

**LOCAL BANKRUPTCY RULES  
MIDDLE DISTRICT OF PENNSYLVANIA**

**PART III  
CLAIMS AND DISTRIBUTION TO CREDITORS AND  
EQUITY INTEREST HOLDER; PLANS**

**Rule 3001-1** *Claims and Equity Security Interests - General.*

- (a) *Proof of Claim - Contents.* Each proof of claim presented for filing must include:
  - (1) the case name;
  - (2) the case number;
  - (3) the chapter;
  - (4) the claimant's original signature;
  - (5) the claimant's mailing address; and
  - (6) the claimed amount.
- (b) *Proof of Claim - Service.* In a chapter 7 asset case, a chapter 12 case, or a chapter 13 case, a claimant must serve a copy of its proof of claim with all attachments on the debtor.
- (c) *Proof of Secured Claim - Chapter 13 Cases.* In a chapter 13 case, each proof of claim filed by a creditor claiming a security interest must identify:
  - (1) the collateral securing the claim;
  - (2) the principal balance of the obligation;
  - (3) prepetition arrearages;
  - (4) late fees; and
  - (5) attorneys fees and foreclosure costs, including a representation of whether the attorneys fees represent actual fees incurred by the creditor or a commission for collection.

**Rule 3002-1** *Filing Proofs of Claim in Closed Cases.* Unless filed electronically, any proof of claim received by the clerk in a closed case will be returned to the claimant and marked: "Not Filed, Case Closed."