

TIPS AND TRICKS

PROBLEMS WITH DOCUMENTS RECEIVED BY THE ATTORNEYS

(OCPS, STIPULATIONS and ORDERS TO ADJOURN)

- Six (6) days prior to Confirmation, the Confirmation Hearing Statement must be filed with Court and an OCP in Word format (only) must be emailed to confirmations@flint13.com along with a stipulation and proposed order to adjourn if seeking an adjournment.
- PDF documents and WordPerfect documents will be rejected.
- Make sure to show the correct Saginaw Street address for the Trustee's office.
- The attorney fees on the OCP should match the amounts included in the 2016(b), SOFA, and the Chapter 13 Plan.
- The stipulation must have in the title "what is being adjourned" and the "time of adjournment." Such as Stipulation to Adjourn **Confirmation Hearing** or Stipulation to Adjourn **Motion to Dismiss**, etc. (See the Chapter 13 Trustee's website for the appropriate form(s)).
- If a hard copy of an amended document is taken to Court the day of the hearing, make sure what is being amended is highlighted. The Trustee's office does not have time to re-read every document word-for-word to make sure it is accurate.
- A hard copy of a document taken to Court that was not previously emailed to the Trustee's office does no good. A hard copy cannot be filed with the Court and the Trustee's office does not have time to reproduce your document. Please note with your hearing officer that you will email a document to tsmith@flint13.com.
- Make sure your documents have the proper ecf signature requirements for all involved parties (Creditor's attorney, Trustee's office etc.):
 - Name of Attorney
 - Who they are representing (and do not just put "Creditor," which Creditor?)
 - Address
 - City, State and Zip Code
 - Phone number
 - Email address
 - P number
- When signing a document at Court, make sure you include your P number.
- Make sure your signature is legible.

- All objecting Creditors must sign either the green status sheet or the document attached to the status sheet.
- If your stipulation states “see attached order” you should have an attached order. The Trustee’s office does not have time to cut and paste orders to stipulations.

PLEASE REMEMBER, THE TRUSTEE’S OFFICE HAS 5 DAYS AFTER CONFIRMATION TO GET YOUR DOCUMENTS FILED WITH THE COURT