

Instructions for the Chapter 11 Reports

1. **Small Business Chapter 11 cases** will use **Official Form 425C – Monthly Operating Report for Small Business Under Chapter 11**. The report is available on the Bankruptcy Administrator’s website at www.almba.uscourts.gov. Under Forms, click on Chapter 11 Forms. In addition to Form 425C, **“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 425C 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 425C with Exhibits A-F 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)”*.

The bank statements and check copies should be filed using the event *“Chapter 11 Bank Statements Restricted Access”*.

Form 425C with Exhibits A-F and Additional Information are due on the 20th 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. 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 Non-Small Business Monthly Operating Report with Exhibits A-F and Additional Information for the Ch11 Monthly Operating Report should be filed using the event *“Chapter 11 Non-Small Business Monthly Operating Report”*.

The bank statements and check copies should be filed using the event *“Chapter 11 Bank Statements Restricted Access”*.

Chapter 11 Monthly Operating Report with Exhibits A-F and Additional Information are due on the 20th of each month until the case is confirmed, dismissed or converted.

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 426 – Periodic Report Regarding Value, Operations, and Profitability of Entities in Which the Debtor’s Estate Holds a Substantial or Controlling Interest**. 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. 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 426 should be filed using the event **Chapter 11 Periodic Report Concerning Related Entities (Official Form 426)**.

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. 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' or “Debtor-in-Possession” is preprinted after the business name, i.e. *ACME Manufacturing, Inc – DIP or ACME Manufacturing, Inc – Debtor-in-Possession*. Additionally, a money order or cashier's check is acceptable. Attorneys may also pay quarterly fees via credit card or 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 Bank Statements Restricted Access

Chapter 11 Non-Small Business Monthly Operating Report

Chapter 11 Periodic Report Concerning Related Entities (Official Form 426)

Chapter 11 Small Business Monthly Operating Report (Official Form 425C)

Payment of Chapter 11 Quarterly Fees

Quarterly Fee Statement (Ch 11/12)