

**INSTRUCTIONS FOR PREPARING:  
APPLICATION TO EXTEND TIME TO FILE MISSING DOCUMENTS**

**I. General Instructions**

- a. The information in this document and the prompts contained in the attached application packet are not legal advice and are not a substitute for legal advice.
- b. An application is a semi-formal request for relief from the Court. These instructions and the prompts contained in the documents will help you prepare the application. An “application package” typically consists of three documents: 1) an Application; 2) a Certification of Service; and 3) a proposed Order.
- c. When you submit your application to the Clerk’s Office, you must provide 1 original set of documents and 1 copy.
  - i. If you file the application in person at the clerk’s office, the copy will be given back to you marked “Filed.”
  - ii. If you mail the application to the Clerk’s Office, you must include a self-addressed, stamped envelope for the return of your filed application. See Clerk’s Office addresses listed under Resources.
- d. Hearings are not held on applications. Rather, the judge will allow interested parties 7 days to file an objection to your application. Upon the expiration of the deadline to file objections, the judge will review your application and any objections or responses that were filed, and make a decision whether to grant your request.
- e. Complete the blank forms in this package by following the prompts.
- f. Signatures: All documents must be signed and dated.
  - i. If your case is a joint case, both debtors must sign the application.
- g. After the judge decides whether to grant or deny your request, you will receive a copy of the order the judge signed in the mail.

**II. TERMS RELATED TO YOUR APPLICATION:**

**Application:** A semi-formal request for relief filed with a court that contains the facts supporting the reason why you believe the court should grant the relief requested.

**Service:** The act of providing a copy of the application package to all parties who may have an interest in the outcome. See Local Rule 9013-2.

**Certification of Service:** The filer must set forth in the Certification of Service the name and address of each party served, their relationship to the case, for example: trustee, creditor; and the manner in which they were served. The Certification must be signed by the person who served the documents. See Local Rule 9013-2.

**Proposed Order:** The proposed order contains the relief the filer seeks. The judge will decide whether to grant or deny the filer's request for relief and will sign the order. See Local Rule 9013-4.

### **III. RESOURCES:**

#### **Clerk's Office Locations:**

U. S. Bankruptcy Court  
Clerk's Office  
U. S. Post Office and Courthouse  
401 Market Street  
Camden, NJ 08101  
609-361-2300

U. S. Bankruptcy Court  
Clerk's Office  
Martin Luther King, Jr. Federal Building  
50 Walnut Street  
Newark, NJ 07102  
973-645-4764

U. S. Bankruptcy Court  
Clerk's Office  
Clarkson S. Fisher U. S. Courthouse  
402 East State Street  
Trenton, NJ 08608  
609-858-9333

**United States Bankruptcy Court, District of New Jersey:** [www.njb.uscourts.gov](http://www.njb.uscourts.gov)

**Local Rules for the U. S. Bankruptcy Court for the District of New Jersey:**

[www.njb.uscourts.gov/local-rules-and-orders](http://www.njb.uscourts.gov/local-rules-and-orders)

**Local Forms:** <http://www.njb.uscourts.gov/forms>

**Pacer** (To view documents in the Court's electronic filing system): [www.pacer.gov](http://www.pacer.gov)

**Glossary of Legal Terms:** <http://www.uscourts.gov/glossary>

**Bankruptcy Basics:** <http://www.uscourts.gov/services-forms/bankruptcy/bankruptcy-basics>

**General Resources:** <http://www.njb.uscourts.gov/understanding-bankruptcy/resources>

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW JERSEY

**Caption in Compliance with D.N.J. LBR 9004-1(b)**  
[Enter your name, address and telephone number]

**In Re:**  
[Enter the debtor's name(s)]

Case No.: \_\_\_\_\_  
[Enter the case number]

Chapter: \_\_\_\_\_  
[Enter the chapter; example: 13]

Judge: \_\_\_\_\_  
[Enter the Judge's last name]

**APPLICATION TO EXTEND THE TIME TO FILE MISSING DOCUMENTS**

I, [Enter the debtor's name] \_\_\_\_\_, am the debtor in this case and submit this application in support of my request to extend the time within which I must file the balance of my schedules. I am fully familiar with my case, and certify as follows:

1. I filed for bankruptcy on: [Enter the date you filed your petition] \_\_\_\_\_.
2. When I filed my petition, I did not file all the documents required to be filed under chapter [Enter the chapter under which you filed your bankruptcy case, i.e., chapter 7] \_\_\_\_\_ of the Bankruptcy Code.
3. As a result of my failure to file a complete petition, the court issued a *Notice of Missing Documents and Notice of Dismissal if Documents Are Not Timely Filed*. According to the *Notice*, I must file the balance of my schedules by [Enter the date by which the balance of your schedules must be filed] \_\_\_\_\_.
4. I  have,  have not previously sought to extend the time within which the balance of my schedules must be filed.

5. I am unable to file the balance of my schedules by the above date because: *[Enter the reason you are unable to file the balance of your schedules at this time]* \_\_\_\_\_

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I certify under penalty of perjury that the foregoing statements are true.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Debtor

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Joint Debtor (if any)

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW JERSEY

**Caption in Compliance with D.N.J. LBR 9004-1(b)**  
*[Enter your name, address and phone number]*

**In Re:**  
*[Enter the debtor's name(s)]*

Case No.: \_\_\_\_\_  
*[Enter the case number]*

Chapter: \_\_\_\_\_  
*[Enter the chapter of the case]*

Judge: \_\_\_\_\_  
*[Enter the Judge's last name]*

**CERTIFICATION OF SERVICE**

1. I, *[Enter your name]* \_\_\_\_\_ am the *[Enter your relationship to the case. For example, debtor, debtor's attorney]* \_\_\_\_\_ in this case.
2. On *[Enter the date you served the documents]* \_\_\_\_\_, I sent a copy of the following pleadings and/or documents to the parties listed in the chart below.  
*[Place a check next to each document you served]*  
 Application to Extend Time to File Missing Documents  
 Proposed Order Extending Time to File Missing Documents  
 Other \_\_\_\_\_  
*[Specify the additional document(s) served]*
3. I certify under penalty of perjury that the above documents were sent using the mode of service indicated below.

Date: \_\_\_\_\_  
*[Enter the date you signed this document]*

\_\_\_\_\_  
Signature *[Of the person who served the documents]*

Name and Address of Party Served	Relationship of Party to the Case	Mode of Service
<i>[Enter the name and address of the party you served]</i>	<i>[Enter the party's relationship to the case]</i>	<input type="checkbox"/> Hand-delivered <input type="checkbox"/> Regular mail <input type="checkbox"/> Certified mail/Return receipt requested <input type="checkbox"/> Other _____ (As authorized by the Court or rule. Cite the rule if applicable.)
<i>[Enter the name and address of the party you served]</i>	<i>[Enter the party's relationship to the case]</i>	<input type="checkbox"/> Hand-delivered <input type="checkbox"/> Regular mail <input type="checkbox"/> Certified mail/Return receipt requested <input type="checkbox"/> Other _____ (As authorized by the Court or rule. Cite the rule if applicable.)
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UNITED STATES BANKRUPTCY COURT  
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**Caption in Compliance with D.N.J. LBR 9004-1(b)**  
*[Enter your name, address and phone number]*

**In Re:**  
*[Enter the debtor's name(s)]*

Case No.: \_\_\_\_\_  
*[Enter the case number]*

Chapter: \_\_\_\_\_  
*[Enter the case number]*

Judge: \_\_\_\_\_  
*[Enter the Judge's last name]*

**ORDER CONCERNING APPLICATION TO  
EXTEND TIME TO FILE MISSING DOCUMENTS**

The relief set forth on the following page is **ORDERED**.

*[Leave the rest of this page blank]*



The Court having reviewed the debtor's Application Time to Extend Time to File Missing Documents, and any related responses or objections, it is hereby

ORDERED that:

The debtor's request to extend the time within which the missing documents must be filed is granted. The balance of the debtor's schedules as set forth in the Court's *Notice of Missing Documents and Notice of Dismissal if Documents are Not Timely Filed* must be received by the Court no later than \_\_\_\_\_. If all missing documents are not filed by this date, the case will be dismissed without further notice.

The debtor's request to extend the time to file missing documents is denied. The case is dismissed. All outstanding fees to the Court are due and owing and must be paid within 5 days of the date of this Order.