

STAFF ATTORNEY – KALAMAZOO, MICHIGAN

The Chapter 13 Standing Trustee in Kalamazoo, Michigan administers Chapter 13 bankruptcy cases before the United States Bankruptcy Court for the Western District of Michigan. We provide a team-oriented environment and require team players with a strong work ethic.

We offer competitive compensation and benefits, including a matching 401(k) plan, medical insurance, dental insurance, life insurance, long-term disability insurance, health reimbursement account, and paid time off.

Salary fixed per United States Trustee guidelines. Position is for “at will” employment. The Trustee is an Equal Opportunity Employer. All applications will be considered without regard to race, color, gender, religion, or national origin. All applicants are subject to credit and criminal background checks.

Applicants must be in good standing with the State Bar of Michigan.

Resume submissions should be sent to ksteinke@chpt13.com by Monday, December 2, 2024, and must include availability and salary requirement. No phone calls.

POSITION SUMMARY

To provide legal representation and advice to the Trusteeship orally, in writing, and at private and public meetings and hearings. Manage motion calendar, confirmation calendar, and 341(a) meetings: researching, writing, and filing pleadings, motions, briefs, and other documents and exhibits. Assist the Trustee in formulating and implementing legal policies and procedures. Attend seminars as requested and speak and write for seminars, as needed. Perform other duties as assigned by the Trustee.

RESPONSIBILITIES

Review initial, amended, and modified petitions, schedules and plans in preparation for 341(a) meeting and confirmation hearing, for accuracy, compliance and feasibility.

Review all incoming motions, applications, and pleadings identified by paralegals as warranting attorney review or requiring responses, and, where appropriate, files responses to motions, and/or objections to exemptions, Chapter 13 plans and fee applications.

Review all nonstandard outgoing motions and pleadings. File objections to plans, motions, and applications as necessary.

Conduct, or assist in conducting, 341(a) meetings and confirmation hearings. Represent, or assist in representing, Trusteeship at motion hearings, and other required court appearances.

Identify potential abuse of the bankruptcy system and inform the United States Trustee of any circumstances or suspicions with respect to possible bankruptcy fraud.

Research legal issues and prepare legal briefs, memoranda, and correspondence.

Maintain and develop expertise about laws, regulations, and court decisions affecting bankruptcy legal issues.

Correspond, communicate and cooperatively work with debtors, debtors' attorneys, creditors' attorneys, judges' chambers, court personnel, and Trusteeship staff.