

# IMPORTANT INFORMATION

(Please Read Completely)

Re:

Case No.

Your Section 341 hearing (meeting of creditors) is scheduled for \_\_\_\_\_ at \_\_\_\_\_ PM. You should plan to arrive 15 minutes earlier to allow time for check-in. Your failure to appear at this hearing will result in the dismissal of your case without further hearing. Refer to the notice you received from the United States Bankruptcy Court for the location of your hearing.

Read the enclosed information sheet prepared by the United States Trustee.

**Complete and sign the enclosed questionnaire.** Attach the complete and signed questionnaire to **READABLE COPIES** (not originals) of the following documents:

1. Federal and State returns and W2 forms for 1998
2. The most recent city tax assessment on your real estate
3. Pay stubs for your last 2 pay periods
4. The declaration page of your current insurance policy on all vehicles

The above documents will remain in your Chapter 13 file and will NOT be returned to you.

**Have all of these items together and ready to hand to the clerk when you check in.**

If you do not have them together, you will be asked to step out of line until you do.

Failure to comply with any of the above requests could result in unnecessary delays in the administration of your case and may result in further court appearances.

Your first payment **MUST** be made within 30 days of the date you filed your Chapter 13 plan with the court. This may fall prior to your 341 hearing. Failure to make this first payment will result in the automatic dismissal of your case.

Frank J. Santoro  
Chapter 13 Standing Trustee  
PO Box 1455  
Portsmouth, VA 23705  
(757) 399-1934

cc: