UNITED STATES BANKRUPTCY ADMINISTRATOR
SOUTHERN DISTRICT OF ALABAMA
POST OFFICE BOX 3083
MOBILE, ALABAMA 36652-3083

TRAVIS M. BEDSOLE, JR.
ADMINISTRATOR

TELEPHONE: (251) 441-5433
FAX: (251) 441-6263

INSTRUCTIONS FOR FILING CHAPTER 11 DOCUMENTS

DOCUMENTS TO BE ELECTRONICALLY FILED WITH THE CLERK OF COURT

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 Postconfirmation 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
Report of Payments (ROP)

DOCUMENTS TO BE FILED WITH THE BANKRUPTCY ADMINISTRATOR P. O. BOX 3083, MOBILE, AL 36652-3083

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).

Travis M. Bedsole, Jr.
U. S. Bankruptcy Administrator

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