

United States Bankruptcy Court, District of New Mexico
COPY REQUIREMENTS - as of January 1, 2004

Filers submitting documents in paper form: The number of copies listed are required by the clerk's office for internal distribution. Submit additional copies if you want endorsed copies returned to you. If copies are to be returned by mail, submit a self-addressed, stamped envelope of the appropriate size. The "original" referred to in this document need not have an original signature. See NM Local Bankruptcy Rule 9011-4.

E-filers: The clerk's copy requirements do not apply to e-filed documents. *The e-filer is responsible, however, for serving a copy of documents directly on recipients who are noted in bold italics in the distribution column.*

Document	Number to Submit	Distribution of copies (original to case manager unless otherwise noted)
Amendments or modifications - SEE DOCUMENT BEING AMENDED		
Appeal-related documents:	Original + 1	Case manager
Notice of appeal, original + number of parties to appeal + 3		Judge, case manager, U. S. trustee
Briefs, memoranda (brief or memorandum in title)	Original + 1	Judge
Combination ch. 13 plan, motions, notice	Original + 2	U. S. trustee, <i>Chapter 13 Trustee</i>
Disclosure statement, chapter 11 case	Original + 2	Judge, <i>U.S. Trustee</i>
Mailing list - submit the original as a text file on 3½ floppy diskette; see Mailing List Guidelines.		
Motion for any EMERGENCY action	Original + 1	Judge
Motion for summary judgment	Original + 1	Judge
Motion to tax costs	Original + 1	Clerk of court
Motion re unclaimed funds, orig + 1 for Judge (if closed, cm forwards orig to Adm after docketing)		
Notice of hearing	Original + 1	Judge
Notice of Transfer of Claim	Original + 1	<i>Case Trustee</i>
Notice to creditors of deadline for filing objections WITH A HEARING DATE/TIME , orig+1 for Judge		
Objections to motion to tax costs	Original + 1	Clerk of court
Operating reports - chapter 11	Original + 1	<i>U.S. Trustee</i>
Operating reports - chapter 12 or 13	Original + 2	<i>U.S. Trustee, Chapter 12 or 13 Trustee</i>
Order for judge's signature - SUBMIT ONLY THE ORIGINAL. DO NOT SUBMIT ENVELOPES. Names and addresses of parties entitled to notice of the entry of the order must be listed on the order. Judges prefer that proposed orders be e-mailed to them. Go to www.nmcourt.fed.us/web/BCDOCS/bcindex.html for instructions or call the Clerk's Office at (505)348-2500, toll free 866-291-6805.		
Plan - chapter 11	Original + 2	Judge, <i>U.S. Trustee</i>
Plan - chapter 12	Original + 3	Judge, <i>U.S. Trustee, Chapter 12 Trustee</i>
Plan - chapter 13	Original + 2	UST, <i>Chapter 13 Trustee</i>
Combination chapter 13 plan, motions, notice	Original + 2	UST, <i>Chapter 13 Trustee</i>
Proof of claim - chapter 12 or 13	Original + 1	Case manager gives to trustee after docketing so docket number is on proof of claim
Reaffirmation agreement by pro se filer	Original + 1	Judge
Request for hearing or to appear telephonically	Original + 1	Judge
Response to motion for summary judgment	Original + 1	Judge
Statement of intent by chapter 7 debtor	Original + 3	<i>U.S. Trustee, Chapter 7 Trustee</i>
If the document you are submitting is not listed, submit only the original		