

Lawrence J. Warfield, CPA

U.S. Bankruptcy Trustee

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(480) 951-8759
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Dear Debtor(s):

I have been appointed as the trustee of your bankruptcy proceeding. Your 341(a) meeting will be scheduled by the bankruptcy court and will be held at US Trustee Meeting room, . You will receive further information from the Bankruptcy Court relative to date and time.

It is my responsibility to determine whether or not you have any assets, which can be reduced to cash in order to bring about a dividend to your creditors.

YOU MUST BRING WITH YOU TO THE 341 MEETING A PHOTO ID ISSUED BY A GOVERNMENTAL AGENCY (MVD, PASSPORT) AND PROOF OF SOCIAL SECURITY NUMBER. IF YOU FAIL TO BRING THESE YOUR HEARING WILL NOT BE CONDUCTED AND WILL BE CONTINUED.

It is important that you are aware that your case will remain open until all of my requests for information have been satisfied—regardless of whether or not you have received your discharge. Your discharge does not come from my office. It is mailed from the Bankruptcy Court itself approximately 60 days from the date of your meeting of creditors. Please direct inquiries about it to the Court. It is further important to point out that even after you have received your discharge it is subject to revocation if you fail to cooperate with future requests.

DO NOT SEND TO OUR OFFICE ORIGINALS OF ANY DOCUMENTS. DOCUMENTS SENT TO US WILL NOT BE RETURNED. IF YOU REQUEST COPIES OF INFORMATION THAT HAS BEEN SENT TO US, THERE IS A \$5.00 PER PAGE COPY CHARGE THAT IS PAYABLE IN ADVANCE OF OUR SENDING ANY COPIES OUT.

The minimum requirements of your trustee are enclosed on a worksheet for your use. Each items on this worksheet should be checked off as you gather it. If an item requested is not applicable to your case, please include a note briefly explaining the reason why it is not. Please return the worksheet with the requested information to the address on this letterhead **within 10 business days** from the date of this letter.

If you can't locate a particular document, or need to wait for it to be issued (i.e., the current month's bank statement), send the documents that are in your possession with a note explaining the absence of the document in question explaining the reason that it is not included and your actions taken to acquire it. Do not wait to present this material at your creditors meeting because it must be reviewed by my office prior to that date. Our inability to review your material well before your scheduled hearing may be cause for your case to be continued and possibly having to return at a different date.

If your address changes at any time after your filing, please notify the court and my office using the enclosed Change of Address form.

Failure to comply with each and every one of these requirements may result in my filing a complaint to dismiss your case or set aside your discharge. **Legal questions should be addressed to an attorney. Neither I nor members of my staff are permitted to give legal advice.**

If there are any questions, please contact our office via email at info@northernazbankruptcy.com

Very Truly Yours,

Lawrence J. Warfield, CPA
Chapter 7 Panel Trustee