IN THE UNITED STATES BANKRUPTCY COURT

FOR THE EASTERN DISTRICT OF WISCONSIN

In re Chapter 11

\_\_\_\_\_\_\_\_\_\_\_\_\_, Case No. \_\_\_\_\_\_\_\_\_\_ Debtor.

**NOTICE OF DEBTOR’S MOTION TO ADMINISTRATIVELY CLOSE CASE**

PLEASE TAKE NOTICE that the Debtor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by his/her attorneys, has filed a Motion to administratively close this Chapter 11 case, a copy of which is enclosed.

 **Your rights may be affected. You should read these papers carefully and discuss them with your attorney, if you have one in this bankruptcy case. (If you do not have an attorney, you may wish to consult one.)**

 If you do not want the Court to grant the Debtor’s Motion, or if you want the Court to consider your views on the Motion, then no later than **14 days from the date of service of this notice**, you or your attorney must:

File with the Court a written objection at:

Clerk, United States Bankruptcy Court

 517 East Wisconsin Avenue, Room 126

 Milwaukee, WI 53202-4581

If you mail your objection to the Court for filing, you must mail it early enough so the Court will receive it on or before the date stated above.

You must also send a copy to:

Office of the U.S. Trustee Debtor’s Attorney

517 E. Wisconsin Ave., Rm 430 Attorney’s Address

Milwaukee, WI 53202

If you file an objection, the Court will set a hearing. You will be notified of the hearing and you or your attorney must appear at it. If you or your attorney do not take these steps, the Court may enter an order approving the Motion without further notice or hearing.

Date \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Block for Debtor’s Attorney

**NOTES**

Unless the Court orders or the confirmed plan provides otherwise, serve this Notice on the “shortened service list” for the case. If there is no shortened service list, serve the Debtor, Creditors’ Committee (or top 20 unsecured creditors if there is no committee), the U.S. Trustee, and all creditors who have requested notice in the case. File a certificate of service.

If the notice period runs without objection, file a certificate of no objection and upload a proposed Order. (Local Form available.)