

SEND DOCUMENTS BY DOCLINK

Attorneys: Register with and use the DOCLINK system to send documents. That will give you more certainty in sending documents for your cases.

Start by registering. I caused DOCLINK to send a registration email to each person in my data base on 1/29/11. If you did not receive this email, please send an inquiry to meoli7@hannpersinger.com and tell us that you need the DOCLINK registration inquiry. Provide the email address you wish us to use for document production for you.

Next, read the instructions for DOCLINK and review my organization of labels for sending documents. (See other side of this page.) This will help you organize your PDF's for document production in the DOCLINK system.

Then, enjoy the new system for producing documents!

We hope that this will improve our process for document production for you and us. Send comments to meoli7@hannpersinger.com .

My software provider, BMS, offers webinars on this system. Go to: <https://bms7.webex.com/> and look for TRAINING CENTER and UPCOMING webinars for debtor attorneys.

My assistant is Naomi Mares. Our phone number is 616.396.1245. Her address is: nmares@hnnpersinger.com . If necessary, she can assist if you have further DOCLINK questions.

Please send documents **as soon as possible after the case is commenced.**

Thank you,
Marcia R. Meoli, Trustee
Revised 2/2011

LABELS FOR DOCLINKS

Income documents.

PLEASE SEND ONE PDF, UNLESS YOU RUN INTO THE SIZE LIMITATION.

Tax returns, payment advices and other income records. Provide the last filed state, federal and local tax returns with all attachments. Provide the debtor's payment advices and other evidence of payment received within 60 days prior to filing.

THE BANKRUPTCY CODE AND RULES REQUIRE THAT YOU SEND FEDERAL TAX RETURNS TO THE TRUSTEE AT LEAST 7 DAYS PRIOR TO THE FIRST DATE SET FOR THE 341 MEETING AND SEND INCOME DOCUMENTS OR THE CASE IS SUBJECT TO DISMISSAL. LOCAL ADMINISTRATIVE ORDER 2005-07 REQUIRES PAYMENT ADVICES TO BE PROVIDED NO LATER THAN 10 BUSINESS DAYS PRIOR TO THE FIRST DATE SET FOR THE 341 MEETING.

Real estate documents.

PLEASE SEND ONE PDF, UNLESS YOU RUN INTO THE SIZE LIMITATION. Organize documents according to each asset as listed on the schedules. Use common addresses if possible. Provide title documents (deeds, land contracts), most recent SEV assessment documents (real estate tax bills), all security and perfection documents (full copies of recorded mortgages, deeds of trust) and recent statements of amounts owed for secured debts against all real estate.

Personal property documents.

PLEASE SEND ONE PDF, UNLESS YOU RUN INTO THE SIZE LIMITATION. Organize documents according to each asset as listed on the schedules. Copies of the statements 90 days prior to and including the date of filing for all accounts, including bank accounts, investments accounts, etc.. Statements showing the nature and value for all retirement investments, life insurance policies, stocks, bonds, mutual funds or other investments at or near the date of filing. Titles or leases to all vehicles and recent balance statements from any vehicle lender or lessor. Other documents showing the nature and value of other assets.

Miscellaneous.

PLEASE SEND ONE PDF, UNLESS YOU RUN INTO THE SIZE LIMITATION. IN SIMPLE CASES, CONSIDER PLACING ALL DOCUMENTS IN ONE PDF HERE. All other documents. Organize documents according to each item as listed on the schedules or statement of financial affairs. Complaint, any Order or Judgment and any modification thereto for any recent divorce, collections or claim action for a debtor or other proceeding which might produce a recovery to the debtor. If a debtor is involved in a business, provide documents showing the nature and value of the assets and debts of all business(es) mentioned in the filing documents, including without limitation, balance sheets, recent tax returns, other financial statements with this information.