

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF TEXAS  
ALL DIVISIONS**

**WAGE ORDER PROCEDURES AND  
PROCEDURES FOR OTHER PAYMENT ORDERS**

1. These procedures apply for the submission and maintenance of wage orders, electronic funds transfer orders, and automatic clearinghouse orders for all chapter 13 cases in the Southern District of Texas.
2. The Debtor and the Trustee must utilize the attached forms of orders without variance.
3. If an adjustment to a wage order is required in a case in which a wage order was in effect on the date of adoption of this new procedure:
  - a. The first new proposed wage order must be in the form attached to these procedures.
  - b. Thereafter, adjustments will be made in accordance with these procedures.
4. Bankruptcy Local Rule 1007-1(c) governs when an initial wage order, electronic funds transfer order and automatic clearinghouse order must be filed.
5. The Debtor must submit amended proposed wage orders when:
  - a. An amended proposed plan is filed.
  - b. A proposed modification is filed.
  - c. A Debtor's employer changes.
  - d. The amount in an existing wage order exceeds the Debtor's net wages. If an amended wage order is submitted for this reason, the Debtor must also submit a proposed ACH or Electronic Funds Transfer Order to account for the shortfall in the payment.

Amended proposed wage orders should be submitted simultaneously with the event giving rise to the need for the amended proposed wage order.

6. The Chapter 13 Trustee will submit Notices of Wage Order Adjustments when:
  - a. The plan provides for an increase or decrease in the monthly payment.
  - b. A notice of plan payment adjustment is filed.
7. The Chapter 13 Trustee will send a notice to the Debtor(s) reflecting the new payment amounts to be paid under Electronic Funds Transfer or Automated Clearing House Orders when:
  - a. The plan provides for an increase or decrease in the monthly payment.
  - b. A notice of plan payment adjustment is filed.

8. In cases in which the Debtor(s) utilize more than one method of payment, adjustments should be made in the following order of priority, if there are available funds for the adjustment, as reflected on the most recent Schedule I filed by the Debtor(s):

- a. First, to the largest wage order.
- b. Second, to the smallest wage order.
- c. Third, to any ACH Order.
- d. Fourth, to any Electronic Funds Transfer Order.