

TIPS AND TRICKS

PROBLEMS WITH DOCUMENTS RECEIVED BY THE ATTORNEYS

Such as, OCPS and STIPULATIONS and ORDERS TO ADJOURN

- Trustee's address – make sure to show our correct Saginaw St. address
- Attorney fees on the OCP not reflecting with 2016b, SOFA and the Plan
- Six (6) days prior to confirmation: the confirmation hearing statement must be filed with the court; an OCP in word or word perfect emailed to Confirmations@flint13.com along with a stipulation and proposed order for a possible last minute adjournment because of an objecting creditor.
- Remember 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 Chapter 13's website for the form)
- 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**. Our 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. We cannot file a hard copy with the Court and we do not have time to reproduce your document. Please note with your hearing officer that you will email a document to knewman@flint13.com.
- If you need to email a document after court, make sure it is in word or word perfect format. A PDF document will be rejected. We cannot make changes to it, such as /s/ the Trustee's signature to it. Plus, all orders must be in word or word perfect when uploaded to the Judge.
- Make sure your documents have the proper ecf signature requirements, for everyone (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. Some signatures are illegible.
- All objecting Creditors “MUST” sign either the “green” status sheet or the document attached to the status sheet. Unless you had received it prior to confirmation, it must be set up properly on your paperwork.
- If your stipulation states “see attached order” you should have an attached order. We do not have time to cut and paste your orders to your stipulations.
 - **PLEASE REMEMBER, OUR OFFICE HAS 5 DAYS AFTER CONFIRMATION TO GET YOUR DOCUMENTS FILED WITH THE COURT.**