

MAUMEE MUNICIPAL COURT
400 Conant Street
Maumee, Ohio 43537-3397
419-897-7145

TRUSTEESHIP REGULATIONS
(Revised effective February 1, 2013)

1. **Filing Information:** The filing fee for establishing a trusteeship in this Court is \$50.00. The application must include a full, accurate and complete statement, under oath, of the names of the debtor's secured and unsecured creditors with liquidated claims, their addresses and the amount due to each. Debts of less than \$25.00 are not to be included in the trusteeship. Any applicable identifying numbers of the creditors should be included in the statement, such as account numbers, patient numbers, case numbers, etc. In the event that the creditor has turned over the collection of a debt to an attorney or a collection agency, the name and address of the attorney or collection agency must be listed on the statement also. Upon the establishment of the trusteeship, all of the creditors will be notified by mail.
2. **Payment Information:** The amount of unexempt earnings paid to the Trustee shall be the nonexempt portion of the debtor's earnings determined according to Section 2329.66 of the Ohio Revised Code. Net earnings are earnings after deductions required by law, excluding deductions for child support, alimony, etc. A payment must be made upon the debtor's receipt of each pay check and is to be accompanied by a pay stub or written statement of the debtor's pay for that period. Payments can be made by cash, money order or personal check. If a personal check is returned for any reason, the debtor will no longer be permitted to pay by personal check. Payments are to be made into the trusteeship within three working days of the date the debtor received his/her pay from employer.
3. **Receipts:** When making a payment or calling the office, a debtor should always have available his/her trusteeship account number since all records are filed by number. If a debtor makes his/her payments by mail and wishes to receive a receipt, he/she must send a self-addressed stamped envelope with his/her payment. Otherwise the receipts will be returned to the debtor with the disbursement letter at the time of distribution to the creditors.
4. **Notification of Changes:** If a debtor changes address or employer, the Trustee must be notified immediately. When a debtor is off work for any length of time or when returning to work, the Trustee must be notified (preferably in writing). A debtor is not expected to pay into the trusteeship when he/she is not drawing a pay check, but the Trustee must be aware of the situation so that his/her records will not indicate that the trusteeship is delinquent. A judgment creditor may garnish a judgment debtor's wages when the judgment debtor is not paying the required amount into his/her trusteeship while employed.
5. **Delinquency:** If a debtor fails to pay the Trustee within a thirty day period and there is no information or reason for the nonpayment on file, the debtor will be sent one warning letter. If the debtor does not respond within one week, the trusteeship will be terminated automatically, and the debtor may not refile for a period of six months.
6. **Disbursement to Creditors:** A disbursement to creditors is normally made after a debtor has paid at least \$500.00 into his/her trusteeship or in the event that \$500.00 has not been paid into the trusteeship within six months. Further disbursements to creditors are normally made when a trusteeship has accumulated additional \$500.00 balances or each six months, whichever comes first. After the first disbursement, there is a \$5.00 charge for the addition of each new creditor into the trusteeship.
7. **Interest:** If additional interest accrues on an indebtedness after the trusteeship has been filed, such interest is not includible in the trusteeship but rather is payable by the debtor outside the trusteeship.