

OFFICE OF THE STANDING CHAPTER 13 TRUSTEE

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NOTICE OF DOCUMENTS REQUIRED IN ADVANCE OF AND AT THE 341(a) MEETING

This is a reminder that you are to appear at the Meeting of the Creditors on the date and time specified in the “Notice of Chapter 13 Bankruptcy Case, Meeting of Creditor, & Deadlines”, that was mailed to you by the United States Bankruptcy Court. The meeting will be held at the Office of Standing Chapter 13 Trustee, Albert Russo, 1 AAA Drive, Suite 101, Robbinsville, New Jersey. Directions are available on our website, www.russotrustee.com, or upon request by fax to 609-587-9676. During the Meeting, you will be questioned, under oath, about various items contained in your voluntary Petition, Schedules, and Plan.

THE FOLLOWING DOCUMENTS ARE REQUIRED TO BE FILED WITH THE COURT AT LEAST 10 DAYS PRIOR TO THE 341(a) MEETING:

- Complete Petition, Schedules, and Chapter 13 Plan.

THE FOLLOWING INFORMATION IS REQUIRED IN ADVANCE OF THE 341(a) MEETING:

Income documents are required to be submitted to the Trustee’s office at least ten (10) days prior to the first scheduled 341(a) Meeting: **(Items marked with ‘**’ are mandatory)**

1. Document Submittal Form (Form available on Trustee’s website)
2. A completed and signed Current Monthly Income Worksheet (attached)
- ** 3. Copy of six (6) months of payment advices upon which your income as scheduled in the worksheet was based.
- ** 4. A complete copy, including all schedules, of your most recently filed Federal Income Tax Return.
- ** 5. Current Market Analysis for your real estate, if any, and all payoff statements for liens related to such real estate.
6. If you have a pending law suit in which you are the Plaintiff, such as, personal injury, automobile accident, slip and fall, or suit of any other nature for which you are seeking monetary damages, then a letter from your retained attorney detailing:
 - a. the nature and extent of your injury;
 - b. the status of your case;
 - c. the retention arrangement;
 - d. the likelihood of success;
 - e. the estimated value of your case.
- ** 7. Business Case Questionnaire with Profit and Loss Statement, if any debtor is engaged in a business.

THE FOLLOWING INFORMATION IS REQUIRED AT THE 341(a) MEETING:

You, [if you are married and the bankruptcy petition is filed jointly, then both of you], must bring the following documents with you to the 341 (a) Meeting.

1. A form of picture identification [driver’s license, passport, or country identification], which was issued by a governmental agency and which is valid.
2. Your Social Security Card or proof of your Social Security Number.

Failure to timely file all Petition, Schedules, and Chapter 13 Plan, and provide the mandatory requested documents within 10 days of the 341(a) Meeting, will result in rescheduling of your 341(a) Meeting, and possibly a dismissal of your case.

If you are represented by counsel, then we recommend that you call and consult with your counsel and make arrangements for your counsel to submit the above requested information as required, at or prior to the Meeting of Creditors. Both petitioner(s) and counsel are reminded that any documents submitted which have sensitive identification issues, including but without limitation, the full Social Security Number and names of minor children, must be **REDACTED** prior to your submission. (For example, tax returns and pay stubs should redact all but the last four digits of the petitioner(s) Social Security Number.) Documents that are required in advance of the 341(a) Meeting may be submitted preferably to the Trustee’s document e-mail at caseinfo@russotrustee.com, or in the alternative, by telefax at 609-587-9676.