

# **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 <sup>th</sup> 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><b>Chapter 7:</b> 3<sup>rd</sup> Floor, Room 3110</p> <p><b>Chapter 11:</b> 1<sup>st</sup> Floor, Room 1159</p> <p><b>Chapter 13:</b> 1<sup>st</sup> 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](http://www.justice.gov/ust/eo/rules/regulations/guidelines/index.htm).

## 4.0 Guidelines for Trustee Change of Address

- 4.1 When a chapter 7 or chapter 13 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](mailto: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 -- call (877) 837-3424 for details.
  - (b) PACER -- go to [www.pacer.gov](http://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](mailto:ecf_support@cacb.uscourts.gov).

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