

## Amended Requirements for Orders filed with the Chapter 13 Trustee's Office in Jackson (10/6/2004)

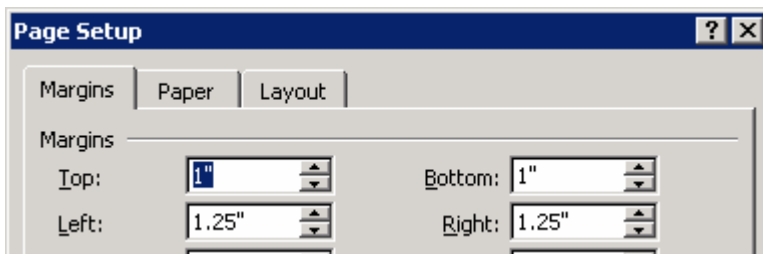
Effective immediately the Chapter 13 Trustee's office will accept all Attorney filed orders via E-mail. By 1/12/2004 all Attorney filed orders must be submitted to the Chapter 13 Trustee's office via E-mail in accordance with Local Rule 2083-1 as well as the Standing Order Re "ECF" and the Guidelines for Electronic Filing. Once the orders are received in our office and approved, the orders will be electronically signed and forwarded to the Judge for his signature.

### Requirements for the Orders:

1. Format: The Order has to be sent to the Chapter 13 Trustee's office in **PDF format**.
2. Page Size: Letter Size 8 ½ x 11
3. Font: Arial, Courier, or Times New Roman Size 12
4. Per local rules, the Judge's electronic signature requires a blank **4 inch** margin at the top of the first page. (Note: pages other than the first page cannot contain a 4 inch margin)

Using Microsoft Word, the top margin is set by clicking:

File → Page Setup → Margins tab



### Requirements for E-mail:

1. The E-mail address to send Chapter 13 orders to is: [ch13orders@ch13jax.com](mailto:ch13orders@ch13jax.com)
2. The "Subject" line of the e-mail **must** contain the case number **and** the related document ID. The case number should be the **first** item in the "Subject" line. The case number should also be formatted as 12-34567 (with the dash). The related document ID (from the Pacer/ECF system) should be listed after the case number, and be formatted as follows: **RD: 7** (where 7 is the related document ID)
3. The related document ID **must also** be included in the **body** of the e-mail message (ex. RD: 7)
4. **IF THERE IS NO RELATED DOCUMENT**, you must put **RD: 0**. Anything other than a number for the related document id will cause the e-mail to be returned as invalid.
5. The PDF document that contains the Order has to be sent with the E-mail message as an **attachment**.

