



PUBLIC NOTICE

00-3

UNITED STATES BANKRUPTCY COURT
DISTRICT OF SOUTH CAROLINA

Brenda K. Argoe, Clerk of Court



TO: Practitioners/Constituents
SUBJECT: Chapter 13 Proofs of Claim
DATE: December 18, 2000

CHAPTER 13 PROOFS OF CLAIM - CASES FILED JANUARY 1, 2001 AND THEREAFTER

Effective January 1, 2001 the Clerk's Office of the United States Bankruptcy Court for the District of South Carolina will receive, process, register, and image all chapter 13 proofs of claim **for cases filed January 1, 2001 and thereafter**. All proofs of claim **for cases filed January 1, 2001 and thereafter** must be mailed to: United States Bankruptcy Court, PO Box 1448, Columbia, SC 29202.

Submit the original and one copy of the proof of claim to the court - if a party wishes a copy returned, the original and two copies must be submitted along with a self-addressed, stamped envelope. **All proofs of claim and all attachments to proofs of claim must be on 8 1/2" x 11" paper.**

Copies of proofs of claim in cases filed January 1, 2001 and thereafter can be obtained by making a request for copies with the court's on site copying service, West Coast Copy, Inc., 1100 Laurel Street, Columbia, SC 29201, Phone No. (803) 255-0166, Fax No. (803) 255-0168.

CHAPTER 13 PROOFS OF CLAIM - CASES FILED IN 2000 AND EARLIER YEARS

All proofs of claim (original and one copy) **for cases filed in the year 2000 and earlier** should be mailed to the chapter 13 trustee assigned to the case at the addresses indicated:

William Keenan Stephenson, Jr., Chapter 13 Trustee
PO Box 114
Columbia, SC 29202

Joy S. Goodwin, Chapter 13 Trustee
PO Box 504
Columbia, SC 29202

Helen Elizabeth Burris, Chapter 13 Trustee
PO Box 454
Columbia, SC 29202

Copies of these proofs of claim can be obtained by making a request for copies with the court's on site copying service, West Coast Copy, Inc., 1100 Laurel Street, Columbia, SC 29201, Phone No. (803) 255-0166, Fax No. (803) 255-01068.

DO NOT USE PO Box 2066, Columbia, SC 29202 or PO Box 8477, Columbia, SC 29202 for mailing chapter 13 claims. These boxes are for regular mail to the trustees and service of other documents on the trustees. **DO NOT SERVE** trustees with courtesy copies of proofs of claim.

*****HELPFUL HINTS***FILING CHAPTER 13 PROOFS OF CLAIM*****

If you request a conformed, stamped copy of your claim be returned to you, you must submit an extra copy of the claim along with a stamped, self-addressed envelope for each claim - ensure that your return envelope is adequate in size and has the correct amount of postage.

Include on the claim form: 1) Case number as shown on the Notice of Chapter 13 Bankruptcy Case, etc. including the judge's initial; and 2) Chapter designation which is essential, i.e., "Chapter 13".

Do not submit cover letters with claims and do not submit other types of documents along with the claims unless it is an attachment in support of the claim.

Show clearly the amount of the claim on the claim form.

Collate and staple all originals of claims - attachments to claims should be attached to the back of the original claim.

If a claimant submits a claim and has a mailing address as well as an address where payments are to be mailed, ensure that the separate addresses are clearly identified on the original claim.

All claims and all attachments to claims must be on 8 1/2" x 11" paper.