

FORM 9. NOTICE OF COMMENCEMENT OF CASE UNDER THE
BANKRUPTCY CODE, MEETING OF CREDITORS,
AND DEADLINES

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

**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.

**Form 9. NOTICE OF COMMENCEMENT OF CASE UNDER THE
BANKRUPTCY CODE, MEETING OF CREDITORS, AND FIXING OF DATES**

COMMITTEE NOTE (1991)

The form has been redesigned to facilitate electronic generation of notice to creditors concerning the filing of the petition, the meeting of creditors, and important deadlines in the case. Adoption of a box format, with significant dates highlighted, is intended to assist creditors who may be unfamiliar with bankruptcy cases to understand the data provided. Nine variations of the form, designated 9A through 9I, have been created to meet the specialized notice requirements for chapters 7, 11, 12, and 13, asset and no-asset cases, and the various types of debtors.

1992 COMMITTEE NOTE

Forms 9B, 9D, 9F, and 9H are amended to make a technical correction in the reference to Rule 9001(5). Form 9H also contains a technical correction deleting the reference to a complaint objecting to discharge of the debtor.

1993 COMMITTEE NOTE

The title page of the form has been amended to conform to the headings used on Forms 9A - 9I. Alternate versions of Form 9E and Form 9F have been added for the convenience of districts that routinely set a deadline for filing claims in a chapter 11 case. When a creditor receives the alternate form in a case, the box labeled "Filing Claims" will contain information about the bar date as follows: "Deadline for filing a claim: (date)." If no deadline is set in a particular case, either the court will use Form 9E or Form 9F, as appropriate, or the alternate form will be used with the following sentence appearing in the box labeled "Filing Claims": "When the court sets a deadline for filing claims, creditors will be notified."

1995 COMMITTEE NOTE

The form is amended to provide notice of the claims filing period provided to "a governmental unit" by section 502(b)(9) of the Code as amended by the Bankruptcy Reform Act of 1994. A court that routinely sets a deadline for filing proofs of claim at the outset of chapter 11 cases and, accordingly, uses Form 9E(Alt.) or Form 9F(Alt.) retains the option in any case in which no deadlines actually are set to substitute a message stating that creditors will be notified if the court fixes a deadline.

The form also is amended to add, in the paragraph labeled "Discharge of Debts," a reference to dischargeability actions under section 523(a)(15) of the Code, which was added by the 1994 Act.

1997 COMMITTEE NOTE

Forms 9A - 9I (and the alternate versions of the Forms 9E and 9F) have been amended, redesigned, and rewritten. Minor conforming changes have been made to respond to amendments made in the Bankruptcy Reform Act of 1994; the longer claims filing period for governmental units in section 502(b)(9) of the Code (see Forms 9C, 9D, 9E (Alt.), 9F (Alt.), 9G, 9H, and 9I); and a reference to dischargeability actions under section 523(a)(15) (see Forms 9A, 9C, 9E, and 9E (Alt.), 9G, and 9H). All of the forms have been substantially revised to make them easier to read and understand. The titles have been simplified. Recipients are told why they are receiving the notice. Explanations are provided on the back of the form and are set in larger type. Plain English is used. Deadlines are highlighted on the front of the form. Recipients are told that papers must be received by the bankruptcy clerk's office by the applicable deadline. The box for the trustee has been deleted from the chapter 11 notices (Forms 9E and 9F and the alternates). Various alternatives are set out in brackets in many of the forms, permitting each bankruptcy clerk's office to tailor the forms even more precisely to fit the needs of a particular case. The court may use blank spaces on the form to include additional information applicable to the particular district.