

APPENDIX J

DOCUMENTS TO BE PRODUCED TO TRUSTEE IN CHAPTER 13 CASES PRIOR TO SECTION 341 CREDITORS MEETING

The following must be brought by the Debtor to the Section 341 Creditor's Meeting in order to have the meeting concluded:

1. Valid government-issued photo identification;
2. Proof of the Debtor's social security number by any document issued by a third party (a tax return is not acceptable proof but a W-2 issued by the Debtor's employer is acceptable proof).

The following must be received by the trustee no later than seven (7) days prior to the Section 341 meeting:

1. Copies of the paystubs the Debtor and the debtor's spouse received during the six month period preceding the filing of the case, containing year to date information. The Debtor must provide updated pay stubs before the confirmation hearing;
2. Copies of state and federal income tax returns of the Debtor and the Debtor's spouse for the most recent two years with accompanying W-2 forms, 1099s and all other attachments regardless of any applicable extensions of time;
3. An affidavit from any non-filing party contributing money to the Debtor's income plus copies of the contributor's state and federal income tax returns for the preceding two years with accompanying W-2 forms, photocopies of their last four payroll stubs and/or operating reports if the contributor is self-employed;
4. A recent valuation, containing at least three comparable sales less than one year old for each piece of real estate owned by the Debtor;
5. A list of the name(s) and address(es) of anyone to whom the Debtor must pay child support by court order;
6. Copies of bank statements for all accounts which the Debtor controls or in which the Debtor holds an interest for the six month period prior to filing ONLY if the Debtor is above median, receives commissions, or operates a business. All other Debtors must submit statements showing the balance in each account which the Debtor controls or in which the Debtor holds an interest for the filing date only.
7. If the Debtor or Debtor's spouse is operating a business, monthly operating statements for the current year must be filed each and every month with the court, the United States Trustee, the Standing Trustee and any governmental unit charged with responsibility for collection or determination of any tax arising out of such operation.

8. If the Debtor has an ownership interest in any non-publicly traded corporation, company, partnership or any other type of business entity, the following documentation must be submitted to the Trustee: a balance sheet reflecting the entity's assets and liabilities as of the petition date, tax returns for the entity for the preceding two years.
9. If the Debtor owns rental property separate monthly operating reports for each property must be submitted to the Trustee each and every month. Copies of executed leases for all current tenants must also be submitted.