

## CHAPTER 13 LAW DOCKET ADVANCE CONTINUANCE PROCEDURE

The Trustee strongly encourages attorneys to request continuances in advance of Chapter 13 law dockets for confirmation, motions to amend the Chapter 13 plan, motions filed by the debtor or Trustee, or objections filed by the debtor or Trustee. **THIS PROCEDURE IS NOT TO BE USED TO REQUEST CONTINUANCES OF 341 MEETINGS.**

To request a continuance:

1. Send an email to the Trustee at **continuances@ch13stl.com**

The email subject line should include Judge's name and the date of the currently set hearing. The body of the email should include the case number(s), name of the debtor(s), the matter you wish to continue, the requested continuance date, and the reason supporting the continuance. If there is a third party involved in the matter, such as a creditor, the third party must be copied on the email requesting the continuance. If you would like to continue several matters on a particular docket, it may be easier to include all of the cases in one email.

EXAMPLE: "Subject: 9/14 BSS Docket

Confirmation:

22-00001 Jones: continue to 10/19 for amended plan

21-00002 Smith: confirmation & MTD, continue to 10/19, recent payment and amended plan

Motion:

20-00003 Johnson: continue to 10/19, recent payment"

2. A request for a continuance may not be reviewed by the Trustee in time for the docket unless the request is received at least 2 business days prior to the docket.

3. The Trustee will respond to all requests for a continuance via email. The response will state whether the Trustee consents or does not consent to the particular continuance. If the Trustee consents, the Judge will not call the matter on the originally scheduled docket. If the Trustee does not consent, the matter will remain on the docket as scheduled. The Trustee will copy the appropriate courtroom deputy on all responses to continuance requests.

4. Please do not call the Trustee's office to request a continuance or to check on the status of a continuance request unless you have not received a response to your request within 2 business days.

**The Trustee will attempt to accommodate continuance requests.** Please note that merely requesting a continuance does not mean that the matter will be continued. You must receive confirmation from the Trustee that she has agreed to the continuance. If there is a third party involved in the matter, such as a creditor, 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 email requesting the continuance.