

**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 improve the office of the chapter 13 standing trustee's receipt and proper routing of communications from third parties, and in anticipation of increased document production under BAPCPA, we shall implement the following guidelines, **effective November 1, 2005**:

1. Our preferred method of receiving communications is by **telecopy**. You may wish to send a "hard copy" by mail or hand delivery, but please also send a **fax**. Payment advices are handled differently, pursuant to local rule, as noted below*.
2. We have established multiple fax numbers to enhance our ability to route your communications correctly. **Please keep this list and use these numbers at all times.**

3. **Routing fax numbers are as follows:** **To the attention of:**

A. pre-341 documents	866-743-0354	Regina Lawrence
TAX RETURNS ONLY	866-910-7876	Regina Lawrence
B. post-341 "follow up" documents**	866-743-0354	Regina Lawrence
C. documents related to JKF matters	866-770-0159	Drew Dallas
D. documents related to BIF matters	866-743-0347	Terry Wall
E. documents related to ELF matters	866-743-0346	Mary Rohrback
F. documents related to DWS matters	866-765-3867	Vikki Mills
G. plan pay-off matters	866-783-2554	Nancy Anszis
H. completed HUD-1 forms from closings	866-863-2549	Jenean Tucker
I. vehicle purchase requests	866-283-1640	Bob Janulewicz
J. business questionnaires and reports	866-900-2526	Shawn Flagler
J. any other communication	215-627-6299	

4. ***Payment advices** payadvice@ph13trustee.com Regina Lawrence

We are deluged with calls and faxes on the days before hearings. 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 number, but for purposes of dismissal hearings, in particular, if the correct number is not used, we will not consider the faxed document to have been received on a timely basis.

** Post-341 follow-up documents provided within one (1) week of a related motion to dismiss should be faxed instead to the individual associated with the judge to whom the case is assigned, as noted.

Revised 09/07/07