

Brand New Feature & More Updates to The Source By: Honorable Karen S. Jennemann

This quarter you will see big changes to The Source. We added a new resource we call **Chapter 7 Trustee Pages** and four new procedures with sample forms. The Source landing page got a makeover too! As requested from last year's Bench Bar Conference, we added a table of contents to the PDF file of the whole Procedure Manual. The table of contents is easy to navigate. If you click on the page number next to a procedure, it will take you to that page in the PDF file.

We focused on a new project designed to assist attorneys and *pro se* filers. The Chapter 7 Trustees across the district have built a creative way to provide consistent information used by attorneys, creditors, and debtors in navigating the meeting of creditors and interactions with a Chapter 7 Trustee. The Trustees were represented by Doreen Abbott (Jacksonville), Lori Patton (Orlando), Dawn Carapella (Tampa and Fort Myers), and Maureen Gimenez (United States Trustee – Orlando).

We created a template that will be used by all Chapter 7 Trustees in the Middle District. Each Trustee will have his or her own page to list contact information, requested documents, preferred submission media, and other similar information.

These pages will help tremendously with case administration. The information on these pages will be current and updated on a quarterly basis. The Chapter 7 Trustee pages will house this template and any special documents provided by them on their individual pages. The debut of this new feature will occur in October.

Besides this new feature, we will add four new procedures:

- Motion to Continue or Reschedule 341 Meeting;
- Motion to Excuse Debtor from Appearing at 341 Meeting of Creditors;
- Motion for Waiver of Credit Counseling Requirement; and
- Motion to Waive Financial Management Course Requirement.

Make sure to check out the sample motions and orders attached to these procedures.

We updated the Audio CD Procedures explaining that a \$31 charge is assessed for **each** audio CD prepared by the Court. And we reformatted The Source landing page to accommodate adding the Chapter 7 Trustee pages. Download the PDF file of the Procedure Manual to check out the new table of contents feature.

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The feedback we have received, and will receive from you, is invaluable. Please contact the Committee with any problems, concerns, or suggestions at flmb_procedures@flmb.uscourts.gov.