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- A. Under §521 of the Bankruptcy Code, Interim Bankruptcy Rule 4002(b), Local Bankruptcy Rules and Standing Order of the Bankruptcy Court of the Eastern District of Wisconsin, the following information is required to be provided to me at least ten (10) days prior to the Section 341 Meeting by a person filing bankruptcy.

Copies of:

- Vehicle title(s)
 - Complete recorded real estate deed(s) or land contract(s)
 - Complete recorded mortgage(s) on the real estate
 - Current real estate tax bill(s) and/or appraisal(s)
 - Federal and State complete income tax returns and/or tax transcripts for the two (2) calendar years preceding the filing of bankruptcy
 - Pay stubs or other proof of earnings within sixty (60) days before the filing of this bankruptcy
 - Maintenance, alimony or support:
 1. The name, address and phone number of the person(s) to whom you owe this money.
 2. If there is a Child Support Agency that should receive notice, the name and address of that Child Support Agency.
 3. Your employer's name and address.
 - Statement of monthly income to show how you calculated it
 - Statement regarding any changes of income or expenses in the next twelve (12) months after you filed bankruptcy
 - Bank statements for any financial accounts which are open **at the time** of filing bankruptcy, including savings, checking, credit union, money markets, mutual funds, brokerage accounts or any other accounts showing holding of money or property
 - If this is a case converted to a Chapter 7 from a Chapter 13, you must file conversion schedules within fifteen (15) days of conversion and file a B22A (Means Test) upon conversion.
- B. At the Section 341 Meeting, the person filing bankruptcy must produce the following:
1. Picture identification issued by a governmental unit (driver's license, county id card of the like), showing your name and picture identification.
 2. Social Security card or recent W-2 or 1099 showing your Social Security number.
- C. In addition, I request the following documents be provided at least ten (10) days before the Section 341 Meeting:

1.

The memorandum of the United States Trustee of March 3, 2006, states in cases where the required documents have not been provided to the Trustee at least seven (7) days prior to the Section 341 Meeting (except the photo identification and Social Security card required to be produced at the Section 341 Meeting), the debtors and any counsel will be required to appear at the original Section 341 Meeting at which time the Trustee will call the case, verify the debtor's identification and perhaps take some testimony.

After that, the Trustee will adjourn the Section 341 to another day. The debtor (and any counsel) will then be required to appear at the second Section 341 Meeting. If the required documents are not provided prior to the second Section 341 Meeting, a Motion to Dismiss will be filed. If the debtor (and any counsel) fails to appear at both Section 341 Meetings, a Motion to Dismiss will be filed. If the missing documents include items that are overdue under 11 U.S.C. §521 (Bankruptcy Code) and no extension has been granted, the case is subject to a Motion to Dismiss at any point.

If any of these matters are not applicable, please so indicate in your response. If you have any questions regarding this request, please contact me.

Very truly yours,

Douglas F. Mann
Chapter 7 Trustee

