

## **Trustee's Instructions Regarding Your Meeting of Creditors**

You have one or more cases scheduled for a creditors' meeting on an upcoming docket.

Please accept this email in the spirit that it is sent: to ensure the smooth administration of your client(s)' case. Everything requested herein is either something that is required to be produced at or before the creditor's meeting or is something that could be requested pursuant to 11 U.S.C. 521 or Fed.R.Bankr.P. 2004. We will not complete the administration of your client's case without the requested documentation. Anything not provided at or before the meeting may result in a continued meeting. Providing the requested information before the meeting will ensure a more expeditious meeting for your client(s) and a more expeditious administration of the case.

In advance of the meeting (preferably a week or more prior), please provide the following:

1. Vehicle titles (no replacement titles dated within 90 days of filing).
2. Recorded copy of all mortgages:
  - a. In addition to the first page, please include the pages which reveal the legal description, loan amount, signatures, and notary for each mortgage;
  - b. Please indicate the property address on the first page of each mortgage if more than one parcel is listed in Schedule A.
3. Recorded copy of all deeds.
4. Most recent property tax assessment for all real estate and/or appraisal.
5. State and federal taxes from last year (including all business schedules) pursuant to Local Rules 1007.4(a)(5).
6. Payment advices for the entire 60-day period prior to filing pursuant to §521(a)(1)(B)(iv).
7. If the debtor(s) owns a business, provide the most recent quarter's profit/loss statements and balance sheets.
8. If the debtor is involved in a personal injury case, please provide the name of the personal injury attorney and a letter from him/her regarding their opinion of the case's potential value.
9. The name, address, and telephone number of each holder of a Domestic Support Obligation as well as the debtor's employer information.
10. If the debtor(s) converted to a Chapter 7 from a Chapter 13, please amend Schedules I and J, update the Debtor's Statement of Intent, and update the 2016(b) Statement.
11. FOR MILWAUKEE MEETING OF CREDITORS ONLY: If your client has limited English proficiency, the U.S. Trustee's office has a Language Assistance Plan and will provide an interpreter, at no cost to you. Please contact our office within seven (7) days of filing the case to make these arrangements.
12. All other documents the trustee requests.

The documents listed above must be submitted to the trustee at least seven (7) days before the meeting of creditors. If there are no tax returns, then please provide an affidavit signed by the debtor(s) explaining this. If these requirements are not met, the meeting will be adjourned. Failure to provide these documents does not relieve the debtor(s) and his/her attorney of their duty to appear at the initial §341 meeting. If the documents are not submitted prior to the adjourned date, Trustee McDonald will bring a motion to dismiss the case.

Prior to calling your client(s)' case, we must verify the client(s)' identification. For verification, the U.S. Trustee guidelines require a picture ID and proof of social security number. The picture ID may be a driver's license or passport. The social security number may be proved with an original social security card, or a W-2 or pay advice with complete number. **THE IDENTIFICATION REQUIREMENT IS PLAINLY STATED ON THE 341 NOTICE. WITHOUT EXCEPTION, FAILURE TO PROVIDE ACCEPTABLE IDENTIFICATION WILL RESULT IN THE CONTINUATION OF THE 341 MEETING.**

Thank you in advance for your anticipated courtesies.

Steven R. McDonald  
Chapter 7 Trustee  
7280 S. 13th Street, Suite 103  
Oak Creek, WI 53154-1831  
Telephone (414) 226-2200  
Facsimile (414) 289-8384  
[Trusteedocs@mcdonaldlawllc.com](mailto:Trusteedocs@mcdonaldlawllc.com)