Initial Document Request

Case Number:	Date Request Sent:	Date Documents Due:

Instructions:

The Chapter 13 Trustee requests the following documents be provided for his review. Some of the documents requested are required by the Bankruptcy Code or by order of the court, while others are required to be produced by the Local Rules.

1. Carefully read the instructions for each category and the "Description" for each request that has an "X" in the "Requested" column.

2. Locate the necessary documents. If you do not physically have the document(s) requested, you should make every effort to obtain the document(s), as it may be necessary to confirm your case.

3. If, after thorough review of your case, you contend that a document request does not apply to you (i.e. if you have no domestic support obligation) then mark the box in the "Not Applicable" column beside the document description. The "Not Applicable" column is not to be marked if you are simply unable to locate the document. If a "Not Applicable" box is not showing on the form, then the document is required. If no such document exists, a declaration is necessary to explain why a document will not be provided.

4. If you are providing the document, mark the box in the "Provided" column.

5. If you have an attorney, he is able to upload the documents to the Trustee's office electronically. Please provide your attorney with the requested documents so he may electronically transmit them to the Trustee's ftp site. Your attorney may contact the Trustee's office to obtain a password to gain access to our ftp site.

6. If you are not represented by counsel you may mail the documents to the following address:

   Michael H. Meyer, Trustee
   Post Office Box 28950
   Fresno, California 93729-8950

7. This request may not be the only request for documents by the Trustee. Review of the documents provided may require the Trustee to request additional documents.

If you have any questions with respect to the above request, please contact your attorney (if represented by counsel). If you are unrepresented, please feel free to contact the Trustee's legal department at (559) 275-9512.

A. Required Checklists/Authorizations/Waivers

*The following checklists, authorizations, and documents are required to be produced **if applicable** to your case. Your attorney will know if the document request is applicable in your case. Debtor(s) counsel, or the debtor if representing his or herself, **must indicate if the document is provided or not applicable if a box exists in the "Not Applicable" column.***

Please indicate if the documents have been provided or are not applicable.			**Description**
Requested	***Provided***	***Not Applicable***	
☒	☐	☐	1. Class 1 Checklist, with most recent mortgage statement: *LR 3015-1 provides that the debtor shall provide to the trustee, not later than fourteen (14) days after the filing of the petition, a Class I Checklist, for each Class I claim.*
☒	☐	☐	2. Evidence of payment to Class 1 Claims. *If an ongoing mortgage/contract installment payment on a claim classified in Class 1 first falls due after the petition is filed and during the first calendar month of the case, the debtor shall make that installment payment directly to the Class 1 claim holder. The debtor shall provide evidence of all such payments to the trustee at the Meeting of Creditors. See Order Re: Chapter 13 Plan Payments, Adequate Protection Payments, and Employer Payment Advices issued on the date the petition was filed.*
☒	☐	☐	3. Domestic Support Obligation Checklist: *LR 3015-1 provides that the debtor shall provide to the trustee, not later than fourteen (14) days after the filing of the petition, Form EDC 3-088, Domestic Support Obligation Checklist, or other written notice of the name and address of each person to whom the debtor owes a domestic support obligation, together with the name and address of the relevant state child support enforcement agency.*
☒	☐	☐	4. Authorization to Release Information: *LR 3015-1 provides that the debtor shall provide to the trustee, not later than fourteen (14) days after the filing of the petition, Form EDC 3 – 087, Authorization to Release Information to Trustee Regarding Secured Claims Being Paid By The Trustee.*
☒	☐	☐	5. Spousal Waiver: *If the debtor filed the petition without his/her spouse and the debtor has claimed the exemptions specified in C. C. P. Section 703.140 (b) et seq., then provide the waiver of the right to claim exemptions executed by both spouses.*

B. Tax Returns

11 U.S.C. 521(e)(2)(A) requires the debtor to, not later than 7 days before the date set for the first meeting of creditors, to provide the trustee with a copy of the Federal income tax return required under applicable law for the most recent tax year ending immediately before the commencement of the case for which a Federal tax return was filed.

Please indicate if the documents have been provided.			**Description**
Requested	***Provided***		
☒	☐		1. All pages of the most recent filed Federal and State Tax Returns filed by the debtor(s)
☒	☐		2. All pages of the last two Federal and State Tax Returns filed for all entities in which the debtor has an interest. (All LLC, LLP or Corporate Tax Returns)

C. Income Verification

*The following documents requested for income verification must reflect the average monthly income received from all sources during the **six** calendar months prior to filing the bankruptcy case, ending on the last day of the month before the filing. This information is required whether you are an above or below median income debtor. Although the document(s) may be requested, if it is not applicable, so state.*

Please indicate if the documents have been provided or are not applicable.			**Description**
Requested	***Provided***	***Not Applicable***	
☒	☐	☐	a. Pay advices for the full six months prior to filing
☒	☐	☐	b. Unemployment compensation for the full six months prior to filing
☐	☐	☐	c. Social Security income for the full six months prior to filing
☒	☐	☐	d. Disability income for the full six months prior to filing
☒	☐	☐	e. Retirement income for the full six months prior to filing
☐	☐	☐	f. For any rental property, provide a list of rental income, month-by month, along with detailed expenses and copies of any rental agreements for the full six months prior to filing.
☒	☐	☐	g. Proof of other income not listed above, i.e., child support, spousal support, adoptive assistance contribution
☒	☐	☐	h. Any and all other income listed on Schedule I or the B22C not otherwise listed above

D. Expense Verification

For debtors that are above median income and have completed Official Forms 22C-1 and 2, please provide information supporting any expense taken on the foregoing lines where requested. If your Chapter 13 plan provides for 100% to your unsecured non-priority creditors, the Trustee may not have requested some documents that would otherwise have been requested. However, if your plan is amended to pay less than 100% to your unsecured creditors you may be required to furnish documents which were not originally requested.

Please indicate if the documents have been provided or are not applicable.			**Description**
Requested	***Provided***	***Not Applicable***	
☐	☐	☐	Item 13 on Form 22C-1 – Calculate the marital adjustment (Declaration with supporting documents)
☒	☐	☐	Item 10 on Form 22C-2 - Housing and utilities; adjustment
☐	☐	☐	Item 16 on Form 22C-2 – Tax analysis
☐	☐	☐	Item 17 on Form 22C-2 -Involuntary deductions for employment calculation
☐	☐	☐	Item 18 on Form 22C-2 -Life insurance
☒	☐	☐	Item 19 on Form 22C-2 -Court-ordered payments
☐	☐	☐	Item 20 on Form 22C-2 – Education for employment or for a physically or mentally challenged child.
☒	☐	☐	Item 23 on Form 22C-2 – Optional telephones and telephone services (Do not include amounts already included in Item 8 of Form 22C-2.)
☒	☐	☐	Item 26 on Form 22C-2 – Continued contributions to the care of household or immediate family members who are elderly, chronically ill, or disabled
☒	☐	☐	Item 27 on Form 22C-2 – Protection against family violence (Declaration with supporting documents)
☒	☐	☐	Item 28 on Form 22C-2 – Home energy costs (Declaration with supporting documents)
☒	☐	☐	Item 29 on Form 22C-2 – Education expenses for dependent children under 18 (Declaration with supporting documents)
☒	☐	☐	Item 30 on Form 22C-2 – Additional food and clothing expense (Declaration with supporting documents)
☐	☐	☐	Item 40 on Form 22C-2 – Support income
☐	☐	☐	Item 41 on Form 22C-2 - Mandatory retirement calculation

☒	☐	☐	Item 43 on Form 22C-2 – Deduction for special circumstances (Declaration with supporting documents)
☒	☐	☐	Item 46 on Form 22C-2 – Changes in income (Declaration with supporting documents)
☒	☐	☐	Item 46 on Form 22C-2 – Changes in expenses (Declaration with supporting documents)

E. Documents Regarding Debts

*For documents requested below, please provide a **copy**, <u>not the original</u>, of the latest statement along with a **copy** of the original contract.*

Please indicate if the documents have been provided or are not applicable.			**Description**
Requested	***Provided***	***Not Applicable***	
☒	☐	☐	1. For each debt secured by real or personal property, provide a copy of the contract showing payments remaining, number of months to pay and a copy of all notes and trust deeds secured by the property.
☐	☐	☐	2. For all retirement loans, provide a copy of the loan document showing the payments, number of months remaining and balance due.
☐	☐	☐	3. For all court-ordered payments, provide a copy of the court order.

F. Documents regarding Assets

*For documents requested below, please provide a **copy**, <u>not the original</u>, of the latest statement along with a **copy** of the original contract.*

Please indicate if the documents have been provided or are not applicable.			**Description**
Requested	***Provided***	***Not Applicable***	
☒	☐	☐	1. For all trusts in which you are a beneficiary or settlor, provide a copy of the trust document with all amendments and a list of the trust assets.
☒	☐	☐	2. Copies of life insurance policies, whether whole life or term.
☐	☐	☐	3. All lawsuits where you are a plaintiff and the case has not been closed
☐	☐	☐	4. For all vehicles, boats, trailers, aircraft and accessories, and recreational vehicles, please provide any documentation you have to support the value you placed in your bankruptcy schedules.
☒	☐	☐	5. All non-retirement annuities and/or other investment documents
☐	☐	☐	6. Other

Debtor(s) Engaged in Business			
For every debtor who is engaged in business, please provide the below requested documents, if applicable.			
Requested	***Provided***	***Not Applicable***	Description
☒	☐	☐	a. Business Case Questionnaire
☒	☐	☐	b. Copies of profit and loss statements for the full six months prior to filing
☒	☐	☐	c. Copies of IRS Form 941, EDD for DE – 6 and proof of payment for the quarter ending prior to the filing of the case
☒	☐	☐	d. Copies of State Board of Equalization sales tax returns and proof of payment for the quarter ending prior to the filing of the case
☒	☐	☐	e. Provide copies of bank statements for the full six months prior to filing
☒	☐	☐	f. Copies of any and all licenses required for the business, including but not limited to, business licenses, licenses to operate, liquor licenses, professional licenses (including contractor's licenses, real estate licenses, professional engineering licenses, state medical board licenses, State Bar certificates, etc.
☒	☐	☐	g. Copies of all applicable insurance policies and or bond policies
☒	☐	☐	h. Copies of formation documents, including but not limited to, articles, bylaws, initial minutes, and resolutions
☒	☐	☐	i. Copies of any and all agreements between the shareholders/officers in the business
☒	☐	☐	j. Copies of all leases and executory contracts that the debtor's business was obligated to perform under at the time of filing
☒	☐	☐	k. List of all inventory and equipment, current values, dates of purchase and values when purchased
☒	☐	☐	l. Balance sheet
☒	☐	☐	m. List of any and all funds, accounts receivables, pending escrows, etc., owed to the business at the time of filing
☒	☐	☐	n. List of all creditors to whom the business incurred trade credit within the last 90 days
☒	☐	☐	o. Any and all permits required to operate the business, including but not limited to, seller’s permits and health permits