

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

- (a) The debtor shall deliver to the interim trustee or the standing Chapter 13 Trustee no later than the first date set for the meeting of creditors under 11 U.S.C. § 341 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 shall advise the interim trustee or the standing Chapter 13 Trustee in writing of the payoff amounts on all secured debts.
- (c) Immediately upon the entry of an order for relief, the debtor shall give written notice 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 subsequent to the date of the order for relief, the debtor shall 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 shall give written notice 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.