

**CHAPTER 13 MEETING OF CREDITORS PREPARATION SHEET
for Attorney and Pro Se Debtors**

7 DAYS PRIOR TO THE MEETING OF CREDITORS

The Trustee must receive :

N/A Done

- Last two years tax returns or sworn declaration of no income
- 3 months pre-petition bank statements (plus copies of any checks over \$1000.00)
- Valuation of all property located outside of Miami-Dade County
- Payoff of all property not exempted as homestead
- Valuation of all motor vehicles (NADA or CarMax)
- Payoff of all motor vehicles
- Copy of the debtor's driver's license or photo ID with address
- Copy of the debtor's social security card
- Copy of the Local Form 90
- IF the debtor are obligated to or do pay domestic support as defined by 11 U.S.C. §101(14A), provide a completed DSO form including address and phone number
- IF Self Employed: Business Debtor Questionnaire or if 1099 notarized affidavit
- IF debtor(s) are over median as defined by 11 U.S.C. §1325(b)(3)

The Attorney or Pro Se Debtor must:

Done

- Make sure that the debtor will be available to appear at the meeting of creditors and is aware of the date and time of the meeting.
- Verify the amount of payments that the Trustee has received on the National Data Center and that the debtor has evidence that they are current with their plan payments
- Verify that the debtor will bring their original social security card and driver's license to the meeting of creditors