

**Revision to Local Bankruptcy Rule 5001-2.**

**RULE 5001-2. CLERK LOCATION/HOURS**

(a) **Public Hours.** Unless otherwise ordered by the Court, the offices of the Clerk at Bangor ~~and Portland~~ shall be open to the public from 8:30 a.m. until 4:30 p.m. on all days except Saturdays, Sundays, federal holidays and holidays recognized by the U.S. District Court (which may include state holidays). The public hours of the Clerk's offices may be changed by standing order of the Court, made in consultation with the Clerk, and entered upon reasonable notice to the bar and the public.

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**Deleted:** and the office at Portland shall be open from 8:00 a.m. until 4:30 p.m.

(b) **Filing Hours.** Papers may be filed in the Clerk's office during public hours.

The Clerk is authorized, with leave of the Chief Judge of the Court, to limit the times during which papers may be filed by up to one (1) hour (total) per day. Such restrictions in the hours for filing shall be published and shall be posted at the office. Notwithstanding limitations on regular filing hours, papers may be filed with the Clerk at any time, and the Bankruptcy Court shall be open for that purpose; provided, however, that advance arrangements shall be made with the Clerk for filing papers at times other than those during which papers are generally accepted for filing, including weekends and holidays.

**Deleted:** following the commencement of business and preceding the close of business

**Revision to Local Bankruptcy Rule 9013-1(a)**

**RULE 9013-1. MOTIONS PRACTICE**

(a) **Written Motion Required.** A request for an order shall be made by motion. Unless it is made during the course of a hearing or trial, the motion must be in writing and must be filed with the Bankruptcy Clerk.

**Deleted:** All written motions, applications, objections, responses or other pleadings relating to a matter scheduled for hearing shall include, in the upper, right-hand corner of the first page, the date, time and location (e.g., "Portland," "Bangor" or "Augusta") of the scheduled hearing and, if applicable, the date the objection is due to the motion or application being filed.