

OFFICE OF THE STANDING CHAPTER 13 TRUSTEE
For the Trenton Vicinage of the United States Bankruptcy Court

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

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 via Zoom. You can join the Zoom meeting by entering the meeting ID and password that is included on the court's notice, or you can go to the Trustee’s Zoom Meeting Portal at www.ndc.org/zoom/rbns and follow the prompts to join the meeting. 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 Chapter 7)

The following documents are required to be **submitted to the Trustee’s office** via the online filing system located at www.bkdocs.us at least ten (10) days prior to the first scheduled 341(a) Meeting:

1. Proof of Identification and Social Security number:
 - a. Driver's License
 - b. Social Security Card *(this is the only document that should show the debtor(s) full SSN)*
2. Signature page from Voluntary Petition (approx. page 6)
3. Copy of the most recent sixty (60) day payment advices
 - a. 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.
4. Copy statements for any other regular income (i.e. pension, Social Security, unemployment, child support, alimony, etc.)
5. Complete copy, including all schedules, of your most recently filed Federal Income Tax Return

6. Copy of bank statements for the sixty (60) day period immediately prior to the filing date of the petition
7. For all real estate listed on your schedules:
 - a. Current Market Analysis
 - b. Copy of **RECORDED** deed(s)
 - c. Payoff statement(s) for lien(s) related to real estate
 - d. Homeowner's insurance policy declaration page detailing coverage and term of coverage for all real estate
8. Proof of insurance for all automobiles
9. **ONLY IN cases where the debtor is running a business:**
 - a. Business Case Questionnaire and a six (6) month Profit and Loss Statement

If you are unable to file or provide any of the required documents listed above, you **MUST** notify the Trustee's office via email to caseinfo@russotruster.com, at least ten (10) days prior to your 341(a) Meeting, 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 the required documents ten (10) days prior to the 341(a) Meeting will result in the rescheduling of your 341(a) Meeting and possibly the dismissal of your case.******

If you are represented an attorney, we recommend that you consult with them and make arrangements for them to submit the above information as required. Both debtors and counsel are reminded that tax returns, bank statements, pay stubs, etc. should have all but the last four (4) digits of Social Security numbers and/or account numbers redacted prior to uploading them to the Trustee's office.

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.

You can review the status of hearings using the Trustee's Calendar Disposition List at www.russotruster.com/cdl. Here you can see if there are any outstanding issues for upcoming hearings (i.e. missing documents, hearings adjourned to new dates, etc.).