

**Office of the Chapter 13 Trustee**  
**Gretchen D. Holland, Trustee**

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**MEMORANDUM**

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TO: MEMBERS OF THE UPSTATE BANKRUPTCY BAR  
FROM: GRETCHEN D. HOLLAND, CHAPTER 13 TRUSTEE  
SUBJECT: **COURT PREPARATION – IMPORTANT DEADLINES**  
DATE: SEPTEMBER 5, 2018

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Many attorneys and debtors still wait until the last minute to provide and/or file required documents and information for upcoming court hearings. We usually receive 50-75% of the required information on the Monday, Tuesday, or Wednesday before our Thursday court hearings. This makes it almost impossible for us to review any documents and amended plans submitted during the week of court, and this delays confirmation of the cases.

Therefore, **effective immediately**, all documents, schedules, amended plans, etc. must be submitted to our office (via the Document Upload Portal) or filed on CM/ECF by the close of the **4<sup>th</sup> business day prior** to the upcoming hearing. For example, for the hearings on Thursday, September 20, all information needed for those hearings must be uploaded and/or filed on CM/ECF by close of business on Friday, September 14. Any documents submitted to our office or filed on CM/ECF after that time will not be considered received and will not be reviewed, and we will require your attendance at the hearing. Please remember that while you may only have a few cases on the calendar, we have up to 225 cases on the docket each month to review and prepare for, and this is simply not possible to do in the three days immediately prior to court.

Please contact me if you have any questions.