

Notice to Debtors Regarding Production of Documents
for the First Meeting of Creditors

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 at the date, location and time stated in the Notice mailed separately. At this hearing, the Trustee will ask you questions regarding your financial situation. A pictured identification (such as a driver's license) and proof of your social security number must be presented at that First Meeting.

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 many of these documents 10 days prior to the First Meeting of Creditors so that the hearing can be handled more efficiently. Any of the documents listed below which have not been timely forwarded to the Trustee by your attorney must be brought to the First Meeting of Creditors. **However, failure to timely forward said documents to the Trustee within the 10 days prior to the 341 First Meeting of Creditors could result in a motion for dismissal of your case.** If you are uncertain of which documents to send, contact your attorney. For your convenience, you can use the list below to check and/or underline the documents which apply to your case.

A. Real Estate

- Deeds, Land Contracts, Recorded Mortgages
- Tax Statements with SEV (State equalized value)
- Appraisals within the past two years
- Any other documents which show an interest in real estate

B. Vehicles, Mobile Homes, Boats, etc.

- Certificates of Title
- Leases, loan documents
- Proof of Insurance

C. Other Personal Property

- Any certificate or documents evidencing ownership by you of any stocks, bonds, notes, land contract receivables or patents, copyrights, trademarks or franchises.

D. Financial Information

- Copies of your last two (2) Federal, State, and local tax returns filed.
- Paycheck stubs used to prepare Schedule I
- Paycheck stubs for two (2) weeks prior to the First Meeting of Creditors
- Plan and/or statements for 401k, IRA, pension or retirement accounts
- Bank statements for checking and/or savings accounts for 3 months prior to your Chapter 13.

Miscellaneous Legal Documents

- Divorce Judgment, Property Settlement, Child Support Order
- If you are a party to a lawsuit or recent garnishment, copies of the most recent court papers you have received

Very Truly Yours,
Brett N. Rodgers, Chapter 13 Trustee