

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 REQUIRED 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 at, www.russotrustee.com. During the Meeting, you will be questioned, under oath, about information contained in your Voluntary Petition, Schedules, and Plan.

The following documents are required to be filed with the court at least ten (10) days prior to the 341(a) Meeting ***

- Complete Chapter 13 Petition, Schedules, Chapter 13 Plan, Plan Transmittal Letter, and Certification of Service. (Form 22c and Amended Schedules I & J are required for cases converted from a Chapter 7)

The following documents are required to be submitted to the Trustee's office at least ten (10) days prior to the first scheduled 341(a) Meeting ***

1. Copy of the most recent sixty (60) day payment advices.
 - The Trustee reserves the right to request, upon five (5) days' notice, a copy of six (6) month pay advices which were utilized in the calculations on Form 22c.
2. Complete copy, including all schedules, of your most recently filed Federal Income Tax Return.
3. Copy of bank statements for the sixty (60) day period immediately prior to the filing date of the petition.
4. For all real estate listed on your schedules:
 - Current Market Analysis
 - Copy of the Deeds
 - Payoff statements for liens related to such real estate
 - **Insurance policy declaration page detailing coverage and term of coverage for all such real estate**
5. **Evidence of insurance for all automobiles.**
6. Business Cases:
 - Business Case Questionnaire and a six (6) month Profit and Loss Statement

If you are unable to file or provide any such documents you are requested to notify the Trustee's office (brockhill@russotrustee.com), on or before the date set forth above, identifying the missing documents and providing an explanation of reason for non-compliance.

*****Failure to timely file Petition, all Schedules, and Chapter 13 Plan with the Bankruptcy Court and provide to the Trustee requested documents at least ten (10) days prior to the 341(a) Meeting may result in rescheduling of your 341(a) Meeting and possibly a dismissal of your case.**

The following information is required to be provided by you (and your spouse or partner, if the petition is filed jointly) at the 341(a) Meeting.

1. A VALID form of **picture identification** [driver's license, passport, or country identification], which was issued by a governmental agency.
2. Your **Social Security Card** or proof of your Social Security Number, **such as a document issued by a governmental agency.**

If you are represented by counsel, we recommend that you consult with your counsel and make arrangements for him/her to submit the above information as required. Both petitioner(s) and counsel are reminded that **any documents submitted which have sensitive identification issues, including but limited to, full Social Security Number and names of minor children, MUST BE REDACTED prior to submission to the Trustee's office.** (Example: tax returns and pay stubs should redact all but the last four (4) digits of the petitioner(s) Social Security Number.)

Documents that are required in advance of the 341(a) Meeting must be submitted to the Trustee's office via the online document filing system located at www.13documents.com. Any documents that do not fall under the categories listed at www.13documents.com can be emailed to caseinfo@russotrustee.com and MUST be accompanied by a Document Submittal Form which can be found on the Trustee's website, www.russotrustee.com.

IF YOU ARE REPRESENTING YOURSELF, email the required documents to caseinfo@russotrustee.com and be sure to include the Document Submittal Form which can be found on the Trustee's website, www.russotrustee.com.