

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

113 ST. JOSEPH STREET, STE. 520  
MOBILE, ALABAMA 36602-3625

MARK S. ZIMLICH  
BANKRUPTCY ADMINISTRATOR

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[www.alsba.uscourts.gov](http://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](http://www.alsba.uscourts.gov)**

**DOCUMENTS TO BE FILED WITH THE BANKRUPTCY ADMINISTRATOR**  
**113 ST. JOSEPH STREET, SUITE 520, MOBILE, AL 36602-3625**

**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**