

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF CALIFORNIA  
FRESNO DIVISION**

**BATCHING PROCEDURE FOR TRUSTEE ASSIGNMENT**

The Fresno Division randomly assigns interim trustees in Chapter 7 cases using one of two assignment “pools”. The pool that is used to assign the interim trustee in a particular case is determined by the county of the debtor’s residence or principal place of business. The counties falling within each trustee assignment pool are as follows:

Fresno Pool:                   Fresno, Kings, Madera, Mariposa, Merced, and Tulare counties

Bakersfield Pool:       Kern, and Inyo counties

Attorneys may request that up to five (5) Chapter 7 cases from a given assignment pool be “batched” (assigned to the same trustee). The guidelines applicable to this procedure are as follows:

1. Cases for which the attorney needs to receive an endorsed copy of the petition at the time of filing (i.e., a foreclosure is scheduled that day) must not be included in a batch.
2. The petitions for all cases in a particular batch must be submitted for filing together and all at the same time.
3. The Fresno Division Batch Request Form printed on page 2 of this form, or some other writing that contains all the information requested on page 2, must accompany and be presented with the petitions at the time they are submitted for filing.
4. To avoid potential “trustee shopping” or the appearance of “trustee shopping,” an interim trustee must be randomly assigned to the first case entered in the court’s automated case intake/financial transaction processing system. The same trustee must then be manually assigned by the cashier to all remaining cases in the batch. For each remaining case, the cashier must indicate that “batching” required manual selection of a trustee, and reference the number of the case in the batch to which the trustee was randomly assigned.
5. The same (or consecutive) 341(a) meeting dates and times will be assigned to batched Chapter 7 cases by the automated system whenever possible.
6. Payment for each case in a set of batched cases must be made by money order or cashier’s or attorney’s check. We prefer one money order or check for each petition. All petitions accompanied by a cash filing fee will be processed immediately and not treated as part of a batch.
7. For any case(s) presented for batching where the trustee has previously notified the court in writing of a conflict of interest with certain parties (e.g., designated creditors, family relationships, etc.) and that conflict arises on any case(s) appearing on the batch list, that case(s) will be assigned to a non-conflicted trustee and may not be processed as part of the batch.

All questions concerning the batching procedure for trustee assignment should be directed to the Operations Coordinator, Mary Wellington at (559) 498-7456.

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF CALIFORNIA

## BATCH REQUEST FORM

FROM: \_\_\_\_\_

The following cases are presented for filing under the Batching Procedure for Trustee Assignment (see page 1, EDC 2-051).

Please list up to 5 debtor names for batching:

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----- For Court Use Only -----

Date received: \_\_\_\_\_

Trustee assigned: \_\_\_\_\_