

# 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 by the Trustee's office via the meeting invitation that was emailed to your attorney. The meeting will be held remotely, via Zoom video conference. 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 122C and Amended Schedules I & J are required for cases converted from Chapter 7***)

**The following documents are required to be submitted to the Trustee's office via *BKDocs.us* (formerly *13docs.com*) 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) day notice, a copy of the six (6) month pay advices that 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 deed(s)
  - Payoff statement(s) for lien(s) related to such real estate
  - Evidence of liability insurance for all such real estate
5. Evidence of liability insurance for all automobiles
6. Business Cases:
  - Business Case Questionnaire and a six (6) month Profit and Loss Statement

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

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 not 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.bkdocs.us](http://www.bkdocs.us). Any documents that do not fall under the categories listed at [www.bkdocs.us](http://www.bkdocs.us) can be emailed to [caseinfo@russotruster.com](mailto:caseinfo@russotruster.com) and MUST be accompanied by a Document Submittal Form which can be found on the Trustee's website, [www.russotruster.com](http://www.russotruster.com).***

**IF YOU ARE REPRESENTING YOURSELF,** email the required documents to [caseinfo@russotruster.com](mailto:caseinfo@russotruster.com) and be sure to include the Document Submittal Form which can be found on the Trustee's website, [www.russotruster.com](http://www.russotruster.com).