

Robert A. Angueira, Trustee

Re: FOR ALL CHAPTER 7 CASES FILED BY YOUR OFFICE

PLEASE PLAN TO ARRIVE 15 MINUTES EARLY.

ALL DOCUMENTS MUST BE UPLOADED USING THE DOCLINK SYSTEM. NO PAPER DOCUMENTS WILL BE ACCEPTED BY THE TRUSTEE. FAILURE TO UPLOAD ALL REQUESTED DOCUMENTS SEVEN (7) DAYS PRIOR TO THE SCHEDULED 341 MEETING OF CREDITORS MAY RESULT IN A CONTINUANCE OF THE 341 MEETING OF CREDITORS WHICH MAY CAUSE YOUR DEBTOR(S) ADDITIONAL HARDSHIPS (MISSING WORK WITHOUT PAY).

REQUIRED DOCUMENTS CHECKLIST

1. Two (2) Years of complete Income Tax Returns (include all schedules) – Personal and Business (if applicable).
2. Vehicle (cars, motorcycles, watercraft, trucks, trailers, etc.) information to include vehicle number registration, title, most recent payment with current loan balance and proof of insurance).
3. Closing statement (HUD-1 or equivalent for real estate) for any real or personal property (valued at \$10,000.00 or more) bought, sold, transferred, refinanced or modified in the past two (2) years prior to filing.
4. Six (6) months of complete (all pages front and back) bank statements personal and business (if applicable). **MUST INCLUDE ALL ACTIVITY THROUGH THE ACTUAL DATE OF FILING.**
5. Copy of any Complaint to any lawsuit in which Debtor(s) is a party.
6. Domestic Support Obligation Worksheet (completed and signed).
7. Credit Report for non-filing spouse (if applicable).
8. If the Debtor or Joint Debtor has been divorced during the past four (4) years, provide a complete copy of the Marital Settlement Agreement.
9. Any documents appropriate to produce regarding assets, liabilities and financial affairs that would be helpful to the Trustee in the administration of the case.

PURSUANT TO 11 USC § 727 (a)(3), failure to produce documents could prevent debtor(s) from obtaining their discharge.