

**PROCESSING NOTICES OF BANKRUPTCY AND PROOF OF CLAIM
PAPERWORK**

TSK 07-0012 (REV 8/11/08)

Courtesy of Port Orchard Municipal Court

When a Notice of Bankruptcy and/or Proof of Claim are filed, the **Court Clerk:**

1. **Date-stamps** all documents received with the date the documents were received by the Court.
2. **Identifies** the cases involved in the Bankruptcy.
 - 2a. **Reviews** defendant's criminal history at the DCH screen in the JIS system.
 - 2b. **Notes** each Port Orchard Municipal case with an unpaid fine with a violation date on or before the order of relief date or pending case.
3. **Reviews** each case identified in Step 2 above.
 - 3a. **Determines** if case is at collection.
 - If case is at collection, **makes** copy of paperwork to forward to appropriate collection agency at the completion of the Task and completes steps 4 through 6.
 - If case is on time pay with Signal Credit, **makes** copy of paperwork to forward to Signal Credit at the completion of the Task and completes steps 4 through 7.
 - If case is not at collection, **completes** step 4 (except for docket entry stating paperwork will be forwarded to collection agency) and step 8.
4. **Makes** docket entries for all of defendant's open cases reflecting the paperwork received.

NOTE: USE "BDK" SCREEN TO MAKE BATCH DOCKET ENTRIES.

4a. Entries should include:

Name of Document Received
Bankruptcy Case Number
Filed Date on Notice
Case Numbers Included in Bankruptcy (including pre-disposition cases)
Notice that paperwork was sent to Collection Agency

Case Number where paperwork is filed (most recent criminal case if applicable)

EXAMPLE:

“NOTICE OF CHAPTER 13 BANKRUPTCY CASE #02-12345 FILED 10/28/02”

“BANKRUPTCY INCLUDES CASES C52344, C44444, I15234”

“COPY OF NOTICE FORWARDED TO ALLIANCEONE”

“BANKRUPTCY PAPERWORK FILED IN CASE C52344”

- 4b. **Sets** review in JIS System “PLS” screen for each case included in the Bankruptcy.

Case Condition:	BNK
Imposed Date:	Date Paperwork Filed
Review Date:	Ch. 7 – the 10 th day of the month after 6 months Ch. 13 – the 10 th day of the month after 1 year and monitor annually until discharged or dismissed

- 4c. **Types** the following docket entry in the NOTE line of each case included in the bankruptcy.

“CASE IN CHAPTER 7 (OR 13) BANKRUPTCY”

NOTE: THE FTA ON DEFENDANT’S DRIVER’S LICENSE WILL NOT BE ADJUDICATED BY THE COURT. DEFENDANT MUST FILE THE BANKRUPTCY PAPERWORK WITH THE DEPARTMENT OF LICENSING TO ADJUDICATE THE FTA.

5. **Files** bankruptcy paperwork in most recent case file (as annotated in each docket per step 4a).
6. **Forwards** copy of paperwork to appropriate collection agency.
7. If case is at Signal Credit,
- 7a. **Removes** case from collection status by typing an “R” in the “Collection Status” field and removing the Collection Agent number at the COS screen in JIS.
- 7b. **Sets** case on time pay at the TPSE and TPSC screen with a “First Payment” date of 01-01-2099.
- 7c. **Completes** and **files** “Proof of Claim” with Bankruptcy court when notice to do so is received from the Bankruptcy court. **Files** copy of Proof of Claim in appropriate case file.

NOTE: Infraction cases and criminal cases are filed on separate Proof of Claim forms.

8. If a case is not at collection,

8a. **Sets** case on time pay at the TPSE and TPSC screen with a “First Payment” date of 01-01-2099.

8b. **Completes** and **files** “Proof of Claim” with the Bankruptcy court when notice to do so is received from the Bankruptcy court. **Files** copy of Proof of Claim in appropriate case file.

NOTE: Infraction cases and criminal cases are filed on separate Proof of Claim forms.

8c. For pre-disposition cases,

- **Completes** and **files** “Proof of Claim” without a dollar amount.
- **Places** note on Proof of Claim form that case is in pre-trial status and a supplemental “Proof of Claim” will be submitted at the time of judgment and imposition of the sentence.
- **Places** note in file to submit supplemental “Proof of Claim” at time of sentencing.