

LOWELL T. CAGE, TRUSTEE
COURTESY REMINDER

Listed below are the document production requirements for Lowell T. Cage, Trustee, for all Chapter 7 §341(a) meetings of creditors. Debtors who have not provided the complete document production requirements prior to expiration of the 7-day deadline, including submission of the Questionnaire, will be reset to the next available meeting date.

Recent changes in the local rules require all document production to be provided in electronic form. Mr. Cage requests that the production requirements be met by forwarding the required documents via electronic mail. Any documents available for review on PACER are not considered document production. The documents to be provided must include:

- Most recently filed tax return
- 90 days' bank statements
(For all open accounts on which the Debtor has signing rights, regardless of balance, for the 90 days preceding the date of filing up to and including the date of filing)
- Meeting Questionnaire & Sworn Testimony

Please forward all required documentation to Bridget Moore at trustee2@cagehill.com and reference the following information in your email:

- Case Number & Debtor(s) Name(s)
- Name of Trustee (Joseph M. Hill or Lowell T. Cage)
- Date of 341(a) Meeting of Creditors

Providing specific information will ensure that the documents will be appropriately named and saved for review. Pursuant to local rule, document production should be delivered to us **NOT LATER THAN 7 DAYS PRIOR** to the scheduled meeting.

Please also note following:

1. **BLR 1009(b)** requires Debtors to “redline” any information that has changed when amending or supplementing schedules and statements, i.e., underline or put a text box around the added or changed information..
2. **BLR 4003(a)** provides that if an amendment or supplement to the list of exemptions is filed after the § 341 meeting of creditors, it must be served by the party claiming the exemption under **BLR 9013**.

Please advise your clients to bring their most recent check stub/pay advice with them to the creditors meeting as well as their Social Security card and driver's license for proof of identity.

**IF DOCUMENT PRODUCTION REQUIREMENTS ARE NOT MET PRIOR TO THE 7 DAY
DEADLINE, YOUR CASE IS SUBJECT TO BEING RESET!**

IF YOU HAVE ALREADY PROVIDED THIS INFORMATION,
THANK YOU AND PLEASE DISREGARD THIS NOTICE.