

***NOTE FROM CLERK'S OFFICE: THE FOLLOWING IS A LIST OF CHAPTER 7 TRUSTEES' REQUIREMENTS (TAMPA DIVISION ONLY) FOR DOCUMENTS TO BE PROVIDED TO THEM SO THAT THEY MAY EVALUATE THE ADMINISTRATION OF A PARTICULAR CASE. THIS LIST IS NOT A LIST OF THE COURT'S REQUIREMENTS; HOWEVER, A DEBTOR'S FAILURE TO COOPERATE WITH THE TRUSTEE COULD LEAD TO ADVERSE CONSEQUENCES FOR THAT DEBTOR.***

Counsel:

In accordance with the new bankruptcy laws and in order to properly evaluate your client's case, all debtor(s) will be required to submit copies of the following information to the **Chapter 7 Trustee's office via U.S. Mail only**. You will not receive a letter in each of the cases that you file. The requirements set forth in this letter will apply to all future Meetings of Creditors for cases filed on or subsequent to October 17, 2005.

<b>Requested</b>	<b>Received</b>	<b>Documents to be Provided</b>
		Complete bank statements covering the 90 days prior to filing bankruptcy, including the bank statement that contains transactions on the date of the bankruptcy filing
		Pay stubs for the 60 days prior to the filing date & the 1 <sup>st</sup> pay period after the filing date
		Complete federal and state (if any) tax return for the last two years returns were filed and the pending years' tax return
		Written payoff statements reflecting the balance owed for all vehicles, boats, trailers or other real or personal property reflected on Schedules A and B, including homestead property. The payoff <b>MUST</b> be in writing and prepared by the creditor. An oral payoff received from the creditor is NOT sufficient. Forms acceptable are reaffirmation agreements or a monthly statement that contains the payoff amount <b>as of the filing date</b> . The Statement of Intention indicating the intent to retain, redeem or surrender property must be produced along with all the written payoff statements.
		Titles or registrations for all vehicles, boats, trailers or other personal property that is titled. NADA <b>retail</b> value will be used unless a written appraisal is provided by a certified appraiser; if a dispute exists an appraisal must be done at your expense. Chapter 7 Trustees will not accept CarMax appraisals and any others from non-certified appraisers.
		The last two statements for all retirement and non-retirement accounts, including 401(k) plans, IRAs, mutual funds, etc. If the type of account is not evident from reviewing the statement, the plan documents describing the type of plan involved are required to be provided.
		Deeds to all parcels of real estate owned by the debtor(s), or in which the debtor(s) had any kind of interest in within 1215 days of the filing of the petition together with closing statements for purchase of the real estate.
		Closing statement and deeds for all real estate sold or transferred within the year before the filing date.
		Copy of credit counseling certificate(s).
		If the Veteran's exemption is applied, form DD-214
		Proof for special expenses claimed, i.e. school, food and clothing expense receipts, under the Means Testing provision

If this information is not received **at least seven (7) days before** the meeting, the Meeting of Creditors will be continued and your office will be required to file with the Court the rescheduled date and time which must be served upon the entire creditor matrix.

Very truly yours,

Chapter 7 Panel Trustees