

UNITED STATES BANKRUPTCY COURT
DISTRICT OF RHODE ISLAND

INSTRUCTIONS FOR FILING

MOTION TO BE EXCUSED FROM COURT

1. Motion shall be in pleading format. Heading at the top and signature line at the bottom. A sample form is on the back of this sheet (LBR Form Y).
2. Motion shall clearly state the time period sought.
3. Motion shall state the reason for the request to be excused.
4. Motion must contain the following language: **“I have no matters scheduled for hearing in Bankruptcy Court during said time period.”** If you do have a matter scheduled for hearing, you must first file a Motion to Continue the hearing. If the continuance is granted, you may then file your Motion to be Excused. Alternatively, you may indicate that you have made arrangements for a substitute attorney to appear in your absence (substitute attorney must be a member of the federal bar).
5. Motions may be filed in paper, or alternatively, may be sent electronically via email to our Helpdesk at: rib_helpdesk@rib.uscourts.gov. The subject line of the email must state “ Motion For Excusal.”
6. If you would like to receive a copy of the Order granting the Motion to be Excused, you must include a copy of the motion and a self-addressed stamped envelope with the paper motion. Motions for Excusal filed via email will automatically receive a copy of the order.
7. An order granting a motion to be excused, excuses counsel from court appearances during the period requested only. Said order does not excuse counsel from court filing deadlines or from attendance at Section 341 Meetings of Creditors. Excusal from a Section 341 meeting must be given by the trustee conducting the meeting.

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF RHODE ISLAND

IN RE: JANE DOE, ESQ.

MOTION TO BE EXCUSED FROM COURT

Now comes Jane Doe, Esq. and moves this Honorable Court for permission to be excused from attendance in the U.S. Bankruptcy Court, District of Rhode Island, on the following dates:

1. Week of April 7, 1997 through and including April 11, 1997
2. The Petitioner will be on vacation with her family during the time indicated.

I have no matters scheduled for hearing in Bankruptcy Court during said time period.

Respectfully submitted,

Date

Jane Doe, Esq.
123 Bankruptcy Lane
Clerk's Office, RI 55555
(401) 555-5555

GRANTED except as to any emergency matters
that may occur during the period of the excuse.

F. J. P. U.S. BANKRUPTCY JUDGE

Date: _____ By: _____