

CHAPTER 13 CHECKLIST

Check if filed/provided:

UPON CASE BEING FILED:

Pay Order:

- Pay Order request submitted along with petition.
- If self-employed debtor, register for TFS payments at tfsbillpay.com or submit cashier's check.
- Ensure debtor understands payment date and obligation.

Proof that debtor has attended pre-petition credit counseling session:

- Credit counseling certification
- Debt repayment plan, if developed

DSO Information:

- Domestic Support Obligation disclosure statement with last known address and phone numbers included.

Mortgage exhibits:

- Exhibit 1 if ongoing mortgage to be paid direct by debtor
- Exhibits 2 and 3 if ongoing mortgage to be paid by Trustee

Bankruptcy documents:

- Plan of Reorganization
 - *Note: Please use correct Plan form.*
 - *Note: Debtor is responsible for serving copies of the Plan.*

Disclosure of income and expenses:

- Form 122C Means Testing Form
- Copy of pay stubs/pay advices for past 60 days, or affidavit for self-employed debtors
- Proof of income from all other sources
- Schedules
- Statement of Financial Affairs
- Information re: increase/decrease pay/income anticipated in next year (located at bottom of Schedule I)

NO LATER THAN 7 DAYS PRIOR TO SECTION 341 CREDITOR'S MEETING:

Tax return documents:

- Tax return for most recent tax year
- Proof that debtors have filed tax returns for past four (4) years, via certification at confirmation.
(*Note: Please do not send the Trustee the four years of tax returns.*)

Mortgage documents:

- Proof of lien perfection of mortgage lien(s).
- Last mortgage statement received by debtor(s).

Expense documents:

- Any documents in support of high expenses or non-filing spouse expenses included on Schedule J.

<u>AT SECTION 341 CREDITOR'S MEETING:</u>
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Identification documents:

- Driver's license/passport for photo ID.
- Social Security card/proof of SS no. (original document only)
 - o *Note: The §341 First Meeting of Creditors will not be concluded if Debtor does not bring these to the §341 Meeting.*