



## U.S. Department of Justice

Executive Office for United States Trustees

Office of Oversight

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### **LIST OF CHANGES TO THE HANDBOOK FOR CHAPTER 12 STANDING TRUSTEES**

(list does not include punctuation changes)

June 2013

Chapter 2, Appointment, Qualifications, Percentage Fee and Compensation of the Standing Trustee:

- C. Standing Trustee Compensation and Benefits: Replaced “can only be paid pro rata” with “is payable” and deleted “throughout the year” in third paragraph of section, last sentence. See page 2-3.
- C. Standing Trustee Compensation and Benefits: Added new fourth paragraph to section: “In no event shall the compensation paid to date exceed the prorated share of the maximum amount that any standing trustee could receive pursuant to 28 U.S.C. § 586(e)(1)(A). If the standing trustee does not serve through the end of the fiscal year, and the annual rate of basic pay did not change, the maximum annual compensation due the standing trustee, including the cash value of all employment benefits, shall be calculated based on the number of days the standing trustee served at that rate of basic pay plus the percentage add-on for cash value of benefits. If the annual rate of basic pay did change during the fiscal year, compensation is calculated based on the number of days the standing trustee served at each rate of basic pay in effect during the time period.” See page 2-3.

Chapter 3, Administration of Chapter 12 Cases:

- B.10. Meeting of Creditors - Language Interpreters: Added after second sentence: “Individuals are not required to notify standing trustees in advance of their meeting if they wish to use the service. Standing trustees should not treat LEP individuals differently based on their need for an interpreter and should not use this information to move an LEP individual’s case to the end of the docket.” See page 3-12.
- G.1. Disbursements – Disbursements: Moved “to the debtor”, in second paragraph of section, first sentence. See page 3-24.

Chapter 4, Financial and Operational Policies, Procedures and Reporting Requirements:

- D.8. Internal Financial Controls – Disbursements: Added “with the following exception. The bankruptcy court may electronically debit the trust account for payment of court fees and unclaimed funds to creditors. Specific procedures should be discussed with the United States Trustee” at end of third paragraph of section. See page 4-15.