

1. **Purpose.**

The purpose of this information is to provide guidance to court personnel and to the public in the proper use and preparation of the procedural bankruptcy forms issued by the Director of the Administrative Office of the United States Courts.

2. **Scope.**

This information is intended for use in all staffed clerk's offices, Bankruptcy Administrator offices, and, where appropriate, by members of the bar and the public.

3. **Authority.**

The procedural forms are prescribed by the Director of the Administrative Office pursuant to Rule 9009 of the Federal Rules of Bankruptcy Procedure.

4. **Responsibilities.**

A. The Administrative Office is responsible for drafting and updating the forms and the instructions for using the forms.

B. The clerk of court is responsible for:

1. Observing the procedures set forth in this volume for using the Director's forms.
2. Making a copy of this manual available for use and copying by the public.
3. Requisitioning and providing copies to the public of the following forms: Proof of Claim, Notice to Individual Consumer Debtor, Summonses, and Subpoenas. The clerk may request centrally stocked bankruptcy forms from the GSA National Forms and Publications Center, Warehouse 4, Dock 1, 4900 South Hemphill Street, Fort Worth, Texas 76115 by completing Form AO 15F and following the procedures set forth in Volume XIII, Chapter XVII, Part E of the Guide to Judiciary Policies and Procedures. Forms also may be reproduced locally. Sample copies of forms which were previously stocked by the GSA but have been discontinued due to low usage may be requested from Printing, Mail, and Library Services in the Administrative Services Office at the Administrative Office of the United States Courts by calling (202) 502-1310.

5. **Forms.**

Copies of the Director's forms, together with instructions for the public and guidelines for the clerk of court, are found on the pages which follow.

INTRODUCTION TO THE DIRECTOR'S PROCEDURAL FORMS

Since the publication of the first edition of this manual, several new Director's procedural bankruptcy forms have been issued to implement changes in the Bankruptcy Code and the Federal Rules of Bankruptcy Procedure, including the Bankruptcy Reform Act of 1994, Public Law No. 103-394. These include new forms B 13S, B 15S, B 280, and B 281. In addition, a number of the Director's forms have been revised to conform with the changes in the Code, rules, and Official Forms.

Several of the Director's procedural forms have been renumbered for ease of reference. These include the following forms:

<u>New form number:</u>	<u>Former form number:</u>
B 18F	B 243A
B 18FH	B 243B
B 18W	B 242A
B 18WH	B 242B
B 230A	B 231A
B 230B	B 231B
B 231A	B 230A
B 231B	B 230B