

**RUSSELL BROWN
CHAPTER 13 TRUSTEE**

Please keep this document for your records.

The Trustee accepts plan payments only by cashier's check, money order, electronic funds transfer through CourtCompass or TFS, or a check from your employer (your company is not your employer).

<p style="text-align: center;"><u>FOR CASHIER'S CHECKS, MONEY ORDERS OR PAYMENTS FROM EMPLOYER:</u></p> <ul style="list-style-type: none">• Make all plan payments payable to "Russell Brown, Trustee" and mail to this address: Russell Brown, Trustee P.O. Box 842480 Los Angeles, CA 90084-2480• Put your name(s) and case number on the payment. Sign the cashier's check.• Do <u>not</u> use a company name on your payments. The Trustee's records are not organized by business name.• The Trustee accepts <u>no</u> personal checks, no personal electronic fund transfers, no online Bill Pay, or cash. The cashier's check must be drawn from an institution in the United States.• Do <u>not</u> mail payments by Express Mail, FedEx, UPS or similar expedited delivery service.• Keep your payment receipts at least until you have completed your plan payments and the court has entered your discharge. Place the receipts or copies in a safe location. You have the burden of proving that you made your plan payments.• Make your payments on or before the day they are due, particularly if your mortgage payment is paid to the Trustee. Payments made after the due date may cause interest to accrue on secured claims and a funding shortfall in your case.	<p style="text-align: center;"><u>FOR ELECTRONIC PAYMENTS:</u></p> <p>Sign up for electronic plan payments by using CourtCompass app.courtcompass.com or TFS www.TFSbillpay.com. Have your case number, district name (Arizona) and plan payment amount available when signing up.</p> <p style="text-align: center;"><u>LETTERS AND INQUIRIES:</u></p> <p>Mail letters and documents (no plan payments) to the correspondence address:</p> <p style="text-align: center;">Russell Brown Chapter 13 Trustee Suite 800 3838 North Central Avenue Phoenix, Arizona 85012-1965</p> <ul style="list-style-type: none">• The general email address for the office is: mail@ch13bk.com.• The Trustee's website has more information: www.chapter13.info.• Unless you have an emergency or if requested by the Trustee's office, please do <u>not</u> bring plan payments to the Trustee's office.• The address on the Trustee's envelopes, letters, pleadings, and Recommendations is <u>not</u> the plan payment address.• Do <u>not</u> use your plan payment envelope for a change of address. Send a change of address form to the Bankruptcy Court and a copy to the Trustee's correspondence address.
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SEE THE OTHER SIDE FOR MORE INFORMATION

**COURSE IN PERSONAL FINANCIAL MANAGEMENT PROVIDED BY
THE CHAPTER 13 TRUSTEE THROUGH THE TRUSTEE EDUCATION NETWORK**

Debtors are *required* to complete a course in personal financial management to get a discharge of debts after completion of the plan. The Trustee provides a free course through the Trustee Education Network. **Go to www.13class.com and use the Trustee's registration number of TEN13002.**

**NATIONAL DATA CENTER
INTERNET ACCESS TO YOUR CASE INFORMATION**

You can view your case information at the National Data Center ("NDC"), such as plan payments received and how the Trustee pays your creditors.

If you provided your email address to the Trustee, then he may have the NDC send you an invitation to set up your account. Otherwise, go to www.ndc.org and click "click here" in the Debtor area. Follow the instructions provided by the National Data Center. Contact the NDC if you are unable to gain access to your case information. However, if you have a question about the numbers shown on the NDC website, contact the Trustee's office, not the NDC.

You may review, without charge, the information about your Chapter 13 case that the Trustee transmits to the NDC. The website address where you may access your information and where it is posted is <http://www.ndc.org>, which is operated by the National Data Center, Inc., a nonprofit corporation.

Pursuant to 11 U.S.C. §§ 704(7) and 1302(b)(1), the Chapter 13 Trustee has a duty, unless otherwise ordered by the Bankruptcy Court, to furnish information concerning the administration of your bankruptcy case as is requested by parties in interest. A "party in interest" is a person or entity who has a legally cognizant interest in your case. In furtherance of this duty, the Chapter 13 Trustee will make the following information available to parties in interest:

- Your name, address, bankruptcy case number, state and district in which your case is pending, and the trustee assigned to your case. Your full social security number is not provided to the National Data Center or any other company or person, but a party in interest will be able to search for your bankruptcy case using the last four digits of your social security number. Your employer's name will not be displayed.
- Information regarding claims filed in your bankruptcy case including the identity of the claimant, the type of claim filed, and the amount of the claim.
- A history of all payments received by the Chapter 13 Trustee in your bankruptcy case including the date, type, and amount of each payment.
- A history of all disbursements made by the Chapter 13 Trustee in your bankruptcy case including the date of disbursement, the payee and the amount.
- The information shown on the NDC website is transmitted from the Trustee's office, not from the Bankruptcy Court.