

Jeana K. Reinbold
Chapter 7 Trustee
P.O. Box 7315
Springfield, IL 62791-7315
Tel.: (217) 241-5629
Email: trustee@jeanareinboldlaw.com

TO: Debtor(s)' Counsel, Debtor(s) or Pro Se Debtor(s)
FROM: Trustee Jeana K. Reinbold
RE: REVISED SECTION 341 MEETING REQUIREMENTS
Zoom Meeting Instructions for Cases filed on or after September 1, 2023
DATE: September 15, 2023

Documents Required Prior to the Section 341 Meeting:

In cases in which I am bankruptcy trustee in the Central District of Illinois, the following documents must be provided **not later than seven (7) days before** the scheduled Section 341 hearing, **but as soon as possible after the filing of the case**. Cases in which the required documents are not received by the Trustee in time before the scheduled hearing, such that the Trustee can properly analyze the case, the meeting will be continued and the Debtor(s) and attorney will be required to reappear. **Debtor(s)' counsel are required to use the Trustee's Document Delivery Portal for submitting required documents in cases unless alternate arrangements are made.** Pro Se parties may submit required documents by email to trustee@jeanareinboldlaw.com or first class mail.

1. **Tax Returns.** A complete copy of the Debtor(s)' last two (2) years filed personal federal and state tax returns, including all pages, schedules, W-2s, etc. If tax returns for the immediately preceding calendar year were not filed as of the date of case filing, but are filed after the case is filed, those tax returns should be provided also.
2. **Payment Advices.** All payment advices, or other evidence of payment, received from all employers or other sources of income of the Debtor(s) for the sixty (60) day period preceding the filing, in chronological order. The first two paystubs received after filing should also be provided.
3. **Bank and Financial Account Statements.** Statements for each of the Debtor(s)' depository and investment accounts, including checking, savings, money market, mutual funds and brokerage accounts, covering at least the ninety (90) day period preceding the filing. These statements must include all pages, be in chronological order and show the balances in each account as of the date of filing.
4. **Life Insurance Policies.** For each life insurance policy or retirement plan in which the Debtor(s) has an interest, a statement showing the provider of the policy or plan, the value of the policy or plan as of the date of filing, and the owner and any beneficiaries of such policy or plan.

5. DSO Questionnaire. Completed attached Domestic Support Obligation questionnaire, or the complete name, address and phone number of each recipient of domestic support payments.
6. Converted Cases. In cases converted from chapter 13, please provide the above documents for cases converted less than two (2) years after filing, and a copy of all of the documents previously provided to the chapter 13 trustee. For cases converted more than two (2) years after filing, please provide proof of income at the time of conversion, and copies of federal and state tax returns for the most recent completed tax year.
7. Identification Materials. Debtors must provide the Trustee with a clear copy of their government-issued photo ID and evidence of Social Security number. Acceptable forms of picture identification (ID) include: driver's license, U.S. government ID, state ID, student ID, passport (or current visa, if not a U.S. citizen), military ID, resident alien card, and identity card issued by a national government authority. Acceptable forms of proof of social security number include: social security card, medical insurance card, pay stub, W-2 form, IRS Form 1099, and Social Security Administration (SSA) Statement.
8. Post-341 Duties Letter. Acknowledged attached letter from the Trustee to Chapter 7 Debtors.
9. Debtors Without An Attorney Form. Pro Se parties must additionally complete the Declaration of Debtor Without an Attorney form.

Zoom 341 Meeting Instructions:

- (1) The debtor and other participants will need an electronic device (computer, laptop, tablet, or smartphone) with a microphone, camera, and Internet access to participate in the Zoom 341 meeting. Debtors and participants who do not have access to the Internet or to a smartphone or laptop with a camera, may call into the 341 meeting by telephone, *with special request and the trustee's permission provided in advance.* It should be noted that the debtor's participation by telephone and the conduct of the 341 meeting by Zoom is expected if at all possible. The trustee will reschedule the 341 meeting if the debtor appears telephonically.
- (2) Instructions on how to connect to a Zoom 341 meeting, including how to download the Zoom application, how to test and connect to a Zoom meeting, and troubleshooting tips, can be found at <https://www.justice.gov/ust/moc>.
- (3) To join the 341 meeting by video, the debtor and other participants must go to **Zoom.us/join** and enter the Meeting ID and Passcode when prompted.
- (4) Zoom Meeting ID and Passcode for Trustee Reinbold: Meeting ID 351 729 4864, Passcode 9696552809
- (5) Multiple 341 meetings may be scheduled for the same time, and the trustee may conduct periodic "roll calls" to confirm the participants (debtors, creditors, attorneys, etc.) who are present. When the case is called, the trustee will commence the 341 meeting, and the participants should unmute their microphones on Zoom and their devices, speak clearly, and ensure their cameras are on and working so the trustee can see them.

Please keep this letter on file as it will not be transmitted with each case. Should you have any questions, please feel free to contact me.

Very truly yours,

/s/ Jeana K. Reinbold

Jeana K. Reinbold

TRUSTEE'S SUPPORT QUESTIONNAIRE FORM

*This form is to be completed and signed by each bankruptcy debtor (spouses filing a joint bankruptcy must each complete and sign a separate form).

Bankruptcy Case No.: _____

Debtor's Name: _____

Current Address: _____

Current Telephone Number: _____

Name of Employer: _____

Address of Employer: _____

1. Are you as the debtor named above currently subject to a pending child support or maintenance (alimony) order, or do you have a child support or maintenance arrearage to any person?
Yes No (circle one).

2. If your answer to Question No. 1 above is "yes", supply the following information:
(*use a separate form for each person to whom support is owed if there are multiple support obligations.*)

Name of person to whom you owe support: _____

Address of person who you owe: _____

Telephone number of person you owe: _____

Location of Court which entered the support order: _____

Case number of case in which support order was entered: _____

3. How much does your support order require you to pay? _____

4. What is the frequency of that support payment?
Weekly Bi-Weekly Monthly (circle one)

5. Do you have a support arrearage?
Yes No (circle one)

6. If "yes" to Question No. 5, what is the amount of that arrearage? _____

Signature of Debtor: _____

Date: _____

FROM: Jeana K. Reinbold, Chapter 7 Trustee, P.O. Box 7315, Springfield, IL 62791-7315
Phone: (217) 241-5629 / Email: trustee@jeanareinboldlaw.com

TO: CHAPTER 7 DEBTORS

You are hereby advised that among your duties after your 341 meeting today are the following requirements:

1. You must notify the Trustee immediately if, within 180 days after the date your petition was filed in this case, you become entitled to receive any money or property, either:
 - a. By bequest, devise or inheritance;
 - b. As a result of a property settlement agreement with your spouse, or of an interlocutory or final divorce decree; or
 - c. As beneficiary of a life insurance policy or of a death benefit plan.

As to paragraphs a. and c. above, the decedent's date of death is the date you become entitled to receive money or property from an estate or a life insurance policy.

2. You must notify the Trustee immediately if after today you file tax returns for the current year or any earlier year in which you are entitled to a total combined refund from all returns for all such years (whether federal, state or city and whether separately or jointly with your spouse), of \$1,000.00 or more. In such event, furnish a copy of each of the returns filed and any W-2, 1099 or other forms related thereto to the Trustee, and do not spend any tax refunds without the Trustee's approval.

3. If, after today, you discover that as of the date your petition was filed, you owned or had an interest in property or had money, or had any claim against some other person or entity, which was not disclosed in your schedules or in your answers to questions today, you must immediately notify the Trustee of the existence and details of such interest or claim.

4. You should contact the Trustee immediately if, after, today, you discover that any of your money or property was paid or transferred by you (or involuntarily, as by court order or attachment) within one year prior to the date of filing of your petition in an amount of \$1,000.00 in value or more either:

- a. To one of your creditors; or
- b. To, or for the benefit of, any of your relatives or any corporation or partnership in which you have an interest (or any person or entity affiliated with such a corporation or partnership), for any reason whatsoever, you must notify the Trustee of the existence and details of such transfer.

5. If, after today, you learn of a legal right you may have to a potential claim of any type including, but not limited to, medical conditions or medical treatment that occurred before the filing of the bankruptcy or of any rights or causes of action, including class actions, that gives you a potential claim for the recovery of damages for financial transactions or violations by of any rule or statute by financial institutions or creditors, you should contact the Trustee immediately, even if you learn of these rights later than 180 days after the filing of the bankruptcy case.

6. You signed your petition under the penalty of perjury requesting relief under the bankruptcy laws acknowledging that you understood that "making a false statement, concealing property, or obtaining money or property by fraud in connection with a bankruptcy case can result in fines up to \$250,000, or imprisonment for up to 20 years, or both. 18 U.S.C. §§ 152, 1341, 1519 and 3571." As such, you have ongoing obligation to ensure that the information presented in your bankruptcy petition, schedules, statements and other related documents are true and correct and will immediately make any necessary amendments and inform the Trustee of any discrepancies or omissions.

7. The foregoing obligations exist, whether or not this case has been closed or the Trustee has filed a no-asset report.

I/we acknowledge receipt of this letter and agree to promptly read and review the requirements of this letter. I/we will consult my/our attorney immediately if I/we have any questions.

Signature: _____

Printed Name: _____

Date: _____