

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MAINE**

CHECKLIST FOR § 341 MEETING OF CREDITORS

This is a checklist for debtors in bankruptcy so they can better understand the procedural requirements of their bankruptcy case.

A Trustee will administer your case and conduct the § 341 Meeting of Creditors. **You should contact the Trustee** regarding any questions you may have about the information outlined below that is required to be provided to the Trustee or brought to the § 341 Meeting of Creditors. You should also contact the Trustee if you cannot attend the § 341 Meeting of Creditors on the scheduled date. Please be advised however that the Trustee is prohibited from giving legal advice. Parties without counsel are strongly advised to get an attorney, or should consult Maine Volunteer Lawyers Project or Pine Tree Legal Assistance.

It is ***REQUIRED*** that **you** (the debtor) **AND your spouse** (if the bankruptcy petition was filed jointly):

- Attend the § 341 Meeting of Creditors
- Bring ***proper identification*** with you to the § 341 Meeting of Creditors
- Bring proof of your (and your spouse's, if filing jointly) ***social security number*** with you to the § 341 Meeting of Creditors
- Provide the Trustee with a copy of ***your most recent tax return at least ONE week prior*** to the date of your § 341 Meeting of Creditors
- Provide the Trustee with copies of all documents the Trustee may request from you prior to the § 341 Meeting of Creditors
- ***Prior to receiving a discharge***, the Bankruptcy Code requires that you (and your spouse, if filing jointly) complete a ***Financial Management Course***.
- See our website for a complete list of approved debtor education agencies at www.meb.uscourts.gov
- **FILE** your Financial Management Course Certificate with the court no later than 45 days after the § 341 Meeting of Creditors (if you filed jointly, the agency will provide each of you with a separate certificate and ***BOTH certificates must be filed with the Court***).