



**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF NEW YORK**

Paul R. Warren  
Clerk of Court

Lisa Beaser  
Chief Deputy Clerk

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**PROCEDURE FOR SEEKING TO REOPEN A BANKRUPTCY CASE FOR THE  
PURPOSE OF FILING OFFICIAL FORM 23 AND/OR  
DIRECTOR'S PROCEDURAL FORM 283**

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Notice No. 12-01

The Court has seen a high number of cases where Debtors have filed a Motion to Reopen for the purpose of filing Official Form 23 (Debtor's Certification of Completion of Instructional Course Concerning Financial Management) and/or Director's Procedural Form 283 (Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q)), in order to receive their discharge. In many such cases, the filing fee is paid, the Motion to Reopen is granted, but the requisite form is never filed, and the Debtor's discharge does not issue.

**PLEASE TAKE NOTICE**, that when Debtors file a Motion to Reopen for the purpose of filing Official Form 23 and/or Director's Procedural Form 283, the requisite form must also be filed at the same time as the Motion. If the requisite form is not filed simultaneously with the Motion, the Clerk's Office will issue a deficiency, which will indicate that no action will be taken on the Motion to Reopen unless and until the appropriate form is filed.

**PLEASE TAKE FURTHER NOTICE**, that the fee for filing a Motion to Reopen is due upon the filing of the motion, and is due whether or not the Debtor files the requisite form, and whether or not the Motion is granted.

Dated: February 29, 2012

PAUL R. WARREN  
Clerk of Court