



**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MINNESOTA**

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Warren E. Burger Federal Building & U.S. Courthouse  
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St. Paul, MN 55101  
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Edward J. Devitt U.S. Courthouse & Federal Building  
118 South Mill ST  
Fergus Falls, MN 56537  
(218) 529-7337

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515 W. 1<sup>st</sup> ST, STE 404  
Duluth, MN 55802  
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July 17, 2023

**PUBLIC NOTICE**

**ECF AND CASE PROCESSING CHANGES MADE WITH 1000 AND 9000 SERIES  
LOCAL RULE AMENDMENTS**

The Court has implemented several Local Rule amendments to the 1000 and 9000 series, effective today. To see the Local Rule amendments, visit the Local Rules page under the Code, Rules, Forms and En Banc Orders tab on the Court's website at [www.mnb.uscourts.gov](http://www.mnb.uscourts.gov).

In conjunction with the Local Rule changes, the Clerk's Office is implementing many changes in ECF and associated case processing procedures. The Court's website has been updated to incorporate these changes. Below is a summary of the key changes.

**Local Rule Amendments Impacting ECF Filings**

The Local Rule amendments taking effect today are extensive and we strongly encourage all practitioners to review the Local Rules. The list below is a summary of some of the amendments that impact how attorneys file documents in ECF.

- Under Local Rule 1006-1, the language regarding installments was removed; debtors may now ask to pay up to four installments not later than 120 days after filing the petition, as allowed under Fed. R. Bankr. P. 1006(b).
- Under Local Rule 1007-3-1, the Notice of Responsibilities form must conform with Local Forms 1007-3-1(7) or 1007-3-1(13).

- Former Local Rule 1008-1 was abrogated, along with Local Form 1008-1, which required a proof of authority to sign and file the petition.
- Under Local Rule 1009-1(a), only employer identification numbers may be corrected on a form prescribed by the clerk. To correct a social security number, follow the process in Fed. R. Bankr. P. 1009(c).
- Local Rules 1017-1 and 1019-1 are amended to ensure consistency with Fed. R. Bankr. P. 1017 and 1019. The verified conversion, Local Form 1019-1, was abrogated.
- Under Local Rule 9006-1(b), the responsive document deadline is now **seven days** before the hearing date.
- Local Rule 9010-1(e) clarifies when an attorney may file a notice of substitution, an application to substitute attorneys, or a notice of withdrawal.
- Local Rule 9011-1 extensively amended former Local Rule 9011-4 to accommodate electronic signatures. With these amendments, the Signature Declaration form was abrogated. Local Rule 9011-1 also supersedes and replaces the Order re: Debtor Signature Changes During COVID-19, dated March 23, 2020.
- Local Rules 9013-1 and 9013-2 were renumbered and restyled. Local Form 9013-1 replaces the former Local Form 9013-2 as the notice of hearing and motion form.
- New Local Rule 9013-4 requires that a corporate ownership statement be filed for any request for relief made by a nongovernmental corporation. This new rule supersedes and replaces the En Banc Order In re: Corporate Ownership Statement Required for All Contested Matters, dated November 17, 2021.
- Under Local Rule 9019-1(a), chapter 7 trustees must file a motion to approve a compromise or settlement; however, such motions do not have to comply with amended Local Rule 9013-1 and can be done by negative notice. The General Notice of Settlement or Compromise event has been retired. Chapter 7 trustees should use the Chapter 7 Trustee’s Motion to Approve Compromise or Settlement event located in the Panel Trustee menu.

### **ECF and Case Processing Changes**

- The event titles have changed to remove “MNB.”
- The event menus have changed slightly. Specifically, the case commencement events have been consolidated.
- Motion and other events have been renamed to better align with the Federal Rules of Bankruptcy Procedure and the Local Rules.
- Motion events have been reconfigured to ensure consistency with Local Rules 9006-1, 9013-1, and 9013-2. Instructions for filing motions and sealed documents may be found on the [Attorney Procedures](#) page.

- Certain events have been retired or modified to ensure consistency with the Federal Rules of Bankruptcy Procedure and Local Rule amendments, including:
  - New notice of conversion events were created to convert a case from chapters 12 or 13 to chapter 7. New separate motions to convert case were created for all other conversions. The Verified Conversion event has been retired.
  - A new Motion for Hardship Discharge event was created and the Application for Hardship Discharge event has been retired. Instructions for filing a motion for hardship discharge may be found on the [Attorney Procedures](#) page.
  - A new Corporate Ownership Statement event was created for filing a corporate ownership statement under Fed. R. Bankr. P. 1007(a) and 7007.1 and new Local Rule 9013-4. The event requires the filing party to identify each entity on the corporate ownership statement to help our judges perform conflict checks. Instructions for filing a corporate ownership statement may be found on the [Attorney Procedures](#) page.
  - A Chapter 7 Trustee’s Motion to Approve Compromise or Settlement event was created to comply with Local Rule 9019-1(a).
  - A new Notice of Withdrawal event was created to comply with Local Rule 9011-1(e). Instructions for filing a notice of withdrawal may be found on the [Attorney Procedures](#) page.
- A new Proposed Exhibit List or Proposed Exhibits for Trials and Evidentiary Hearings event was created so that attorneys may file proposed exhibits in ECF. Due to security issues, the Court will no longer accept proposed exhibits via email. Instructions for filing a proposed exhibit list and proposed exhibits may be found on the [Attorney Procedures](#) page.
- The Payment Advices Coversheet and Income Records of Debtor(s) must now be filed separately, using the appropriate events. The Payment Advices Coversheet form has been updated to reflect this new process. Filers can avoid additional motions and filing fees by redacting all personal identifiers from income records in accordance with Fed. R. Bankr. P. 9037. Additional guidance related to redaction of personal identifiers can be found on the [Attorney Procedures](#) page.
- Several new motion events were created including, but not limited to, Motion for Entry of a Final Decree, Motion for Waiver of Financial Management Course or Local Form 4004-1, and Motion to Approve Agreement Under Fed. R. Bankr. P. 4001(d).

To assist the bar with the changes in ECF, the Clerk’s Office has created a CM/ECF Cheat Sheet chart to help identify the appropriate request for relief or ECF event, authority for such request, and ECF location for the event.

- This chart is available on [Attorney Procedures](#) page.

- The chart also explains how to use the search bar, located at the top of the page in ECF to search for an event in ECF.

Please notify the Clerk's Office if you notice any issues with these changes in ECF or on the Court's website by sending an email to the Helpdesk at [helpdesk@mn.uscourts.gov](mailto:helpdesk@mn.uscourts.gov).