Dear Client:

There are several urgent matters regarding your Chapter 13 case that require your attention. If you have not already done so, please make sure to provide me with copies of your tax returns (state and federal) for the last two tax years. We must provide copies of these to the Trustee before or at your Section 341 Meeting of Creditors (date, time and location noted below).

You are required to send $_____ (weekly) (bi-weekly) (semi-monthly) (monthly) to the Trustee's office to fund your plan. ***You should begin sending these payments in immediately***. If a payment order is being served on your employer to have your payments deducted from your paycheck and sent directly to the Trustee, ***you must make your payments yourself until you see that the payments have been deducted from your check.***

The law technically provides that you must begin making your payments in the first 30 days after your Chapter 13 Plan is filed with the court. Your plan was filed on _____. We suggest that you start making your payments immediately to develop a good payment record by the time your case comes up for confirmation, so the Trustee can advise the judge of your ability to make payments.

Please follow these instructions regarding your payments:

1. Write your NAME and CASE NUMBER on each cashier's check or money order submitted. If you do not, your account may not be credited properly.

2. DO NOT SEND CASH OR PERSONAL CHECKS. Make your check or money order payable to:

CHAPTER 13 TRUSTEE
and mail to: Bin 730
Memphis, TN _____

3. Make sure that your keep copies of any payments made to the Trustee's office (carbon or photocopies of checks, money order receipts, etc.). If your plan payments are made by deduction from your payroll, please keep your payroll stubs that show the deductions of plan payments.

NOTE ALSO: YOU MUST MAINTAIN INSURANCE ON ALL PROPERTY AS REQUIRED BY LAW OR CONTRACT. Please provide me with proof of insurance before your scheduled 341 hearing. Your insurance agent should be able to provide you with any information you need for this purpose if you don't already have it.

Your appearance is required at the 341 Meeting of Creditors to be held on _____ at _.m. at the Federal Courthouse located at 517 East Wisconsin Avenue, Milwaukee, Wisconsin**.** The hearing room number is 428. **PLEASE MAKE SURE TO BRING TO THAT HEARING A PHOTO IDENTIFICATION CARD AND YOUR SOCIAL SECURITY CARD. YOUR IDENTIFICATION AND SOCIAL SECURITY NUMBER MUST BE VERIFIED FOR YOUR CASE TO PROCEED.**

Should you have any questions or problems, please contact my office for assistance.

Very truly yours,

(Debtor Attorney)