

Robert T. Bruegge
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Dear Chapter 7 Petitioner:

I have been assigned as the Trustee for your bankruptcy case.

As a representative of the Court, it is my responsibility to determine whether or not you have any assets that can be liquidated to cash in order to bring about a dividend to your creditors.

It is important that you are aware that your case will remain open until all of my requests have been satisfied. Even after you have received your discharge in the mail, your case will remain open and your discharge will be subject to revocation if you fail to meet any of the Trustee's requirements.

The following are the minimum requirements of your Trustee:

My/Our Bankruptcy Case Number is: _____

My/Our Name and Address is: _____

Check if enclosed, (if not applicable please write "n/a"):

_____ 1) **Copies** of your 2004 federal & state tax returns. (Complete returns please). You will also be required to send us copies of your 2005 federal and state tax returns when you complete them in 2006, if you receive a notice from me. Please remember that any tax refunds you receive after your date of filing bankruptcy are property of your bankruptcy estate. This includes your 2005 tax refunds. If I notify you that refund checks may not be cashed by you, the checks must be turned over to my office. Do not endorse the back of refund checks. Failure to do so will result in my objection to your bankruptcy discharge.

_____ 2) Date you received your last tax refunds and amounts.

Date: _____ Federal: \$ _____

Date: _____ State: \$ _____

_____ 3) **Copies** of all auto, boat, motor home, mobile home and any other recreational vehicle titles.

_____ 4) **Copies** of your last three months' bank statements for each checking, savings and investment accounts(s) held in your name(s).

- _____ 5) **Copies** of your last two pay stubs.
- _____ 6) **Copies** of any divorce decrees and property settlements entered by a court during the last 3 years to which you were a party.
- _____ 7) **Copies** of your tax bills on all real estate owned by you.
- _____ 8) Complete questionnaire regarding life insurance policies.
- _____ 9) **Copies** of the last two years' tax returns of any corporation or partnership which you are a partner or shareholder.
- _____ 10) **Copies** of your insurance policies on your home and vehicles.

Other Requirements:

- 1) Be prepared to turnover to the Trustee any non-exempt assets. (Tax refunds are not exempt)
- 2) Please complete enclosed questionnaire regarding your vehicle(s).
Do not drive any non-exempt vehicles without insurance.
- 3) If you own a business, it is your responsibility to file all payroll reports and W-2's.
- 4) Be prepared to turnover any personal or business records.
- 5) You will receive a notice in the near future regarding your 341 hearing, which you are required to attend. When you prepare to come to this hearing, please be advised that you must bring with you two (2) forms of identification:
 - a) **PHOTO IDENTIFICATION** (approved forms: state driver's license, state-issued picture identification card, passport or legal resident alien card.)
 - b) **SOCIAL SECURITY IDENTIFICATION** (approved forms: social security card, a W-2 form for the most recent tax year 2004 or 2005, recent pay stub or other official document which identifies your name along with your social security number).
- 6) **THIS CHECKLIST, ALONG WITH YOUR DOCUMENTS, MUST BE DELIVERED TO MY OFFICE NO LATER THAN SEVEN DAYS BEFORE YOUR SCHEDULED 341 HEARING. FAILURE TO DELIVER THE DOCUMENTS IN A TIMELY MANNER MAY RESULT IN A CONTINUANCE OF YOUR 341 HEARING.**

Thank you for your anticipated cooperation regarding these requests for documents and information.

Very truly yours,

Robert T. Bruegge
Bankruptcy Trustee

*****REGARDING QUESTIONS YOU MAY HAVE*****

IF YOU HAVE ANY QUESTIONS ABOUT COMPLETING THIS FORM OR GENERAL QUESTIONS ABOUT YOUR BANKRUPTCY, PLEASE GO TO OUR WEBSITE AT www.lawdept.net BEFORE CALLING OUR OFFICE. MOST QUESTIONS CAN BE ANSWERED FROM THIS WEBSITE.

VEHICLE QUESTIONNAIRE:

Number of vehicles: _____ (if more than 3, please put additional vehicle(s) on extra sheet of paper and attach to this questionnaire)

Vehicle #1	Vehicle #2	Vehicle #3
Make_____	Make_____	Make_____
Model_____	Model_____	Model_____
Year_____	Year_____	Year_____
Miles_____	Miles_____	Miles_____
4/2Doors_____	4/2Doors_____	4/2Doors_____
Trans: Automatic/ Manual (circle one) Condition:_____	Trans: Automatic/Manual (circle one) Condition_____	Trans: Automatic/Manual (Circle one) Condition:_____
(poor, good, fair, excellent)	(poor, good, fair, excellent)	(poor, good, fair, excellent)
Other Extras (Please Circle)	Other Extras (Please circle)	Other Extras (Please Circle)
air conditioning	air conditioning	air conditioning
power windows/locks	power windows/locks	power window/locks
stereo, cassette, CD	stereo, cassette, CD	stereo, cassette, CD
tilt wheel	tilt wheel	tilt wheel
cruise control	cruise control	cruise control
power seats	power seats	power seats
sun roof	sun roof	sun roof
convertible	convertible	convertible
leather seats	leather seats	leather seats
4x4	4x4	4x4
abs brakes	abs brakes	abs breaks
airbag	airbag	airbag
others_____	others_____	others_____
Lien amount \$_____	Lien amount \$_____	Lien amount \$_____
(current balance due)	(current balance due)	(current balance due)
(attach most recent statement)	(attach most recent statement)	(attach most recent statement)

LIFE INSURANCE POLICY QUESTIONNAIRE:

Number of life insurance policies _____ (TERM AND/OR CASH VALUE)

Insurance Co.

Policy #

Face amount of Ins.

Kind (please circle)

Cash surrender value

Loans against CSV

Insurance on who?

Age of person insured

term/cash value

\$

\$

\$

term/cash value

\$

\$

Please be prepared to provide the trustee with a copy of any insurance policies held by you at the Trustee's request.

