

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: _____

****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 three (3) months;
- _____ Pay stubs for the six (6) months preceding the month of filing;
- _____ **Redacted** Tax Returns or Tax Affidavits filed with the IRS for the two (2) 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);

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);

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. (Form available on www.las13.com)

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 for further information regarding the required documents and procedures.

Trustee reserves the right to request additional documentation not listed above.

NOTES: