

NOTICE OF NEW POLICIES REGARDING BUSINESS CASES

Effective October 1, 2014, a Certification of Business Debtor will replace the Business Examination Questionnaire.

This certification should be completed by the Debtor and reviewed by the attorney as it will be filed with the United States Bankruptcy Court along with the Trustee's statement of investigation pursuant to 11 U.S.C. § 1106(a)(4)(A).

The Certifications will be available on the Trustee's website at www.standingtrustee.com and may be completed directly on the computer (by the Debtor) or printed and completed by hand. There will be five (5) different certifications depending on the business's type and current status:

- For Active Sole Proprietorship, LLC, LLP, Partnership or Corporation;
- For Closed Sole Proprietorship, LLC, LLP, Partnership or Corporation;
- For Independent Contractor and/or 1099 Employee;
- For Real Estate Agent and/or Broker; and
- For Landlord (for up to five properties-if more than five properties supplemental certifications are required).

One certification must be completed for each business.

Each certification will have a list of documents that **MUST** be supplied with the certification no later than ten (10) days prior to the first scheduled Meeting of Creditors.

These certifications have been created to comply with 11 U.S.C. § 1302(c) and to better review the Debtor(s)' financial condition and feasibility of the plan.

Many previously requested documents have been eliminated - allowing the Debtors to provide the requested documents more efficiently and effectively.

Before the documents are uploaded to the Trustee's Filing System (T.F.S.), the attorney should review all the documents to verify that all personal identifiers have been redacted, all pages of the tax returns, bank statements, profit and loss statements, etc. are provided and the correct dates are provided. Verify that the insurance and license are current and complete copies provided.

PLEASE NOTE: IF PROOF OF EFFECTIVE INSURANCE AND COPIES OF FILED TAX RETURNS ARE NOT PROVIDED TO THE TRUSTEE WITHIN TEN (10) DAYS PRIOR TO THE FIRST SCHEDULED 341(a) MEETING OF CREDITORS, THE TRUSTEE MAY MOVE TO DISMISS THE CASE.

The certifications will be available on the Trustee's website as of the date of this notice to allow attorneys to review each certification prior to the effective date. Submission of any previous Business Examination Questionnaire form after October 1, 2014 will not be accepted.