CHAPTER 13 ATTORNEY CHECKLIST

Gretchen D. Holland, Chapter 13 Trustee
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PLEASE USE THIS CHECKLIST AS A COVER SHEET AND PROVIDE ALL INFORMATION TO THE TRUSTEE AT THE TIME OF THE FILING OF THE CASE.

1 Do not file with the Court.
2 Do not send originals of any of these documents as they are subject to being destroyed.
3 Email is preferred method of transmission:

Case No.: ___________________ Name of Debtor(s):___________________________

Attorney: _________________________________

Assets

The current year tax appraisal(s) are: Enclosed: _______ Other: _____________
___

Date of purchase: ___________________________ Purchase Price: ________________

Income

The last four (4) paystubs for the debtor, joint debtor, or non-filing spouse or partner are:

Enclosed: _______ Other: ____

The first Debtor listed in the budget is paid:

_____ Once per week
_____ Once every two weeks
_____ Twice per month on the following dates: ________________________
_____ One per month
Other: ____

The second Debtor listed in the budget is paid:

_____ Once per week
_____ Once every two weeks
_____ Twice per month on the following dates: ________________________
_____ One per month
Other: ____

If debtor contributes to a retirement account, have payments increased within one year?

_____ Yes; explain: ____

_____ No

For each outstanding retirement account loan being repaid, provide the balance owed and

expected payoff date: ____

<u>Household Size</u>

List number of people who actually reside full-time in the household: _______________

List number of people in household whose expenses are included in Schedule J: ______

<u>Tax Returns</u>

______ The debtor(s) is/are not required to file tax returns.

______ The debtor(s) has/have filed all required tax returns.

______ A copy of the **<u>most recent</u>**, final, signed and filed tax return (or transcript) containing all pages and attachments is enclosed

______ A copy of the tax return or transcript cannot be provided because: ____________

____

<u>Business Information</u>

If the debtor or joint debtor (or non-filing spouse/partner if not a joint case) is self-employed, please provide all of the following:

_____ Business questionnaire with attachments

_____ Tax returns (if filed separately from the personal return)

_____ Profit and Loss Statements for the 6 months prior to filing

_____ Profit and Loss Statements for the most current complete month

<u>Non-filing Spouse Expenses</u>

Provide an itemization of all monthly expenses of a non-filing spouse/partner:

Creditor name and type of debt	Balance owed	Minimum monthly paymetn	Collateral (if any)	Expected payoff date

Expenses Claimed High than Standards

Please provide documentation of any variation from the standard allowed expenses (e.g., health care expenses in excess of the allowable standard amount), including a written statement for the reason for the additional expense or variance.

_____ Enclosed

_____ N/A

Domestic Support Obligations

Provide the name, address and phone number for each person to whom the debtor(s) owes a domestic support obligation (DSO):

________________________________ ________________________________

________________________________ ________________________________

________________________________ ________________________________

________________________________ ________________________________

Wage Order Request

Please complete and submit one of the attached forms if the debtor(s) wants plan payments to be made by automatic payroll deduction.

If plan proposes to pay secured creditors an interest rate lower than what is required by Local Rules or Operating Order, please attach copy of retail installment contract showing the contract rate of interest.

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 via ____ email or _______ U.S. mail or ______ hand delivery.

____

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