

Deadlines and Prioritization for Assigned Daily Work

On a daily basis, work assigned to you must be processed in the following order of importance. You should refer back to this list throughout the day to ensure work is completed within the expected time frame(s).

PRIORITY #1 - Process all paper pleadings, paper claims, and paper Orders placed in your tray before 2:30 pm.

PRIORITY #2 - Run your *Signed Orders Report* three times daily (8:30, 10:30 & 2:30). Docket all e-orders that appear on those reports.

REMINDERS -

- A. Continue to check your work tray throughout the day for paper pleadings and Orders. If the 2:30 p.m. delivery of documents from Chambers includes a paper Order which must be entered that day, the Assistant Supervisor will hand deliver to you.
- B. At the end of your work day, any paper pleadings and/or e-orders that arrived before 2:30 pm and left unprocessed, must be brought to the attention of your Assistant Supervisor before you leave for the day.

PRIORITY #3 - **New paper cases.** Be sure to upload creditors, first. *TASS will not assign the Trustee/341 notice until the creditors are entered. If you docket a Chapter 13 plan prior to entering the creditors, BNC will not serve the plan.*

****If the Assistant Supervisors have not distributed any new cases by 9:30 a.m., an email will be sent to all cases administrators when the cases are ready for you to process.****

PRIORITY #4 - Complete any pending CM/ECF work assigned to you from the *previous day*, including CM/ECF filed Claims.

PRIORITY #5 - Complete your current Quality Control Report, and any CM/ECF Claims.

Additional Reminders

BNC Bin -

BNC notices, orders, plans, etc. should be released from the BNC bin no later than 24 hours from the time the CA marks the document as QC'd. The exception would be a Chapter 13 plan that was filed in a new case. Chapter 13 plans should be released with the 341 notices.

341 Calendars -

The 341 calendars must be docketed and completed within three (3) business days of receipt of the calendar.

Petition Deficiency Deadline Report -

Cases need to be current within three days of the petition deficiency deadline. Every Friday, an update must be sent to your supervisor regarding the status of this report.

Review of Paper Pleadings -

Every Monday, Case Administrators are provided with paper pleadings docketed the week prior, by another Case Administrator, to review for accuracy. Audits such as these must be completed by Friday of the same week (or the following Monday, if Friday is a holiday).

Judge Reassignments

Judge Bihary Refiled or related cases previously assigned to Judge Bihary will be reassigned to Judge Ellis-Monro. Motions to Reopen filed in Judge Bihary cases will also be reassigned to Judge Ellis-Monro

Judge Massey Refiled or related Chapter 13 cases previously assigned to Judge Massey currently pending (or was pending within the two years prior to the filing of the new case) will be reassigned to Judge Hagenau

.

Judge's Conflicts

Judge Bonapfel: Alston and Bird, LLC

Judge Ellis-Monro Ogier, Rothschild & Rosenfeld, PC
Tamara Ogier as Chapter 7 Trustee

Judge Massey: Hicks, Casey and Foster, P.C.
Guy Gupton
Jacques Morgan Massey