

## **Document Production Requirements**

Chapter 7 Trustee Laura J. Garlinghouse

**Please send each category of documents in a separate PDF.**

**Income Documents.** Send one PDF, size permitting, including the following documents:

- Most recent federal income tax return that was filed, including all schedules and attachments. Must be sent to the Trustee not later than **7 days** before the first 341 date.
- Copies of all payment advices (paystubs) for the 60-day period immediately before the date of the bankruptcy filing. Must be sent to the Trustee not later than **7 days** before the first 341 date.

**Real estate documents.** Send one PDF, size permitting, with documents organized by property.

- Recorded deeds/land contracts.
- Recorded mortgages or other security documents.
- Tax bill showing most recent SEV.
- Recent statement of amount owed on secured debt (*e.g.* recent mortgage statement).
- Appraisals, market analyses, broker price opinions, or similar valuations performed in the two years before the petition date.

**Personal property documents:** Send one PDF, size permitting, with documents organized by asset.

- Statements (90 days before petition date and including petition date) for all bank accounts, investment accounts, retirement accounts, annuities, and similar accounts.
- Vehicle titles.
- Watercraft titles.
- Mobile/manufactured home titles.

**Miscellaneous:** Send one PDF, size permitting, with the following documents:

- Divorce Judgments (entered within four years before filing date) and any amendments thereto.
- Documents regarding garnishments/seizures by unsecured creditors within 90 days before filing.
- Documents regarding any transfer totaling \$600 or more to any unsecured creditor in the 90 days prior to the bankruptcy filing.
- Documents regarding any credit card balance transfers totaling more than \$500 in the 90 days prior to the bankruptcy.

**Business debtors and self-employed debtors** must also send the following documents in one PDF, size permitting.

- Check register for the one year period prior to filing.
- Bank statements for the one year period prior to filing.
- Canceled checks for the one year period prior to the filing.
- Tax returns for the two years prior to filing.
- List of accounts receivable, including names, addresses, and the amount of money owed.

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