

Virginia E. George  
Chapter 7 Trustee  
4421 N. Oakland Avenue #201  
Shorewood WI 53211

**Preferred method of transmission of 341 documents:**

341 meeting documents should be emailed to our dedicated 341 document receipt address: [ve.george@sbcglobal.net](mailto:ve.george@sbcglobal.net) OR mailed to the above address so it is received no later than 7 business days before the 341 meeting of creditors. You will receive a receipt for confirmation from our office.

Please list the debtors last name and case number in the subject line as follows: John Smith, 08-20000

**Documents Required:**

- (1) Title to all vehicles valued above \$3,500 on schedules.  
A replacement title is sufficient if the VIN # is readable;
- (2) The last recorded deeds and land contracts for all real estate;
- (3) Recorded mortgages for all real estate (please add property address to first page if more than one parcel listed on schedule A);
- (4) Most recent real estate tax bill for all real estate;
- (5) The preceding two years signed federal and state income tax returns and all schedules thereto or official transcripts in lieu thereof;
- (6) Payment advices or other evidence of payments received by the debtor within 60 days before the filing date ( in chronological order);
- (7) The name, address and telephone number of each holder of a Domestic Support Obligation, except if the same has been correctly listed on Schedule E.
- (8) **If an above median income debtors-** payment advices for the 6 months ending prior to filing;
- (9) **If an above median income debtors-** bank statements for the 3 months ending prior to filing.
- (10) Any other documents specifically requested on a case by case basis.

Preferred format: PDF's divided into the above sub-groups. Please keep each PDF to 50 pages or less.

If you wish to contact my office by email for matters unrelated to submission of 341 documents please contact: [vgeorge@7trustee.net](mailto:vgeorge@7trustee.net) or [virginia@vegeorgelaw.com](mailto:virginia@vegeorgelaw.com)  
Phone: (414) 332-3211