

LOCAL RULE 1007-1
Lists, Schedules, Statements, and Other Documents

- (a) Listing of Creditors on Schedules D and E/F. Creditors shall be listed on the appropriate schedule in alphabetical order by name and complete address (if an address is unknown, it should be so indicated). Addresses of governmental agencies shall be listed in conformance with the requirements specified in LBR 2002-1.
- (b) Master Address List and Master Equity Security Holder Address List. With every petition for relief under the Bankruptcy Code presented for filing, there shall be submitted concurrently a Master Address List which includes the name, address, and zip code of all the debtor's known creditors.

With every petition for relief under chapter 11 of the Bankruptcy Code presented for filing in which the debtor is a corporation (11 U.S.C. § 101(9)) or limited partnership or upon the conversion of a pending bankruptcy case of a debtor which is a corporation (11 U.S.C. § 101(9)) or limited partnership to chapter 11 of the Bankruptcy Code, there shall be submitted concurrently with the filing or conversion a Master Equity Security Holder Address List which includes the name, address, and zip code of all of the equity security holders of the debtor (11 U.S.C. § 101(16), (17)).

The Master Address List and Master Equity Security Holder Address List shall be prepared in strict compliance with instructions of the Clerk (Form EDC 2-190, Guidelines for Preparation of Master Address Lists) in a format approved by the Court.

Guidelines for the Preparation of Master Address Lists

A Master Address List includes the names, addresses and zip codes of all creditors in a bankruptcy case. A Master Equity Security Holder Address List includes the names, addresses and zip codes of all the equity security holders of the debtor. (Note: these are separate Master Address Lists). These lists are used for noticing and must be filed at the time the petition is filed or when a bankruptcy case of a debtor which is a corporation (11 U.S.C. § 101(9)) or limited partnership is converted to chapter 11.

LOCAL RULE 2002-2

Notice to Equity Security Holders-Proposed

(a) By the Clerk of the Court. In a chapter 11 case in which the debtor is a corporation (11 U.S.C. § 101(9)) or a limited partnership, the Clerk of the Court shall give notice to equity security holders of: (1) the order for relief, Fed. R. Bankr. P. 2002(d)(1); and (2) any meeting of equity security holders, Fed. R. Bankr. P. 2002(d)(2).

(b) By Party Seeking Relief. In a chapter 11 case in which the debtor is a corporation (11 U.S.C. § 101(9)) or a limited partnership, a party seeking relief, which requires notice under Rule 2002(d), shall give notice to equity security holders of: (1) the hearing on the proposed sale of all or substantially all of the debtor's assets, Fed. R. Bankr. P. 2002(d)(3); (2) the hearing on the dismissal or conversion of the case to another chapter, Fed. R. Bankr. P. 2002(d)(4); (3) the time fixed for filing objections to and the hearing to consider approval of a disclosure statement, Fed. R. Bankr. P. 2002(d)(5); (4) the time fixed for filing objections to and the hearing to consider confirmation of a plan, Fed. R. Bankr. P. 2002(d)(6); and (5) the time fixed to accept or reject a proposed modification of a plan, Fed. R. Bankr. P. 2002(d)(7). Not later than the date specified in LBR 9014-1(e)(2), a party giving notice under this subdivision shall file a certificate of service so indicating.

LOCAL RULE 9014-1(d)(5)

5)Joinder.

A) Except as otherwise provided herein, every application, motion, contested matter, or other request for an order shall be filed separately from every other request. All requests for relief shall state with particularity the grounds therefor and shall set forth the relief or order sought. Other documents, exhibits, or supporting pleadings shall not be incorporated by reference.

B) Notwithstanding the foregoing, the following requests for relief may be joined in a single motion, Fed. R. Civ. P. 18, *incorporated by* Fed. R. Bankr. P. 7018, 9014(c):

- (1) relief in the alternative based on the same statute or rule;
- (2) authorization for sale of real property and allowance of fees and expenses for a professional authorized by prior order to be employed for the sale of such property, 11 U.S.C. §§ 327, 328, 330, 363, Fed. R. Bankr. P. 6004;
- (3) authorization to employ a professional, i.e., auctioneer, for sale of estate property at public auction, and allowance of fees and expenses for such professional, 11 U.S.C. §§ 327, 328, 330, 363, Fed. R. Bankr. P. 6004-6005;
- (4) motion for stay relief and/or abandonment of property of the estate, 11 U.S.C. §§ 362, 554, Fed. R. Bankr. P. 4001, 6007;
- (5) approval of compromise and compensation of special counsel previously authorized to be employed relating to the underlying compromise, Fed. R. Bankr. P. 9019; 11 U.S.C. §§ 327, 328, 330; and
- (6) as otherwise expressly provided by these Rules.

C) Where a party in interest joins requests for relief that party shall: (1) expressly and separately describe in the title of the motion, and all ancillary pleadings, each relief sought, e.g.,

Motion For Authorization to Sell Real Property
and
Motion For Compensation of Real Estate Broker (2/2/22
Employment Order)

(2) provide notice to opposing parties consistent with the longest notice period applicable to the relief sought; and (3) at the time of filing tender to the Clerk of the Court the aggregate of all

filing fees due each request for relief, notwithstanding the joinder of requests for relief into a single motion.