

**INSTRUCTIONS FOR COMPLETING OFFICIAL FORM 9F  
NOTICE OF COMMENCEMENT OF CASE UNDER CHAPTER 11 OF THE  
BANKRUPTCY CODE, MEETING OF CREDITORS, AND FIXING OF DATES  
(Corporation/Partnership Case)**

**I. INTRODUCTION**

Official Form 9F is used for a corporation or partnership in a chapter 11 case.

**II. APPLICABLE LAW AND RULES**

Bankruptcy Rule 2002(a) requires the bankruptcy clerk (or some other person as the court may direct) to give the debtor, the trustee, all creditors and indenture trustees notice of the meeting of creditors. Creditors and other parties in interest are entitled to “not less than 20 days” notice of the meeting. Id.

Information on bankruptcy and the bankruptcy process is given on the back of the form.

**III. DIRECTIONS**

**1. United States Bankruptcy Court**

The preparer should identify the Judicial District in which the petition has been filed, for example, "Eastern District of California."

**2. Date Case Filed (or Converted)**

The date the bankruptcy case was filed should be placed in the space provided at the top of the form. If the case has been converted from another chapter to chapter 11, the date and chapter under which the case was originally filed should be included as well as the date that the order or notice of conversion was filed.

**3. Debtor's Name and Address**

The preparer should place the debtor's name and address (including zip code) in the box provided.

**4. Case Number**

The preparer should place the bankruptcy case number in the box provided.

**5. Tax Identification Numbers**

The preparer should place the debtor's federal tax identification numbers in the space provided.

**6. Name and Address of Attorney for Debtor**

The preparer should insert the name and address of the attorney or law firm representing the debtor. If a law firm is representing the debtor, the preparer should also include the name of the individual attorney who actually is handling the case. (Any name inserted here should be the same as that of the attorney who signs the bankruptcy petition.)

**7. Telephone Number of Attorney for Debtor**

The telephone number of the debtor's attorney should be inserted in the space provided.

**8. Meeting of Creditors**

The preparer should insert the date and time for the meeting of creditors, as well as the address at which the meeting will be held.

**9. Deadline to File a Proof of Claim**

The deadline for filing a proof of claim will be set later.

**10. Address of the Bankruptcy Clerk's Office**

The address and telephone number of the bankruptcy clerk's office should appear in the space provided at the bottom left corner of the form. The hours the clerk's office is open should be placed in the space provided.

**11. For the Court**

The clerk's name and the date of the notice should be inserted in the space provided on the bottom right corner of the form.