

## PROCESSING BANKRUPTCY DISMISSALS AND DISCHARGE PAPERWORK

TSK 07-0013 (REV 11/1/02)

Courtesy of Port Orchard Municipal Court

When a Notice of Bankruptcy Dismissal or Discharge is filed, the **Court Clerk**:

1. **Date-stamps** all documents received with the date the documents were received by the Court.
2. If case is at collection, **makes** copy of paperwork to forward to appropriate collection agency at the completion of the Task.
3. If the Bankruptcy is **DISMISSED**, **makes** docket entries for each case the bankruptcy applies to reflecting the paperwork received.

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

EXAMPLE:

"NOTICE OF DISMISSAL FOR BANKRUPTCY CASE 02-019739 ON  
10/8/02"  
"COPY OF NOTICE FORWARDED TO ALLIANCEONE"

4. **Deletes** review set in JIS System "PLS" screen for each case included in the Bankruptcy.
5. **Removes** docket entry "CASE IN CHAPTER 7 (OR 13) BANKRUPTCY" from the NOTE line of each case included in the bankruptcy.
6. **Reassigns** all (civil and criminal) cases to collection.
7. If the case was not at collection at the time the bankruptcy was filed, **continues** with collection process.
8. If the bankruptcy was **DISCHARGED**, **makes** docket entries for each case the bankruptcy applies to reflecting the paperwork received.

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

Example:

"NOTICE OF DISCHARGE OF CHAPTER 7 OR 13 BANKRUPTCY CASE  
#02-12345 FILED 10/28/02"  
"COPY OF NOTICE SENT TO ALLIANCEONE"

9. **Deletes** review set in JIS System "PLS" screen for each case included in the Bankruptcy.

10. **Removes** docket entry “CASE IN CHAPTER 7 (OR 13) BANKRUPTCY” from the NOTE line of each case included in the bankruptcy.
11. For Chapter 7 Bankruptcy cases **proceeds** to step 12, and for Chapter 13 Bankruptcy cases **proceeds** to step 13.
12. For Chapter 7 Bankruptcy cases, after the Notice of Discharge is filed with the Court, **proceeds** with collection efforts on all cases (civil and criminal). **Continues** to step 15.

**NOTE: ALL DEBTS TO THE COURT ARE NON-DISCHARGEABLE IN A CHAPTER 7 BANKRUPTCY.**

13. For Chapter 13 Bankruptcy cases, after the Notice of Discharge is filed with the Court, **proceeds** with collection efforts on criminal and restitution cases only.
14. For Chapter 13 Bankruptcy cases, after the Notice of Discharge is filed with the Court, **writes-off** and **closes** all infraction (civil) cases.
  - 14a. **Makes** the following docket entry at the appropriate case docket “CDK” screen.

“CASE CLOSED DUE TO CHAPTER 13 BANKRUPTCY  
DISCHARGE”
  - 14b. **Writes-off** fine at the “CAR” screen, by using code “WO” and **removes** amount of fine.
  - 14c. **Closes** case at the “CSD” screen by typing “CL” at the Case Disposition field and the current date at the Disposition Date field.
  - 14d. **Files** closed infraction cases in appropriate location.
15. **Files** bankruptcy paperwork in most recent criminal case.
16. **Forwards** copy of paperwork to appropriate collection agency.