

Fill in this information to identify your case

UNITED STATES BANKRUPTCY COURT DISTRICT OF COLORADO

Lead Debtor: _____ Lead Case #: _____
First Name Middle Name Last Name

Debtor: _____ Case #: _____
First Name Middle Name Last Name

Local Bankruptcy Form 3003-1.3

Notice of Order Establishing Procedures and Bar Date for the Filing of Proofs of Claim Pursuant to Fed. R. Bankr. P. 3003(c)(3)

Complete applicable sections.

Part 1 Notice

To individuals and entities who may be creditors of debtor:

Please take notice that the Court has entered an order establishing procedures and a bar date for filing proofs of claim pursuant to Federal Rule of Bankruptcy Procedure 3003(c)(3) as follows:

- a. All proofs of claim must be filed with the Court such that they are received no later than _____ **[month/day/year]** (the "Bar Date"). Claims are not deemed filed until actually received by the Clerk. Claimants can file an electronic proof of claim on the Court's website at www.cob.uscourts.gov/proof-claim. No login or password is required. Claimants can also file a proof of claim in person or by mail at the U.S. Bankruptcy Court, 721 19th Street, Denver, CO 80202.
- b. Any claims filed after the Bar Date will be disallowed. Any individual or entity that is required to file a proof of claim by the Bar Date and that fails to do so will not be treated as a creditor for the purposes of voting or distribution, may not receive any further notices of mailings in this chapter 11 case and any claim of such individual or entity will be forever barred.
- c. Any creditor holding a claim arising prior to date of debtor's chapter 11 bankruptcy filing, _____ **[month/day/year that petition was filed]**, must file a proof of claim with the court if the claim is: (i) not scheduled, (ii) scheduled as disputed, contingent, or unliquidated, or (iii) if such creditor disagrees with the amount of the scheduled claim.
- d. Following the Bar Date, a creditor will not be allowed to amend a claim deemed filed on its behalf pursuant to 11 U.S.C. § 1111(a) by virtue of the listing of such claim by debtor in the applicable bankruptcy schedules.
- e. Proofs of claim must not be filed naming the lead debtor's name, _____ **[debtor's name]** unless the lead debtor is the actual entity against whom the claim is made. _____ **[Lead debtor's name]** is the name provided for joint bankruptcy administration only. In each proof of claim filed with the Court, you must (i) name one specific debtor, and (ii) state that debtor's individual bankruptcy case number as set forth above. Do not combine claims against two or more debtors into one proof of claim form. In order to assist in the review and reconciliation of proofs of claim, claims should include copies of any invoices, statements or other documents which evidence or support the amount and basis of the claim.
- f. Claimants who have already filed their proofs of claim should not file a duplicate claim. Claimants who have filed a proof of claim may file an amended proof of claim by the Bar Date.

Any claim not timely filed with the Clerk within the time set forth above will be forever barred from sharing in the estate or being treated as a claim for purposes of voting or distribution.¹

¹ Subject to 11 U.S.C. § 726(a)(1) in the event of conversion.

Part 2 Signature of Debtor's Attorney or Debtor (if unrepresented)

Dated: _____

By: _____

Signature

Bar Number (if applicable): _____

Mailing Address: _____

Telephone number: _____

Facsimile number: _____

E-mail address: _____

Commentary

The caption for jointly administered cases must be in compliance with L.B.R. 1015-1: All motions, pleadings and other documents filed in the jointly administered cases must be filed, docketed and processed in the lead case and bear a combined caption, including the full name and case number of each specific case. This does not apply to proofs of claim, which should be filed in each specific case.