

**OFFICE OF
CHAPTER 13 STANDING TRUSTEE
POST OFFICE BOX 1229
PHILADELPHIA, PA 19105
Telephone: 215-627-1377 Facsimile: 215-627-6299**

****IMPORTANT NOTICE TO DEBTOR(S)****

As your chapter 13 standing trustee, I would like to provide you with some basic information to facilitate the orderly progress of your case. I represent your bankruptcy estate. I **do not** represent you individually. Thus, my staff and I cannot give you legal advice. You should call your attorney whenever you have a **legal** question concerning your case.

My office reviews and collects **payments** under your chapter 13 plan and conducts the **meeting of creditors** in your case. If you comply with the following instructions, problems in the administration of your case can be avoided:

A. PAYMENTS

1. You **must** begin making payments under your chapter 13 plan so that my office receives the first one within thirty (30) days from the date the case was filed.
2. Payments must be sent by regular mail to P.O. Box 1799, Memphis, TN 38101-1799. **Only money orders and certified checks will be accepted. Arrangements can also be made for electronic payments.** We do not accept payments at our office; nor is any staff person authorized to accept payments personally. All money orders and certified checks should be made payable to William C. Miller, Trustee, and your name and bankruptcy case number should be indicated clearly on the payment. You may not get credit for payments which cannot be identified by name and/or case number. Please keep receipts for all your payments and match them with the payments shown on the periodic reports that we send you regarding the status of your case.

B. MEETING OF CREDITORS

1. You will shortly receive in the mail a Notice of Chapter 13 Bankruptcy Case, Meeting of Creditors, and Deadlines. Among other things, the date for the meeting of creditors will be provided in this document. All debtor(s) and their counsel **must** attend the meeting of creditors.
2. At least seven (7) days before the meeting of creditors, we **must** receive from you a copy of your Federal tax returns for the most recent tax year ending immediately before the commencement of the case and for which a return was filed, including any attachments, or a transcript of the return; also, self-employed debtors must provide a completed Business Questionnaire (please talk to your attorney about this set of forms).
3. At least one (1) day before the meeting of creditors, you **must** file with the appropriate tax authorities (federal, state and local) all returns for all taxable periods ending during the 4-year period ending on the petition filing date.
4. At the meeting of creditors, you are required to bring the following documents:
 - (a) a current picture identification issued by a government unit (e.g. driver's license, passport, non-driver's ID) and original evidence of your social security number (e.g. SS card, W-2 Statement);
 - (b) evidence of current income, such as most recent pay stub;
 - (c) statements for each depository and investment account, including checking, savings, and money market accounts, mutual funds and brokerage accounts for the time period that includes the filing of the petition;
 - (d) documentation of certain expenses - contact your attorney regarding this requirement;
 - (e) fair market value statement for all real property owned;
 - (f) proof of all mortgage balances for all property owned;
 - (g) proof of insurance for all real property owned;
 - (h) proof of insurance for all vehicles owned and/or leased; and
 - (i) proof of business insurances and licenses for self-employed debtors – consult with your attorney.

Failure to comply with any of these instructions could lead to the dismissal of your bankruptcy case, and if you are entitled thereto, loss of the "automatic stay" which prevents creditors from proceeding against you.

William C. Miller
Chapter 13 Standing Trustee

(OVER)

NOTICE - INFORMATION RELATING TO YOUR CHAPTER 13 BANKRUPTCY CASE WILL BE MADE AVAILABLE ON THE INTERNET TO YOUR CREDITORS AND OTHER PARTIES IN INTEREST

Pursuant to 11 U.S.C. Sections 1302(b)(1) and 704(7) , your Chapter 13 standing trustee has a duty, unless otherwise ordered by the bankruptcy court, to furnish information concerning the administration of your bankruptcy case as is requested by parties in interest.

In furtherance of this duty, the Chapter 13 standing trustee will make the following information available to parties in interest who request such information:

1. Your name, address, bankruptcy case number, state and district in which your case is pending, and the trustee assigned to your case. Your social security number will not be visible to parties in interest, but they will be able to search for your bankruptcy case using your social security number. Furthermore, your employer's name will not be displayed.
2. Information regarding claims filed in your bankruptcy case, including the identity of the claimant, the type of claim (e.g. priority taxes, secured, unsecured, etc.), and the amount of the claim.
3. A history of all payments you make to the Chapter 13 standing trustee in your bankruptcy case, including the date and amount of each payment.
4. A history of all disbursements made by the Chapter 13 standing trustee in your bankruptcy case, including the date of the disbursements, the payee, and the amount.

You may review, without charge, the information about your Chapter 13 bankruptcy case that is posted on the internet.

The URL addresses where your information is posted are the following:

- <http://www.13datacenter.com> - operated by the National Data Center, Inc.
- <http://www.trustee13.com> - operated by Satori and Associates (software provider)

BANKRUPTCY COURT FOR THE EASTERN DISTRICT OF PENNSYLVANIA -Local Rule 2083-1

Chapter 13—General

- (a) Form of Plan Payment. Payments to the chapter 13 trustee under § 1326(a) of the Code or under a confirmed plan shall be made by certified check or money order. Each payment shall be legibly marked with the bankruptcy number of the case and with the name of the debtor as that name appears in the caption of the case.
- (b) Duration of Payments. Payments to the trustee under § 1326(a) of the Code or under a confirmed plan shall continue until an order is entered dismissing or converting the case, the debtor completes all payments required by the plan, the debtor files a motion for discharge or dismissal, or the debtor files a notice of conversion under § 1307(a).
- (c) Effect of Wage Order. The debtor shall continue to make the payments required under subdivision (b) even if the debtor files a motion for a wage order or a wage order is entered, unless the debtor's employer or other entity subject to the wage order makes the payment to the trustee.
- (d) Transmission of Copy of Local Rule. The chapter 13 trustee shall mail a copy or a summary of this rule to the debtor and counsel for the debtor.
- (e) Standing Trustee's Fee. If a chapter 13 case is dismissed or converted prior to the entry of a discharge, whether or not a plan has been confirmed, the standing trustee shall be entitled to retain (i) from any payments made from the debtor the amount of \$35.00 or the amount of the percentage fee authorized under 28 U.S.C. § 586(e)(1), whichever amount is greater, and (ii) the interest earned on any payments from the debtor.
- (f) Monthly Disbursements. The trustee shall make post-confirmation disbursements to creditors on a monthly basis.
- (g) Final Account. On the termination of a chapter 13 case, the trustee shall file with the clerk a final account of all monies receive and disbursed, and shall mail a copy of the final account to the debtor and counsel for the debtor.
- (h) Notice of Dismissal. The clerk shall provide timely notice of the dismissal of a chapter 13 case to all creditors on the Matrix List of Creditors and to the trustee.