

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Practitioners  
Pro Se Debtors

FROM: United State Bankruptcy Court Clerk

SUBJECT: Adversary Checklist

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- ☐ Adversary Cover Sheet (B1040) - properly completed including demand or other relief sought, jury demand and attorney's signature, unless the complaint is filed electronically. Local Rule 7003-1.
- ☐ Complaint - proper heading with debtor, plaintiff and defendant, main bankruptcy case number listed. Signature required. Original only.
- ☐ Corporate equity interest statement as per Bankruptcy Rule 7007.1
- ☐ Cash/cashier's check/money order/credit card payment/check drawn on the account of the filing attorney for \$350.00 (Fee waived or deferred if debtor, trustee or Federal agency is the plaintiff.)
- ☐ If filed by a non-member of the Utah State Bar, must have *Pro Hac Vice* admission as per Local Rule 2090-1(6) unless filed *pro se*.

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Deputy Clerk's Duties

- ☐ Time stamp and initial the Complaint.
- ☐ Stamp adversary case number on cover sheet, Complaint.
- ☐ Stamp "all documents regarding this matter..." on all pleadings.
- ☐ Issue a zero receipt, if trustee or debtor is the plaintiff.