

Words in *italics and BOLD within brackets* signal that the person preparing the form must customize the form and insert information to fit the proceeding as indicated.

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF GEORGIA
[Name of Division] DIVISION

IN RE:) Case No. *[xx-xxxxx]* - *[Assigned*
) *Judge's Initials]*
)
[Name of Debtor(s)],) Chapter *[xx]*
)
Debtor.)

[Name of Movant],)
)
Movant,)
)
vs.) CONTESTED MATTER
)
[Name of Respondent],)
)
Respondent.)

NOTICE OF REQUIREMENT OF RESPONSE TO

[Describe type of motion or notice filed]

AND OF TIME TO FILE SAME

PLEASE TAKE NOTICE that *[Name of Movant]* has filed *[Describe type of motion or notice filed]* and related papers with the court seeking an order *[describe the relief sought in the motion or objection]*.¹

Your rights may be affected. You should read these papers carefully and discuss them with your attorney, if you have one in this bankruptcy case. If you do not have an attorney, you may wish to consult one.

If you oppose the proposed action or do not want the court to grant the relief requested, or if

¹Describe the proposed action or relief requested and summarize the grounds for the proposed action or relief requested with regard to which an order is sought. If the motion or notice is served on all parties entitled to notice, it is sufficient to describe the motion or notice.

you want the court to consider your views, then on or before *[State appropriate deadline for response²]*, you or your attorney must:

(1) File with the court a written response, explaining your positions and views as to why the requested relief should not be granted. The written response must be filed at the following address:

[State address of Clerk of Court of appropriate division]

If you mail your response to the Clerk for filing, you must mail it early enough so that the Clerk will **actually receive** it on or before the date stated above.

(2) Mail or deliver a copy of your written response to the Movant's attorney at the address stated below. You must attach a Certificate of Service to your written response stating when, how, and on whom (including addresses) you served the response.

If you or your attorney do not file a timely response, the court may decide that you do not oppose the proposed action or the relief sought, in which event the hearing scheduled below may be cancelled and the court may enter an order authorizing the proposed action or granting relief as requested without further notice and without a hearing.

If you or your attorney file a timely response, then a hearing will be held in *[State place of hearing, e.g., Courtroom number and street address of building]* at *[State time]* on *[State Date]*.³ You or your attorney must attend the hearing and advocate your position.

Bankruptcy Local Rule 9014-2 governs the requirement of a response.

Dated: *[Date]*.

[SIGNATURE]
[Name of Attorney] [Bar No.]
[Address]
[Telephone Number]
Attorney for *[Name of Movant]*

²Insert a date certain that is not less than the number of days after service that the Federal Rules of Bankruptcy Procedure and the Local Rules of this Court prescribe for the filing of a response or objection with regard to the proposed action or relief requested. If no time is specified, the time is 21 days. The date by which a required response or objection must be filed shall be computed in accordance with the Bankruptcy Rules. Thus, to determine the correct date, add three days to the prescribed notice period to account for service of the notice by mail. FED. R. BANKR. P. 3007, 9006(f). If the last day falls on a weekend or federal holiday, insert the next business day. FED. R. BANKR. P. 9006(a).

³Obtain the hearing date by following the procedures for scheduling hearings used by the judge to whom the case is assigned.

Certificate of Service

I, *[Name of person serving pleadings and notice]*, certify under penalty of perjury that I am over the age of 18 and that on *[Date]*, I served a copy of the *[Describe pleading served]*, together with a copy of the foregoing Notice, by first class U.S. Mail, with adequate postage prepaid, on the following persons or entities at the addresses stated:

***[State name and address of each person or entity to which copies were mailed.
READ AND COMPLY WITH BANKRUPTCY RULE 7004 CONCERNING HOW
TO EFFECT PROPER SERVICE.]***

Dated: *[Date]*

Signature of Person Serving Pleading and Notice
*[Name and address of person serving pleading and
notice]*