Procedure to Schedule Hearings on a Chapter 13 Trustee's Objection to Confirmation

<u>NOTICE</u>: This procedure ONLY APPLIES to chapter 13 trustees and ONLY chapter 13 trustees are authorized to use this procedure. If you are not a chapter 13 trustee and you have filed an objection to confirmation, the court will schedule the hearing on the objection to confirmation.

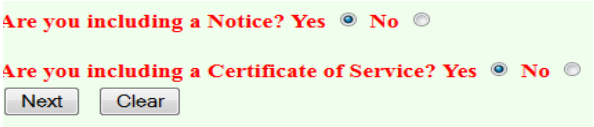
Counsel for the chapter 13 trustee is responsible for scheduling a hearing when filing an objection to plan confirmation.

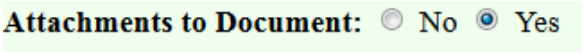
I. Filing an Objection to Confirmation:

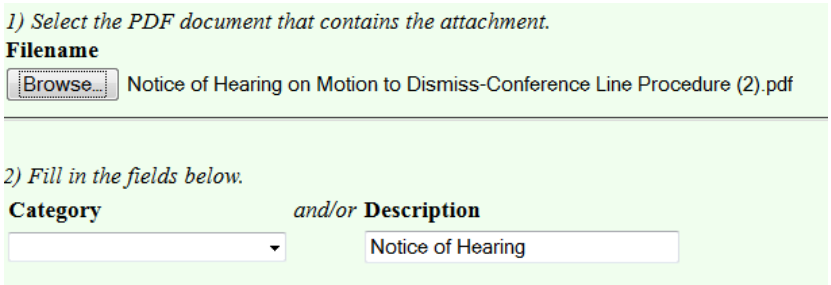
1) The hearing date can be found in CM/ECF
    a. In CM/ECF go to Reports and look under Chambers Reports / Functions
        i.

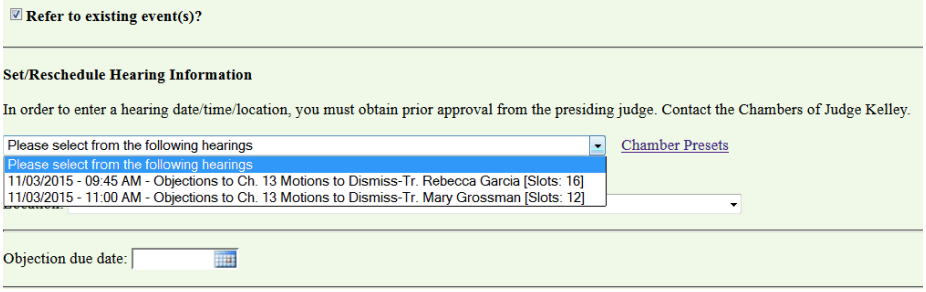
        ii. Click on the CHAP Chamber Presets
            1. Choose Judge Halfenger from the drop down menu
            2. The date and time present on the table is the date to use for scheduling the hearing.
                a. Please be aware there are different times for each Trustee
                i. Choose 1:00 p.m. for Rebecca Garcia cases
                ii. Choose 2:30 p.m. for Mary Grossman cases
                b. It is only necessary to check the Presets for the current hearing date once per day
2) Once you find the appropriate hearing date and time, add the hearing date and time to the notice (or include the language from the notice as part of the Objection document).
3) Add the telephone number to the notice. The notice **<u>must</u>** contain the following information:
    a. To appear by telephone, you must call the Court conference line at 1-888-684-8852, and enter access code 7183566 before the scheduled hearing time. Please note that the Court may already be in session, so please wait quietly on the telephone for your case to be called. The debtor is welcome, but not required to, participate in this hearing.

4) Once the notice and objection are ready to file, you can follow these instructions to docket the Objection, Notice of Hearing, and Certificate of Service
    a. Go to the Bankruptcy Tab, then choose "Trustee/US Trustee" and enter the case number
    b. Pick Objection to Confirmation in the selection menu
    c. Make the following selection (DO NOT SKIP THIS STEP!):



    d. Select the Party
    e. Attach the PDF of the Objection to Confirmation and add Attachments to Document (if attachments are applicable)
        i. 

        ii. Attach the PDF of the Notice of Hearing and PDF of the Certificate of Service (this step only applies if you are using attachments – if not, skip this step)
            1. 

    f. Refer to Existing Event and use the drop down menu under Set/Reschedule Hearing Information
        i. 

            1. If needed, the Chamber Presets link opens the available preset dates also found under Reports
        ii. Link to the event (the plan to which the trustee is objecting)

II. Troubleshooting:

1) I can't find the presets!
   a. Clear your cache. Instructional videos on how to clear your cache can be found on the Court's website under the "Attorney Resources" tab by clicking on the "Training" subtab.
   b. Dates and times appear on the chart, but not for Judge Halfenger, Trustee or the specific matter type needed. This usually means a date has filled up. Please contact chambers (414-290-2680) and a new date will be provided. If you are filing after hours, you may leave a message. On the next business day, the dates will be updated. A Notice of Hearing can be filed separately from the Objection.