

Fax Directory

Newcase/Public Information Fax # (214) 965-0754 - The Newcase Department handles the paperwork for each case up until the bar date. All paperwork in newly filed, transferred, or converted cases with the exception of claims should be forwarded to this department. This group is responsible for setting and noticing the 341 Meeting. Petitions, schedules, preliminary plans, APDs, Statement of Financial Affairs and business case documents. Any follow-up paperwork requested at the 341 meeting should also be faxed to the Newcase Department. Inquires on Notice of Intent to Dismiss for first payment, failure to attend 341 and/or Debtor School, or failure to file paperwork should be sent to the Newcase Department. Faxes to the Public Information Department (case inquiries and address changes) should also be sent to the fax number listed above.

Trust Fund Fax # (214) 965-0755 – This department handles financial information, requests to incur debt, all Wage Orders/Wage Directives, ACH Correspondence, and IRS and Debtor Refunds.

Claims/Pre-Confirmation Fax # (214) 965-0756 – This department processes all claims received prior to the confirmation of the case. Please forward a copy of all claims, with **the exception of post-confirmation claims**, to this group. This department is also responsible for generating Plans and Worksheets. Please send all correspondence regarding final plans, debtor's objections to claims, worksheets, confirmation hearings, motions to dismiss set on the Failure to Confirm Docket, objections to confirmation and entered confirmation orders to this department.

Post-Confirmation Fax # (214) 965-0757 - This department includes several smaller departments. Closings, Dismissal, and Modifications are part of the post confirmation department. Amended claims on confirmed cases should also be forwarded to this department. **All Motion to Dismiss hearings set on the General Dismissal Docket are handled by the post confirmation department.** Any correspondence regarding modifications, closings, interlocutory orders or NOIs for pre-confirmation payments (with the exception of NOIs for 1st Payment) should be faxed to the Post-Confirmation Department fax number.

Legal/Systems Fax # (214) 965-0758 - All other information for the Legal Department, and the Systems Department should be forwarded to **(214) 965-0758**.