

List of Creditors Job Aid

Scenario	>>>	>>>	>>>	QUESTIONS:
Pro Se Debtor files case, no schedules, no LOC	CA enters Order, re: LOC (313a) and NOD for schedules, etc. CA enters “no creditors provided” as a creditor for TASS to assign trustee, judge & 341 date.	D files LOC. CA enters all creditors and re-generates the 341 Notice.	D later files schedules. CA compares schedules to ECF list & finds that there are more creditors than were originally entered from the LOC. CA adds new creditors.	Should CA issue NOD for the fee if not paid? YES <ul style="list-style-type: none"> ○ Unless <ul style="list-style-type: none"> ● There is a pending or approved fee waiver ● The debtor is adding an address for a creditor already listed in the case* Should the 341 Notice be re-generated? NO
Pro Se Debtor files case, no schedules, no LOC	CA enters Order, re: LOC (313a) and NOD for schedules, etc. CA enters “no creditors provided” as a creditor for TASS to assign trustee, judge & 341 date.	D files schedules. CA enters all creditors and re-generates the 341 Notice.	D later files LOC. CA compares LOC to ECF list & finds that there are more creditors than were originally entered from the schedules. CA adds new creditors.	Should CA issue NOD for the fee if not paid? NO Should the 341 Notice be re-generated? YES
Pro Se Debtor files case, no schedules, with a LOC showing only the NAME of creditor(s).	CA enters Order, re: LOC (313a) and NOD for schedules, etc. CA enters creditor(s) without address, as shown on the defective LOC, for TASS to assign trustee, judge & 341 date.	D files a corrected LOC.	CA compares LOC to ECF list & finds that there are more creditors than were originally entered. CA updates original creditor(s) addresses, adds new creditors	Should CA issue NOD for the if not paid? YES <ul style="list-style-type: none"> ○ Unless <ul style="list-style-type: none"> ● There is a pending or approved fee waiver ● The debtor is adding an address for a creditor already listed in the case* Should the 341 Notice be re-generated? YES
Pro Se Debtor files case with LOC, but no schedules.	New Petition Deficiency docketed for schedules, etc. CA enters creditors from the LOC provided and 341 Notice generated.	D files schedules.	CA compares schedules to ECF list & finds that there are more creditors than were entered from the LOC. CA adds new creditors.	Should CA issue NOD for the fee if not paid? YES <ul style="list-style-type: none"> ○ Unless <ul style="list-style-type: none"> ● There is a pending or approved fee waiver ● The debtor is adding an address for a creditor already listed in the case* Should the 341 Notice be re-generated? NO
Pro Se Debtor files case with schedules, but no LOC.	CA enters Order, re: LOC (313a). CA enters creditors from schedules and the 341 notice is generated.	D files LOC.	CA compares LOC to ECF List & finds that there are more creditors than were originally entered from the schedules. CA adds new creditors.	Should CA issue NOD for the fee if not paid? NO Should the 341 Notice be re-generated? YES

*See “Tip/Reminder of the Week” dated 3/3/2016 for further explanation regarding Amendment Fee