

**Chapter 7 Trustee Requirements - Eastern District of Missouri
(as of August 16, 2018)**

Trustee (Listed in alphabetical order)	Schedules, Statement of Affairs, Declarations, Credit Counseling & Means Test (B22 A) Form¹	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 Decree⁴ & Other Requirements / Resources
Seth A. Albin Albin Law 7710 Carondelet Ave., Ste. 405 St. Louis, MO 63105 (314) 721-8844 salbin@albinlawstl.com	Through ECF – paper copies not needed. (14 days prior to first 341 Mtg)	Epiq Document Delivery for Epiq Systems.com. If not available, e-mail or fax (14 days prior to first 341 Mtg)	Epiq Document Delivery for Epiq Systems.com. If not available, e-mail or fax (14 days prior to first 341 Mtg)	Epiq Document Delivery for Epiq Systems.com. If not available, e-mail or fax (14 days prior to first 341 Mtg)	Epiq Document Delivery for Epiq Systems.com. If not available, e-mail or fax (14 days prior to first 341 Mtg)
Robert J. 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 A. Brown 1034 S Brentwood Blvd, Ste 1830 St. Louis, MO 63117 (314) 644-0303 Browntrusteedocs@bktab.com	Through ECF - paper copies not needed. (14 days prior to first 341 Mtg)	Epiq Document Delivery for Epiq Systems.com. If not available, e-mail or fax (14 days prior to 1 st 341 Mtg)	Epiq Document Delivery for Epiq Systems.com. If not available, e-mail or fax (14 days prior to first 341 Mtg)	Epiq Document Delivery for Epiq Systems.com. If not available, e-mail or fax (14 days prior to first 341 Mtg)	Epiq Document Delivery for Epiq Systems.com. If not available, e-mail or fax (14 days prior to first 341 Mtg)

Trustee	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
<p>E. Rebecca Case Stone, Leyton & Gershman 7733 Forsyth, Ste. 500 St. Louis, MO 63105 (314) 721-7011, ext. 124 rcase@stoneleyton.com</p>	<p>Paper Copies of Schedules & Stmts showing Debtor's & Atty's handwritten signatures & date signed, mailed to the Trustee. (14 days prior to first 341 Mtg) Bring original signed Schedules & Stmts to the 341 Mtg</p>	<p>Paper Copies mailed to the Trustee. (7 days prior to first 341 Mtg)</p>	<p>Paper Copies mailed to the Trustee. (14 days prior to first 341 Mtg)</p>	<p>Paper Copies mailed to the Trustee. (14 days prior to first 341 Mtg)</p>	<p>Paper Copies of Divorce Decree or Separation Agreement mailed to the Trustee. (14 days prior to first 341 Mtg)</p>
<p>Kristin J. Conwell P.O. Box 56550 St. Louis, MO 63156 (314) 652-1120 kconwell@conwellfirm.com</p>	<p>Through ECF – paper copies not needed.</p>	<p>E-mail (preferred) or Paper Copies (7 days prior to first 341 mtg)</p>	<p>E-mail (preferred) or Paper Copies (14 days prior to first 341 mtg)</p>	<p>E-mail (preferred) or Paper Copies (14 days prior to first 341 mtg)</p>	<p>E-mail (preferred) or Paper Copies of Divorce Decree or Separation Agreement (14 days prior to first 341 Mtg)</p>
<p>Fredrich J. Cruse 718 Broadway Hannibal, MO 63401 (573) 221-1333 trustee@cruselaw.com</p>	<p>Through ECF - paper copies not needed. (14 days prior to first 341 Mtg)</p>	<p>DOC LINK preferred. If not available, either by fax or e-mail at trustee@cruselaw.com (7 days prior to first 341 Mtg)</p>	<p>DOC LINK preferred. If not available, either by fax or e-mail at trustee@cruselaw.com (7 days prior to first 341 Mtg)</p>	<p>DOC LINK preferred. If not available, either by fax or e-mail at trustee@cruselaw.com (7 days prior to first 341 Mtg)</p>	<p>DOC LINK preferred. If not available, either by fax or e-mail at trustee@cruselaw.com . Requires a 341 Mtg form to be completed. Click here for form.</p>

Trustee	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
A. Thomas DeWoskin Danna McKitrick, P.C. 7701 Forsyth, Ste. 800 St. Louis, MO 63105 (314) 889-7149 swalker@dmfirm.com	Through ECF – paper copies not needed.	E-mail only- will accept fax only if e-mail is not available and paper only if both e-mail & fax are unavailable (7 days prior to first 341 Mtg)	E-mail only- will accept fax only if e-mail is not available and paper only if both e-mail & fax are unavailable (14 days prior to first 341 Mtg)	E-mail only- will accept fax only if e-mail is not available and paper only if both e-mail & fax are unavailable	E-mail only- will accept fax only if e-mail is not available and paper only if both e-mail & fax are unavailable (14 days prior to first 341 Mtg)
D. Matthew Edwards 733 N. Main P.O. Box 67 Sikeston, MO 63801 (573) 481-1111 medwardstrustee@bthglaw.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)	Paper Copies of Divorce Decree or Separation Agreement (14 days prior to first 341 Mtg)
Thomas K. O’Loughlin 1736 N. Kingshighway Cape Girardeau, MO 63701 (573) 334-9104 tomo@oloughlinlawfirm.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)	Paper Copies of Divorce Decree or Separation Agreement (14 days prior to first 341 Mtg)

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Stuart J. Radloff Law Office of Stuart J. 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)	
Charles W. Riske 215 Chesterfield Business Pkwy Chesterfield, MO 63005 (314) 725-9400 riske@cwrlaw.com	Through ECF – paper copies not needed.	E-mail (preferred) or Paper Copies (7 days prior to first 341 mtg)	E-mail (preferred) or Paper Copies (14 days prior to first 341 mtg)	E-mail (preferred) or Paper Copies (14 days prior to first 341 mtg)	E-mail (preferred) or Paper Copies of Divorce Decree or Separation Agreement (14 days prior to first 341 Mtg)
David A. Sosne Summers, Compton, Wells 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)	Epiq Document Delivery for Epiq Systems.com If not available, paper copies. (7 days prior to first 341 Mtg)	Epiq Document Delivery for Epiq Systems.com If not available, paper copies. (7 days prior to first 341 Mtg)	Epiq Document Delivery for Epiq Systems.com If not available, paper copies. (7 days prior to first 341 Mtg)	Epiq Document Delivery for Epiq Systems.com If not available, paper copies. (7 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 Chapter 7 Filing Requirements document provided on the Court's website at http://www.moeb.uscourts.gov/file_require.htm. 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** – Local Rule 1007-2(A) 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 in the Chapter 7 Local Forms section of the Court's website at http://www.moeb.uscourts.gov/ch7_forms.htm 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.

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.