

CHAPTER 13 ATTORNEY CHECKLIST

Please use this checklist as a cover sheet and provide all information to the trustee AT THE TIME OF THE FILING OF THE CASE. Please mail or deliver the documents; do not fax or email. DO NOT FILE WITH THE COURT. Joy will continue the 341 if the Checklist is not received 1 week before the 341.

Case No. _____ Name _____

Attorney _____

Check all that are applicable

If the debtor(s) own real property the following information is required:

Current year tax appraisal(s) are required if the debtor owns any interest in real estate or a mobile home. Tax appraisals are _____ enclosed or _____ N/A.

Date the property was purchased _____ Purchase Price _____

All mortgages or liens on the property, including current balance on each.

Monthly payment on each mortgage and whether it includes taxes and insurance

Cost of taxes and insurance _____

Is the property currently insured? _____ Yes _____ No

Rental income for each property, if applicable.

Cost of upkeep and maintenance on each property.

REGARDING THE PAY STUBS PROVIDED PLEASE ANSWER THE FOLLOWING:

The first debtor listed in the budget is paid (please select only one below as an aid to the trustee in interpreting the pay stubs provided)

_____ Once per week

_____ Once every two weeks

_____ Twice per month on the following dates _____

_____ Once per month

_____ On a commission basis only

_____ Hourly at \$ _____ per hour at an average of _____ hours per week

The second debtor listed in the budget if paid

_____ Once per week

_____ Once every two weeks

_____ Twice per month on the following dates _____

_____ Once per month
_____ On a commission basis only
_____ Hourly at \$_____ per hour at an average of _____ hours per week

NOTE THAT A COPY OF THE DEBTOR'S MOST RECENT PAYSTUB MUST ALSO BE PROVIDED TO THE TRUSTEE AT THE 341 MEETING PER RULE 4002.

Has debtor received a loan from a retirement account? _____ Yes _____ No
If yes, provide a copy of the loan document.

Enclose a copy of the most recent final tax return signed by the debtor. You should redact the social security numbers and names of any minor children or spouse, if not a joint debtor.

Provide copies of statements from each of the debtor's depositories or investment accounts, including checking, savings, and money market accounts, mutual funds and brokerage accounts **for the time period that includes the date of the filing of the petition.**

Statements are _____ enclosed or _____ The debtor has no accounts.

I certify that in preparation of the debtor's bankruptcy schedules this office has reviewed the information provided to the trustee herewith and that on _____ I provided a copy to the trustee as follows:

_____ By US mail
_____ By hand delivery
_____ By email

(Signature of attorney or employee of attorney's office on behalf of attorney)