

OFFICE OF THE CHAPTER 13 BANKRUPTCY TRUSTEE
HERBERT L. BESKIN, TRUSTEE
401 EAST MARKET STREET, SUITE 202
P. O. BOX 2103
CHARLOTTESVILLE, VIRGINIA 22902

Angela M. Scolforo, Staff Attorney
Valorie J. Norford, Financial Officer
Robert C. Johnson, Paralegal
Catherine E. Herrington, Senior Case Administrator
Cassandra A. Carey, Case Administrator
Ryan L. Bryant, Case Administrator
Danielle Carey-Ferguson, Case Administrator

Telephone 434-817-9913
Facsimile 434-817-9916
E-mail ch13staff@ntelos.net

[Today's date]

[Name of Holder of Claim for a DSO]
[Address of Holder of Claim]

Re: [Name of Debtor], Bankruptcy Case No. [Case Number]

Dear [Name of Holder of Claim]:

I am the Trustee in the Chapter 13 bankruptcy case of [Name of Debtor] filed on [date case filed] in the United States Bankruptcy Court for the Western District of Virginia. Pursuant to 11 U.S.C. sec. 1302(d)(1)(C), please be advised that [Name of Debtor] was granted a Chapter 13 discharge in bankruptcy on [date of discharge]. The following information is being provided to assist you in your efforts to collect any domestic support obligation which [Name of Debtor] may still owe you.

Last known address of the Debtor:

[Debtor's last known address]

Name and address of Debtor's last known employer:

[Name of Debtor's last known employer]
[Address of Debtor's last known employer]

I am obligated to provide you the names of certain creditors whose debts were reaffirmed by [Name of Debtor] or not discharged in this case. These creditors are as follows:

[Names of any creditors whose debts were reaffirmed or not discharged]

These creditors may be a source of information regarding any future address [Name of Debtor] may have. 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,
Herbert L. Beskin, Chapter 13 Trustee

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[Today's date]

Bankruptcy Reporting Contact

[Name of State Child Enforcement Agency]

[Address of Agency for Notice to State Agency]

In Re: Support Obligation owed to **[Name of Person Owed Support]**

By **[Name of Debtor]** (Bankruptcy Case No. **[Case Number]**,

Social Security Number **[Full Social Security Number of Debtor]**)

Dear Bankruptcy Reporting Contact:

I am the Trustee in the Chapter 13 bankruptcy case of **[Name of Debtor]** filed on **[date case filed]** in the United States Bankruptcy Court for the Western District of Virginia. Pursuant to 11 U.S.C. sec. 1302(d)(1)(C), please be advised that **[Name of Debtor]** was granted a Chapter 13 discharge in bankruptcy on **[date of discharge]**. The following information is being provided to assist you 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:

[Debtor's last known address]

Name and address of Debtor's last known employer:

[Name of Debtor's last known employer]

[Address of Debtor's last known employer]

I am obligated to provide you the names of certain creditors whose debts were reaffirmed by **[Name of Debtor]** or not discharged in this case. These creditors are as follows:

[Names of any creditors whose debts were reaffirmed or not discharged]

These creditors may be a source of information regarding any future address **[Name of Debtor]** may have. 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,
Herbert L. Beskin, Chapter 13 Trustee