

NANCY J. WHALEY

Standing Chapter 13 Trustee

Northern District of Georgia

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ERIC W. ROACH
ATTORNEY

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ATTORNEY

JULIE M. ANANIA
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LISA B. BURNETTE
ATTORNEY

LISA O'REE
DIRECTOR OF OPERATIONS

RACHEL HARTL
COMPTROLLER

The Office of Nancy J. Whaley, Standing Chapter 13 Trustee, located in downtown Atlanta, GA, is accepting resumes for the position of Paralegal.

This position is a hybrid (after completing successful training) full time position. The position will provide paralegal support to the Chapter 13 Trustee by preparing for Meetings of Creditors (341), inputting and reviewing proofs of claim, reviewing plans for confirmation, and performing related case administration to ensure compliance with bankruptcy rules and trustee procedures.

Key Responsibilities:

- Meeting of Creditors (341) Preparation
 - Review petitions, schedules, statements, and proposed plans
 - Verify debtor documentation (income, tax returns, ID) and flag deficiencies for trustee action
 - Identify recommended objections or modifications and prepare for trustee
- Proofs of Claim — Input and Review
 - Accurately enter filed proofs of claim into trustee case-management system
 - Review claims for accuracy, priority, and supporting documentation; identify duplicates or improper claims for trustee review
 - Reconcile claims against plan, schedules and trustee-distributed funds
- Plan Review and Confirmation Support
 - Analyze proposed Chapter 13 plans for compliance with the Bankruptcy Code and Rules and local rules
 - Draft recommended objections or modifications and prepare confirmation hearing materials
- Case Administration & Reporting
 - Maintain and update case files in trustee case-management software
 - Communicate professionally with creditors, debtor counsel, court staff, and debtors on behalf of the trustee

Preferred Qualifications:

- Paralegal certificate or degree; 2+ years' bankruptcy/paralegal experience
- Strong knowledge of Chapter 13 practice, Bankruptcy Code, Federal Rules of Bankruptcy Procedure, and local rules
- Experience with CM/ECF and PACER
- Excellent organizational skills, attention to detail, and ability to work independently under deadlines
- Strong written and verbal communication skills; professionalism in creditor and debtor interactions
- Ability to maintain strict confidentiality and fiduciary responsibilities
- Bilingual a plus

Salary is commensurate with experience.

We offer a competitive compensation package to include health, dental, vision, disability and life insurance, 401k plan, PTO and paid holidays.

We are an equal opportunity employer.

Candidates should submit their resume or inquiries to info@njwtrustee.com attention to Lisa O'Ree.