

SONYA S. SLOTT
Bankruptcy Trustee
Southern District of Florida

Telephone: (954) 423-4469
950 S. Pine Island Road, Suite A-150
Plantation, Florida 33324

MAILING ADDRESS:
P.O. Box 15580
Plantation, Florida 33318

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.

IMPORTANT NOTES FOR ATTORNEYS OR PRO SE DEBTORS

1. All of 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 allowed.** All documents submitted by attorneys must be uploaded via BlueStylus. All documents submitted by pro se debtors will be submitted via a secure dropbox link emailed directly from the Trustee's assistant, Kristen Myers, as kristen@msbankrupt.com.
3. **All documents must be uploaded via PDF format.** The only documents that are accepted in any other format is a picture of the driver's license, social security card, passport, identification cards, or a picture of the mileage on automobiles.

Checklist of documents:

- Copy of current driver's license, passport, or identification card.
- Copy of social security card.
- Copy of tax returns for **two (2)** years prior to the filing of the bankruptcy. Tax returns **must** include all attachments, schedules, and W-2 forms.
- Copy of bank statements for **all** bank accounts, including cash app, venmo, cryptocurrency, etc., held in the name of the debtor(s) for **six (6)** months prior to the petition date. The statements submitted **must** include the date of petition.

- Copy of paystubs for **ninety (90)** days prior to the date of petition.
 - Copy of current statement for any 401(k), IRA, or pension accounts.
 - Copy of title, registration, mileage, payoff, and proof of insurance for all vehicles, including recreational vehicles.
 - Copy of appraisals used for valuation of vehicles, including recreational vehicles.
 - Copy of any lawsuit, accounts receivables or potential asset of value to the bankruptcy estate.
 - If you pay child support or spousal support, please complete the Domestic Support Obligation worksheet and submit it with your documentation. This form can be found on the Trustee's website or by requesting it through the Trustee's assistant, Kristen Myers.
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Please be aware that these documents are required to be submitted to the Trustee at least ten (10) days prior to the First Meeting of Creditors. The Trustee is unable to conclude the Meeting of Creditors until all of the documentation is provided. If not provided, the Trustee will file a Motion to Dismiss. This is a first request for documentation and the Trustee reserves the right to request more documentation as it becomes necessary to complete her review.