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#### TYPICAL REQUIRED DOCUMENTS FOR 341 MEETINGS

**Income.** The last filed state and federal tax returns with all attachments.

**Payroll Records.** The payment advices and other evidence of income received within 60 days prior to filing.

**THE BANKRUPTCY CODE AND RULES REQUIRE THAT YOU SEND THE ABOVE DOCUMENTS TO THE TRUSTEE AT LEAST 7 DAYS PRIOR TO THE FIRST DATE SET FOR THE 341 MEETING AND SEND INCOME DOCUMENTS OR THE CASE IS SUBJECT TO DISMISSAL. LOCAL ADMINISTRATIVE ORDER 2005-7 REQUIRES PAYMENT ADVICES TO BE PROVIDED NO LATER THAN 10 BUSINESS DAYS PRIOR TO THE FIRST DATE SET FOR THE 341 MEETING.**

**Account statements.** Copies of the statements 90 days prior to and including the date of filing for all deposit accounts, including bank accounts, investments accounts, etc..

**Real Estate.** The title documents (deeds, land contracts), most recent SEV assessment documents (real estate tax bills), all security and perfection documents (full recorded copies of mortgages, deeds of trust) and recent statements of amounts owed for secured debts against real estate.

**Vehicles.** The title or lease to each vehicle and recent balance from any vehicle lender or lessor.

**Retirement Plan/Investment.** The most recent statement for the plan showing its nature and value. CASH VALUE STATEMENTS FOR ALL LIFE INSURANCE.

**Divorce/Lawsuit for claim by debtor.** I need the Complaint, any Order or Judgment and any modification thereto.

**Business.** **If the debtor owns an interest in a corporation or LLC,** I need documents showing the nature and value of the assets and debts of each business, including without limitation, balance sheets, recent tax returns, other financial statements with this information and the last filed 1040, 941, 940 and all other returns filed with governmental entities. **If the debtor directly operated a business,** please contact me by email to inform me of the present status of that business, as I may need to review special information and documents regarding that business.

I may request other information in specific cases. This is intended to be a list of generally required documents only. I may not be able to hold the 341 meeting if I do not receive these items in sufficient time to review in advance.