

UNITED STATES BANKRUPTCY COURT
Southern District of California
CRD Team Meeting (w/out Dave) Minutes

DATE: December 4, 2012

TIME: 8:00 a.m.

LOCATION: CRD round table on 2nd floor

PARTICIPANTS: Marilyn, Karen, Gregg, Shawna, Jillmarie and Lisa

FACILITATOR: Shawna

TOPICS

1. Guidelines drafted – Marilyn
 - a. Marilyn handed out the below guidelines. These guidelines are available in T Drive under CALENDAR/PROCEDURES.
 - i. Worksheet for Setting Deadlines re: Ch. 11 Disc Stmt & Conf Hrgs
 - ii. Trial Exhibits
 - iii. Transcript Requests
 - iv. Monthly Reports
 - v. Ch. 13 Hardship Discharge

2. Order Referring Case - Marilyn
 - a. Forms of order are available in T Drive under CALENDAR/PROCEDURES.
 - b. Forms of order are also available in fillable format in <http://asp1/fillpdfnew/default.aspx>.

3. Court Reporter Log – Marilyn
 - a. Marilyn reminded CRD's to:
 - i. prepare the 2013 logs
 - ii. Maintain and store prior year log for it is OUR DUTY ☺

4. **Mediation Order (Bankruptcy Case forms) – Marilyn**
 - a) **Karen to follow up with John Seale as form needs editing to provide for bankruptcy case caption only.**

5. **Memorandum Re: Return of Exhibits (Notice)(CSD 3027)(BNC) – Marilyn**
 - a. **This is now a BNC Notice 😊**

6. **Creditor Objection to Chapter 13 Plan AND Motion to Dismiss – Shawna**
 - a. **Creditors have the option to choose either Objection to Plan OR Objection to Plan and Motion to Dismiss**
 - b. **Shawna to follow up with Dave re: updating bar via newsletter or email**
 - c. **CRD's agreed the docket text and document title text should be the same**

7. **VCal Verify Reports – Shawna**
 - a. **John Seale created this report (John will have to add this program report to CRD computer)**
 - b. **Report will print out (H) Hold and (E) Out of Office Calendar Events without including hearing information**

8. **2013 Annual Leave/Conferences/Holidays – Karen**
 - a. **Team to discuss at next CRD team meeting (w/out Dave)**

9. **Lisa Cruz to facilitate and schedule next CRD team meeting (w/out Dave)**