

OFFICE OF THE STANDING TRUSTEE  
CHAPTER 13 PROCEEDINGS  
ELIZABETH CLARK, TRUSTEE  
3350 GRAND RIDGE DR NE, STE 200  
GRAND RAPIDS, MI 49525  
616-454-9638

October 18, 2024

Case No. G 99-99999

TEST CASE  
CO DBTR TEST  
12345 RIGHT HERE PLACE  
ANYWHERE,MI 49876

Re: Self-Employed or Business Questionnaire – With Employees and/or Trade Debt  
Self Employed or Business Questionnaire – No Employees and Trade Debt

TEST CASE, CO DBTR TEST

My name is Matt Parker, Business Case Analyst for Elizabeth Clark, Chapter 13 Bankruptcy Trustee. I assist the Trustee and Staff Attorney in analyzing cases such as yours which could have income, expenses, assets, debts, and equity that involve self-employment or a business. The questionnaire and appropriate supporting documents, reports, and forms are needed so that I can give the Trustee and Staff Attorney an informed, professional opinion on your ability to generate adequate income to make your Plan payments. In addition, I must verify all assets, debts, and equity used in the production of this income.

I have included a checklist to assist you in organizing the appropriate information that you must send to our office. Submit the questionnaire, documents, reports, and forms that apply to your self-employment or business; do not send us copies of any of the forms labeled “Sample” that we sent to you.

You may mail the questionnaire and all documents, reports, and forms to the above address or email them to me at [matt@clarkch13.com](mailto:matt@clarkch13.com). There will likely be other questions asked of you at the 341 hearing by the Trustee or Staff Attorney. Finally, it is quite possible that you will have to answer more questions or provide additional documents, reports, and forms to me after the 341 hearing and prior to your Court confirmation hearing.

Failure to submit the questionnaire and appropriate documents, reports, and forms **by** could result in the dismissal of your Chapter 13 Case. Contact me at (616) 454 – 9638 ext. 125 if you have any questions.

Sincerely,

Matt Parker  
Business Case Analyst

cc: ATTORNEY