

ROSS R. HARTOG
CHAPTER 7 BANKRUPTCY TRUSTEE
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SECTION 341(a) MEETING OF CREDITORS

Required Documents 7 days Prior to Meeting

The Trustee requires that all debtors provide him with the following documents at least seven (7) days in advance of the Section 341(a) Meeting of Creditors (the "Meeting"):

1. Income Tax Returns – Copies of federal income tax returns filed by the debtor (or for and businesses in which the debtor has or had an interest) for the three (3) most recent calendar years preceding the date the debtor filed bankruptcy (the "Petition Date"). The copies must include any and all attachments such as W2s, 1099s, K1s, worksheets, schedules, and other forms.
2. Bank Statements – Copies of all bank statements and cancelled checks for all checking, savings, money market, investment, and other accounts owned or controlled by the debtor (or for any business in which the debtor has or had an interest) for the six (6) months preceding, and including, the Petition Date.
3. Paystubs – Copies of the debtor's paystubs for four (4) pay periods preceding, and including, the Petition Date. If the debtor receives commissions or other forms of compensation, provide a report of all such compensation earned, received, or due and unpaid for four (4) pay periods preceding, and including, the Petition Date.
4. Automobiles, Boats, and other Vehicles – Photographs and complete description including make, model, mileage, and hours of all vehicles owned by the debtor or in which the debtor has or had an interest in the year preceding the Petition Date. Copies of titles, most recent payoff letters, loan or lease statements, bills of sale, registrations, and proof of insurance.
5. Real Estate (Owned or Rented) – Copies of any applicable closing statement if the debtor purchased, sold, or otherwise transferred, or refinanced or obtained a mortgage or equity line on any real estate during the three (3) years preceding the Petition Date. Copies of any home owner or renter insurance policies including any declaration, addenda, schedule or other documents identify any particular covered personal property.
6. Life Insurance and Retirement Accounts – Copies of life insurance policies, annuity documents, and documents relating to any individual retirement accounts (IRA), 401(k) accounts, and pension plans, including annual statements for the three (3) years preceding the Petition Date.
7. Legal Proceedings – Copies of any documents related to any lawsuit in which the debtor is, was, or could be a plaintiff, or a party to a divorce proceeding, during the three (3) years preceding the Petition Date, such as complaints, settlements, and judgments.
8. Credit Reports – Copies of all credit reports for the debtor and any non-filing spouse.
9. Photographs – Detailed list and photographs of all household goods and furnishings including all jewelry, appliances, computers, mobile phones, tablets (i.e., iPads), video game consoles, and other electronics.

The Trustee requires all debtors to produce the foregoing documents by uploading them to BlueStylus. Please contact BlueStylus for any uploading questions at (866)878-7831 or you can email them at support@trustesolutions.com if (and only if) the debtors or their counsel cannot access BlueStylus, debtors may e-mail the documents to trustee@mrthlaw.com or send them by mail to Ross R. Hartog, Trustee, 101 NE Third Avenue, Suite 1210, Fort Lauderdale, FL 33301.

Failure to timely produce the foregoing documents in advance of the Meeting may result in the rescheduling of the Meeting, may require a Rule 2004 Examination, and pursuant to 11 U.S.C. § 727(a)(3), could jeopardize the Debtor(s) discharge.

Attending the Meeting

All debtors appearing at the Meeting must bring their original government-issued photo identification and original proof of social security number the following forms of identification for verification by the Trustee.