy thereof on the clerk or his financial deputy. Absent the aforesaid service, the clerk is hereby relieved of any personal liability relative to compliance with this order.

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**Related Authority:**

28 U.S.C. § 2041-2042

Fed. R. Bankr. P. 7067

Fed. R. Civ. P. 67

District of Idaho General Order No. 70

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**LOCAL BANKRUPTCY RULE 7067.2  
WITHDRAWAL OF A DEPOSIT**

(a) **Order of the Court**

Funds may only be withdrawn upon an order of the court. Such order shall specify the amounts to be paid and the names of any person or company to whom the funds are to be paid.

(b) **Application Process**

Any person seeking withdrawal of monies, which were provided to the court by LBR 7067.1 and subsequently deposited into an interest-bearing account or instrument as required shall provide, on a separate paper attached to the motion seeking withdrawal of the funds, the social security number or tax identification number of the ultimate recipient of the funds.

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**Related Authority:**  
None

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**LOCAL BANKRUPTCY RULE 8001.1**  
**RULES APPLICABLE TO BANKRUPTCY APPEALS**

(a) **Rules Applicable to Bankruptcy Appeals.**

- (1) All Appeals. In addition to rules in Part VIII of the Federal Rules of Bankruptcy Procedure and Third Amended District Court General Order No. 38, LBR 8001.1 applies to all appeals from a judgment, order, or decree of a judge.
- (2) Bankruptcy Appellate Panel (BAP). For the purposes of these Local Bankruptcy Rules, BAP shall mean the United States Bankruptcy Appellate Panel of the Ninth Circuit.

(b) **Filing of Notice of Appeal.**

An appellant shall file the original notice of appeal and three (3) copies together with the appropriate filing fee with the clerk. In addition, an appellant must file with the clerk sufficient copies of the notice of appeal and addressed stamped envelopes for each party listed in the appeal.

(c) **Form and Time of Consent.**

- (1) Consent. The consent of a party to allow an appeal to be heard and determined by the BAP shall be deemed to have been given unless written objection is filed with the clerk of the bankruptcy court either:
  - (A) by appellant with the notice of appeal or motion for leave to appeal; or
  - (B) by any other party within thirty (30) days from the date of service of notice of the appeal.

When an appellant files both a notice of appeal and a motion for leave to appeal, consent will be deemed revoked if an objection to BAP determination is filed with respect to either pleading.

- (2) Effect of Timely Objection. Upon timely receipt of a written objection to an appeal being heard and determined by the BAP, jurisdiction over the appeal shall be immediately transferred to the district court and the bankruptcy court clerk shall not forward any appeal documents, or any further documents, to the BAP. If the objection is timely, but filed after some of the appeal documents have been transferred to the BAP, the BAP clerk shall promptly return to the bankruptcy court clerk all appellate documents for administration.
- (3) Objection Filed with Notice of Motion. If a written objection is filed with the notice of appeal or motion for leave to appeal, the bankruptcy court clerk shall not be required to forward any appeal documents to the BAP.

(d) **Transmittal of Record.**

When the record is complete for purposes of appeal to either the district court or the BAP, a copy thereof will be transmitted, and the original bankruptcy court record shall remain in the office of the bankruptcy court clerk.

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**Related Authority:**

28 U.S.C. § 158  
Fed. R. Bankr. P. 8001-8019

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**Advisory Committee Notes:**

The clerk will provide parties to an appeal, and to others upon request, copies of [Amended General Order No. 38](#). In the event an appeal is heard by the BAP (*see* LBR 8001.1(c)), the BAP rules shall apply. Pursuant to LBR 1001.1(b) if an appeal is heard by the district court, it may order that the Local Civil Rules shall apply.

**LOCAL BANKRUPTCY RULE 9004.1  
FORM OF ORDERS**

(a) **Separate Documents.**

All orders must be submitted on a document separate from any attendant motion or stipulation. All orders shall contain the proper case caption, the name, address, and telephone number of the submitting attorney(s), and the name of the party(s) represented.

(b) **Requisite Information.**

All orders submitted must identify with specificity the application, motion, or other pleading to which it corresponds, and the court hearing, if any, from which it resulted. The order must also specifically identify the property or interest with which it deals.

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**Related Authority:**

Fed. R. Bankr. P. 9004(b), 9013

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**Advisory Committee Notes:**

Motions that contain orders within the same pleading cause filing and case control issues for the clerk. Additionally, some "separate" orders presently submitted are incomplete, misleading, or confusing. Certain orders, such as those regarding lien avoidance, sale, abandonment or relief from stay, must adequately describe the subject property or interest.

**LOCAL BANKRUPTCY RULE 9010.1**  
**ATTORNEYS**

(a) **Eligibility for Admission.**

- (1) Any attorney who has been admitted to practice in the Supreme Court of the State of Idaho is eligible for admission to the bar of this court. Any attorney admitted to practice before the district court for the District of Idaho is admitted to the bar of the bankruptcy court without further process.
- (2) Each applicant for admission shall present to the clerk a written application stating the applicant's residence and office address and by what courts the applicant has been admitted to practice and the respective dates of admission to those courts. The application shall be accompanied by a certificate of a member of the bar of this court, stating that such member knows the applicant and can affirm that the applicant is of good moral character.
- (3) Each applicant for admission shall pay to the clerk the requisite admission fee.

(b) **Practice in this Court.**

Only a member of the bar of this court may enter appearances for a party, sign stipulations or receive payment, or enter satisfactions of judgments, decrees, or orders.

(c) **Attorneys for the United States.**

An attorney, not admitted under this rule who is employed or retained by and representing the United States Government or any of its officers or agencies, may practice in this court in all actions and proceedings where the attorney is:

- (1) A member in good standing of and eligible to practice before the bar of any United States Court, or of the highest court of any state or insular possession of the United States and;
- (2) Who is of good moral character.

Attorneys permitted to practice in this court are subject to the jurisdiction of the court with respect to their conduct to the same extent as members of the bar of this court.



(d) **Admission *Pro Hac Vice*.**

- (1) Any member in good standing of the bar of any United States Court, or of the highest court of any state or any territory or insular possession of the United States, who is of good moral character and has been retained to appear in this court, and who is not admitted to the bar of this court, may be permitted, after written application and without previous notice, to appear and participate in a particular case and related proceedings.
- (2) The application shall be presented to the clerk and shall state under penalty of perjury the attorney's residence and office addresses; what court(s) the attorney has been admitted to practice and the date(s) of admission; that the attorney is in good standing and eligible to practice in said court(s); and that the attorney is not currently suspended or disbarred in any other court(s), nor are any such proceedings currently pending. If any suspension, disbarment, or pending disciplinary proceedings are pending, the applicant shall disclose in sufficient detail those proceedings in the application.
- (3) Such applicant shall also designate, in the application to appear, a member of the bar of this court as local counsel. The applicant shall also file with such application the address, telephone number and written consent of such designee. Unless otherwise ordered, the designee shall personally appear with the attorney on all matters heard and tried before the court. Original proceedings may be filed by an attorney before admission *pro hac vice*, but the time for filing of any responsive pleading shall not begin to run until the appearance of associated local counsel is filed with the clerk.
- (4) The application shall be accompanied by the requisite admission fee made payable to the clerk, together with a proposed order for the clerk's signature. (The form of *pro hac vice* application and proposed order can be viewed at [www.id.uscourts.gov](http://www.id.uscourts.gov).)

(e) **Appearances.**

- (1) Only attorneys of this court may make appearances in this court, unless the party appears in propria persona. Whenever a party has appeared by an attorney, the party may not thereafter appear or act on their own behalf in the action, or take any steps therein unless a request for substitution or withdrawal, in accordance with this rule shall first have been made by that party and filed with the clerk. After notice to the attorney by that party, and to any opposing party, the court may, in its discretion, hear a party in open court notwithstanding the party has appeared or is represented by an attorney. When an attorney of record for any reason ceases to act for a party, such party should appoint another attorney or appear in person.
- (2) Persons representing themselves without an attorney must appear personally for such purpose and may not delegate that duty to any other person. Any person so represented without an attorney is bound by these Local Rules, the Federal Rules of Bankruptcy Procedure, and by the Federal Rules of Civil Procedure. Failure to comply therewith may be grounds for dismissal or judgment by default. While such person may seek outside assistance in preparing court documents for filing, that person is expected to personally participate in all aspects of the litigation, including court appearances. In exceptional

circumstances, a judge may modify these provisions to serve the ends of justice.

- (3) Whenever a corporation, partnership or other entity desires or is required to make an appearance in this court, only an attorney of the bar of this court or an attorney permitted to practice under these rules shall make the appearance.
- (4) In all Oregon cases heard before this court, and in all proceedings related thereto, Oregon counsel not previously admitted to the bar of this court under subdivision (a) of this rule may appear for the debtor(s) or a creditor or party in interest without compliance with the requirements of *pro hac vice* admission as set forth in subdivision (d) of this rule.
- (5) For purposes of this rule, an appearance before this court does not include the preparation, signing, and filing of:
  - (A) a proof of claim,
  - (B) a stipulation for relief from the automatic stay, or
  - (C) the filing of a notice of appearance and request for service of documents.

(f) **Substitutions and Withdrawals.**

- (1) When an attorney of record for any person ceases to act for a party, the party shall appear in person or appoint another attorney by:
  - (A) A written substitution of attorney signed by the party, the attorney ceasing to act, and the newly appointed attorney or;
  - (B) By a written designation filed in the action and served upon the attorney ceasing to act.

If the attorney is deceased, the designation of a new attorney shall so state. Until the court approves such substitution, the authority of the attorney of record shall continue for all proper purposes.

- (2) No attorney of record for a party may withdraw from representation of that party without leave of the court, upon notice to the client, all parties in interest, and notice and hearing. Before an attorney is to be granted leave to withdraw, the attorney shall present to the court a proposed order permitting the attorney to withdraw and directing the party to appoint another attorney to appear, or to appear in person by filing a written notice with the court stating how the party will be represented, within twenty (20) days from the date the court enters the order authorizing withdrawal. After the court has entered such order, the withdrawing attorney shall forthwith and with due diligence, serve copies of the upon the party and all parties entitled to notice under the Federal Rule(s) of Procedures or these rules. The order shall provide that the

withdrawing attorney shall continue to represent the party until proof of service of the withdrawal order on the party has been filed in the court.

- (3) Upon the entry of the order and the filing of proof of service on the party, no further proceedings can be had in the action that will affect the rights of the party represented by the withdrawing attorney for a period of twenty (20) days. If the party fails to appear in the action, either in person or through a newly appointed attorney within such twenty (20) day period, such failure shall be sufficient grounds for the entry of default against such party or dismissal of the action without further notice, which shall be stated in the order.

(g) **Standards of Professional Responsibility.**

The members of the bar of this court shall adhere to the Rules of Professional Conduct promulgated and adopted by the Supreme Court of the State of Idaho. These provisions, however, shall not be interpreted to be exhaustive of the standards of professional conduct and responsibility. No attorney permitted to practice before this court shall engage in any conduct that degrades or impugns the integrity of the court or in any manner interferes with the administration of justice therein.

(h) **Attorney Discipline.**

- (1) Disbarment. When any member of the bar of this court has been disbarred or suspended from the practice of law by any court of competent jurisdiction, he or she shall have thirty (30) days within which to present compelling reason why he or she should not be disbarred or suspended by this court. Failure to present such reasons, or failure to notify this court of disbarment or suspension, shall result in disbarment or suspension from practice before this court.
- (2) Discipline. In the event any attorney engages in conduct which may warrant discipline or other sanctions, a judge may, in addition to initiating proceedings for contempt under Fed. R. Bankr. P. 9020 or Title 18 of the United States Code or imposing other appropriate sanctions, refer the matter to the disciplinary body of any court before which the attorney has been admitted to practice.

(i) **Multiple Counsels.**

If more than one attorney represents a party, only one attorney shall examine or cross-examine a single witness and only one attorney shall argue the merits before the court, unless the court otherwise permits.

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**Related Authority:**

Fed. R. Bankr. P. 9010, 9011, 9020  
District Court of Idaho General Order Nos. 59 and 132

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### **Advisory Committee Notes:**

Legal interns may appear in the bankruptcy court to the same extent and by the same procedure as authorized by the Local Civil Rules of the District Court for the District of Idaho.

The provision of (e)(4) is meant to continue current practice under which members of the bar of the District of Oregon may appear in those eastern Oregon bankruptcy cases and proceedings administered by this court through agreement with the U.S. Bankruptcy Court for the District of Oregon. Such counsel need not be admitted to practice *pro hac vice*, but the authority to appear is limited solely to the Oregon case and its related proceedings.

A non-appropriated fund has been established in this district, effective September 1, 1989, which is used for various purposes to the benefit of bench and bar. The current admission fees can be obtained from the clerk of the court and viewed in Fees Schedule at [www.id.uscourts.gov](http://www.id.uscourts.gov). This fee includes admission to both the district court and the bankruptcy court.

**LOCAL BANKRUPTCY RULE 9011.1**  
**FAIRNESS AND CIVILITY**

(a) Litigation, inside and outside the courtroom, in the United States District and Bankruptcy Court for the District of Idaho, must be free from prejudice and bias in any form. Fair and equal treatment must be accorded all courtroom participants, whether judges, attorneys, witnesses, litigants, jurors, or court personnel. The duty to be respectful of others includes the responsibility to avoid comment or behavior that can reasonably be interpreted as manifesting prejudice or bias toward another on the basis of categories such as gender, race, ethnicity, religion, disability, age, or sexual orientation.

(b) Civility in professional conduct is the responsibility of every lawyer, judge, and litigant in the federal system. While lawyers have an obligation to represent clients zealously, incivility to counsel, adverse parties, or other participants in the legal process, undermines the administration of justice and diminishes respect for both the legal process and our system of justice.

(c) The bar, litigants and judiciary, in partnership with each other, have a responsibility to promote civility in the practice of law and the administration of justice. The fundamental principles of civility that will be followed in the Bankruptcy Court for the District of Idaho, both in the written and spoken word, include the following:

- (1) Treating each other in a civil, professional, respectful, and courteous manner at all times;
- (2) Not engaging in offensive conduct directed towards others or the legal process;
- (3) Not bringing the profession into disrepute by making unfounded accusations of impropriety;
- (4) Making good faith efforts to resolve by agreement any disputes;
- (5) Complying with the discovery rules in a timely and courteous manner, and
- (6) Reporting acts of bias or incivility to the presiding judicial officer.

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**Related Authority:**

District Court of Idaho General Order Nos. 111 and 112  
D.ID.L.Cir. R. 83.7

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**LOCAL BANKRUPTCY RULE 9014.1  
CONTESTED MATTERS**

(a) **Eliminating Applicability of Certain Provision of Civil Rules.**

In contested matters, unless otherwise ordered by the court for cause, the provisions of the following rules (incorporated by reference in the Federal Rules of Bankruptcy Procedure) shall not apply absent an express order of the court to the contrary:

- (1) Fed.R.Civ.P. 26(a)(1);
- (2) Fed.R.Civ.P. 26(a)(2);
- (3) Fed.R.Civ.P. 26(a)(3);
- (4) The first sentence of Fed.R.Civ.P. 26(d);
- (5) Fed.R.Civ.P. 26(f);
- (6) Those parts of Fed.R.Civ.P. 30(a), 31(a), 32(a), 33(a), 34(b), 36(a), 37(a), 37(c) and 37(g) that incorporates such provisions of Fed.R.Civ.P. 26.

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**Related Authority:**

Fed. R. Bankr. P. 7026, 9014

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**Advisory Committee Notes:**

The provisions of Fed R. Civ. P. 26 are incorporated by reference in Fed R. Bankr. P. 7026. In turn, Rule 9014 adopts Rule 7026 by reference. Certain amendments to Fed. R. Civ. P. 26 became effective December 1, 2000, and changed in material ways the process of discovery in federal litigation, including adversary proceedings. The ability of courts to “opt out” of Rule 26/Rule 7026 by way of local rule has also been eliminated, and the amended discovery provisions may be modified or waived on a case by case basis for cause or upon the stipulation of the parties.

These amendments are unneeded and unworkable in most litigation in contested matters covered by Rule 9014. That rule permits the approach reflected by LBR 9014.1, even though a similar approach to adversary proceedings is unavailable. Note that the court can by order for cause shown, or on agreement of the parties, make one or more of the identified provisions of amended Rule 26 applicable to a given contested matter.

**LOCAL BANKRUPTCY RULE 9015.1**  
**JURY TRIALS**

(a) **Applicability of Certain Federal Rules of Civil Procedure.**

Fed R. Civ. P. 38, 39, and 47 through 51, and Fed R. Civ. P. 81(c) insofar as it applies to jury trials, apply in bankruptcy cases and adversary proceedings, except that a demand made under Fed R. Civ. P. Rule 38(b) shall be filed in accordance with Fed R. Bankr. P. 5005.

(b) **Consent to Have Trial Conducted by Bankruptcy Judge.**

If the right to a jury trial applies, a timely demand has been filed under Fed R. Civ. P. 38(b), and the bankruptcy judge has been specially designated to conduct the jury trial, the parties may consent to have a jury trial conducted by a bankruptcy judge under 28 U.S.C. § 157(e) by jointly or separately filing a statement of consent no later than ten (10) days after service of the demand.

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**Related Authority:**

None

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**Advisory Committee Notes:**

This rule provides procedures relating to jury trials. This rule is not intended to expand or create any right to trial by jury where such right does not otherwise exist.

**LOCAL BANKRUPTCY RULE 9034.1  
SERVICE OF DOCUMENTS ON UNITED STATES TRUSTEE**

(a) **Service of Documents.**

The following documents shall be served upon the office of the United States Trustee:

- (1) Cases. Any document filed in cases under chapter 7, 9, 11, and 12 of the Bankruptcy Code, *except* proofs of claim, and *except* petitions and accompanying materials that are included in the initial filing with the bankruptcy court.
  - (A) Copies of applications for approval of employment, or for allowance of interim or final compensation of professionals, together with all supporting affidavits, exhibits or other documents, shall be served upon the office of the United States Trustee at the time of filing.
  - (B) Copies of attorney’s fees disclosure statements required under Fed R. Bankr. P. 2016(b).
- (2) Adversary Proceedings.
  - (A) Any document filed in any adversary proceeding related to a case under chapter 9 or 11, if such document is required to be filed with the bankruptcy court;
  - (B) Any document filed in any adversary proceeding objecting to discharge under 11 U.S.C. § 727; or
  - (C) Any document filed in any adversary proceeding where a bankruptcy trustee is named as a party defendant.

(b) **Manner of Service.**

All such documents which are filed with the bankruptcy court and which must be served in accordance with this rule shall be accompanied by proof of service on the United States Trustee at either of the following addresses:

Street Address	Mailing Address
Office of the United States Trustee 304 N. 8th Street Rm 347 Boise ID 83702	Office of the United States Trustee Post Office Box 110 Boise ID 83701



(c) **Noncompliance.**

The United States Trustee has exclusive standing to object to noncompliance with any provision of this rule, with the exception of service of those items specifically enumerated in Fed. R. Bankr. P. 9034.

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**Related Authority:**

Fed. R. Bankr. P. 2020, 9034.

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## APPENDIX I

### U.S. Bankruptcy Court Filing Fee Schedule (Abbreviated Version)

Payment of fees must be made in the form of cash, attorney's check, cashier's check, or money order. Please do not send cash through the mail.

Payments should be payable to: Clerk, U.S. Bankruptcy Court.

<b>Filing Fees</b>				
<b>Chapter</b>	<b>Filing Fee</b>	<b>Reopening Fee</b>	<b>Bifurcation Fee</b>	<b>Involuntary Filing Fee</b>
Chapter 7	\$200.00	\$155.00	\$77.50	\$200.00
Chapter 9	\$830.00	\$800.00	-	-
Chapter 11	\$830.00	\$800.00	\$400.00	\$830.00
Chapter 11 (Railroad)	\$1,030.00	\$1,000.00	-	-
Chapter 12	\$230.00	\$200.00	\$100.00	-
Chapter 13	\$185.00	\$155.00	\$77.50	-
Bankruptcy Adversary Complaint				\$150.00
Appeal				\$105.00
Cross Appeal				\$105.00
Motion or Notice to Convert to Chapter 7				\$15.00
Fee for Chapter 7 or 13 to Convert to Chapter 11				\$645.00
Motion to Vacate or Modify Automatic Stay under USC 362(a)				\$75.00
Motion to Withdraw Any Case or Proceeding under USC 157(d)				\$75.00
Motion to Compel Trustee or Debtor-in-Possession to Abandon Property of the Estate as provided by Federal Rule 6007(b)				\$75.00
Fee to Amend Schedules or Add Creditors to Mailing List				\$20.00

# APPENDIX I I

## MISCELLANEOUS Bankruptcy Court Fee Schedule 28 U.S.C. § 1930(b)

Following are fees to be charged for services to be performed by clerks of the bankruptcy courts. No fees are to be charged for services rendered on behalf of the United States, with the exception of those specifically prescribed in items 1, 5, and 23, or to bankruptcy administrators appointed under Public Law No. 99-554, § 302(d)(3)(I)). No fees under this schedule shall be charged to federal agencies or programs which are funded from judiciary appropriations, including, but not limited to, agencies, organizations, and individuals providing services authorized by the Criminal Justice Act, 18 U.S.C. § 3006A.

- (1) For reproducing any record or paper, **\$50** per page. This fee shall apply to paper copies made from either: (1) original documents; or (2) microfiche or microfilm reproductions of the original records. This fee shall apply to services rendered on behalf of the United States if the record or paper requested is available through electronic access.
- (2) For certification of any document or paper, whether the certification is made directly on the document or by separate instrument, **\$7**. For exemplification of any document or paper, twice the amount of the fee for certification. (~~**\$14**~~)
- (3) For reproduction of magnetic tape records, either cassette or reel-to-reel, **\$20** including the cost of materials.
- (4) For amendments to a debtor's schedules of creditors or lists of creditors **\$20** for each amendment, provided the bankruptcy judge may, for good cause, waive the charge in any case.
- (5) For every search of the records of the bankruptcy court conducted by the clerk of the bankruptcy court or a deputy clerk, **\$20** per name or item searched. This fee shall apply to services rendered on behalf of the United States if the information requested is available through electronic access.
- (6) For filing a complaint (~~**\$150**~~), a fee shall be collected in the same amount as the filing fee prescribed in 28 U.S.C. § 1914(a) for instituting any civil action other than a writ of habeas corpus. If the United States, other than a United States trustee acting as a trustee in a case under Title 11, or a debtor is the plaintiff, no fee is required. If a trustee or debtor in possession is the plaintiff, the fee should be payable only from the estate and to the extent there is any estate realized. If a child support creditor or its representative is the plaintiff, and if such plaintiff files the form required by § 304(g) of the Bankruptcy Reform Act of 1994, no fee is required.

- (7) For filing or indexing any paper not in a case or proceeding for which a filing fee has been paid, including registering a judgment from another district, **\$30**.
- (8) In all cases filed under title 11, the clerk shall collect from the debtor or the petitioner a miscellaneous administrative fee of **\$30**. This fee may be paid in installments, consistent with the procedure set forth in Federal Rule of Bankruptcy Procedure 1006.
- (9) Upon the filing of a petition under chapter 7 of the Bankruptcy Code, the petitioner shall pay **\$15** to the clerk of the court for payment to trustees serving in cases as provided in 11 U.S.C. § 330(b)(2). An application to pay the fee in installments may be filed in the manner set forth in Federal Rule of Bankruptcy Procedure 1006(b).
- (10) Upon the filing of a motion to convert a case to chapter 7 of the Bankruptcy Code, the movant shall pay **\$15** to the clerk of court for payment to trustees serving in cases as provided in 11 U.S.C. § 330(b)(2). Upon the filing of a notice of conversion pursuant to section 1208(a) or section 1307(a) of the Code, \$15 shall be paid to the clerk of court for payment to trustees serving in cases as provided in 11 U.S.C. § 330(b)(2). If the trustee serving in the case before the conversion is the movant, the fee shall be payable only from the estate that exists prior to conversion.
- (11) For filing a motion to reopen a Bankruptcy Code case, a fee shall be collected in the same amount as the filing fee prescribed by 28 U.S.C. § 930(a) for commencing a new case on the date of reopening, unless the reopening is to correct an administrative error or for actions related to the debtor's discharge. The court may waive this fee under appropriate circumstances or may defer payment of the fee from trustees pending discovery of additional assets.
- (12) For each microfiche sheet of film or microfilm jacket copy of any court record, where available **\$4**.
- (13) For retrieval of a record from a Federal Records Center, National Archive or other storage location removed from the place of business of the court, **\$25**.
- (14) For a check paid into the court which is returned for lack of funds, **\$35**.
- (15) For docketing a proceeding on appeal or review from a final judgment of a bankruptcy judge pursuant to 28 U.S.C. § 158(a) and (b). The fee shall be the same amount as the fee for docketing a case on appeal or review to the appellate court as required by Item 1 of the Court of Appeals Miscellaneous Fee Schedule. A separate fee shall be paid by each party filing a notice of appeal in the bankruptcy court, but parties filing a joint notice of appeal in the bankruptcy court are required to pay only one fee.

- (16) For filing a petition ancillary to a foreign proceeding under 11 U.S.C. § 304, **\$500**.
- (17) The court may charge and collect fees, commensurate with the cost of printing, for copies of the local rules of court. The court may also distribute copies of the local rules without charge.
- (18) The clerk shall assess a charge for the handling of registry funds, deposited with the court, to be assessed from interest earnings and in accordance with the detailed fee schedule issued by the Director of the Administrative Office of the United States Courts.
- (19) When a joint case filed under § 302 of title 11 is divided into two separate cases at the request of the debtor(s), a fee shall be charged equal to one-half the current filing fee for the chapter under which the joint case was commenced.
- (20) For filing a motion to terminate, annul, modify, or condition the automatic stay provided under § 362(a) of Title 11, a motion to compel abandonment of property of the estate pursuant to Bankruptcy Rule 6007(b) of the Federal Rules of Bankruptcy Procedure, or a motion to withdraw the reference of a case or proceeding under 28 U.S.C. § 157(d), a fee shall be collected in the amount of one-half the filing fee prescribed in 28 U.S.C. § 1914(a) for instituting any civil action other than a writ of habeas corpus. If a child support creditor or its representative is the movant, and if such movant files the form required by § 304(g) of the Bankruptcy Reform Act of 1994, no fee is required.
- (21) For docketing a cross appeal from a bankruptcy court determination, the fee shall be the same amount as the fee for docketing a case on appeal or review to the appellant court as required by Item 1 of the Court of Appeals Miscellaneous Fee Schedule.
- (22) For usage of electronic access to court data, 60 cents per minute of usage via dial up service and \$.07 per page for public users obtaining information through a federal judiciary Internet site (provided the court may, for good cause, exempt persons or classes of persons from the fees in order to avoid unreasonable burdens and to promote public access to such information). All such fees collected shall be deposited to the Judiciary Information Technology Fund. These fees shall apply to the United States.