

# JOEL L. TABAS

BANKRUPTCY TRUSTEE  
SOUTHERN DISTRICT OF FLORIDA  
POB 14573  
FT. LAUDERDAL, FLORIDA 33302

TELEPHONE: (305)375-8171

## **DOCUMENT REQUEST LETTER FOR SECTION 341 MEETING OF CREDITORS (FOR PRO-SE DEBTORS)**

**PLEASE PLAN TO ARRIVE 15 MINUTES EARLY AS YOUR  
CASE MAY BE CALLED EARLIER THAN THE APPOINTED TIME**

Please provide COPIES of the following documents that are applicable to the Debtor(s) by no later than **10 days prior** to the § 341 (a) First Meeting of Creditors. **You may either mail or hand-deliver the documents to the address on this letterhead. If we do not receive the documents required herein, particularly copies of bank statements and car titles, the 341 Meeting may be continued and/or you may be required to attend a 2004 examination.**

At the 341 Meeting, Debtors MUST present **original government-issued photo identification and** confirmation of the social security number listed on the § 341(a) meeting notice received by the Trustee (**please bring your social security card**).

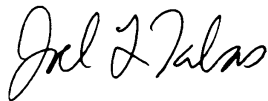
1. Income tax returns for the last five (5) years.
2. Bank statements and canceled checks for six (6) months, through and including the date the petition was filed on any account for which debtor(s) had check signing authority. **Please make sure that the statement(s) include the balance on the petition date. Otherwise, the 341 Meeting may be continued.**
3. Proof of homestead exemption (if applicable), i.e. Tax Bill.
4. All insurance binders on real estate, automobiles, vessels, and personalty (Note: Trustee must be made loss payee immediately if it appears that there may be any non-exempt equity. Proof that this has been done must be provided to the trustee before vehicle or vessel may be operated.)
5. Detailed itemization and photographs of household goods and furnishings, and furs and jewelry.
6. Copies of life insurance policies, annuity documents and documents relating to Individual Retirement Accounts (I.R.A).
7. Summary of Pension Plan documents and tax determination letter proving the plan qualifies under the Internal Revenue Code.
8. Credit applications and financial statements submitted to a bank, finance company, or other lender to obtain a loan or credit line within the past four years whether or not the loan was approved.
9. Documents pertaining to any suit in which the debtor is or was a plaintiff within one year immediately preceding the filing of this bankruptcy case, including divorce settlements, judgments or other documents pertaining to the divorce.

Document Request Letter

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10. On all automobiles:
  - a. Complete description, make, model number and current mileage
  - b. Title (if not available, please request from the lienholder)
  - c. Document(s) evidencing proof of insurance and original purchase price
  - d. If secured, security agreement and payoff letter, which must be requested from the lienholder
  - e. If the scheduled value of the car is significantly less than the value listed in NADA([www.nada.com](http://www.nada.com)), please provide a dealer or certified appraisal.
11. Mortgage, deed and most recent tax bill on any non-homestead real property, including any interests in timeshares or cemetery plots, that the Debtor owns, or has owned, during the last 12 months.
12. Copy of passport and social security card.
13. If debtor has filed for bankruptcy within 10 years, specify the case number and date of discharge.

Pursuant to 11 USC § 727 (a)(3), failure to produce the above listed documents could jeopardize the debtor(s) discharge.

A handwritten signature in black ink, appearing to read "Joel L. Tabas". The signature is fluid and cursive, with the first name "Joel" and last name "Tabas" clearly distinguishable.

JOEL L. TABAS, TRUSTEE