

MEMORANDUM

To: Chapter 13 Bar

**From: Devin Derham-Burk
Chapter 13 Trustee**

Date: August 13, 2010

Subject: Fax Transmittals

My staff is spending several hours per day sorting and distributing faxes. To assist us in reducing the amount of time we are spending on this task, I have the following requests:

- Please include the “judge code” (assigned judge’s initials) along with the case number on all communications as we assign work according to judge code.
- Please do not fax us a Proof of Payment unless the debtor is on a payment order from a court hearing or the debtor was advised of a deadline for the first payment at the 341 meeting of creditors. The Proof of Payment procedure was not designed as a mechanism to transmit ordinary monthly payments.
- Please do not fax copies of documents that have been filed with the court, we will receive them the next day. If you have an emergency filing (e.g., ex parte hearing on shortened time) please call either of the staff attorneys or any supervisor.
- Please do not fax copies of pay advices or tax returns that you have already emailed to us.