

# BANKRUPTCY PROCEDURES – CHAPTER 13

## (Wage Earner)

Courtesy of Olympia Municipal Court

Note: Generic content in brackets [ ] was added by AOC in place of specific information.

### When a new Notice of Chapter 7 is received by the court:

- Go to **CNCI** to determine Olympia-specific case numbers.
- Write down case numbers on the notice. Note which cases are in collections (\*) and which are not.

#### For Cases in Collection

- Make a batch docket entry to cover all cases:  
**Example:**  
'Received Notice of Chapter 13 Bankruptcy [case #], filed [date], meeting of creditors and deadlines. Bankruptcy covers cases [case #s]. All forms forwarded to [collection agency] for appropriate action.'
- Bring up docket and review status of fine on each case.
- In the **Note** field, type:  
**'Chapter 13 Bankruptcy [case #], filed [date]'**.
- On **PLS** screen enter **BNK** as a Case Condition.  
**Imposed Date** = current date  
**Review Date** = 1 year from current date.
- **Do not** adjudicate the FTA and **do not** remove the case from collections on the **COS** screen.
- Send all forms to [collection agency], attention Bankruptcy Clerk.
- File Notice of Chapter 13 in the court's file.
- **Reissue FTA:**  
Go to FTA screen and adjudicate FTA (**NOTIFY DOL = NO**) as paid in full. Go back to FTA screen and reissue.
- Remove **BNK** condition on **PLS** screen.
- Forward form to [Collection Agency], attention Bankruptcy Clerk.

#### For Cases Not in Collection

- Make a batch docket entry to cover all cases:  
**'Received Notice of Chapter 13 Bankruptcy #02-4307, filed 10/31/02, meeting of creditors and deadlines. Bankruptcy covers cases CR1234567, CR234321, IN345789 and IN9876543. Proof of Claim form completed and forwarded to Bankruptcy Court. Copy in court file.'**
- Bring up docket and review status of fine on each case.
- On the 'Note' field, type **'Chapter 13 Bankruptcy #02-4307, filed 10/31/02'**.
- Go to PLS screen and type BNK as a case condition.  
Imposed Date = current date  
Review Date = 1 year from current date.
- Set up timepay for [an appropriate date determined by the court.]
- Take case out of collections on COS screen (if 1<sup>st</sup> notice has been sent).
- Complete the 'Proof of Claim' form, attach a copy of the docket and send to the Bankruptcy Court.
- File a copy of the Notice/Proof of Claim in the court's file.

- File Notice in court's file.

**Upon receipt of 'NOTICE OF DISMISSAL' for a Chapter 13 Bankruptcy:**

**For Cases in Collection**

- Make docket entry '**Received Notice of Dismissal of Chapter 13 Bankruptcy. Fine is due and owing. FTA to reissue and collection action to resume. Notice forwarded to [collection agency] for appropriate action.'**
- Reissue FTA:  
Go to FTA screen and adjudicate FTA (**NOTIFY DOL = NO**) as paid in full. Go back to FTA screen and reissue.
- Remove BNK condition on PLS.
- Forward form to [collection agency], attention Bankruptcy Clerk.
- File Notice of Dismissal in court's file.

**For Cases Not in Collection**

- Make docket entry '**Received Notice of Dismissal of Chapter 13 Bankruptcy. Fine is due and owing. Case placed on timepay and fine due immediately.'**
- Go to TPSE and set up timepay with due date = to the date of the Notice of Dismissal.
- Remove BNK condition on PLS.
- File Notice of Dismissal in the court's file.

**Upon receipt of 'NOTICE OF DISCHARGE' for a Chapter 13 Bankruptcy  
For Criminal Cases**

**For Criminal Cases in Collection**

- Make docket entry '**Received Notice of Discharge of Chapter 13 Bankruptcy. Fine is non-dischargeable and remains due and owing. FTA to reissue and collection action to resume. Notice forwarded to [collection agency] for appropriate action.'**
- Reissue FTA:  
Go to FTA screen and adjudicate FTA (**NOTIFY DOL = NO**) as paid in full. Go back to FTA screen and reissue.
- Remove BNK condition on PLS.
- Forward form to [collection agency], attention Bankruptcy Clerk.
- File Notice in court's file.

**For Criminal Cases Not in Collection**

- Make docket entry '**Received Notice of Discharge of Chapter 13 Bankruptcy. Fine is non-dischargeable and remains due and owing. Case placed on timepay and fine due immediately.'**
- Go to TPSE and set up timepay with due date = to the date of the Notice of Dismissal.
- Remove BNK condition on PLS.
- File Notice in the court's file.

<b>Upon receipt of 'NOTICE OF DISCHARGE' for a Chapter 13 Bankruptcy For Infraction Cases</b>	
<p style="text-align: center;"><b>For Infraction Cases In Collection</b></p> <ul style="list-style-type: none"> <li>❑ Make docket entry '<b>Received Notice of Discharge of Chapter 13 Bankruptcy. As case is infraction, fine IS dischargable. A/R waived and case to close. Notice forwarded to [collection agency].'</b></li> <li>❑ Go to CAR screen and waive fine with <b>WV</b> as adjustment code type.</li> <li>❑ Remove BNK condition on PLS.</li> <li>❑ Go to CSD and close case with today's date.</li> <li>❑ File Notice in court's file.</li> <li>❑ Forward form to [collection agency], attention Bankruptcy Clerk</li> </ul>	<p style="text-align: center;"><b>For Infraction Cases Not in Collection</b></p> <ul style="list-style-type: none"> <li>❑ Make docket entry '<b>Received Notice of Discharge of Chapter 13 Bankruptcy. As case is infraction, fine IS dischargable. A/R waived and case to close.'</b></li> <li>❑ Go to CAR screen and waive fine with <b>WV</b> as adjustment code type.</li> <li>❑ Remove BNK condition on PLS.</li> <li>❑ Adjudicate FTA as dismissed.</li> <li>❑ Go to CSD and close case with today's date.</li> <li>❑ File Notice in court's file.</li> </ul>






<b>Miscellaneous Forms the Court may Receive from the Bankruptcy Court</b>
<ul style="list-style-type: none"> <li>❑ Motion to Include Post-Petition Debts in Bankruptcy</li> <li>❑ Motion to Include Pre-Petition Debts in Bankruptcy</li> <li>❑ Summary of Trustee's Final Report and Account in Chapter 13</li> </ul>