



United States Bankruptcy Court District of New Jersey

Honorable Kathryn C. Ferguson, Chief Judge
James J. Waldron, Clerk

The purpose of this notice is to advise New Jersey Bankruptcy 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

Trenton

Clarkson S. Fisher US Courthouse
402 East State Street
Trenton, NJ 08608
Phone (609) 858-9333

Camden

US Post Office and Courthouse
401 Market Street
Camden, NJ 08101
Phone (856) 361-2300

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PAYMENT OF FILING FEES IN INSTALLMENTS

Please be advised that a *General Order Pending Adoption of D.N.J. LBR 1006-1, Payment of Filing Fees in Installments* was signed on January, 27, 2016. The provisions of the Order are effective February 1, 2016. Highlights of the Order are:

- Debtors seeking to pay the filing fee in installments must file an *Application for Individuals to Pay the Filing Fee in Installments* (Official Form 103A) WITH the petition.
- Debtor seeking to pay the filing fee in installments MUST submit with the petition an initial installment payment in an amount equal to 25% of the filing fee.
- Each subsequent installment must be in an amount equal to 25% of the filing fee.
- When an *Application to Have the Chapter 7 Filing Fee Waived* (Official Form 103B) is denied, the initial installment payment must be made within 14 days of the filing date of the petition and be in an amount equal to 25% of the filing fee.

Failure to pay the filing fee in full, submit an *Application for Individuals to Pay the Filing Fee in Installments* together with an initial 25% installment payment, or file an *Application to Have the Chapter 7 Filing Fee Waived* will result in the issuance of an Order to Show Cause.

To view the Court's *General Order*, [click here](#).

JOINT ADMINISTRATION OF CASES

On January 27, 2016 the court entered the *General Order Pending Adoption of D.N.J. LBR 1015-1, Joint Administration of Cases*, which is effective February 1, 2016. The Order clarifies that a petition filed by an individual debtor may not be amended to add a spouse as a joint debtor. The spouse may commence a separate voluntary case and seek joint administration of the two related cases.

To view the Court's *General Order*, [click here](#).

REVISED LOCAL RULES

Efilers are advised that a *General Order Pending Amendment of Local Rules under the Court's Annual Rule Making Cycle* was entered January 27, 2016 and became effective February 1, 2016. Due to recent changes to the Official and Director's Forms, the *General Order* amends the following Local Rules as noted below.

D.N.J. LBR 1009-1, Amendment to Schedule or List of Creditors

D.N.J. LBR 2004-1, Examination

D.N.J. LBR 7003-1, Commencement of an Adversary Proceeding

The changes to Local Rule 2004-1 and 7003-1 are minor, in that the references to the Director's Forms were updated to reflect the new numbering format. The change to Rule 1009-1, however, eliminates the Court's Local Form, *Amendment to Schedules D, E, F, G, H or List of Creditors*.

To view the Court's *General Order*, [click here](#).

What do the changes mean to you?

When a debtor seeks to amend a schedule the corresponding official form must be completed and filed. The attorney must clearly indicate that the schedule amends a previous filing by checking the box highlighted below. Only the affected creditor(s) should be included on the amended schedule.

| Fill in this information to identify your case: | | | |
|---|------------|-------------------|-----------|
| Debtor 1 | _____ | _____ | _____ |
| | First Name | Middle Name | Last Name |
| Debtor 2 (Spouse, if filing) | _____ | _____ | _____ |
| | First Name | Middle Name | Last Name |
| United States Bankruptcy Court for the: | _____ | District of _____ | ▾ |
| Case number (If known) | _____ | | |

Check if this is an amended filing

Official Form 106D

Schedule D: Creditors Who Have Claims Secured by Property

12/15

This change also affects the process to submit a change of address. Effective immediately, parties seeking to change their address, and debtor's seeking to change their address or the address of a previously listed creditor, must use the Court's Local Form, [Change of Address](#).

REFUNDS

The Judicial Conference of the United States generally prohibits refunding of filing fees, but allows limited refund authority when errors in payments are made electronically. Please be advised that effective immediately, the Board of Judges for the Bankruptcy Court for the District of New Jersey has approved the Local Forms, *Application for Refund of Filing Fee* and *Order Concerning Application for Refund of Filing Fee* for use by filers who believe an error was made concerning the payment of a filing fee.

The forms are available on the Court's web site, www.njb.uscourts.gov.

ORDER SHORTENING TIME

Efilers are advised that the Court's mandatory Local Form, *Order Shortening Time Period for Notice, Setting Hearing and Limiting Notice* has been revised effective February 1, 2016.

[Click here](#) to download the latest version of the Order.

COURT HOLIDAY SCHEDULE And INCLEMENT WEATHER REMINDER

The court will be closed on the following days in February and March:

Friday, February 12, 2106

Monday, February 15, 2016

March 25, 2016

INCLEMENT WEATHER REMINDER: Please be reminded that weather related court closings and calendar changes will be posted to the court's web site, www.njb.uscourts.gov.

HELP DESK INFORMATION

CM/ECF Helpdesk:

By telephone:

Camden: 856-361-2301

Newark: 973-645-3366

Trenton: 609-858-9401

By email:

cmecf_help_desk@njb.uscourts.gov

NextGen Helpdesk:

973-645-3930

RECEIPT OF THIS NEWSLETTER AND OTHER COURT COMMUNICATIONS

Efilers are reminded that their staff may sign up to receive periodic newsletters and other communications from the Court by clicking on the "Sign up for email alerts" link at the bottom of the Court's home page, www.njb.uscourts.gov, and following the prompts.

