

## Instructions for the Chapter 11 Reports

1. **Small Business Chapter 11 cases** will use **Official Form B25C – Chapter 11 Small Business Monthly Operating Report**. The report is available on the Bankruptcy Administrator’s website at [www.almba.uscourts.gov](http://www.almba.uscourts.gov). Under Forms, click on Chapter 11 Forms. In addition to Form B25C, **“Exhibits A-F and Additional Information for the Ch11 Monthly Operating Report”** must also be completed. Some of the Exhibits may not be required if the corresponding information listed on Form B25C is “No” or “zero”. The latter document is also available on the Bankruptcy Administrator’s website. After both documents are completed, the reports should be filed in CM/ECF.

Form B25C with Exhibits A, B, C, D, E and Additional Information for the Ch11 Monthly Operating Report should be filed using the event **“Chapter 11 Small Business Monthly Operating Report (Official Form B25C)”**.

Exhibit F represents the bank statements. The bank statements should be filed using the event **Chapter 11 Exhibit F –Monthly Operating Report –Bank Statements (Restricted Access)**.

**Form B25C with Exhibits A, B, C, D, E and Additional Information are due on the 20<sup>th</sup> of each month until the case is confirmed, dismissed or converted.**

2. **Non-Small Business Chapter 11 Cases** will use the **Chapter 11 Monthly Operating Report (Non-Small Business Entity)**. The report is available on the Bankruptcy Administrator’s website at [www.almba.uscourts.gov](http://www.almba.uscourts.gov). Under Forms, click on Chapter 11 Forms. In addition to this report, **“Exhibits A-F and Additional Information for the Ch11 Monthly Operating Report”** must also be completed. Some of the Exhibits may not be required if the corresponding information listed on the Monthly Operating Report is “No” or “zero”. The latter document is also available on the Bankruptcy Administrator’s website. After both documents are completed, the reports should be filed in CM/ECF.

The Chapter 11 Monthly Operating Report with Exhibits A, B, C, D, E and Additional Information for the Ch11 Monthly Operating Report should be filed using the event **“Chapter 11 Non-Small Business Monthly Operating Report”**.

Exhibit F represents the bank statements and check copies. The bank statements and check copies should be filed using the event **Chapter 11 Exhibit F –Monthly Operating Report –Bank Statements (Restricted Access)**.

**Chapter 11 Monthly Operating Report with Exhibits A, B, C, D, E and Additional Information are due on the 20<sup>th</sup> of each month until the case is confirmed, dismissed or converted.**

**NOTE: The [Form B25C – Chapter 11 Small Business Monthly Operating Report](#) and the [Chapter 11 Monthly Operating Report \(Non-Small Business Entity\)](#) appear similar but the reports are not identical.**

3. If the Chapter 11 Debtor-In-Possession controls or owns at least a 20 percent interest of another entity, then the Chapter 11 Debtor must file Official Form B26 – Chapter 11 Periodic Report Concerning Related Entities. **The initial report must be filed five (5) days prior to the Meeting of Creditors.** The report and instructions are available on the Bankruptcy Administrator’s website at [www.almba.uscourts.gov](http://www.almba.uscourts.gov). The report must be filed for the related entities and should be filed every 180 days until the Chapter 11 Debtor’s case is confirmed. Form B26 should be filed using the event **Chapter 11 Periodic Report Concerning Related Entities (Official Form B26)**.
  
4. Payment of Quarterly Fees. The Chapter 11 Quarterly Fee Statement and Instructions are available on the Bankruptcy Administrator’s website at [www.almba.uscourts.gov](http://www.almba.uscourts.gov). Payments should be made payable to the Clerk of Court, U.S. Bankruptcy Court. Personal checks are not accepted by the Clerk’s Office. A business check will be accepted if 'DIP' is preprinted after the business name, i.e. *ACME Manufacturing, Inc - DIP*. Additionally, a money order or cashier's check is acceptable. Attorneys may also pay quarterly fees via credit card or [www.pay.gov](http://www.pay.gov). Such payments may be made by using the event **Payment of Chapter 11 Quarterly Fees** and following the instructions on the CM/ECF screen. The Quarterly Fee Statement should be filed using the event **Quarterly Fee Statement (Ch11/12)**. The quarterly fee **and** the fee statement are due in accordance with the deadlines listed in the instructions.

CM/ECF:

**Filings**

**Miscellaneous/Other**

**Available Events Ch:11**

**Chapter 11 Exhibit F -Monthly Operating Report -Bank Statements (Restricted Access)**

**Chapter 11 Non-Small Business Monthly Operating Report**

**Chapter 11 Periodic Report Concerning Related Entities (Official Form B26)**

**Chapter 11 Small Business Monthly Operating Report (Official Form B 25C)**

**Payment of Chapter 11 Quarterly Fees**

**Quarterly Fee Statement (Ch 11/12)**