

Office of Elizabeth F. Rojas
Chapter 13 Trustee
 15260 Ventura Blvd., Ste. 710, Sherman Oaks, CA 91403
 (818) 933-5700 office (818) 933-5755 fax

341(a) Preparation Sheet

Please review the questions below prior to the 341(a) meeting. It is helpful to streamline the 341(a) process if the completed form is uploaded to the Trustee prior to the 341(a) Meeting of Creditors at bkdocs.us.

Debtor(s) Name: _____ Case Number: _____

Circle the appropriate response to each statement

*	1. I verified that my correct name(s), address, and social security number(s) are listed on the bankruptcy petition	No	Yes
*	2. I reviewed and signed the bankruptcy papers filed with the court	No	Yes
*	3. I listed all my assets and creditors	No	Yes
*	4. I listed my current employer or business address in Schedule I	No	Yes
*	5. I filed all tax returns for the last four years	No	Yes
*	6. I provided the Trustee with the most recent tax return(s)	No	Yes
*	7. I listed all sources of income and all expenses for my household	No	Yes
	8. I have lived in California for the last 730 days	No	Yes
	9. I am married If yes: I am filing with my spouse Yes or No If not filing with spouse: Are all of your spouse's assets and debts listed Yes or No	No	Yes
*	10. I have domestic support obligation(s) (child support/alimony) If yes- I receive or am entitled to receive child support or alimony Yes or No I pay or am obligated to domestic support obligation Yes or No If yes, I am current with all support obligations Yes or No	No	Yes
*	11. I have filed bankruptcy before If yes: I have included my prior filings on my petition and on form 1015-2 Yes or No	No	Yes
	12. I was assisted by a petition preparer (non-attorney)	No	Yes
	13. I have an attorney and personally met with my attorney	No	Yes
	14. I have a 401(k) loan If yes: I took the loan out on _____; the payments are \$ _____ over _____ mos.	No	Yes
	15. I have Adequate Protection payments in the plan	No	Yes
	16. I have real property and have had title for more than five years	No	Yes
	17. I have sold real or personal property in the last ten years	No	Yes

* I/we have agreed to pay my/our attorney \$ _____ for attorney fees; I/we paid our attorney \$ _____ up front for attorney fees; I/we understand that \$ _____ will be paid through the Chapter 13 Plan.

I/we _____, the debtor(s) in bankruptcy case number _____ declare under penalty of perjury that the above responses are true and correct to the best of my/our knowledge.

Dated: _____ Signed: _____
 Signed: _____

I, _____ represent the debtor(s) and have reviewed the above with the debtor(s) and agree with the statement regarding fees.

Dated: _____ Signed: _____