

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MICHIGAN

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In re:

Administrative order regarding
responsibilities of claims agents upon the
completion of administration of a bankruptcy case

U.S. BANKRUPTCY COURT
E.D. MICHIGAN-DETROIT

Administrative Order
No. 13-08


**ORDER REGARDING RESPONSIBILITIES OF CLAIMS AGENTS
UPON THE COMPLETION OF ADMINISTRATION OF A BANKRUPTCY CASE**

Claims agents are sometimes appointed in a bankruptcy case at the request of a debtor or other party in interest. Recently, it has come to the Court's attention that some claims agents have sought direction from the Court regarding the disposition of the claims register, claims and supporting documentation in their possession at the time that the administration of the bankruptcy case has been completed. This order is entered for the purpose of setting forth the responsibilities of claims agents in such circumstances absent a specific order from the Court in such case to the contrary. Accordingly,

IT IS HEREBY ORDERED that this order applies to any individual or entity appointed by the Bankruptcy Court for the Eastern District of Michigan as a claims agent in any bankruptcy case now pending or filed after the date of this order. Upon the completion of the administration of the bankruptcy case, the claims agent:

- (a) must deliver to the Clerk of the Court electronic images of the claims register maintained by the claims agent and electronic images of all claims and supporting documentation for such claims received by the claims agent;

- (b) must file in the bankruptcy case in which the claims agent was appointed, an affidavit
- (i) attesting that the electronic images delivered to the Clerk of the Court are true and correct copies of the claims register, claims and supporting documentation; and
- (ii) stating the location and the contact information of the individual or entity in possession of the claims register, claims and supporting documentation; and
- (c) shall retain the claims register, claims and supporting documentation, and shall not deliver them to the Clerk of the Court or destroy them, unless and until specifically authorized to do so by order of the Court in the case in which the claims agent was appointed.



PHILLIP J. SHEFFERLY, Chief Judge
United States Bankruptcy Court

Dated: May 20, 2013