



# INSTRUCTIONS FOR COMPLETING COVID-19 LBR 9013-1 NOTICE FORM

*Filers should consult the Court website*

*at [www.tnmb.uscourts.gov](http://www.tnmb.uscourts.gov) for the most up-to-date information and procedures.*

DEBTOR NAME(S) }  
CASE NO. } Must be typed or written in as provided on the bankruptcy petition,  
CHAPTER NO. } notice of bankruptcy filing or as indicated on the electronic  
CM/ECF docket.

JUDGE The Judge assigned to the case or proceeding.

DEADLINE FOR FILING A TIMELY RESPONSE See, LBR 9013-1 for date calculation. Note: exceptions may apply. You must be familiar with federal rules, local rules and administrative orders issued by the Court.

HEARING DATE See, LBR 9013-1 and the Availability Calendar provided on the Court website.

HEARING TIME See, Court website > Coronavirus Disease (COVID-19) Information Relating to Court Operations link > Court Operations (Judges) > instructions related to each Judge/Courtroom.

See also, Supplemental Administrative Order 20-5.

TELEPHONE NUMBER & ACCESS CODE See, above for most current information per Judge.  
As of 6/16/20:

	<u>Conference #</u>	<u>Access Code</u>
Chapter 13 (Consolidated Docket) Cookeville & Columbia	1-888-363-4749	6926390#
Judge Mashburn (CR1)	1-888-363-4749	8979228#
Judge Walker (CR2)	1-888-363-4749	7250422#
Chief Judge Harrison (CR3)	1-888-363-4749	4511038#

NOTICE OF MOTION DESCRIPTION Must match .pdf document attached to motion or application.

*The remainder of the form should be filled out accordingly.*