

HELLO FROM YOUR CHAPTER 13 TRUSTEE OFFICE

REBECCA A. HERR,
Chapter 13 Trustee

www.ch13md.com
301-805-4700

**MAIL ALL
PAYMENTS TO:**
P.O. Box 853
Memphis, TN 38101-0853

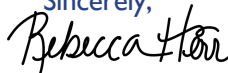
LEGAL ADVICE

***Our office CANNOT
provide legal advice.***
You should direct all legal
questions to your attorney.
When in doubt, contact
your attorney's office.

Dear Debtor,

I have been assigned as trustee for your Chapter 13 Case. The due date of your first Chapter 13 Plan Payment is 30 days after your case is filed. This due date is set by law and cannot be changed by my office. The amount of your Bankruptcy Plan Payment may change over time, so it is very important for you to review your Plan and stay in contact with your attorney throughout your entire case. Please be sure to visit our website at www.ch13md.com and also create a free account with the National Data Center. You will find additional information and documents on those websites that will help you throughout your case.

Sincerely,



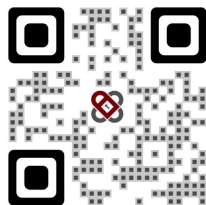
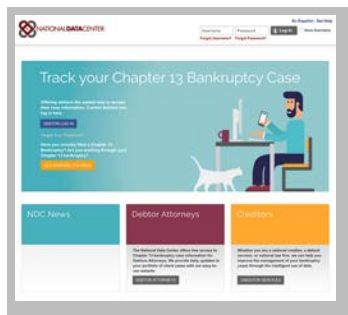
Rebecca Herr
Standing Chapter 13 Trustee

CASE INFORMATION

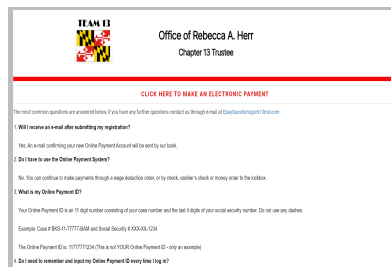
You can access and track your Chapter 13 case for free by registering with the National Data Center (NDC) at:
www.NDC.org

Or you can **scan the QR code** below to complete the NDC registration.

After you register, you will receive email confirmations after each payment post and helpful reminders if your plan payments change.



PAYMENT OPTIONS



**Payments can be
made online at:**
www.ch13md.com

**First time making an online
payment? Start here:**

**FIRST TIME MAKING A
PAYMENT
E-PAY FAQ**

**Checks and Money Orders
should be made payable to**

Rebecca Herr, Trustee

and sent to:

P.O. Box 853

Memphis, TN 38101-0853

****Include your case number on payments****

Upload documents to www.BKDOCS.US

Learn more at www.ch13md.com

CORRESPONDENCE ADDRESS

Office of the Chapter 13 Trustee, Rebecca Herr
185 Admiral Cochrane Drive, Suite 240
Annapolis, MD 21401
(301) 805-4700 • FAX (301) 805-9577

PAYMENT ADDRESS

Rebecca Herr, Trustee
P.O. Box 853
Memphis, TN 38101-0853

CHAPTER 13 PLAN PAYMENT PROCESS

**YOUR FIRST CHAPTER 13
PLAN PAYMENT IS DUE
30 DAYS AFTER YOUR
CASE IS FILED. IN MANY
CASES, THIS IS BEFORE
YOUR MEETING OF
CREDITORS**

MEETING OF CREDITORS

Soon you will receive notice of the Meeting of Creditors and the UST's Notice and Instructions for Remote 341 Meetings. **Please read those instructions for more detailed information.**

The Meeting of Creditors, also called the 341 hearing, is where you will meet me or one of my staff attorneys and we will ask you a series of questions. Creditors may also attend this meeting. *Most meetings last approximately 30 minutes and are typically conducted remotely using ZOOM.com.* The Meeting Code for Zoom is based on the location where you filed your case:

The Meeting ID is 879 999 1048

The Password is 1203282023

UPLOAD FINANCIAL DOCUMENTS

At least 7 days before the Meeting of Creditors, your attorney (or you, if you are filing without an attorney) must upload the following documents to our secure site **www.BKDOCS.US**

Signed Domestic Support Obligation Certification – You must complete this form, even if you do not have to pay support.
Visit www.ch13md.com/forms.html for a copy of the form.

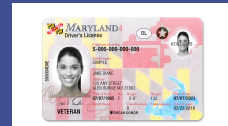
State and Federal Tax Returns for the 2 years prior to filing (if applicable, include copies of IRS Schedules C and/or E)

All Income Documents (e.g., pay stubs, rental income, retirement statements, monthly operating reports) for the 60 days immediately before your bankruptcy case for all wage earners in your household

Bank Statements for all your accounts for the most recent 3 months, including the date of filing

Proof of ownership and value for all real estate you own

WHAT ELSE TO UPLOAD



Business Owners – if you operate a business, we need additional information. Visit www.ch13md.com/forms.html for additional requirements

Failure to timely provide your Financial Documents and Identification Documents may cause delay of your 341 Meeting of Creditors and/or dismissal of your case.

PAYMENT ADDRESS

**CHECK or MONEY ORDERS
ONLY**

Rebecca Herr, Trustee
P.O. Box 853
Memphis, TN 38101-0853

BUT WHAT IF...?

While you are in bankruptcy, please remember that if you want to borrow any money, or sell, trade-in, or buy a car, house, or similar purchase, you must obtain permission from the Bankruptcy Court. Please contact your attorney if any of these events occur during your Chapter 13 case.

Also, if you wreck your car, receive any money from an insurance company as a result of an accident, or any type of lawsuit or settlement during your case, you will need to inform your bankruptcy attorney so this information can be reported to our office. All such settlements require approval from the Bankruptcy Court after your creditors have been given notice.

You must also notify your bankruptcy attorney and this office if you receive any life insurance proceeds or inherit any money or other property during your Chapter 13 case.