

**Rule 4002-1 Duties of Debtor under 11 U.S.C. § 521 in Chapter 7 and 13 Cases.**

- (a) No later than the first date set for the meeting of creditors under 11 U.S.C. § 341, the debtor must deliver to the interim trustee or the standing Chapter 13 Trustee, as applicable, all books, records and papers, including appraisals, relating to property of the estate, as well as copies of recorded documents, e.g., deeds and mortgages.
- (b) No later than the first date set for the meeting of creditors under 11 U.S.C. § 341, the debtor must advise in writing the interim trustee or the standing Chapter 13 Trustee, as applicable, of the payoff amounts on all secured debts.
- (c) Immediately upon the entry of an order for relief in a chapter 7 or 13 case, the debtor must give written notice of the order for relief to any court or tribunal where an action is pending against the debtor and to the parties and counsel involved in that action. If an action is commenced after the date of the order for relief, then the debtor must give similar written notice to the court or tribunal and to all parties and counsel involved.
- (d) Immediately upon the entry of an order for relief, the debtor must give written notice of the order for relief to any creditor with a garnishment order, any garnishee defendant (other than the debtor's employer), and any creditor who the debtor anticipates may seek a garnishment order.