

## **New Orleans Louisiana Trustee Guidance**

### **Creditor Meetings:**

#### **1. Reschedule §341 meeting and Alternative Appearances.**

Guidance and forms are located at: [www.justice.gov/ust-region-5](http://www.justice.gov/ust-region-5) general-information under Forms: EDLA Request to Reschedule Form and EDLA Request to Reschedule Procedures and Instructions. MDLA trustees may use the regional forms.

#### **2. Meeting Room Security**

The US Marshall service can provide assistance in specific events where there is advance notice of a credible security threat. Requests for USMS assistance should be made through the New Orleans UST office, please contact Mary Langston, AUST, or a trial attorney for assistance.

If a security related event occurs at a meeting, please notify the New Orleans UST office.

#### **3. Translation Services**

When using an English language translator, please fill out the attached form.

#### **(SEE FORM 1)**

The form is now presented in an Excel spreadsheet so that trustees, at their option, may record and submit the information electronically. Hard copies will continue to be accepted as well. The major change to the form is that it is now in chart format and it provides for the reporting of multiple uses per meeting date on one form.

## **Bonding**

#### **1. Auctioneers:**

Pursuant to the Chapter 7 Handbook, it is the responsibility of the trustee to ensure that an auctioneer is adequately bonded, *prior* to taking possession of estate property. It is also the responsibility of the trustee to ensure that the amount of the auctioneer's bond is sufficient to cover all receipts from the sale. Note that any auctioneer bond **MUST** be written in favor of the United States of America, and is different from any other bond required of the auctioneer under applicable state law. Note also, that the auctioneer must have insurance to cover lost or stolen items, and that this is different from the bond. *See Chapter 7 Handbook, page 4-22.*

In accordance with the OGRR-7, if the auctioneer is permitted to retain funds beyond the date of the sale, the application to employ the auctioneer must include a statement that the trustee has confirmed adequate bond and insurance coverage. *See OGRR-7, page 2*

#### **2. Trustee Bond Procedures:**

Instructions for implementing the bond assessment procedure for the Eastern District of Louisiana. A form pleading is attached below.

- a) Trustees will prepare the attached bond motion and order, with an attachment of assessed cases, and email to [donna.mcfatter@usdoj.gov](mailto:donna.mcfatter@usdoj.gov) in WORDPERFECT format, prior to filing ANYTHING with the Court.
- b) Once the assessment is reviewed by UST personnel, a UST attorney will sign off on the order approving it's entry.
- c) After the UST attorney electronically signs off on the order, the entire package will be emailed back to the trustee.
- d) Once the trustee receives the approved package, he/she is to file the motion and UST approved order with the Court, once again in WORDPERFECT format. This will be facilitated by electronically filing the entire package (motion, order and Exhibit A) using the trustee's disclaimer order box. NO SPECIFIC CASE IS TO BE CITED IN THE MOTION, ORDER, or EMAIL.
- e) The bankruptcy judge will then sign the order allowing the assessments to be made.
- f) Once received, please send the UST a copy of the signed order by the judge.

## **SEE FORM 2**

### **Reporting Requirements**

#### **1. Filing NDRs**

CM/ECF uses the following four NDR events:

- Chapter 7 Trustee's Report of No Distribution - **no funds**;
- Chapter 7 Trustee's Report of No Distribution - **dismissed, converted or reassigned, no funds**;
- Chapter 7 Trustee's Report of No Distribution - **dismissed, converted or reassigned, some funds collected**; and
- Chapter 7 Trustee's Report of No Distribution - **minimal funds collected**.

All the events are virtual entries which means there will be no PDF image attached. Also, the events cannot be docketed in the "batch" mode

#### **2. Section 506(c) Carveouts**

The trustee handbook provides that in almost all circumstances fully encumbered assets should be abandoned, not administered. In cases where some equity in the asset exists, it should still be abandoned if administering the property would leave unsecured creditors with a lower distribution after payment of trustee compensation. Carve-outs solely for the benefit of professional fees are objectionable

## **PERSONALLY IDENTIFIABLE INFORMATION**

On May 5, 2010, updates to both the Chapter 7 and standing trustee handbooks were issued that reflected the Program's policy regarding a trustee's duty to report the loss or potential loss of personally identifiable information (PII). Based on that policy, questions have been raised with respect to PII and the trustees' conduct of section 341 meetings of creditors. Specifically, the question is whether there is a PII issue associated with (1) the trustee's calling of a case by the debtor's full name and case number, and the trustee's similar identification of the case for the record at the section 341 meeting; and (2) the posting of a calendar of scheduled section 341 meetings showing a debtor's full name and the full case number, either on the trustee's website or outside the meeting room.

While the provisions of the Privacy Act do not apply to trustees since they are not federal employees and the PII loss notification procedures are different, the U. S. Trustee Program (USTP) is sensitive to the problem of identity theft and the misuse of PII. As to the first issue identified above, it is important that trustees be able to properly identify debtors on the record at section 341 meetings. Accordingly, with respect to the calling of a section 341 meeting, it is appropriate and trustees should continue to identify each case individually on the record at the start of the meeting using the debtor's full name and full case number.

With respect to the posting of a section 341 meeting calendar on a trustee's website, placing a debtor's PII on the Internet significantly increases the risk of identify theft or improper use of a debtor's information. Therefore, the USTP discourages trustees from posting section 341 meeting calendars on a trustee's website where the calendar includes a debtor's full name and case number, unless access is limited through a password or other means only to debtors and/or their attorneys and, preferably, only to the information specific to that debtor. If such access limitations are not possible, trustees should instead limit the amount of information that is included on the calendar. For example, include only the last name of the debtor and a portion of the case number. In addition, trustees should evaluate their state privacy laws to determine if there are any limitations on what may be posted to a public website.

With regard to the posting of a section 341 meeting calendar showing a debtor's full name and case number, there is no prohibition against a trustee posting a paper copy of the section 341 meeting calendar outside of the meeting room. However, it must be removed at the conclusion of the meeting with proper disposal, preferably by shredding. Again, a suggested alternative to posting a debtor's full name and case number is to limit the amount of information that is included on the calendar.

## **IRS Issues**

### **1. IRS Refunds.**

The IRS form attached reflects an apportionment formula based on withholdings (instead of income), and which allows trustees to utilize a different formula where appropriate, such as in community property states. The form clarifies that a refund check will be made payable to the debtor, in care of the trustee. It is recommended that trustees have the refund check endorsed by the debtor before it is deposited in the estate account. However, if that is not possible and the trustee has authority to sign the check on behalf of the debtor, the endorsement should reflect that the check was signed by the trustee in his or her capacity as trustee.

A copy of the newly revised form is attached. See **FORM 3**

## **Notices of Domestic Support Obligations**

Guidelines for Notices of Domestic Support Obligations are attached, and reflect that if a trustee has the necessary information to send the DSO notice, it may be sent at any time after the filing of the case, but generally no later than three business days after the 341 meeting. It could be advantageous in many cases to send the notices immediately after the case is filed, so either the holder of the obligation or the State agency can participate in the meeting. While the bankruptcy code is silent on the timing of the first required notice, trustees should, pursuant to the Chapter 7 and Chapter 13 Handbooks, generally send these no later than three (3) business days after the meeting of creditors is held. However if the information is available, the trustee may send the notices at anytime prior to the meeting of creditors.

Also, pursuant to the Handbooks, trustees must send the second required notice to the DSO claim holder and to the state child support enforcement agency when a discharge is granted. The second notice should not be sent prior to the granting of the discharge. If the debtor does not receive a discharge, the second notice should not be sent. See **FORM 4**

Also, attached is updated sample initial notices to DSO claim holders that advises them to notify you if they have moved to another State, but received a notice by mail forwarding. This should assist in ensuring that second DSO notices are mailed to correct addresses. See **FORM 5**



**FORM 2**

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF \_\_\_\_\_**

n re: THE MATTER OF ASSESSING  
CASES FOR BOND PREMIUM

**MOTION FOR ASSESSMENT OF CASES  
FOR BOND PREMIUM**

Come now applicant, (name of trustee), a member of the chapter 7 panel of trustees, and files this motion to assess cases for the chapter 7 group coverage blanket bond premium, and in support thereof will show unto the court as follows, to wit:

I.

Each member of the chapter 7 panel of trustees is required to have bond coverage in a penal amount as determined by the United States trustee under an aggregate bond.

II.

Each panel trustee is required to maintain a minimum of \$1.00 of coverage for every dollar of assets in possession of the panel trustee.

III.

The premium for the bond is due annually and is paid from the personal funds of each chapter 7 panel trustee. The premium is then prorated among various cases which are then assessed a fee for bond coverage with the court's prior approval.

IV.

Applicant is assigned coverage under the bond and has paid the annual premium due for this coverage in the amount of \$\_\_\_\_\_.

**FORM 2 (cont.)**

V.

Applicant requests authorization to assess the following cases the amount specified as an administrative expense pursuant to 11 U.S.C. §503 for reimbursement of the bond premium amount:

See attached sheet marked as Exhibit "A".

VI.

This assessment is for the bond expense paid for the annual premium and will be the only assessment made unless additional coverage is required.

WHEREFORE, PREMISES CONSIDERED, applicant submits this motion for assessment of the bond premium and prays the court will enter an order sustaining this motion. Applicant prays for general relief to which entitled in these premises.

Respectfully submitted,

(electronic signature placed here)  
Name of Trustee, Bar Number  
Trustee  
Address  
Telephone Number

**CERTIFICATE OF SERVICE**

I, (name of trustee), do hereby certify that a true and correct copy of the foregoing motion for assessment of bond premium has been served on the United States trustee by U. S. Mail, first class, postage prepaid, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(electronic signature placed here)  
Trustee

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF \_\_\_\_\_**

In re: THE MATTER OF ASSESSING  
CASES FOR BOND PREMIUM

**ORDER ALLOWING ASSESSMENT OF  
BOND PREMIUM**

This matter is before the court on consideration of the reimbursement for the premium of the bond paid by applicant, (name of trustee). After fully reviewing this matter, this court finds that applicant is serving as a chapter 7 panel trustee and is required to maintain adequate bond coverage for all assets in his possession. Applicant has paid the annual premium assessed for this coverage in the amount of \$\_\_\_\_\_ from his personal funds. Applicant has requested to assess the following cases the specified amounts as the prorata share for each case based upon the assets in the subject cases that are shown on the Exhibit "A" attached to the motion.

This court is of the opinion that applicant should be reimbursed the expense for his share of the premium which has been paid from his personal funds as an administrative expense allowed pursuant to 11 U.S.C. §503 in the above specified cases.

IT IS THEREFORE ORDERED that applicant may assess the above specified cases the amount requested in each as an administrative expense pursuant to 11 U.S.C. §503. Applicant is hereby authorized to pay said sums from each case to himself as reimbursement of the bond premium amount paid by him.

ORDERED AND ADJUDGED on this the \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
UNITED STATES BANKRUPTCY JUDGE  
Eastern District of Louisiana

APPROVED FOR ENTRY:

United States Trustee

By: \_\_\_\_\_

**FORM 3**

**APPLICATION AND AUTHORIZATION FOR INTERNAL REVENUE  
SERVICE REFUND TURNOVER TO CHAPTER 7 BANKRUPTCY  
TRUSTEE PURSUANT TO 11 U.S.C. § 542  
(Complete One Form for Each Tax Year)**

Form \_\_\_\_\_

Tax Year \_\_\_\_\_

Or Short Year Election for Period \_\_\_\_\_

Mail to: Centralized Insolvency Operation, P.O. Box PO Box 7346, Philadelphia,  
PA 19101-7346

**A. Case Information**

**IN LIEU OF PROVIDING THE INFORMATION IN THIS SECTION,  
YOU MAY COMPLETE ITEM 4 (CASE #) AND ATTACH A COPY  
OF THE NOTICE OF MEETING OF CREDITORS**

1. Trustee Name: \_\_\_\_\_
2. Trustee Address: \_\_\_\_\_
3. Trustee Telephone Number: \_\_\_\_\_
4. Bankruptcy Case Number: \_\_\_\_\_
5. Petition Date: \_\_\_\_\_
6. Court Location of Petition Filing: \_\_\_\_\_
7. Name of Taxpayer/Petitioner: \_\_\_\_\_
8. Complete Address of Petitioner: \_\_\_\_\_  
\_\_\_\_\_
9. Taxpayer Identification Number: \_\_\_\_\_
10. Petitioner's Attorney Name: \_\_\_\_\_
11. Attorney's Complete Address: \_\_\_\_\_  
\_\_\_\_\_
12. Attorney's Telephone Number: \_\_\_\_\_
13. Meeting of Creditors Date: \_\_\_\_\_

**FORM 3 (cont.)**

**B. Computation**

**Information about this section:**

When IRS receives and approves this application it will issue a check for the entire refund amount. Therefore, the trustee must demonstrate (using this application) that a portion of the check belongs to the bankruptcy estate.

The check will be issued in the name of the taxpayer(s) c/o the trustee and mailed to the trustee's address. When trustees receive the check from IRS for the entire refund amount, the trustee will, if appropriate, issue funds to the taxpayer(s)/debtor(s) and/or non-debtor spouse.

Note: These procedures use Julian Dates: all the year's days numbered 1 through 365 (366 for leap years).

**Complete the following questions to determine the amount of the refund that belongs to the estate:**

1. Refund Amount: \_\_\_\_\_ **Example: \$1000.00**
  
2. Refund for Tax Year Ending: Provide Date in MMDDYY format  
\_\_\_\_\_
  
3. (a) Date of Beginning of Taxable Period: \_\_\_\_\_  
(for Calendar Year Filers Jan. 1 YY)
  
- (b) Julian Date of Beginning of Taxable Period – For Calendar Year Filers enter "1" (one). \_\_\_\_\_
  
4. (a) Bankruptcy Petition Date: \_\_\_\_\_  
  
(b) Julian Date of Petition Date: \_\_\_\_\_
  
5. Number of Days from the beginning of the year (3)(b) to the petition date: \_\_\_\_\_  
**Example: (for calendar year filer), if petition date is:**  
**August 23, 2003: Answer is: 235**
  
6. Answer in (5) above divided by 365 (366 if leap year) \_\_\_\_\_  
**Example: 235 Answer is: .64**  
  
365



**FORM 3 (cont.)**

Generally, an apportionment based on a spouse's contribution to overpayment of tax is appropriate to determine that spouse's portion of a refund. See IRS Rev. Rul. 74-611 and Rev. Rul. 80-7. However, another allocation method may be appropriate in some cases, such as in community property states (see Rev. Rul. 85-70), or where local law requires a different allocation method. If another allocation is appropriate, write the appropriate amount of the refund turnover below and briefly describe the authority for using another allocation method: \_\_\_\_\_.

13. Write the amount from either (7) above or (12) above:

**PORTION OF Refund Subject to**

**Turnover to Bankruptcy Estate:** \_\_\_\_\_

14. If the amount in (13) above is not the entire refund, use (a) and (b) below to determine the amount to send to the debtor/taxpayer and the non-debtor/spouse:

a. Determine the amount to be issued to the debtor(s)/taxpayer(s) by subtracting the amount in (7) above from the amount in (1) above:

Amount to be issued to debtor/taxpayer: \_\_\_\_\_

b. If (8)(c) is checked above, determine the additional amount to be issued to the non-petitioning spouse by subtracting the amount in (12) above from the amount in (7) above.

Amount to be issued to non-debtor spouse: \_\_\_\_\_

**C. Certification and Signature**

1. Under penalty of perjury I (trustee) certify that, to the best of my knowledge and belief, the information provided on this form is true and accurate. Please remit the full refund to the (trustee) office name and address provided in (A)(1)-(2) above, for the taxpayer in (A)(7) above.

2. I (trustee) understand the entire tax refund for the period and taxpayer indicated will be mailed to me (trustee), at my address of record.

3. I (trustee) understand that, in accordance with section 542 of the United States Bankruptcy Code (CFR 27), and contingent on accurate completion of this application, only the refund turnover amount identified in section/number (B)(13) above is property of the bankruptcy estate.

4. I (trustee) will use the calculations on this application to determine the pre-petition (bankruptcy estate) portion and post-petition (non-estate) portion of the refund, and, if applicable, the non-petitioning spouse portion, and pay

**FORM 3 (cont.)**

over the non-estate portion to the debtor(s)/taxpayer(s) and the non-petitioning spouse portion to the non-petitioning spouse.

\_\_\_\_\_  
Signature of Trustee or Authorized Designee

\_\_\_\_\_  
Date

**GUIDELINES FOR NOTICES OF DOMESTIC SUPPORT OBLIGATIONS (DSOs)**

*(Updated January 2006)*

- First Notice: Sections 704(a)(10) and (c), 1202(b)(6) and (c), and 1302(b)(6) and (d) require chapter 7, chapter 12, and chapter 13 trustees to provide written notices to domestic support obligation claim holders concerning their rights to payment in bankruptcy cases, their rights to use the collection services of the State child support enforcement agency of the State where they reside, and contact information for such agencies. These sections also require trustees to notify the State child support enforcement agency established under sections 464 and 466 of the Social Security Act for the State in which the claim holder resides and provide the agency with the claim holders' contact information. While BAPCPA is silent on the timing of the notices, trustees should send them generally no later than three business days after the § 341 meeting. However, if the information is otherwise available to the trustee, the trustee may send the notice at anytime prior to the § 341 meeting.
- Second Notice: Chapter 7, chapter 12, and chapter 13 trustees must send a second notice to DSO claim holders and State child support enforcement agencies when discharges are granted. The notice must include the last known addresses for the debtor and the debtor's employer, as well as contact information for certain creditors whose claims were either reaffirmed or not discharged.
- Use of the attached sample notices is optional. Trustees may choose another format for the notices, so long as the notices contain the required information. In addition to the information required by BAPCPA, the State child support enforcement agencies have requested that the notices identify debtors by name and Social Security number. Trustees should include a debtor's Social Security number only on the notices going to the State child support enforcement agency; a debtor's Social Security number should not appear on the notices going to the holder of the domestic support obligation claim.
- For the first notice, trustees should attempt to obtain the required information from the bankruptcy schedules and Statement of Financial Affairs or from the debtor at the § 341 meeting. Further inquiries are not required. For example, trustees are not required to search the Internet for a claim holder's telephone number. For the second notice, trustees should obtain the required information from the debtor, to the extent possible, and from the court docket.
- The addresses for the State child support enforcement agencies are posted on the Program's web site at: <http://www.usdoj.gov/ust/eo/bapcpa/ds/index.htm>. Please note that each State and territory has two addresses: one for inclusion in the notice going to the domestic support obligation claimant and another for the trustee's notice to the State agency.
- There has been a question of whether the notices must be filed with the court. It is the opinion of the United States Trustee Program that nothing in BAPCPA requires filing notices of domestic support obligations with the court, and the Program is not requiring trustees to do so. If trustees are considering filing notices with the court, they must ensure that privacy concerns are addressed. For example, the first five digits of the debtor's Social Security number must be redacted.

**SAMPLE INITIAL LETTER TO HOLDER OF CLAIM  
FOR A DOMESTIC SUPPORT OBLIGATION  
Chapter 7**

[Name and Address of Holder of Claim for a Domestic Support Obligation]

In re: [Name of Debtor]  
Bankruptcy Case Number: [xx-xxxxx]

Dear [Name of Holder of Claim]:

I am the chapter 7 trustee in the case of [Name of Debtor] filed on [Date of Filing] in the United States Bankruptcy Court for the \_\_\_\_\_ District of \_\_\_\_\_. Information provided to me indicates you may be owed money by the debtor for a domestic support obligation. If this domestic support obligation includes child support, you have the right to ask your State child support enforcement agency to assist you in collecting this child support during and after the bankruptcy case. The name, address, and telephone number of the agency in your State are listed below:

[Name, Address and Telephone Number of Child Support Enforcement Agency]

If this letter has reached you, but you have moved to another State, you may wish to visit the Internet web site of the United States Trustee Program at <http://www.usdoj.gov/ust/eo/bapcpa/ds/index.htm> for a complete listing of State child support enforcement agencies. Please also notify my office of your new address.

If funds are available for distribution in this bankruptcy case, you may file a proof of claim for all domestic support obligation amounts (child support, spousal support, alimony, maintenance, etc.) you were owed by [Name of Debtor] when this case was filed on [Date of Filing]. By law, all such domestic support claims will be given first priority and will be paid ahead of all other creditors, except for certain administrative expenses. If you receive a notice from the court that this case will have money to be distributed, you should file a proof of claim before the deadline stated in the notice. This will maximize your chances of being paid at least a portion of your domestic support obligation claim.

[Name of Debtor] may receive a discharge from other debts and may not owe other creditors any more money at the end of this case. Domestic support obligations are not subject to discharge, and [Name of Debtor] will still owe you any domestic support obligation that remains unpaid at the end of this case.

If [Name of Debtor] successfully completes this bankruptcy case and receives a discharge from other debts, I will send you another letter with additional information that may assist you in collecting on any domestic support obligation you are still owed.

Sincerely yours,  
Chapter 7 Trustee

**SAMPLE INITIAL LETTER TO HOLDER OF CLAIM  
FOR A DOMESTIC SUPPORT OBLIGATION**

**Chapter 12 or 13**

[Name and Address of Holder of Claim for a Domestic Support Obligation]

In re: [Name of Debtor]  
Bankruptcy Case Number: [xx-xxxxx]

Dear [Name of Holder of Claim]:

I am the chapter [12 or 13] trustee in the case of [Name of Debtor] filed on [Date of Filing] in the United States Bankruptcy Court for the \_\_\_\_\_ District of \_\_\_\_\_. Information provided to me indicates you may be owed money by the debtor for a domestic support obligation. If this domestic support obligation includes child support, you have the right to ask your State child support enforcement agency to assist you in collecting this child support during and after the bankruptcy case. The name, address, and telephone number of the agency in your State are listed below:

[Name, Address, and Telephone Number of State Child Support Enforcement Agency]

If this letter has reached you, but you have moved to another State, you may wish to visit the Internet web site of the United States Trustee Program at <http://www.usdoj.gov/ust/eo/bapcpa/ds/index.htm> for a complete listing of State child support enforcement agencies. Please also notify my office of your new address.

If [Name of Debtor] successfully completes this bankruptcy case and receives a discharge from other debts, I will send you another letter with additional information that may assist you in collecting on any domestic support obligation you are still owed.

Sincerely yours,

Chapter 12 or 13 Trustee

**FORM 5 (cont.)**

**SAMPLE INITIAL LETTER TO  
STATE CHILD SUPPORT ENFORCEMENT AGENCY REGARDING  
A CLAIM FOR A DOMESTIC SUPPORT OBLIGATION**

**Chapter 7, 12, or 13**

[Name and Address of State Agency]

Attention: Bankruptcy Reporting Contact

Re: Domestic Support Obligation Owed to [Name of Person Owed Support]  
By [Name of Debtor, Bankruptcy Case No. xx-xxxxx,  
Social Security Number xxx-xx-xxxx]

Dear Bankruptcy Reporting Contact:

I am the chapter [7, 12, or 13] trustee in the case of [Name of Debtor] filed on [Date of Filing] in the United States Bankruptcy Court for the \_\_\_\_\_ District of \_\_\_\_\_. Please be advised that information provided to me in this case lists the following person as having a claim for a domestic support obligation against [Name of Debtor]:

[Name, Address, and Telephone Number of Holder of Claim)

In addition to contacting you, I have sent [Holder of Claim] a letter which explains that your agency may assist in collecting any child support claim due from [Name of Debtor].

If [Name of Debtor] successfully completes this bankruptcy case and receives a discharge from other debts, I will send you another letter providing additional information that may help your agency provide assistance to [Name of Holder of Claim] to collect on any domestic support obligation still owed.

Sincerely,

Chapter 7, 12, or 13 Trustee

**FORM 5 (cont.)**

**SAMPLE DISCHARGE NOTIFICATION TO  
HOLDER OF CLAIM FOR A DOMESTIC SUPPORT OBLIGATION**

**Chapter 7, 12, or 13**

[Name and Address of Holder of Claim for a Domestic Support Obligation]

Re: [Name of Debtor]  
Bankruptcy Case Number: [xx-xxxxx]

Dear [Name of Holder of Claim]:

Please be advised that [Name of Debtor] was granted a discharge in bankruptcy on [Date of Discharge]. The following information is being provided to assist in your efforts to collect any domestic support obligation which [Name of Debtor] may still owe you:

Last known address of the debtor:

Name of debtor's last known employer:

Address of debtor's last known employer:

I am also obligated to provide you the names of certain creditors whose debts were not discharged or reaffirmed. These creditors are as follows:

[Listing of Creditors]

These creditors may be a source of information regarding any future address for [Name of Debtor]. If you request information from these creditors, they are allowed by law to disclose to you the last known address for [Name of Debtor].

Sincerely,

Chapter 7, 12, or 13 Trustee

**SAMPLE DISCHARGE NOTIFICATION TO  
STATE CHILD SUPPORT ENFORCEMENT AGENCY REGARDING  
A CLAIM FOR A DOMESTIC SUPPORT OBLIGATION**

**Chapter 7, 12, or 13**

[Name and Address of State Agency]

Attention: Bankruptcy Reporting Contact

Re: Domestic Support Obligation Owed to [Name of Person Owed Support]  
By [Name of Debtor, Bankruptcy Case No. xx-xxxxx,  
Social Security Number xxx-xx-xxxx]

Dear Bankruptcy Reporting Contact:

Please be advised that [Name of Debtor] was granted a discharge in bankruptcy on [Date of Discharge]. The following information is being provided to assist in your efforts to collect any domestic support obligation which [Name of Debtor] may still owe to [Name of Person Owed Support]:

Last known address of the debtor:

Name of debtor's last known employer:

Address of debtor's last known employer:

I am also obligated to provide you the names of certain creditors whose debts were not discharged or reaffirmed. These creditors are as follows:

[Listing of Creditors]

These creditors may be a source of information regarding any future address for [Name of Debtor]. If you request information from these creditors, they are allowed by law to disclose to you the last known address for [Name of the Debtor].

Sincerely,  
Chapter 7, 2, or 13 Trustee