

GUIDE TO SUBSECTIONS (c) AND (d) TO INTERIM LOCAL RULE 3015-2

Effective: October 1, 2025

The following Guide highlights the requirements of subsections (c) and (d) of Interim Local Rule 3015-2, setting when and how debtors (or their counsel) must serve Chapter 13 Plans, Amended Plans, Modified Plans, Notices of Hearing, and when a Certificate of Service must be filed.

NOTICE & WARNING

This Guide is intended as a practical resource for understanding the requirements of Local Bankruptcy Rule 3015-2(c) and (d). The information contained herein is for informational purposes only, does not constitute legal advice, and may not be cited as legal authority. This Guide does not replace or supersede the provisions of Local Bankruptcy Rule 3015-2, any other Local Rule, or the Federal Rules of Bankruptcy Procedure.

Initial Chapter 13 Plan & Notice of Hearing

- **Rule:** Local Bankruptcy Rule 3015-2(c)
- **What to serve:** Chapter 13 Plan and Notice of Hearing [*may be served at the same time / simultaneously*]
- **Who to serve:** all creditors, parties in interest, and the Chapter 13 Trustee
- **Who serves:** Debtor or Debtor's counsel
- **When to file the Certificate of Service:** Within 3 business days of the Notice of Hearing
- **Form of the Certificate of Service:** *Appendix E - Local Form Certificate of Service for Chapter 13 Plans and Notices of Hearing*

Amended Plan – Hearing Already Scheduled (No New Hearing Notice Issued)

- **Rule:** Local Bankruptcy Rule 3015-2(c)
- **What to serve:** Amended Plan only
- **Who to serve:** all creditors, parties in interest, and the Chapter 13 Trustee
- **Who serves:** Debtor or Debtor's counsel
- **When to file Certificate of Service:** At the time of filing the Amended Plan
- **Form of the Certificate of Service:** *Appendix E - Local Form Certificate of Service for Chapter 13 Plans and Notices of Hearing*

Amended Plan – No Hearing Scheduled (New Hearing Notice Issued)

- **Rule:** Local Bankruptcy Rule 3015-2(c)
- **What to serve:** Amended Plan and Notice of Hearing [*may be served at the same time / simultaneously*]
- **Who to serve:** all creditors, parties in interest, and the Chapter 13 Trustee
- **Who serves:** Debtor or Debtor's counsel
- **When to file the Certificate of Service:** Within 3 business days of the Notice of Hearing
- **Form of the Certificate of Service:** *Appendix E - Local Form Certificate of Service for Chapter 13 Plans and Notices of Hearing*

Motion to Modify & Modified Plan (New Hearing Notice Issued)

- **Rule:** Local Bankruptcy Rule 3015-2(d)
- **What to serve:**
 - Motion to Modify
 - Proposed Modified Plan
 - Notice of Hearing*[may be served at the same time / simultaneously]*
- **Who serves:** Debtor or Debtor's counsel
- **When to file the Certificate of Service:** Within 3 business days of the Notice of Hearing
- **Form of the Certificate of Service:** *Appendix E - Local Form Certificate of Service for Chapter 13 Plans and Notices of Hearing*

Modified Plan – Hearing Already Scheduled on a Motion to Modify (No New Hearing Notice Issued)

- **Rule:** Local Bankruptcy Rule 3015-2(d)
- **What to serve:** Modified Plan only
- **Who serves:** Debtor or Debtor's counsel
- **When to file the Certificate of Service:** At the time of filing the Modified Plan
- **Form of the Certificate of Service:** *Appendix E - Local Form Certificate of Service for Chapter 13 Plans and Notices of Hearing*