

**OFFICE OF THE STANDING TRUSTEE
CHAPTER 12 AND CHAPTER 13 PROCEEDINGS
Brett N. Rodger, Trustee
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NOTICE TO CHAPTER 13 DEBTORS OF INITIAL REQUIRED INFORMATION

You filed a voluntary Chapter 13 with the US Bankruptcy Court for the Western District of Michigan and the Court has appointed me as the trustee in your case. You and your attorney will be required to attend the First Meeting of Creditors on the date and time stated in the upper right hand corner of this letter (FMC DATE). An additional Notice of the exact details of this meeting will be mailed to you shortly by the Court.

FIRST PAYMENT. Your first payment is DUE within 30 DAYS OF FILING your Chapter 13. If your payments are not being deducted from your payroll automatically, mail your payment by check or money order to the PO Box noted below. For your safety, write your name and your complete chapter 13 case number on your payment or it will be sent back to you. We do not accept payments at our office! Payments received at our office will be returned to you. Send payments to:

Brett N. Rodgers, Trustee, Chapter 13 Trust Account
PO Box 3538
Grand Rapids, MI 49501-3538

PICTURE ID & SOCIAL SECURITY CARD. A pictured identification (such as a driver's license) and proof of your social security number must be presented to the Trustee at the First Meeting. These documents must be out and available for review PRIOR to your name being called.

REQUIRED DOCUMENTS. You should have already provided your attorney with certain legal documents and financial information to assist him/her in the preparation of your chapter 13 case. The Trustee will also need copies of these documents and needs to review them prior to the First Meeting of Creditors. Please make sure you and attorney fill out the attached DOCUMENT CHECKLIST so your attorney can provide it to the Trustee within 7 days of the First Meeting. If any of the relevant documents on the DOCUMENT CHECKLIST have not been forwarded to your attorney, please forward them immediately. If you are uncertain of which documents to send, please contact your attorney.

Failure to timely forward required documents to the Trustee within 7 days prior to the First Meeting of Creditors could result in a Motion for Dismissal of your case for violation under 11 U.S.C. § 521(a)(3), 11 U.S.C §521(e)(2)(a), 11 U.S.C. § 521 (f)(4)(B) and Federal Rule 4002.

YELLOW BOOK. Included with this letter is a Yellow Book of important information. Read this booklet carefully and thoroughly as it contains information necessary to successfully complete your case. Fill out the checklist on the back side of the booklet to assist you in preparing for your First Meeting of Creditors.

Please return a copy of the Document Checklist when sending documents by email, fax or U.S. Mail.

Your name and case number should be on all documents being provided. Thank you.

Email: attydocs@rodersch13.com; Facsimile: (616) 454-9798