

**UNITED STATES BANKRUPTCY COURT**  
SOUTHERN DISTRICT OF CALIFORNIA  
325 West "F" Street, San Diego, California 92101-6991  
(619) 557-5620

---

**MEMORANDUM**

RE: Return of Pleadings in Closed Case

The attached pleadings were accepted for filing and we later learned that the case was closed. We are unable to further process them for filing unless the case is reopened on proper motion.

If the attached pleading pertains to a motion, you should immediately notify each person upon whom it was served to disregard the moving papers. No hearing will be conducted on the matter unless the case is reopened.

**ANY FILING FEE PAID AT THE TIME THE DOCUMENTS WERE ACCEPTED FOR FILING WILL NOT BE REFUNDED.**

Pursuant to Local Bankruptcy Rule 5010 to reopen a case, you must take the following steps:

1. Determine if the case has been shipped to the Federal Record Center. If so, a retrieval fee of \$53 must be submitted with your motion to reopen the case.
2. File a motion citing reasons case should be reopened. Include with the motion the filing fee of \$260 for Chapter 7 cases [or \$235.00 for Chapter 13 cases] [or \$1000 if a Chapter 11 case], payable to the Clerk, U.S. Bankruptcy Court. [Motions to reopen a case to file a § 523 adversary complaint to determine dischargeability of a debt under Rule 4007(b) or to seek action against a creditor violating the terms of the discharge under 11 U.S.C. § 524 are exempt from the reopening fee. A Chapter 7 or 13 trustee may defer the fee upon application.] If the files have been shipped to the NATIONAL ARCHIVES AND RECORDS ADMINISTRATION, an additional \$53 retrieval fee must be paid at the time the motion is filed.
3. Serve a Notice of Motion, (CSD 1182), and copy of the Motion to Reopen on all parties affected by the proposed action.
4. Upon expiration of time indicated in CSD 1182 or after hearing, prepare Order Reopening Estate, (CSD 1490), and submit to the Clerk, U.S. Bankruptcy Court.

DATED:

Barry K. Lander, Clerk

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