

**JOHN M. HAUBER**  
**Chapter 13 Standing Trustee**  
Southern District of Indiana  
Indianapolis Division

**CHAPTER 13 BANKRUPTCY 341 REQUIRED DOCUMENTS**

For all Chapter 13 Bankruptcy cases please provide my office with the following within ten (10) days of filing a Chapter 13 Bankruptcy case:

1. Copy of Debtor's four (4) most recently filed Federal tax returns. Failure to provide the tax returns not later than seven (7) days prior to the first scheduled 341 meeting may result in dismissal of the case. **11 U.S.C. §521(e)(2)(A)(i), Bankruptcy Rule 4002(b)(3).**
  
2. Copies of all payment advises, or other evidence of payment, received within 6 months before the date of the filing of the Petition, by the Debtor from any employer of the Debtor. **11 U.S.C. §521(a)(1)(B)(iv).**
  
3. Copies of any Domestic Support Orders, Separation Agreements and Orders for Dissolution of Marriage in which Debtor is a party.
  
4. Name, address and telephone number of all domestic support claimants of the Debtor. **Requests 3 and 4 are necessary for compliance with Trustee duties under 11 U.S.C. 1302.**
  
5. Copies of statements for each of the Debtor's depository and investment accounts, including checking, savings, money market, mutual funds and brokerage accounts for the time period **which includes the date of the filing of the Petition. Bankruptcy Rule 4002(b)(2)(B).**

6. Submit for each life insurance policy in which Debtor has an interest, a statement showing the cash value and beneficiary as of the date of filing. Also, provide copies of declaration pages for real, personal, vehicle, or life insurance policies.

7. If the Debtor's own real estate, submit for each property, a copy of their vesting deed, latest real estate tax statement, a copy of an appraisal if they have purchased or refinanced within two (2) years of filing Bankruptcy.

8. If they have sold any real estate within a year of filing of their Bankruptcy Petition then please provide a copy of the closing statement. (Two years if they sold to a relative or insider).

9. Provide how the debtor determined the value of all vehicles (i.e. Kelly Blue Book statement, NADA statement, purchase agreement or a written statement from a vehicle dealer).

10. Submit a completed copy of the Trustee's Domestic Support Questionnaire form for each debtor.

There may be occasions when additional requirements will be necessary depending on the case circumstances. I will notify you when additional documents are required.

Documents are to be submitted through email to [payables@hauber13.com](mailto:payables@hauber13.com)