

OFFICE OF THE CHAPTER 13 STANDING TRUSTEE - DETROIT
TAMMY L. TERRY

535 Griswold St, Suite 2100, Detroit MI 48226 · Ph 313-967-9857 · Fax 313-967-9501

Tammy L. Terry, Trustee
Kimberly J. Shorter-Siebert, Staff Attorney
Marilyn R. Somers- Kantzer, Staff Attorney

Patricia S. Waller, Operations Manager
Carl W. Brooks, Information Technology Manager
Dawn D. Young, Controller

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Notice of Chapter 13 Trustee OCP Email Address

Pursuant to the Court's "Notice Regarding Procedures for Chapter 13 Confirmation Hearings Held on or After December 11, 2006, Before Judges Tucker and Shapero", all Orders Confirming Plan and all Revised Orders Confirming Plan must be submitted to the Court by the Chapter 13 Trustee for entry using an electronic submission process.

The Office of Tammy L. Terry, Standing Chapter 13 Trustee, has adopted the following procedures to assist in the submission of these orders:

1. **E-MAIL ADDRESS:** All proposed Orders Confirming Plan (*OCP*) and Revised Orders Confirming Plan (*Revised OCP*) documents are to be e-mailed to: **terry.orders@det13.net**
 - **Certificates ARE NOT sent to this email address;** Use ECF to submit Chapter 13 Confirmation Hearing Certificates to court
 - PLEASE DO NOT use any other e-mail address to submit these Orders.
 - Any Orders Confirming Plans sent to any other e-mail address likely will not be found or processed.
 - Any other document sent to this E-mail address will be deleted without opening
 - Please see the "Who Does What" document (<http://www.det13.net/PDF/whodoeswhat.pdf>) for the correct email for other documents and purposes.
2. **DEADLINES:** Per the procedures, the deadline for Judge Tucker is the Friday before the hearing and for Judge Shapero the Tuesday before the hearing.
3. **WORD PROCESSING FORMAT:** Documents sent to **terry.orders@det13.net** must be in Word or Word Perfect only.
 - Our office uses and prefers documents in Word format. A Word version of the Order Confirming Plan and a Word version of the Order Adjourning Hearing are available on our website (www.det13.net) on the *Library* page.
 - If you use Word Perfect, please do not use embedded fonts, tables or other complex formatting.
 - We have seen incidents where the WordPerfect documents are considered corrupt when attempted to be opened by our staff. We strongly encourage the Bar to save the document to the Microsoft Word format, using the "Save as" option within WordPerfect before submitting to the above email address.
4. **DOCUMENT NAME FORMAT:** The Court has imposed strict restrictions on how Orders must be named. Please name and save your Order using the following convention:
 - Word Format (2003 or earlier): casenumber_re_X.doc
 - Word Format (2007 or later): casenumber_re_X.docx
 - Word Perfect: casenumber_re_X.wpd

- NOTES:
 - i. There are NO spaces in the file name
 - ii. Use the full case number with dash (06-12345) but no judge's initials
 - iii. "X" is the docket number of the plan for which confirmation is sought.
- *For example, if the Order pertains to the confirmation of a plan in case number 06-12345, where the PACER Docket Number of the Plan being confirmed is Docket Number 26, the Order should be saved as "06-12345_re_26.doc", "06-12345_re_26.docx" or "06-12345_re_26.wpd".*

5. **E-MAIL SUBJECT LINE:** The "subject line" of the E-mail must contain:

- The Case Number;
- Document Type (OCP or Revised OCP); and
- The Hearing Date.
 - i. Please be aware that the Court's Notice contemplates that matters not "fast tracked" according to Paragraph 1 of the Notice and LBR 3015-(3)(B)(1) are automatically adjourned to the Court's next hearing date pursuant to Paragraph 7 of the Court's Notice. The matter may then be eligible for "fast track" confirmation on that next hearing date. The hearing date in the E-mail should refer to that adjourned hearing date.
- *For example, an E-mail transmitting an Order Confirming Plan for the December 12 hearing date should have a SUBJECT line of "06-12345 OCP 12-12-06". An E-mail transmitting a revised Order Confirming Plan should have a SUBJECT line of "06-12345 Revised OCP 12-12-06, use original hearing even if the confirmation was adjourned to a future date for control purposes".*

6. **ONE CASE PER E-MAIL:** Each E-Mail should refer to only one case and should contain only the attachment(s) for that case.

7. **WRITTEN MEMORIALIZATIONS OF MATTERS RESOLVED AT COURT:** To assure everyone that the electronic order conforms to what was agreed to or ruled upon at court, and to conform to LBR 9021-1, matters resolved either at status conference or on the contested call should have a written memorialization of the resolution signed by all objecting parties and by the Trustee. Counsel should deliver this memorialization to the Trustee *before counsel leaves the courtroom*. The party preparing this memorialization may use either a typed document that counsel provides or a multi-part NCR form provided by the Trustee.

- If the electronic Order submitted to the Trustee deviates from the terms of the written memorialization, the Trustee will file via ECF a "Certificate of Discrepancy" and the matter will be taken before the Court on the adjourned date set for control purposes for resolution of the discrepancy.

Please be advised that this process supplements our prior statements regarding e-mail attachments for the documents required by the Court's Order Submission Process only. All other attachments must be in PDF format only.

Thank you for assisting our office in complying with the Court's Notice requirements. We hope to revise and improve the efficiency of this process over time.