

**UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF IOWA  
OFFICE OF THE CLERK**

Sean F. McAvoy  
Clerk of Court

P.O. Box 74890  
Cedar Rapids, Iowa 52407

Phone: (319) 286-2200  
Fax: (319) 286-2280

**NOTICE**

Attached are sample forms of Notice to be used with any filings requiring notice to all creditors and parties in interest.

A current copy of the matrix must be requested from the Bankruptcy Clerk's Office each time a notice is generated. Attach a copy of your service list to your notice (See last phrase in Certificate of Mailing.)

If a hearing date is required, please contact the Court Scheduling Clerk to obtain a date, time and location for the hearing. Pleadings that require hearings include:

- < Motions to Convert
- < Motions to Dismiss

(Include the following language in all notices of Motion to Dismiss: "The Attorney for the Debtor and the Debtor must attend this hearing.")

**Court locations:**

**Independence:** Buchanan County Courthouse, 2<sup>nd</sup> Floor Court Room, 210 5<sup>th</sup> Ave. NE,  
Independence, IA

**Dubuque:** Bankruptcy Court Room, 6th & Locust, Federal Building, U.S. Post Office, Dubuque,  
IA

**Cedar Rapids:** Bankruptcy Court Room, 425 2nd Street SE, 8<sup>th</sup> Floor, Cedar Rapids, IA

**Mason City:** Second Floor Court Room, U. S. Post Office, Mason City, IA

**Fort Dodge:** Third Floor Court Room, Federal Building, U.S. Post Office, Fort Dodge, IA

**Sioux City:** Bankruptcy Court Room, Federal Building, U.S. Court House, Sioux City, IA

**Clerk's Office addresses:**

**Cedar Rapids:** P.O. Box 74890, Cedar Rapids, IA 52407

**Sioux City:** P.O. Box 3857, Sioux City, IA 51102-3857

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF IOWA

IN RE: CHAPTER (complete)  
(complete) BANKRUPTCY NO.  
Debtor(s). (complete)

**NOTICE Of** *(whatever you titled your pleading)*  
**NOTICE Setting Bar Date for Objections**  
**(NOTICE Setting Hearing if applicable)**

**TO ALL CREDITORS AND PARTIES IN INTEREST:**

NOTICE IS GIVEN the enclosed (whatever you titled your pleading) was filed on or about \_\_\_\_\_  
(complete) on behalf of (whoever you represent).

NOTICE IS FURTHER GIVEN that Objections to said (titled pleading) if any, shall  
be filed with the Clerk of Bankruptcy Court, with a copy to the U.S. Trustee, Attorney for \_  
(Applicant), Trustee, and Attorney for Debtor(s) (if not applicant), addresses below, on  
or before 4:30 PM on (insert last date for objection--computed from date of mailing).

NOTICE IS FURTHER GIVEN timely filed objections, if any, will be set for hearing by separate  
notice. --OR--

NOTICE IS FURTHER GIVEN a hearing on the above matter will come before the Court on:  
(insert date and time of hearing as well as court location)

DATED (complete)

**CLERK, U.S. BANKRUPTCY COURT**  
*(insert Cedar Rapids or*  
*Sioux City address--see page 1)*

*(Attorney filing document is the one who*  
*signs this Notice)* \_\_\_\_\_  
*(complete name)* \_\_\_\_\_  
*(complete address)* \_\_\_\_\_

**U.S. TRUSTEE**  
Law Building, Suite 400  
225 2nd Street SE  
Cedar Rapids, IA 52401

**TRUSTEE**  
(complete)  
\_\_\_\_\_

**ATTORNEY FOR DEBTOR** (if other than filing attorney)  
(complete)  
\_\_\_\_\_

I hereby certify that a copy of the document on which this appears and all enclosures, were mailed the date indicated  
below, to all creditors and parties in interest herein as required by the Bankruptcy Code and Rules, by the office of \_  
(filing Attorney office), per the attached list.

DATED (complete) SIGNED (complete)

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF IOWA

IN RE: CHAPTER *(complete)*  
(complete) BANKRUPTCY NO.  
Debtor(s). *(complete)*

NOTICE of Application for Allowance by *(complete)*  
NOTICE of Bar Date for Objections

TO ALL CREDITORS AND PARTIES IN INTEREST:

NOTICE IS GIVEN Application by *(complete)* was filed on or about *(complete)*, requesting an allowance of \$ *(complete)* fees and \$ *(complete)* expenses (\$ *(complete)* having previously been authorized and \$ *(complete)* having been previously paid).

NOTICE IS FURTHER GIVEN that Objections to said application, if any, shall be filed with the Clerk of Bankruptcy Court, with a copy to the Applicant, U. S. Trustee and Trustee (addresses below) on or before 4:30 PM on *(insert last date for objection--computed from date of mailing)*.

NOTICE IS FURTHER GIVEN timely filed objections, if any, will be set for hearing by separate notice.

DATED *(complete)*

**CLERK, U.S. BANKRUPTCY COURT**  
*(insert Cedar Rapids or  
Sioux City address--see page 1)*

*(Attorney filing application is the one who  
signs this notice)*  
*(complete name)*  
*(complete address)*

**U.S. TRUSTEE**  
Law Building, Suite 400  
225 2nd Street SE  
Cedar Rapids, IA 52407

**TRUSTEE**  
*(complete)*

I hereby certify that a copy of the document on which this appears and all enclosures were mailed the date indicated below, to all creditors and parties in interest herein as required by the Bankruptcy Code and Rules, by the office of *(filing Attorney Office)*, per the attached list.

DATED *(complete)* SIGNED *(complete)*