

CONTENTS

Jan Hamilton <i>Chapter 13 Trustee, District of Kansas</i> <i>THE CHAPTER 13 TRUSTEE: A PERSPECTIVE</i>	7
Thomas E. Springer <i>Managing Member,</i> Springer Brown Covey Gaertner & Davis LLC <i>ADMINISTERING, MONITORING, AND FACILITATING THE CONSUMER BANKRUPTCY PROCESS FROM THE PERSPECTIVE OF THE CHAPTER 7 TRUSTEE</i>	15
Donald R. Lassman <i>Principal, Law Office of Donald R. Lassman, and</i> Carolyn A. Bankowski <i>Chapter 13 Trustee, Eastern Division of Massachusetts</i> <i>ADVICE FOR BANKRUPTCY TRUSTEES IN CONSUMER CASES</i>	35
Michael P. Maxwell <i>Owner, Maxwell Attorneys LLC</i> <i>THE RESPONSIBILITIES AND QUALIFICATIONS FOR BANKRUPTCY TRUSTEES</i>	51
Michael J. Hebenstreit <i>Partner, Whitham, Hebenstreit & Zubek LLP</i> <i>FUNDAMENTAL PRACTICES FOR BANKRUPTCY TRUSTEES</i>	57
Appendices	77

APPENDICES

Appendix A: Chapter 13 Plan Form	78
Appendix B: Trustee Statutes	97
Appendix C: Notice from Chapter 7 Trustee Panel	101
Appendix D: Suggested Trustee Questions for Creditor Meetings	108
Appendix E: Initial DSO Notice Letter	109
Appendix F: Discharge DSO Notice Letter	112
Appendix G: Document Production List	116
Appendix H: Trustee's 341 Meeting Procedure	119
Appendix I: Application, Stipulation, and Order to Settle Trustee's Claims and Debtor Buyback of Non-Exempt Assets	121
Appendix J: Tax Instruction Information Sheet	126
Appendix K: Application for IRS Tax Intercept	128