

## **Plan Modification Instructions**

The debtor or the debtor's attorney will need to submit a Request for Chapter 13 Plan Modification form (available on the website). We will **not** accept any verbal modification requests or changes. All proper requests will need to be e-mailed to [whittenplanmods@fwch13.com](mailto:whittenplanmods@fwch13.com) (preferred) or faxed to 817-916-4770 and please be sure to list the Debtor's last name and case number on the subject line. We will not accept modification request forms to be handed in at the pre-hearings; you can scan them in to us from our scanner located in the waiting area of the pre-hearing space.

Please be sure to submit any mod requests using the Plan Modification Request Form which can be found on our website. Any changes to a previously submitted modification request will need to be submitted by the debtor or debtor's attorney by completing a new Request for Chapter 13 Plan Modification form via **email** (preferred) or faxed and providing the date of the original submission. Please be sure to put all information that you would like included in that mod on the amended request form. Also, you must clearly indicate on the subject line of the **email** (preferred) or the fax cover page, that it is an amendment to a prior submission. Failure to do so could result in a delay in processing the modification request. All forms will need to be filled out completely and clearly as to the details of the modification request. Again, failure to do so could result in delay in processing the modification request.

If treatment is changing for several different creditors, please list the changes to each creditor separately. For example, if the homestead is being surrendered you will need to list out each mortgage arrears claim, each property tax claim, and any HOA arrears that will be surrendered.

If new debt is being added to the plan, please be sure to provide any applicable interest rate information. When listing new amounts, please be sure to advise if this is post-petition amount or a grand total amount (pre-petition and post-petition) that are to be paid thru the plan.

A Trustee objection will be filed when the modification is filed if there is not a file marked proof of claim or an entered Agreed Order regarding the new debt.

Modifications will be worked in the order they are received. Again, if you are submitting an amendment to a prior submission, please be sure that you are clearly stating the same in your email subject line (preferred) or fax cover page.

Please direct all questions to the Post Confirmation\Modification group at [whittenplanmods@fwch13.com](mailto:whittenplanmods@fwch13.com) or call 817-916-4710.