

REVISED April 19, 2017

**THESE DOCUMENTS ARE DUE NO LATER THAN 7 DAYS PRIOR TO YOUR MEETING OF CREDITORS:**

***NOTE FROM CLERK'S OFFICE: THE FOLLOWING IS A LIST OF CHAPTER 7 TRUSTEES' REQUIREMENTS (TAMPA DIVISION ONLY) FOR DOCUMENTS TO BE PROVIDED TO THEM SO THAT THEY MAY EVALUATE THE ADMINISTRATION OF A PARTICULAR CASE. THIS LIST IS NOT A LIST OF THE COURT'S REQUIREMENTS; HOWEVER, A DEBTOR'S FAILURE TO COOPERATE WITH THE TRUSTEE COULD LEAD TO ADVERSE CONSEQUENCES FOR THAT DEBTOR.***

Counsel:

In order to properly evaluate Chapter 7 cases filed in the Tampa Division, all debtor(s) are required to submit copies of the documents set forth below to the **Chapter 7 Trustee** appointed in the respective debtor(s)' case. Please note that not all required documents will be applicable in every case (i.e. divorce documents are not applicable if you are not a party to a divorce proceeding). You will not receive a letter in each of the cases that you file. The requirements set forth in this letter will apply to all future Meetings of Creditors for cases filed on or subsequent to April 30, 2017.

<b>Requested</b>	<b>Received</b>	<b>Documents to be Provided</b>
		<b>ATTORNEYS EMPLOYED BY DEBTOR(S):</b> Names and contact information for any attorneys (other than your bankruptcy attorney) currently employed by the Debtor(s) for any non-bankruptcy matter (i.e. personal injury claims, class action and multi-district litigation claims, family law litigation, foreclosure defense, probate matters, etc.);
		<b>BANK STATEMENTS:</b> (a) Complete bank statements covering the 90 days prior to filing bankruptcy, including the bank statement that contains transactions on the date of the bankruptcy filing; (b) If a bank account has been closed within 6 months prior to the date of the filing of the petition, please provide the final closing statement.
		<b>BUSINESS OWNERSHIP:</b> If the debtor(s) has an ownership interest in a corporation, partnership or sole proprietorship, please provide: (a) Profit and Loss Statements for the 6 months prior to the date of the filing of the petition; (b) Business bank statements issued for the 90 days prior to the date of the filing of the petition through and including the date of filing; (c) Balance sheet/ statement of assets and liabilities;
		<b>CREDIT REPORTS:</b> Credit reports used, if any, in connection with the preparation of the Schedules of Assets and Liabilities
		<b>DIVORCE DOCUMENTS:</b> If you are a party in a divorce proceeding that is currently pending or was concluded within the last two (2) years, financial affidavits and marital property settlements filed in the divorce proceeding, and the final judgment of dissolution of marriage;
		<b>PAY OFF STATEMENTS:</b> Written payoff statements reflecting the balance owed for all vehicles, boats, trailers or other real or personal property reflected on Schedules A and B, including homestead property. The payoff <b>MUST</b> be in writing and prepared by the creditor. An oral payoff received from the creditor is NOT sufficient. Forms acceptable are reaffirmation agreements or a monthly statement that contains the payoff amount <b>as of the filing date</b> . The Statement of Intention indicating the intent to retain, redeem or surrender property must be produced along with all the written payoff statements.
		<b>PAY STUBS:</b> Pay stubs for the 60 days prior to the filing date & the 1 <sup>st</sup> pay period after the filing date;

		<p><b>REAL PROPERTY:</b></p> <p><b>DEEDS:</b> Deeds to all parcels of real estate owned by debtor(s), or in which debtor(s) had any kind of interest in within 1215 days of the filing of the petition together with closing statements for purchase of the real estate.</p> <p>(a) <b>CLOSING STATEMENTS:</b> Closing statement and deed for any real estate sold or transferred within the one (1) year before the filing date.</p> <p>(b) <b>NON-HOMESTEAD REAL PROPERTY:</b> real property tax bills and tenant leases;</p>
		<p><b>RETIREMENT ACCOUNTS:</b> The last two statements for all retirement and non-retirement accounts, including 401(k) plans, IRAs, mutual funds, etc. If the type of account is not evident from reviewing the statement, the plan documents describing the type of plan involved are required to be provided.</p>
		<p><b>TAX RETURNS:</b> Complete personal federal and state (if any) tax returns that have been filed for tax periods ending in the last two years and the pending years' tax return; complete corporate tax returns that have been filed for the last two years for any corporation or partnership in which you have had an interest in the past two years;</p>
		<p><b>VEHICLE(S)/ VESSEL(S):</b></p> <p>(a) <b>TITLES/ REGISTRATIONS:</b> Titles or registrations for all vehicles, boats, trailers or other personal property that is titled.</p> <p>(b) <b>VALUES:</b> KBB.com private party value will be used unless a written appraisal that provides the current retail value less the consumer's retail cost of repairs is provided by a certified appraiser; if a dispute exists an appraisal must be done at your expense. Chapter 7 Trustees will not accept CarMax appraisals and any others from non-certified appraisers;</p> <p>(c) <b>VIN #'S MUST BE PROVIDED IN ORDER TO NOTICE A SALE;</b></p> <p>(d) <b>PROOF OF INSURANCE:</b></p>

If this information is not received **at least seven (7) days before** the meeting, the Meeting of Creditors will be continued and your office will be required to file with the Court the rescheduled date and time which must be served upon the entire creditor matrix.

Please send the documents to the Chapter 7 Trustee appointed in your case at the following location:

Nicole M. Cameron, Chapter 7 Trustee Epiq	Stephen L. Meininger, Chapter 7 Trustee DocLink
Dawn A. Carapella, Chapter 7 Trustee dcarapellatruster@gmail.com	Douglas Menchise, Chapter 7 Trustee: DocLink
Carolyn Chaney, Chapter 7 Trustee DocLink	Beth Ann Scharrer, Chapter 7 Trustee Blue Stylus
Richard M. Dauval, Chapter 7 Trustee Epiq	Angela Stathopoulos, Chapter 7 Trustee Epiq
Christine Herendeen, Chapter 7 Trustee: DocLink	Traci Stevenson, Chapter 7 Trustee Blue Stylus
Larry S. Hyman, Chapter 7 Trustee Office@LarryHymanCPA.com	Angela Welch, Chapter 7 Trustee angelalwelch@verizon.net

Very truly yours,  
Chapter 7 Panel Trustees