

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF WASHINGTON

**BALLOT SUMMARY INSTRUCTIONS**

Case No.      Enter case number  
 Debtor:        Enter debtor(s) name  
 Proponent:    Enter proponent (i.e. debtor in possession, The Plan Company)  
 Plan Filed:    Enter date plan filed, along with date amended plans filed  
 Ballots Due:   Enter ballot due date

<u>Class</u>	<u>Dkt #</u>	<u>File date</u>	<u>Creditor Name</u>	<u>Vote</u>	<u>\$ Amount</u>	<u>Reason</u>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Group ballots on ballot summary by class:

- (1) Enter the first class.
- (2) Enter the ballot document number (from case docket).
- (3) Enter the ballot file date.
- (4) Enter the creditor name from the ballot.
- (5) Enter the ballot vote (A = Accept; R = Reject).
- (6) Enter the allowed dollar amount (from List Classifying Claims).
- (7) If applicable: Enter the Reason the ballot will not be counted for the Report of Balloting.

Ballots are not counted if:

- Filed after the balloting deadline.
- Neither accept or reject is marked on the ballot form.
- Cannot determine creditor from the signature on the ballot.
- Ballot is a duplicate of an earlier ballot.
- Ballot is amending an earlier ballot filed in the same ballot period.
- Ballot is amended with later filed ballot pursuant to court order, or an additional balloting period.

Repeat for each voting ballot in class.

Repeat for each class.