

## DOCUMENTS TO BE PROVIDED TO ATTORNEY PRIOR TO FILING

Client(s) Name: \_\_\_\_\_

In order to comply with the bankruptcy law, and to allow us to evaluate your situation, you will need to supply ALL of the following documents. Your case cannot and will not be filed until you have provided:

- **Every pay stub and/or other income documentation for you and your spouse (if applicable) from the past six months.** Once you have provided those you should also continue to send pay stubs each time you get paid until your case is filed with the court. If you are married your spouse's pay information MUST be included, even if he/she is not filing for bankruptcy.
- Documentation for all sources of income for the last six months. Please tell us about all sources of income including money received from friends and family.
- **Copies of tax returns from the past three years.** If you cannot locate copies of your returns, please call the IRS at 1-800-829-1040 to request transcripts. If you have ANY years of unfiled taxes you MUST file them immediately.
- **If you own property provide Deeds and a market analysis for all properties.** An acceptable market analysis will include several comparables of similar properties and a suggested sale price if you were to sell your property today. Any realtor can provide a market analysis.
- **Information regarding any lawsuits in which you are involved,** including the case number, creditor and attorney representing the creditor.
- **Copies of your Driver's License and Social Security Card.** If you need to obtain a copy of your Social Security Card you can call 1-800-772-1213, or visit your local Social Security office.

## CREDITOR INFORMATION SHEET

Creditor Name: \_\_\_\_\_

Creditor Address, City, State and Zip: \_\_\_\_\_

Account Number: \_\_\_\_\_

Balance Due: \_\_\_\_\_ Type of Debt: Secured \_\_\_\_\_ Unsecured \_\_\_\_\_ Taxes \_\_\_\_\_

If secured, what is the collateral? \_\_\_\_\_

If secured, how far behind are you on payments? \$ \_\_\_\_\_

Purpose of Debt: Credit Card \_\_\_\_\_ Personal Loan \_\_\_\_\_ Business Loan \_\_\_\_\_ Contract \_\_\_\_\_

Medical Bill \_\_\_\_\_ Contract \_\_\_\_\_ Auto Loan \_\_\_\_\_ Mortgage \_\_\_\_\_ Other \_\_\_\_\_

Person Responsible: Husband \_\_\_\_\_ Wife \_\_\_\_\_ Joint \_\_\_\_\_ Other \_\_\_\_\_

If you paid or charged more than \$600.00 in the last 90 days, state the date and amount of each: \_\_\_\_\_

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# HOUSEHOLD GOODS AND FURNISHINGS

Bankruptcy requires you to provide a complete and accurate list of everything you own. This means a complete disclosure of everything including personal property, real estate, bank accounts, stocks, bonds, family heir looms, etc.

ROOM/DESCRIPTION	REPLACEMENT VALUE
<b>LIVING ROOM</b>	
Rugs	_____
sofas and chairs	_____
tables	_____
lamps	_____
pictures	_____
window coverings	_____
televisions and electronics	_____
computers	_____
other	_____
<b>TOTAL LIVING ROOM VALUE</b>	_____
<b>KITCHEN</b>	
appliances	_____
tables and chairs	_____
cookware	_____
dishes	_____
other	_____
<b>TOTAL KITCHEN VALUE</b>	_____
<b>DINING ROOM</b>	
rugs	_____
tables and chairs	_____
buffet/sideboard	_____
china/glassware	_____
silver	_____
pictures	_____
other	_____
<b>TOTAL DINING ROOM VALUE</b>	_____
<b>BEDROOMS</b>	
rugs	_____
beds	_____
bedding	_____
furniture	_____
pictures	_____
desks	_____
television and electronics	_____



TOTAL VALUE OF BEDROOMS \_\_\_\_\_

OTHER ROOMS

rugs \_\_\_\_\_  
sofas and chairs \_\_\_\_\_  
tables \_\_\_\_\_  
lamps \_\_\_\_\_  
pictures \_\_\_\_\_  
window coverings \_\_\_\_\_  
televisions and electronics \_\_\_\_\_  
computers \_\_\_\_\_  
other \_\_\_\_\_  
TOTAL ROOM VALUE \_\_\_\_\_

GARAGE

Tools \_\_\_\_\_  
lawn mower \_\_\_\_\_  
grill \_\_\_\_\_  
lawn furniture \_\_\_\_\_  
hobby/sports equipment \_\_\_\_\_  
other \_\_\_\_\_  
TOTAL GARAGE VALUE \_\_\_\_\_

# CLOTHING AND JEWELRY LIST

(Even though the bankruptcy laws require you to list the value of your clothing – the value is based upon the current condition of the clothing. In other words, it is not the value of the clothing on the date of the purchase. It is based upon the used, resale value.)

## CLOTHING (for him)

Coats and jackets	_____
Sweaters	_____
Pants	_____
Suits	_____
Shoes	_____
Other	_____
Total Value	_____

## CLOTHING (for her)

Coats/Jackets	_____
Sweaters	_____
Slacks	_____
Shirts/blouses	_____
Shoes	_____
Other	_____
Total Value	_____

## JEWELRY (for him)

Watches	_____
Rings	_____
Necklace/Bracelet	_____
Other	_____
TOTAL VALUE	_____

## JEWELRY (for her).

Watches	_____
Rings	_____
Necklace/Bracelet	_____
Earrings	_____
Other	_____
TOTAL VALUE	_____

