

**D. SIMS CRAWFORD**  
**CHAPTER 13 STANDING TRUSTEE**

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March 4, 2010  
Announcement to Attorneys  
Regarding the Trustee's Lockbox and Plan Payments

In a letter dated July 10, 2009, the Trustee announced that all plan payments should be mailed to the Trustee's lockbox in Tampa, FL ("Lockbox"). In a Memo dated October 1, 2009, the Trustee recommended that Chapter 13 debtors allow 7 days from the time a plan payment is mailed to the Trustee's Lockbox until it is posted in the Trustee's records. For time-sensitive payments, an alternate deposit method is available through ServisFirst Bank.

In certain cases, it has taken longer than 7 days for the Trustee to receive and post some plan payments. These delays can sometimes be attributed to holidays, weekends, and the timing of postal service. However, we have learned that some debtors and employers continue to mail payments to the Trustee's correspondence address in Birmingham, AL instead of mailing them to the Lockbox in Tampa, FL.

Please inform your Chapter 13 clients that all regular plan payments should be mailed directly to the Lockbox in Tampa, FL. Mailing them to Birmingham instead of Tampa causes an additional average delay of *6 days*. The regular plan payments received at our correspondence address in Birmingham, AL are not processed locally<sup>1</sup>. They are shipped upon day of receipt to the Lockbox in Tampa, FL for processing.

The Trustee requests your assistance in notifying and encouraging all of your Chapter 13 clients, new and old, to use the Lockbox address. It is the most convenient, efficient way for your clients to receive credit for the payments they make towards their Chapter 13 plans. The Trustee will continue to notify specific employers of the Lockbox address.

If you have any questions please contact the Trustee's office, and thank you for your assistance.

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<sup>1</sup> The only payments that are processed locally on a regular basis are creditor returns, lawsuit settlement checks, and insurance checks that are mailed to the Trustee's correspondence address in Birmingham.