

**Amended Requirements for Pre-Confirmation Modification forms
submitted to the Chapter 13 Trustee's Office in Jackson (8/16/2004)**

Beginning 1/12/2004 the Chapter 13 Trustee's office will accept all Pre-Confirmation Modification forms via E-mail.

Requirements for the PCM's:

1. Format: The PCM form has to be sent to the Chapter 13 Trustee's office in **PDF format**.
2. Page Size: Letter Size 8 ½ x 11
3. Font: Arial, Courier, or Times New Roman Size 12

Requirements for E-mail:

1. The E-mail address to send Chapter 13 PCM forms to is: ch13pcm@ch13jax.com
2. The "Subject" line of the e-mail **must** contain the case number, and the case number should be the **only** item in the "Subject" line. The case number should also be formatted as 1234567 (no dashes).
3. The PDF document that contains the PCM has to be sent with the E-mail message as an **attachment**.

