

Dear [name]:

Enclosed please find a file-stamped copy of your bankruptcy documents, which were filed with the court on [file date]. Your case number is [case no.]; [judge's initials] are the initials of the judge who is presiding over this case.

This office will contact you when your 341 meeting has been scheduled and send you a reminder letter a week before with the time and place of the meeting.

You may provide creditors with your case number and date of filing or refer them to our office. Under no circumstances should a creditor continue to contact you regarding a debt listed in the bankruptcy once you have provided the above information. Please contact this office if that occurs.

PLEASE REMEMBER that you must complete a financial management course, a list of agencies providing the course is enclosed. As soon as you receive your certificate of completion please send it to us so that we can file it. Failure to do this will jeopardize your discharge. We recommend that you complete the financial management course as soon as possible. If the course and declaration are completed prior to your 341 there will be no additional charge.

We expect the Chapter 7 Trustee to send you a questionnaire which is required to be filled out. Please RETURN IT TO THE MORAN LAW GROUP. We will review it and then send it to the Trustee. Please call us if you do not receive one. [square] (Oakland, SF & Some SJ Trustees)

[square]OR

We are also enclosing a questionnaire which is required to be filled out by the Chapter 7 Trustee in your case. Please RETURN IT TO MORAN LAW GROUP. We will review it and then send it to the Trustee. [square] (Oakland, SF & Some SJ Trustees)

As always, please contact this office with any questions or concerns.

Very truly yours,

Renée C. Mendoza

enclosures