

Common Document Mistakes: Catch Your Mistakes Before You File

This questionnaire was created to help you identify common filing errors and prevent mistakes. If you have questions, please call the clerk's office at (334) 954-3800. A case administrator will be happy to provide further guidance.

New Cases

Does your Application to Pay the Filing Fee in Installments reflect the correct fee amount? If you are unsure of the amount of the filing fee, you can visit the court's website at <https://www.almb.uscourts.gov/fees> for a list of all court fees.

Does your Chapter 13 Plan and Application to Pay the Filing Fee in Installments reflect what was paid with the filing of the Petition?

If you have a debtor with a business and you list it on Part 1, Number 4, is it also listed on Part 3, Number 12? Remember, this is only for sole proprietors, not LLCs or corporations.

The Statement Concerning Payment Advices must have both debtors' names listed in the heading of the statement if it is being filed in a case with two debtors.

All filings

Is the debtor's name (and joint debtor's name if applicable) in your header?

- Is the name used in the header listed on the case information in CM/ECF and on the petition?

Is the correct case number in the header of the document? Are you filing the document in the correct case?

Are all personal identifiers redacted?

- Social security numbers
- Birthdates
- Financial account numbers
- Names of minors

Is your document signed?

- Do you have a signature block as required by Local Rule 9011-1?
 - Name
 - Address
 - Email address
 - Phone number

Does your document need (and have) a certificate of service?

- All motions, responses, objections, and notices (except a change of address) need certificates of service.

Is the local or national bankruptcy form you are using current? Forms can be found on the court's website using the following link, <https://www.almb.uscourts.gov/forms/>.

Motions and Objection to Claims

Is your document a 9007-1 motion, a 3007-1 objection to claim, or a 4001-1 motion for relief from stay?

- Does your motion have the required negative notice language? A list of the motions governed by these rules and the correct language can be found in the local rules on the court's website: www.almb.uscourts.gov.
- Does your objection to claim have the correct claim number in the title, body text, and certificate of service in the document? Did you list the creditor being served?

Amended Documents

Is your document amending a prior filing?

- Is the word "Amended" in the title of your document?
- If your amended motion is a 9007-1 motion, have you removed the required negative notice language from your document?
- If your amended motion is a 4001-1 motion, is the required negative language on the document?
- If your amended motion is a 3007-1 motion, is the required negative language on the document?