

MARCIA T. DUNN

CHAPTER 7 BANKRUPTCY TRUSTEE

66 WEST FLAGLER STREET, SUITE 400
MIAMI, FLORIDA 33130
TEL: 786-433-3866 || FAX: 786-260-0269
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 FOR ALL DEBTORS)

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)
8. PRO-SE DEBTORS ONLY: PLEASE COMPLETE AND PROVIDE **QUESTIONNAIRE FOR DEBTORS NOT REPRESENTED BY ATTORNEY SHEET**

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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)

QUESTIONNAIRE FOR DEBTORS NOT REPRESENTED BY ATTORNEY

Debtor's Name: _____ Case No.: _____
Trustee: _____ Chapter : _____
Debtor's Current Address: _____
Debtor's Telephone Number: _____
Date of 341(a) Meeting: _____

1. Did anyone assist you in the preparation of your bankruptcy documents? YES NO
2. Did you use an internet service to prepare your petition? YES NO

If YES to either question, please answer the following questions:

3. Information on person, business, internet service that provided assistance:
Name: _____
Address: _____
Telephone #: _____ Area code: _____ Number: _____
Web Address: _____
4. How did you find this preparer? _____
5. How much did you pay to prepare your bankruptcy documents? \$ _____
6. Did this amount include the court filing fee? YES NO
7. How much do you owe such person/company? \$ _____
8. Did this person / company:
- a. Assist you with determining exemptions (what property you can keep)? YES NO
 - b. Explain to you which of your debts are "secured", "unsecured", and "priority"? YES NO
 - c. Explain to you the different chapters in bankruptcy (chapter 7, 11, 12, or 13)? YES NO
 - d. Advise whether filing under chapter 7, 11, 12, or 13, was appropriate? YES NO
 - e. Answer any of the questions for you in the bankruptcy papers? YES NO
 - f. Advise you to exclude assets or income that should have been included? YES NO
 - g. Advise you to use an incorrect social security number? YES NO
 - h. Advise you whether your debts would be discharged in this case? YES NO
 - i. Advise you that you would be able to keep your home, car or other property? YES NO
 - j. Advise whether you should promise to repay any debt or enter into a reaffirmation agreement with a creditor to reaffirm a debt? YES NO
 - k. Advise you about bankruptcy procedures or your rights? YES NO
 - l. Instructed you on what to answer your questions at your meeting of creditors? YES NO
 - m. Provide you any other services apart from the preparation of the bankruptcy papers? YES NO
9. Did the preparer instruct you to state that you had not been helped? YES NO
10. The preparer did did not give me a copy of my bankruptcy papers when **OR** before I signed them.
11. Did you file the bankruptcy papers with the Court? YES NO
If no: Who file the papers for you? _____

I declare under penalty of perjury that the foregoing is true and correct.

Date: _____ Debtor's Signature: _____
Date: _____ Co-debtor's Signature: _____

QUESTIONARIO PARA DEUDORES NO REPRESENTADOS POR ABOGADO

Nombre del Deudor: _____ No. Caso: _____
Nombre del Síndico: _____ Capítulo: _____
Dirección: _____
No. Teléfono: _____

Fecha de la Junta de Síndicos (Sección 341): _____

1. Alguna persona lo asistió en la preparación de sus papeles de bancarrota? SI NO
2. Utilizó un servicio en línea ("online") para preparar sus papeles de bancarrota? SI NO

Si contestó que SI a alguna de estas preguntas, favor contestar las siguientes:

3. Información de la persona, negocio, o proveedor en línea que preparó o lo asistió:
Nombre: _____
Dirección: _____
Teléfono #: (____) _____
Dirección de Web: _____
4. Cómo encontró a esta persona, negocio, or proveedor en línea? _____
5. Cuánto le pagó a la persona/negocio por la preparación de sus papeles de bancarrota? \$ _____
6. Esta cantidad, incluye los gastos de corte? SI NO
7. Cuánto dinero le debe a esta persona/negocio? \$ _____
8. La persona/negocio:
- a. ¿Lo asistió en la determinación de sus activos exentos (propiedad a quedarse)? SI NO
 - b. ¿Le explicó cuáles deudas eran hipotecadas, no hipotecadas, o prioridad? SI NO
 - c. ¿Le explicó los diferentes capítulos de bancarrota (capítulos 7, 11, 12, o 13)? SI NO
 - d. ¿Le recomendó cuál capítulo específico usar en la bancarrota? SI NO
 - e. ¿Le contestó o llenó algunas de las secciones de los papeles de bancarrota por su cuenta? SI NO
 - f. ¿Le recomendó qué activos o ingreso excluir de la bancarrota or cuáles incluir? SI NO
 - g. ¿Le recomendó el usar un número de seguro social incorrecto? SI NO
 - h. ¿Le recomendó cuáles deudas recibirían una descarga ("discharge") en la bancarrota? SI NO
 - i. ¿Lo asesoró de si podría quedarse con su casa, auto, o alguna propiedad? SI NO
 - j. ¿Le recomendó repagar alguna deuda o entrar en un contrato de reafirmación de la deuda con algún acreedor? SI NO
 - k. ¿Lo asesoró acerca de los procedimientos de bancarrota y sus derechos? SI NO
 - l. ¿Le recomendó qué contestar en la junta de acreedores? SI NO
 - m. ¿Le proveyó algún servicio adicional? SI NO
9. La persona/negocio, le indicó que dijera que nadie lo había asesorado en la preparación de su Bancarrota? SI NO
10. La persona/negocio, le dió una copia adicional de sus papeles de bancarrota después que usted los firmó? SI NO
11. Usted llevó los papeles de bancarrota a la corte? SI NO
Si contestó NO: Quién los llevó por usted? _____

Declaro con pena de perjurio, que la información provista es correcta y la verdad.

Fecha: _____ Firma Deudor: _____
Fecha: _____ Firma Co-Deudor: _____