

Marsha L. Combs-Skinner

Chapter 13 Standing Trustee
Central District of Illinois
108 S. Broadway
P.O. Box 349
Newman, IL 61942
(217) 837-9730 Phone

CHAPTER 13 BANKRUPTCY 341 REQUIRED DOCUMENTS

For all Chapter 13 Bankruptcy cases, please provide my office with the following within ten (10) days of filing a Chapter 13 Bankruptcy case:

1. Copy of Debtor's four (4) most recently filed Federal tax returns. Failure to provide the tax returns not later than seven (7) days prior to the first scheduled 341 meeting may result in dismissal of the case. **11 U.S.C. §521(e)(2)(A)(i), Bankruptcy Rule 4002(b)(3).**
2. Copies of all payment advises or other evidence of payment received within 6 months before the date of the filing of the Petition, by the Debtor from any employer of the Debtor. **11 U.S.C. §521(a)(1)(B)(iv).**
3. Copies of any Domestic Support Orders, Separation Agreements and Orders for Dissolution of Marriage in which Debtor is a party.
4. Name, address and telephone number of all domestic support claimants of the Debtor. **Requests 3 and 4 are necessary for compliance with Trustee duties under 11 U.S.C. 1302.**
5. Copies of statements for each of the Debtor's depository and investment accounts, including checking, savings, money market, mutual funds, brokerage accounts and other financial institution accounts for the time period **which includes the date of the filing of the Petition.** **Bankruptcy Rule 4002(b)(2)(B).**
6. For each life insurance policy in which Debtor has an interest, a statement showing the cash value and beneficiary as of the date of filing. Copies of declaration pages for real, personal, vehicle, or life insurance policies.
7. If the Debtor's own real estate, a copy of their vesting deed, latest real estate tax statement, a copy of an appraisal if they have purchased or refinanced within two (2) years of filing Bankruptcy.
8. If they have sold any real estate within a year of filing of their Bankruptcy Petition then please provide a copy of the closing statement. (Two years if they sold to a relative or insider).

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9. Provide how the debtor determined the value of all vehicles (i.e. Kelly Blue Book statement, NADA statement, purchase agreement or a written statement from a vehicle dealer).
10. Submit a completed copy of the Trustee's Support Questionnaire form for each debtor.

There may be occasions when additional requirements will be necessary depending on the case circumstances. I will notify you when additional documents are required.

Documents are to be submitted through the Document Delivery Portal.

Questions:

Tammy Brandt
tammy@ch13cdil.com

Sincerely,

/s/ Marsha L. Combs-Skinner
Chapter 13 Standing Trustee