

**UNITED STATES BANKRUPTCY COURT, SDFL
IMPORTANT INFORMATION FOR CHAPTER 13 DEBTORS
AND CHAPTER 13 CREDITORS**

CHAPTER 13 DEBTORS

- ◆ You must use this court's current local plan form (LF-31) to file your plan.
- ◆ Within 30 days of **filing** your chapter 13 petition, you must begin making your plan payments to the chapter 13 trustee assigned to your case. (See address below). If you are not current with your payments at the meeting of creditors, your case will be dismissed without further notice or hearing. (See **Local Rule 3070-1**).
- ◆ At the time of filing your chapter 13 plan, and pursuant to Local Rule 3015-1(B)(2), you must serve on the chapter 13 trustee evidence of debtor's income, including copies of the debtor's tax returns (including all attachments) for the three years preceding the filing of the petition, the last 3 pay stubs received prior to the filing of the petition, all documentary evidence of all exemptions included in Official Bankruptcy Form Schedule C and a detailed inventory of all personal property included in Official Bankruptcy Form Schedule B. (See **Local Rule 2083-1**). Do **not** file these papers or a certificate of service of these papers with the clerk's office.
- ◆ All required schedules, statements, lists and your plan are due within 15 days of filing your petition (if you didn't file them when you filed your petition). If you do not timely file these papers, your case will be dismissed without further notice or hearing.
- ◆ You (both spouses, if joint petition) must attend the meeting of creditors scheduled for your case or the case will be dismissed.
- ◆ You (both spouses, if joint petition) must present to the Trustee at the meeting of creditors your original government issued photo ID and original (not a copy) proof of your Social Security Number.
- ◆ At the meeting of creditors you must bring for the IRS re-signed copies of joint tax returns (including applicable schedules and W-2 forms for the three years preceding the filing of your case). (See **Local Rule 2083-1**).
- ◆ If you are paying your filing fee in installments and fail to timely make a payment, your case will be dismissed without further notice.

CHAPTER 13 CREDITORS:

When you file a claim with the clerk's office, you must also serve a copy of your claim including all attachments on the debtor, the attorney for the debtor and the chapter 13 trustee. (See **Local Rule 3002-1(E)**).

**CHAPTER 13 DEBTORS AND ATTORNEYS ARE REQUIRED TO SIGN THIS COURT'S
LOCAL FORM "RIGHTS AND RESPONSIBILITIES AGREEMENT" (LF 90).
(SEE COURT GUIDELINES FOR CHAPTER 13 COMPENSATION (CG-6))**

CHAPTER 13 TRUSTEES' CONTACT INFORMATION

*DADE AND NORTH DADE DIVISION CODE 5 CASES: NANCY HERKERT, P.O. Box 279806, Miramar, FL 33027; Phone: (954) 443-4402; Web page <http://www.ch13herkert.com>. Commencing May 1, 2003, all chapter 13 plan payments **must** be mailed to a lock box at the following new address: NANCY N. HERKERT, CHAPTER 13 TRUSTEE, P.O. BOX 2099, MEMPHIS, TN 38101-2099.*

*BROWARD AND PALM BEACH DIVISION CASES: ROBIN WEINER, P.O. Box 559007, Ft. Lauderdale, FL 33355-9007; Phone: (954) 382-2001; Web page <http://www.ch13weiner.com>. Commencing January 1, 2002, all chapter 13 plan payments **must** be mailed to a lock box at the following new address: ROBIN R. WEINER, CHAPTER 13 TRUSTEE, P.O. BOX 2258, MEMPHIS, TN 38101-2258.*