

**INSTRUCTIONS FOR APPENDIX C**  
(Creditors' Rights Matters Handled by Applicant)

*Please Review These Instructions and the Attached Sample Pages Carefully Before Completing Appendix C.*

Per the American Board of Certification's Rules and Regulations: <https://www.abcworld.org/rules>

Section 3.1.3 (b):

**(b) Creditors' Rights Law.** The applicant must make a satisfactory showing of experience through substantial involvement in the practice, arbitration or mediation of creditors' rights law. Substantial involvement shall mean both

(1) that the applicant has devoted a minimum of thirty percent of practice time to creditors' rights law during each of the three years immediately preceding the date of the Long Form Application, and

(2) that the applicant has devoted a minimum of 400 hours to the practice of creditors' rights law during each of the three years immediately preceding the date of the Long Form Application.

In addition, the applicant must have substantially participated in **at least thirty creditors' rights matters, with no more than three of any such matters being of a single type.** Creditors' rights matters include, but are not limited to: standard collection suit; standard execution upon judgment; post-judgment debtor's examination; attachment proceeding (pre- or post-judgment); garnishment proceeding; foreclosure action; secured party sale under UCC; consumer or business collection action; fraudulent conveyance action or claim; create an Article 9 security interest; involuntary bankruptcy case; objection to Chapter 13 plan; claim objection; reply to a counterclaim or new matter; take or defend deposition in litigation; preference action; foreign judgment domestication action; and proposed distribution objection. Substantial involvement is not necessarily limited to court appearances, but may include briefing, argument, interrogation of witnesses, negotiation of settlements or workouts, or drafting. The activity must relate to such matter and must have been substantial in relation to the total efforts devoted to the matter. These requirements shall be applied to all applicants, including but not limited to private practitioners, government lawyers, professors of law, United States Trustees, Bankruptcy Administrators, Assistant United States Trustees, or Trial Attorneys for United States Trustees; but shall be waived for an applicant who has served as a full time judge of a trial court having general civil (e.g., not exclusively family or probate law) jurisdiction during at least three of the five years immediately preceding the application. Service as a professor of law does not constitute the practice of law for the purposes of this subsection.

A. “Matter Type”.

1. Meaning of “Matter Type”. A “Matter Type” is a discrete portion of a case or proceeding, examples of which are listed in Rule 3.1.3 (b) of the ABC Rules & Regulations (e.g. pre- and post-judgment execution; enforcement of sister state judgments; foreclosure actions; priority disputes; fraudulent conveyance and preferential transfers; UCC matters; consumer or business collections; and, consumer or business bankruptcy matters )
2. Multiple Matters of Same Type. If your Appendix C includes more than one matter of the same type (e.g., three collection matters or two foreclosure actions), all such matters of the same type should be entered in sequence on one page. Remember that a total of 30 creditors’ rights matters are required, and no more than three of the same type may be used to satisfy this requirement.
3. Single Matters of a Particular Type. If your Appendix C includes only one matter of any particular type (e.g., only one preference action or only one enforcement of a sister state judgment), each such matter must be submitted on a separate page of Appendix C.

B. “Specific Nature of the Matter”. Please describe with particularity the specific creditors’ rights matter type (e.g., contested action on account receivable or defend motion from to avoid lien).

C. “Your Involvement”.

1. Substantial Involvement in the Matter. Please indicate in reasonable detail why your involvement was substantial relative to this particular matter.
2. Different Kinds of Activity. Remember that substantial involvement is not limited to court appearances, but may include briefing, argument, interrogation of witnesses, negotiations of settlements or workouts, or drafting.

**PLEASE NUMBER EACH MATTER**

**APPENDIX C (SAMPLE)**  
**CREDITORS' RIGHTS MATTERS HANDLED BY APPLICANT**

NAME OF APPLICANT John Doe, Esq.

1. Matter Type Post Judgment Debtor's Exam

(a)Case Caption In re Edwards TV, Inc. 91-1234 Approx. Date 1998

Court and Judge Trial Court, Pike County, Oklahoma (Judge Smith)

Nature of Matter Discovery of assets

Describe Your Involvement in the Matter Drafted most pleadings and  
attended Exam

2. Matter Type Action to Avoid Fraudulent Transfer

(a)Case Caption In re Joe Roberts d/b/a Roberts Ranch 89-1234 Approx. Date 1997

Court and Judge Trial Court, Pike County, Oklahoma (Judge Jones)

Nature of Matter Action to avoid fraudulent transfer

Describe Your Involvement in the Matter Prepared complaint to avoid a  
transfer, argued Motions to Dismiss, negotiations for settlement.

**Per the Rules and Regulations, Section 3.1.3. A. Substantial Involvement, here are some examples of Adversary Proceeding or Contested Matter**

**Creditors' Rights / Collection Actions**

- |      |  |
|------|--|
| CR1  | Prejudgment Remedies                             |
| CR2  | Postjudgment Remedies                            |
| CR3  | Limitations on Wage Garnishments                 |
| CR4  | Enforcement on Non-U.S. Judgments                |
| CR5  | Domestication of Judgments from Other States     |
| CR6  | Fair Debt Collection Practices Act               |
| CR7  | Receiverships                                    |
| CR8  | Exemptions (State Law)                           |
| CR9  | Exemptions (Federal Law)                         |
| CR10 | Constructive Trusts and Other Equitable Remedies |
| CR11 | Fair Credit Reporting Act                        |
| CR12 | Equal Credit Opportunity Act & Reg. B            |
| CR13 | Truth in Lending Rescission                      |
| CR14 | FTC Holder in Due Course                         |
| CR15 | Federal Priority Statute                         |
| CR16 | Federal Debt Collection Procedure Act            |
| CR17 | Service Members Civil Relief Act                 |
| CR18 | Guarantor Liability/Lender Liability             |

**Liens and Security Interests**

- |      |   |
|------|---|
| CR19 | Creation or Attachment                        |
| CR20 | Perfection                                    |
| CR21 | Priority                                      |
| CR22 | Enforcement and Remedies                      |
| CR23 | Federal Tax Liens                             |
| CR24 | Sale V. Lease                                 |
| CR25 | Consignments                                  |
| CR26 | Disposition of Collateral and Tracing         |
| CR27 | Proceeds                                      |
| CR28 | Debtor Liability for Conversion of Collateral |

**Trial Issues**

- CR29 Federal Rules of Civil Procedure
- CR30 Prejudgment Discovery
- CR31 Postjudgment Discovery
- CR32 Long-Arm Jurisdiction
- CR33 Federal Rules of Evidence (Business Records, Settlement Discussions, Judicial Notice)
- CR34 Arbitration

**Bankruptcy**

- CR35 Federal Rules of Bankruptcy Procedure
- CR36 Exemptions (State and Federal)
- CR37 Eligibility for Filing, And Relief Available Under, Various Chapters of Code
- CR38 Involuntary Petitions
- CR39 Automatic Stay (Applicability and Exceptions)
- CR40 Claims Allowability And Calculations
- CR41 Setoff and Recoupment
- CR42 Reclamation & §503(B)(9)
- CR43 Preferential Transfers
- CR44 Strong-Arm Power §544(A)
- CR45 Other Avoidance Powers (Fraudulent Transfers/Postpetition Transfers/§552)
- CR46 Discharge—Scope and Dischargeable Debts
- CR47 Plan Confirmation
- CR48 Reaffirmation, Redemption and Ride Through

**Ethics**

- CR49 Conflicts of Interest
- CR50 Employment and Withdrawal
- CR51 Rule 9011
- CR52 Client Wrongdoing
- CR53 Duty of Candor

**UCC Issues**

- CR54 Article 2 (Enforceability and Remedies Generally)
- CR55 Reclamation and Stoppage in Transit
- CR56 Article 3 And §9-404 (Holder In Due Course Elements And Rights)
- CR57 Article 7 – Documents of Title
- CR58 Convention on International Sale Of Goods

**APPENDIX C  
CREDITORS' RIGHTS MATTERS HANDLED BY APPLICANT**

NAME OF APPLICANT \_\_\_\_\_

1. Matter Type \_\_\_\_\_

(a) Case Caption \_\_\_\_\_ Approx. Date \_\_\_\_\_

Court and Judge \_\_\_\_\_

Nature of Matter \_\_\_\_\_

\_\_\_\_\_

Describe Your Involvement in the Matter \_\_\_\_\_

\_\_\_\_\_

Explain Why This is a "Creditors Rights Matter" \_\_\_\_\_

\_\_\_\_\_

(b) Case Caption \_\_\_\_\_ Approx. Date \_\_\_\_\_

Court and Judge \_\_\_\_\_

Nature of Matter \_\_\_\_\_

\_\_\_\_\_

Describe Your Involvement in the Matter \_\_\_\_\_

\_\_\_\_\_

Explain Why This is a "Creditors' Rights Matter" \_\_\_\_\_

\_\_\_\_\_

(c) Case Caption \_\_\_\_\_ Approx. Date \_\_\_\_\_

Court and Judge \_\_\_\_\_

Nature of Matter \_\_\_\_\_

\_\_\_\_\_

Describe Your Involvement in the Matter \_\_\_\_\_

\_\_\_\_\_

Explain Why This is a "Creditors' Rights Matter" \_\_\_\_\_

\_\_\_\_\_

**ATTACH AS MANY ADDITIONAL COPIES OF THIS PAGE AS NEEDED**

**APPENDIX C  
CREDITORS' RIGHTS BANKRUPTCY MATTERS HANDLED BY APPLICANT**

NAME OF APPLICANT \_\_\_\_\_

(d) Case Caption \_\_\_\_\_ Approx. Date \_\_\_\_\_

Court and Judge \_\_\_\_\_

Nature of Matter \_\_\_\_\_

\_\_\_\_\_

Describe Your Involvement in the Matter \_\_\_\_\_

\_\_\_\_\_

Explain Why This is a "Creditors' Rights Matter" \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTACH AS MANY ADDITIONAL COPIES OF THIS PAGE AS NEEDED**