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*CHRISTOPHER MICALE*  
*CHAPTER 13 TRUSTEE'S OFFICE*

PREPPING FOR  
341'S

For all links go to:

<https://www.ch13wdva.com/>

Bankruptcy Documents  
(formally known as 13Docs)

National Data Center (NDC.org)

13 Network

# INITIAL PLANS & AMENDED PLANS



Part 2 Funding- if amended plan list paid through amount using NDC.org or 13Network.



*Also be sure to include language on why/what is changing in the Amended Plan (I.E. Debtor(s) lost job, upcoming surgery etc).*



Part 3- All secured claims listed



Part 4 Fee's and Priority Claims



Part 5 Unsecured Claims- If separate classes define what the classes are and not list claims.



*First box (the sum of \$) should NOT be solely used.*



*Box 2 percentage or pool should be used.*

# INITIAL PLANS & AMENDED PLANS CONTINUED

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5.3 Separately Classified Claims should only list the separate classes and not each claim. (i.e. joint paid in full, husband's creditors receive 5% etc.)



Part 8- should always use the Trustee's Standard Language; if ongoing mortgage should always use Trustee's Ongoing Mortgage language.) ( Language for the Chapter 13 Plan for Part 8)



# MATTER CALENDAR



Trustee's Website - Court Calendar:  
<https://www.ch13wdva.com/court-calendar.html>



AIM LIST



All notes on each case listed most recent notes first.



To resolve matters email Trustee or Staff Attorney (should be listed on Trustee's website); the Case Administrator for that District and Latisha.

## ORDER LANGUAGE



- ❖ For most used language for Continuance Orders the Trustee has added language to his website under FORMS:  
<https://www.ch13wdva.com/#vbid-365be9dc-oolk4brw>
- ❖ Orders are to be uploaded ONLY to Bankruptcy Documents (*old 13Docs*) in PDF format.
- ❖ Orders will be reviewed and responded to within 48 hours.

# PAYMENTS MADE EASY

- ❖ MAIL (LOCKBOX IN MEMPHIS) cashiers check, personal check and WDO
- ❖ ePay - DEBTORS ONLY
- ❖ ACH - ATTORNEYS & CREDITORS ONLY
- ❖ EFT - FOR CREDITORS ONLY

## \*Special Payments\*

Chapter 12 Payments - MUST MAIL TO OUR PHYSICAL ADDRESS IN ROANOKE



|                      |                  |  |
|----------------------|------------------|--|
| Lockbox, ePay, & ACH | Latisha Bahadoor | <a href="mailto:lb@ch13wdva.com">lb@ch13wdva.com</a> ;<br>ext. 117             |
| EFT                  | Sherri Sherman   | <a href="mailto:ssherman@ch13wdva.com">ssherman@ch13wdva.com</a> ;<br>ext. 103 |
| EFT                  | Carolyn Rock     | <a href="mailto:cr@ch13wdva.com">cr@ch13wdva.com</a> ;<br>ext. 106             |
| EFT                  | Coretta Mitchell | <a href="mailto:cm@ch13wdva.com">cm@ch13wdva.com</a> ;<br>ext. 100             |

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| EFT | Coretta Mitchell | ext. 100<br><a href="mailto:cm@ch13wdva.com">cm@ch13wdva.com</a> |
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THANK YOU FROM CHRISTOPHER MICALE'S  
CHAPTER 13 TRUSTEE'S OFFICE

**TRUSTEE OFFICE CONTACTS**

|   |                     |  |
|---|---------------------|--|
| Abingdon & Big Stone Gap<br>and <b>Chapter 12</b> cases | Lisa Bullins        | <a href="mailto:lisa@ch13wdva.com">lisa@ch13wdva.com</a> ;<br>ext. 110                   |
| Danville  | Melanie Childress   | <a href="mailto:mchildress@ch13wdva.com">mchildress@ch13wdva.com</a> ;<br>ext. 114       |
| Roanoke   | Carrie Schlotthober | <a href="mailto:cschlotthober@ch13wdva.com">cschlotthober@ch13wdva.com</a> ;<br>ext. 130 |

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|  |  | ext. 130<br><a href="mailto:cschlotthober@ch13wdva.com">cschlotthober@ch13wdva.com</a> |
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## WE HAVE GREAT NEWS FOR ATTORNEYS AND CREDITORS!

### You can sign up for electronic funds transfer (EFT)!

Just visit our website at [www.ch13wdva.com](http://www.ch13wdva.com) and click on EFT-Payments to Creditors from the Trustee to find information and complete the authorization form.

Please call our office at (540) 342-3774 to speak to either Sherri Sherman (Ext 103), [ssherman@ch13wdva.com](mailto:ssherman@ch13wdva.com), Carolyn Rock (Ext 106), [cr@ch13wdva.com](mailto:cr@ch13wdva.com), or Coretta Mitchell (Ext 100), [cm@ch13wdva.com](mailto:cm@ch13wdva.com). We will be happy to provide more information about this exciting new way to receive your Trustee payments. A few of the great benefits are listed below:

- **DISBURSEMENTS ARE DEPOSITED QUICKLY, USUALLY WITHIN ONE BUSINESS DAY**
  - MANUALLY DEPOSITING A PAPER CHECK WILL BE OBSOLETE AND YOUR ORGANIZATION CAN POST THE FUNDS ELECTRONICALLY
  - ELECTRONIC VOUCHERS ARE EMAILED WITH THE SAME INFORMATION CONTAINED IN PAPER VOUCHERS
  - ELECTRONIC DISBURSEMENT INFORMATION IS AVAILABLE ON THE NATIONAL DATA CENTER TO ASSIST AUTOMATING PAYMENT POSTING
  - ELECTRONIC DISBURSEMENTS WILL NOT STALE DATE LIKE PAPER CHECKS
- **SUPERIOR SECURITY OVER PAPER CHECKS**
  - ELIMINATES THEFT OR LOSS OF A PHYSICAL CHECK
- **GREATER EFFICIENCIES AND SAVINGS**
  - REMOVES MANUAL POSTING ERRORS
  - NO SCANNING CHECKS OR MAKING BANK DEPOSITS

**PLEASE TAKE ADVANTAGE OF THE SPEED, ACCURACY, AND SECURITY ELECTRONIC DISBURSEMENTS OFFER!**