

## OTHER MISCELLANEOUS GUIDELINES AND THINGS TO REMEMBER

- ***Plans***

- Plans not filed with petition must be served by the attorney and a separate Certificate of Service or Notice of Filing must be filed.
- Each time an amended plan is filed, it must be served by the attorney and include a Certificate of Service or Notice of Filing.
- Be sure to use the newly revised National Plan for all cases filed on or after 12/1/17.

- ***Fee Applications – Can be filed as one document (w/ separate order)***

- Please remember to always use the *latest forms* for your CARA, fee application and fee order. All updated forms can be found on the court's website.
- Please check that the amounts (*specifically retainer amounts*) on the 2016(b) disclosure, fee application, CARA, letter agreement and order all match.
- Please remember to attach the CARA and Letter Agreement and correct order form

- ***Motions to Modify***

- Please include the plan terms, *i.e.* 100% plan; \$400/mo. for 36 mos. and indicate if the dividend and/or term changes with the modification.

- ***Motions to Extend/Impose Stay***

- Please include the date the current petition was filed.
- Please attach an Affidavit and new Schedule I and J

*Thank you for your cooperation!*