# ORIGINA IN THE UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF DELAWARE Chapter 11 In re: CTC COMMUNICATIONS GROUP, INC., Case No. 02-12873 (PJW) TAX I.D. NO. 04-3469590 CTC COMMUNICATIONS CORP., TAX I.D. NO. 04-2731202 CTC COMMUNICATIONS OF VIRGINIA, INC. (Jointly Administered) TAX I.D. NO. 54-1905656 and CTC COMMUNICATIONS LEASING CORP., TAX I.D. NO. 04-3519633 Debtors.

# NOTICE OF ENTRY OF BAR DATE ORDER FIXING LAST DAY FOR FILING PROOFS OF CLAIM AGAINST THE DEBTORS AND DEBTORS IN POSSESSION

	PLEASE TAKE NOTICE that the United States Bankruptcy Court for the District of
	Delaware (the "Bankruptcy Court") has entered an order dated February 25, 2003 (the "Bar Date
	Order") requiring all persons or entities, except as indicated below, that assert a claim (as defined
	below) against CTC COMMUNICATIONS GROUP, INC., TAX I.D. No. 04-3469590, CTC
AUS_	COMMUNICATIONS CORP., TAX I.D. No. 04-2731202, CTC COMMUNICATIONS OF
CAF	VIRGINIA, INC., TAX I.D. No. 54-1905656 or CTC COMMUNICATIONS LEASING CORP.,
CMP _	TAX I.D. NO. 04-3519633 (the "Debtors"), which arose or is deemed to have arisen by virtue of
COM _ CTR	11 U.S.C. § 501(d) prior to October 3, 2002, with respect to claims asserted against CTC
ECR -	Communications Group, Inc. and CTC Communications Corp., or prior to October 9, 2002 with
GCL _	respect to claims asserted against CTC Communications of Virginia, Inc. and CTC
OPC _	—Communications Leasing Corp. (the "Petition Dates"), to file a separate proof of claim with
MMS SEC	respect to each such Debtor with Bankruptcy Services LLC ("BSI"), that substantially conforms
OTHA	Univito Official Form No. 10, so as to be received no later than May 16, 2003 (the "Bar Date"). Such
·	original proofs of claim must be mailed or delivered to the following address:
	40 F

Bankruptcy Services LLC
P.O. Box 5112
FDR Station
New York, NY 10150-5112
Attn: CTC Communications Claims

If such original proofs of claim are sent via FedEx or another similar carrier, then such original proofs of claim must be delivered to the following address:

DOCUMENT NUMBER - DATE

02349 MAR 108

61500.1001

CTC Communications Group, Inc. c/o Bankruptcy Services LLC 70 East 55th Street, Heron Tower, 6th Floor New York, NY 10022

In order to be filed, the proof of claim must be actually received by BSI at the above address on or before the Bar Date. Therefore, the date of a postmark by the U.S. Postal Service or the date of delivery by any other delivery service shall NOT constitute a date upon which a proof of claim may be deemed filed. Further, facsimile or email proofs of claim are NOT acceptable and will not be valid for any purpose.

Pursuant to the terms of the Bar Date Order, other than those parties listed in the "Exceptions" paragraph below, each person or entity, including, without limitation, individuals, partnerships, joint ventures, corporations, estates, trusts and governmental units, which holds or asserts a claim against or relating to the Debtors, or for reimbursement or contribution allowed under section 502 of title 11 of the United States Code (the "Bankruptcy Code") on account of such a claim, or for any alleged obligation or liability of the Debtors whatsoever, which arose or is deemed to have arisen prior to the applicable Petition Date, must file a proof of claim in substantially the same form as attached hereto. Again, the deadline to file such a proof of claim is May 16, 2003.

FOR PURPOSES OF THE BAR DATE ORDER AND THIS NOTICE, THE TERM "CLAIM" MEANS (i) ANY RIGHT TO PAYMENT, WHETHER OR NOT SUCH RIGHT IS REDUCED TO JUDGMENT, LIQUIDATED, UNLIQUIDATED, FIXED, CONTINGENT, MATURED, UNMATURED, DISPUTED, UNDISPUTED, LEGAL, EQUITABLE, SECURED, OR UNSECURED; OR (ii) ANY RIGHT TO AN EQUITABLE REMEDY FOR BREACH OF PERFORMANCE IF SUCH BREACH GIVES RISE TO A RIGHT TO PAYMENT, WHETHER OR NOT SUCH RIGHT TO AN EQUITABLE REMEDY IS REDUCED TO JUDGMENT, FIXED, CONTINGENT, MATURED, UNMATURED, DISPUTED, UNDISPUTED, SECURED, OR UNSECURED.

ACTS OR OMISSIONS, IF ANY, OF THE DEBTORS THAT OCCURRED PRIOR TO THE APPLICABLE PETITION DATE, INCLUDING THE DEBTORS' INDEMNITY AGREEMENTS, GUARANTEES, OR SERVICES PROVIDED TO OR RENDERED BY THE DEBTORS, MAY GIVE RISE TO CLAIMS AGAINST THE DEBTORS NOTWITHSTANDING THE FACT THAT SUCH CLAIMS (OR INJURIES ON WHICH THEY ARE BASED) MAY BE CONTINGENT OR MAY NOT HAVE OCCURRED, MATURED OR BECOME FIXED OR LIQUIDATED PRIOR TO SUCH DATE. THEREFORE, ANY CREDITOR HAVING A CLAIM OR POTENTIAL CLAIM AGAINST THE DEBTORS, WITH CERTAIN EXCEPTIONS DESCRIBED BELOW, NO MATTER HOW REMOTE OR CONTINGENT, MUST FILE A PROOF OF CLAIM ON OR BEFORE THE BAR DATE.

WP3:863171.1 61500.1001

<u>Exceptions</u>: A Proof of Claim in respect of a claim or claims in one of the following categories is **NOT** required to be filed on or before the Bar Date:

- a. Claims listed in the Schedules or any amendments thereto, which are <u>not</u> listed therein as "contingent," "unliquidated," or "disputed" <u>and</u> which are not disputed by holders thereof as to amount or classification;
- b. Claims already properly filed with the Clerk of the Court or BSI and which are in a form which substantially conforms to Official Form No. 10;
- c. Administrative claims of professionals retained by the Debtors or the Official Committee of Unsecured Creditors pursuant to orders of this Court for fees and expenses subject to approval pursuant to sections 330, 331(a) and 503(b) of the Bankruptcy Code;
- d. Claims of any individual Debtor entity against any other Debtor entity; and
- e. Claims allowed by order of this Court entered on or before the Bar Dates or claims, if any, arising from the rejection of an executory contract or unexpired lease, the Bar Date for which is governed by other orders of the Court.

PLEASE TAKE FURTHER NOTICE that all persons and entities except those holding claims prescribed in paragraphs (a) through (e) above MUST file a proof of claim on or before May 16, 2003. There are severe consequences if you do not timely or properly file your proof of claim. Any holder of any claim against the Debtors who fails to file a proof of claim on or before the applicable Bar Date shall be FOREVER BARRED from asserting that claim against the Debtors or their property, and shall not be treated as the holder of a claim for purposes of voting on, or participating in any distribution under any plan confirmed in these cases.

PLEASE TAKE FURTHER NOTICE that if you hold a claim that is not listed on the Debtors' schedules of assets and liabilities (collectively, the "Schedules") filed with the United States Bankruptcy Court for the District of Delaware, or listed on the Schedules as contingent, unliquidated, or disputed, you MUST file a proof of claim.

PLEASE TAKE FURTHER NOTICE that copies of the Schedules and the Bar Date Order are available for inspection during regular business hours at the Office of the Clerk of the Bankruptcy Court, 5th Floor, 824 Market Street, Wilmington, DE 19801. In addition, copies of such documents may also be viewed on the Internet at the Court's website (<a href="http://www.deb.uscourts.gov/">http://www.deb.uscourts.gov/</a>) by following the directions for accessing the ECF system on such site. Should you have any questions concerning the completion or filing of your proof of claim, you should consult your own attorney for assistance.

PLEASE TAKE FURTHER NOTICE that questions concerning the content of this notice and requests for proofs of claim should be directed to:

WP3:863171.1 61500.1001

Kate Mailloux
Bankruptcy Services, LLC
70 East 55<sup>th</sup> Street, Heron Tower, 6<sup>th</sup> Floor
New York, NY 10022
(212) 376-8494
www.bsillc.com (Claim Form will Be Posted)

Dated: Wilmington, Delaware February 27, 2003

YOUNG CONAWAY STARGATT & TAYLOR, LLP

/S/

Pauline K. Morgan (No. 3650) M. Blake Cleary (No. 3614) Sean M. Beach (No. 4070) The Brandywine Building 1000 West Street, 17<sup>th</sup> Floor Wilmington, Delaware 19801

Attorneys for the Debtors and Debtors in Possession

WP3:863171.1

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UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF DELAWARE CTC COMMUNICATIONS CLAIMS P.O. BOX 5112 FDR STATION NEW YORK, NY 10150-5112	PROOF OF CLAIM		
In Re: CTC Communications Group, Inc., CTC Communications Corp., CTC Communications of Virginia, Inc., and CTC Communications Leasing Corp.  Name of Debtor Against Which Claim is Held  Case No. of Debtor			
NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A request for payment of an administrative expense may be filed pursuant to 11 U.S.C. \$ 503.			
Name and address of Creditor:  CTC SCHEDULE #: 2622*****  FLORIDA PUBLIC SERVICE COMMISSION 2540 SHUMARD OAK BLVD.  CAPITAL CIRCLE OFFICE CENTER TALLAHASSEE FL 32399-0850	☐ Check box if you are aware that anyone else has filed a proof of claim relating to your claim. Attach copy of statement giving particulars.  ☐ Check box if you have never received any notices from the bankruptcy court in this case.		
Telephone number:	Check box if the address differs from the address on the envelope sent to you by the court.		
Account or other number by which creditor identifies debtor:	Check here if this claim:    Treplaces   Damends a previously filed claim, dated:		
1. Basis for Claim  Goods sold Services performed Money loaned Personal injury/wrongful death Taxes	Retiree benefits as defined in 11 U.S.C. § 1114(a)  Wages, salaries, and compensation (fill out below)  Other		
2. Date debt was incurred:	3. If court judgment, date obtained:		
4. Total Amount of Claim at Time Case Filed:  If all or part of your claim is secured or entitled to priority, also complete Item 5 or 6 below.  Check this box if claim includes interest or other charges in addition to the principal amount of the claim. Attach itemized statement of all interest or additional charges.			
5. Secured Claim.  Check this box if your claim is secured by collateral (including a right of setoff).  Brief Description of Collateral:  Real Estate Motor Vehicle  Other  Value of Collateral: \$	6. Unsecured Priority Claim.  Check this box if you have an unsecured priority claim Amount entitled to priority \$		
Amount of arrearage and other charges at time case filed included in secured claim, if any: \$	child - 11 U.S.C. § 507(a)(7).  Taxes or penalties owed to governmental units - 11 U.S.C. § 507(a)(8).  Other - Specify applicable paragraph of 11 U.S.C. § 507(a)().		
<ol> <li>Credits: The amount of all payments on this claim has been credited and deducted for the purpose of making this proof of claim.</li> <li>Supporting Documents: Attach copies of supporting documents, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, court judgments, mortgages, security agreements, and evidence of perfection of lien.         DO NOT SEND ORIGINAL DOCUMENTS. If the documents are not available, explain. If the documents are voluminous, attach a summary.     </li> <li>Date-Stamped Copy: To receive an acknowledgment of the filing of your claim, enclose a stamped, self-addressed envelope and copy of this proof of claim.</li> </ol>			
Date Sign and print the name and title, if any, of the creditor or other person authorized to file this claim (attach copy of power of attorney, if any):			

# INSTRUCTIONS FOR PROOF OF CLAIM FORM

The instructions and definitions below are general explanations of the law. In particular types of cases or circumstances such as bankruptcy cases that are not filed voluntarily by a debtor, there may be exceptions to these general rules.

# **DEFINITIONS**

#### Debtor

The person, corporation, or other entity that has filed a bankruptcy case is called the debtor.

#### Creditor

A creditor is any person, corporation, or other entity to whom the debtor owed a debt on the date that the bankruptcy case was filed.

#### **Proof of Claim**

A form filed with the clerk of the bankruptcy court where the bankruptcy case was filed, to tell the bankruptcy court how much the debtor owed a creditor at the time the bankruptcy case was filed (the amount of the creditor's claim). This form must be filed with the clerk of the bankruptcy court where the bankruptcy case was filed

#### Secured Claim

A claim is a secured claim if the creditor has a lien on property of the debtor (collateral) that gives the creditor the right to be paid from that property before creditors who do not have liens on the property.

Examples of liens are a mortgage on real estate and a security interest in a car, truck, boat, television set or other item of property. A lien may have been obtained through a court proceeding before the bankruptcy case began. In some states a court judgment is a lien. In addition, to the extent a creditor also owes money to the debtor (has a right of setoff), the creditor's claim may be a secured claim. (See also Unsecured Claim)

## **Unsecured Claim**

If a claim is not a secured claim it is an unsecured claim. A claim may be partly secured and partly unsecured if the property on which a creditor has a lien is not worth enough to pay the creditor in full.

#### Unsecured Priority Claim

Certain types of unsecured claims are given priority, so they are to be paid in bankruptcy cases before most other unsecured claims (if there is sufficient money or property available to pay these claims). The most common types of priority claims are listed on the proof of claim form. Unsecured claims that are not specifically given priority status by the bankruptcy laws are classified as *Unsecured Nonpriority Claims*.

# Items to be completed in Proof of Claim form (if not already filled in)

# Court, Name of Debtor and Case Number:

Fill in the name of the federal judicial district where the bankruptcy case was filed (for example, Central District of California), the name of the debtor in the bankruptcy case, and the bankruptcy case number. If you received a notice of the case from the court, all of this information is near the top of the notice.

# **Information about Creditor:**

Complete the section giving the name, address, and telephone number of the creditor to whom the debtor owes money or property, and the debtor's account number, if any. If anyone else has already filed a proof of claim relating to this debt, if you never received notices from the bankruptcy court about this case, if your address differs from that to which the court sent notice, or if this proof of claim replaces or changes a proof of claim that was already filed, check the appropriate box on the form.

#### 1. Basis for Claim:

Check the type of debt for which the proof of claim is being filed. If the type of debt is not listed, check "Other" and briefly describe the type of debt. If you were an employee of the debtor, fill in your social security number and the dates of work for which you were not paid.

# 2. Date Debt Incurred:

Fill in the date when the debt first was owed by the debtor.

# 3. Court Judgments:

If you have a court judgment for this debt, state the date the court entered the judgment.

## 4. Total Amount of Claim at Time Case Filed:

Fill in the total amount of the entire claim. If interest or other charges in addition to the principal amount of claim are included, check the appropriate place on the form and attach an itemization of the interest and charges.

# 5. Secured Claim:

Check the appropriate place if the claim is a secured claim. You must state the type and value of the property that is collateral for the claim, attach copies of the documentation of your lien, and state the amount past due on the claim as of the date the bankruptcy case was filed. A claim may be partly secured and partly unsecured. (See DEFINITIONS, above).

# 6. Unsecured Priority Claim:

Check the appropriate place if you have an unsecured priority claim, and state the amount entitled to priority. (See DEFINITIONS, above). A claim may be partly priority and partly nonpriority if, for example, the claim is for more than the amount given priority by the law. Check the appropriate place to specify the type of priority claim.

# 7. Credits:

By signing this proof of claim, you are stating under oath that in calculating the amount of your claim you have given the debtor credit for all payments received from the debtor.

## 8. Supporting Documents:

You must attach to this proof of claim form copies of documents that show the debtor owes the debt claimed or, if the documents are too lengthy, a summary of those documents. If documents are not available, you must attach an explanation of why they are not available.