



United States Bankruptcy Court District of New Jersey

Honorable Michael B. Kaplan, Chief Judge
Jeanne A. Naughton, Clerk

The purpose of this notice is to advise New Jersey Bankruptcy Court CM/ECF participants of new system and operational developments and to highlight issues that require immediate attention.

Office Locations

Newark

Martin Luther King, Jr. Federal Building
50 Walnut Street
Newark, NJ 07102
Phone (973) 645-4764
CM/ECF Helpdesk: (973) 645-3366

Trenton

Clarkson S. Fisher US Courthouse
402 East State Street
Trenton, NJ 08608
Phone (609) 858-9333
CM/ECF Helpdesk: (609) 858-9401

Camden

US Post Office and Courthouse
401 Market Street
Camden, NJ 08101
Phone (856) 361-2300
CM/ECF Helpdesk: (856) 361-2301

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COURT OPERATIONS CREATED BY COVID-19

The Court continues to operate under the provisions included in the [Amended General Order Regarding Court Operations Under the Exigent Circumstances Created by Coronavirus \(COVID-19\)](#) which was entered on August 27, 2021 and remains in effect through November 30, 2021. In addition, [District Court Standing Order 2021-08](#), which was entered on September 13, 2021, contains specific requirements for visitors (with limited exception) seeking entry into any U.S. Courthouse in the District of New Jersey.

Clerk's Office staff remains available by mail, email, and through the [main phone line](#) in each vicinage.

Parties should continue to refer to the Court's website, njb.uscourts.gov, for updates and information regarding Court operations and procedures during COVID-19.

REMOTE (ZOOM) TRIAL GUIDELINES

Guidelines for virtual trials using Zoom software can be found on the Court's website, njb.uscourts.gov > [For Attorneys](#) > [Zoom Trial Guidelines](#).

ADJOURNMENT REQUEST FORM - REVISED

E-Filers are advised that the Court's local form [Adjournment Request](#) has been revised to include a selection in the caption of the form to note whether or not the case is Subchapter V of Chapter 11. The revised form is available on the Court's website for immediate use.

OFFICIAL BANKRUPTCY FORM CHANGE Effective December 1, 2021

The amendment to [Official Form 122B Chapter 11 Statement of Your Current Monthly Income](#) clarifies that the form is not to be used by an individual debtor filing under Subchapter V of Chapter 11.

BANKRUPTCY RULE CHANGES

Effective December 1, 2021

The Federal Rules of Bankruptcy Procedure noted below will be amended effective December 1, 2021. No revisions to the Court's local rules have been proposed as a result of these changes:

- Rule 2005(c) is amended to delete references to 18 U.S.C. § 3146(a) and (b) and replace them with a reference to the relevant provisions and policies of 18 U.S.C. § 3142.
- Rule 3007(a)(2)(A)(ii) is amended to clarify service on insured depository institutions.
- Rule 7007.1 is amended to address corporate ownership statements.
- Rule 9036(b)(2)(B) statement from the Court's website:

Effective December 1, 2021, the Director of the Administrative Office of the United States Courts has designated any entity that receives 100 or more paper bankruptcy notices in a single calendar month as a high-volume paper notice recipient pursuant to Fed. R. Bankr. P. 9036(b)(2)(B) (as amended effective December 1, 2021) (the "Rule"). The threshold number of paper notices that will cause a notice recipient to be designated as a high-volume paper notice recipient pursuant to the Rule will be reviewed annually and may be adjusted once a year, effective on December 1st of each year.

Once the threshold paper notice amount is reached, the Bankruptcy Noticing Center (BNC) will notify the notice recipient that it must register for Electronic Bankruptcy Noticing (EBN) or that, if the recipient does not register within 45 days of the date of the notification, the BNC will establish an electronic address where the Director designates the recipient to receive its notices pursuant to the Rule.

For information on the EBN program, including registration assistance, you may visit [BankruptcyNotices.uscourts.gov](https://www.uscourts.gov/bankruptcy-notices). You may also call (877) 837-3424 or send an email to ebn@baesystems.com.

APPLICATION FOR PAYMENT OF UNCLAIMED FUNDS - UPDATE

Please be aware of the following changes, effective immediately, which have been made in order to further streamline the process of requesting and disbursing unclaimed fund payments:

- The [Instructions for Filing Application for Payment of Unclaimed Funds](#) have been revised to include a checklist of requirements, details regarding address discrepancies of a claimant, and a reminder that a separate [Certificate of Service](#) must be filed to certify that a copy of the application was sent to the United States Attorney for the District of New Jersey.
- A new Local Form [Certification in Support of Application for Payment of Unclaimed Funds](#) has been created which may be required in circumstances where a discrepancy in a claimant's address needs to be explained.
- Local Form [Order Granting Application for Payment of Unclaimed Funds](#) has been revised to include that in order for funds to be disbursed by the Clerk, a form must be submitted (after entry of an order granting the application) containing the Claimant's tax identification number.

The Court's webpage [Unclaimed Funds Arising From a Bankruptcy Case](#) contains the instructions and required forms relating to unclaimed funds payment requests.

MOTION TO CANCEL AND DISCHARGE MORTGAGE OR LIEN

E-Filers are reminded that pursuant to Bankruptcy Rule 5009(d), parties seeking an order to declare a lien satisfied must do so by motion. Local Forms [Certification in Support of Motion to Cancel and Discharge Mortgage or Lien](#) and [Order on Motion to Cancel and Discharge Mortgage or Lien](#) (as revised on December 1, 2017) are available from the Court's website when filing this type of motion. The related CM/ECF event titled [Cancel and Discharge Mortgage/Lien](#) can be found in the motions/applications category and requires that the filer select a hearing date.

DISCLOSURE OF CHAPTER 13 DEBTOR'S ATTORNEY COMPENSATION FORM – REVISED

E-Filers are reminded that as stated in the Court's *Notice to the Bar and Public Concerning 2021 Local Rule and Form Revisions* dated July 7, 2021, local mandatory form *Disclosure of Chapter 13 Debtor's Attorney Compensation Form* was revised effective August 1, 2021. Revisions to the form are: two new sections (Section 5 and Section 6) and a requirement to include the signature(s) of the debtor(s) on the form.

NOTE regarding Section 5 of the form: the debtor(s) initials are required in subsection (a) **or** subsection (b). In accordance with D.N.J. LBR 5005-1. Filing and Service of a Document, an electronic signature must be preceded by a /s/. Forms must include the debtor's initials, preceded by a /s/, in subsection 5(a) **or** subsection 5(b) as well as the debtor's signature(s), preceded by a /s/.

Failure to submit a form per the above and/or submitting a prior version of this form may result in dismissal of the debtor's case.

MISSING DOCUMENTS AND AMENDMENTS

E-Filers are reminded of the following with regard to Missing Documents, Amended Schedules, and Amended Lists of Creditors (mailing lists):

Pursuant to Fed. R. Bankr. P. 1007-1, the debtor shall file with the petition a list containing the name and address of each entity included, or to be included, on Schedules D, E/F, G or H. Accordingly, when missing documents are filed which add a party not previously included on the List of Creditors, the party must be added to the List of Creditors and the related filing fee must be paid pursuant to the Bankruptcy Court Miscellaneous Fee Schedule.


Pursuant to D.N.J. LBR 1009-1, when an amendment adds a creditor to Schedule D, E, F, G, or H, the debtor must also file an Amended List of Creditors, and include only the added creditor.


COURT COMMUNICATIONS


Staff members of registered users may also sign up to receive periodic newsletters and other communications from the Court by clicking on the "Sign up for email alerts" button at the bottom of the Court's home page, www.njb.uscourts.gov, and following the prompts.

Quick Links

- [CM/ECF Training Information](#)
- [CM/ECF Training Database](#)
- [CM/ECF Helpdesk Information](#)
- [Complex Chapter 11 Cases](#)
- [Unclaimed Funds Arising from a Bankruptcy Case](#)
- [Mediation Program](#)
- [Loss Mitigation Program and Procedures](#)
- [New Jersey Foreclosure Mediation](#)

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COURT HOLIDAY SCHEDULE

Please be advised that the Court will be closed on the following dates in November and December:

Thursday and Friday, November 25 & 26, 2021
Friday, December 24, 2021
Friday, December 31, 2021
