

**Chapter 11 Guidelines**

The following guidelines are provided to facilitate the drafting of orders authorizing joint administration. These guidelines supplement the Federal and Local Rules of this District. In the event of conflict, the Federal Rules of Bankruptcy Procedure shall control.

**Suggested Standard Paragraphs for Orders  
Authorizing Joint Administration**

A. The Caption of the Order should have all cases set to be jointly administered with case numbers followed by a standard introductory paragraph.

B. First paragraph after ORDERED THAT:

1. The Motion is GRANTED in that:

C. Second paragraph: Jointly Administered into One Case and Filing in One Case

2. The above-captioned cases are consolidated for procedural purposes only and shall be administered jointly under Case No. \_\_\_\_\_ in accordance with provisions of Bankruptcy Rule 1015(B). All pleadings and other documents to be filed in the jointly administered cases shall be filed and docketed in Case No. \_\_\_\_\_.

D. Third paragraph: Caption

i. All the jointly administered cases should be listed in the caption of the Order. Should there be too many cases to be consolidated to list in the caption of the Order, then the cases should be listed on

United States Bankruptcy Court

Eastern District of Missouri

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a separate document attached as an exhibit to the Order. The caption in the body of the Order should include only the lead case.

3. The caption of the jointly administered cases shall read as follows:

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF MISSOURI  
\_\_\_\_\_ DIVISION

In Re:	)	
	)	
DEBTOR NAME,	)	Case No. XX-XXXXXX-XXX
	)	Chapter 11
	)	
Debtors.	)	Jointly Administered

E. Fourth paragraph: Notice

4. The foregoing caption satisfies the requirements set forth in Section 342(c)(1) of the Bankruptcy Code.

F. Fifth paragraph: Docket Entry in Each Case:

5. A docket entry shall be made in the Chapter 11 cases of each Debtor (except that of the lead case), substantially as follows:

An order has been entered in this case administratively consolidating this case with the cases of \_\_\_\_\_; \_\_\_\_\_; and \_\_\_\_\_ for procedural purposes only and providing for its joint administration with the terms therein.

G. Sixth paragraph: Claims

6. Any creditor, debtor, or other party filing a proof of claim against any of the Debtors shall clearly assert such claim against the particular Debtor obligated on such claim and not against the jointly administered Debtors, except as otherwise provided in any other order of this Court.

H. Seventh paragraph: Docket Consolidation

7. One consolidated docket, one file, and one consolidated service list shall be maintained by the Debtors and kept by the Clerk of the Court.

I. Eighth paragraph: Separate Claims Registers

8. Separate claims registers shall be maintained from the date of this Order forward for all claims in all of the separate Debtor cases. Counsel for the Debtors shall consult with the Clerk of the Bankruptcy Court to prepare applicable forms, notices, and procedures to effectuate this provision (including a standard form for a proof of claim specific for these cases and instructions and bar date notices for submitting proof of claims).

J. Ninth paragraph: Mailing Matrix

9. One mailing matrix shall be maintained for all cases, which the Debtors' counsel shall file as required under this Court's local rules. The matrix shall include all names and addresses comprising of the most current list

of the Debtors' creditors. The matrix shall be maintained in the electronic record for the Lead Case \_\_\_\_\_.

K. Tenth and Eleventh paragraphs: **Optional** U.S.T. paragraphs (not for Chapter 7 cases).

10. The Debtors shall file monthly operating reports as may be arranged and agreed to between the Debtors and the U.S. Trustee. These parties may agree to file a single joint monthly operating report with segregated data specific to each Debtor. Each Debtor shall remain liable for its own U.S. Trustee fees required under 28 U.S.C. § 1930.

11. At the U.S. Trustee's discretion, one creditors committee may be appointed for all cases, with members drawn from each of the jointly administered cases with unsecured claimants, or separate committees may be appointed for each of the cases.

L. Twelfth paragraph: Effective Date

12. No later than two days after the date this Order is entered on the docket, the Debtors are directed serve a copy of this Order, and are directed to file a certificate of service no later than 24 hours after such service.