

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

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**GUIDELINES FOR THE SUBSTANTIVE CONSOLIDATION  
OR JOINT ADMINISTRATION OF RELATED DEBTOR ENTITIES**

TO: ATTORNEY FOR MOVANT

The following guidelines have been developed to assist you in achieving the cost-saving measures you desire.

- 1) In the **JOINT ADMINISTRATION** of related debtor entities, the assets and liabilities are not merged. It is done as a matter of convenience, a cost saving device. It does not affect creditors' rights. A single docket sheet is used but separate claims registers are maintained.

An order for joint administration must identify the following:

- < Specify the lead case by name and number.
- < Specify a single caption listing all debtors and their respective case numbers to be used on all pleadings, motions, operating reports and other papers served or filed in the cases. Include a completed title page as an exhibit. [See sample printed on reverse side.]
- < Specify that a combined service list will be used for the cases.
- < Specify that combined notices will be sent to the creditors of the estates.
- < Specify that multiple claims registers will be maintained.
- < Specify that any deviation from these procedures will be by order of the court.

- 2) With the **SUBSTANTIVE CONSOLIDATION** of related debtor entities, all assets and liabilities of the debtor entities are merged into a unitary debtor estate, to which all holders of allowed claims are required to look for distribution. It affects substantive rights of the parties and may impair the rights of certain creditors. A single docket sheet and a single claims register are maintained.

An order for substantive consolidation must identify the following:

- < Specify the lead case by name and number.
- < Specify a single caption listing all debtors and their respective case numbers to be used on all pleadings, motions, operating reports and other papers served or filed in the cases. Include a completed title page as an exhibit. [See sample printed on reverse side.]
- < Specify that a combined service list will be used for the cases.
- < Specify that combined notices will be sent to the creditors of the estates.
- < Specify that a single claims register will be maintained.
- < Specify that any deviation from these procedures will be by order of the court.

SHOULD THE ORDER NOT COMPLY WITH THESE GUIDELINES,  
IT IS SUBJECT TO BEING RETURNED FOR CORRECTION.

1 Name of Counsel, State Bar No.  
Firm Name, if any  
2 Street Address  
Post Office Box, if any  
3 Area Code and Phone No.

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5 Representation of Party in Interest

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UNITED STATES BANKRUPTCY COURT

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Southern District of California

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10	In re:	)	
		)	
11	LEAD CASE NAME,	)	Bankruptcy No.: LEAD CASE NO.
	Debtor.	)	Indicate: (Jointly Administered)
12	_____	)	or (Substantively Consolidated)
		)	
13	MEMBER CASE NAME 1,	)	TITLE OF ORDER OR DOCUMENT
	Member Case No. 1	)	
14		)	
	MEMBER CASE NAME 2,	)	
15	Member Case No. 2	)	
		)	
16	MEMBER CASE NAME 3,	)	
	Member Case No. 3	)	
17		)	
	MEMBER CASE NAME 4,	)	
18	Member Case No. 4	)	
	Debtors.	)	
19	_____	)	

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