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Office Of
The Chapter 13 Trustee
Keith L. Rucinski, Trustee

One Cascade Plaza
Suite 2020
Akron, Ohio 44308

June 29, 2015

JERRY JONES and LUCINDA JONES
16351 HART ROAD
MEDINA, OH 44256

CASE NO. 15-51234

HEARING: 07/30/2015 8:30 AM

LOCATION: PNC Bank Building
One Cascade Plaza (Corner of Main & Bowery Streets)
Suite 2020 (20th Floor)
Akron, Ohio 44308
(For driving directions please visit www.chapter13info.com)

Dear JERRY and LUCINDA JONES

The following information is required in order for your 341 meeting of creditors to go forward.

1. Photo identification (one of the below forms of identification)
 - Valid driver's license
 - Federal or state issued identification
2. Proof of social security number
 - Social Security Card

You are required to provide the following documents to your attorney at least ten (10) days prior to your 341 First Meeting of Creditors. Your attorney is responsible for delivering these documents to the Chapter 13 Office ten (10) days prior to your meeting. Failing to supply these documents can result in dismissal of your case and the reinstatement of state court garnishments and foreclosures.

1. The last two years' federal tax returns that you have filed. Please submit all pages of individual, corporate and business returns and W-2's.
2. Your most current pay stub that has year-to-date information.

3. Last two months' bank statements.
 - If you do your banking through the internet, a printed copy of the online bank statement is acceptable. You must provide copies of all bank accounts that you have (savings, checking and certificates of deposit).
4. If you have rental properties, you must provide copies of your lease agreements with your tenants or a written statement that states the amount of rent that you receive and the name and address of your tenants.
5. Complete copies of homeowner's insurance or renter's insurance.
6. Complete copies of active automobile insurance that contains a listing of all vehicles that are insured.
7. Copy of your most recent mortgage statement that shows the balance due on on your mortgage.
 - When claiming interest on your federal tax return, the bank will issue a federal form 1098 that contains the mortgage balance information. Please bring this form or other documentation which shows the balance due on your mortgage.
8. If you are self-employed, you must provide the following information:
 - A balance sheet that shows the assets and liabilities of your business.
 - A profit and loss projection statement (income statement) that supports the income that you have listed on your bankruptcy petition.

****Even though you have given these items to your attorney, you are still required to bring copies of the above items with you to your 341 Meeting of Creditors for the Trustee to keep.**

Prior to your 341 meeting, you should review your bankruptcy plan and schedules so that you are familiar with them. You should also visit our website at www.chapter13info.com to learn more about the Chapter 13 program.

You need to arrive at the Chapter 13 Office (One Cascade Plaza, Suite 2020, Akron, Ohio 44308) 30 minutes prior to your hearing. You must come to Suite 2020 (on the 20th floor) to check in and verify that all of your documents have been received. Afterwards, you will be directed to a waiting room where you will watch an educational video and complete a questionnaire so that the Trustee will be better able to understand your plan.

Thank you for your attention to this matter.

Chapter 13 Office

cc: JOHN DOE
123 MAIN STREET
AKRON, OH 44308