

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF ILLINOIS

CHECKLIST FOR § 341 MEETING OF CREDITORS

This is a checklist for debtors in bankruptcy so they can better understand the procedural requirements of their bankruptcy case.

A trustee will administer your case and conduct the § 341 Meeting of Creditors. You should contact the trustee regarding any questions you may have about the information outlined below that is required to be provided to the trustee or brought to the § 341 Meeting of Creditors. You should also contact the trustee if you cannot attend the § 341 Meeting of Creditors on the scheduled date. Please be advised however that the trustee is prohibited from giving legal advice. Parties without counsel are strongly advised to get an attorney, or should consult a legal assistance agency.

It is REQUIRED that you (the debtor) AND your spouse (if the bankruptcy petition was filed jointly):

- Attend the § 341 Meeting of Creditors.
- Bring proper identification with you to the § 341 Meeting of Creditors.
- Bring proof of your (and your spouse's, if filing jointly) social security number with you to the § 341 Meeting of Creditors.
- Provide the trustee with a copy of your most recent tax return not later than seven days before the date first set for your § 341 Meeting of Creditors.
- At least seven days before your § 341 Meeting of Creditors, provide the trustee, the United States trustee if no trustee has been appointed, and any creditor who makes a timely request, copies of all payment advices, or other evidence of payment, received by the debtor from any employer(s) of the debtor within 60 days prior to the date of the filing of the bankruptcy petition.
- Provide the trustee with copies of all documents the trustee may request from you prior to the § 341 Meeting of Creditors.