



Administrative Office of the U.S. Courts
Department of Technology Services

Official 2015 Bankruptcy Forms in CM/ECF Overview for Attorney

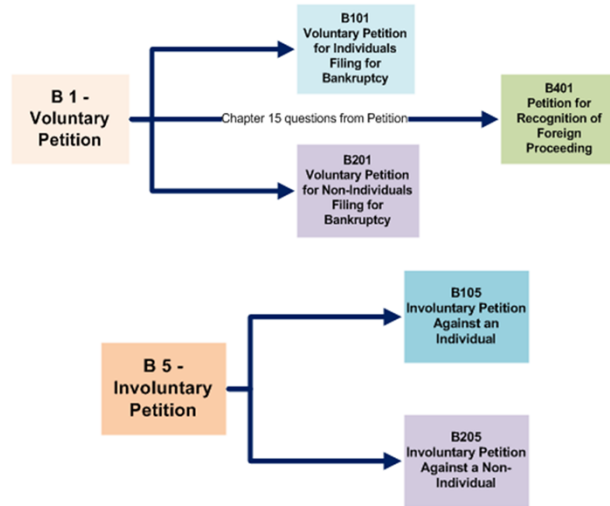
December 1, 2015

Implementing 2015 Forms in CM/ECF

- New Official Bankruptcy Forms will become effective December 1, 2015.
- The case opening process for voluntary and involuntary bankruptcy cases remains the same.
- CM/ECF bankruptcy case opening screens will be modified to include some changes to the new 2015 forms (petition and schedules).

The Bankruptcy Forms Modernization Project is an initiative that will require filers to use new official bankruptcy forms as of December 1, 2015. The goal in this forms modernization project is to simplify the language to make it more understandable to both the legal community and debtors filing pro se. The petitions, all schedules and other official forms will be renumbered.

Case Opening Forms



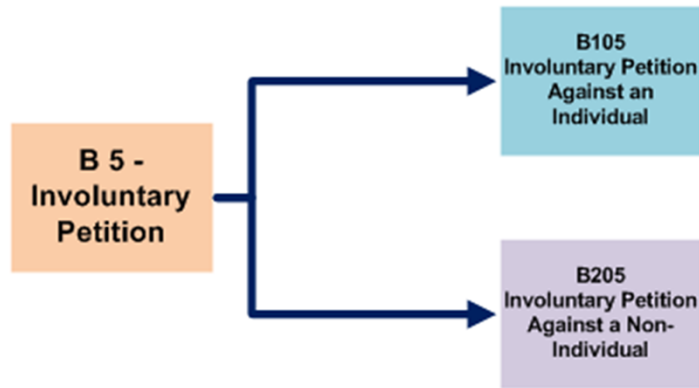
The biggest impact will be with the case opening petition forms. The current Voluntary and Involuntary petitions will be broken into 5 separate forms. Most of the form changes involve separating the forms by the type of debtor. So there are now separate forms for individual debtors and non-individual debtors. However, there will be one docketing event in most courts for a voluntary or involuntary petition.

Case Opening Forms



The B1 Voluntary Petition form will now be separated into the B101 Voluntary Petition for Individuals, the B201 Voluntary Petition for Non-Individuals and there is now a separate B401 petition for a Chapter 15 Petition. There has been increased interest in specific kinds of business filings such as financial services, health care providers, churches, real estate brokers, etc., by Congress, the Judiciary, businesses, researchers and other federal agencies. The new forms and screen selections will now be able to capture more categories of debtors' business descriptions for reporting.

Case Opening Forms



The B5 Involuntary Petition will also be separated by debtor type. There will be an Involuntary Petition against an Individual and an Involuntary Petition against a non-Individual. However, most courts will still use one docketing event for opening a voluntary case and one docketing event for opening an involuntary case.

Case Opening Forms

Form B101 Voluntary Petition for Individual Debtors

- This form is now 8 pages
- Includes credit counseling information, Exhibit D now included as part of the petition.
- Includes chapter 7 and 11 individual business data
- Language and instructions are now simpler on all forms
- There are comprehensive instructions accompanying all the new forms.

The new petitions provide new options that will be collected in CM/ECF for statistical reporting. Some of the changes include:

- Form is now 8 pages in length
- Credit counseling information from Exhibit D now included as part of the petition
- Chapter 7 and 11 individual business data
- Simpler language and instructions on all forms
- Comprehensive instructions that accompany all new forms

Form 101 - Voluntary Petition for Individuals

Open New Voluntary Bankruptcy Case

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: **business** (dropdown menu)

Asset notice: business, consumer, other (dropdown menu)

Estimated number of creditors: other (dropdown menu)

Estimated assets: (dropdown menu)

Estimated liabilities: (dropdown menu)

Small business: A (\$0 to \$50,000 (\$0 to \$10,000)), B (\$50,001 to \$100,000 (\$10,000 to \$100,000)), C (\$100,001 to \$500,000 (\$100,000 to \$1 million)), D (\$500,001 to \$1 million (\$1 million to \$100 million)), E (\$1,000,001 to \$10 million (More than \$100 million)), F (\$10,000,001 to \$50 million), G (\$50,000,001 to \$100 million), H (\$100,000,001 to \$500 million), I (\$500,000,001 to \$1 billion), ~~J (More than \$1 billion)~~, K (\$1,000,000,001 - \$10 billion), L (\$10,000,000,001 - \$50 billion), M (More than \$50 billion)

Next Clear

Nature of Debt:
Business
Consumer
Other **New**

Type of debtor
 Individual
 Corporation (includes LLC & LLP)
 Partnership
 Other

Nature of business
 Health Care Business
 Single Asset Real Estate
 Railroad
 Stockbroker
 Commodity Broker
 Clearing Bank
 None of the above

Deactivated for cases filed after 11/30/2015

Disabled for Individual debtors

New

Here are some of the CM/ECF screens that have changed to conform to the new rules and forms. The B101 Voluntary Petition for individuals now asks if debts are primarily Consumer, Business or **Other** in Part 6 of the new form. And Individuals now have the option to select a Nature of Business to describe their Sole Proprietorship.

Form 101 - Voluntary Petition for Individuals

Open New Voluntary Bankruptcy Case

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: [dropdown]

Asset notice: business, consumer, other (New)

Estimated number of creditors: [dropdown]

Estimated assets: [dropdown]

Estimated liabilities: [dropdown]

Size: [dropdown]

Nature of Business
Railroad
Clearing Bank
Disabled for Individual debtors.

Type of debtor
 Individual
 Corporation (includes LLC & LLP)
 Partnership
 Other

Nature of business
 Health Care Business
 Single Asset Real Estate
 Railroad
 Stockbroker
 Commodity Broker
 Clearing Bank
 None of the above
 Tax-Exempt Entity

Deactivated for cases filed after 11/30/2015

New

Next Clear

Since Form 101 is only for Individuals, Railroad and Clearing Bank will be greyed out and disabled as options for Nature of Business if the debtor is an individual as Form 101. The Tax Exempt Entity checkbox will no longer appear for Nature of Business if the debtor is an individual.

Form 101 - Voluntary Petition for Individuals

Open New Voluntary Bankruptcy Case

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: [dropdown]

Asset notice: business, consumer, other (New)

Estimated number of creditors: [dropdown]

Estimated assets: [dropdown]

Estimated liabilities: [dropdown]

Small business

- A (\$0 to \$50,000 (\$0 to \$10,000))
- B (\$50,001 to \$100,000 (\$10,000 to \$100,000))
- C (\$100,001 to \$500,000 (\$100,000 to \$1 million))
- D (\$500,001 to \$1 million (\$1 million to \$100 million))
- E (\$1,000,001 to \$10 million (More than \$100 million))
- F (\$10,000,001 to \$50 million)
- G (\$50,000,001 to \$100 million)
- H (\$100,000,001 to \$500 million)
- I (\$500,000,001 to \$1 billion)
- ~~J (More than \$1 billion)~~ ← Deactivated for cases filed after 11/30/2015
- K (\$1,000,000,001 - \$10 billion) ← New
- L (\$10,000,000,001 - \$50 billion) ← New
- M (More than \$50 billion) ← New

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- None of the above
- Tax-Exempt Entity

Disabled for Individual debtors (points to Railroad, Stockbroker, Commodity Broker, Clearing Bank)

Est Assets and Est Liabilities
Code J is deactivated >\$1 billion
New codes K, L, M >\$1-50 billion

Estimated Assets and Estimated Liabilities Code J (More than \$1 Billion) has been expanded to 3 more levels ranging from \$1,000,000,001 to More than \$50 billion for both individual and non-individual debtors.

Form 201 Voluntary Petition for Non-Individuals

Open New Voluntary Bankruptcy Case

Prior filing within 180 days of filing this petition

Fee schedule

Nature of business

Asset number

Estimated number of creditors

Estimated assets **New Options**

Estimated liabilities

Small business

A plan is being filed with this petition.

Acceptances of the plan were solicited prepetition

Debtor is required to file periodic reports

Debtor is a shell company **New**

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- None of the above

Special categories **New**

- Tax-Exempt Entity
- Investment Company
- Investment Advisor

NAICS code

4
4231 (Motor Vehicle and Motor Vehicle Parts and Supplies Merchant Wholesalers)

Annotations:

- New Nature of Business codes: Investment Company, Investment Advisor** (points to the 'Investment Company' and 'Investment Advisor' checkboxes)
- Other changed to None of the Above** (points to the 'None of the above' radio button)

This is the new statistical screen for a Chapter 11 non-individual case. In an effort to identify more specific business types, two new Natures of Business options for Non-Individual filers have been added, Investment Company and Investment Advisor. The value of Other has been changed to None of the Above.

Form 201 Voluntary Petition for Non-Individuals

The screenshot shows the 'Open New Voluntary Bankruptcy Case' form. It includes sections for 'Type of debtor', 'Nature of business', 'Special categories', and 'NAICS code'. Annotations highlight new fields and codes:

- New Chapter 11 Fields:** A yellow box contains the text: "New Chapter 11 Fields", "Debtor is Required to file periodic reports", and "Debtor is a shell company". Red arrows point from this box to the checkboxes "Debtor is required to file periodic reports" and "Debtor is a shell company" in the 'Special categories' section.
- New NAICS business codes:** A yellow box contains the text: "New NAICS business codes:". A red arrow points from this box to the 'NAICS code' field, which shows the value '4' and the description '(Motor Vehicle and Motor Vehicle Parts and Supplies Merchant Wholesalers)'.

Additionally a new statistical NAICS business code has been added. The *North American Industry Classification System* (NAICS) is the standard used by Federal statistical agencies in classifying business types and will allow the AO to respond better to Congressional, Judiciary, and public inquiries on types of bankruptcy filings. The first 4 digits of the NAICS code will be collected for reporting.

Form B401 Chapter 15 Case Opening

Petition for Recognition of Foreign Proceeding

The screenshot shows the 'Open New Voluntary Bankruptcy Case' form. The 'Main/Nonmain' dropdown menu is open, displaying three options: 'Foreign main proceeding', 'Foreign nonmain proceeding', and 'Foreign main proceeding, or in the alternative foreign nonmain proceeding'. The third option is highlighted in red and labeled as a 'New option'. Other form fields include 'Case type bk', 'Date filed' (4/30/2015), 'Chapter' (15), 'Joint Petition' (n), 'Deficiencies' (n), and 'Origin' (Original). 'Next' and 'Clear' buttons are visible at the bottom left of the form.

Foreign Main Proceeding
Foreign Nonmain Proceeding
Foreign Main Proceeding, or in the alternative, foreign Nonmain Proceeding

There is a new Nature of Foreign Proceeding selection when opening a chapter 15 case. It is designed as an alternative for the filer who is not sure if it's a main or non-main proceeding.

Form B401 Chapter 15 Case Opening

Petition for Recognition of Foreign Proceeding

Open New Voluntary Bankruptcy Case

Fee status: Paid

Type of debtor:

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Next Clear

Limited statistical data collected for Chapter 15.

Only Fee Status and Type of Debtor will be captured from this Chapter 15 statistical case opening screen.

There is no longer any statistical reporting from this screen for Chapter 15 case opening except for Fee status, which will always be paid and Type of Debtor.

Chapter 11 Case Opening

EOUST Statistical screen

Open New Voluntary Bankruptcy Case

Form B1: Debtor's aggregate non-contingent liquidated debts < \$2,490,925

Schedules

Schedule C: Total value of claimed exemptions

Schedule I line 2: Monthly gross wages, salary, and commission Debtor Spouse

Schedule I line 6: Subtotal of payroll deductions Debtor Spouse

Schedule J line 23c: Monthly net income

This field is not required, but an error message will display if checked for any chapter other than Chapter 11.

In an attempt to qualify chapter 11 cases, this field on this statistical screen will produce an error message if it is checked for a case other than a chapter 11.

New form numbers and form names for schedules

- Schedules A and B **combined** into Schedule **A/B**.
- Schedules E and F **combined** into Schedule **E/F**.

| Current Form # | Current Name | New Form # | New Name |
|----------------|---|------------|---|
| B6A | Schedule A - Real Property | B106A/B | Schedule A/B Property - Individual |
| B6B | Schedule B - Personal Property | B206A/B | Schedule A/B Property - Non-Individual |
| B6E | Schedule E - Creditors Holding Unsecured Priority Claims | B106E/F | Schedule E/F - Creditors Who Have Unsecured Claims - Individual |
| B6F | Schedule F - Creditors Holding Unsecured Nonpriority Claims | B206E/F | Schedule E/F - Creditors Who Have Unsecured Claims - Non-Individual |

- Separate A/B Forms for **Individual** and **Non-Individual** debtors.
- Separate E/F Forms for **Individual** and **Non-Individual** debtors.

- Besides the new format and content on the schedules, there are new form numbers and form names.
- Schedules A and B are combined into Schedule A/B. (Forms B106A/B and B206A/B.)
- Schedules E and F are combined into Schedule E/F. (Forms B106E/F and B206E/F.)

Schedules and Summary of Schedules

New Schedules have separate Individual and Non-Individual forms and new form numbers.

| <u>Individual</u> | <u>Non-Individual</u> |
|-------------------|-----------------------|
| B106 A/B | B206 A/B |
| B106 D | B206 D |
| B106 E/F | B206 E/F |
| B106 G | B206 G |
| B106 H | B206 H |

Just like the Voluntary Petitions have been separated by Individual and Non-Individual debtor types, the schedules in this list have separate forms for Individual and Non-Individual debtor types. The remaining schedules are only required for Individual debtors. Depending upon the court, there may be separate docketing events for Individual and Non-Individual combined schedules. Or your court may have combined the form into one docketing event where the filer will signify if it represents an individual or non-individual debtor's case.

Schedules and Summary of Schedules

- Although the forms are combined, there are still separate fields for:
 - Real estate/property (Formerly Schedule A)
 - Personal property (Formerly Schedule B)
 - Priority unsecured claims (Formerly Schedule E)
 - Non-priority unsecured claims (Formerly Schedule F)
- Users will be prompted to enter separate amounts for each field when docketing Schedule A/B and Schedule E/F.

Although the forms have been combined, separate amounts for real estate, personal property, priority unsecured claims and non-priority unsecured claims are still being collected. There will be separate prompts for each field when docketing Schedule A/B and Schedule E/F.

Schedules and Summary of Schedules

Schedules I and J only apply to individual debtors.

Individual

B106I - Income

B106J - Expenses

The image shows two overlapping forms from the U.S. Bankruptcy Court. The top form is Official Form 106I, titled "Schedule I: Your Income". It includes instructions for filing and a section for "Describe Your Employment". The bottom form is Official Form 106J, titled "Schedule J: Your Expenses". It includes instructions for filing and a section for "Describe Your Household" with a table for listing dependents. The table has columns for "Do you have dependents?", "Do not list on this form", "Do not enter the dependent's name", "Dependent's name in Debtor 1 or Debtor 2", "Dependent's age", and "Over dependent tax with you?".

Schedules I and J are not required for non-individual debtors.

Schedules and Summary of Schedules

- New Form: B106J-2 Expenses for Separate Household of Debtor 2

| Part 1: | Describe Your Household |
|--|-------------------------|
| 1. Is this a joint case? | |
| <input type="checkbox"/> No. Go to line 2. | |
| <input type="checkbox"/> Yes. Does Debtor 2 live in a separate household? | |
| <input type="checkbox"/> No | |
| <input type="checkbox"/> Yes. Debtor 2 must file Official Forms 106J-2, <i>Expenses for Separate Household of Debtor 2</i> . | |

- The total of Debtors 1 and 2 expenses will be included on line 22b of Schedule J

Copy the result to line 22b of Schedule J to calculate the total expenses for Debtor 1 and Debtor 2.

Expenses of Debtor 2 have been separated out into a new Form B106J-2. These expenses had been collected on a separate Schedule J that was noted by a check in this box for Debtor 2 who maintains a separate household. However, the total expenses for debtor 2 with a separate household will be added to debtor 1's expenses for one total of expenses for both joint debtors.

Summary of Your Assets and Liabilities and Certain Statistical Information (Form B106Sum)

Summary of Assets and Liabilities and Certain Statistical Information

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

| NAME OF SCHEDULE/FORM | ASSETS | LIABILITIES | OTHER |
|---|--------|-------------|-------|
| Schedule A/B - Total Real Estate/Property | | | |
| Schedule A/B - Total Personal Property | | | |
| Schedule D - Total Secured Claims | | | |
| Schedule E/F - Total Priority Unsecured Claims | | | |
| Schedule E/F - Total Nonpriority Unsecured Claims | | | |
| Schedule I - Monthly Income | | | |
| Schedule J - Monthly Expenses | | | |
| Current Monthly Income (Official Form 122A-1, 122B or 122C-1) | | | |
| Total Unsecured Claims Amount (Official Form B106Sum) | | | |
| Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E/F, or total unsecured claims amount is not known. | | | |

This CM/ECF screen will no longer be called the Summary of Schedules. It is now the Summary of Your Assets and Liabilities and Certain Statistical Information. You can see that schedules have been renamed, renumbered and A and B and E and F are now combined. There are still separate fields for real estate, personal property, priority unsecured claims and non-priority unsecured claims. Individual and Non-Individual debtors will not use the same forms and there are no Non-Individual forms for Schedules I and J. However, this screen will still be presented to non-individual filers to capture values from Schedules A/B, D, and E/F. Just like in CurrentGen, when these schedules have values in all of the Liabilities column, the Total Dischargeable Debt will be computed for both individuals and non-individuals.

Meeting of Creditors Notices (Form B9A)

Prior to Dec. 1, 2015

Chapter 7 No Asset Case

B9A (Official Form 9A) (Chapter 7 Individual or Joint Debtor No Asset Case) (12/12)
UNITED STATES BANKRUPTCY COURT _____ District of _____

**Notice of
Chapter 7 Bankruptcy Case, Meeting of Creditors, & Deadlines**

[A chapter 7 bankruptcy case concerning the debtor(s) listed below was filed on _____ (date).]
or [A bankruptcy case concerning the debtor(s) listed below was originally filed under chapter _____ on _____ (date) and was converted to a case under chapter 7 on _____ (date).]

You may be a creditor of the debtor. **This notice lists important deadlines.** You may want to consult an attorney to protect your rights. All documents filed in the case may be inspected at the bankruptcy clerk's office at the address listed below. NOTE: The staff of the bankruptcy clerk's office cannot give legal advice.

**Creditors -- Do not file this notice in connection with any proof of claim you submit to the court.
See Reverse Side for Important Explanations.**

| | |
|---|--|
| Debtor(s) (name(s) and address): | Case Number: |
| | Last four digits of Social-Security or Individual Taxpayer-ID (ITIN) No(s)/Complete EIN: |
| All other names used by the Debtor(s) in the last 8 years (include married, maiden, and trade names): | Bankruptcy Trustee (name and address): |
| Attorney for Debtor(s) (name and address): | |
| Telephone number: | Telephone number: |
| Date: / / | Time: () A.M. Location: |
| | () P.M. |

Meeting of Creditors

This is an example of the Meeting of Creditors Notice for Chapter 7 no asset cases (Form B9A), being used prior to December 1, 2015. Note the form number, form title and formatting of this form when comparing to the new notice that will be used as of December 1, 2015. The revised version is shown on the next slide.

Revised Meeting of Creditors Notices (Form 309A)

Dec. 1, 2015

| Information to identify the case: | | Chapter 7 No Asset Case | |
|---|--|---|---------------------------|
| Debtor 1 | First Name _____ Middle Name _____ Last Name _____ | Last 4 digits of Social Security number or ITIN _____ | EIN _____ - _____ - _____ |
| Debtor 2 (Spouse, if filing) | First Name _____ Middle Name _____ Last Name _____ | Last 4 digits of Social Security number or ITIN _____ | EIN _____ - _____ - _____ |
| United States Bankruptcy Court, for the _____ District of _____ (State) | | [Date case filed for chapter 7 _____ MM, DD, YYYY OR | |
| Case number: _____ | | [Date case filed in chapter _____ MM, DD, YYYY | |
| | | [Date case converted to chapter 7 _____ MM, DD, YYYY | |

Official Form 309A (For Individuals or Joint Debtors)

Notice of Chapter 7 Bankruptcy Case — No Proof of Claim Deadline 12/15

For the debtors listed above, a case has been filed under chapter 7 of the Bankruptcy Code. An order for relief has been entered.

This notice has important information about the case for creditors, debtors, and trustees, including information about the meeting of creditors and deadlines. Read both pages carefully.

The filing of the case imposed an automatic stay against most collection activities. This means that creditors generally may not take action to collect debts from the debtors or the debtors' property. For example, while the stay is in effect, creditors cannot sue, garnish wages, assert a deficiency, repossess property, or otherwise try to collect from the debtors. Creditors cannot demand repayment from debtors by mail, phone, or otherwise. Creditors who violate the stay can be required to pay actual and punitive damages and attorney's fees. Under certain circumstances, the stay may be limited to 30 days or not exist at all, although debtors can ask the court to extend or impose a stay.

The debtors are seeking a discharge. Creditors who assert that the debtors are not entitled to a discharge of any debts or who want to have a particular debt excepted from discharge may be required to file a complaint in the bankruptcy clerk's office within the deadlines specified in this notice. (See line 9 for more information.)

To protect your rights, consult an attorney. All documents filed in the case may be inspected at the bankruptcy clerk's office at the address listed below or through PACER (Public Access to Court Electronic Records at www.pacer.org).

This is the revised version of the Meeting of Creditors Notice for Chapter 7, no asset cases. The form number has changed to 309A, the form title has changed to "Notice of Chapter 7 Bankruptcy Case – No Proof of Claim Deadline, a header to identify the case is included at the top of page 1, and the language has been revised.

Additional Considerations of Impact of December 2015 Official Forms on Bankruptcy Filings

Your court will advise you regarding changes affecting:

- Local rules to comply with new FRBP requirements
- Court filing procedures
- Contacting petition preparer software vendors prior to December 1
- New and modified docketing events
- New and modified noticing forms

Resources

Pending changes for 2015 Bankruptcy Forms on US Courts Web Site

<http://www.uscourts.gov/rules-policies/pending-rules-amendments/pending-changes-bankruptcy-forms>

At this time the pending forms are posted on the uscourts.gov web site.