

Dear Counsel:

To expedite the 341 Meeting and to make your client's Bankruptcy go through as smoothly as possible, please, scan and e-mail the following documents seven (7) days before the 341 Meeting, to this office at trusteedocs@uslawcenter.com:

1. Tax Returns for the last year (note that if you file them with the Clerk of the Bankruptcy Court, they are not available to the Trustee for privacy reasons). If a business filing, the last four (4) years of returns should be sent to the Trustee, including any and all Schedules.
2. Copy of Deed(s) to all properties.
3. Copies of all mortgages (First Page, description, signature page and notary page)
4. Appraisal, Comparative Market Analysis or HUD-1 Form showing purchase within the last two (2) years. Please note, a Property Record Card is not satisfactory evidence of the value of a house.
5. A copy of the homeowner's insurance policy showing the Declaration page.
6. Life insurance cash value statements.
7. Bank statements for the six (6) months prior to and including the date of filing.
8. Any eBay account name(s).
9. Kelly Blue Book/NADA vehicle value print out.
10. If you client has a personal injury action, we will need the full name and address of the attorney handling the personal injury action.
11. A completed DSO Form.

Please be advised that this office does not have the resources to accept paper and all documents must be scanned in PDF form and sent electronically.

Each document should be in a separate PDF File. The Bank Statements are the exception, they can be sent as one Document in PDF format.

You are reminded that your clients have to have two (2) forms of identification. A metal Social Security card is not government issued and cannot be accepted, photocopies cannot be accepted for W-2 Forms or paystubs at the 341 Meeting.

If the above items have not been submitted, please be advised that the 341 Meeting may be continued and you may have to return a second or third time until the documents are received.