



U.S. Department of Justice

Executive Office for United States Trustees

Office of Oversight

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LIST OF CHANGES AND UPDATES TO THE HANDBOOK FOR CHAPTER 13 STANDING TRUSTEES February 2014

Table of Contents:

- Chapter 3 page numbers revised.

Chapter 3, Administration of Chapter 13 Cases:

- B.7. Meeting of Creditors – Conducting the Meeting: Added a new second paragraph: “The standing trustee is expected to conduct the meeting at the location designated by the United States Trustee. If the standing trustee must conduct meetings remotely, the standing trustee must meet the requirements listed in Chapter 3.B.13, Non-Attendance by Debtors. [Language revised February 2014.]” See page 3-13; change in page breaks affects pages 3-14 through 3-16.
- B.13. Meeting of Creditors – Non-Attendance by Debtors:
 - Added a new second paragraph: “A standing trustee may be authorized to expend trust funds for equipment and software necessary to conduct meetings of creditors remotely on a regular basis. To request budget approval, a standing trustee must present a plan and budget to the United States Trustee. 28 U.S.C. § 586(b). The plan should include the following: remote communication method to be used; projected cost of equipment, software, and other related items; and benefit to the trustee, debtor, debtor’s counsel and creditors. The plan should also include a discussion of how the standing trustee will comply with each requirement contained in section B., Meeting of Creditors, of this Chapter. [Language revised February 2014.]”
 - Deleted from next paragraph: “The standing trustee must comply with these rules and requirements.”
 - Deleted “, including” and “actions” from last paragraph.

See page 3-17; change in page breaks affects pages 3-18 through end of chapter.

Chapter 4, Financial and Operational Policies, Procedures and Reporting Requirements:

- D.8. Internal Financial Controls – Disbursements: Added to the end of the third paragraph: “with the following exception. The bankruptcy court may electronically debit the trust account for payment of court fees and unclaimed funds to creditors. Specific procedures should be discussed with the United States Trustee. [Policy change effective June 2013.]” See page 4-17; change in page breaks affects pages 4-18 through 4-19.

Chapter 6, Budgets:

- A.3.a. Annual and Amended Budgets – Operating Expense Line Items – Employee Expenses:
 - Changes to fifth paragraph: New first sentence, “Each year, the United States Trustee provides the standing trustee guidance for calculating the salary increase pool for the upcoming fiscal year. The salary increase pool is intended to be the sole source for funding salary increases as well as bonuses.” Replaced “cost of living or merit” with “salary”. Added “but may be eligible for a bonus.” Replaced “merit” with “salary”.
 - Moved “No employee of a standing trustee may receive compensation and benefits of a value greater than maximum compensation of a standing trustee” from sixth paragraph to fifth paragraph.
 - Added to sixth paragraph “The standing trustee should communicate to the consultant all relevant United States Trustee budget and employment guidance.”
 - Added to end of section “[Language revised February 2014.]”See page 6-3 to 6-4; change in page breaks affects pages 6-5 through 6-11.
- A.3.l. Annual and Amended Budgets – Operating Expense Line Items – Dues, Publications and On-Line Services: Changed “\$1,000” to \$1,500”. Added “[Policy change effective March 1, 2014.]” See page 6-7.
- A.3.m(1). Annual and Amended Budgets – Operating Expense Line Items – Training Expenses – Training not provided by the United States Trustee: Changed “\$10,000” to “\$15,000”. Added “[Policy change effective March 1, 2014.]” See page 6-7 to 6-8.