

**Mont. LBF 33. MATERIALS REQUIRED TO BE DELIVERED TO TRUSTEES PRIOR TO § 341(a) MEETINGS OF CREDITORS.**

[Mont. LBRs 2003-3; 4002-1(f) and 4003-2]

**MATERIALS FOR TRUSTEES**

Copies of the following documents and materials must be provided to the appropriate panel or standing trustees (and to the U.S. Trustee, if requested) at least fourteen (14) days prior to the first date scheduled for the § 341(a) meeting of creditors on each Debtor's case. If these materials are not provided, the trustee may continue the meeting of creditors until a later date, at which time the Debtor and Debtor's attorneys will be required to attend again in order to respond to inquiries related to such documents and materials; or, at the trustee's discretion, the trustee or U.S. Trustee may seek dismissal or conversion of a Debtor's case for failure to timely provide these documents and materials, or may seek an order compelling the debtor to provide such materials.

A copy of this Form must also be provided to the trustee, properly completed to reflect which documents and materials are being provided, and which are not being provided. An explanation is required for each document which is not provided indicating the reason for not providing the document (e.g., "n/a" if the item is not applicable to the debtor). Leave no blank items.

1. \_\_\_\_\_ **Tax Returns:** Copies of state and federal income tax returns (including all schedules) for the two years (or more, as requested by the trustee) prior to the bankruptcy filing; including returns for any corporation, partnership or other entity in which the debtor holds an interest
  
2. \_\_\_\_\_ **Documents for Real Property:** (Provide for each parcel; including those assets which the debtor transferred or surrendered within four years prior to filing bankruptcy, or which the debtor intends to transfer or surrender following the bankruptcy filing.)

Location of Property: \_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ Trust Indenture, Contract for Deed or Mortgage
- \_\_\_\_\_ Proof of Perfection (e.g., proof of recording)
- \_\_\_\_\_ Notice of Purchaser's Interest (with proof of recording)
- \_\_\_\_\_ Homestead Declaration (with proof of recording)
- \_\_\_\_\_ Appraisal (or most recent year's county tax assessment statement)
- \_\_\_\_\_ Underlying Promissory Note
- \_\_\_\_\_ Underlying Deed
- \_\_\_\_\_ Copy of Survey (if applicable)
- \_\_\_\_\_ Loan Status (most recent month's loan statement)

\_\_\_\_\_ Complete Legal Description (if not a street address)

3. \_\_\_\_\_ **Documents for Personal Property:** (Provide for each item of personal property which is pledged as collateral to secure a debt; including those assets which the debtor transferred or surrendered within four years prior to filing bankruptcy, or which the debtor intends to transfer or surrender following the bankruptcy filing.)

Description of Property: \_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ Underlying Promissory Note  
\_\_\_\_\_ Security Agreement or Retail Installment Contract  
\_\_\_\_\_ Proof of Perfection (e.g., UCC-1, with proof of filing)  
\_\_\_\_\_ Loan Status (most recent month's loan statement)  
\_\_\_\_\_ Proof of Fair Market Value (if possible)  
\_\_\_\_\_ Appraisal (if any)

4. \_\_\_\_\_ **Vehicle and Other Titles or Registrations:** (Provide for each vehicle, trailer, ATV, motorcycle, RV, boat, personal watercraft, snowmobile, airplane, etc.)

- \_\_\_\_\_ Certificate of Title  
\_\_\_\_\_ Registration  
\_\_\_\_\_ Appraisal (or blue book valuation or other Internet valuation)  
\_\_\_\_\_ Loan Status (most recent month's loan statement)

5. \_\_\_\_\_ **Mobile Homes:**

- \_\_\_\_\_ Underlying Promissory Note and Other Loan Documents  
\_\_\_\_\_ Security Agreement  
\_\_\_\_\_ Certificate of Title  
\_\_\_\_\_ Homestead Declaration (with proof of recording)  
\_\_\_\_\_ Loan Status (most recent month's loan statement)

6. \_\_\_\_\_ **Life Insurance:** Proof of all insurance, and any cash value or loan documents

7. \_\_\_\_\_ **IRA or Pension Plans:** Most recent monthly or quarterly statements reflecting account balances; and copy of 401(k) or other plan, if applicable

8. \_\_\_\_\_ **Insurance Policies:** Copy of the declarations page for each policy (or copy of annual statement provided by the insurance company), proving that liability and/or general casualty insurance exists for the debtor's assets, and setting forth the declared values of assets and any loan amounts

9. \_\_\_\_\_ **Banking Information:** Copies of all bank, credit union, or other financial institution checking, savings, money market, mutual fund, brokerage and other depository and investment account statements, reflecting all account balances as of the month the debtor's case was filed

10. \_\_\_\_\_ **Stocks, Bonds, or Other Money Instruments:** Copies of all stocks, bonds, or other instruments which represent or can be converted to money

11. \_\_\_\_\_ **Business Information:** (For any debtor who operated a business of any kind within the six year period preceding the filing of the case)

- \_\_\_\_\_ Complete Listing of Most Recent Inventory
- \_\_\_\_\_ Listing of All Business Assets (if not contained in Schedules)
- \_\_\_\_\_ Copy of Most Recent Balance Sheet
- \_\_\_\_\_ Copy of Most Recent Profit and Loss Statement
- \_\_\_\_\_ Copies of All Loan Applications Provided to Anyone Within the Prior Two Years
- \_\_\_\_\_ Copies of All Loan Documents (including most recent month's statements)
- \_\_\_\_\_ Copies of Last Two Year's State and Federal Income Tax Returns
- \_\_\_\_\_ Copy of Most Recent Accounts Receivable (including name, address, and amount of each receivable)

12. \_\_\_\_\_ **Divorce:** If the debtor has been divorced within two years prior to the bankruptcy filing, provide copies of the divorce decree and any marital settlement agreement

13. \_\_\_\_\_ **Loan Applications:** Copies of all loan applications submitted to any bank, credit union, other financial institution, wholesale or retail merchant, or any other entity within the last two years, for all loans that were approved or outstanding at the time of the bankruptcy filing. [This does not involve credit card applications.]

Debtor(s) affirm and declare under penalty of perjury that the above-listed documents which are being provided to their case trustee are true and correct copies of the respective documents, and that they have not been changed or altered in any manner.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Debtor

\_\_\_\_\_  
Debtor