

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF ALABAMA

In re:

«Debtor_name»

CASE NO. «Case_number»

Debtor

**SMALL BUSINESS REORGANIZATION
CHAPTER 11 OPERATING ORDER**

To ensure the successful, orderly administration of this case, the Court assigns certain responsibilities to the debtor to comply with the provisions of Subchapter V of Chapter 11 and the Rules of Bankruptcy Procedure.

On the effective date of this Order the debtor is **ORDERED** to comply with the following:

A. MEETING WITH BANKRUPTCY ADMINISTRATOR: At the place and time below, unless otherwise agreed upon by the Bankruptcy Administrator, the debtor and its attorney shall meet with the Bankruptcy Administrator, or his designee, for the debtor to verify that all provisions of this Order required to be done by that date have been done and that all mechanisms are in place to assure future compliance.

DATE: «DIP_date»
TIME: «DIP_time»
PLACE: 113 St. Joseph Street
Street Room 520
Mobile, AL 36602

B. SMALL BUSINESS STATUS REPORT: Not later than 14 days before the status conference under §1188(a), the debtor shall file with the court and serve on the trustee and all parties in interest a report that details the efforts the debtor has taken and will undertake to attain a consensual plan of reorganization.

C. SCHEDULES AND STATEMENT OF FINANCIAL AFFAIRS: The debtor shall file all schedules and statement of financial affairs with the petition or within 14 days after entry of the order for relief unless, after notice and hearing, the court grants an extension.

D. TAX RETURNS: The debtor shall timely file all state and federal tax returns and other required government filings, and, subject to §363(c)(2), timely pay all taxes entitled to

administrative expensive priority except those being contested by appropriate proceedings being diligently prosecuted. By the date set out in paragraph A above, the debtor shall file with the court copies of federal and state tax returns for the year preceding the filing of the Chapter 11 petition. Within five (5) business days of the filing of the federal and state tax returns which become due subsequent to the filing of the Chapter 11 petition, the debtor shall file with the court copies of said returns.

E. PROOF OF INSURANCE: The debtor shall maintain insurance customary and appropriate to the industry, and shall file with the Clerk of Court, Declaration Pages for all insurance policies (including property damage, liability and workmen's compensation insurance) showing a general description of the property insured, the name of the insurer, name and address of the issuing agent, the amount of coverage, type of insurance, date of expiration, policy number, and amount of premium. Proof of insurance shall include a cover pleading with the style of the case.

(a) If worker's compensation insurance is required by law, the debtor shall maintain said insurance in full force and effect.

(b) Should any of the insurance policies listed be cancelled or not renewed before their expiration dates, the debtor shall notify the Bankruptcy Clerk's Office and the Bankruptcy Administrator, in writing no later than three (3) days after receipt of the notice of cancellation or failure to renew.

G. CASH COLLATERAL: The debtor is cautioned to comply with 11 U.S.C. §552, concerning motions for use of cash collateral.

H. OBTAINING CREDIT: The debtor is cautioned to comply with 11 U.S.C. §364, concerning motions for post-petition financing for which court approval is required.

I. USE, SALE, OR LEASE OF PROPERTY; LABOR CONTRACTS: The debtor is cautioned to comply with 11 U.S.C. §363, concerning the use, sale, or lease of property; 11 U.S.C. §365 regarding assuming or rejecting leases or executory agreements; and 11 U.S.C. §1113 concerning collective bargaining agreements.

J. INSPECTION OF PROPERTY AND RECORDS: The debtor shall permit the Bankruptcy Administrator or his designee reasonable inspection of its business premises, properties, books and records.

K. REPORTS TO THE BANKRUPTCY ADMINISTRATOR: The debtor shall file with the Clerk of Court a Monthly Small Business Operating Report (Form 425C) and other reports as required by the Federal Rules of Bankruptcy Procedure or by local rule.

L. PROFESSIONAL PERSONS: The debtor shall file applications in accordance with 11 U.S.C. §327 for authority to employ any professional persons including, but not limited to attorneys, accountants and appraisers.

M. BANKRUPTCY ADMINISTRATOR'S DESIGNEE: Any reference in this Order to the "Bankruptcy Administrator" includes such designee as the Administrator may select.

N. DEBTORS OTHER THAN INDIVIDUALS: Though the debtor has been referred to herein in the neuter gender, such reference shall be construed in the appropriate gender. If the debtor is not an individual, the responsible party executing forms shall be designated the "debtor" within the meaning of Bankruptcy Rule 9001(5).

O. AMENDMENT OF THIS ORDER: After this Order becomes effective, it may be amended upon proper motion for good cause shown, with a copy of said motion being served upon the Bankruptcy Administrator.

Dated: February 11, 2020

U.S. Bankruptcy Judge