

## CHAPTER 13 LAW DOCKET ADVANCE CONTINUANCE PROCEEDURE

If an attorney wishes to continue one of the following types of matters from a future Chapter 13 law docket to a later Chapter 13 law docket, the attorney may request a continuance by contacting the Chapter 13 Trustee: confirmation hearings, motions to amend Chapter 13 plan, motions or objections filed by the debtor, motions or objections filed by the Trustee. A request for continuance of these matters **MUST BE MADE USING THE FOLLOWING PROCESS:**

1. Send an email to the Trustee to the following address only: **continuances@ch13stl.com**  
**The email subject line should include the case number.** The e-mail should also include the date on which the matter is currently set, the debtor's name and case number and the nature of the matter to be continued. If you have a specific request for a new date, be sure to include that in the e-mail. (ie: if you will be out of town for a future hearing date or if you require a certain amount of time to cure objections or file amendments).
2. **THE TRUSTEE MUST RECEIVE THE E-MAIL TWO AND A HALF FULL BUSINESS DAYS PRIOR TO THE DOCKET.**  
For a Thursday docket, the Trustee must have the e-mail by Monday at 1:00 p.m.  
For a Wednesday docket, the Trustee must have the e-mail by the previous Friday at 1:00 p.m..  
For a Monday docket, the Trustee must have the e-mail by the previous Wednesday at 1:00 p.m.
3. The Trustee will review the e-mail requests for continuance during the 24 hours after the above deadline. **THE TRUSTEE WILL CHECK THIS E-MAIL BOX ONLY ONCE PRIOR TO EACH DOCKET.**
4. **THE TRUSTEE WILL RESPOND TO EACH E-MAIL,** indicating either that the Trustee consents to a continuance and providing the new continuance date or indicating that the Trustee does not consent to the continuance such that the matter will remain on the current docket. Each e-mail will be copied to the appropriate courtroom deputy.
5. Do not call the Trustee's office regarding a continuance request unless you sent an e-mail in a timely fashion and have not received a response as of 9:00 a.m. the business day prior to the docket.
6. If the Trustee consents to a continuance request, the Judge will not call the matter on the law docket.

Please note that merely requesting a continuance does not mean that the matter will be continued. You must receive confirmation from the Trustee that he has agreed to the continuance. If there is a third party involved in the matter (for example, if a creditor has a pending objection to confirmation) the Trustee will not agree to a continuance unless you represent that the third party also consents to a continuance and you have copied the third party on the e-mail requesting a continuance.

**DO NOT USE THE ABOVE E-MAIL ADDRESS FOR ANY PURPOSE OTHER THAN REQUESTING CONTINUANCES OF LAW DOCKET MATTERS. DO NOT USE THIS E-MAIL ADDRESS TO REQUEST CONTINUANCES OF 341 MEETINGS.**