

**CHAPTER 13 ATTORNEY CHECKLIST**

Gretchen D. Holland, Chapter 13 Trustee

Revised February 2010

**PLEASE USE THIS CHECKLIST AS A COVER SHEET AND PROVIDE ALL INFORMATION TO THE TRUSTEE AT THE TIME OF THE FILING OF THE CASE.**

- **Do not file with the Court.**
- **Do not send originals of any of these documents as they are subject to being destroyed.**
- **Email is preferred method of transmission: documents@upstate13.com**

Case No.: \_\_\_\_\_ Name of Debtor(s): \_\_\_\_\_

Attorney: \_\_\_\_\_

**Assets**

The current year tax appraisal(s) are: Enclosed: \_\_\_\_\_ Other: \_\_\_\_\_

Date of purchase: \_\_\_\_\_ Purchase price: \_\_\_\_\_

**Income**

The last four (4) pay stubs for the debtor, joint debtor, or non-filing spouse or partner are:

Enclosed: \_\_\_\_\_ Other: \_\_\_\_\_

The first debtor listed in the budget is paid:

\_\_\_\_\_ Once per week

\_\_\_\_\_ Once every two weeks

\_\_\_\_\_ Twice per month on the following dates: \_\_\_\_\_

\_\_\_\_\_ Once per month

\_\_\_\_\_ Other: \_\_\_\_\_

The second debtor listed in the budget (or the non-filing spouse/partner if not a joint case) is paid:

\_\_\_\_\_ Once per week

\_\_\_\_\_ Once every two weeks

\_\_\_\_\_ Twice per month on the following dates: \_\_\_\_\_

\_\_\_\_\_ Once per month

\_\_\_\_\_ Other: \_\_\_\_\_

If debtor contributes to a retirement account, have payments increased within one year?

\_\_\_\_\_ Yes; explain: \_\_\_\_\_

\_\_\_\_\_ No

For each outstanding retirement account loan being repaid, provide the balance owed and

expected payoff date: \_\_\_\_\_

**Household Size**

List number of people who actually reside full-time in the household: \_\_\_\_\_

List number of people in household whose expenses are included on Schedule J: \_\_\_\_\_

**Tax Returns**

\_\_\_\_\_ The debtor(s) has/have not been required to file tax returns since \_\_\_\_\_ (year).

\_\_\_\_\_ The debtor(s) has/have filed all required tax returns.

\_\_\_\_\_ A copy of the **most recent**, final, signed, and filed tax return (or transcript) containing all pages and attachments is enclosed.

\_\_\_\_\_ A copy of the tax return or transcript cannot be provided because: \_\_\_\_\_

**Business Information**

If the debtor or joint debtor (or non-filing spouse/partner if not a joint case) is self-employed, please provide all of the following:

- \_\_\_\_\_ Business questionnaire with attachments
- \_\_\_\_\_ Tax returns (if filed separately from the personal return)
- \_\_\_\_\_ Profit and Loss Statements for the 6 months prior to filing
- \_\_\_\_\_ Profit and Loss Statement for the most current complete month

**Non-Filing Spouse Expenses**

Provide an itemization of all monthly expenses of a non-filing spouse/partner:

Creditor name and type of debt	Balance owed	Minimum monthly payment	Collateral (if any)	Expected payoff date

**Expenses Claimed Higher than Standards**

Please provide documentation of any variation from the standard allowed expenses (e.g., health care expenses in excess of the allowable standard amount), including a written statement of the reason for the additional expense or variance.

- \_\_\_\_\_ Enclosed
- \_\_\_\_\_ N/A

**DOMESTIC SUPPORT OBLIGATIONS**

Provide the name, address and phone number for each person to whom the debtor(s) owes a domestic support obligation (DSO):

_____	_____
_____	_____
_____	_____
_____	_____

**Wage Order Request**

Please complete and submit one of the attached forms if the debtor(s) wants plan payments to be made by automatic payroll deduction.

**If plan proposes to pay secured creditors an interest rate lower than what is required by Local Rules or Operating Order, please attach copy of retail installment contract showing the contract rate of interest.**

I certify that in preparation of the debtor(s)' bankruptcy schedules, this office has reviewed the information provided to the trustee herewith, and that on \_\_\_\_\_ I provided a copy to the trustee via \_\_\_\_\_ email or \_\_\_\_\_ U.S. mail or \_\_\_\_\_ hand delivery.

\_\_\_\_\_  
(Signature of attorney or employee of attorney's office on behalf of attorney)