

**Chapter 7 Trustee Requirements - Eastern District of Missouri
(as of April 24, 2007)**

Trustee (Listed in alphabetical order)	Schedules, Statement of Affairs, Declarations, Credit Counseling & Means Test (B22 A) Form ¹	Tax Returns - State and Federal (most recent year)	Payment Advices (evidence of payment received from employer for 60 days prior to filing) ²	Bank Statements (showing balance on date of filing) ³	Divorce/Separation Decree ⁴ & Other Requirements / Resources
Rob Blackwell Blackwell & Assoc, P.C. P.O. Box 310 O'Fallon, MO 63366-0310 (636) 240-3632 rblackwell@blackwell-lawfirm.com	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (7 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	
Tracy Brown 1034 S Brentwood Blvd, Ste 1830 St. Louis, MO 63117 (314) 644-0303 tbrown@bktab.com	Through ECF - paper copies not needed. (14 days prior to first 341 Mtg)	Paper Copies (7 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	
Rice P. Burns Burns & Taylor 733 N. Main St., P.O. Box 67 Sikeston, MO 63801 (573) 481-1111 ricepb@swbell.net	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (7 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies of Divorce Decree or Separation Agreement (14 days prior to first 341 Mtg)

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Rebecca Case Stone, Leyton & Gershman 7733 Forsyth, #500 St. Louis, MO 63105 (314) 721-7011, ext. 124 rcase@stoneleyton.com	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (7 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	
Jim Cole Murphy Wasinger, LC 1401 S. Brentwood Blvd., Ste. 550 St. Louis, MO 63144 (314) 961-0400 jcole@mwlawlc.net	Originals at the 341 Mtg	Paper Copies (7 days prior to first 341 Mtg) or by E-mail (24 hrs prior to 341 Mtg)	Paper copies at the 341 Mtg or by E-mail (24 hrs prior to 341 Mtg)	Paper copies at the 341 Mtg	Requires a 341 Mtg form to be completed. Click here for form.
Fred Cruse 718 Broadway Hannibal, MO 63401 (573) 221-1333 fcruise@cruselaw.com	Either by ECF or Paper Copies (14 days prior to first 341 Mtg)	Either by ECF or Paper Copies (7 days prior to first 341 Mtg)	Either by ECF or Paper Copies (14 days prior to first 341 Mtg)	Either by ECF or Paper Copies (14 days prior to first 341 Mtg)	Requires a 341 Mtg form to be completed. Click here for form.
Les Davis 9990 Manchester, Ste 202 E. St. Louis, MO 63122 (314) 212-1647 davisl@royalbanksnet.com	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (7 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies of Divorce Decree or Separation Agreement (14 days prior to first 341 Mtg)

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Tom DeWoskin Danna McKittrick, P.C. 150 N. Meramec, 4th Floor St. Louis, MO 63105 (314) 726-1000 tdewoskin@dmfirm.com	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (7 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies of Divorce Decree or Separation Agreement (14 days prior to first 341 Mtg)
Jack LaBarge 15 Sunnen Drive, Suite 115 St. Louis, MO 63143 (314) 781-4009 jack@ch13stl.com	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (7 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Requires a 341 Mtg form to be completed. Click here for form.
Thomas K. O'Loughlin II 1736 N. Kingshighway Cape Girardeau, MO 63701 (573) 334-9104 tomo@oloughlinlawfirm.com	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (7 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies of Divorce Decree or Separation Agreement (14 days prior to first 341 Mtg)
Stuart Radloff 13321 North Outer 40 Rd., Suite 800 Town & Country, MO 63017 (314) 448-4231 sradloff@sbcglobal.net	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (7 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	

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Chuck Riske 231 S. Bemiston, Suite 1220 St. Louis, MO 63105 (314) 725-9400 riske@ctfpc.com	Through ECF - paper copies not needed. (14 days prior to first 341 Mtg)	Paper Copies (7 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	
David Sosne Summers, Compton, Wells & Hamberg 8909 Ladue Road St. Louis, MO 63124 (314) 991-4999 ext. 314 dsosne@scwh.com	Through ECF - paper copies not needed. (14 days prior to first 341 Mtg)	Paper Copies (7 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	Paper Copies (14 days prior to first 341 Mtg)	

- Schedules, Statements, Declarations & Means Test Form** - These documents should be assembled and filed in the order listed in the Court's "[Filing Requirements - Chapter 7](#)" document provided on the Court's website. All the documents required for a complete petition package may be filed or uploaded in CM/ECF with the voluntary petition as one PDF document except for the B21 Social Security Verification form, which must be filed separately using the B21 Form, Attorney Batch Filings event.
- Payment Advices** - Paragraph 6(a) of the Court's Implementation Order requires debtors to provide to the trustee, 14 days before the first setting of the § 341 meeting, either: (1) payment advices or (2) a verified statement that the debtor did not receive payments to which § 521(a)(1)(B)(iv) applies. A sample form for such [verified statement](#) is available on the Court's website and through the Office of the United States Trustee. This statement may also be used if tax returns are not available. Current pay amounts should be circled or highlighted on the payment advice submitted to the Trustee. When possible, payment advice and other documents should be provided to the trustee 7 days prior to the meeting along with the required tax returns.

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3. **Bank Statements** - If the bank statement that is available 14 days prior to the § 341 meeting doesn't cover the date of filing, debtors should contact the bank and bring the appropriate bank statement to the § 341 meeting.
 4. **Divorce/Separation of Debtors** - If the debtor has been divorced (or legally separated by decree) within two years prior to the filing of the bankruptcy case, all trustees want to see the divorce decree or separation agreement, whichever shows what property is divided between the spouses. Bring the documents to the § 341 meeting unless required to provide them to the trustee in advance.