

MEMORANDUM

FROM: Mark McCarty
TO: Debtor-Creditor Bar Members and Practitioners,
Eastern and Western Districts of Arkansas
DATE: April 23, 2024
RE: Mark McCarty Order Submission Procedure

I hope this finds you well. I would like to thank you for the ongoing cooperation regarding the submission of Orders for review and signature. After a review of my current submission procedures, the following Order Submission updates will be effective on May 6, 2024.

As in the past, please check all forwarded Orders for the following prior to submission to the Trustee:

- Division
- Judge Name
- Case Number
- Debtor Name
- Trustee Name
- All Trustee requirements are included in the Order (Debtor attorneys)
- Order is attached
- Order is in PDF format

As of May 1, 2024, when an Order is submitted to my dedicated Orders' email, orders@ch13ark.com, it will be forwarded to the assigned staff attorney for review. If the Order is unclear or incorrect, any communication will be directly between my staff attorneys and the sender. If all is well, the staff attorney will sign the Order and return it to the sender only. My office will no longer forward the signed Order to the Court.

It is my hope that this will benefit your office as it mitigates the risk of hackers targeting attachments in emails. It also allows you more control by submitting Orders to the Court yourself. It is also more efficient and expedient with less margin for error.

Barring unforeseen issues, the turnaround time for a Signed Order return will be up to 48 hours. If you have any questions, please do not hesitate to let us know.

As always, the sound counsel provided to your clients does not go unnoticed and is greatly appreciated.

Thank you for working with us to improve procedures!