

**OFFICE OF  
CHAPTER 13 STANDING TRUSTEE  
POST OFFICE BOX 40119  
PHILADELPHIA, PA 19106  
Telephone: 215-627-1377 Facsimile: 215-627-6299  
NOTICE**

In an effort to streamline our routing of communications from third parties, please adhere to the following guidelines:

1. Our preferred method of receiving communications is **EMAIL**. You may wish to send a “hard copy” by mail or hand delivery, but please also send an **email**.
2. We have established multiple email addresses to enhance our ability to route communications correctly. **Please use these email addresses at all times.**

3. **Email addresses are as follows:**

**To the attention of:**

A. pre-341 documents	<a href="mailto:341@ph13trustee.com">341@ph13trustee.com</a>	Regina Lawrence
B. payment advices	<a href="mailto:payadvice@ph13trustee.com">payadvice@ph13trustee.com</a>	Regina Lawrence
C. <b>TAX RETURNS ONLY</b>	<a href="mailto:tax@ph13trustee.com">tax@ph13trustee.com</a>	Regina Lawrence
D. business questionnaires/reports	<a href="mailto:biz@ph13trustee.com">biz@ph13trustee.com</a>	Shawn Flagler
E. documents related to MDC matters	<a href="mailto:mdc@ph13trustee.com">mdc@ph13trustee.com</a>	Vikki Mills
F. documents related to JKF matters	<a href="mailto:jkf@ph13trustee.com">jkf@ph13trustee.com</a>	Drew Dallas
G. documents related to BIF matters	<a href="mailto:bif@ph13trustee.com">bif@ph13trustee.com</a>	Terry Wall
H. documents related to ELF matters	<a href="mailto:elf@ph13trustee.com">elf@ph13trustee.com</a>	Mary Rohrback
I. documents related to SR matters	<a href="mailto:sr@ph13trustee.com">sr@ph13trustee.com</a>	Drew Dallas
J. plan pay-off matters	<a href="mailto:payoff@ph13trustee.com">payoff@ph13trustee.com</a>	Nancy Anszis
H. HUD-1 closing forms	<a href="mailto:hud@ph13trustee.com">hud@ph13trustee.com</a>	Jenean Tucker
I. vehicle purchase requests	<a href="mailto:car@ph13trustee.com">car@ph13trustee.com</a>	Bob Janulewicz

Please transmit communications regarding a specific hearing no later than 3:00 p.m. on the day before. Any communications received by us later than that may not be considered.

We will make every effort to route correctly any documents sent to the incorrect address, but for purposes of dismissal hearings, in particular, if the correct address is not used, we will not consider the document(s) to have been received on a timely basis.

Revised 04/30/10