

Appendix C: Information about Assigned Trustee & U.S. Trustee

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1.0 United States Trustee Information

- 1.1 The Office of the United States Trustee is an Executive Branch agency of the Department of Justice. Its responsibilities include monitoring the administration of bankruptcy cases and detecting bankruptcy fraud.
- 1.2 It is also responsible for appointing interim trustees (from a previously appointed panel of private individuals) to administer chapter 7 cases, lending support to and overseeing the Debtor in Possession in chapter 11 cases, and appointing standing trustees in chapter 13 cases.
- 1.3 See *Appendix D* for U. S. Trustee service addresses as required by FRBP 5003(e) and Local Bankruptcy Rule 2002-2(a)(4).
- 1.4 The locations and telephone numbers of the Office of the United States Trustee for the Central District of California are:

| Division Served | Location and Telephone Number |
|---------------------|---|
| Los Angeles | 915 Wilshire Blvd, Suite 1850 Los Angeles, CA 90017 (213) 894-6811 |
| Riverside | 3801 University Avenue, Suite 720 Riverside, CA 92501 (951) 276-6990 |
| Santa Ana | 411 West Fourth Street, Suite 7160 Santa Ana, CA 92701 (714) 338-3400 |
| Northern | 1415 State Street, Suite 148 Santa Barbara, CA 93101 (805) 957-4100 |
| San Fernando Valley | 915 Wilshire Blvd, Suite 1850 Los Angeles, CA 90017 (213) 894-6811 |

- 1.5 For additional information regarding either the trustee program or individual trustees, contact the Office of the United States Trustee at:

United States Trustee
915 Wilshire Boulevard, Suite 1850
Los Angeles, CA 90017
(213) 894-6811

1.6 The locations of the trustee meeting rooms used for §341(a) meetings and other trustee matters are:

| Division Served | Meeting Room Location | |
|---------------------|---|--|
| Los Angeles | 915 Wilshire Blvd. 10 th Floor Los Angeles, CA 90017 | |
| Riverside | 3801 University Avenue Suite 100 Riverside, CA 92501 | |
| Santa Ana | 411 West Fourth Street Santa Ana, CA 92701 | <p>Chapter 7: 3rd Floor, Room 3110</p> <p>Chapter 11: 1st Floor, Room 1159</p> <p>Chapter 13: 1st Floor, Room 1154</p> |
| Northern | 1415 State Street, Suite 148 Santa Barbara, CA 93101 | |
| San Fernando Valley | 21041 Burbank Blvd. Suite 101 Woodland Hills, CA 91367 | |

2.0 List of Interim and Standing Trustees

If a case trustee has been assigned to a bankruptcy case, the trustee's name and contact information will be identified on page one of the case docket. For more information about case trustees and the United States trustee, please visit the U.S. Trustee website at <<http://www.usdoj.gov.ust/r16>>.

3.0 United States Trustee Guidelines and Forms

For information concerning United States Trustee local guidelines and forms, please visit the U.S. Trustee's website at www.justice.gov/ust/eo/rules/regulations/guidelines/index.htm.

4.0 Guidelines for Trustee Change of Address

- 4.1 When a trustee changes their address, the Court requires a letter from the trustee as follows:
- (a) letter must be on the trustee's stationery signed by the trustee
 - (b) specify new address
 - (c) specify effective date of the new address
 - (d) specify any changes to telephone or fax numbers
 - (e) address the letter to:

Kathleen J. Campbell, Executive Officer/Clerk of Court
Edward R. Roybal Federal Building and U.S. Courthouse
255 East Temple Street, Suite 1260
Los Angeles, CA 90012

- 4.2 To expedite processing of the change of address, email the signed letter to the ECF Support Desk at ecf_support@cacb.uscourts.gov.
- 4.3 Upon receipt, the Clerk's Office will update the trustee's CM/ECF Trustee Profile and the information used by the Court's Fiscal Department.
- 4.4 A change of address by the trustee must also be made at the following non-court related entities by contacting them directly:
- (a) BNC (Bankruptcy Noticing Center) -- call (877) 837-3424 for details.
 - (b) PACER -- go to www.pacer.gov then select Manage My Account.

For questions, please contact the ECF Support Desk at 213-894-2365, or send an email to ecf_support@cacb.uscourts.gov.

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