

Office of Kathleen A. Leavitt, Chapter 13 Trustee

**REQUIRED DOCUMENT LIST FOR CHAPTER 13 CASES**

Use this cover sheet with *every* delivery of document

Debtor(s) Name: \_\_\_\_\_  
Case Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_  
341 Meeting Date: \_\_\_\_\_

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**\*\*ALL documents must be received by the Trustee's office at least 7 days prior to the 341 meeting. \*\***

**COPIES OF:**

- \_\_\_\_ Bank statements covering the date of filing and the preceding 6 months;
- \_\_\_\_ Pay stubs for the 6 months preceding the month of filing;
- \_\_\_\_ Redacted Tax Returns or Tax Affidavits filed with the IRS for the four years prior to filing (**redact all social security numbers except for the last 4 digits**);
- \_\_\_\_ Completed Chapter 13 Trustee Bankruptcy Questionnaire & Document Request (form available at [www.las13.com](http://www.las13.com));

**ADDITIONAL DOCUMENTATION, IF APPLICABLE:**

- \_\_\_\_ Verification of all sources of income;
- \_\_\_\_ Documentation regarding Life Insurance;
- \_\_\_\_ Valuation of any Real Property, wherever located;
- \_\_\_\_ Sworn Affidavit of Support/Contribution from contributing source;
- \_\_\_\_ Valuation of vehicles;
- \_\_\_\_ Lease/Rental agreement for all rental properties to be retained;
- \_\_\_\_ Documentation relating to support of third party;
- \_\_\_\_ Documentation as to pending or potential legal action/litigation brought by the debtor;
- \_\_\_\_ Documents relating to repayment of any retirement account loans;

*In Conduit Cases or cases where arrears are owed on secured debts:*

- \_\_\_\_ Authorization to Release Information, Conduit Creditor Information Worksheet, and a copy of the most current statement the debtor received from the Conduit Creditor (forms available at [www.las13.com](http://www.las13.com));

*In cases where there is a divorce, child support and/or alimony order:*

- \_\_\_\_ Divorce Decree and any Property Settlement Agreements and Orders;
- \_\_\_\_ Court Order for child support, alimony, or other domestic support obligation;
- \_\_\_\_ Name and address of Domestic Support Obligation recipient.

**BUSINESS DOCUMENTATION, IF APPLICABLE:**

- \_\_\_\_ Detailed list of assets, inventory, supplies, equipment, and accounts receivable with values as of the date of filing;
- \_\_\_\_ Business tax returns filed with the IRS for the four years prior to filing;
- \_\_\_\_ Monthly profit & loss statements for the 6 months prior to the date of filing;
- \_\_\_\_ Business bank statements covering the date of filing and the preceding 6 months;
- \_\_\_\_ Balance sheet showing the assets & liabilities of Corporation/LLC/Partnerships;
- \_\_\_\_ Any UCC filing documents.

Please refer to the Trustee's Guidelines available at [www.las13.com](http://www.las13.com) for further information regarding the required documents and procedures.

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**NOTES:**