

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF ILLINOIS  
Eastern Division

In Re:	)	BK No.: 15-35358
LB STEEL, LLC	)	
	)	
	)	Chapter: 11
	)	Honorable Janet S. Baer
	)	
Debtor(s)	)	

**ORDER AND NOTICE ESTABLISHING BAR DATES FOR  
FILING PROOFS OF CLAIM, INCLUDING CLAIMS  
ARISING UNDER SECTION 503(B)(9) OF THE BANKRUPTCY CODE**

Upon the Motion (the "Motion") of the above-captioned debtor (the "Debtor") for entry of an order under sections 501, 502, 503(b)(9), and 1111(a) of the Bankruptcy Code and Rules 2002(a)(7), 3003(c)(3) and 5005(a) of the Federal Rules of Bankruptcy Procedure establishing bar dates for filing proofs of claim; the Court having reviewed the Motion; and the Debtor having represented that the relief requested in the Motion is in the best interests of the Debtor, its estate, its creditors and other parties-in-interest; and it appearing that notice of the hearing on the Motion was good and sufficient under the present circumstances and that no other or further notice need be given; and upon the record herein; and after due deliberation thereon; and good and sufficient cause appearing therefore, it is hereby

ORDERED THAT:

1. The Motion is GRANTED as set forth herein.
2. The Debtor shall, within five days of entry of this order, serve by U.S. Mail all known creditors with a copy of the bar date notice attached hereto as Exhibit A, and the proof of claim form attached hereto as Exhibit B. The proof of claim form will be customized for this case and will include the applicable bar date(s) for filing proofs of claim and mailing instructions. It will also be customized with the creditor's name and address and amount and classification of scheduled claim, as applicable.
3. Claims of any governmental unit that arose prior to October 18, 2015 are to be filed no later than February 16, 2016 (the "Governmental Bar Date").
4. All other prepetition claims, including section 503(b)(9) claims, are to be filed by February 1, 2016 (the "General Bar Date").
5. All claims must be either:
  - (a) filed electronically to the Bankruptcy Court via its ECF system before midnight (prevailing Central Time) on the General Bar Date (or on or before the Governmental Bar Date if such creditor is a governmental unit) [<https://ecf.ilnb.uscourts.gov/>]
  - (b) delivered via regular mail, hand delivery or overnight carrier to the claims agent appointed by the Court, Garden City Group, LLC, as follows: If by regular mail: LB Steel, LLC, c/o GCG, P.O. Box

10258, Dublin, OH 43017-5758. If by hand delivery or overnight courier: LB Steel, LLC, c/o GCG, 5151 Blazer Parkway, Suite A, Dublin, OH 43017-5758. Signed original claim forms must be actually received on or before 4:00 p.m. (prevailing Central Time) by the claims agent on the General Bar Date (or on or before the Governmental Bar Date, if such creditor is a governmental unit) (not the date of the postmark). Submission by facsimile and electronic mail to Garden City Group, LLC will not be accepted.

6. Any person or entity that is required to file a proof of claim in this Chapter 11 Case but that fails to do so by the dates provided herein shall be forever barred, estopped and enjoined from: (a) asserting any such unscheduled claim against the Debtor that such person or entity has that (i) exceeds the amount, or (ii) is of a different nature or in a different classification, if any, of that which is set forth in the Debtor's schedules (any such claim referred to as an "Unscheduled Claim"); and (b) voting upon, or receiving distributions under, any plan in this Chapter 11 Case with respect to an Unscheduled Claim.

7. Parties must rely on their own inspection of the Debtor's schedules and/or advice of counsel to determine whether to file a claim.

8. For any claim relating to the Debtor's rejection of an executory contract or unexpired lease that is approved by an order of the Court, the bar date for filing any such claim shall be February 1, 2016, or 21 days following the entry of the rejection order, whichever is later.

9. The Debtor retains the right to dispute, or assert offsets or defenses against, any filed claim as to its nature, amount, liability, classification or otherwise.

Enter:

  
United States Bankruptcy Judge

Dated: 12/1/15

**Prepared by:**

David J. Gold

Perkins Coie LLP

131 S. Dearborn Street, Suite 1700

Chicago, Illinois 60603-5559

Telephone: (312) 324-8400

Facsimile: (312) 324-9400

**EXHIBIT A**

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

In re: ) Chapter 11  
) Case No. 15-35358  
LB STEEL, LLC, )  
) Honorable Janet S. Baer  
Debtor. )

**NOTICE OF DEADLINE FOR FILING OF PROOFS  
OF PREPETITION UNSECURED AND SECURED  
AND § 503(b)(9) ADMINISTRATIVE EXPENSE CLAIMS**

**TO: ALL CREDITORS**

PLEASE TAKE NOTICE that on October 18, 2015 (the "Petition Date"), LB Steel, LLC (the "Debtor") filed a voluntary petition for relief under chapter 11 of the United States Bankruptcy Code.

Pursuant to order of the Court, any creditor holding or wishing to assert prepetition unsecured or secured claims or section 503(b)(9) administrative expense claims against the Debtor arising or accruing prior to the Petition Date are required to file a separate, completed and executed proof of claim (either the proof of claim form enclosed herewith, a form conforming substantially to Official Bankruptcy Form 410, or an appropriate proof of section 503(b)(9) administrative expense claim) (each a "Form" and, collectively, the "Forms") on account of each such claim on or before **February 1, 2016** (the "General Bar Date").

Any governmental unit holding or wishing to assert claims against the Debtor is required to file a separate, completed and executed proof of claim form on or before **February 16, 2016** (the "Governmental Bar Date").

AT THIS TIME, proofs of claim ARE NOT REQUIRED to be filed by creditors holding or wishing to assert claims against the Debtor of the following types (collectively the "Excluded Claims"):

- (a) Claims on account of which a proof of claim has already been properly filed with the Court;
- (b) Claims previously allowed by, or paid pursuant to, an order of the Court;
- (c) Claims that are scheduled by the Debtor in undisputed, noncontingent and liquidated amounts for which the creditors holding such claims do not dispute the amount, nature or classification in which their claims have been scheduled;
- (d) Claims authorized by the Court to be paid under orders entered in this Chapter 11 Case; and

- (e) Claims made by any holder of equity securities of the Debtor solely with respect to such holder's ownership interest in or possession of such equity securities, *provided, however*, that any such holders who wish to assert a claim against the Debtor based on transactions in the Debtor's securities, including, but not limited to, claims for damages or rescission based on the purchase or sale of such securities, must file a proof of claim on or prior to the General Bar Date.

Each Form must specifically set forth the full name of the Debtor and the Debtor's case number, as set forth in the caption on the first page of this notice. The Form must be submitted either:

- (a) Electronically to the Bankruptcy Court via its ECF system before midnight (prevailing Central Time) on the General Bar Date (or on or before the Governmental Bar Date if such creditor is a governmental unit) [<https://ecf.ilnb.uscourts.gov/>]; or
- (b) Through submission of the original Form via regular mail, hand delivery or overnight courier to the claims agent appointed by the Bankruptcy Court, Garden City Group, LLC, as follows:

1. If by regular mail: LB Steel, LLC, c/o GCG, P.O. Box 10258, Dublin, OH 43017-5758; or

2. If by hand delivery or overnight courier: LB Steel, LLC, c/o GCG, 5151 Blazer Parkway, Suite A, Dublin, OH 43017-5758.

Signed original Forms must be actually received by Garden City Group, LLC on or before 4:00 p.m. (prevailing Central Time) on the General Bar Date (or on or before the Governmental Bar Date, if such creditor is a governmental unit) (not the date of the postmark). Garden City Group, LLC will not accept Forms submitted by facsimile or electronic mail.

A Form is enclosed with this notice and may be used to file your claim(s). Forms must be signed, be in English and amounts must be in U.S. Dollars.

You may also obtain a Form and a copy of the Bar Date Order by contacting Garden City Group, LLC at the above address(es), calling the case administration hotline toll-free (US & Canada) (855) 907-3148 or toll (International) (614) 524-5576 or by accessing the case administration website, [www.gardencitygroup.com/cases/LBT](http://www.gardencitygroup.com/cases/LBT). Garden City Group, LLC cannot advise you whether you should file a Proof of Claim.

To receive a date-stamped copy of your Form, please provide a self-addressed stamped envelope and a copy of your Form when you submit the original to Garden City Group, LLC. You will also receive an acknowledgment letter from Garden City Group, LLC after your Form has been processed. You will also be able to view the details of your claim and the first page of your Form on the case administration website, [www.gardencitygroup.com/cases/LBT](http://www.gardencitygroup.com/cases/LBT).

**PLEASE TAKE FURTHER NOTICE THAT, EXCEPT WITH RESPECT TO CLAIMS OF THE TYPE SET FORTH IN PARAGRAPHS (a) THROUGH (d) ABOVE AND GOVERNMENTAL UNITS (WHICH MUST FILE PROOFS OF CLAIM ON OR BEFORE FEBRUARY 16, 2016), ANY CREDITOR THAT IS REQUIRED TO FILE A PROOF OF CLAIM BUT FAILS TO DO SO ON OR BEFORE FEBRUARY 1, 2016 SHALL BE FOREVER BARRED, ESTOPPED AND ENJOINED FROM ASSERTING SUCH CLAIM, AND THE DEBTOR AND ITS ESTATE SHALL BE FOREVER DISCHARGED FROM ANY AND ALL INDEBTEDNESS OR LIABILITY WITH RESPECT TO SUCH CLAIM, AND SUCH HOLDER SHALL NOT BE PERMITTED TO VOTE ON ANY CHAPTER 11 PLAN OR PARTICIPATE IN ANY DISTRIBUTION IN THE DEBTOR'S CHAPTER 11 CASE ON ACCOUNT OF SUCH CLAIM(S).**

In the event that the Debtor amends its Schedules of Assets and Liabilities subsequent to the date hereof, the Debtor shall give notice of such amendment to the holders of the claims affected thereby, and such holders shall be afforded the later of the General Bar Date or thirty (30) days from the date on which such notice has been given to such holders (or such other time period as may be fixed by the Court) to file proofs of claim or forever be barred from doing so.

In the event that a claim arises with respect to the Debtor's rejection of an executory contract or unexpired lease, and except as otherwise set forth in any order authorizing rejection of an executory contract or unexpired lease, the holder of such claim will be afforded the later of the General Bar Date or fourteen (14) days after the effective date of any order authorizing the rejection of the executory contract or unexpired lease to file a proof of claim or forever be barred from doing so.

The Debtor's Schedules of Assets and Liabilities may be examined and inspected by interested parties during regular business hours online at the office of the Clerk of the United States Bankruptcy Court for the Northern District of Illinois, Dirksen Federal Building, 219 S. Dearborn St., Room 713, Chicago, Illinois 60604. The staff of the Bankruptcy Clerk's Office is prohibited by law from giving legal advice. A copy of the Debtor's Schedules of Assets and Liabilities and other information on this Chapter 11 Case may be accessed on the case administration website, [www.gardencitygroup.com/cases/LBT](http://www.gardencitygroup.com/cases/LBT). Creditors wishing to rely on the Schedules of Assets and Liabilities are responsible for determining whether their claims are accurately listed therein.

**THE FACT THAT YOU HAVE RECEIVED THIS NOTICE DOES NOT MEAN THAT YOU HAVE A CLAIM AGAINST THE DEBTOR. YOU SHOULD CONSULT WITH YOUR OWN ADVISORS TO DETERMINE WHETHER YOU HOLD A CLAIM AGAINST THE DEBTOR. YOU SHOULD NOT FILE A PROOF OF CLAIM IF YOU DO NOT HAVE A CLAIM AGAINST THE DEBTOR. QUESTIONS CONCERNING THIS NOTICE MAY BE DIRECTED TO THE DEBTOR'S COUNSEL BELOW.**

Dated: \_\_\_\_\_

Respectfully submitted,

**LB STEEL, LLC,**

By: \_\_\_\_\_

PERKINS COIE LLP  
Daniel A. Zazove  
David J. Gold  
131 S. Dearborn Street, Suite 1700  
Chicago, Illinois 60603-5559  
Telephone: (312) 324-8400  
Facsimile: (312) 324-9400

*Attorneys for the Debtor*

**EXHIBIT B**



UNITED STATES BANKRUPTCY COURT FOR THE NORTHERN DISTRICT OF ILLINOIS	
Name of Debtor: LB Steel, LLC	Case No. 15-35358 (JSB)



01234567  
LBT0123456789

LBT0123456789



# Proof of Claim

Official Form 410\*

Read the instructions before filling out this form. This form is for making a claim for payment in a bankruptcy case. Do not use this form to make a request for payment of an administrative expense. Make such a request according to 11 U.S.C. § 503.

Filers must leave out or redact information that is entitled to privacy on this form or on any attached documents. Attach redacted copies of any documents that support the claim, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, judgments, mortgages, and security agreements. Do not send original documents; they may be destroyed after scanning. If the documents are not available, explain in an attachment.

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

This chapter 11 case was commenced in the United States Bankruptcy Court for the Northern District of Illinois, on October 18, 2015 (the "Petition Date.") Fill in all the information for the claim as of the Petition Date.

## Part 1: Identify the Claim

1. Who is the current creditor?		
Name of the current creditor (the person or entity to be paid for this claim) _____		
Other names the creditor used with the debtor _____		
2. Has this claim been acquired from someone else?		
<input type="checkbox"/> No		
<input type="checkbox"/> Yes. From whom? _____		
3. Where should notices and payments to the creditor be sent?	Where should notices to the creditor be sent?	Where should payments to the creditor be sent? (if different)
	Federal Rule of Bankruptcy Procedure (FRBP) 2002(g)	
	Name _____	Name _____
	Number _____ Street _____	Number _____ Street _____
	City _____ State _____ ZIP Code _____	City _____ State _____ ZIP Code _____
	Contact phone _____	Contact phone _____
Contact email _____	Contact email _____	
4. Does this claim amend one already filed?		
<input type="checkbox"/> No		Filed on _____
<input type="checkbox"/> Yes. Claim number on court claims registry (if known) _____		MM/DD/YYYY
5. Do you know if anyone else has filed a proof of claim for this claim?		
<input type="checkbox"/> No		
<input type="checkbox"/> Yes. Who made the earlier filing? _____		

**Part 2: Give Information About the Claim as of the Date the Case Was Filed**

6. Do you have any number you use to identify the debtor?  No  
 Yes. Last 4 digits of the debtor's account or any number you use to identify the debtor: \_\_\_\_\_

7. How much is the claim? \$ \_\_\_\_\_ Does this amount include interest or other charges?  
 No  
 Yes. Attach statement itemizing interest, fees, expenses, or other charges required by Bankruptcy Rule 3001(c)(2)(A).

8. What is the basis of the claim? Examples: Goods sold, money loaned, lease, services performed, personal injury or wrongful death, or credit card.  
 Attach redacted copies of any documents supporting the claim required by Bankruptcy Rule 3001(c).  
 Limit disclosing information that is entitled to privacy, such as health care information.

9. Is all or part of the claim secured?  No  
 Yes. The claim is secured by a lien on property.  
**Nature of property:**  
 Real estate. If the claim is secured by the debtor's principal residence, file a *Mortgage Proof of Claim Attachment* (Official Form 410-A) with this *Proof of Claim*.  
 Motor vehicle  
 Other. Describe: \_\_\_\_\_  
**Basis for perfection:** \_\_\_\_\_  
 Attach redacted copies of documents, if any, that show evidence of perfection of a security interest (for example, a mortgage, lien, certificate of title, financing statement, or other document that shows the lien has been filed or recorded.)  
**Value of property:** \$ \_\_\_\_\_  
**Amount of the claim that is secured:** \$ \_\_\_\_\_  
**Amount of the claim that is unsecured:** \$ \_\_\_\_\_ (The sum of the secured and unsecured amounts should match the amount in line 7.)  
**Amount necessary to cure any default as of the date of the petition:** \$ \_\_\_\_\_  
**Annual Interest Rate** (when case was filed) \_\_\_\_\_%  
 Fixed  
 Variable

10. Is this claim based on a lease?  No  
 Yes. Amount necessary to cure any default as of the date of the petition. \$ \_\_\_\_\_

11. Is this claim subject to a right of setoff?  No  
 Yes. Identify the property: \_\_\_\_\_

12. Is all or part of the claim entitled to priority under 11 U.S.C. § 507(a)? <input type="checkbox"/> No <input type="checkbox"/> Yes. Check all that apply:  A claim may be partly priority and partly nonpriority. For example, in some categories, the law limits the amount entitled to priority.	<input type="checkbox"/> Domestic support obligations (including alimony and child support) under 11 U.S.C. § 507(a)(1)(A) or (a)(1)(B). <input type="checkbox"/> Up to \$2,775* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use. 11 U.S.C. § 507(a)(7). <input type="checkbox"/> Wages, salaries, or commissions (up to \$12,475*) earned within 180 days before the bankruptcy petition is filed or the debtor's business ends, whichever is earlier. 11 U.S.C. § 507(a)(4). <input type="checkbox"/> Taxes or penalties owed to governmental units. 11 U.S.C. § 507(a)(8). <input type="checkbox"/> Contributions to an employee benefit plan. 11 U.S.C. § 507(a)(5). <input type="checkbox"/> Other. Specify subsection of 11 U.S.C. § 507(a)( ) that applies.	<b>Amount entitled to priority</b> \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
--	--	--

\* Amounts are subject to adjustment on 4/01/16 and every 3 years after that for cases begun on or after the date of adjustment.

**Part 3: Sign Below**

The person completing this proof of claim must sign and date it. FRBP 9011(b).

Check the appropriate box:

- I am the creditor.
- I am the creditor's attorney or authorized agent.
- I am the trustee, or the debtor, or their authorized agent. Bankruptcy Rule 3004.
- I am a guarantor, surety, endorser, or other codebtor. Bankruptcy Rule 3005.

If you file this claim electronically, FRBP 5005(a)(2) authorizes courts to establish local rules specifying what a signature is.

I understand that an authorized signature on this Proof of Claim serves as an acknowledgment that when calculating the amount of the claim, the creditor gave the debtor credit for any payments received toward the debt.

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

I have examined the information in this Proof of Claim and have a reasonable belief that the information is true and correct.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on date \_\_\_\_\_  
MM / DD / YYYY

\_\_\_\_\_  
Signature

**Print the name of the person who is completing and signing this claim:**

Name \_\_\_\_\_  
First name Middle name Last name

Title \_\_\_\_\_

Company \_\_\_\_\_  
Identify the corporate servicer as the company if the authorized agent is a servicer.

Address \_\_\_\_\_  
Number Street

City State ZIP Code

Contact phone \_\_\_\_\_ Email \_\_\_\_\_

The Proof of Claim Form must be submitted either: (a) electronically to the Bankruptcy Court; or (b) through submission of the original form via regular mail, hand delivery or overnight courier to the claims agent appointed by the Bankruptcy Court, Garden City Group, LLC ("GCG").

IF SUBMITTING A HARD COPY OF A PROOF OF CLAIM FORM, PLEASE SEND YOUR ORIGINAL, COMPLETED CLAIM FORM AS FOLLOWS: **IF BY MAIL:** LB STEEL, LLC, C/O GCG P.O. BOX 10258, DUBLIN, OH 43017-5758. **IF BY HAND OR OVERNIGHT COURIER:** LB STEEL, LLC, C/O GCG, 5151 BLAZER PARKWAY, SUITE A, DUBLIN, OH 43017. ANY PROOF OF CLAIM SUBMITTED BY FACSIMILE OR EMAIL WILL NOT BE ACCEPTED.

THE GENERAL BAR DATE IN THESE CHAPTER 11 CASES IS **FEBRUARY 1, 2016** AT 4:00 P.M. (PREVAILING CENTRAL TIME)  
THE GOVERNMENT BAR DATE IS **FEBRUARY 16, 2016** AT 4:00 P.M. (PREVAILING CENTRAL TIME)

# Instructions for Proof of Claim

United States Bankruptcy Court

The instructions and definitions below are general explanations of the law. In certain circumstances, such as bankruptcy cases not filed voluntarily by the Debtor, exceptions to these general rules may apply. The attorneys for the Debtors and their court-appointed claims agent, Garden City Group, LLC ("GCG"), are not authorized and are not providing you with any legal advice.

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both.  
18 U.S.C. §§ 152, 157 and 3571.

## How to fill out this form

- **Fill in all the information for the claim as of the Petition Date.**
- **If the claim has been acquired from someone else, then state the identity of the last party who owned the claim or was the holder of the claim and who transferred it to you before the initial claim was filed.**
- **Attach any supporting documents to this form.**  
Attach redacted copies of any documents that show that the debt exists, a lien secures the debt, or both. (See the definition of *Redaction* of information in the section below.)  
Also attach redacted copies of any documents that show perfection of any security interest or any assignments or transfers of the debt. In addition to the documents, a summary may be added. Federal Rule of Bankruptcy Procedure (called "Bankruptcy Rule") 3001(c) and (d).
- **Do not attach original documents because attachments may be destroyed after scanning.**
- **If the claim is based on delivering health care goods or services, do not disclose confidential health care information. Leave out or redact confidential information both in the claim and in the attached documents.**
- **A Proof of Claim form and any attached documents must show only the last 4 digits of any social security number, individual's tax identification number, or financial account number, and only the year of any person's date of birth.** See Bankruptcy Rule 9037.
- **For a minor child, fill in only the child's initials and the full name and address of the child's parent or guardian.** For example, write *A.B.*, a *minor child (John Doe, parent, 123 Main St., City, State)*. See Bankruptcy Rule 9037.

**Information that is entitled to privacy:** A *Proof of Claim* form and any attached documents must show only the last 4 digits of any social security number, an individual's tax identification number, or a financial account number, only the initials of a minor's name, and only the year of any person's date of birth. If a claim is based on delivering health care goods or services, limit the disclosure of the goods or services to avoid embarrassment or disclosure of confidential health care information. You may later be required to give more information if the trustee or someone else in interest objects to the claim.

**Priority claim:** A claim within a category of unsecured claims that is entitled to priority under 11 U.S.C. §507(a). These claims are paid from the available money or property in a bankruptcy case before other unsecured claims are paid. Common priority unsecured claims include alimony, child support, taxes, and certain unpaid wages.

**Proof of claim:** A form used by the creditor to indicate the amount of the debt owed by the Debtor on the date of the bankruptcy filing. The creditor must file the form as described in the instructions above and in the Bar Date Notice.

**Redaction of information:** *Masking, editing out, or deleting certain information to protect privacy. Filers must redact or leave out information entitled to privacy on the Proof of Claim form and any attached documents.*

**Secured claim under 11 U.S.C. §506(a):** A claim backed by a lien on particular property of the debtor. A claim is secured to the extent that a creditor has the right to be paid from the property before other creditors are paid. The amount of a secured claim usually cannot be more than the value of the particular property on which the creditor has a lien. Any amount owed to a creditor that is more than the value of the property normally may be an unsecured claim. But exceptions exist; for example, see 11 U.S.C. § 1322(b) and the final sentence of 1325(a).

Examples of liens on property include a mortgage on real estate or a security interest in a car. A lien may be voluntarily granted by a debtor or may be obtained through a court proceeding. In some states, a court judgment may be a lien.

**Setoff:** Occurs when a creditor pays itself with money belonging to the debtor that it is holding, or by canceling a debt it owes to the debtor.

**Uniform claim identifier:** An optional 24-character identifier that some creditors use to facilitate electronic payment.

**Unsecured claim:** A claim that does not meet the requirements of a secured claim. A claim may be unsecured in part to the extent that the amount of the claim is more than the value of the property on which a creditor has a lien.

**Display of Proof of Claim on Case Administration Website:** As the official claims agent, and in accordance with Federal Bankruptcy Rule 9037(g), GCG will display the first page of your proof of claim form on the case administration website. Please be aware that any personal information not otherwise redacted on your proof of claim form will be displayed over the Internet.

## Offers to purchase a claim

Certain entities purchase claims for an amount that is less than the face value of the claims. These entities may contact creditors offering to purchase their claims. Some written communications from these entities may easily be confused with official court documentation or communications from the debtor. These entities do not represent the bankruptcy court, the bankruptcy trustee, or the debtor. A creditor has no obligation to sell its claim. However, if a creditor decides to sell its claim, any transfer of that claim is subject to Bankruptcy Rule 3001(e), any provisions of the Bankruptcy Code (11 U.S.C. § 101 et seq.) that apply, and any orders of the bankruptcy court that apply.

## Confirmation that the claim has been filed

To receive confirmation that the claim has been filed, enclose a stamped self-addressed envelope and a copy of this form. You will also receive an acknowledgment letter from GCG after your proof of claim form has been processed. You will also be able to view the details of your claim and the first page of your *Proof of Claim* form on the claims register hosted on the case administration website, [www.gardencitygroup.com/cases/lbt](http://www.gardencitygroup.com/cases/lbt).

## Understand the terms used in this form

**Administrative expense:** Generally, an expense that arises after a bankruptcy case is filed in connection with operating, liquidating, or distributing the bankruptcy estate. 11 U.S.C. § 503.

**Claim:** A creditor's right to receive payment for a debt that the debtor owed on the date the debtor filed for bankruptcy. 11 U.S.C. §101 (5). A claim may be secured or unsecured.

**Creditor:** A person, corporation, or other entity to whom a debtor owes a debt that was incurred on or before the date the debtor filed for bankruptcy. 11 U.S.C. §101 (10).

**Debtor:** A person, corporation, or other entity who is in bankruptcy. Use the debtor's name and case number as shown in the bankruptcy notice you received. 11 U.S.C. § 101 (13).

**Evidence of perfection:** Evidence of perfection of a security interest may include documents showing that a security interest has been filed or recorded, such as a mortgage, lien, certificate of title, or financing statement.

**Do not file these instructions with your form.**