

Thomas A. Aceituno  
Bankruptcy Trustee

SPECIAL NOTICE TO BANKRUPTCY COUNSEL

Due to the increasing instances of incomplete or missing information, we will be strictly enforcing the following requirements.

1. **Photo ID and Proof of Social Security Number:** Debtors must bring an original photo ID and proof of social security number. The US Trustee has posted a list of acceptable documents.
2. **Tax Returns and Pay Advices:** Failure to timely provide tax returns and pay advices is cause for dismissal of the case “*unless the Debtor demonstrates that the failure to so comply is due to circumstances beyond the control of the debtor*” (Bankruptcy Code Section 521((e)(2)(B)). If not provided in a timely manner, Debtor will be asked to explain the reason for the failure to provide timely documents. We recommend you keep a record of the date and the physical or e-mail address to which you sent the documents.
3. **Bankruptcy Information Pamphlet:** The Debtor(s) must receive and read the Bankruptcy Information Pamphlet **before** the meeting of creditors.
4. **Bank Statements:** We are now requiring bank statements for the six months prior to and including the date of filing.
5. **Employer Address:** The address of the Debtor’s current employer must be listed on Schedule I.
6. **Assets:** Generic descriptions for assets are not acceptable. For example “household goods”, “bank account”, or “residence” are not sufficient. You will be required to amend the schedules to provide a more complete description.
7. **Schedules and Statement of Financial Affairs:** Incomplete answers, inadequate descriptions, and missing information will need to be corrected by amendment.
8. **Businesses:** Debtor must disclose all businesses conducted within six years, and provide complete answers to Question 18 et seq on the Statement of Financial Affairs.

Failure to comply with any of the above will result in a continued meeting of creditors which will require appearance by both you and the client. Please help us avoid the need for continued hearings by conferring with your client prior to the meeting to ensure that everything is in order.

Thank you for your cooperation.