

EXPLANATIONS

FORM B9B (9/97)

Filing of Chapter 7 Bankruptcy Case	A bankruptcy case under chapter 7 of the Bankruptcy Code (title 11, United States Code) has been filed in this court by or against the debtor(s) listed on the front side, and an order for relief has been entered.
Creditors May Not Take Certain Actions	Prohibited collection actions are listed in Bankruptcy Code § 362. Common examples of prohibited actions include contacting the debtor by telephone, mail or otherwise to demand repayment; taking actions to collect money or obtain property from the debtor; repossessing the debtor's property; and starting or continuing lawsuits or foreclosures.
Meeting of Creditors	A meeting of creditors is scheduled for the date, time and location listed on the front side. <i>The debtor's representative must be present at the meeting to be questioned under oath by the trustee and by creditors.</i> Creditors are welcome to attend, but are not required to do so. The meeting may be continued and concluded at a later date without further notice.
Do Not File a Proof of Claim at This Time	There does not appear to be any property available to the trustee to pay creditors. <i>You therefore should not file a proof of claim at this time.</i> If it later appears that assets are available to pay creditors, you will be sent another notice telling you that you may file a proof of claim, and telling you the deadline for filing your proof of claim.
Bankruptcy Clerk's Office	Any paper that you file in this bankruptcy case should be filed at the bankruptcy clerk's office at the address listed on the front side. You may inspect all papers filed, including the list of the debtor's property and debts at the bankruptcy clerk's office.
Legal Advice	The staff of the bankruptcy clerk's office cannot give legal advice. You may want to consult an attorney to protect your rights.
—Refer To Other Side For Important Deadlines and Notices—	

**INSTRUCTIONS FOR COMPLETING OFFICIAL FORM 9
NOTICE OF COMMENCEMENT OF CASE UNDER THE BANKRUPTCY CODE,
MEETING OF CREDITORS, AND FIXING OF DATES**

I. INTRODUCTION

Official Form 9 is used to give notice to all creditors, equity security holders, and other interested parties of the filing of the bankruptcy case, the time, date, and location of the meeting of creditors, the time for filing a dischargeability complaint (if applicable), instructions for filing proofs of claim, and other information concerning the case.

Official Form 9 consists of several variations, numbered 9A through 9I, created to meet the specialized notice requirements for cases filed under chapters 7, 11, 12, and 13 of the Bankruptcy Code. Selection of the proper form to be used in the case is based on the chapter under which the bankruptcy petition was filed and according to the type of debtor, for example, individual, joint, corporation, or partnership. In addition, Forms 9A, 9B, 9C and 9D, used only for chapter 7 cases, are varied based on whether there are assets available to pay creditors in the chapter 7 case. The several versions of Official Form 9 are listed below:

9A	Chapter 7, Individual/Joint, No-Asset Case
9B	Chapter 7, Corporation/Partnership, No-Asset Case
9C	Chapter 7, Individual/Joint, Asset Case
9D	Chapter 7, Corporation/Partnership, Asset Case
9E	Chapter 11, Individual/Joint Case
9E (Alt.)	Chapter 11, Individual/Joint Case
9F	Chapter 11, Corporation/Partnership Case
9F (Alt.)	Chapter 11, Corporation/Partnership Case
9G	Chapter 12, Individual/Joint Case
9H	Chapter 12, Corporation/Partnership Case
9I	Chapter 13, Individual/Joint Case

Generally, the clerk will complete this form and mail a copy to the creditors and other entities whose names and addresses appear on the mailing list or mailing matrix filed by the debtor. Sometimes, the court delegates the noticing function to a chapter 13 trustee or, in a large chapter 11 case, to the debtor. The information and instructions given here for completing the form are intended primarily for information and reference, as few individuals ever are called upon to complete this form.

II. APPLICABLE LAW AND RULES

Rule 2002(a) of the Federal Rules of Bankruptcy Procedure (referred to as “Bankruptcy Rule” or “Fed. R. Bankr. P.”) requires the bankruptcy clerk (or some other person as the court may direct) to give the debtor, the trustee, all creditors and indenture trustees notice of the meeting of creditors. Creditors and other parties in interest are entitled to “not less than 20 days” notice of the meeting. Id.

III. GENERAL DIRECTIONS

Notice preparers should select the appropriate form from the list above. Only one form should be completed and used at the commencement of the case. Another form may be appropriate to use later if, for example, the case is converted to different chapter and another notice is sent to all parties in interest.