



**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF CONNECTICUT**

**CLERK'S ANNOUNCEMENT 23-01**

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**NOTICE TO THE BAR AND THE PUBLIC  
REGARDING REVISION TO APPENDIX O – LOCAL FORM  
NOTICE OF SALE OF ESTATE PROPERTY**

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**PLEASE TAKE NOTICE** that in connection with ongoing review of the Local Rules of Bankruptcy Procedure, Appendix O, Local Forms Notice of Sale of Estate Property (“Appendix O Local Forms”), to the Local Rules have been revised. **Effective immediately**, the new versions of the forms, March 2023, are required to be used. Additionally, the Appendix O Local Forms will be reviewed again as the Local Rules revision process continues this year.

The following four Appendix O Local Forms (Version March 2023) are revised:

- (i) [Notice of Proposed Private Sale of Estate Property](#) pursuant to D. Conn. Bankr. L. R. **6004-1(a)**
- (ii) [Notice of Proposed Public Sale of Estate Property](#) pursuant to D. Conn. Bankr. L. R. **6004-1(a)**
- (iii) [Notice of Order Granting Motion For Private Sale of Estate Property](#) pursuant to D. Conn. Bankr. L. R. **6004-1(b)**
- (iv) [Notice of Order Granting Motion for Public Sale of Estate Property](#) pursuant to D. Conn. Bankr. L. R. **6004-1(b)**

Please also see a chart summarizing when to use each form attached to this Clerk’s Announcement, and also available on our website: [www.ctb.uscourts.gov/local-forms](http://www.ctb.uscourts.gov/local-forms).

**The Process Pursuant to D. Conn. Bankr. L. R. 6004-1(a).** For a sale of property following D. Conn. Bankr. L. R. 6004-1(a), either **Local Form Notice of Proposed Private Sale of Estate Property** (Local Form CTB-LF238.A1) or **Local Form Notice of Proposed Public Sale of Estate Property** (Local Form CTB-LF238.A2) must be completed, filed, and served

pursuant to Fed. R. Bankr. P. 2002(a)(2). Each form for the sale process contemplated in D. Conn. Bankr. L. R. **6004-1(a)** must include information supporting the proposed consideration, the evidence of value of the property, and the efforts undertaken to obtain a higher and better purchase price. *Before* filing a Notice of Proposed Private or Public Sale of Estate Property, information to complete the form must be obtained from the Clerk's Office, including a sale date, hearing date and time, and, an objection deadline. To request these dates to complete the form, parties should contact the appropriate Courtroom Deputy using the applicable e-mail address listed below:

- [CourtroomDeputy\\_Bridgeport@ctb.uscourts.gov](mailto:CourtroomDeputy_Bridgeport@ctb.uscourts.gov)
- [CourtroomDeputy\\_Hartford@ctb.uscourts.gov](mailto:CourtroomDeputy_Hartford@ctb.uscourts.gov)
- [CourtroomDeputy\\_NewHaven@ctb.uscourts.gov](mailto:CourtroomDeputy_NewHaven@ctb.uscourts.gov)

**The Process Pursuant to D. Conn. Bankr. L. R. 6004-1(b).** For a sale of property following D. Conn. Bankr. L. R. 6004-1(b), either **Local Form Notice of Order Granting Motion for Private Sale** (Local Form CTB-LF238.B1) or **Local Form Notice of Order Granting Motion for Public Sale of Estate Property** (Local Form CTB-LF238.B2) must be completed in accordance with D. Conn. Bankr. L. R. 6004-1(b) and shall be filed only after a hearing is held and an order enters approving a sale of property free and clear of liens, approving sale procedures, or entering other appropriate relief related to a sale consistent with D. Conn. Bankr. L. R. 6004-1(b).

Dated: March 15, 2023

/s/ Pietro Cicolini  
Clerk of Court

| Local Rule                      | Appendix O Form                                                            | Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Objection and Hearing Dates*                                                                                                                            | Filing information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D. Conn. Bankr. L. R. 6004-1(a) | Notice of Proposed <b>Private Sale</b> of Estate Property                  | <p>This Notice shall only be used when the party proposing to sell the property is not seeking a hearing or an order approving the proposed sale.</p> <p>A hearing will be held if an objection is filed or if the Court decides to proceed with a hearing.</p> <p>Note real property must be sold at a public sale unless otherwise ordered by the court. Generally, sales of residential real property using a licensed real estate agent and the Multiple Listing Service will be considered public sales.</p> | <p>Objection date and hearing date to be assigned by the Clerk.</p> <p>Contact Courtroom Deputy for dates by email (see below for email addresses).</p> | <p>This Notice shall be completed and filed in accordance with Fed. R. Bankr. P. 6004(a), (b), and (d), and D. Conn. Bankr. L. R. 6004-1(a), and shall only be completed and filed:</p> <p>(a) For real property, after a Motion is granted authorizing the proposed sale of Real Property by private sale and if conditions in (b) apply; or</p> <p>(b) If a party proposes to sell estate property without filing a Motion to Sell Estate Property, a Motion to Sell Free and Clear of Liens, or a Motion to Approve Sale Procedures, and an Order regarding the Proposed Sale is not required.</p> |
| D. Conn. Bankr. L. R. 6004-1(a) | Notice of Proposed <b>Public Sale</b> of Estate Property                   | <p>This Notice shall only be used when <b><u>the party proposing to sell the property is not seeking a hearing or an order approving the proposed sale.</u></b></p> <p>A hearing will be held if an objection is filed or if the Court decides to proceed with a hearing.</p>                                                                                                                                                                                                                                     | <p>Objection date and hearing date to be assigned by the Clerk.</p> <p>Contact Courtroom Deputy for dates by email (see below for email addresses).</p> | <p>This Notice shall be completed and filed in accordance with Fed. R. Bankr. P. 6004(a), (b), and (d), and D. Conn. Bankr. L. R. 6004-1(a), and shall only be completed and filed:</p> <ul style="list-style-type: none"> <li>• If a party proposes to sell estate property without filing a Motion to Sell Estate Property, a Motion to Sell Free and Clear of Liens, or a Motion to Approve Sale Procedures; and</li> <li>• an Order regarding the Proposed Sale is not required.</li> </ul>                                                                                                       |
| D. Conn. Bankr. L. R. 6004-1(b) | Notice of Order Granting Motion for <b>Private Sale</b> of Estate Property | <p>This Notice shall be completed <b><u>after a hearing</u></b> in accordance with Fed. R. Bankr. P. 6004(c) and (f) and D. Conn. Bankr. L. R. 6004-1(b).</p>                                                                                                                                                                                                                                                                                                                                                     | <p>Objection date and hearing date to be assigned by the court after a hearing.</p>                                                                     | <p>This Notice shall be completed and filed only <b>after a hearing</b> on a Motion to Sell Estate Property, Motion to Sell Estate Property Free and Clear of Liens, and/or Motion to Approve Procedures to Sell Estate Property is held by the Court.</p>                                                                                                                                                                                                                                                                                                                                            |
| D. Conn. Bankr. L. R. 6004-1(b) | Notice of Order Granting Motion for <b>Public Sale</b> of Estate Property  | <p>This Notice shall be completed <b><u>after a hearing</u></b> in accordance with Fed. R. Bankr. P. 6004(c) and (f) and D. Conn. Bankr. L. R. 6004-1(b).</p>                                                                                                                                                                                                                                                                                                                                                     | <p>Objection date and hearing date to be assigned by the court after a hearing.</p>                                                                     | <p>This Notice shall be completed and filed only <b>after a hearing</b> on a Motion to Sell Estate Property, Motion to Sell Estate Property Free and Clear of Liens, and/or Motion to Approve Procedures to Sell Estate Property is held by the Court.</p>                                                                                                                                                                                                                                                                                                                                            |

\*Unless otherwise ordered

Courtroom Deputy Email Addresses:  
[CourtroomDeputy\\_Bridgeport@ctb.uscourts.gov](mailto:CourtroomDeputy_Bridgeport@ctb.uscourts.gov)  
[CourtroomDeputy\\_Hartford@ctb.uscourts.gov](mailto:CourtroomDeputy_Hartford@ctb.uscourts.gov)  
[CourtroomDeputy\\_NewHaven@ctb.uscourts.gov](mailto:CourtroomDeputy_NewHaven@ctb.uscourts.gov)

U.S. Bankruptcy Court for the District of Connecticut  
Reference Chart Regarding Appendix O to the Local Rules  
Revised March 2023