

**INSTRUCTIONS FOR APPENDIX A**  
**(Business Bankruptcy Matters Handled by Applicant)**

*Please Review These Instructions and the Attached Sample Pages Carefully Before Completing Appendix A.*

A. “Matter Type”.

1. Meaning of “Matter Type”. A “Matter Type” is a type of adversary proceeding under Rule 7001 (e.g., a turnover action) or a contested matter under Rule 9014 (e.g., objection to confirmation of plan.)
2. Multiple Matters of Same Type. If your Appendix A includes more than one matter of the same type (e.g., three turnover actions or two objections to plan confirmation), all such matters of the same type should be entered in sequence on one page. Remember that a total of 30 business bankruptcy matters are required, and no more than three of the same type may be used to satisfy this requirement.
3. Single Matters of a Particular Type. If your Appendix A includes only one matter of any particular type (e.g., only one preference action or only one motion for relief from stay), each such matter must be submitted on a separate page of Appendix A.

B. “Nature of Matter”.

1. Specific Nature of Adversary Proceeding or Contested Matter. Please describe with particularity the specific business matter type (e.g., action for avoidance of lien or motion from relief from stay).

C. “Your Involvement”.

1. Substantial Involvement in the Matter. Please indicate in reasonable detail why your involvement was substantial relative to this particular matter.
2. Different Kinds of Activity. Remember that substantial involvement is not limited to court appearances, but may include briefing, argument, interrogation of witnesses, negotiations of settlements or workouts, or drafting.

D. “Why This is a ‘Business’ Matter”.

1. Debtor’s Business. The debtor must be engaged in business pre-petition for the matter to qualify as a ‘business matter’. Please describe the nature of the debtor’s business.
2. Business Issues. If the matter is of a type usually associated with consumer bankruptcies (e.g., a nondischargeability complaint or a contested homestead exemption), please state why you believe the matter is essentially related to business rather than consumer issues.

**APPENDIX A (SAMPLE)**  
**BUSINESS BANKRUPTCY MATTERS HANDLED BY APPLICANT**

NAME OF APPLICANT John Doe, Esq.

1. Matter Type Adversary Proceedings -- Lien Avoidance

(a) Case Caption In re Edwards TV, Inc. 91-1234A (Ch. 7) Approx. Date 1991

Court and Judge U.S. Bankruptcy Court, N.D. of (Judge )

Nature of Matter Action to avoid unperfected liens of bank

Describe Your Involvement in the Matter Drafted most pleadings and attended most hearings as lead counsel for trustee

Explain Why This is a "Business Matter" Debtor's business was retail sales of electronic appliances.

(b) Case Caption In re Joe Roberts d/b/a Roberts Ranch 89-1234A (Ch. 12) Approx. Date 1989

Court and Judge U.S. Bankruptcy Court, N.D. of (Judge )

Nature of Matter Action to avoid mortgage as fraudulent conveyance

Describe Your Involvement in the Matter Prepared complaint to avoid bank's mortgage; negotiated settlement with bank and obtained court approval of settlement.

Explain Why This is a "Business Matter" Debtor's business was ranching; the matter related to mortgage on the ranch property.

(c) Case Caption In re Ed's Autos, Inc., 91-1234A (Ch. 11) Approx. Date 1992

Court and Judge U.S. Bankruptcy Court, N.D. of (Judge )

Nature of Matter Adversary proceeding to avoid statutory lien of IRS

Describe Your Involvement in the Matter Prepared all pleadings and briefs

Explain Why This is a "Business Matter" Debtor was an auto dealer.

**APPENDIX A (SAMPLE)**  
**BUSINESS BANKRUPTCY MATTERS HANDLED BY APPLICANT**

NAME OF APPLICANT John Doe, Esq.

1. Matter Type Motion to Abandon Property

(a) Case Caption George Smith d/b/a Development Services 90-1234A (Ch. 11) Approx. Date 1990

Court and Judge U.S. Bankruptcy Court, N.D. of (Judge \_\_\_\_\_)

Nature of Matter Motion to abandon real estate

Describe Your Involvement in the Matter Drafted Motion and brief; appeared at hearing

Explain Why This is a "Business Matter" Debtor was in real estate development. The land in question had been purchased for subdivision.

(b) Case Caption \_\_\_\_\_ Approx. Date \_\_\_\_\_

Court and Judge \_\_\_\_\_

Nature of Matter \_\_\_\_\_

Describe Your Involvement in the Matter \_\_\_\_\_

Explain Why This is a "Business Matter" \_\_\_\_\_

(c) Case Caption \_\_\_\_\_ Approx. Date \_\_\_\_\_

Court and Judge \_\_\_\_\_

Nature of Matter \_\_\_\_\_

Describe Your Involvement in the Matter \_\_\_\_\_

Explain Why This is a "Business Matter" \_\_\_\_\_

**APPENDIX A**  
**BUSINESS BANKRUPTCY MATTERS HANDLED BY APPLICANT**

NAME OF APPLICANT \_\_\_\_\_

1. Matter Type \_\_\_\_\_

(a) Case Caption \_\_\_\_\_ Approx. Date \_\_\_\_\_

Court and Judge \_\_\_\_\_

Nature of Matter \_\_\_\_\_

Describe Your Involvement in the Matter \_\_\_\_\_

Explain Why This is a "Business Matter" \_\_\_\_\_

(b) Case Caption \_\_\_\_\_ Approx. Date \_\_\_\_\_

Court and Judge \_\_\_\_\_

Nature of Matter \_\_\_\_\_

Describe Your Involvement in the Matter \_\_\_\_\_

Explain Why This is a "Business Matter" \_\_\_\_\_

(c) Case Caption \_\_\_\_\_ Approx. Date \_\_\_\_\_

Court and Judge \_\_\_\_\_

Nature of Matter \_\_\_\_\_

Describe Your Involvement in the Matter \_\_\_\_\_

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**ATTACH AS MANY ADDITIONAL COPIES OF THIS PAGE AS NEEDED**

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BUSINESS BANKRUPTCY MATTERS HANDLED BY APPLICANT**

NAME OF APPLICANT \_\_\_\_\_

Matter Type \_\_\_\_\_

(a) Case Caption \_\_\_\_\_ Approx. Date \_\_\_\_\_

Court and Judge \_\_\_\_\_

Nature of Matter \_\_\_\_\_

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