

**UNITED STATES BANKRUPTCY ADMINISTRATOR**  
SOUTHERN DISTRICT OF ALABAMA  
POST OFFICE BOX 3083  
MOBILE, ALABAMA 36652-3083

TRAVIS M. BEDSOLE, JR.  
ADMINISTRATOR

TELEPHONE: (251) 441-5433  
FAX: (251) 441-6263

**CHAPTER 11 CASES**

**DOCUMENTS TO BE ELECTRONICALLY FILED WITH THE CLERK OF COURT**

BA-1 Monthly Financial Report and bank statement  
BA-2 Quarterly Fee Statement and check  
BA-3 Certification and Statement of Legal Services Rendered  
BA-4 Chapter 11 Postconfirmation Report and bank statements  
Proof of Insurance (Include cover pleading with style of case)  
Plan and Disclosure Statement  
Application for Attorney Fees  
Report of Payments (ROP)

**DOCUMENTS TO BE FILED WITH THE BANKRUPTCY ADMINISTRATOR**  
**P. O. BOX 3083, MOBILE, AL 36652-3083**

Original - Information Form  
Original - Bank Depository Notification Form  
Copy - Federal and State Income Tax Returns  
Copy - Plan and Disclosure Statement  
Copy - Application for Attorney Fees. (Include rates for attorneys and breakdown of expenses, including fax rate, copy rate and all documentation pertaining to travel expenses).

Travis M. Bedsole, Jr.  
U. S. Bankruptcy Administrator

Rev. 4-04