

**Chapter 7 Trustee Requirements - Eastern District of Missouri  
as of 5/18/06**

Trustee (Listed in alphabetical order)	Schedules, Statement of Affairs, Declarations, Credit Counseling & Means Test (B22 A) Form <sup>1</sup>	Tax Returns - State and Federal (most recent year)	Payment Advices (evidence of payment received from employer for 60 days prior to filing) <sup>2</sup>	Bank Statements (showing balance on date of filing) <sup>3</sup>	Divorce/Separation Decree <sup>4</sup> & Other Requirements / Resources
<b>Rob Blackwell</b> Blackwell & Assoc, P.C. P.O. Box 310 O'Fallon, MO 63366-0310 (636) 240-3632 <a href="mailto:rblackwell@blackwell-lawfirm.com">rblackwell@blackwell-lawfirm.com</a>	Paper Copies (14 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 (14 days prior to first 341 Mtg)	
<b>Tracy Brown</b> 1034 S Brentwood Blvd, Ste 1830 St. Louis, MO 63117 (314) 644-0303 <a href="mailto:tbrown@bktab.com">tbrown@bktab.com</a>	Through ECF - paper copies not needed. (14 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 (14 days prior to first 341 Mtg)	
<b>Rice P. Burns</b> Burns & Taylor 733 N. Main St., P.O. Box 67 Sikeston, MO 63801 (573) 481-1111 <a href="mailto:ricepb@swbell.net">ricepb@swbell.net</a>	Paper Copies (14 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 (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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<b>Rebecca Case</b> Stone, Leyton & Gershman 7733 Forsyth, #500 St. Louis, MO 63105 (314) 721-7011, ext. 124 <a href="mailto:rcase@stoneleyton.com">rcase@stoneleyton.com</a>	Paper Copies (14 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 (14 days prior to first 341 Mtg)	
<b>Jim Cole</b> Murphy Wasinger, LC 1401 S. Brentwood Blvd., Ste. 550 St. Louis, MO 63144 (314) 961-0400 <a href="mailto:jcole@mwlawlc.net">jcole@mwlawlc.net</a>	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	Additional information go to: <a href="http://www.geocities.com/tee cole/Docs_To_Produce.html">http://www.geocities.com/tee cole/Docs_To_Produce.html</a>  Requires a 341 Mtg form to be completed. Click <a href="#">here</a> for form.
<b>Fred Cruse</b> 718 Broadway Hannibal, MO 63401 (573) 221-1333 <a href="mailto:fcruise@cruselaw.com">fcruise@cruselaw.com</a>	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)	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 <a href="#">here</a> for form.
<b>Les Davis</b> 9990 Manchester, Ste 202 E. St. Louis, MO 63122 (314) 212-1647 <a href="mailto:davisl@royalbanksnet.com">davisl@royalbanksnet.com</a>	Paper Copies (14 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 (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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<b>Tom DeWoskin</b> Danna McKittrick, P.C. 150 N. Meramec, 4th Floor St. Louis, MO 63105 (314) 726-1000 <a href="mailto:tdewoskin@dmfirm.com">tdewoskin@dmfirm.com</a>	Paper Copies (14 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 (14 days prior to first 341 Mtg)	Paper Copies of Divorce Decree or Separation Agreement (14 days prior to first 341 Mtg)
<b>Jack LaBarge</b> 15 Sunnen Drive, Suite 115 St. Louis, MO 63143 (314) 781-4009 <a href="mailto:jack@ch13stl.com">jack@ch13stl.com</a>	Paper Copies (14 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 (14 days prior to first 341 Mtg)	Requires a 341 Mtg form to be completed. Click <a href="#">here</a> for form.
<b>Thomas K. O'Loughlin II</b> 1736 N. Kingshighway Cape Girardeau, MO 63701 (573) 334-9104 <a href="mailto:tomo@oloughlinlawfirm.com">tomo@oloughlinlawfirm.com</a>	Paper Copies (14 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 (14 days prior to first 341 Mtg)	Paper Copies of Divorce Decree or Separation Agreement (14 days prior to first 341 Mtg)
<b>Stuart Radloff</b> Goldstein & Pressman, PC 121 Hunter Ave., Ste. 101 St. Louis, MO 63124 (314) 727-1717 <a href="mailto:sjr@goldsteinpressman.com">sjr@goldsteinpressman.com</a>	Paper Copies (14 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 (14 days prior to first 341 Mtg)	

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

1. **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 at: [http://www.moeb.uscourts.gov/pdfs/ch\\_7requirements.pdf](http://www.moeb.uscourts.gov/pdfs/ch_7requirements.pdf). 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.
2. **Payment Advices** - Paragraph 6(a) of the Court's Implementation Order requires debtors to provide to the trustee, 14 days before 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 here 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.

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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.