



## U.S. Department of Justice

Executive Office for United States Trustees

Office of Oversight

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### **LIST OF CHANGES TO THE HANDBOOK FOR CHAPTER 13 STANDING TRUSTEES** (list does not include punctuation changes) February 2013

#### Table of Contents:

- Page numbers revised.

#### Chapter 1, Introduction:

- Footnote 1: deleted extra "(b)". See page 1-2.

#### Chapter 3, Administration of Chapter 13 Cases:

- B.5. Meeting of Creditors – Verification of Debtor Identity and Social Security Number: Deleted “and the Notice of Correction of Social Security Number in Bankruptcy Filing” from last paragraph, last sentence. See page 3-11.
- B.10. Meeting of Creditors - Language Interpreters: Added “Individuals are not required to notify trustees in advance of their meeting if they wish to use the service. Trustees should not treat LEP individuals differently based on their need for an interpreter and should not use this information to move an LEP individual’s case to the end of the docket.” See page 3-15; change in page breaks affects pages 3-15 through 3-30.
- K. Final Report: Replaced “Sections” with “Section” in fourth paragraph, first sentence. See page 3-41.

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

- D.8. Internal Financial Controls – Disbursements: Replaced “fund” with “funds” in second paragraph, second sentence. See page 4-17.
- E.3. Computer Systems – Computer System Security: Replaced “access to” with “the ability to change” in last paragraph. See page 4-22.

#### Chapter 6, Budgets:

- A.3.m(1). Annual and Amended Budgets – Operating Expense Line Items – Training Expenses – Training not provided by the United States Trustee: Deleted “The standing trustee, as part of the initial budget submission, must provide a listing of the training planned for the year, including the type of training (legal, administrative, computer, etc.); the cost of the training, including estimates for tuition and any related travel expenses for each session and the number of persons to be trained. A list of attendees is not required.” See page 6-7.