|  |  |
| --- | --- |
| **UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF NEW YORK**In re: Debtor(s) | Chapter 11Case Nos. \_\_\_\_\_\_\_\_\_( ) Through\_\_\_\_\_\_\_\_\_\_\_\_( )(Jointly Administered) |

# NOTICE OF DEADLINE REQUIRING FILING OF PROOFS OF CLAIM ON OR BEFORE

**TO ALL PERSONS AND ENTITIES WITH CLAIMS AGAINST [NAME DEBTORS] [ANY OF THE DEBTOR ENTITIES LISTED ABOVE] [ON PAGE \_\_\_ OF THIS NOTICE]**

The United States Bankruptcy Court for the Southern District of New York has entered an Order establishing **[set forth date in bold]** (the “Bar Date”) as the last date for each person or entity (including individuals, partnerships, corporations, joint ventures, trusts and governmental units) to file a proof of claim against any of the Debtors listed [above] [on page of this Notice] (the “Debtors”).

The Bar Date and the procedures set forth below for filing proofs of claim apply to all claims against the Debtors that arose prior to , the date on which the Debtors commenced cases under chapter 11 of the United States Bankruptcy Code, except for claims listed in Section 4 below that are specifically excluded from the Bar Date filing requirement. [Governmental units may have until , the date that is one hundred eighty (180) days after the order for relief, to file proofs of claim.][[1]](#footnote-1)

# WHO MUST FILE A PROOF OF CLAIM

You MUST file a proof of claim to vote on a chapter 11 plan filed by the Debtors or to share in distributions from the Debtors’ bankruptcy estates if you have a claim that arose prior to [FILING DATE] (the “Filing Date”), and it is not one of the types of claim described in Section 4 below. Claims based on acts or omissions of the Debtors that occurred before the Filing Date must be filed on or prior to the Bar Date, even if such claims are not now fixed, liquidated or certain or did not mature or become fixed, liquidated or certain before the Filing Date.

Under Section 101(5) of the Bankruptcy Code and as used in this Notice, the word “claim” means: (a) a right to payment, whether or not such right is reduced to judgment, liquidated, unliquidated, fixed, contingent, matured, unmatured, disputed, undisputed, legal, equitable, secured, or unsecured; or (b) a right to an equitable remedy for breach of performance if such breach gives rise to a right to payment, whether or not such right to an equitable remedy is reduced to judgment, fixed, contingent, matured, unmatured, disputed, undisputed, secured or unsecured.

# WHAT TO FILE

[Your filed proof of claim must conform substantially to Official Form No. 410; a case- specific proof of claim form accompanies this notice.] [The Debtors are enclosing a proof of claim form for use in these cases; if your claim is scheduled by the Debtors, the form also sets forth the amount of your claim as scheduled by the Debtors, the specific Debtor against which the claim is scheduled and whether the claim is scheduled as disputed, contingent or unliquidated. You will receive a different proof of claim form for each claim scheduled in your name by the Debtors. You may utilize the proof of claim form(s) provided by the Debtors to file your claim.][[2]](#footnote-2)[Additional proof of claim forms may be obtained at [www.uscourts.gov/forms/bankruptcy-forms.]](http://www.uscourts.gov/forms/bankruptcy-forms.%5D)

All proof of claim forms must be **signed** by the claimant or, if the claimant is not an individual, by an authorized agent of the claimant. It must be written in English and be denominated in United States currency. You should attach to your completed proof of claim any documents on which the claim is based (if voluminous, attach a summary) or an explanation as to why the documents are not available.

**Your proof of claim form must not contain complete social security numbers or taxpayer identification numbers (only the last four digits), a complete birth date (only the year), the name of a minor (only the minor’s initials) or a financial account number (only the last four digits of such financial account).**

Any holder of a claim against more than one Debtor must file a separate proof of claim with respect to each such Debtor and all holders of claims must identify on their proof of claim the specific Debtor against which their claim is asserted and the case number of that Debtor’s bankruptcy case. A list of the names of the Debtors and their case numbers is [set forth in the case caption above] [attached to this Notice].

# WHEN AND WHERE TO FILE

## [(A) Cases with Claims Agents: Insert the following as Paragraph 3:]

Except as provided for herein, all proofs of claim must be filed so as to be received **on or before** at the following address:

# [Insert address provided by claims IF DELIVERED BY HAND: agent]

United States Bankruptcy Court Southern District of New York One Bowling Green, Room 614 New York, NY 10004-1408

# [or the address of the division where the case is being administered.]

**[*Claims Agents approved for electronic filing of claims: Insert this statement*:** Or electronically through the claims agent's website**]**

Proofs of claim will be deemed filed only when received at the addresses listed above or filed electronically on or before the Bar Date. Proofs of claim may not be delivered by facsimile, telecopy or electronic mail transmission.

## [(B) Cases Without Claims Agents: Insert the following as Paragraph 3:]

Except as provided for herein, all proofs of claim must be filed so as to be received **on or before .**

Attorneys (with full access accounts) and employees of institutional creditors (with limited access accounts) should file proofs of claim electronically on the Court’s Case Management/Electronic Case File (CM/ECF) system.

Those without accounts to the CM/ECF system may create and electronically file their proofs of claim through the “File A Proof of Claim” link on the Court’s website, [www.nysb.uscourts.gov,](http://www.nysb.uscourts.gov/) or by mailing or delivering the original proof of claim to the Court at the address provided below:

# United States Bankruptcy Court

# Southern District of New York

# One Bowling Green, Room 614

# New York, New York 10004-1408

**[or the address of the division where the case is being administered.]**

Proofs of claim will be deemed filed only when received by the Bankruptcy Court on or before the Bar Date. Proofs of claim may not be delivered by facsimile, telecopy or electronic mail transmission.

# CLAIMS FOR WHICH PROOFS OF CLAIM NEED NOT BE FILED

You do **not** need to file a proof of claim on behalf of a claim on or prior to the [applicable] Bar Date if the claim falls into one of the following categories:

* 1. Any claim that has already been asserted in a proof of claim against the Debtors with the Clerk of the Bankruptcy Court for the Southern District of New York in a form substantially similar to Official Bankruptcy Form No. 410 [(unless you wish to assert the claim against a Debtor not mentioned in the prior proof of claim, in which case an additional proof of claim must be filed)];
	2. Any claim that is listed on the Schedules filed by the Debtors, provided that (i) the claim is not scheduled as “disputed,” “contingent,” or “unliquidated” and (ii) the claimant does not disagree with the amount, nature and priority of the claim as set forth in the Schedules [and (iii) the claimant does not dispute that the claim is an obligation only of the specific Debtor against which the claim is listed in the Schedules];
	3. Any claim that previously been allowed by Order of the Court;
	4. Any claim that has been paid in full by any of the Debtors;
	5. Any claim for which a different deadline has previously been fixed by this Court;
	6. [Any claim by one Debtor against another Debtor, or by any of the non-debtor subsidiaries of the against any of the Debtors;]
	7. Any claim allowable under § 503(b) and § 507(a) (2) of the Bankruptcy Code as an expense of administration of the Debtor’s estates;
	8. [Others.]

If you are a holder of an equity interest in the Debtors, you need not file a proof of interest with respect to the ownership of such equity interest at this time. However, if you assert a claim against the Debtors, including a claim relating to such equity interest or the purchase or sale of such interest, a proof of such claim must be filed on or prior to the Bar Date pursuant to procedures set forth in this Notice.

This Notice is being sent to many persons and entities that have had some relationship with or have done business with the Debtors but may not have an unpaid claim against the Debtors. The fact that you have received this Notice does not mean that you have a claim or that the Debtors or the Court believe that you have a claim against the Debtors.

# EXECUTORY CONTRACTS AND UNEXPIRED LEASES

If you have a claim arising out of the rejection of an executory contract or unexpired lease as to which the order authorizing such rejection is dated on or before [BAR ORDER ENTRY DATE], the date of entry of the Bar Order, you must file a proof of claim by the Bar Date. Any person or entity that has a claim arising from the rejection of an executory contract or unexpired lease, as to which the order is dated after the date of entry of the Bar Order, you must file a proof of claim with respect to such claim by the date fixed by the Court in the applicable order authorizing rejection of such contract or lease.

# CONSEQUENCES OF FAILURE TO FILE A PROOF OF CLAIM BY THE BAR DATE

ANY HOLDER OF A CLAIM THAT IS NOT EXEMPTED FROM THE REQUIREMENTS OF THIS ORDER, AS SET FORTH IN SECTION 4 ABOVE, AND THAT FAILS TO TIMELY FILE A PROOF OF CLAIM IN THE APPROPRIATE FORM SHALL NOT BE TREATED AS A CREDITOR WITH RESPECT TO SUCH CLAIM FOR THE PURPOSES OF VOTING ON ANY PLAN OF REORGANIZATION FILED IN THESE CASES AND PARTICIPATING IN ANY DISTRIBUTION IN THE DEBTORS’ CASES ON ACCOUNT OF SUCH CLAIM.

# THE DEBTORS’ SCHEDULES AND ACCESS THERETO

You may be listed as the holder of a claim against one or more of the Debtors in the Debtors’ Schedules of Assets and Liabilities and/or Schedules of Executory Contracts and Unexpired Leases (collectively, the “Schedules”).

[To determine if and how you are listed on the Schedules, please refer to the descriptions set forth on the enclosed proof of claim forms regarding the nature, amount, and status of your claim(s). If you received post petition payments from the Debtors (as authorized by the Court) on account of your claim, the enclosed proof of claim form will reflect the net amount of your claims. If the Debtors believe that you hold claims against one or more than one Debtor, you will receive multiple proof of claim forms, each of which will reflect the nature and amount of your claim against one Debtor, as listed in the Schedules.][[3]](#footnote-3)

[If you rely on the Debtors’ Schedules, it is your responsibility to determine that the claim is accurately listed in the Schedules][however, you may rely on the enclosed form, which lists your claim as scheduled, identifies the Debtor against which it is scheduled, and specifies whether the claim is disputed, contingent or unliquidated.][[4]](#footnote-4)

As set forth above, if you agree with the nature, amount and status of your claim as listed in the Debtors’ Schedules, and if you do not dispute that your claim is only against the Debtor specified by the Debtors, and if your claim is not described as “disputed,” “contingent,” or “unliquidated,” you need not file a proof of claim. Otherwise, or if you decide to file a proof of claim, you must do so before the Bar Date in accordance with the procedures set forth in this Notice.

Copies of the Debtors’ Schedules are available for inspection on the Court’s Internet [Website at http://www.nysb.uscourts.gov.](http://www.nysb.uscourts.gov/) A login and password to the Court’s Public Access to Electronic Court Records (“PACER”) are required to access this information and can be obtained through the PACER Service Center at <http://www.pacer.gov.> Copies of the Schedules may also be examined between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday at the Office of the Clerk of the Bankruptcy Court, One Bowling Green, Room 614, New York, New York 10004-1408 [or 300 Quarropas Street, Room 248, White Plains, New York, 10601 or 355 Main Street, Poughkeepsie, New York 12601]. Copies of the Debtors’ Schedules may also be obtained by written request to Debtors’ [counsel at the address and telephone number set forth below] [Claims Agent at the following address and telephone number]:

# A holder of a possible claim against the Debtors should consult an attorney regarding any matters not covered by this notice, such as whether the holder should file a proof of claim.

Dated: , New York **BY ORDER OF THE COURT**

 , 20

COUNSEL FOR THE DEBTORS AND

DEBTORS IN POSSESSION FIRM NAME

ADDRESS PHONE NUMBER

1. For use only when the general Bar Date is less than 180 days after the Filing Date. Section 502(b)(9) of the Bankruptcy Code requires that governmental units have at least 180 days after the order for relief to file a proof of claim (however, a different deadline may apply for certain tax-related claims in a chapter 13 case). [↑](#footnote-ref-1)
2. One of these two bracketed statements will ordinarily be appropriate depending on whether individualized proofs of claim forms are provided to creditors. [↑](#footnote-ref-2)
3. For use only by Debtors that provide individualized proof of claim forms. [↑](#footnote-ref-3)
4. A variant of this paragraph may be used depending on whether the Debtors provide individualized proof of claim forms. [↑](#footnote-ref-4)