

**CHAPTER 13&12  
TRUSTEE OFFICE**

For The  
U.S. Bankruptcy Court  
of Puerto Rico & USVI



José R. Carrión, Esq.  
Trustee  
sindico@ch13-pr.com

March 26, 2012

**PUERTO RICO BANKRUPTCY BAR &  
UNITED STATES VIRGIN ISLANDS BANKRUPTCY BAR**

Re: **OPERATING GUIDELINES AND  
REPORTING REQUIREMENTS  
FOR CHAPTER 13 SELF-EMPLOYED DEBTORS**

Dear Members of the BAR:

Pursuant to 11 U.S.C. § 1302(b) the Chapter 13 Trustee must perform the duties specified in Title 11, §§ 704(a)(2)-(7), and 704(a)(9) in all cases. In relation to debtors engaged in business, the Trustee must also perform the duties specified in §§ 1106(a)(3) and 1106(a)(4). To comply with these duties, the Chapter 13 Trustee has prepared guidelines for Chapter 13 self-employed debtors "engaged in business" pursuant to 11 U.S.C. § 1304 and self employed debtors not engaged in business.

For Chapter 13 self-employed debtors "engaged in business", the guidelines reporting requirements will assist debtors in the compliance of their duties and obligations pursuant to 11 U.S.C. §§ 1304(c) and 704(a)(8), and Rules 1007, 2015(c)(1) and 4002(b) of the Federal Rules of Bankruptcy Procedures ("FRBP").

For Chapter 13 self-employed debtors not engaged in business, the guidelines will assist debtors in the compliance of their duties and obligations pursuant to 11 U.S.C. § 521 and Rules 1007, 2015(c)(2) and 4002 of the FRBP.

Please download and read the applicable guidelines and forms at our Webpage [www.ch13-pr.com](http://www.ch13-pr.com), debtor's attorneys' section.

The information required is essential to enable the Trustee to comply with his duties. As part of the process and after a review of documents provided by the debtor(s) through her/his/their attorney, a meeting with the debtor'(s)' attorney, or a joint interview with the debtor(s) and her/his/their attorney, the Trustee may determine that the requirements under these guidelines should not apply, may be modified in part, or waived in its entirety, to adapt it to the particular financial characteristics of the debtor.

I will gradually implement these new procedures commencing on April 2012.

Cordially yours,

*José R. Carrión*

**ADDRESSES**

For Payments ONLY:  
P.O. Box 71541  
San Juan,  
Puerto Rico 00936-8641

Office Premises:  
500 Tanca Street,  
Ochoa Building  
5th Floor, Office 501,  
Old San Juan,  
Puerto Rico 00901

Regular Mail:  
P.O. Box 9023884  
Old San Juan Station  
San Juan,  
Puerto Rico 00902-3884

Webpage  
[www.ch13-pr.com](http://www.ch13-pr.com)

Telephone (787) 977-3535  
Facsimile (787) 977-3550