

B. Plan Payments Continue to Loss Payee. If any creditor being paid through the trustee's office is the loss payee on the insurance policy and funds are distributed to that creditor from the insurer, the trustee shall continue to disburse payments to that creditor pursuant to the terms of the confirmed plan unless:

I. The debtor files an objection to the proof of claim and the Bankruptcy Court enters an order directing the trustee to cease making payments to the creditor or the order reduces the allowed amount of the claim (any such objection should state with specificity the treatment of both the secured and unsecured portions of the claim)

or

ii. The creditor withdraws its claim or amends its claim.

C. Insurance Proceeds Received by Debtor. If the debtor receives any insurance proceeds in excess of \$2,500, after payment of the loss payee or in excess of funds paid to trade vendors for the repair/replacement of the property, the debtor shall not dispose of such excess proceeds without an order of the court.

Rule 3092-1. Executory Contracts and Leases

It is the debtor's responsibility, and not the trustee's, to assume, reject, or assign an executory contract or unexpired lease and to properly and timely serve same on the affected parties.

Rule 3093-1. Chapter 13 Plan Payoffs

A. Motion to Provide Payoff. The Chapter 13 trustee is not required to provide Chapter 13 plan payoffs to a debtor or debtor's attorney unless a motion is filed with the Court and the Court enters an order directing that a payoff be provided.

B. Contents of Motion. A motion to provide a payoff must include:

1. The reason the payoff is needed.
2. The source of the funds to pay off the plan.
3. If the plan has run less than the applicable commitment period, a statement that all filed and allowed unsecured non-priority creditors will be paid in full, or state with particularity why payment in full of that class of creditors is not required.
4. State with specificity any claims that are to be excluded from the payoff calculation.

Rule 3094-1. Payments on Real Property

A. Assumed Leases. The debtor shall pay directly to the lessor all payments scheduled in a lease for that portion of the obligation which comes due after the order for relief. The debtor shall pay directly to the lessor all payments required to cure a pre-petition arrearage.

B. Assumed Contracts for Deed. The debtor shall pay directly to the holder of the contract for

deed all payments scheduled in the contract for that portion of the obligation which comes due after the order for relief. The debtor shall pay directly to the holder of the contract for deed all payments required to cure a pre-petition arrearage.

C. Mortgages.

1. Unmodified Payments on a note secured by real estate when the debtor is current on the date of petition.

When the debtor has no past due payments or charges due to the mortgagee other than the regular payment due in the month of filing or conversion, the debtor may make the post-petition payments directly to the mortgagee. If a debtor who has no past due payments or charges due to the mortgagee other than the regular payment due in the month of filing or conversion nevertheless decides to pay the post-petition payments to the claimant through the Chapter 13 trustee as part of the plan payment, Rule 3094-1.C.2 applies.

2. Unmodified Payments on a note secured by real estate when the debtor is delinquent on the date of petition.

a. For cases filed or converted on or after October 1, 2008, if a debtor is delinquent on the date of the petition on a note secured by real estate, the debtor shall make the post-petition payments to the mortgagee through the Chapter 13 trustee as part of the Chapter 13 plan payment unless the court orders otherwise. For purposes of Rule 3094-1, delinquent (or not current) means there are past due payments or charges due to the mortgagee other than the regular contractual payment due in the month of filing or conversion

b. The trustee shall load into the trustee's database the monthly payment set out in the plan for the post-petition monthly payments.

i. The post-petition monthly payment set out in the plan shall include all amounts which the debtor is required to pay for the escrow of taxes, insurance and any other charges allowed to be escrowed under the terms of the note and/or the deed of trust. If the Addendum to Proof of Claim for Real Estate Claim has a different Total Current Monthly Payment from the figure provided for it in the plan, the Total Current Monthly Payment listed in the addendum will be loaded into the trustee's database. See Rule 3094-1.C.2.e.

ii. If the mortgagee asserts that the post-petition mortgage payment set out in the plan is incorrect and it does not provide its asserted figure in its Addendum to Proof of Claim, it either shall

(I). Object to the confirmation of the plan; or

(II). File a “Notice of Payment Change.” See Local Rule 3094-1 C. 3.b.

iii. If the debtor asserts that the figure for the Total Current Monthly Payment provided in the Addendum to Proof of Claim is incorrect, the debtor shall object to the proof of claim.

c. In order to synchronize the debtor’s Chapter 13 plan payments with the post-petition, on-going mortgage payments and not adversely affect other claimants who are being paid Equal Monthly Amounts through the Chapter 13 trustee,

i. The Chapter 13 trustee shall set the trustee’s database so that the first post-petition mortgage payment to be paid by the trustee comes due in the second month following the month in which the petition is filed (or in the case of a conversion from another chapter, the second month following the month in which the order of conversion is entered).

ii. In addition, the Chapter 13 trustee shall set up a separate payee record for the mortgage payment, as set out in the plan, which came due in the month following the month in which the petition is filed or in which the order of conversion is entered, plus a late fee equal to 5% of the monthly mortgage payment listed in the plan, unless otherwise ordered by the court. This payee record shall be known as the Initial Post-petition Arrearage; the mortgagee shall not file a separate proof of claim for the Initial Post-petition Arrearage .

(I). The trustee shall not populate the payee record for the Initial Post-petition Arrearage for distribution until the proof of claim is filed.

(II). This Initial Post-petition Arrearage claim shall be paid pro rata as funds are available with secured and priority claims for which the plan provides no Equal Monthly Amount.

(III). If the debtor or mortgagee disagrees with the payee record set by the trustee for the Initial Post-petition Arrearage and asserts that it inaccurately reflects the amount due to the mortgagee including appropriate late fee, they must file an objection to this “claim” within 30 days of the initial date of confirmation of the plan.

iii. It is presumed for purposes of administering real estate mortgages through the Chapter 13 trustee that the mortgage payment for the month in which the petition is filed is delinquent on the date of filing the Chapter 13 petition (or the date of conversion from another chapter) and, if in fact, that payment is delinquent, the

mortgagee shall include that delinquency in the pre-petition arrearage portion of its proof of claim.

(I). If the presumption is incorrect and the monthly payment has not yet come due on the date of filing or date of conversion, the mortgagee or the debtor must object to the Initial Post-petition Arrearage claim record as set by the trustee.

(II). If the objection is sustained, the court shall enter an order directing the trustee to add another month plus late fee to the Initial Post-petition Arrearage claim record.

d. The debtor shall cure the pre-petition arrearage owed to the mortgagee through the Chapter 13 trustee as part of the plan payment. The trustee shall populate the pre-petition arrearage payee record with the amount listed on the proof of claim, if any. If the plan provides for no interest on the pre-petition arrearage, or if the plan provides for interest on the entire amount, but the mortgagee is entitled to interest only on part of the pre-petition arrearage claim, the mortgagee or the debtor shall obtain a court order which directs the trustee what portion, if any, is to receive interest and what portion is to receive no interest. The order also shall specify the rate of interest to be paid on any portion being paid interest.

e. The mortgagee's proof of claim shall have an addendum which conforms to the "Addendum to Proof of Claim For Real Estate Claims" on the court's website.

f. The Chapter 13 trustee shall release full monthly payments to mortgagees for their ongoing post-petition mortgage payments and shall not release a partial payment to a mortgagee unless it is the final payment disbursed because of a conversion or dismissal.
Local Rule 3084-1L.

g. If the Chapter 13 debtor's plan payments are current and the Chapter 13 trustee holds a plan payment in the ordinary course of the trustee's business which results in the trustee not releasing a post-petition mortgage payment to the mortgagee, that month's mortgage payment shall be deemed current and the mortgagee shall not charge a late fee for that "missed" payment. For purposes of this rule, the debtor's plan payment is current if the trustee posts it to his database on or before the last business day of the month in which it is due

h. Upon the completion of the Chapter 13 plan, the Chapter 13 trustee shall file a "Notice of Completion" with the bankruptcy court. Absent a timely objection to that notice and an order otherwise, the debtor's real estate mortgages shall be deemed current, including all fees and costs but excluding any pending yearly escrow charges which were incurred or assessed during the year of debtor's discharge, as of the date the last payment was made

from the Chapter 13 trustee. If there are additional fees and costs due, the mortgagee shall also file a “Notice of Fees and Costs Incurred” at the same time it files an objection to the “Notice of Completion.”

3. Changes and charges.

a Rule 3094-1.C.3 applies to all cases on or after October 1, 2008, regardless of when the initial Chapter 13 plan is filed.

b. If the loan documents provide for payment changes, including those due to interest rate adjustments or escrow account adjustments:

i. No later than 30 days prior to any payment change the mortgagee or the mortgagee’s authorized agent shall file with the court and serve on the debtor, the debtor’s counsel, and the Chapter 13 trustee a “Notice of Payment Change.”

ii. The “Notice of Payment Change” shall include the new payment amount, the date the new payment takes effect, and a brief description of the reason for the payment change.

iii. No later than 21 days after service of the “Notice of Payment Change,” the debtor, the Chapter 13 trustee, the United States Trustee, or any party in interest may file a response to the “Notice of Payment Change.” If no such response is filed, the debtor is deemed to have accepted the payment change and the payment change will go into effect on the date provided in the “Notice of Payment Change.”

iv. The Chapter 13 trustee shall not change the payment amount in the trustee’s database unless such “Notice of Payment Change” is filed with the court unless otherwise ordered by the court.

v. If the “Notice of Payment Change” is filed less than 30 days prior to the date of the change and requires the monthly payment to increase, the trustee shall set the new payment to commence as soon as is practicable and the mortgagee shall file a separate proof of claim for the difference between the old payment amount and the new payment amount for any months in which the old payment amount was remitted and shall not charge a late fee due to the late notification.

c. If the mortgagee or the mortgagee’s authorized agent whose collateral has been retained by the debtor incurs post-petition attorney’s fees, costs, or other charges such as property inspection fees, post-petition late charges or other items payable by the debtor under the terms of the loan documents, the mortgagee or the mortgagee’s authorized agent

shall either:

i. Fully disclose any additional post petition fees, costs or other charges in their motion.

(I). If no response is filed to the additional fees, costs, or other charges set out in the motion, the debtor shall be deemed to have accepted that the charge is owed, reasonable and non-dischargeable.

(II). The Chapter 13 trustee shall not pay the additional post petition fees, costs or other charges in the motion unless the Court's order specifically provides for the trustee to pay them and specifically provides the amount to be paid. Or,

ii. Alternatively, the mortgagee or the mortgagee's authorized agent shall file with the court and serve the debtor, the debtor's counsel, and the Chapter 13 trustee a "Notice of Fees and Costs Incurred" no later than 180 days after such fees or costs are incurred on a form which conforms to the form on the court's website. (It is unnecessary for the mortgagee or the mortgagee's authorized agent to serve the Chapter 13 trustee with a paper copy as the trustee shall receive a copy electronically. If the debtor's attorney receives service electronically, it is unnecessary for her to be served with a paper copy as well.)

(I). The mortgagee or the mortgagee's authorized agent shall not file more than two such notices per year.

(II). Failure of the mortgagee or the mortgagee's authorized agent to file and serve the "Notice of Fees and Costs Incurred" within 180 days after such fees or costs are incurred shall be deemed a waiver of such fees or costs.

(III). No later than 21 days after service of the "Notice of Fees and Costs Incurred," the debtor, the Chapter 13 trustee, the United States Trustee, or any party in interest may file a response to the "Notice of Fees and Costs Incurred." If no such response is filed, the debtor shall be deemed to have accepted that the charge is owed, reasonable and non-dischargeable and the Chapter 13 trustee shall release the claim for payment as funds are available for that class of claimant.

d. Once the fees, costs or charges have been deemed as accepted, owed, reasonable and non-dischargeable by the debtor or otherwise ordered by the Court, the Chapter 13 trustee shall load the total amount allowed into the Chapter 13 trustee's database for payment and, absent other order of the court, it shall be paid pro rata as funds are available with secured and priority claims for which no Equal Monthly Amount is provided, unless payments is otherwise provided for by Order of the Court.

e. If authorized pursuant to the applicable debtor's response to a "Notice of Payment Change," order of the Court, or to a "Notice of Fees and Costs Incurred" or if the debtor does not respond timely to any such notice, the Chapter 13 trustee is authorized to increase the Chapter 13 plan payment without the necessity of the debtor filing a modified plan in order for the plan to comply with §§1322(a)(1) and 1322(d). The trustee shall send a notice to the debtor of such payment change and shall provide the court with a proposed wage order reflecting such change in plan payment.

4. Unmodified Payments on a note secured by real estate when the debtor originally paid the mortgagee directly and modifies a previously confirmed plan to have the Chapter 13 trustee pay on-going post-petition payments from the Chapter 13 plan payments.

a. On or after October 1, 2008, if the debtor modifies a previously confirmed Chapter 13 plan which provided for the Chapter 13 debtor to pay the on-going post-petition payments directly to a mortgagee to have the Chapter 13 trustee pay all or some part of the on-going post-petition payments from the Chapter 13 plan payments, the amended Chapter 13 plan must spell out with specificity the name, address and account number (pursuant to Fed. R. Bankr. P. 9037) of the creditor to whom the payments are to be paid; the date on which the Chapter 13 trustee is to commence making the on-going post-petition payments; the treatment of the post-petition delinquency, including the gap between the date when the debtor modified the plan and the date on which the Chapter 13 trustee is to commence making the mortgage payment, if any.

b. The claimant must file a separate proof of claim for any post-petition delinquency, including the gap between the date when the Chapter 13 debtor modified the Chapter 13 plan and the date on which the Chapter 13 trustee is to commence making the mortgage payment, if any.

5. Unmodified Payments on a note secured by real estate when the debtor originally filed the case under another chapter of Title 11 and paid the mortgagee directly, but the on-going postpetition payments are delinquent at the time of conversion to Chapter 13.

a. For cases converted on or after October 1, 2008, if the debtor originally filed the case under another chapter and at the time of conversion to Chapter 13 the post-petition payments are delinquent, the debtor shall make the post-petition payments to the mortgagee through the Chapter 13 trustee as part of the Chapter 13 plan payment., unless the court orders otherwise.

b. The Chapter 13 plan must spell out with specificity the name, address and account number (pursuant to Fed. R. Bankr. P. 9037) of the creditor to whom the payments are to

be paid; the date on which the Chapter 13 trustee is to commence making the on-going post-conversion payments; the treatment of the post-petition delinquency, including the gap between the date when the debtor filed the petition and converted to Chapter 13; and the treatment of the pre-petition arrearage.

c. The claimant must file a separate proof of claim for any post-petition, pre-conversion delinquency, including the gap between the date when the Chapter 13 debtor filed for protection under Title 11 and converted to Chapter 13 and the date upon which the Chapter 13 trustee is to commence making the post-conversion mortgage payment, if any.

6. Modified Payment on a note secured by real estate. If the debtor proposes to modify a note secured by real estate, the debtor shall make all payments to the mortgagee through the Chapter 13 trustee as part of the Chapter 13 plan payment. The Chapter 13 trustee shall distribute payment to the mortgagee pursuant to the terms of the confirmed plan. The Chapter 13 trustee shall not distribute payments to the mortgagee until a proof of claim is filed.

7. Chapter 13 Trustee Payments to Mortgagees.

a. The Chapter 13 trustee shall release payments to the entity specified in the filed and allowed proof of claim.

b. Unless the court orders otherwise, the Chapter 13 trustee shall not change the payee unless an assignment or transfer of claim is filed with the court.

PART IV. THE DEBTOR; DUTIES

Rule 4001-1. Automatic Stay - Relief From

A. Notice; Default. When a motion for stay relief, adequate protection, redemption, or lien avoidance is filed, the Court will issue an order setting an answer date and a hearing date if an answer is filed. Movant is required to promptly serve this order on all parties not receiving electronic notice. If the respondent(s) fail(s) to timely file an answer, the motion is deemed admitted and the Court may enter a final order. If the movant fails to file a certificate of service with the Court showing that the order setting an answer date and a hearing date was served on parties not receiving electronic notice, the Court may deny the motion.

B. Motion for Stay Relief; Contents. A motion for relief from the automatic stay shall state the amount of the balance due of principal and interest as of the date of the bankruptcy petition. In addition, the motion shall state the following: