



U.S. Department of Justice

Office of the United States Trustee

District of Oregon

Wayne L. Morse Courthouse
405 E 8th Ave., Ste. 1100
Eugene, OR 97401-2706

Phone (541) 465-6330
Fax (541) 465-6335

TO: Chapter 7 and 13 Debtors' Attorneys

FROM: Jonas Anderson
Acting Assistant U.S. Trustee, Eugene, OR

RE: Protocol for Submitting Pay Advices to the U.S. Trustee's Office (Eugene) as required
by General Order 05-1 and Amended LBR 1007-4

DATE: September 2017

Section 521(a)(1)(B)(iv) of the Bankruptcy Code, as amended, by the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 requires that, unless the court orders otherwise, the debtor file pay advices received by the debtor within 60 days prior to the filing. Local Bankruptcy Rule 1007-1(c)(1) provides that a debtor must not file copies of payment advices but must deliver them to the U.S. Trustee's office when the debtor files schedules A-J in a new case, or by the deadline in Fed. R. Bankr. P. 1007(c) after conversion of a case to one under chapter 7 or 11. Attorneys have sent debtors' pay advices to the United States Trustee's office electronically using email. To assist our office in processing the numerous pay advices we receive, please send them to the United States Trustee consistent with the following guidance:

A. Sending Pay Advices Electronically

1. You may send pay advices to our office electronically. If you send the documents to our office electronically, please ensure that when you scan the pay advices you do not create a large file because we have limited storage capacity. Scan all pay advices and correspondence into one pdf formatted document. After scanning pay advices, when you select the "file type" please select just a pdf document and do not select "image on text," "edited," or "with image substitutes." Name the pdf as follows: (Debtor's last name and case number)
For example: Jones 17-60001

Also, please use the following naming convention in the subject line of the email: PAY ADVICE case number debtor's last name (using all caps). For example, the subject line would read as follows:

PAY ADVICE 05-70001 SMITH

2. E-mail the Pay Advices to the United States Trustee's General ECF mailbox noted below. The subject line of the e-mail should conform to the naming convention noted above. Send the Pay Advices to the United States Trustee in Eugene at the following e-mail address:

Eugene: USTPREGION18.EG.ECF@USDOJ.GOV

The United States Trustee's ECF mailbox should not be used for other mail. Rather, please use an individual employee's email address for all other email communication directed to the United States Trustee's office. The email addresses for each employee are as follows:

Jonas V Anderson, Acting Assistant U.S. Trustee
P. Rebecca Kamitsuka, Trial Attorney
Larry D. Eyre, Paralegal Specialist
Jim Files, Analyst
Janet King, Legal Assistant

Jonas.V.Anderson@usdoj.gov
Becky.Kamitsuka@usdoj.gov
Larry.D.Eyre@usdoj.gov
Jim.Files@usdoj.gov
Janet.M.King@usdoj.gov

B. Sending Pay Advices Via Mail or Courier

If you send the pay advices in the mail or by courier, please ensure that the debtor's name and the case number are written on each page of the pay advices in the upper left hand corner. Please staple all pages together.

If you have any questions, please feel free to contact the Eugene office at 541-465-6330.