

**IN THE UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF OHIO  
EASTERN DIVISION**

**Administrative Order No.: 07-3**

**CHIEF JUDGE RANDOLPH BAXTER**

**GUIDELINE FOR PREPARATION OF CHAPTER 11 FINAL DECREE HEARINGS**

The following is a guideline for use by a moving party appearing before the Honorable Randolph Baxter when prosecuting Chapter 11 motions for an entry of final decree pursuant to 11 U.S.C. § 350 and Federal Rule of Bankruptcy Procedure 3022. This guideline is intended to assist the moving party by providing a topical list of subjects for expected Court inquiry.

1. Are all tax returns current?
2. Is there a need for any bond releases?
3. Have all statutory wind-up procedures been completed?
4. Have all assets been fully administered, within the meaning of 11 U.S.C. § 350(a)?
5. Is there any ongoing operational activity?
  - a. If so, how many employees?
  - b. Is a Collective Bargaining Agreement in place?
6. Have all UST fees and reports been submitted?
7. Are there any remaining delinquencies?
8. Are there any residual funds?
9. Is there any pending litigation, including appeals?
10. Are there any remaining pension issues?
11. Does the full administration of the Debtor's case also fully administer the cases of all

consolidated or jointly administered co-debtors?

12. Are all tax issues resolved?
13. Has a Final Report been submitted and duly distributed?
14. Status of Plan Consummation?
15. Have all administrative expense claims been paid?

/s/ Randolph Baxter

**JUDGE RANDOLPH BAXTER**

**CHIEF JUDGE**

**UNITED STATES BANKRUPTCY COURT**

**Dated, this 8<sup>th</sup> day of  
August 2007**