

Chapter 13 Trustee Office of Gretchen D. Holland

Instructions for Matter Calendar Notes

The Chapter 13 Trustee's Office provides the **Matter Calendar Notes** as a secure online portal for attorneys to view the Trustee's notes in all unconfirmed cases, both before and after 341 meetings and confirmation hearings. The Matter Calendar, which is updated daily at 6:00 p.m. and 6:00 a.m., allows our office to provide up-to-date notes and hearing recommendations to attorneys without either party having to rely on emails or paper, and attorneys can access these notes 24/7.

Address

The Matter Calendar Notes page is located on the Trustee’s website here: <https://upstate13.com/attorneys.aspx>, under the tab labeled “For Debtors’ Attorneys.”

You do not have to register to access these hearing notes, so you do not need a user name.

Login

Click on the top option, “Matter Calendar Notes,” then enter the password upstate13atty.

Instructions

To view the notes in your cases, choose your name under the Attorney Name drop down menu, then click “GO” and it will display the latest hearing notes in all your unconfirmed cases.

The Matter Calendar Notes are synced twice each day, at 6:00 a.m. and 6:00 p.m., to match the notes in the trustee’s system, but the notes shown in any particular case were last updated as of the date stated in the first line of that case’s notes. We do not update Matter Calendar Notes in every case every day.

Case #	Debtors	Notes	BOH
170xxx 9/15/2017 10:00:00 AM	Jane Q. Debtor	<p>Updated 9/15/17</p> <p>1. Pay advices must be filed on ECF per §521(a)(1)(B)(iv); otherwise, case may be automatically dismissed on the 46th day after filing pursuant to §521(i)(2)</p> <p>2. Objection to plan by USDA (T. Peace) - claim matured pre-petition per objection and amount estimated in plan does not cover amount due (please review POC - amounts and date may not agree)</p> <p>3. Feasibility OK as plan currently is proposed; but will need proof of feasibility if mortgage claim really is in excess of \$50,000</p> <p>Plan filed on August 6 - set for confirmation hearing on Oct 13</p>	\$644.00

In the example above, the notes in this case were current on the website as of 9/29/17, but the trustee’s office last updated those notes on 9/15/17. This is important to remember, because if the creditor objection was resolved after 9/15/17, or if the mortgage claim was filed after 9/15/17, then the notes will be updated again after the trustee’s office has processed those changes.

If the 341 meeting has not yet been held, please remember that these notes do not represent the final or formal requirements of the trustee’s office. Prior to the 341 meeting, the trustee’s case administrators have made some preliminary notes based on their review of the files, but the trustee or staff attorney will likely revise them before the confirmation hearing.

For example, **before** the 341 meeting, the notes in the case might look like this:

<p>170xxxx 10/13/2017 10:00:00 AM</p>	<p>John Q. Debtor</p>	<p>Updated 9/11/17:</p> <ol style="list-style-type: none"> 1. Creditor Objection: 1st Franklin (S. Burgess) 2. Need additional pay advices from 2nd job once they are available 3. Plan is short; cannot provide base needed until we know how objection will be resolved 4. Need copy of RE tax app <p>Plan filed Aug 4 - set for confirmation hearing on Oct 13</p>	<p>\$2,072.00</p>
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However, once the trustee reviews the case, she may delete item #2 if she determines that additional pay advices are not actually necessary; and she may change #3 to state the necessary base options depending on the outcome of the creditor objection; and she may delete #4 if you have provided the RE tax app since the date the notes were last updated. So from a practical standpoint, it is usually best to wait until **after** the 341 meeting before trying to obtain (or re-send) any additional documents or recalculate numbers.

Please note an important exception: if the pre-341 preliminary notes ask for last year’s tax returns, copies of prepetition paystubs, or **any other document that is required by the Bankruptcy Code to be provided in every single case, then you should submit those as soon as possible rather than waiting until after the 341.**

If you run into any technical difficulties, please email support@upstate13.com for assistance.