

1. Calendar important dates included on notice of bankruptcy

- Date of 341 meeting
- Deadline to object to discharge and dischargeability
- Deadline to file proof of claim

2. Review your records for the debtor's account

- Identify all documents and instruments relating to the debt owed, including evidence of those giving rise to any security interests and those establishing perfection of same
- Determine what collateral, if any, secures your claim
- Evaluate the costs of the potential losses associated with your claim against the costs required to participate in the Chapter 13 case

3. Proof of claim

- Determine to what extent your claim is secured, if at all
- Prepare and file your proof of claim and corresponding attachments by the deadline

4. Stay relief

Is there a basis to file a motion for relief from the automatic stay? If yes:

- Communicate with the debtor's counsel and Chapter 13 trustee to determine if the parties will consent to the stay relief
- Draft and file your motion for stay relief
- Do not take action against the collateral that was the subject of the stay relief motion until an order is entered granting stay relief

*Do not seek personal payments from the debtor or you may be subject to liability and fines for potentially violating the automatic stay or discharge injunction

5. Objection to discharge or dischargeability

Is there a basis to object to the debtor's discharge or dischargeability of your debt? If yes:

- File a complaint initiating an adversary proceeding by the deadline (the deadline is included in the notice of bankruptcy or as extended by court order)

6. Objection to exemptions

Is there a basis to object to the debtor's exemptions? If yes:

- File your objection within 30 days after the 341 meeting has concluded or 30 days after any amended schedules are filed, whichever is later

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7. Plan

Is there a basis to object to the plan? If yes:

- Calendar deadline to file objection to plan
- Calendar date for confirmation hearing
- Evaluate the proposed treatment of your claim and other provisions of the plan that may affect your relationship with the debtor
- Consider reaching out to debtor's counsel to negotiate better treatment of your claim, as applicable
- Consider hiring outside bankruptcy counsel to file an objection to the plan and appear on your behalf at the confirmation hearing

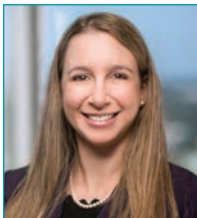
8. Post-confirmation

- Adjust your records regarding the debtor's accounts to reflect any changes to your loan/lease records and your relationship with the debtor in accordance with the terms of the confirmed plan
- Monitor receipt of payments in accordance with the confirmed plan, and if payments are not received, consider hiring outside bankruptcy counsel to file a motion for stay relief or to dismiss the case
- After the plan has concluded, flag the account for any discharges, releases, or injunctions to ensure you do not expose yourself to liability for violating the discharge injunction

9. Residential mortgage creditors

Is the claim secured by the debtor's principal residence? If yes:

- File notice of payment change at least 21 days before any payment change
- File notice of post-petition fees within 180 days of assessing any fee to debtor's account
- Monitor case for Chapter 13 trustee's filing of notice of final cure, and file response to same within 21 days



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