

PROCEDURES FOR REQUESTING RESCHEDULED MEETINGS OF CREDITORS

To Reschedule a Chapter 13 341(a) Meeting:

Requests to reschedule a meeting of creditors must be made with the Chapter 13 Trustee's office, not with the Bankruptcy Court. The request must be made using the form provided and mailed to Annette Crawford, Chapter 13 Trustee, P.O. Box 64686, Baton Rouge, LA 70806 or faxed to 225-928-3237. It should contain the case number, case name, the date of the original meeting and the reason why the debtor cannot attend. The trustee's office will contact the mover with a new meeting date.

Ms. Crawford will file a Notice of Rescheduled Meeting of Creditors into the case record, if she agrees to continue it and the request is made prior to the original meeting date. However, if the request to reschedule is being made after the original 341(a) meeting date, the attorney must file the Request to Reschedule into the record of the case as well as send it to the trustee.

It is the attorney's responsibility to notice the change of the date of the meeting to all creditors on the mailing matrix as soon as possible and file a certificate of service with the court.

See Form Attached

Request to Reschedule a 341(a) Meeting of Creditors

Attn: Gin Tanner
Annette C. Crawford
Chapter 13 Trustee

Case Name:

Case Number:

I, _____, request to continue the 341(a) meeting currently
scheduled for _____ at _____ A. M., due to _____

_____. Please continue this hearing, one week, for the same
time.

I understand that my office has to notice the Notice Rescheduling Meeting of Creditors to all creditors on the mailing matrix within five days of the Notice of Rescheduling Meeting of Creditors, and file a certificate of service into the record. I understand that if I am not giving ten days notice prior to the originally scheduled meeting of creditors, I must notify all parties in interest by telephone and include this telephonic notice on my certificate of service.

** In instances where Holidays intercede, the meeting will be continued to the next available date. **