

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

Documents should always be provided to the case trustee in clear and legible copies, and they should have a cover letter or email subject line that identifies **debtors, case numbers, and 341(a) meeting date**. Specific information can be written on the copies. Please take steps to minimize the file size of scanned documents. If you want confirmation that the trustee received the documents, you should send the documents via email with a return receipt requested. You should not otherwise expect confirmation of document receipt from the trustee.

Please provide clear, legible copies to the specific case trustees as follows (preferred method is listed first; please use preferred method):

- Amborn:** email in PDF file to folder580-341a@yahoo.com; or first class mail to PO Box 580, Medford, OR 97501
- Batlan:** first class mail to PO Box 3729, Salem, OR 97302; or email in PDF file to mbatlan@aol.com
- Camacho:** email in PDF file to rudy@camacholaw.com; or first class mail to PO Box 13897, Salem, OR 97309
- Eiler:** email in PDF file to kenneth.eiler@7trustee.net; or first class mail to PMB 810, 515 NW Saltzman Road, Portland, OR 97229
- Grassmueck:** first class mail to PO Box 5248, Portland, OR 97208; or fax to 503-334-1567; or email in PDF file to magi@magitrustee.com
- Huntsberger:** first class mail to 870 West Centennial Boulevard, Springfield, OR 97477; or email in PDF file to tahunts@callatg.com; or fax to 541-746-3201
- McKittrick:** email in PDF file to 341adocs@mckittrickinc.com; or first class mail to 13607 NW Cornell Road, PMB #229, Portland, OR 97229
- Mitchell:** first class mail to PO Box 2289, Lake Oswego, OR 97035; or fax to 503-675-9977; or email in PDF file to mitchelltrustee@comcast.net
- Morrow:** first class mail to PO Box 1328, Portland, OR 97207; or fax to 503-224-8434; or email in PDF file to robert.morrow@7trustee.net
- Renn:** email in PDF file to renndocs@7trustee.net; or first class mail to PO Box 91399, Portland, OR 97291
- Ridgway:** first class mail to PO Box 993, Pendleton, OR 97801; or email in PDF file to rrtrstee@uci.net
- Sticka:** first class mail to PO Box 10990, Eugene, OR 97440; or fax to 541-344-4811; or email in PDF file to rsticka@rsticka.com
- Wurst:** first class mail to PO Box 610, Medford, OR 97501; or email in PDF file to wurstdavidfinc@qwestoffice.net; or fax to 541-773-6891

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

Documents–At time of case filing. The following documents, in separate files by document, should be provided to the trustee IN ONE BATCH UPON FILING, but no later than 7 days prior to the meeting of creditors:

What	Code/Rule Source
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(e)(2)(A)(i) § 521(a)(3) 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–At 341(a) meeting of creditors. The following documents should be provided as extra copies to the trustee at the meeting of creditors:

What	Code/Rule Source
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	§ 521(a)(3)
Car registrations or titles for all motor vehicles in which the debtor has any interest	§ 521(a)(3)
Photo ID and Proof of SSN; originals and on approved list; pursuant to US Trustee policy	§ 521(h)(1), (2) FRBP 4002(b)(1)(A), (B)
Other documents as requested by case trustee in specific case	§ 521(a)(3)

Failure to provide any of the requested documents could result in a motion to dismiss the case or a continued meeting of creditors without further notice.