UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA

In the matter of: CHAPTER 7 ATTORNEY REQUIREMENTS	**GENERAL ORDER 25-2**

Having become aware of the Chapter 7 attorney practices and procedures being employed by debtors' counsel in the District of Arizona, which reflect a lack of uniformity of services being rendered to consumer debtors and a lack of disclosure by counsel consistent with the Bankruptcy Code and Federal Rules of Bankruptcy Procedure, the bankruptcy judges in the District of Arizona have determined that it is necessary to impose certain requirements on counsel for Chapter 7 debtors (the "Chapter 7 Attorney Requirements") in order to ensure that Chapter 7 debtors in the District of Arizona receive adequate representation. The Chapter 7 Attorney Requirements are attached and incorporated into this General Order, and apply to all cases filed under or converted to Chapter 7 on or after January 15, 2026.

IT IS SO ORDERED.

Dated this 6th day of November, 2025.

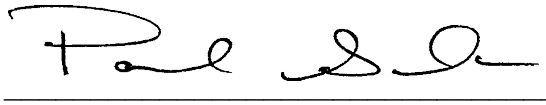
Honorable Eddward P. Ballinger, Jr., Chief Judge

Honorable Daniel P. Collins

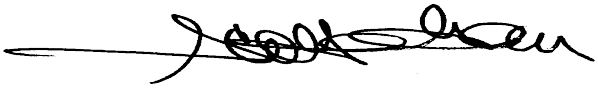
Honorable Brenda Moody Whinery

Honorable Madeleine C. Wanslee

Honorable Brenda K. Martin



Honorable Paul Sala



Honorable Scott H. Gan

Chapter 7 Attorney Requirements

(a) Initial Disclosures. Counsel's initial disclosure of attorney compensation (the "Initial Disclosure") must identify the terms and total amount of compensation to be paid to the attorney representing the debtor. Counsel's retention agreement(s) are to be attached to counsel's Initial Disclosure.

(b) Minimum Required Services. Unless otherwise ordered by the Court, attorneys who file a voluntary chapter 7 case in this district must provide the following legal services pertaining to the debtor's bankruptcy case (the "Minimum Required Services"):

(1) Reviewing financial documents and information;

(2) Consulting, planning and advising, including office visits, email and telephone communications regarding the Minimum Required Services;

(3) Providing advice regarding pre-filing credit counseling;

(4) Preparing/filing the bankruptcy petition, statement of social security number, schedules and summary of assets and liabilities, statement of financial affairs, statement of intention, means test forms, payment advice declaration, master mailing list, and declaration re: electronic filing;

(5) Preparing/filing amendments to the petition, schedules, and statements, if appropriate;

(6) Preparing/filing an application for a waiver of the filing fee or to pay the filing fee in installments, if appropriate;

(7) Preparing/filing bankruptcy notice(s) in state court actions, if applicable;

(8) Appearing at the §341 meeting of creditors and continued meetings;

(9) Assisting debtors in fulfilling their obligations under Local Rule 2003-2, including completing Local Form 2003-2(a)(2), and responding to requests from the Chapter 7 trustee;

(10) Preparing/filing motions to vacate a dismissal order, provided the dismissal order was not caused by the debtor's action or inaction;

(11) Preparing/filing motions to extend the stay, if appropriate, and attending related hearings;

(12) Preparing/filing reaffirmation agreements, if appropriate, and attending related hearings;

(13) Responding to non-adversary proceeding creditor motions and objections, and attending related hearings if the debtor objects to the motion;

(14) Responding to motions for stay relief, and attending related hearings if the debtor objects to the motion;

(15) Responding to motions for turnover, and attending related hearings if the debtor objects to the motion;

(16) Preparing/filing redemption motions, if appropriate, and attending related hearings;

(17) Preparing/filing § 522(f) lien avoidance motions, if appropriate, and attending related hearings;

(18) Preparing/filing motions for abandonment, if appropriate, and attending related hearings;

(19) Responding to objections to claimed exemptions, and attending related hearings if the debtor objects to the motion;

(20) Drafting and mailing any necessary correspondence;

(21) Filing debtor changes of address; and

(22) Providing advice regarding the need to obtain and, if necessary, filing a post-filing education course certificate.

(c) Bifurcated Fee Agreements for Minimum Required Services. A Chapter 7 debtor and counsel may agree to bifurcate counsel's services and debtor's payment obligations for the Minimum Required Services into pre-petition and post-petition agreements only as follows:

(1) Counsel and the debtor must enter into a pre-petition agreement that provides, at a minimum, that counsel shall provide the services identified in paragraph (b)(1) through (12) of this General Order;

(2) Counsel and the debtor must enter into a post-petition agreement under which counsel shall provide all of the Minimum Required Services not included in the pre-petition agreement.

(3) The post-petition agreement must be:

(A) Signed by the debtor and counsel post-petition;

(B) Filed with the Court; and,

(C) Disclosed under 11 U.S.C. § 329 and Fed. R. Bankr. P. 2016(b).

(4) The pre-petition and post-petition agreements are subject to Court review for reasonableness, including with regard to the reasonableness of the allocation of counsel's fees to pre-petition and post-petition services.

(5) Notwithstanding the terms of any pre-petition agreement limiting counsel's responsibilities, counsel shall timely provide all of the Minimum Required Services until the Court enters an order, after hearing and for cause, excusing such performance or authorizing counsel to withdraw.

(d) Other Post-Petition Fee Agreements. The debtor and debtor's counsel may agree to separate post-petition fee agreements for legal services in a Chapter 7 bankruptcy case that are not included in the Minimum Required Services. All such agreements must be filed with the Court, disclosed under 11 U.S.C. § 329 and Fed. R. Bankr. P. 2016(b), and are subject to Court review for reasonableness.

(e) Third-Party Financing. In any case involving agreements with third parties for financing or factoring of fees earned or to be earned in a Chapter 7 bankruptcy case, debtor's counsel must attach signed copies of any such financing or security agreement(s) to: (i) counsel's Initial Disclosure; or, (ii) a separate notice filed with the Court within ten business days of such financing or security agreements being entered into. This General Order does not pertain to the general financing of an attorney's assets or law practice.

(f) Duty to Supplement Disclosure. Counsel must timely file any supplemental statements required by Fed. R. Bankr. P. 2016(b)(2) and attach a copy of all related compensation agreement(s) to such statements.

(g) Notice to Debtors. Counsel shall provide a copy of General Order 25-2 to all potential debtor clients within twenty-four (24) hours of entering into any fee agreement. Failure to timely provide a copy of this General Order may result in the voiding of a fee agreement and an order to disgorge all fees received.