

## **PRE-TRIAL POLICY AND PROCEDURES**

Pursuant to the Chapter 13 Procedures Manual, debtors' counsel and the Trustee's office are to confer regarding upcoming hearings at least ten days prior to the scheduled hearing. The Manual further states "*[i]f the Debtor has no factual or legal basis on which to dispute the objection(s) raised by the trustee, the debtor shall file the necessary pleadings/documents to cure the objection(s) no later than the date and time of the scheduled settlement conference. Failure to do so may result in the imposition of sanctions by the Court, including disgorgement of fees.*"

In an effort to promote efficiency, we have established a pre-trial policy to permit debtor's counsel to contact the applicable staff attorney to resolve upcoming matters at their convenience. Pre-trials may be conducted via email (preferred) or phone conference. Please note that the Chapter 13 Procedures Manual mandates that pre-trials are conducted. Generally, staff attorneys will be available Monday – Friday from 7:30am to 4:30pm. Availability may be temporarily limited due to 341(a) meetings of creditors, court hearings, federal holidays, or other time out of the office. Should a staff attorney be unavailable to take your call, please leave a detailed voice message. We will strive to return your call and/or send a follow-up email within one business day. Staff attorneys will generally have consistent access to email and able to respond within one business day. Should you receive an out-of-office reply, please contact the other staff attorney.

Staff Attorney assignments are as follows:

Russell C Simon (ext. 132 [rsimon@simonch13trustee.com](mailto:rsimon@simonch13trustee.com))

Dixon and Johnston

JD Graham

Jay Howd

Brad Olson

Mary Lopinot (ext. 127 [maryl@simonch13trustee.com](mailto:maryl@simonch13trustee.com))

All other attorneys of record