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### **341 Documentation Requirement Checklist**

The office of the United States Trustee has initiated new reporting requirements for Chapter 7 debtors and the documents required to be presented prior to the First Meeting of Creditors. Please make certain that all debtors comply **effective with meetings to be conducted after October 1, 2015.**

#### **IMPORTANT NOTES FOR ATTORNEYS OR PRO SE DEBTORS**

1. All the required documentation must be received by the Trustee **at least ten (10) days prior to the First Meeting of Creditors.**
2. **No mailing or faxing of documents.** All documents must be uploaded at the link provided at [www.SalkinLawFirmPA.com](http://www.SalkinLawFirmPA.com). Once downloaded, you will receive a receipt via e-mail. Please bring the receipt to the meeting. If you are a pro se debtor (filing without an attorney) you will email your documents to [kristen@msbankrupt.com](mailto:kristen@msbankrupt.com) and we will confirm receipt of documents.
3. **Drivers license and original social security card must be presented to the Trustee at the meeting of creditors.** Failure to present both forms of identification will require the Trustee to continue your meeting.

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Checklist of documents:

- Verification of the balance(s) for all bank accounts held by the debtor(s) on the date of the bankruptcy filing.
- Copy of bank statements for **six (6)** months prior to the bankruptcy filing date, including the month of filing, for all accounts held by the debtor(s).
- Copy of tax returns for **two (2)** years prior to the bankruptcy filing date, including all W-2 forms for the returns. Please include **all** attachments. If the tax return has not been prepared or filed, please provide copy of W-2(s). You are required to have your tax returns prepared and provided to the Trustee or you will have an additional hearing date.
- Copy of pay stubs for the ninety day period prior to the bankruptcy filing date.
- For all vehicles, please provide copy of title, registration, mileage, appraisal, payoff and lien documentation.
- Copy of any lawsuit, accounts receivable or potential asset of value to the bankruptcy estate.

- If you pay child support or spousal support, please complete the Debtor Support Obligation (DSO) paperwork and have the completed document with you at your scheduled Meeting of Creditors.

**Please be aware that the Trustee is require to continue the First Meeting of Creditors until all documentation is provided. If not provided, the Trustee will file a Motion to Dismiss.**

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The trustee requires that the documents listed above be uploaded through TrusteeCollaborative/BlueStylus unless you are not represented by an attorney. Click the hyperlink <https://apps.bluestylus.com/Login.aspx> to create an account and follow the instructions. It is important that you select the proper category for the documents you are uploading so that your case will reflect that you have complied. **Please make sure to use the email address that is associated with your CM/ECF login used to file your bankruptcy cases. If you have trouble registering or uploading the documents required, please contact BlueStylus directly.**

**If you are a debtor who is not represented by an attorney, you can submit the required documents to [kristen@msbankrupt.com](mailto:kristen@msbankrupt.com). Please include your case name and number in the subject line.**

In addition, all Debtors must bring to the meeting, proof of identification, such as a valid driver's license, state identification, or passport, and your social security card. Copies of these documents are not acceptable. If these documents are not produced at the meeting, your meeting will not be held but continued to another day. **DO NOT UPLOAD OR EMAIL YOUR DRIVER'S LICENSE OR SOCIAL SECURITY CARD.**