

**Standing Panel of Chapter 7 Trustees**  
**United States Bankruptcy Court, District of Oregon**  
**DOCUMENT PRODUCTION REQUIREMENTS**

Debtors and their attorneys should provide clear and legible copies of documents to the Chapter 7 trustee with a cover letter or an e-mail with subject line that identifies **the debtor, case number and section 341(a) meeting date**. Please take steps to minimize the file size of scanned documents. If you want confirmation that the trustee received the documents, send the documents via e-mail with a return receipt requested. You should not otherwise expect confirmation of document receipt from the trustee.

**Please provide documents to the appropriate trustee using the instructions below. The preferred method of transmission to the trustee is listed first.**

<b>AMBORN</b>	E-mail a PDF file to: <a href="mailto:Candace.amborn@gmail.com">Candace.amborn@gmail.com</a> or First class mail to: P.O. Box 580, Medford, OR 97501
<b>ARNOT</b>	First class mail to: P.O. Box 1963, Lake Oswego, OR 97035 or E-mail a PDF file to: <a href="mailto:arnotlaw@sbcglobal.net">arnotlaw@sbcglobal.net</a>
<b>BATLAN</b>	First class mail to: P.O. Box 3729, Salem, OR 97302 or E-mail a PDF file to: <a href="mailto:mbatlan@aol.com">mbatlan@aol.com</a>
<b>CAMACHO</b>	E-mail a PDF file to: <a href="mailto:rudy@camacholaw.com">rudy@camacholaw.com</a> or First class mail to: P.O. Box 13897, Salem, OR 97309
<b>CHARTER</b>	EPIQ Document Delivery System - Call (541) 488-9556 for invitation or E-mail a PDF file to: <a href="mailto:jc7trustee@gmail.com">jc7trustee@gmail.com</a> or First class mail to: 258 'A' Street, Ste 1-64, Ashland, OR 97520
<b>EILER</b>	Attorneys are requested to download 341(a) documents to Mr. Eiler's website. If you have not previously received a registration key for that website, please contact Mr. Eiler at: <a href="mailto:kenneth.eiler@7trustee.net">kenneth.eiler@7trustee.net</a> . Alternatively, documents can be emailed in a PDF format to: <a href="mailto:kenneth.eiler@7trustee.net">kenneth.eiler@7trustee.net</a> , or sent by First class mail to: PMB 810, 515 NW Saltzman Road, Portland, OR 97229
<b>HUFFMAN</b>	E-mail a PDF file to: <a href="mailto:jehtrustee@wtechlink.us">jehtrustee@wtechlink.us</a> or fax to: (888) 299-8178 or First class mail to: 404 SE Dorion, Ste 227 Pendleton, OR 97801
<b>HUNTSBERGER</b>	First class mail to: 870 West Centennial Blvd, Springfield, OR 97477 or E-mail a PDF file to: <a href="mailto:tom@tahpc.com">tom@tahpc.com</a> with a copy to: <a href="mailto:laurie@tahpc.com">laurie@tahpc.com</a>
<b>McKITTRICK</b>	E-mail a PDF file to: <a href="mailto:341adocs@mckittrickinc.com">341adocs@mckittrickinc.com</a> or First class mail to: <i>515 NW Saltzman Rd, PMB #917, Portland Or. 97229</i>
<b>MITCHELL</b>	E-mail a PDF file to: <a href="mailto:mitchelltrustee@comcast.net">mitchelltrustee@comcast.net</a> or First class mail to: P.O. Box 2289, Lake Oswego, OR 97035
<b>PANCIC</b>	EPIQ Document Delivery System - Call (503) 729-8676 for invitation or E-mail a PDF file to: <a href="mailto:pancictrustee@comcast.net">pancictrustee@comcast.net</a> or First class mail to: POB 280 Wilsonville, OR 97070

For additional information and updates, please check with the trustee information posted on the Debtor-Creditor Section Website located at: <http://osb-dc.org>

**The following are the minimum documents that must be produced in every case. Trustees may ask for additional documents in specific cases.**

**Documents to be provided to the trustee when the case is filed.** Provide the following documents to the trustee IN ONE BATCH when the case is filed, but no later than seven days prior to the meeting of creditors:

<b>DOCUMENTS TO BE PROVIDED</b>	<b>CODE/RULE SOURCE</b>
Most recently filed Federal AND State income tax returns, including schedules from Federal return; or statement that tax returns not required or not filed	§521(a)(3) and (e)(2)(A)(I) FRBP 4002(b)(3)
Domestic Support Obligation information for notice; Panel DSO Notice Information Sheet including address for holder of claim, or statement that debtor not allowed to have address; required even if debtor is current on payments	§521(a)(3) §704(c)
Statements from debtors' retirement accounts, including pensions, 401(k), IRA, annuities, or other accounts; include details showing type of account and verifying exempt status	§521(a)(3) FRBP 4002(b)(2)(B)
If divorced within two years before filing, the divorce judgment with all documents incorporated in the judgment, and any modifying orders	§521(a)(3)

**Documents to be provided to the trustee at the section 341(a) meeting of creditors.** Copies of the following documents should be provided to the trustee at the meeting of creditors:

<b>DOCUMENTS TO BE PROVIDED</b>	<b>CODE/RULE SOURCE</b>
Statements from all of debtors' accounts covering the filing date (checking, savings, money market, mutual funds, brokerage); statements should show balance on day before filing date AND prior 30 days of account information; must also show name and account number	§521(a)(3) FRBP 4002(b)(2)(B)
Evidence of current income covering date of filing (most recent payment advices); might include more than one so that unpaid wages for filing date can be calculated	§521(a)(3) FRBP 4002(b)(2)(A)
Real property tax statements for all parcels of real estate in which the debtor has any interest, including equitable; most recent mortgage loan statement	§521(a)(3)
Car registrations or titles for all motor vehicles in which the debtor has any interest; documents supporting valuation	§521(a)(3)
Photo ID and proof of SSN; originals on approved list and pursuant to U.S. Trustee policy	§521(h)(1) and (2) FRBP 4002(b)(1)(A), (B)
Other documents as may be requested by case trustee in a specific case including, but not limited to proof of insurance, inheritance or trust documents, and garnishment and preference information.	§521(a)(3)

**Failure to provide any of the requested documents could result in a motion to dismiss a case or a continued meeting of creditors.**