

WAGE DEDUCTION ORDER FORM INSTRUCTIONS

The order is a Word Form using legacy form fields. To utilize the features offered with legacy form fields, the form is locked and must be locked.

To use the form, the form should open so the first field, the debtor's name, is already highlighted. Simply begin typing. If you open the document and the first field is not highlighted, click in the first field and make sure the default text is highlighted before you begin typing. When you want to move to the next field, use the TAB key.

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF VIRGINIA

In re: Enter Debtor's Name here,) Debtor /Employee.)	Case No: Enter Case Number here
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WAGE DEDUCTION ORDER

The trustee's names are in a dropdown field. Select the appropriate trustee and tab out of the dropdown box. The address will automatically update.

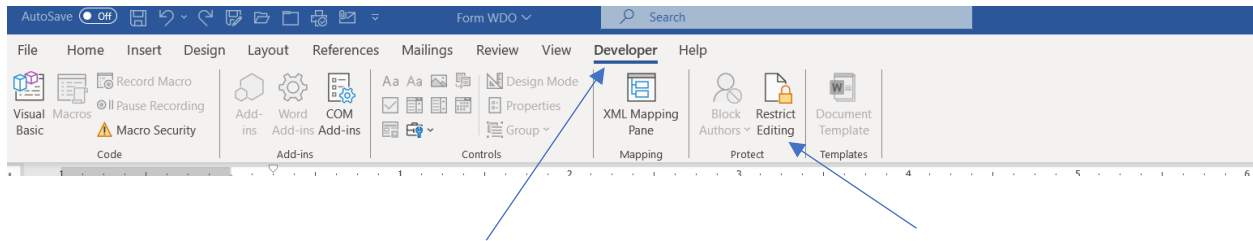
WAGE DEDUCTION ORDER

Employer		Chapter 13 Trustee (Payments must be sent to this address)
Name:	Employer's Name	Angela Scolforo, Trustee ▾
Address:	Employer's Street Address	P.O. Box 1961
	Employer City State Zip	Memphis, TN 38101-1961
(if known)		(434) 817-9913
Email:		For ACH options see:
Phone:		tfsbillpay.com/employer

The Plan payment should be expressed as monthly amount but the order authorizes an employer to convert that to an amount based on the employee's pay frequency.

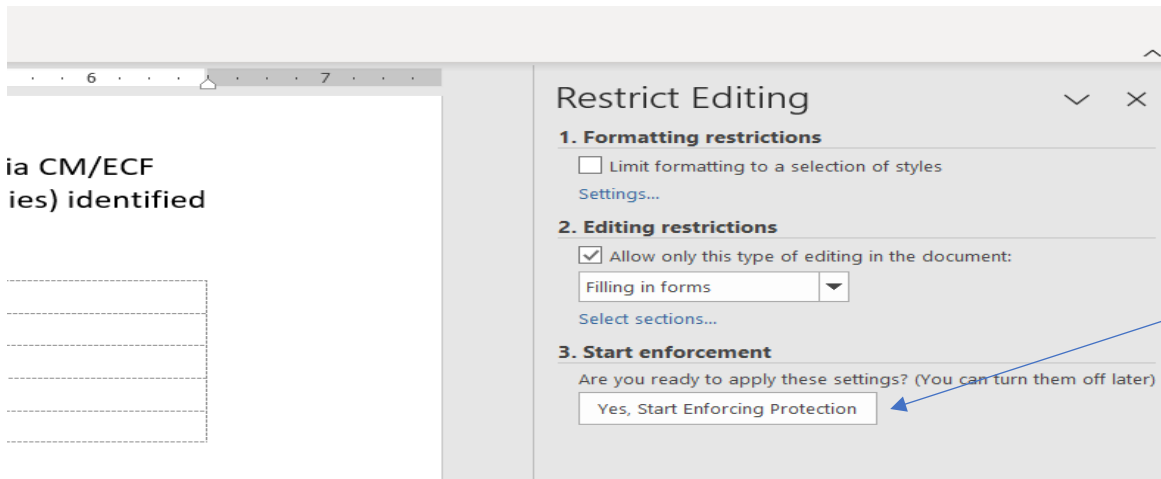
If you want to change any of the text, you must unlock and then relock the form. (Note: There is no password to the form.) For example, you want to save the form so the attorney's signature block is always filled in.

First, unlock the form. To do this, select the Developer menu from the ribbon and then select the Restrict Editing option.



After selecting the Restrict Editing option, a window will appear on the right hand side of the screen. Select the Stop Protection button in the lower left and side of the window. Leave the Restrict Editing window open. You are now able to modify the document as you would a normal Word document and can fill in the attorney signature block.

When complete, relock the document. To do this, select the Yes, Start Enforcing Protection button in the Restrict Editing window.



A window will appear asking for a new password and to reenter and confirm the password. To implement the locked document without password protection, simply select the OK button. Remember, if you do not lock the document, you cannot use the form features that will allow you to quickly tab from field to field and the trustee's address will not automatically populate for you.