

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF CALIFORNIA

**INSTRUCTIONS FOR COMPLETING**  
**RELIEF FROM STAY SUMMARY SHEET, FORM EDC 3-468**

TO EXPEDITE THE HANDLING OF MOTIONS FOR RELIEF FROM THE AUTOMATIC STAY, A *RELIEF FROM STAY SUMMARY SHEET*, FORM EDC 3-468, SHALL BE COMPLETED BY THE MOVING PARTY PURSUANT TO THE INSTRUCTIONS BELOW. *EXCEPT FOR UNUSUAL CIRCUMSTANCES, MOTIONS FOR RELIEF FROM THE AUTOMATIC STAY WILL NOT BE CONSIDERED BY THE COURT UNTIL A PROPERLY COMPLETED RELIEF FROM STAY SUMMARY SHEET IS FILED AND SERVED BY THE MOVING PARTY.*

1. FILE THE COMPLETED SUMMARY SHEET ON WHITE PAPER WITH YOUR MOVING PAPERS AS A SEPARATE DOCUMENT. *FAILURE TO COMPLY WITH THIS REQUIREMENT CAN RESULT IN DENIAL OF THE MOTION OR A CONTINUANCE OF THE HEARING.*
2. ITEMIZE ANY “COSTS” ENTERED ON THE SUMMARY SHEET IN THE DECLARATION FILED IN SUPPORT OF THE MOTION, WITH PRE-PETITION AND POST-PETITION COSTS SEPARATELY GROUPED.
3. THE SUMMARY SHEET IS IN THE NATURE OF A PRETRIAL STATEMENT AND IS NOT EVIDENCE.