

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY**

**NOTICE TO THE BAR AND PUBLIC
CONCERNING LOCAL FORM CHANGES**

Please be advised that the Board of Judges of the United States Bankruptcy Court for the District of New Jersey has approved changes to certain of the Court's mandatory Local Forms. The changes are effective immediately and impact the following Local Forms:

- **Application for Order Shortening Time** – This application has been modified to require applicants to identify the date by which the underlying motion must be heard based on the circumstances of the case.
- **Order Shortening Time Period for Notice, Setting Hearing and Limiting Notice** – This order has been modified to include Zoom hearing information, if applicable.
- **Order Granting Application for Payment of Unclaimed Funds** – This order previously required form *Request for Payee Information and TIN Certification (AO213P)*¹ to be filed upon entry of the order. This requirement has been deleted, as form *Request for Payee Information and TIN Certification (AO213P)* must now accompany an *Application for Payment of Unclaimed Funds*.
- **Mediation Report** – This form has been modified to clarify what the parties must file to effectuate dismissal and closing of the case.

The above-referenced revised forms are attached for ease of reference and will also be posted on the Court's website, www.njb.uscourts.gov.

Dated: May 19, 2025

Jeanne A. Naughton, Clerk

¹ Or other acceptable documentation as set forth in D.N.J. LBR 3011-1.

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY

Caption in Compliance with D.N.J. LBR 9004-1(b)

In Re:

Case No.: _____

Chapter: _____

Hearing Date: _____

Judge: _____

APPLICATION FOR ORDER SHORTENING TIME

The applicant _____, on behalf of
_____ requests that the time period to/for
_____ as required by _____ be shortened
pursuant to Fed. R. Bankr. P 9006(c)(1), for the reason(s) set forth below:

1. A shortened time hearing is requested because:
2. A hearing is requested on or before:
3. Reduction of the time period is not prohibited under Fed. R. Bankr. P 9006(c)(1).

The applicant requests entry of the proposed order shortening time.

Date: _____

Signature

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY

Caption in Compliance with D.N.J. LBR 9004-1(b)

In Re:

Case No.: _____

Chapter: _____

Judge: _____

**ORDER SHORTENING TIME PERIOD FOR NOTICE,
SETTING HEARING AND LIMITING NOTICE**

The relief set forth on the following pages, numbered two (2) and three (3), is hereby **ORDERED**.

—

After review of the application of _____ for a reduction of time for a hearing on _____ under Fed. R. Bankr. P. 9006(c)(1), it is

ORDERED as follows:

1. A hearing will be conducted on the matter on _____ at _____ in the United States Bankruptcy Court, Courtroom No. _____.

2. The Applicant must serve a copy of this Order, and all related documents, on the following parties:

by ☐ each, ☐ any of the following methods selected by the Court:

☐ fax, ☐ overnight mail, ☐ regular mail, ☐ email, ☐ hand delivery.

3. The Applicant must also serve a copy of this Order, and all related documents, on the following parties:

by ☐ each, ☐ any of the following methods selected by the Court:

☐ fax, ☐ overnight mail, ☐ regular mail, ☐ email, ☐ hand delivery.

4. Service must be made:

☐ on the same day as the date of this order, or

☐ within _____ day(s) of the date of this Order.

5. Notice by telephone:

☐ is not required

☐ must be provided to _____

☐ on the same day as the date of this Order, or

☐ within _____ day(s) of the date of this Order.

6. A *Certification of Service* must be filed prior to the hearing date.

7. Any objections to said motion/application identified above:

☐ must be filed with the Court and served on all parties in interest by electronic or overnight mail _____ day(s) prior to the scheduled hearing; or

☐ may be presented orally at the hearing.

8. ☐ Court appearances are required to prosecute said motion/application and any objections.

☐ Parties may request to appear by phone by contacting Chambers prior to the return date.

9. ☐ The hearing will be conducted via Zoom using the Judge's standard Zoom link for remote appearances, which can be found on the Judge's page on the Court's website:

<https://www.njb.uscourts.gov/>

☐ The hearing will be conducted via a specialized Zoom link. See instructions below:

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY

Caption in Compliance with D.N.J. LBR 9004-1(b)

In Re:

Case No.:

Chapter:

Judge:

**ORDER GRANTING APPLICATION FOR
PAYMENT OF UNCLAIMED FUNDS**

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

On _____, an application was filed for the Claimant(s), _____, for payment of unclaimed funds deposited with the court pursuant to 11 U.S.C. § 347(a). The application and supporting documentation establish that the Claimant(s) is entitled to the unclaimed funds; accordingly, it is hereby

ORDERED that pursuant to 28 U.S.C. § 2042, the sum of \$_____ held in unclaimed funds be made payable to _____ and be disbursed to the payee at the following address:

The Clerk will disburse these funds not earlier than 14 days after entry of this Order.

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY

Caption in Compliance with D.N.J. LBR 9004-1(b)

In Re:

Case No.: _____

Adv. Pro. No.: _____

Chapter: _____

Judge: _____

MEDIATION REPORT

By order of this court dated _____, this matter was referred to mediation.

1. A settlement of this matter:

☐ was reached ☐ was not reached

2. [If a settlement was reached:] The party designated to file the settlement document(s) is: _____ [identify party by name]. The settlement document(s) will be filed on or before _____ [date].

3. Resolution of Adversary Proceeding:

☐ All outstanding issues have been resolved and the parties are directed to file appropriate documents to effectuate dismissal and closure of the case.

☐ There are issues that have not been resolved and the case shall remain open.

☐ The matter addressed by mediation does not apply to an adversary proceeding.

Dated: _____

Mediator's Signature