

**NOTIFICATION OF DEFICIENCIES IN DOCUMENT(S) SUBMITTED FOR FILING**

In Re: \_\_\_\_\_ Case No.: \_\_\_\_\_ Adv. No.: \_\_\_\_\_

Document Title: \_\_\_\_\_

Pursuant to the Federal Rules of Bankruptcy Procedure, your document(s) has been receive-stamped for filing and will be submitted to a bankruptcy judge for determination as to its acceptability for filing. **Should this document be accepted for filing, you may obtain a conformed copy from the public services section at the usual charge.**

- Document does not include  case number,  complaint number,  RS Motion number, or  name of debtor(s). **[LBR 9004-4(a)]**
- Incorrect caption. Form CSD 1000 and CSD 3001 may be used as examples.  
 Failure to provide name, address, phone number, and State Bar Membership Number of attorney (or **pro se** debtor) in upper left hand corner on all title pages. **[LBR 9004-3(d)]**  
 State Bar Membership Number does not appear after attorney's name at the top of the title page. **[LBR 9004-2(a)]**
- Amended pleading must be complete within itself without reference to superseded pleading. This includes amending to add exhibits. **[LDR 15.1]**
- Service required on:  U.S. Trustee,  Interim Trustee,  Creditors Committee,  Attorney for the Debtor,  Debtor,  Joint Debtor.
- AMENDMENT TO PETITION, SCHEDULES, STATEMENT OF AFFAIRS, OR CHAPTER 13 STATEMENT:  
 AMENDMENT (CSD 1100) not submitted or is incomplete.  
 Requires service upon the U.S. Trustee **and** Trustee or Chapter 11 Creditors Committee. If no Trustee or Committee appointed, indicate "not applicable." **[LBR 1007-4 & 1009-2]**  
 Added creditors must be listed on the proper Schedule (or Chapter 13 Statement if filed prior to 8-1-91) and include all pertinent information.  
 VERIFICATION OF CREDITOR MATRIX (CSD 1008) and CREDITOR MATRIX is missing. They must be submitted with the AMENDMENT when creditors are added to the Schedules. **[LBR 1007-1 & 1009-4]**  
 NOTICE TO CREDITORS ADDED BY AMENDMENT (CSD 1101) is required and must be submitted with the amendment.  NOTICE does not have a copy of the §341(a) Meeting notice attached.  Proof of service upon added creditors is not attached. **[LBR 1007 & 1009-2]**
- BALANCE OF SCHEDULES (due within 15 days after date of filing):  
 Proof of Service not attached. If Chapter 7, 12, or 13, service required upon Trustee. If Chapter 7, 11, or 12, also serve the U.S. Trustee. If Chapter 11, serve members of Official Creditors Committee and/or Trustee. If none, type the following statement across the bottom of the first page: "NO CREDITORS COMMITTEE (TRUSTEE) APPOINTED." **[LBR 1007-4]**
- RELIEF FROM STAY MOTIONS:  
 NOTICE OF FILING OF MOTION FOR RELIEF FROM STAY (CSD 1185) must accompany the MOTION.  
 Proof of Service has not been completed and/or signed. **[LBR 9006-3]**
- Other:

DATED: June 14, 2005

Barry K. Lander, Clerk

By: \_\_\_\_\_, Deputy Clerk

ACCEPT FOR FILING.

REJECT FOR DEFICIENCY AS STATED.

Dated: