

**Amended Requirements for Proof Of Automobile Insurance forms  
submitted to the Chapter 13 Trustee's Office in Jackson (10/17/2006)**

Beginning 10/17/2006 the Chapter 13 Trustee's office will accept all Proof Of Automobile Insurance forms via E-mail.

**Requirements for Proof Of Automobile Insurance:**

1. Format: The Proof Of Automobile Insurance 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 Proof Of Automobile Insurance forms to is: [planins@ch13jax.com](mailto:planins@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 Proof Of Automobile Insurance has to be sent with the E-mail message as an **attachment**.

