

CHAPTER 13 CASE INFORMATION
Jennifer K. Cruseturner, Chapter 13 Standing Trustee

1. Your first plan payment must be made within 30 days of filing your case, to:

Chapter 13 Trustee
5350 Poplar Avenue, Suite 500
Memphis, TN 38119
2. Payments may be made by MONEY ORDER or CASHIER'S CHECK, CHECKS with your NAME and CASE NUMBER printed clearly on the payment. Payments may also be made ELECTRONICALLY at www.tfsbillpay.com. NO CASH will be accepted.
3. Payments may be mailed to the address listed above or hand delivered to the DROP BOX on the FIRST FLOOR at 5350 Poplar Avenue. NO PAYMENTS ARE ACCEPTED IN THE OFFICE.
4. The Trustee's office hours are Monday through Friday, 9:00am to 3:00pm.
5. Failure to make timely plan payments in full may result in your case being DISMISSED. If you cannot make your plan payments, you must notify your attorney immediately.
6. If you will make your plan payments with a direct deduction from your wages, please note that these deductions do not commence immediately upon the filing of your case. YOU ARE RESPONSIBLE FOR MAKING YOUR PLAN PAYMENT UNTIL YOUR EMPLOYER STARTS DEDUCTIONS FROM YOUR WAGES.
7. You MUST attend the Meeting of Creditors. You will get a notice in the mail advising you of the DATE of the Meeting of Creditors. You will be notified by the Trustee's Office of the TIME of the Meeting of Creditors.
8. You MUST provide to your attorney in advance of the Meeting of Creditors a copy of your state or federally issued photo identification, documentation of your full Social Security number, a copy of your last filed federal tax return, and a copy of the declaration page of your automobile insurance.
9. All creditors must be listed in the schedules filed in your case. To add a creditor, you must contact your attorney.
10. If you are contacted by a creditor after your case is filed, give the creditor your case number and your attorney's name. You may also want to contact your attorney.
11. You may not buy anything on credit while you are in your bankruptcy case. You may not buy, sell, trade, or give away any real estate or items of personal property without permission from the Court and/or the Trustee.
12. You must pay all real and personal property taxes as they come due.
13. You must tell your attorney every time you change your address or your employment.
14. Your attorney will be paid through your Chapter 13 Plan.

NOTICE TO DEBTORS:

**INFORMATION RELATING TO YOUR CHAPTER 13 BANKRUPTCY CASE
WILL BE MADE AVAILABLE ONLINE
TO YOUR CREDITORS AND OTHER INTERESTED PARTIES.**

Pursuant to 11 U.S.C. §§ 1302(b)(1) and 704(a)(7), your Chapter 13 Trustee has a duty, unless otherwise ordered by the Bankruptcy Court, to furnish information concerning the administration of your bankruptcy case as is requested by parties in interest.

In furtherance of this duty, Jennifer K. Cruseturner, the Chapter 13 Trustee in your case, will make the following information available to parties in interest who request such information:

1. Your name, address, bankruptcy case number, state and district in which your case is pending and the trustee assigned to your case. Your Social Security number will NOT be provided to parties in interest, but they will be able to search for your bankruptcy case using your Social Security number if they already have it. Your employer's name will not be provided.
2. Information regarding claims filed in your bankruptcy case, including the identity of the claimant, the type of claim (e.g., priority tax obligations, secured claims, unsecured claims, etc.) and the amount of the claim.
3. A history of all payments you make to the Chapter 13 Trustee in your bankruptcy case, including the date and amount of each payment.
4. A history of all disbursements made by the Chapter 13 Trustee in your bankruptcy case, including the date of the disbursement, the payee and the amount of the disbursement.

You may review information about your bankruptcy case by visiting www.ndc.org. This website is operated by the National Data Center, Inc. and there is NO cost or fee associated with your access to this website.