

**Debtor’s Guide to Noticing Your Chapter 13 Plan for Confirmation Hearing**

**IMPORTANT**

You are required to mail a Notice of Hearing on Confirmation of Chapter 13 Plan, a copy of your Chapter 13 Plan, and a copy of the Proposed Order Confirming Chapter 13 Plan to all creditors and parties in your case.

You may ask the Clerk’s Office to provide you with a printed list of the names and addresses of all parties and creditors in your case, as well as the list of creditors who have filed proofs of claim (Claims Register) in your case. Alternatively, you may review your case and **Query** those parties at the Clerk’s Office public viewing terminal. Be sure to review the Claims Register for the correct name and address information for sending notice to creditors who have filed proofs of claim.

**The confirmation hearing on your plan must be held within 45 days of the date set for your initial meeting of creditors. Therefore, it is important not to delay sending notice of the confirmation hearing.**

**DIRECTIONS**

**Forms Required:**

- Notice of Hearing on Confirmation of Chapter 13 Plan (Local Form 2A)
- Proposed Order Confirming Chapter 13 Plan (Local Form 2B)
- Certificate of Service of Notice of Hearing on Confirmation of Chapter 13 Plan (Local Form 2C)

Step	Action
1	On the Notice of Hearing on Confirmation of Chapter 13 Plan (Local Form 2A), insert your name and case number in the caption information at the top of the form.
2	<p>Refer to your case docket for the docket entry that looks like the one below OR refer to the Notice of Chapter 13 Bankruptcy Case (Official Form 309I), which you received from the court, to determine the date of your initial confirmation hearing.</p> <div data-bbox="354 1503 1425 1795" style="border: 1px solid black; padding: 5px;"> <p><a href="#">12</a> (3 pgs; 2 docs)</p> <p>Meeting of Creditors. Trustee Andrew M. Dudley has been assigned to the case. 341(a) meeting to be held on 10/23/2023 at 10:00 AM by Zoom - Dudley: Meeting ID 709 467 6431, Passcode 0695877237, Phone 207-776-7501. Last day to oppose 523 discharge is 12/22/2023. Confirmation hearing to be held on 11/15/2023 at 09:00 AM at Bankruptcy Courtroom, Portland. Governmental units have 180 days from date of filing of the case or the date of conversion to file a proof of claim. Proofs of Claims for all other creditors are due by 11/8/2023. (amk) (Entered: 09/05/2023)</p> </div>
3	Insert the hearing date, time, and location in the Notice of Hearing on Confirmation of Chapter 13 Plan (Local Form 2A).
4	To calculate the objection deadline, calculate a date that is at least twenty-one (21) days from the date you are preparing and mailing the Notice of Hearing to all creditors and parties in your case. There must be seven (7) days between the objection deadline and hearing date.

	Insert the objection deadline date at the appropriate court location in the fourth paragraph of the Notice of Hearing on Confirmation of Chapter 13 Plan (Local Form 2A).
5	Enter your name, address, and telephone number in the space to the left of the Standing Chapter 13 Trustee's information.
6	Date the Notice of Hearing on Confirmation of Chapter 13 Plan, and sign it. Insert your address and telephone number in the space beneath your signature.
7	On the Proposed Order Confirming Chapter 13 Plan (Local Form 2B), insert your name and case number in the caption information at the top of the form.
8	<p>On the Certificate of Service of Notice of Hearing on Confirmation of Chapter 13 Plan (Local Form 2C), insert your name and case number in the caption information at the top of the form.</p> <p>Insert your name and the date you are mailing out the Notice of Hearing, copy of your plan, and proposed order to the parties and creditors in your case.</p> <p>If your plan seeks to avoid any liens or includes a request for the determination of the amount of one or more secured claims, complete the information for affected creditors in the third paragraph.</p> <p>Complete the information for interested parties.</p> <p>Attach a copy of the party list and creditor list to the Certificate of Service of Hearing on Confirmation of Chapter 13 Plan (Local Form 2C) to certify to the court that you have properly notified all who are entitled to receive notice.</p>
9	<p>Mail copies of the following to all parties and creditors appearing on both the party and creditor lists for your case:</p> <ul style="list-style-type: none"> <li>• Chapter 13 Plan</li> <li>• Notice of Hearing on Confirmation of Chapter 13 Plan (Local Form 2A)</li> <li>• Proposed Order Confirming Chapter 13 Plan (Local Form 2B)</li> </ul>
10	<p>File the originals of the following with the court:</p> <ul style="list-style-type: none"> <li>• Notice of Hearing on Confirmation of Chapter 13 Plan (Local Form 2A)</li> <li>• Proposed Order Confirming Chapter 13 Plan (Local Form 2B)</li> <li>• Certificate of Service of Hearing on Confirmation of Chapter 13 Plan (Local Form 2C) with attached party and creditor lists.</li> </ul>

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MAINE

IN RE: Chapter 13

Debtor(s) Case No.

NOTICE OF HEARING ON CONFIRMATION OF CHAPTER 13 PLAN

Confirmation of the debtor's Chapter 13 Plan, a copy of which accompanies this notice, will be heard before the United States Bankruptcy Court for the District of Maine, at [Court Address], on [Date] at [Time] a.m.

**YOUR RIGHTS MAY BE AFFECTED. Read the attached plan carefully and discuss it with your attorney. If you do not have an attorney, you may wish to consult one.**

Any order of confirmation will be binding on all parties pursuant to 11 U.S.C. § 1327, except as provided by 11 U.S.C. § 1329. If you do not object to the plan, no action is required by you.

If you object to the plan or if you wish to be heard on any matter affected by the plan, you must file a written objection or other written statement with the Clerk, United States Bankruptcy Court, [Address] before the close of business on [Date].

If you file an objection or statement, you should also appear at the hearing on the date and time set forth above. If you or your attorney do not file a written response and appear at the hearing, the Court may confirm the plan according to its terms.

A copy of your objection or statement must be sent to the Debtor / Debtor's Counsel, the Standing Chapter 13 Trustee, and the United States Trustee, at the addresses set forth below.

[Redacted]  
Debtor  
[Address]  
[Telephone]

Standing Chapter 13 Trustee  
P.O. Box 429  
Brunswick, ME 04011

United States Trustee  
537 Congress Street  
Portland, ME 04101

Date: [Redacted]

[Redacted]  
Debtor / Debtor's Counsel  
Address :  
Telephone

[Insert Certificate of Service to all Interested Parties]

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MAINE**

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 IN RE:

Chapter 13

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 Debtor(s)

Case No. \_\_\_\_\_

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**ORDER CONFIRMING CHAPTER 13 PLAN**

The debtor(s) filed a Chapter 13 Plan (D.E.# \_\_\_\_ ) dated \_\_\_\_\_. The Chapter 13 Plan and Notice of Hearing on Confirmation were transmitted to creditors and other parties in accordance with the applicable provisions of the Federal Rules of Bankruptcy Procedure and this Court's Local Rules.

At or before the hearing on confirmation, the debtor(s) modified the plan under 11 U.S.C. § 1323 as follows:

[Describe modifications here. If none, indicate "None."]

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After notice and opportunity for hearing, the Court concludes that the plan (as modified, if applicable) meets the requirements of 11 U.S.C. § 1325. It is therefore ORDERED that the plan is confirmed under section 1325.

Dated:

/s/

[Judge's Name]

United States Bankruptcy Judge

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MAINE**

IN RE:

Chapter 13

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 Debtor(s)

Case No. \_\_\_\_\_

**CERTIFICATE OF SERVICE OF NOTICE OF HEARING  
ON CONFIRMATION OF CHAPTER 13 PLAN**

I, \_\_\_\_\_ [Name], hereby certify that I am over eighteen years old and on \_\_\_\_\_ [Date], I filed a true and correct copy of the notice of hearing on the confirmation of the Chapter 13 Plan with the Bankruptcy Court Clerk's Office.

I further certify that a copy of the above-referenced notice was served on the following parties via the form of service indicated below. To the extent that any of the following circumstances apply, I have checked each applicable box, and identified the manner in which service was accomplished.

The Chapter 13 Plan contains a request for a determination of the amount of one or more secured claims under 11 U.S.C. § 506(a) or seeks to avoid one or more liens under § 522(f) and was served in accordance with Fed. R. Bankr. P. 7004 as follows (list each creditor served, as indicated):

Creditor Name and Address	Method of Service	Applicable Subsection of Fed. R. Bankr. P. 7004(b):

The following additional interested parties (if any) were served a copy of the above referenced notice and the Chapter 13 Plan:

Interested Party Name and Address	Method of Service	Applicable Subsection of Fed. R. Bankr. P. 7004(b):

Date: \_\_\_\_\_

 \_\_\_\_\_ [Name]  
 \_\_\_\_\_ Address