

**In The United States Bankruptcy Court
For the Western District of Pennsylvania**

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**Administrative Order Governing All
Chapter 13 Cases Assigned to
The Honorable Judith K. Fitzgerald**

And Now, this 1st Day of April, 1998, it is hereby ordered that debtors and debtor's attorneys in Chapter 13 cases assigned to the Honorable Judith K. Fitzgerald shall comply with the following requirements:

Chapter 13 debtors and their counsel must attend the § 341 Meeting and Plan Hearing. The initial § 341 Meeting and Plan Hearing may be rescheduled by the trustee for cause, only if debtor or a creditor requests a rescheduling at least two weeks before the meeting and serves the debtor, trustee and U.S. Trustee and all creditors with a notice of the rescheduled date and time at least 10 days prior to the original § 341 Meeting date. Proof of service and a copy of the notice rescheduling the meeting and plan hearing must be filed with the Clerk at least 10 days prior to the original § 341 Meeting date.

Chapter 13 debtors must deliver Proof of Insurance to the Chapter 13 trustee within 10 days after the plan is filed for all of debtor's motor vehicles, motor homes and improved real estate.

Debtor's first payment to the Chapter 13 trustee must be made within 30 days after the date the plan is filed.

All creditors, including utility companies and local taxing bodies, must be listed in the bankruptcy petition schedules and addressed in the plan.

If any part of debtor's income is from self employment or rent, then: (1) the debtor's tax return for the prior year and financial reports for three months prior to the date the order for relief is entered must be filed and served on the Chapter 13 trustee within 10 days after the plan is filed; and (2) monthly financial reports must be delivered to the Chapter 13 trustee each and every month not later than the 15th day of the current month for the preceding month.

Debtors must file all tax returns with the appropriate taxing body which are due but not filed within 60 days of the date the petition is filed in accordance with General Order 88-4.

Debtor's attorney (or Debtor if not represented by an attorney) must review all proofs of claim within 30 days after the bar date(s) and file appropriate objections or plan amendments promptly thereafter.

Debtors must serve all amended plans on the Chapter 13 trustee and on all creditors affected by the amendment together with an amended plan summary.


Judith K. Fitzgerald, Bankruptcy Judge

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