



**UNITED STATES BANKRUPTCY COURT**  
**Western District of New York**

Paul R. Warren  
Clerk of Court

Buffalo (716) 551-4130  
Rochester (585) 263-3148

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**PROCEDURE REGARDING THE REQUIREMENT OF A “COVER SHEET” TO BE FILED  
WITH SCHEDULES, LISTS, STATEMENTS, ETC. AND ANY AMENDMENTS TO PETITIONS,  
SCHEDULES, LISTS, STATEMENTS**

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No. 03-02  
2003

Dated: June 4,

A “Cover Sheet for Schedules, Statements, Lists and/or Amendments” must be completed and attached to the front of the following types of documents:

1. Amendments to previously-filed document(s);
2. Schedules, Statements, Lists, etc. not previously filed;
3. Schedule of Post-Petition Debts resulting from conversion from one chapter to another

The “Cover Sheet for Schedules, Statements, Lists and/or Amendments” dated as of June, 2003 must be used for this purpose. Previous versions of this cover sheet are obsolete and should be discarded. Effective June 16, 2003, an Affidavit of Service listing any party affected by the document, in addition to the U.S. Trustee and the Case Trustee must accompany documents being filed. A copy of the First Meeting of Creditors Notice and any other notices to creditors, pursuant to Bankruptcy Rule 2002, must also be served upon all affected parties prior to filing, in addition to the document and cover sheet itself. It is incumbent upon the debtor to clearly identify the existence of any new parties or creditors not previously disclosed to the Court.

Please refer to the Federal Rules of Bankruptcy Procedure and the Local Rules of this Court regarding any additional requirements for filing schedules, statements, lists, and/or amendments such as the requirement for a verified signature of the debtor or the debtor’s unsworn declaration under penalty of perjury pursuant to Rule 1008, the service requirement pursuant to Rule 1009 and any fee due in accordance with the Bankruptcy Court Fee Schedule.

The Clerk’s Office will rely upon the information contained on the “Cover Sheet for Schedules, Statements, Lists and/or Amendments” to enable the Court to maintain the official Court records. It remains ultimately a matter of judicial interpretation as to whether what was filed was legally sufficient.

Please direct any questions or comments to the Clerk’s Office at the numbers listed above. These procedures have been revised in an effort to provide a uniform district-wide practice regarding the filing requirements for the document types identified above.

The “Cover Sheet for Schedules, Statements, Lists and/or Amendments” is available in writable format on the Court’s website: [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov). Please visit our web site regularly for current versions of locally developed forms and cover sheets.

PAUL R. WARREN  
Clerk of Court