

MARCIA T. DUNN

CHAPTER 7 BANKRUPTCY TRUSTEE

66 WEST FLAGLER STREET, SUITE 400
MIAMI, FLORIDA 33130
TEL: 786-433-3866 || FAX: 786-433-3866
WWW.DUNNLAWPA.COM

REQUIRED DOCUMENT PRODUCTION

IMPORTANT: All documents must be provided to the Trustee **NO LATER THAN TEN (10) DAYS PRIOR TO THE SCHEDULED §341 MEETING OF CREDITORS.**

Documents containing personally identifiable information (i.e. Social Security Number(s) [EXCEPT copy of social security card], Bank Account Number(s), Minor Children's Name(s), etc.) must be properly redacted before submitting to the Trustee.

If all required documents are not received prior to the §341 Meeting of Creditors, the Trustee may continue the §341 Meeting of Creditors and may require an agreement for extension of time for the Trustee to object to Debtor's claimed exemptions and discharge. The Trustee may additionally seek sanctions against non-complying Debtors, including but not limited to dismissal of the case.

DOCUMENT PRODUCTION INSTRUCTIONS (FOR ATTORNEYS)

If the Debtor is an individual or a married couple, please provide all documents listed on the attached **Required Individual Document Production ("Exhibit 1")**.

If the Debtor is a corporation or a business Debtor, or if the Debtor has owned an interest in a corporation or business during the six (6) years prior to the bankruptcy filing, please provide all documents listed on the attached **Required Corporate Document/Inventory Production ("Exhibit 2")**.

You will receive an email with instructions, and a link, to submit all documents via upload to KCC.

Hard copies of documents will not be accepted by fax, e-mail, mail or delivery without prior approval from the Trustee and/or her assistant.

DOCUMENT PRODUCTION INSTRUCTIONS (FOR PRO-SE DEBTORS)

If you are an individual Debtor or a married couple, and you do not have an attorney, you must provide all documents listed on the attached **Required Individual Document Production ("Exhibit 1")** to the Trustee **NO LATER THAN TEN (10) DAYS PRIOR TO YOUR SCHEDULED §341 MEETING OF CREDITORS.**

All documents must be provided in a PDF-version, via e-mail, to 341docs@dunnlawpa.com. Please ensure to include your case name and number on the subject line.

Hard copies of documents will not be accepted by fax, mail or delivery without prior approval from the Trustee and/or her assistant.

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REQUIRED INDIVIDUAL DOCUMENT PRODUCTION

(ITEMS NO. 1, 2, 3 AND 4 ARE MANDATORY)

1. **CONTACT INFORMATION SHEET**
2. **COLOR COPY OF VALID DRIVERS LICENSE OR VALID PICTURE ID**
3. **COLOR COPY OF SOCIAL SECURITY CARD**
4. **DOMESTIC SUPPORT OBLIGATION SHEET**
5. COPIES OF THE PAST TWO (2) YEAR'S PERSONAL AND BUSINESS TAX RETURNS
6. COMPLETE COPIES OF ALL PERSONAL AND BUSINESS BANK STATEMENTS AND CANCELLED CHECKS FOR THE SIX (6) MONTHS PRIOR TO AND INCLUDING THE PETITION DATE
7. ALL VEHICLE INFORMATION (PICTURE OF ODOMETER, TITLE, PROOF OF VALID INSURANCE AND REGISTRATION)

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REQUIRED CORPORATE DOCUMENT/INVENTORY PRODUCTION

1. COPIES OF THE PAST TWO (2) YEAR'S TAX RETURNS
2. COMPLETE COPIES OF ALL BANK STATEMENTS AND CANCELLED CHECKS FOR THE ONE (1) YEAR PRIOR TO AND INCLUDING THE PETITION DATE
3. FINANCIAL STATEMENTS ISSUED FOR THE ONE (1) YEAR PRIOR TO AND INCLUDING THE PETITION DATE
4. ACCOUNTS RECEIVABLES (INCLUDING NAMES, ADDRESSES AND SUPPORTING DOCUMENTS)

NARRATIVE QUESTIONS

1. Is the Debtor an S or a C Corporation? _____
2. For what year was the last tax return filed? _____
3. Is the Corporation on a calendar or fiscal year? _____

CORPORATE INVENTORY/EQUIPMENT CHECKLIST

You must turn over to the Trustee all of the following from all the officers, directors and employees of the corporation:

Equipment	Provided	Not Applicable
Desktop Computers		
Laptop Computers		
External Drives		
Flash Drives		
PDA's		
Cell Phones		
Tablets		
Servers		
Logins and Passwords (including Admin)		
Misc.		

CONTACT INFORMATION SHEET

Debtor Name: _____
(Nombre del Deudor)

Joint Debtor: _____
(Nombre del Codeudor)

Case No.: _____
(Número de Caso)

Home Address: _____
(Dirección de Casa)

Mailing Address (if different than home address)
Dirección de envío (si es diferente de la dirección de la casa)

Dirección de envío (si es diferente de la dirección de la casa)

Home Phone Number: _____
(Número de Teléfono - Hogar)

Debtor's Cell Phone Number: _____
(Número de Teléfono – Celular del Deudor)

Joint Debtor's Cell Phone Number: _____
(Número de Teléfono – Celular del Codeudor)

Debtor's Work Phone Number: _____
(Número de Teléfono del Trabajo del Deudor)

Joint Debtor's Work Phone Number: _____
(Número de Teléfono del Trabajo del Codeudor)

Debtor's Email Address: _____
(Correo Electrónico del Deudor)

Joint Debtor's Email Address: _____
(Correo Electrónico del Codeudor)

MARCIA T. DUNN, TRUSTEE

DOMESTIC SUPPORT* OBLIGATION

(*Example: Child Support, Alimony, Etc./Ejemplo: Manutencion de Hijos, Pension Alimenticia, Etc.)

Debtor's Name: _____
(Nombre del Deudor)
Joint-Debtor: _____
(Nombre del Codeudor)
Case No.: _____
(Número de Caso)

I/We owed NO domestic support obligation when I filed my bankruptcy petition, and I have not been required to pay any such obligation since then. (Yo/Nosotros NO debía ningún tipo de soporte domestico cuando presente mi petición de bancarrota, y no debo ningún tipo de soporte domestico actualmente).

I/We am or may have been required to pay a domestic support obligation (Yo/Nosotros debo algún tipo de soporte domestico).

If you checked the second box, you must provide the information below
(Si marco la segunda casilla, debe de proveer la información a continuación)

Payee's Information
(Información del Beneficiario)

Name: _____
(Nombre)
Address: _____
(Dirección)

Phone Number: _____
(Numero de Teléfono)
Email Address: _____
(Correo Electrónico)

I certify under penalty of perjury that the information provided in these certifications is true and correct to the best of my knowledge and belief (Yo/Nosotros certifico que toda la información en este documento es verídica y exacta según mi leal saber y entender).

Signature (Firma)

Date (Fecha)

Debtor: _____
Print Name (Nombre)

Signature (Firma)

Date (Fecha)

Joint Debtor: _____
Print Name (Nombre)