

**UNITED STATES BANKRUPTCY ADMINISTRATOR
SOUTHERN DISTRICT OF ALABAMA**

113 ST. JOSEPH STREET, BOX 16
MOBILE, ALABAMA 36602

MARK S. ZIMLICH
BANKRUPTCY ADMINISTRATOR

TELEPHONE: (251) 441-5433
FAX: (251) 433-1458
www.alsba.uscourts.gov

INSTRUCTIONS FOR FILING CHAPTER 11 DOCUMENTS

DOCUMENTS TO BE ELECTRONICALLY FILED WITH THE CLERK OF COURT

B25C Small Business Operating Report
BA-1 Monthly Financial Report (Bank Statements & Checks)
BA-2 Quarterly Fee Statement
BA-3 Certification and Statement of Legal Services Rendered
BA-4 Chapter 11 Post confirmation Report (Bank Statements & Checks)
Proof of Insurance (Include cover pleading with style of case)
List of Salaries, Compensation and Fringe Benefits
Plan and Disclosure Statement
Application for Attorney Fees

NOTE: Fill in forms are available on our website at: www.alsba.uscourts.gov

**DOCUMENTS TO BE FILED WITH THE BANKRUPTCY ADMINISTRATOR
113 ST. JOSEPH STREET, BOX 16, MOBILE, AL 36602**

Original - Information Form
Original - Bank Depository Notification Form
Copy - Federal and State Income Tax Returns
Copy - Plan and Disclosure Statement
Copy - Application for Attorney Fees. (Include rates for attorneys and breakdown of expenses, including fax rate, copy rate and all documentation pertaining to travel expenses).

Mark S. Zimlich
U. S. Bankruptcy Administrator

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